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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, JANUARY 17, 2019

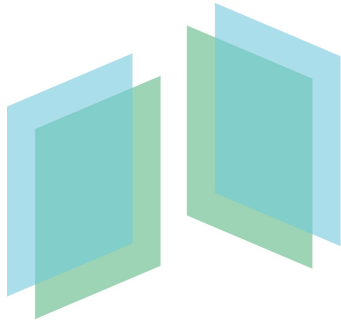
7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Comcast Contract**
- **Executive Session – To Discuss**
 - **The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employee**

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 376-2801 to allow the Library to make reasonable accommodations.



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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

January 17, 2019

7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – December 20, 2018.
 - B. Acceptance of Financial Reports for December 2018.
 - C. Acceptance of Reports.
 1. December 2018 Statistics Report
 2. 2018 Circulation by Month
 3. Director’s Report on Strategic Goals
 4. 2018 Cash Budget Projection

- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$339,204.36. [Action Item]
 - B. Approve Comcast Contract. [Action Item]

- IX. Announcements. (7:45 p.m.)
 - A. President's Day Library Legislative Breakfast, Monday, February 18, 2019.
 - B. Library Trustee Forum Workshop, Saturday, March 16, 2019.
 - C. Filing Statement of Economic Interest begins March 2019.
 - D. February 21, 2019 Board of Trustee Meeting – 4:00 p.m.
 - E. Semi-Annual Board Dinner, February 21, 2019.

- X. Correspondence.

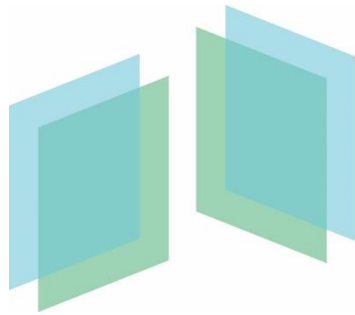
- XI. Executive Session – To Discuss (7:50 p.m.)
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

- XII. (Regular Session) Action.
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

- XIII. Adjournment. (8:15 p.m.)

This meeting will be recorded for television broadcast.

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 20, 2018

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, December 20, 2018. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

None.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION Bruce Lester, seconded Umair Qadeer, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$416,803.19. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$416,803.19 as listed on the vendor checks report of November 2018 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Annual Support and Maintenance Renewal Contract for Bibliotheca - \$20,027.97. [Action Item]

Library Director Holly Richards Sorensen stated that the Annual Support and Maintenance Renewal Contract for Bibliotheca is a budgeted expense. This 3M equipment is serviced by Bibliotheca, who purchased the library portion of 3M three years ago. The cost of the contract has been reduced by approximately \$4,000.00.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve Annual Support and Maintenance Renewal Contract for Bibliotheca in the amount of \$20,027.97. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Vincent Rangel entered the meeting at 7:06 p.m.

C. Approve Payment to ELM USA - \$12,070.00. [Action Item]

Library Director Holly Richards Sorensen asked for board approval to purchase an ECO-Master Disc Repair Machine. This machines cleans up to 70 discs at a time and also resurfaces the discs. The current machine was purchased in 2011 and has cleaned over 57,000 discs. Trustee Kristen Graack asked if this machine was exactly the same as the one being replaced and Library Director Holly Richards Sorensen stated that it is the same machine, but a newer version. Trustee Nicholas Harkovich asked the life expectancy of the disc cleaning machine and Library Director Holly Richards Sorensen responded that it is 7 – 8 years.

Trustee Earl Wilson stated that he called ELM USA and that ELM USA refurbishes some disc cleaning machines. These refurbished machines come with a one-year warranty. Trustee Earl Wilson asked the board to consider refurbishing the library's current disc cleaner, which may reduce the cost to the library. Trustee Umair Qadeer responded that the library may pay more for a refurbished unit than if purchased new.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to approve payment to ELM USA for a multiple disc cleaner in the amount of \$12,070.00. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Declaration of Surplus Property. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Resolutions. [Action Item]

1. Appropriation and Levy.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the 2019 Appropriations and 2018 Levy for Library Purposes for Des Plaines Public Library. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo, Wilson. NAYS: Wilson. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Trustee Denise Hudec stated that she came to the library for the teen gift wrapping event and would recommend this event to others. All donations from this program were given to the Des Plaines Self-Help Closet and Food Pantry.

X. CORRESPONDENCE.

No correspondence.

XI. EXECUTIVE SESSION – TO DISCUSS

- A. Semi-Annual Review of Executive Session Minutes.
- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Vincent Rangel, seconded by Kristen Graack, to enter into Executive Session at 7:34 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:39 p.m. and was called to order by President Gregory Sarlo.

XII. (REGULAR SESSION) ACTION.

- A. Semi-Annual Review of Executive Session Minutes.

MOTION by Umair Qadeer, seconded by Kristen Graack, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

June 21, 2018 – Semi-Annual Review of Executive Session Minutes and Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:41 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
December 31, 2018

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



January 10, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of December 31, 2018 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Twelve Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of December 31, 2018

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,842,910.95	\$ 1,294,958.76	\$ 4,137,869.71
Prepays	118,832.21	12,070.00	130,902.21
Receivables			
Receivable - Property Taxes	6,077,809.18	-	6,077,809.18
Receivable - Grants	-	-	-
Receivable - Miscellaneous	23,247.00	-	23,247.00
Total Assets	\$ 9,062,799.34	\$ 1,307,028.76	\$ 10,369,828.10
LIABILITIES			
Accounts Payable	\$ 200,005.06	\$ 4,565.35	\$ 204,570.41
Accrued Payroll	119,349.47	-	119,349.47
Due to other funds	310,297.07	-	310,297.07
Total Liabilities	629,651.60	4,565.35	634,216.95
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,699,151.60	4,565.35	6,703,716.95
FUND BALANCE			
Fund Balance - Unreserved	2,328,896.94	1,302,463.41	3,631,360.35
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,363,647.74	1,302,463.41	3,666,111.15
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,062,799.34	\$ 1,307,028.76	\$ 10,369,828.10

Des Plaines Public Library

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

For the 12 Months Ended December 31, 2018

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,997,714.12	\$ -	\$ 5,997,714.12
Intergovernmental	167,443.00	-	167,443.00
Fines & Fees	77,143.94	-	77,143.94
Interest	79,915.12	134.47	80,049.59
Special Events and Programs	3,793.95	-	3,793.95
Miscellaneous	68,581.21	1,300,000.00	1,368,581.21
Total Revenues	<u>6,394,591.34</u>	<u>1,300,134.47</u>	<u>7,694,725.81</u>
EXPENDITURES			
Personnel	\$ 2,947,303.98	\$ -	\$ 2,947,303.98
Operating	2,059,058.07	-	2,059,058.07
Library Materails	973,426.86	-	973,426.86
Capital Outlay	56,102.90	137,892.48	193,995.38
Other Expenditures	<u>1,387,423.12</u>	<u>-</u>	<u>1,387,423.12</u>
Total Expenditures	<u>7,423,314.93</u>	<u>137,892.48</u>	<u>7,561,207.41</u>
Net Change in Fund Balances	<u>(1,028,723.59)</u>	<u>1,162,241.99</u>	<u>133,518.40</u>
FUND BALANCES			
Beginning of the year	<u>3,392,371.33</u>	<u>140,221.42</u>	<u>3,532,592.75</u>
End of the period	<u>\$ 2,363,647.74</u>	<u>\$ 1,302,463.41</u>	<u>\$ 3,666,111.15</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of December 31, 2018

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	55,929.77
202-1102015 - First Midwest Operating #8100292260	<u>287,515.56</u>
	<u>343,445.33</u>
201-1102028 - Cash Library Donations	<u>156,543.62</u>
201-1102079 - IL Funds - 151600222591	2,629,937.56
202-1102079 - IL Funds - 151600222591	<u>1,007,443.20</u>
	<u>3,637,380.76</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,137,869.71</u></u>

Des Plaines Public Library
Balance Sheet as of December 31, 2018

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <u>Library Fund</u> <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	274,618.37	(218,688.60)	55,929.77
1102028 - Cash Library Donations	156,454.82	88.80	156,543.62
1102079 - IL Funds - 151600222591	4,322,370.04	(1,692,432.48)	2,629,937.56
1118000 - Receivable - Property Taxes	6,077,809.18	0.00	6,077,809.18
1119200 - Receivable - Miscellaneous	0.00	23,247.00	23,247.00
1119301 - Prepaid Expense	118,832.21	0.00	118,832.21
	<u>10,950,584.62</u>	<u>(1,887,785.28)</u>	<u>9,062,799.34</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	348,046.61	(191,490.14)	156,556.47
2401002 - Payroll Liabilities	0.00	43,448.59	43,448.59
2430707 - Due to Library Comp Abs	310,297.07	0.00	310,297.07
2450040 - Accrued Payroll	119,349.47	0.00	119,349.47
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,847,193.15</u>	<u>(148,041.55)</u>	<u>6,699,151.60</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	3,357,620.53	0.00	3,357,620.53
	<u>3,392,371.33</u>	<u>0.00</u>	<u>3,392,371.33</u>
 Total Liabilities and Fund Balance	<u>10,239,564.48</u>	<u>(148,041.55)</u>	<u>10,091,522.93</u>
 Excess Revenues Over Expenses	<u>711,020.14</u>	<u>(1,739,743.73)</u>	<u>(1,028,723.59)</u>

Des Plaines Public Library
Balance Sheet as of December 31, 2018

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	963.56	286,552.00	287,515.56
1102079 - IL Funds - 151600222591	7,430.19	1,000,013.01	1,007,443.20
1119301 - Prepaid Expense	12,070.00	0.00	12,070.00
	20,463.75	1,286,565.01	1,307,028.76
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	12,070.00	(7,504.65)	4,565.35
	12,070.00	(7,504.65)	4,565.35
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	140,221.42	0.00	140,221.42
Total Liabilities and Fund Balance	152,291.42	(7,504.65)	144,786.77
Excess Revenues Over Expenses	(131,827.67)	1,294,069.66	1,162,241.99

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	310,297.07	0.00	310,297.07
	310,297.07	0.00	310,297.07
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	107,930.87	0.00	107,930.87
2490010 - Compensated Absences Payable	202,366.20	0.00	202,366.20
	310,297.07	0.00	310,297.07
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	310,297.07	0.00	310,297.07

Des Plaines Public Library
Balance Sheet as of December 31, 2018

	<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	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,149,646.00	0.00	1,149,646.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(850,466.00)</u>	<u>0.00</u>	<u>(850,466.00)</u>
	<u>2,786,046.39</u>	<u>0.00</u>	<u>2,786,046.39</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,786,046.39</u>	<u>0.00</u>	<u>2,786,046.39</u>
	<u>2,786,046.39</u>	<u>0.00</u>	<u>2,786,046.39</u>
 Total Liabilities and Net Capital Assets	 <u>2,786,046.39</u>	 <u>0.00</u>	 <u>2,786,046.39</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 12 Months Ended December 31, 2018**

_____ Library Fund _____	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	<u>888.50</u>	<u>5,997,714.12</u>	<u>6,100,000.00</u>	<u>102,285.88</u>	<u>98.32</u>
	<u>888.50</u>	<u>5,997,714.12</u>	<u>6,100,000.00</u>	<u>102,285.88</u>	<u>98.32</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	92,988.00	92,988.00	0.00	100.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	45,000.00	(27,955.00)	162.12
201-4822090 - Grant Revenue	0.00	1,500.00	2,000.00	500.00	75.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>23,247.00</u>	<u>167,443.00</u>	<u>139,988.00</u>	<u>(27,455.00)</u>	<u>119.61</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	417.27	7,596.48	9,000.00	1,403.52	84.41
201-4850102 - Library Fines	2,647.00	37,093.96	60,000.00	22,906.04	61.82
201-4850201 - Copying Fees	1,804.74	23,622.31	30,000.00	6,377.69	78.74
201-4850207 - Non-Res Cards	414.00	5,891.19	2,000.00	(3,891.19)	294.56
201-4850208 - Meeting Room Fees	<u>195.00</u>	<u>2,940.00</u>	<u>2,000.00</u>	<u>(940.00)</u>	<u>147.00</u>
	<u>5,478.01</u>	<u>77,143.94</u>	<u>103,000.00</u>	<u>25,856.06</u>	<u>74.90</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>0.00</u>	<u>3,793.95</u>	<u>6,000.00</u>	<u>2,206.05</u>	<u>63.23</u>
	<u>0.00</u>	<u>3,793.95</u>	<u>6,000.00</u>	<u>2,206.05</u>	<u>63.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>7,641.29</u>	<u>79,915.12</u>	<u>20,000.00</u>	<u>(59,915.12)</u>	<u>399.58</u>
	<u>7,641.29</u>	<u>79,915.12</u>	<u>20,000.00</u>	<u>(59,915.12)</u>	<u>399.58</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	8,021.55	56,341.16	30,000.00	(26,341.16)	187.80
201-4899910 - Vending Machine Revenue	78.94	1,327.35	1,000.00	(327.35)	132.74
201-4899920 - Library Donations	25.00	567.80	10,000.00	9,432.20	5.68
201-4899940 - Friends Book Sale	<u>880.25</u>	<u>10,344.90</u>	<u>0.00</u>	<u>(10,344.90)</u>	<u>0.00</u>
	<u>9,005.74</u>	<u>68,581.21</u>	<u>41,000.00</u>	<u>(27,581.21)</u>	<u>167.27</u>
Total Library Fund	<u><u>46,260.54</u></u>	<u><u>6,394,591.34</u></u>	<u><u>6,409,988.00</u></u>	<u><u>15,396.66</u></u>	<u><u>99.76</u></u>

Des Plaines Public Library
 Revenue Report
 For the 12 Months Ended December 31, 2018

	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>13.01</u>	<u>134.47</u>	<u>25.00</u>	<u>(109.47)</u>	<u>537.88</u>
	<u>13.01</u>	<u>134.47</u>	<u>25.00</u>	<u>(109.47)</u>	<u>537.88</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>1,300,000.00</u>	<u>1,300,000.00</u>	<u>1,300,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>1,300,000.00</u>	<u>1,300,000.00</u>	<u>1,300,000.00</u>	<u>0.00</u>	<u>100.00</u>
Total Capital Projects Fund	<u><u>1,300,013.01</u></u>	<u><u>1,300,134.47</u></u>	<u><u>1,300,025.00</u></u>	<u><u>(109.47)</u></u>	<u><u>100.01</u></u>
Total of All Funds	<u><u>1,346,273.55</u></u>	<u><u>7,694,725.81</u></u>	<u><u>7,710,013.00</u></u>	<u><u>15,287.19</u></u>	<u><u>99.80</u></u>

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2018**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	170,926.48	2,220,708.80	2,301,049.00	80,340.20	96.51
5910200 - Part-time Salaries	<u>55,566.95</u>	<u>726,595.18</u>	<u>784,851.00</u>	<u>58,255.82</u>	<u>92.58</u>
	<u>226,493.43</u>	<u>2,947,303.98</u>	<u>3,085,900.00</u>	<u>138,596.02</u>	<u>95.51</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	16,726.24	217,721.76	232,205.00	14,483.24	93.76
5918021 - Employer Contribution - IMRF	23,033.05	273,366.68	307,709.00	34,342.32	88.84
5918040 - Life Insurance Premiums	129.48	1,677.78	1,840.00	162.22	91.18
5918050 - PPO Insurance Premiums	29,690.52	247,703.61	247,483.00	(220.61)	100.09
5918051 - HMO Insurance Premiums	47,293.61	213,595.60	213,375.00	(220.60)	100.10
5918055 - Dental Insurance Premiums	1,422.56	18,318.06	18,843.00	524.94	97.21
5918070 - Workers Compensation	<u>0.00</u>	<u>12,546.00</u>	<u>13,000.00</u>	<u>454.00</u>	<u>96.51</u>
	<u>118,295.46</u>	<u>984,929.49</u>	<u>1,044,455.00</u>	<u>59,525.51</u>	<u>94.30</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	505.00	2,632.50	4,000.00	1,367.50	65.81
5920110 - Professional Services	2,885.20	430,853.73	428,864.00	(1,989.73)	100.46
5920120 - Communication Services	972.25	25,324.29	23,200.00	(2,124.29)	109.16
5920140 - Integrated Library System	8,246.64	97,553.79	95,500.00	(2,053.79)	102.15
5920202 - Conferences	90.00	2,940.39	5,000.00	2,059.61	58.81
5920204 - Training	23.71	23.71	0.00	(23.71)	0.00
5920220 - Membership Dues	104.00	6,841.00	7,000.00	159.00	97.73
5920230 - Publication of Notices	0.00	185.50	200.00	14.50	92.75
5920990 - Property/Liability Insurance	0.00	30,377.00	35,000.00	4,623.00	86.79
5930010 - R&M Equipment	5,310.23	93,041.11	99,200.00	6,158.89	93.79
5930020 - R&M Buildings & Structures	316.61	121,261.89	143,500.00	22,238.11	84.50
5930030 - R&M Vehicles	0.00	1,975.33	1,000.00	(975.33)	197.53
5930210 - Rental of Equipment	1,519.91	16,866.78	20,125.00	3,258.22	83.81
5930320 - Cleaning/Custodial Services	679.50	67,119.24	58,044.00	(9,075.24)	115.64
5930490 - Refuse Contract	360.00	4,683.28	5,600.00	916.72	83.63
5960040 - Pre-Employment Testing	290.80	2,252.25	3,000.00	747.75	75.08
5960065 - Bank Fees	(245.93)	155.35	500.00	344.65	31.07
5960070 - Mileage	0.00	526.15	700.00	173.85	75.16
5960210 - Special Event Programming	5,123.96	64,302.17	62,270.00	(2,032.17)	103.26
5960990 - Misc. Contractual Services	<u>7,404.16</u>	<u>105,213.12</u>	<u>107,095.00</u>	<u>1,881.88</u>	<u>98.24</u>
	<u>33,586.04</u>	<u>1,074,128.58</u>	<u>1,099,798.00</u>	<u>25,669.42</u>	<u>97.67</u>
<u>Commodities</u>					
5970100 - Supplies	19,533.27	59,403.21	64,500.00	5,096.79	92.10
5970110 - Meals	507.00	1,965.44	2,000.00	34.56	98.27
5970115 - Supplies - Dept/Other	377.97	4,697.14	7,000.00	2,302.86	67.10
5970170 - Janitorial	1,118.85	16,952.32	23,500.00	6,547.68	72.14
5970260 - Postage & Parcel	1,024.70	5,244.10	8,000.00	2,755.90	65.55
5970500 - Water Bill	2,396.31	13,387.07	9,000.00	(4,387.07)	148.75

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2018**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970600 - Ebooks/Books	37,854.25	387,255.81	377,500.00	(9,755.81)	102.58
5970610 - E-audio/Audio	6,327.36	86,882.74	80,500.00	(6,382.74)	107.93
5970620 - E-Subscriptions/Subscriptions	2,842.45	38,518.00	78,230.00	39,712.00	49.24
5970630 - Visual Materials	21,432.07	145,430.16	154,500.00	9,069.84	94.13
5970640 - Databases	7,107.14	192,905.78	190,000.00	(2,905.78)	101.53
5970810 - Natural Gas	0.00	20,303.63	20,000.00	(303.63)	101.52
5970850 - Gasoline	<u>0.00</u>	<u>481.46</u>	<u>650.00</u>	<u>168.54</u>	<u>74.07</u>
	<u>100,521.37</u>	<u>973,426.86</u>	<u>1,015,380.00</u>	<u>41,953.14</u>	<u>95.87</u>
 <u>Capital Expenditures</u>					
5980410 - Computer Hardware	742.47	4,351.73	6,000.00	1,648.27	72.53
5980420 - Computer Software	2,410.00	43,719.66	46,590.00	2,870.34	93.84
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>8,031.51</u>	<u>8,600.00</u>	<u>568.49</u>	<u>93.39</u>
	<u>3,152.47</u>	<u>56,102.90</u>	<u>61,190.00</u>	<u>5,087.10</u>	<u>91.69</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,835.25	47,205.27	45,000.00	(2,205.27)	104.90
5990901 - State Grant Expenditures	0.00	1,456.70	2,000.00	543.30	72.84
5990940 - Trans to Library Capital Proj. Fund	1,300,000.00	1,300,000.00	1,300,000.00	0.00	100.00
5993000 - Contingency Reserve	1,240.00	28,416.25	60,000.00	31,583.75	47.36
5999940 - Friends Books Sale	<u>880.25</u>	<u>10,344.90</u>	<u>0.00</u>	<u>(10,344.90)</u>	<u>0.00</u>
	<u>1,303,955.50</u>	<u>1,387,423.12</u>	<u>1,407,000.00</u>	<u>19,576.88</u>	<u>98.61</u>
 Total Library Fund Expenditures	 <u>1,786,004.27</u>	 <u>7,423,314.93</u>	 <u>7,713,723.00</u>	 <u>290,408.07</u>	 <u>96.24</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	43,439.18	40,000.00	(3,439.18)	108.60
5980400 - Equipment	0.00	17,892.83	19,975.00	2,082.17	89.58
5980410 - Computer Hardware	5,943.35	40,236.08	44,700.00	4,463.92	90.01
5980420 - Computer Software	0.00	5,970.76	9,000.00	3,029.24	66.34
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>30,353.63</u>	<u>30,000.00</u>	<u>(353.63)</u>	<u>101.18</u>
	<u>5,943.35</u>	<u>137,892.48</u>	<u>143,675.00</u>	<u>5,782.52</u>	<u>95.98</u>
 Total Capital Projects Fund Expenditures	 <u>5,943.35</u>	 <u>137,892.48</u>	 <u>143,675.00</u>	 <u>5,782.52</u>	 <u>95.98</u>
 Total of All Funds	 <u>1,791,947.62</u>	 <u>7,561,207.41</u>	 <u>7,857,398.00</u>	 <u>296,190.59</u>	 <u>96.23</u>

Des Plaines Public Library

Check List

All Bank Accounts

December 21, 2018 - January 17, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17230	01/17/19	AMERICAN LIBRARY ASSOCIATION	65.00
17231	01/17/19	ATI TECHNOLOGY PARTNERS	3,706.00
17232	01/17/19	CHRIS CHANG	75.00
17233	01/17/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17234	01/17/19	DEEPTHI CHIRUVURI	200.00
17235	01/17/19	DES PLAINES CHAMBER OF COMMERCE	150.00
17236	01/17/19	EBSCO SUBSCRIPTION SVC	11,917.62
17237	01/17/19	LAURA MEZA	50.76
17238	01/17/19	LIBRARIES OF ILLINOIS RISK AGENCY	24,898.00
17239	01/17/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17240	01/17/19	OUTSOURCE SOLUTIONS GROUP, INC.	33,770.30
17241	01/17/19	PROQUEST LLC	9,383.20
17242	01/17/19	RADIO PLAYERS WEST	300.00
17243	01/17/19	SCHOLASTIC INC	5,520.00
17244	01/17/19	TMC FURNITURE INC	1,050.06
17245	01/17/19	WEISS RATINGS	3,795.00
17246	01/17/19	HILARY ANN FELDMAN	450.00
17247	01/17/19	ALEXIAN BROTHERS CORP HEALTH SERV AQUARIUM	75.00
17248	01/17/19	ADVENTURE HOFFMAN ESTATES	320.00
17249	01/17/19	BAKER & TAYLOR	10,935.37
17250	01/17/19	BAKER & TAYLOR	12,061.63
17251	01/17/19	BARNES & NOBLE, INC.	2,322.00
17252	01/17/19	BIBLIOTHECA, LLC	8,360.25
17253	01/17/19	CHILDREN'S PLUS, INC.	3,250.04
17254	01/17/19	CITY OF DES PLAINES	2,396.31
17255	01/17/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17256	01/17/19	D&Z HOUSE OF BOOKS	2,343.08
17257	01/17/19	EISENHOWER PUBLIC LIBRARY DISTRICT EVOLUTION	21.00
17258	01/17/19	MARKETING GROUP INC	204.70
17259	01/17/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17260	01/17/19	FOX VALLEY FIRE & SAFETY	1,240.00
17261	01/17/19	GARVEY'S OFFICE PRODUCTS	1,118.85
17262	01/17/19	ID CARDS UNLIMITED	1,971.60
17263	01/17/19	IMPACT NETWORKING, LLC.	5,008.85
17264	01/17/19	INSIGHT PUBLIC SECTOR, INC.	4,565.35
17265	01/17/19	KANOPY	326.00
17266	01/17/19	KLEIN, THORPE & JENKINS, LTD.	505.00
17267	01/17/19	LAUTERBACH & AMEN, LLP.	1,525.00
17268	01/17/19	LIBRARY IDEAS LLC	337.72
17269	01/17/19	LIMRICC	43,448.59
17270	01/17/19	LORITO BOOKS	290.04
17271	01/17/19	M.G. ELECTRIC SERVICE CO.	5,380.00
17272	01/17/19	MAIL FINANCE	204.09
17273	01/17/19	MANUFACTURERS' NEWS, INC.	226.90
17274	01/17/19	MENARDS	140.60
17275	01/17/19	MICROSYSTEMS, INC.	1,657.95
17276	01/17/19	MIDWEST TAPE	9,000.00
17277	01/17/19	MIDWEST TAPE	16,762.87
17278	01/17/19	NATIONAL ASSOCIATION OF PARLIAMENTARIANS	104.00
17279	01/17/19	OUTSOURCE SOLUTIONS GROUP, INC.	2,041.51
17280	01/17/19	OVERDRIVE, INC.	4,709.13
17281	01/17/19	RECORDED BOOKS, INC	5,561.42
17282	01/17/19	ROBERTA S. JOHNSON	147.95
17283	01/17/19	SCHOLASTIC INC	300.00
17284	01/17/19	SERVING ALCOHOL, INC	23.71

Des Plaines Public Library

Check List

All Bank Accounts

December 21, 2018 - January 17, 2019

Check Number	Check Date	Payee	Amount
17285	01/17/19	SHOWCASES	147.31
17286	01/17/19	SPEED-E-KLEEN, INC.	679.50
17287	01/17/19	STEVE KURAS	125.00
17288	01/17/19	THOMSON REUTERS-WEST	17.84
17289	01/17/19	TIAA BANK	1,315.82
17290	01/17/19	TRITON COLLEGE LIBRARY	67.50
17291	01/17/19	WORLD BOOK INC	1,275.70
17292	01/17/19	ARTHUR J. GALLAGHER RISK MANAGEMENT	12,005.00
50992	12/31/18	PRO DATA	1,360.20
50993	12/31/18	IMRF	33,325.17
50994	12/31/18	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	880.25
50995	12/31/18	NEOFUNDS BY NEOPOST	1,000.00
50996	12/31/18	VERIZON WIRELESS	972.25
50997	12/31/18	BANKCARD SERVICES	25,518.73
Vendor Check Total			<u>339,204.36</u>
Check List Total			<u><u>339,204.36</u></u>

Check count = 71

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2018

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AMERICAN LIBRARY ASSOCIATION						
201-5920220	Membership Dues	Membership Renewal - Earl Wilson	65.00	17230	01/17/19	<u>65.00</u>
ATI TECHNOLOGY PARTNERS						
201-5930010	R&M Equipment	Invoice # 70348	3,706.00	17231	01/17/19	<u>3,706.00</u>
CHRIS CHANG						
201-5960210	Special Event Programming	Korean Family Storytime 2/2/19	75.00	17232	01/17/19	<u>75.00</u>
CRYSTAL MAINTENANCE SERVICES CORP						
201-5930320	Cleaning/Custodial Services	Invoice # 25757	4,892.50	17233	01/17/19	<u>4,892.50</u>
DEEPTHI CHIRUVURI						
201-5960210	Special Event Programming	Hooray for Bollywood 1/30/19	200.00	17234	01/17/19	<u>200.00</u>
DES PLAINES CHAMBER OF COMMERCE						
201-5960210	Special Event Programming	2019 Monthly First Friday Chamber Breakfast Meetings	150.00	17235	01/17/19	<u>150.00</u>
EBSCO SUBSCRIPTION SVC						
201-5970640	Databases	Invoice # 1575577	9,639.00	17236	01/17/19	<u>11,917.62</u>
201-5970640	Databases	Invoice # 1575529	2,200.00			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1574679	53.99			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1574680	24.63			
LAURA MEZA						
201-5960210	Special Event Programming	Dia de los Ninos 4/30/19	50.76	17237	01/17/19	<u>50.76</u>
LIBRARIES OF ILLINOIS RISK AGENCY						
201-5920990	Property/Liability Insurance	Property/Casualty Program 12/31/18 - 12/31/19	24,898.00	17238	01/17/19	<u>24,898.00</u>
OAKBROOK MECHANICAL SERVICES						
201-5930320	Cleaning/Custodial Services	Invoice # 14153	2,797.50	17239	01/17/19	<u>2,797.50</u>
OUTSOURCE SOLUTIONS GROUP, INC.						
201-5960990	Misc. Contractual Services	Invoice # 45092	350.00	17240	01/17/19	<u>33,770.30</u>
201-5920110	Professional Services	Invoice # 45091	33,420.30			
PROQUEST LLC						
201-5970620	E-Subscriptions/Subscriptions	Invoice # 70547012	3,840.00	17241	01/17/19	<u>9,383.20</u>
201-5970640	Databases	Invoice # 70552781	5,543.20			
RADIO PLAYERS WEST						
201-5960210	Special Event Programming	Those Were The Days 1/27/19	300.00	17242	01/17/19	<u>300.00</u>
SCHOLASTIC INC						
201-5970640	Databases	Invoice # 18350078	5,520.00	17243	01/17/19	<u>5,520.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2018

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
TMC FURNITURE INC				17244	01/17/19	<u>1,050.06</u>
201-5980600	Furniture & Fixtures	Invoice # 16191	1,050.06			
WEISS RATINGS				17245	01/17/19	<u>3,795.00</u>
201-5970640	Databases	Invoice # 950578	3,795.00			
HILARY ANN FELDMAN				17246	01/17/19	<u>450.00</u>
201-5960210	Special Event Programming	My Fair Audrey: A Musical Tribute to Audrey Hepburn 2/24/19	450.00			
ALEXIAN BROTHERS CORP HEALTH SERV				17247	01/17/19	<u>75.00</u>
201-5960040	Pre-Employment Testing	Invoice # 668555	75.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17248	01/17/19	<u>320.00</u>
201-5960990	Misc. Contractual Services	Invoice # 7408	320.00			
BAKER & TAYLOR				17249	01/17/19	<u>10,935.37</u>
201-5960990	Misc. Contractual Services	Inv 2034177494	2.69			
201-5970600	Ebooks/Books	Inv 2034177494	17.34			
201-5960990	Misc. Contractual Services	Inv 2034111278	2.69			
201-5970600	Ebooks/Books	Inv 2034111278	16.15			
201-5960990	Misc. Contractual Services	Inv 0000141814	17.38			
201-5970600	Ebooks/Books	Inv 0000141814	102.33			
201-5960990	Misc. Contractual Services	Inv 2034211619	5.38			
201-5970600	Ebooks/Books	Inv 2034211619	35.29			
201-5960990	Misc. Contractual Services	Inv 2034219354	5.95			
201-5970600	Ebooks/Books	Inv 2034219354	57.91			
201-5960990	Misc. Contractual Services	Inv 2034219351	31.96			
201-5970600	Ebooks/Books	Inv 2034219351	103.69			
201-5960990	Misc. Contractual Services	Inv 2034216214	16.75			
201-5970600	Ebooks/Books	Inv 2034216214	164.24			
201-5960990	Misc. Contractual Services	Inv 2034219357	7.80			
201-5970600	Ebooks/Books	Inv 2034219357	76.02			
201-5960990	Misc. Contractual Services	Inv 2034203505	0.82			
201-5970600	Ebooks/Books	Inv 2034203505	30.14			
201-5960990	Misc. Contractual Services	Inv 5015296390	18.15			
201-5970600	Ebooks/Books	Inv 5015296390	407.48			
201-5960990	Misc. Contractual Services	Inv 5015267613	24.50			
201-5970600	Ebooks/Books	Inv 5015267613	750.55			
201-5970640	Databases	Inv 5015267613	18.57			
201-5960990	Misc. Contractual Services	Inv 2034189605	55.19			
201-5970600	Ebooks/Books	Inv 2034189605	153.33			
201-5960990	Misc. Contractual Services	Inv 2034178665	14.50			
201-5970600	Ebooks/Books	Inv 2034178665	57.02			
201-5960990	Misc. Contractual Services	Inv 2034189690	41.25			
201-5970600	Ebooks/Books	Inv 2034189690	383.83			
201-5960990	Misc. Contractual Services	Inv 2034187158	3.39			
201-5970600	Ebooks/Books	Inv 2034187158	29.50			
201-5960990	Misc. Contractual Services	Inv 2034153698	8.07			
201-5970600	Ebooks/Books	Inv 2034153698	35.96			
201-5960990	Misc. Contractual Services	Inv 2034178703	5.92			
201-5970600	Ebooks/Books	Inv 2034178703	19.10			
201-5960990	Misc. Contractual Services	Inv 2034189648	14.13			
201-5970600	Ebooks/Books	Inv 2034189648	135.58			
201-5960990	Misc. Contractual Services	Inv 2034140286	18.83			
201-5970600	Ebooks/Books	Inv 2034140286	68.88			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2018

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034178838	4.50			
201-5970600	Ebooks/Books	Inv 2034178838	44.83			
201-5960990	Misc. Contractual Services	Inv 2034182058	8.50			
201-5970600	Ebooks/Books	Inv 2034182058	176.58			
201-5960990	Misc. Contractual Services	Inv 2034148303	16.14			
201-5970600	Ebooks/Books	Inv 2034148303	57.06			
201-5960990	Misc. Contractual Services	Inv 2034174775	115.67			
201-5970600	Ebooks/Books	Inv 2034174775	241.46			
201-5960990	Misc. Contractual Services	Inv 2034185928	5.38			
201-5970600	Ebooks/Books	Inv 2034185928	20.33			
201-5960990	Misc. Contractual Services	Inv 2034170229	4.65			
201-5970600	Ebooks/Books	Inv 2034170229	57.97			
201-5960990	Misc. Contractual Services	Inv 2034182330	21.97			
201-5970600	Ebooks/Books	Inv 2034182330	71.68			
201-5960990	Misc. Contractual Services	Inv 2034182339	32.41			
201-5970600	Ebooks/Books	Inv 2034182339	63.89			
201-5960990	Misc. Contractual Services	Inv 2034176057	11.21			
201-5970600	Ebooks/Books	Inv 2034176057	47.17			
201-5960990	Misc. Contractual Services	Inv 2034178519	2.84			
201-5970600	Ebooks/Books	Inv 2034178519	9.54			
201-5960990	Misc. Contractual Services	Inv 2034173087	83.35			
201-5970600	Ebooks/Books	Inv 2034173087	797.09			
201-5960990	Misc. Contractual Services	Inv 2034203242	10.30			
201-5970600	Ebooks/Books	Inv 2034203242	104.99			
201-5960990	Misc. Contractual Services	Inv 2034189744	2.35			
201-5970600	Ebooks/Books	Inv 2034189744	18.14			
201-5960990	Misc. Contractual Services	Inv 2034177551	5.38			
201-5970600	Ebooks/Books	Inv 2034177551	50.58			
201-5960990	Misc. Contractual Services	Inv 2034200884	11.60			
201-5970600	Ebooks/Books	Inv 2034200884	147.46			
201-5960990	Misc. Contractual Services	Inv 2034203298	12.60			
201-5970600	Ebooks/Books	Inv 2034203298	116.63			
201-5960990	Misc. Contractual Services	Inv 2034203356	19.40			
201-5970600	Ebooks/Books	Inv 2034203356	412.35			
201-5960990	Misc. Contractual Services	Inv 2034203086	25.60			
201-5970600	Ebooks/Books	Inv 2034203086	266.78			
201-5960990	Misc. Contractual Services	Inv 2034206260	8.73			
201-5970600	Ebooks/Books	Inv 2034206260	22.69			
201-5960990	Misc. Contractual Services	Inv 2034203204	6.20			
201-5970600	Ebooks/Books	Inv 2034203204	64.88			
201-5960990	Misc. Contractual Services	Inv 2034206307	2.84			
201-5970600	Ebooks/Books	Inv 2034206307	4.77			
201-5960990	Misc. Contractual Services	Inv 2034214627	6.95			
201-5970600	Ebooks/Books	Inv 2034214627	180.44			
201-5960990	Misc. Contractual Services	Inv 2034211198	1.77			
201-5970600	Ebooks/Books	Inv 2034211198	18.73			
201-5960990	Misc. Contractual Services	Inv 2034153734	13.55			
201-5970600	Ebooks/Books	Inv 2034153734	117.78			
201-5960990	Misc. Contractual Services	Inv 2034175933	21.60			
201-5970600	Ebooks/Books	Inv 2034175933	371.65			
201-5960990	Misc. Contractual Services	Inv 2034146474	14.25			
201-5970600	Ebooks/Books	Inv 2034146474	105.21			
201-5960990	Misc. Contractual Services	Inv 2034171726	45.50			
201-5970600	Ebooks/Books	Inv 2034171726	505.41			
201-5960990	Misc. Contractual Services	Inv 2034143932	45.44			
201-5970600	Ebooks/Books	Inv 2034143932	225.27			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034186853	11.66			
201-5970600	Ebooks/Books	Inv 2034186853	129.26			
201-5960990	Misc. Contractual Services	Inv 2034182305	15.85			
201-5970600	Ebooks/Books	Inv 2034182305	155.66			
201-5960990	Misc. Contractual Services	Inv 2034180206	27.95			
201-5970600	Ebooks/Books	Inv 2034180206	604.84			
201-5960990	Misc. Contractual Services	Inv 2034178518	13.00			
201-5970600	Ebooks/Books	Inv 2034178518	121.85			
201-5960990	Misc. Contractual Services	Inv 2034182307	9.65			
201-5970600	Ebooks/Books	Inv 2034182307	287.32			
201-5960990	Misc. Contractual Services	Inv 2034178764	23.20			
201-5970600	Ebooks/Books	Inv 2034178764	194.91			
201-5960990	Misc. Contractual Services	Inv 2034176172	7.50			
201-5970600	Ebooks/Books	Inv 2034176172	41.15			
201-5960990	Misc. Contractual Services	Inv 2034137945	5.77			
201-5970600	Ebooks/Books	Inv 2034137945	14.33			
201-5960990	Misc. Contractual Services	Inv 2034169145	27.80			
201-5970600	Ebooks/Books	Inv 2034169145	290.20			
201-5960990	Misc. Contractual Services	Inv 2034173227	4.50			
201-5970600	Ebooks/Books	Inv 2034173227	34.12			
201-5960990	Misc. Contractual Services	Inv 2034168896	12.90			
201-5970600	Ebooks/Books	Inv 2034168896	135.49			
201-5960990	Misc. Contractual Services	Inv 2034173271	35.60			
201-5970600	Ebooks/Books	Inv 2034173271	384.87			
201-5970640	Databases	Inv 5015296390	242.13			
201-5960990	Misc. Contractual Services	Inv 2034237083	1.77			
201-5970600	Ebooks/Books	Inv 2034237083	14.75			
201-5960990	Misc. Contractual Services	Inv 2034236185	1.65			
201-5970600	Ebooks/Books	Inv 2034236185	16.22			
201-5960990	Misc. Contractual Services	Inv 2034236796	8.07			
201-5970600	Ebooks/Books	Inv 2034236796	20.91			
201-5960990	Misc. Contractual Services	Inv 2034235671	11.21			
201-5970600	Ebooks/Books	Inv 2034235671	52.03			
201-5960990	Misc. Contractual Services	Inv 2034227470	5.60			
201-5970600	Ebooks/Books	Inv 2034227470	104.58			
201-5960990	Misc. Contractual Services	Inv 2034227473	3.00			
201-5970600	Ebooks/Books	Inv 2034227473	23.77			
BAKER & TAYLOR				17250	01/17/19	<u>12,061.63</u>
201-5970600	Ebooks/Books	Inv 2034230328	519.37			
201-5970600	Ebooks/Books	Inv 2034201237	40.54			
201-5960990	Misc. Contractual Services	Inv 2034230329	22.05			
201-5970600	Ebooks/Books	Inv 2034209046	492.08			
201-5960990	Misc. Contractual Services	Inv 2034209047	20.75			
201-5970600	Ebooks/Books	Inv 2034193971	941.67			
201-5960990	Misc. Contractual Services	Inv 2034193972	39.65			
201-5970600	Ebooks/Books	Inv 2034225283	338.22			
201-5960990	Misc. Contractual Services	Inv 2034191298	105.80			
201-5970600	Ebooks/Books	Inv 2034191297	1,183.67			
201-5960990	Misc. Contractual Services	Inv 2034179247	22.43			
201-5970600	Ebooks/Books	Inv 2034179246	249.19			
201-5970600	Ebooks/Books	Inv 2034183367	263.65			
201-5960990	Misc. Contractual Services	Inv 2034183368	13.00			
201-5970600	Ebooks/Books	Inv 2034180344	454.75			
201-5960990	Misc. Contractual Services	Inv 2034180345	29.55			
201-5970600	Ebooks/Books	Inv 2034172212	641.88			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2018

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034172213	49.70			
201-5970600	Ebooks/Books	Inv 2034142394	554.88			
201-5960990	Misc. Contractual Services	Inv 2034142395	25.70			
201-5970600	Ebooks/Books	Inv 2034168877	918.62			
201-5960990	Misc. Contractual Services	Inv 2034168878	57.10			
201-5970600	Ebooks/Books	Inv 2034145175	526.48			
201-5960990	Misc. Contractual Services	Inv 2034145176	31.60			
201-5970600	Ebooks/Books	Inv 2034174968	873.85			
201-5960990	Misc. Contractual Services	Inv 2034174969	54.20			
201-5970600	Ebooks/Books	Inv 2034139861	986.96			
201-5960990	Misc. Contractual Services	Inv 2034139862	45.90			
201-5970600	Ebooks/Books	Inv 2034165882	449.35			
201-5960990	Misc. Contractual Services	Inv 2034165883	23.55			
201-5960990	Misc. Contractual Services	Inv 2034153736	195.12			
201-5970600	Ebooks/Books	Inv 2034153735	1,890.37			
BARNES & NOBLE, INC.				17251	01/17/19	<u>2,322.00</u>
201-5970600	Ebooks/Books	Invoice # 3771681	2,322.00			
BIBLIOTHECA, LLC				17252	01/17/19	<u>8,360.25</u>
201-5970100	Supplies	Invoice # SI0046565-US	8,360.25			
CHILDREN'S PLUS, INC.				17253	01/17/19	<u>3,250.04</u>
201-5970600	Ebooks/Books	Invoice # 162591	251.50			
201-5970600	Ebooks/Books	Invoice # 163063	13.95			
201-5970600	Ebooks/Books	Invoice # 163268	2,306.29			
201-5970600	Ebooks/Books	Invoice # 163258	678.30			
CITY OF DES PLAINES				17254	01/17/19	<u>2,396.31</u>
201-5970500	Water Bill	Acct # 71080763-001	2,396.31			
COOPERATIVE COMPUTER SERVICES				17255	01/17/19	<u>8,246.64</u>
201-5920140	Integrated Library System	Invoice # 1414	8,246.64			
D&Z HOUSE OF BOOKS				17256	01/17/19	<u>2,343.08</u>
201-5970600	Ebooks/Books	Invoice # 2018/I089665	2,343.08			
EISENHOWER PUBLIC LIBRARY DISTRICT				17257	01/17/19	<u>21.00</u>
201-5970600	Ebooks/Books	Lost/Damaged Materials - Andrea Pirlo: I think therefore I play	21.00			
EVOLUTION MARKETING GROUP INC				17258	01/17/19	<u>204.70</u>
201-5970100	Supplies	Invoice # 615160	204.70			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17259	01/17/19	<u>360.00</u>
201-5930490	Refuse Contract	Invoice # 4266676	360.00			
FOX VALLEY FIRE & SAFETY				17260	01/17/19	<u>1,240.00</u>
201-5993000	Contingency Reserve	Invoice # IN00223065	1,240.00			
GARVEY'S OFFICE PRODUCTS				17261	01/17/19	<u>1,118.85</u>
201-5970170	Janitorial	Invoice # PINV1644630	1,118.85			
ID CARDS UNLIMITED				17262	01/17/19	<u>1,971.60</u>
201-5970100	Supplies	Invoice # 2018219	1,971.60			
IMPACT NETWORKING, LLC.				17263	01/17/19	<u>5,008.85</u>

Des Plaines Public Library

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930010	R&M Equipment	Invoice # 1296603	5,008.85			
INSIGHT PUBLIC SECTOR, INC.				17264	01/17/19	<u>4,565.35</u>
202-5980410	Computer Hardware	Invoice # 1100636791	4,565.35			
KANOPIY				17265	01/17/19	<u>326.00</u>
201-5970640	Databases	Invoice # 143167	326.00			
KLEIN, THORPE & JENKINS, LTD.				17266	01/17/19	<u>505.00</u>
201-5920100	Legal Fees	Statement # 199351	505.00			
LAUTERBACH & AMEN, LLP.				17267	01/17/19	<u>1,525.00</u>
201-5920110	Professional Services	Invoice # 32788	1,525.00			
LIBRARY IDEAS LLC				17268	01/17/19	<u>337.72</u>
201-5970610	E-audio/Audio	Invoice # 66481	337.72			
LIMRICC				17269	01/17/19	<u>43,448.59</u>
201-2401002	Payroll Liabilities	December 2018 Monthly Billing - PHIP	43,448.59			
LORITO BOOKS				17270	01/17/19	<u>290.04</u>
201-5970600	Ebooks/Books	Invoice # 4791	290.04			
M.G. ELECTRIC SERVICE CO.				17271	01/17/19	<u>5,380.00</u>
201-5970100	Supplies	Invoice # 54750	5,380.00			
MAIL FINANCE				17272	01/17/19	<u>204.09</u>
201-5930210	Rental of Equipment	Invoice # N7478925	204.09			
MANUFACTURERS' NEWS, INC.				17273	01/17/19	<u>226.90</u>
201-5970640	Databases	Invoice # 851737-00	226.90			
MENARDS				17274	01/17/19	<u>140.60</u>
201-5970115	Supplies - Dept/Other	Invoice # 27898	77.94			
201-5970115	Supplies - Dept/Other	Invoice # 28041	62.66			
MICROSYSTEMS, INC.				17275	01/17/19	<u>1,657.95</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice # I000079900	1,657.95			
MIDWEST TAPE				17276	01/17/19	<u>9,000.00</u>
201-5970630	Visual Materials	Document # 96697091	9,000.00			
MIDWEST TAPE				17277	01/17/19	<u>16,762.87</u>
201-5960990	Misc. Contractual Services	Inv 96742619	54.75			
201-5970630	Visual Materials	Inv 96742619	278.84			
201-5960990	Misc. Contractual Services	Inv 96745584	15.65			
201-5970610	E-audio/Audio	Inv 96745584	55.46			
201-5960990	Misc. Contractual Services	Inv 96745583	25.90			
201-5970610	E-audio/Audio	Inv 96745583	517.86			
201-5960990	Misc. Contractual Services	Inv 96753117	16.25			
201-5970630	Visual Materials	Inv 96753117	80.20			
201-5960990	Misc. Contractual Services	Inv 96753882	7.70			
201-5970610	E-audio/Audio	Inv 96753882	25.18			
201-5960990	Misc. Contractual Services	Inv 96753881	3.70			
201-5970610	E-audio/Audio	Inv 96753881	79.98			
201-5960990	Misc. Contractual Services	Inv 96770671	3.25			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 96770671	16.49			
201-5960990	Misc. Contractual Services	Inv 96770670	19.50			
201-5970630	Visual Materials	Inv 96770670	168.69			
201-5970630	Visual Materials	Inv 96708489	143.20			
201-5970610	E-audio/Audio	Inv 96708487	55.99			
201-5970630	Visual Materials	Inv 96708488	17.59			
201-5960990	Misc. Contractual Services	Inv 96716083	12.95			
201-5970610	E-audio/Audio	Inv 96716083	284.93			
201-5960990	Misc. Contractual Services	Inv 96714684	181.05			
201-5970630	Visual Materials	Inv 96714684	751.03			
201-5960990	Misc. Contractual Services	Inv 96714685	101.85			
201-5970610	E-audio/Audio	Inv 96714685	275.00			
201-5970630	Visual Materials	Inv 96714685	17.99			
201-5960990	Misc. Contractual Services	Inv 96710656	95.20			
201-5970630	Visual Materials	Inv 96710656	561.51			
201-5960990	Misc. Contractual Services	Inv 96710657	27.25			
201-5970630	Visual Materials	Inv 96710657	142.45			
201-5960990	Misc. Contractual Services	Inv 96716081	42.35			
201-5970610	E-audio/Audio	Inv 96716081	148.69			
201-5960990	Misc. Contractual Services	Inv 96706031	38.75			
201-5970610	E-audio/Audio	Inv 96706031	96.95			
201-5970630	Visual Materials	Inv 96705240	52.48			
201-5960990	Misc. Contractual Services	Inv 96720187	42.25			
201-5970630	Visual Materials	Inv 96720187	243.62			
201-5960990	Misc. Contractual Services	Inv 96718146	3.70			
201-5970610	E-audio/Audio	Inv 96718146	79.98			
201-5960990	Misc. Contractual Services	Inv 96718144	68.20			
201-5970610	E-audio/Audio	Inv 96718144	251.98			
201-5960990	Misc. Contractual Services	Inv 96698150	506.30			
201-5970630	Visual Materials	Inv 96698150	2,021.53			
201-5960990	Misc. Contractual Services	Inv 96720278	406.35			
201-5970630	Visual Materials	Inv 96720278	1,608.02			
201-5960990	Misc. Contractual Services	Inv 96743410	34.75			
201-5970630	Visual Materials	Inv 96743410	238.66			
201-5970630	Visual Materials	Inv 96725905	23.99			
201-5970610	E-audio/Audio	Inv 96725905	663.89			
201-5970630	Visual Materials	Inv 96725907	93.56			
201-5960990	Misc. Contractual Services	Inv 96724910	123.45			
201-5970610	E-audio/Audio	Inv 96724910	309.88			
201-5970630	Visual Materials	Inv 96684103	97.46			
201-5970610	E-audio/Audio	Inv 96683054	26.99			
201-5970610	E-audio/Audio	Inv 96683056	9.99			
201-5970630	Visual Materials	Inv 96683057	53.47			
201-5970630	Visual Materials	Inv 96683058	78.72			
201-5970610	E-audio/Audio	Inv 96682966	1,207.79			
201-5970630	Visual Materials	Inv 96682967	126.70			
201-5970630	Visual Materials	Inv 96682968	69.56			
201-5960990	Misc. Contractual Services	Inv 96693428	5.55			
201-5970610	E-audio/Audio	Inv 96693428	118.97			
201-5960990	Misc. Contractual Services	Inv 96693429	3.85			
201-5970610	E-audio/Audio	Inv 96693429	12.59			
201-5960990	Misc. Contractual Services	Inv 96693412	146.65			
201-5970630	Visual Materials	Inv 96693412	820.80			
201-5960990	Misc. Contractual Services	Inv 96674382	32.60			
201-5970630	Visual Materials	Inv 96674382	116.16			
201-5960990	Misc. Contractual Services	Inv 96692559	23.35			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2018

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv 96692559	90.09			
201-5960990	Misc. Contractual Services	Inv 96692558	16.65			
201-5970610	E-audio/Audio	Inv 96692558	360.91			
201-5960990	Misc. Contractual Services	Inv 96693413	13.00			
201-5970630	Visual Materials	Inv 96693413	65.96			
201-5960990	Misc. Contractual Services	Inv 96689230	188.30			
201-5970630	Visual Materials	Inv 96689230	1,041.24			
201-5960990	Misc. Contractual Services	Inv 96689231	82.30			
201-5970630	Visual Materials	Inv 96689231	588.57			
201-5970630	Visual Materials	Inv 96754559	11.99			
201-5970630	Visual Materials	Inv 96767930	23.99			
201-5970630	Visual Materials	Inv 96754556	15.99			
201-5970630	Visual Materials	Inv 96754558	11.99			
201-5970610	E-audio/Audio	Inv 96754555	163.97			
NATIONAL ASSOCIATION OF PARLIAMENTARIANS				17278	01/17/19	<u>104.00</u>
201-5920220	Membership Dues	Order # 534090	104.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17279	01/17/19	<u>2,041.51</u>
201-5960990	Misc. Contractual Services	Invoice # 44715	1,500.00			
201-5980420	Computer Software	Invoice # 44824	240.13			
201-5930010	R&M Equipment	Invoice # 44797	301.38			
OVERDRIVE, INC.				17280	01/17/19	<u>4,709.13</u>
201-5970600	Ebooks/Books	Invoice # 01018CO18182939	270.91			
201-5970600	Ebooks/Books	Invoice # 01018DA18182498	45.00			
201-5970600	Ebooks/Books	Invoice #01018CO18165044	552.88			
201-5970600	Ebooks/Books	Invoice #01018CO18164174	1,393.50			
201-5970600	Ebooks/Books	Invoice #01018CO18165043	352.93			
201-5970600	Ebooks/Books	Invoice #01018CO18164175	241.90			
201-5970600	Ebooks/Books	Invoice #01018DA18227028	19.99			
201-5970600	Ebooks/Books	Invoice #01018CO18232355	612.88			
201-5970600	Ebooks/Books	Invoice # 01018CO18232360	518.98			
201-5970600	Ebooks/Books	Invoice # 01018CO18232324	700.16			
RECORDED BOOKS, INC				17281	01/17/19	<u>5,561.42</u>
201-5970640	Databases	Invoice # 0038	5,000.00			
201-5970610	E-audio/Audio	Invoice # 76046071	82.74			
201-5970610	E-audio/Audio	Invoice # 76042804	411.44			
201-5970610	E-audio/Audio	Invoice # 76046838	67.24			
ROBERTA S. JOHNSON				17282	01/17/19	<u>147.95</u>
201-5970110	Meals	Expense Reimbursement - All-staff meeting 12/7/18	147.95			
SCHOLASTIC INC				17283	01/17/19	<u>300.00</u>
201-5960210	Special Event Programming	Invoice # 18248736	300.00			
SERVING ALCOHOL, INC				17284	01/17/19	<u>23.71</u>
201-5920204	Training	Invoice # 28727	23.71			
SHOWCASES				17285	01/17/19	<u>147.31</u>
201-5970100	Supplies	Invoice # 309584	147.31			
SPEED-E-KLEEN, INC.				17286	01/17/19	<u>679.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 4146	472.00			
201-5930320	Cleaning/Custodial Services	Invoice # 4147	207.50			

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
December 2018

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
STEVE KURAS 201-5960990	Misc. Contractual Services	Invoice # 12202018	125.00	17287	01/17/19	<u>125.00</u>
THOMSON REUTERS-WEST 201-5970640	Databases	Invoice # 839444175	17.84	17288	01/17/19	<u>17.84</u>
TIAA BANK 201-5930210	Rental of Equipment	Invoice # 5739844	657.91	17289	01/17/19	<u>1,315.82</u>
201-5930210	Rental of Equipment	Invoice # 5818021	657.91			
TRITON COLLEGE LIBRARY 201-5970600	Ebooks/Books	Invoice # ILL189488909	67.50	17290	01/17/19	<u>67.50</u>
WORLD BOOK INC 201-5970640	Databases	Invoice # 0001587371	1,275.70	17291	01/17/19	<u>1,275.70</u>
ARTHUR J. GALLAGHER RISK MANAGEMENT 201-5920990	Property/Liability Insurance	Invoice # 2840077	12,005.00	17292	01/17/19	<u>12,005.00</u>
					Check List Total	<u><u>276,147.76</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

December 1, 2018 - December 31, 2018

Check Number	Check Date	Payee	Amount
Vendor Checks			
50992	12/31/18	PRO DATA	1,360.20
50993	12/31/18	IMRF	33,325.17
50994	12/31/18	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	880.25
50995	12/31/18	NEOFUNDS BY NEOPOST	1,000.00
50996	12/31/18	VERIZON WIRELESS	972.25
50997	12/31/18	BANKCARD SERVICES	25,518.73
Vendor Check Total			<u>63,056.60</u>
Check List Total			<u><u>63,056.60</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2018

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,577,504	\$ 3,793,908	\$ 5,655,794	\$ 5,149,247	\$ 4,776,225	\$ 4,316,742	\$ 5,429,086	\$ 6,155,702	\$ 5,646,973	\$ 5,190,734	\$ 4,762,337	\$ 4,137,870
Revenue (M-T-D)												
Property Taxes	129,177	648,748	2,368,759	680	79,761	-	1,531,366	1,205,190	7,661	13,559	11,925	889
Other Revenue	16,453	15,028	59,601	13,758	16,283	13,552	15,212	115,484	14,753	30,843	40,659	1,345,385
	145,630	663,776	2,428,360	14,438	96,044	13,552	1,546,578	1,320,675	22,414	44,402	52,584	1,346,274
Expenses (M-T-D)												
Payroll & Benefits	303,805	290,026	469,710	300,528	300,338	266,454	263,790	387,387	434,207	261,026	310,173	344,789
Other Expense	336,363	147,910	236,768	151,378	163,258	176,598	172,818	177,724	198,268	214,631	206,101	1,447,159
Change in A/P & AJE's	(63,070)	9,436	(140,003)	69,079	5,470	29,983	(2,374)	28,947	(101,332)	24,983	(35,293)	178,793
	577,098	447,372	566,475	520,985	469,066	473,035	434,234	594,059	531,143	500,640	480,981	1,970,741
Net Increase/(Decrease)	(431,468)	216,404	1,861,885	(506,547)	(373,022)	(459,483)	1,112,344	726,616	(508,730)	(456,238)	(428,397)	(624,467)

Des Plaines Public Library
 Disbursement Reconciliation
 December 31, 2018

Total Expenses per Expense Report			<u><u>\$1,791,947.62</u></u>
Gross Payroll	226,493.43		
Benefits Expense	<u>118,295.46</u>		
Total Payroll Expenses		344,788.89	
Check List		339,204.36	
Total Transfers and expenses per payroll and vendor checks reports			<u>683,993.25</u>
		Variance	<u>(1,107,954.37)</u>
Less: (disbursements included above)			
IMRF		(33,325.17)	
LIMRICC		(43,448.59)	
Late Fee Refund		(245.93)	
FY19 Invoices		(115,025.94)	
Transfer to Capital Projects		1,300,000.00	
			1,107,954.37
			0.00
		Variance	<u>0.00</u>

DECEMBER 2018 STATISTICS REPORT

CIRCULATION - E-MATERIALS					
Includes downloadable books (MyMedia Mall), music (Freegal), movies (Hoopla) and magazines (Zinio).					
	THIS MONTH			YEAR TO DATE	
	December 2018	10,162		YTD 2018	100,480
	December 2017	5,475		YTD 2017	66,963
	% Change		85.61%	% Change	
CIRCULATION - GENERAL					
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.					
	THIS MONTH			YEAR TO DATE	
	December 2018			YTD 2018	
	Youth Services	27,684		Youth Services	380,931
	Adult Services	47,419		Adult Services	584,185
	ILL	208		ILL	9,101
	TOTAL		75,311	TOTAL	
	December 2017			YTD 2017	
	Youth Services	27,795		Youth Services	396,256
	Adult Services	46,220		Adult Services	603,731
	ILL	2,057		ILL	27,733
	TOTAL		76,072	TOTAL	
	% Change		-1.00%	% Change	
CIRCULATION - TOTAL					
Total of E-Materials and General Circulation.					
	THIS MONTH			YEAR TO DATE	
	December 2018	85,473		YTD 2018	1,074,697
	December 2017	81,547		YTD 2017	1,094,683
	% Change		4.81%	% Change	
PUBLIC ACCESS COMPUTERS					
Number of one-hour sessions on the library's 57 public access computers in the building.					
	December 2018			YTD 2018	
	Youth Services	844		Youth Services	15,182
	Adult Services	4,337		Adult Services	67,534
	TOTAL		5,181	TOTAL	
	December 2017			YTD 2017	
	Youth Services	1,064		Youth Services	16,278
	Adult Services	5,326		Adult Services	72,018
	TOTAL		6,390	TOTAL	
	% Change		-18.92%	% Change	
WIRELESS					
Number of times DPPL's public access wireless was accessed from within the building.					
	THIS MONTH			YEAR TO DATE	
	December 2018	12,964		YTD 2018	168,750
	December 2017	11,844		YTD 2017	165,490
	% Change		9.46%	% Change	

VISITS TO WEBSITE					
Number of sessions on dppl.org from IP's both within the library and outside the library.					
	December 2018			YTD 2018	
	From Internal IP's	7,991		From Internal IP's	160,677
	From External IP's	15,972		From External IP's	212,750
	TOTAL	23,963		TOTAL	373,427
	December 2017			YTD 2017	
	From Internal IP's	24,621		From Internal IP's	255,552
	From External IP's	15,324		From External IP's	214,153
	TOTAL	39,945		TOTAL	469,705
	% Change	-40.01%		% Change	-20.50%
UNIQUE USERS OF WEBSITE					
Number of unique devices to access dppl.org.					
	December 2018 Unique Users	11,325		YTD 2018 Unique Visitors	149,762
	December 2017 Unique Users	10,958		YTD 2017 Unique Visitors	163,260
	% Change	3.35%		% Change	-8.27%
VISITS TO CATALOG					
Number of sessions on library catalog, starting directly at catalog or referred from other sites (dppl.org, old catalog, etc.)					
	December 2018			YTD 2018	
	Direct	10,731		Direct	271,438
	Referred	1,863		Referred	104,715
	TOTAL	12,594		TOTAL	376,153
	December 2017			YTD 2017	
	Direct	28,030		Direct	275,841
	Referred	11,467		Referred	185,679
	TOTAL	39,497		TOTAL	461,520
	% Change	-68.11%		% Change	-18.50%
CATALOG USERS					
Number of unique devices to access library catalog.					
	December 2018 Unique Users	5,314		YTD 2018 Unique Visitors	266,876
	December 2017 Unique Users	31,213		YTD 2017 Unique Visitors	287,214
	% Change	-82.98%		% Change	-7.08%
DPPL MOBILE APP					
The library mobile app allows patrons to search the catalog, see library events and check their accounts.					
	December 2018 Mobile & Boopsie Users	877		YTD 2018 Mobile & Boopsie Users	7,768
	December 2017 Unique Users	327		YTD 2017 Unique Users	5,243
	% Change	168.20%		% Change	48.16%
	December 2018 Mobile & Boopsie Sessions and Queries	13,006		YTD 2018 Mobile & Boopsie Sessions and Queries	222,329
	December 2017 Boopsie Queries	19,055		YTD 2017 Queries	326,504
	% Change	-31.74%		% Change	-31.91%
DATABASE USAGE					
Number of searches performed on all subscription databases.					
	THIS MONTH			YEAR TO DATE	
	December 2018	16,875		YTD 2018	228,265
	December 2017	22,922		YTD 2017	308,715
	% Change	-26.38%		% Change	-26.06%

DES PLAINES MEMORY					
Number of page views on the library's special digital collection of local history and culture.					
	December 2018 Item Views	2,816		YTD 2018 Item Views	38,787
	December 2017 Item Views	2,412		YTD 2017 Item Views	52,987
	% Change	16.75%		% Change	-26.80%
LIBRARY CARD OWNERSHIP					
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.					
	YTD 2018	28,404		% of Population 2018	48.67%
	YTD 2017	32,644		% of Population 2017	55.93%
	% Change	-12.99%		% Change	-12.99%
MEETING ROOM ATTENDANCE					
Number of individuals attending programs and events held in DPPL Meeting Rooms.					
	THIS MONTH			YEAR TO DATE	
	December 2018			YTD 2018	
	Library Sponsored Prog	3,312		Library Sponsored Prog	34,880
	Outside Groups	1,069		Outside Groups	23,746
	Public Study Rooms	1,506		Public Study Rooms	19,752
	TOTAL	5,887		TOTAL	78,378
	December 2017			YTD 2017	
	Library Sponsored Prog	1,469		Library Sponsored Prog	27,957
	Outside Groups	1,099		Outside Groups	14,134
	Public Study Rooms	1,629		Public Study Rooms	18,349
	TOTAL	4,197		TOTAL	60,440
	% Change	40.27%		% Change	29.68%
MEETING ROOM BOOKINGS					
Number of times DPPL Meeting Rooms are reserved and used.					
	THIS MONTH			YEAR TO DATE	
	December 2018			YTD 2018	
	Library Sponsored Prog	131		Library Sponsored Prog	1,535
	Outside Groups	43		Outside Groups	688
	Public Study Rooms	721		Public Study Rooms	9,385
	TOTAL	895		TOTAL	11,608
	December 2017			YTD 2017	
	Library Sponsored Prog	83		Library Sponsored Prog	1,338
	Outside Groups	39		Outside Groups	599
	Public Study Rooms	712		Public Study Rooms	9,349
	TOTAL	834		TOTAL	11,286
	% Change	7.31%		% Change	2.85%
OUTREACH					
Number of residents served by DPPL staff at DPPL events, programs and activities in the community, outside of the DPPL building, ie. school visits, homebound delivery, etc.					
	THIS MONTH			YEAR TO DATE	
	December 2018			YTD 2018	
	Youth Services	586		Youth Services	20,050
	Adult Services	302		Adult Services	3,465
	TOTAL	888		TOTAL	23,515
	December 2017			YTD 2017	
	Youth Services	642		Youth Services	20,739
	Adult Services	385		Adult Services	3,113
	TOTAL	1,027		TOTAL	23,852
	% Change	-14%		% Change	-1%

PATRON ASSISTANCE

Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.

THIS MONTH		YEAR TO DATE	
December 2018		YTD 2018	
Youth Services	1,977	Youth Services	34,224
Adult Services	11,124	Adult Services	144,979
Circulation	8,897	Circulation	108,539
TOTAL	21,998	TOTAL	287,742
December 2017		YTD 2017	
Youth Services	1,890	Youth Services	32,092
Adult Services	10,928	Adult Services	140,175
Circulation	4,539	Circulation	88,157
TOTAL	17,357	TOTAL	260,424
% Change	27%	% Change	10%

PATRON ATTENDANCE

Des Plaines Public Library gate count.

THIS MONTH		YEAR TO DATE	
December 2018		YTD 2018	
	29,599		417,030
December 2017		YTD 2017	
	31,199		439,369
% Change	-5.13%	% Change	-5.08%

2018 CIRCULATION BY MONTH

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
art						11	13	5	17	2	15	5	68
audiobooks					2,114	2,109	2,124	2,025	1,803	2,099	1,903	1,686	15,863
videogames					1,960	5,742	2,271	1,899	1,810	1,877	1,979	2,262	19,800
CDs					3,983	3,457	3,686	3,729	2,945	3,249	3,566	3,938	28,553
DVDs & Blu-rays					28,645	30,117	30,664	27,878	25,939	27,832	27,479	28,044	226,598
books					47,953	45,431	45,574	41,834	40,697	43,678	40,132	36,796	342,095
magazines					2,966	2,836	3,026	2,735	2,704	2,682	2,489	2,372	21,810
online						2,757	2,612	2,900	3,494	0	0	0	11,763
SUBTOTAL	0	0	0	0	87,621	92,460	89,970	83,005	79,409	81,419	77,563	75,103	666,550
eMaterials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	5,451	6,670	9,556	9,861	10,162	
ILL (non consortial)	320	322	305	3,837	332	136	172	211	131	157	219	208	
Miscellaneous	399	295	306	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	90,463	84,690	95,774	67,981	96,255	101,601	98,808	88,667	86,210	91,132	87,643	85,473	1,074,697
Days closed	1	0	0	1	2	0	1	0	2	0	1	3	11

Director's Report

January 2019

HAPPENINGS AT THE LIBRARY THIS MONTH

TEEN SERVICES

Finals Café

December 15th through the 20th the library hosted Finals Café. Over 900 teens were in the Commons and all over the 3rd and 4th floors studying for final exams. Food and drinks were provided.



Holiday Gift Wrapping

On the three Saturdays leading up to Christmas teen volunteers wrapped presents for all comers.

A donation to the Des Plaines Self Help Pantry and Closet was requested.

The teens collected and donated a total of \$152.32.

HOLIDAY
GIFT WRAP

LOVE THE HOLIDAYS BUT HATE WRAPPING GIFTS?
LET US WRAP THOSE FRUITCAKES!
ALL DONATIONS WILL GO TO
THE DES PLAINES PANTRY & CLOSET.

Saturdays • 12 - 3 pm

DECEMBER 08
DECEMBER 15
DECEMBER 22

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

YOUTH SERVICES

December Craftacular

Elizabeth Southcombe, Youth Services Assistant, reports Our Craftacular project was paper bag stars. The kiddos had a lot of fun coloring, gluing, and cutting to create beautiful 3D stars. I am always delighted to see them take the initial idea of the project and give it their own spin, such as adding extra ribbons to be "tails on the comet" and gluing leftover pieces on to create more points on their star.



Movies in the Corner

We had Movies in the Corner in the evening on Fridays Dec. 21 & 28 and Jan. 4. We showed a different movie each week in the Poetry Corner, and attendance averaged around 16 -20 people. Here is a group enjoying the movie Ice Age: Collision Course.



Holiday Houses

Our 3rd annual Holiday Houses event took place on Friday, Dec. 14.

Forty Des Plaines families had a wonderful time decorating gingerbread houses with a lot of creativity and candy. This has become a special tradition for many families in our community, and it is such an exciting event to plan each year.

We received many compliments about the library and the events we hold.



Harry Potter Escape Room

Meg Ramsland, Youth Services Assistant, reports today I ran a Harry Potter Escape Room for grades 5-8. There were two sessions and both groups of kids had a blast! The first group was so close, but did not escape, and the second group had over 17 minutes left when they figured out all the clues!

On the surveys I gave out after, one girl wrote, "It was so much fun! I love solving puzzles. I also love Harry Potter. It was like a dream come true."



Family PlayLab : Mix Up Some Magic

Sally Battle, Youth Services Assistant, reports that families enjoyed the recent Family PlayLab, "Mix Up Some Magic."

Kids used self-decorated magnetic "wands" to explore the properties of magnetism by making magnetic slime, playing with/painting with magnetic cars, and other activities.

They also enjoyed creating "potions" with all sorts of fun (leftover) ingredients. My personal favorite was "eye of newt" – Alka Seltzer tabs with Sharpie-drawn pupils.



Drop-in
Saturday, December 8
from 2 - 3 pm or
Wednesday, December 12
from 10 - 11 am
or 1 - 2 pm

MIX UP SOME MAGIC
FAMILY
PLAYLAB

ENJOY INTERACTIVE HANDS-ON STEAM ACTIVITIES TOGETHER!

LEARN MORE AT
DPPL.ORG

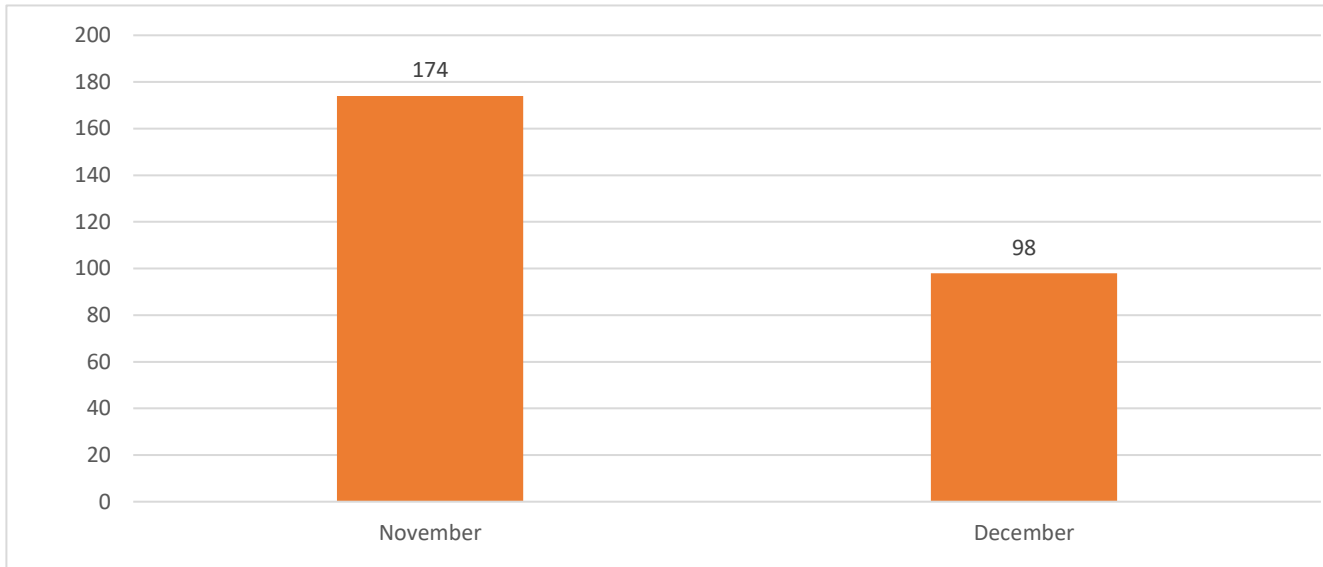
 **DES PLAINES**
PUBLIC LIBRARY



ADULT SERVICES

Database Promotion

In the months of November and December we promoted our do-it-yourself databases *Creative Bug* using Facebook, Twitter, the newsletter, the library blogs and website. *Creativebug* has more than 1,000 award-winning art & craft video classes taught by reconized design experts and artists.



creativebug® YOU'RE MORE CREATIVE THAN YOU THINK!

ONLINE CLASSES FOR ARTS, CRAFTS & BAKING. **NEW! AT DPPL.ORG**

The banner features three images: a hand writing calligraphy, a hand weaving on a loom, and a hand decorating a cake.

DIY DECOR & GIFTS

Celebrate
the season

CLASSES BEGIN AT 3:30 PM IN THE 4TH FLOOR FORUM
ALL SUPPLIES WILL BE PROVIDED

- Th. 11/15 Artful Thanksgiving: Autumn Luminaries
- Fr. 11/16 Create Your Own Coasters: Glass Etching with the Silhouette Cameo
- Th. 11/29 Save Time, Save Trees, Save Money: Online Invitations
- Mo. 12/3 Thrifty Gifting
- Tu. 12/4 Creative Hand Lettering
- Th. 12/6 Inexpensive Holiday Décor: Sparkling Candleholders
- Th. 12/13 Creative Holiday Craft: Folded Books
- Fr. 12/14 Quiz: Have Fun Testing Your Holiday IQ

Sponsored by
AgeOptions

Complete program descriptions available online at dppl.org/events. Registration required.

LEARN MORE AT
DPPL.ORG



WEB SERVICES

Web Services Manager, Tony Hahn reports :

Website: We were missing a key stat in the Communico Calendar, which is going to be tracked in 2019. For a glimpse of historical totals, a year-end report including 2016-2018 numbers is attached. Once we include the Communico calendar, there is a less significant decline in catalog traffic and a slight increase in website traffic.

**Queries are not reported in the same way in the new app, DPPL mobile. Overall there is a significant increase in the number of users on our mobile app.*

***The new numbers for Catalog users and Sessions are because Enterprise (Sirsi, pre-migration) and Polaris report differently in Google Analytics. These numbers appear to be more accurate, and don't include other libraries in the consortium -- they are individual to our DPPL branded catalog pages.*

3 Year Report		Date Range: 2016 - 2018	
Web Services			
WEBSITE SESSIONS			
		Breakdown of Communico & Website	
Year 2018		Year 2018 Sessions DPPL	373,427
Total sessions combined	405,006	Year 2018 Sessions CCo	31,579
Year 2017			
Total sessions combined	484,100	Year 2017 Sessions DPPL	469,705
Percent Change 17-18	-16.34%	Partial year 2017 Sessions CCo	14,395
Year 2016			
Total sessions	381,793		
Percent Change 16-17	26.80%	Percent Change 2016 - 18	6.08%
UNIQUE USERS OF WEBSITE			
		Breakdown of Communico & Website	
Year 2018 Users	164,078	Year 2018 Users DPPL	149,762
Year 2017 Users	171,433	Year 2018 Users CCo	14,316
Percent Change 17-18	-4.29%	Year 2017 Users DPPL	163,260
Year 2016 Users	119,008	Partial Year 2017 Users CCo	8173
Percent Change 16-17	44.05%	Percent Change 2016 - 18	37.87%
CATALOG SESSIONS			
Year 2018 Sessions total*	376,153	*sum total of Polaris and Enterprise	
Year 2017 Sessions total	461,520		
Percent Change 17-18	-18.50%		
Year 2016 Sessions Total	416,100		
Percent Change 16-17	10.92%	Percent Change 2016 - 18	-9.60%
CATALOG USERS			

Year 2018 Unique Users*	266,876	*sum total of Polaris and Enterprise	
Year 2017 Unique Users	287,214		
Percent Change 17-18	-7.08%		
Year 2016 Unique Users	291,814		
Percent Change 16-17	-1.58%	Percent Change 2016 - 18	-8.55%

Communico was new as of May 2017, and because of the way the reporting is handled, it wasn't added to website traffic monthly totals. It was, however, still being counted in Google Analytics. So we are able to go back and present these numbers to get a more accurate year over year snapshot.

Comparing the year-to-year changes side by side with the changes between 2016 and 2018 demonstrates a less dramatic set of changes over a three year period.

2018 Cash Budget Projection

VII.C.4.

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2018

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,008,971	\$ 3,577,503	\$ 3,793,909	\$ 5,655,794	\$ 5,149,247	\$ 4,776,225	\$ 4,316,742	\$ 5,429,086	\$ 6,155,702	\$ 5,646,973	\$ 5,190,734	\$ 4,762,336			
Restricted cash donations	155,405	155,599	155,710	155,789	155,903	155,983	156,049	156,218	156,276	156,373	156,455	156,544			
	<u>3,853,566</u>	<u>3,421,904</u>	<u>3,638,199</u>	<u>5,500,005</u>	<u>4,993,344</u>	<u>4,620,242</u>	<u>4,160,693</u>	<u>5,272,868</u>	<u>5,999,426</u>	<u>5,490,600</u>	<u>5,034,279</u>	<u>4,605,792</u>			
Revenue (M-T-D)															
Property Taxes	129,177	648,748	2,368,759	680	79,761		1,531,366	1,205,190	7,661	13,559	11,925	889	5,997,715	6,100,000	(102,285)
Other Revenue	16,453	15,028	59,601	13,758	16,283	13,552	15,212	115,484	14,753	30,843	40,659	1,345,385	1,697,011	1,610,013	86,998
Total Revenue	<u>145,630</u>	<u>663,776</u>	<u>2,428,360</u>	<u>14,438</u>	<u>96,044</u>	<u>13,552</u>	<u>1,546,578</u>	<u>1,320,674</u>	<u>22,414</u>	<u>44,402</u>	<u>52,584</u>	<u>1,346,274</u>	<u>7,694,726</u>	<u>7,710,013</u>	<u>(15,287)</u>
Expenses															
Payroll & Benefits	303,805	290,026	469,710	300,528	300,338	266,454	263,790	387,387	434,207	261,026	310,173	344,789	3,932,233	4,130,355	(198,122)
Contractual Services	206,751	57,122	122,522	79,277	96,090	72,443	68,316	93,736	86,874	84,163	73,425	33,586	1,074,305	1,099,798	(25,493)
Commodities	122,578	44,630	94,284	56,636	53,477	70,615	81,209	75,770	88,288	74,063	111,287	100,521	973,358	1,015,380	(42,022)
Capital Expenditures	3,840	790	1,463	1,190	1,732	6,634	13,902	2,798	8,413	10,303	1,885	3,152	56,102	61,190	(5,088)
Other	-	1,927	1,375	14,275	7,708	15,300	3,842	3,604	7,257	6,743	19,505	1,303,956	1,385,492	1,405,000	(19,508)
202	3,194	43,439	17,124		3,941	11,440	5,268	1,240	7,352	38,951	-	5,943	137,892	143,675	(5,783)
Adjustments	(63,070)	9,436	(140,003)	69,079	5,780	30,149	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	<u>577,098</u>	<u>447,370</u>	<u>566,475</u>	<u>520,985</u>	<u>469,066</u>	<u>473,035</u>	<u>434,234</u>	<u>594,058</u>	<u>531,143</u>	<u>500,641</u>	<u>480,982</u>	<u>1,791,947</u>			<u>(296,016)</u>
Net Increase/(Decrease)	<u>(431,468)</u>	<u>216,406</u>	<u>1,861,885</u>	<u>(506,547)</u>	<u>(373,022)</u>	<u>(459,483)</u>	<u>1,112,344</u>	<u>726,616</u>	<u>(508,729)</u>	<u>(456,239)</u>	<u>(428,398)</u>	<u>(445,673)</u>			
Cash End of Month	<u>3,577,503</u>	<u>3,793,909</u>	<u>5,655,794</u>	<u>5,149,247</u>	<u>4,776,225</u>	<u>4,316,742</u>	<u>5,429,086</u>	<u>6,155,702</u>	<u>5,646,973</u>	<u>5,190,734</u>	<u>4,762,336</u>	<u>4,316,663</u>			
Cash End of Month less restricted cash donations	3,422,098	3,638,310	5,500,084	4,993,458	4,620,322	4,160,759	5,273,037	5,999,484	5,490,697	5,034,361	4,605,881	4,160,119			

Comcast Contract March 2019

- **Internet access for patrons and staff**
- **PRI: serving staff phone network**
- **POTS: “plain old telephone service”; alarms, fax, main library number**
- **SIP connection: serves connections to library catalog and patron database, other library databases**

In March of 2014 DPPL entered into a five year agreement with Comcast for Internet connectivity for Staff and Patrons, POTS lines and SIP services. Beginning in June of 2018, DPPL has requested and evaluated quotes from multiple vendors to meet DPPL’s current and future needs for these services. The PRI, POTS lines and SIP service needs remain static. There is a need for increased bandwidth to provide a seamless internet experience for both the patrons and staff.

Seven vendors initially provided quotes. (AT&T, Cogent, Comcast, ICN, Clear Rate Communications, Access One and Windstream). These vendors were narrowed down to three based on price and ability to deliver **all** required services. The three finalist vendors were ICN, Comcast and Access One. ICN did not provide final PRI and POTS pricing.

Based on the monthly investment, it is recommended that the Library Board of Directors select Comcast as the vendor for these services for the next 36 months. Comcast’s bid is \$2,713.25 per month and Access One’s bid is \$2,889.00 per month as detailed below.

The costs below do not reflect E-Rate reimbursements. When taking E-Rate reimbursement into account, the new contract will be within 2019 budgeted costs.

Fiber Services Comparison 36 Month Term

Previous Costs

Fiber internet - patron network, 100 MBPS	\$1,350.00
PRI (serves staff phone system)	\$289.00
POTS (alarms, elevator, fax, main number, etc.)	\$226.55
Cable internet - staff network, 100 MBPS	\$254.85
Total	\$2,120.40

New Contract Costs

SERVICES	<u>Comcast</u>	<u>ICN</u>	<u>Access One</u>
1000 MBPS INTERNET	\$2,050.00	\$2,000.00	\$1,989.00
PRI	\$289.00	n/a	\$180.00
POTS	\$374.25	n/a	\$720
TOTAL COSTS	\$2,713.25	\$2,000.00	\$2,889.00

ILA Legislative Meet-ups

EVENTS

BE HEARD!

Calendar

Legislative Meet-ups

2019 Legislative Meet-Ups

This year our regional advocacy efforts expand with eight legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. **Make the most of your Meet-up with these tips from the ILA Advocacy Committee.**

Questions regarding registration or if you're not sure which Meet-up covers your library and legislative district, contact the ILA office at 312-644-1896 or email ila@ila.org.

[Register Online](#)

[Legislative Issues](#)

Your registration fee includes breakfast or lunch, legislative materials, and program featuring state and federal legislative briefing and library-related priorities and speakers.

Make your voice heard!

Friday, 1 February 2019 South Suburban Library Legislative Breakfast

Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
7:45 a.m. doors open and breakfast
is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$25

Friday, 8 February 2019 Metro East Library Legislative Breakfast

Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025
8:00 a.m. doors open and breakfast
is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$25

Friday, 1 February 2019

Friday, 8 February 2019

[Call for Conference
Program Proposals](#)

[Trustee Workshop
Springfield](#)

[Trustee Workshop
Oak Brook](#)

[Illinois Youth Services
Institute](#)

[Elevate Illinois
Libraries Leadership
Program](#)

[Reaching Forward
Conference](#)

[Annual Conference](#)

[Annual Conference
Exhibitor Information](#)

[Past ILA Annual
Conferences](#)

Chicago Library Legislative Lunch
Harold Washington Library Center
Winter Garden
400 S State Street
Chicago, IL 60605
11:30 a.m. doors open and lunch is available
12:00 noon program begins
1:30 p.m. program concludes
Price: \$45

Southern Illinois Library Legislative Lunch
Effingham Public Library
200 N. Third Street
Effingham, IL 62401
11:30 a.m. doors open and lunch is available
12:00 noon program begins
1:30 p.m. program concludes
Price: \$25

Future ILA Annual
Conferences

Event Handouts

#ILAMeetups

Monday, 4 February 2019
Central Illinois Library Legislative Breakfast
Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761
8:00 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$30

Monday, 18 February 2019
Presidents' Day Library Legislative Breakfast
Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089
7:45 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$30

Monday, 4 February 2019
Western Illinois Library Legislative Lunch
Galesburg Public Library
40 E. Simmons Street
Galesburg, IL 61401
11:30 a.m. doors open and lunch is available
12:00 noon program begins
1:30 p.m. program concludes
Price: \$25

Friday, 1 March 2019 *new date*
West Suburban Library Legislative Lunch
Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523
11:30 a.m. doors open and lunch is available
12:30 noon program begins
2:00 p.m. program concludes
Price: \$45

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799
312 644-1896 phone 312 644-1899 fax ila@ila.org

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Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop
Saturday, March 16, 2019
Chicago Marriott Oak Brook
1401 West 22nd St., Oak Brook

If you are registering someone other than yourself, you must log into their account to register them. Please email ila@ila.org for questions and assistance with registrations.

[Register Online](#)

Registration Fees

ILA Member: \$135

Non-Member: \$150

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

Agenda

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:10 a.m.	Welcome and Introductions
9:10 - 10:30 a.m.	Succession Planning for Trustees Gail Johnson & Pam Parr Face to Face Communications & Training, Inc. As elected officials we do a lot of planning. Planning for the future of the library can fall apart with a simple change in leadership at the staff or board level. This workshop will discuss

EVENTS

[Calendar](#)

[Legislative Meet-ups](#)

[Call for Conference Program Proposals](#)

[Trustee Workshop Springfield](#)

[Trustee Workshop Oak Brook](#)

[Illinois Youth Services Institute](#)

[Elevate Illinois Libraries Leadership Program](#)

[Reaching Forward Conference](#)

[Annual Conference](#)

[Annual Conference Exhibitor Information](#)

[Past ILA Annual Conferences](#)

the process of building leaders at all levels of your organization. Succession planning has success at its root for a reason. Without planning for the future of your library leadership, success will be difficult to achieve.

Gail and Pam will give you strategic steps to follow, sprinkled with humor (of course), as you create an effective succession plan for your library. By the way—this includes your board. Yes, you can influence the future of your board, as well. We'll show you how.

10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	Attorneys from Klein, Thorpe & Jenkins will present a mock board meeting, focusing on FOIA, OMA, trustee emails, board conflicts, and state statutes that impact trustees.
Noon - 1:15 p.m.	Luncheon and Forum Business Meeting
1:30 - 2:15 p.m.	Legislative Update Derek Blaida, ILA Legislative Consultant Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.
2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	Legal Q&A Lawyers from Ancel Glink will answer your questions about legal issues impacting your library.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$101, plus tax, per night

Book Online or call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 26, to receive the workshop rate.

Cancellations must be received in writing before March 8. Please e-mail your cancellation request to ila@ila.org. Cancellations received before March 8 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after March 8.

Future ILA Annual Conferences

Event Handouts



Filing a Statement of Economic Interests

What you will need:

- Your "Time to File" notification letter(s) with your Filer ID(s) and Registration Key(s):
- Your pertinent professional and financial information
- A working email address

JOHN DOE
123 E. HARMONY DR.
CHICAGO, IL 60602
Filer ID: 55555
Registration Key: st4pvr6



STEP 1: Register/Verify your account

- On cookcountyclerk.com/ethics/econinterest, click on "File" under Statement of Economic Interests.
- Click on "New User?" To log in after you have registered, enter your filer ID and password under "Returning Filer."
- Enter your filer ID and registration key under "New User?"

Online Statements of Economic Interests
Welcome to Cook County Clerk's new online SEI system.

To get ready, you will need:

- Your "Time to File" notification letter with your filer ID and registration key
- Your pertinent professional and financial information
- A working email address
- Additional "Time to File" letters if you are required to file for more than one agency

Filer Login

[Returning Filer](#)

[New User?](#)

*Filer ID:

*Registration Key:

[REGISTER](#)

- Confirm your email address. Your filing confirmation will be sent to this email address.
- Choose a password.

STEP 2: My Information

- Review your contact information and make sure it is accurate.

STEP 3: My Agency

- Review your agency information. If your title is incorrect, please contact your agency.
- If you believe your Statement of Economic Interests should be filed for more agencies, click the blue "ADD AGENCY" button.

Step 3: My Agency
Please review the agency listed below to verify that it is the agency with which you are affiliated. Then click on Save & Continue. If not, contact us at (312) 603-1121. If you are required to file by more than one agency, click on the blue "ADD AGENCY" box below.

Agency Code	Name	Title
5017-0	COOK COUNTY CLERK, OFFICE OF THE	CLERK

[← Back](#) [ADD AGENCY](#) [Save & Continue →](#)

- » If you are required to add an agency, you should have received another "Time to File" letter with a Filer ID and Registration Key for that agency.



Filing a Statement of Economic Interests

STEP 4: My Statement

- Complete each of the eight questions.
- You can track your progress throughout your questionnaire using the numbered progress bar and click on the number of any previous question to which you wish to return.

Question 4

1 2 3 4 5

List the identity (including the address or legal description of real estate) of any capital asset from which a gain of more than \$1,000 was realized in the year.

STEP 5: Submit Statement

- Review your answers and verify that each is complete and accurate to the best of your knowledge.
- Click "Submit Statement" to complete your filing.
- Print a copy for your records.
- If you wish to amend your statement, you may do so until the May 1 deadline.

Logging in again

- To log in after you have registered, enter your filer ID and password under "Returning Filer."

Online Statements of Economic Interests

Welcome to Cook County Clerk's new online SEI system.

To get ready, you will need:

- Your "Time to File" notification letter with your filer ID and registration key
- Your pertinent professional and financial information
- A working email address
- Additional "Time to File" letters if you are required to file for more than one agency

Filer Login

[Returning Filer](#)

*Filer ID:

*Password:

[New User?](#)

If you have any questions or difficulties, please call the Clerk's Ethics Department at (312) 603-1121.

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
SEMI-ANNUAL DINNER**

DATE:
FEBRUARY 21, 2019

PLACE:
HOUSE OF SZECHWAN
22 E. NORTHWEST HWY
DES PLAINES, IL 60016
847-699-3338

TIME:
6:30 PM



RSVP: CAROL KIDD- (847) 376-2803



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

MANAGEMENT COMMITTEE MEETING

MONDAY, FEBRUARY 18, 2019

7:00 p.m.

Conference Room – Second Floor

Agenda:

- **Review Job Descriptions**
- **Library Policy Review**

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 847-376-2801 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee
February 18, 2019
7:00 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review Job Descriptions.
- VI. Library Policy Review.
- VII. Adjournment.



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

AD HOC COMMITTEE – Library Director Search

THURSDAY, FEBRUARY 21, 2019

4:00 PM

Conference Room – Second Floor

Agenda:

- **Review Library Director Search Proposals**

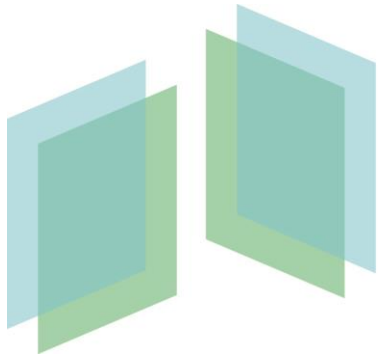
The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 376-2801 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

Agenda for the Ad Hoc Committee – Library Director Search
February 21, 2019
4:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. New Business.
 - A. Library Director Search Proposals.
- VI. Adjournment.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, FEBRUARY 21, 2019

5:00 PM*

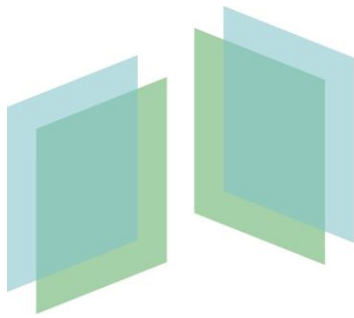
Conference Room – Second Floor

Agenda:

- **Approve Illinois Public Library Annual Report**
- **Report Out Management Committee Action**
- **Report Out Ad Hoc Committee – Library Director Search**
- **Approve Food for Fines**

***Note: Special Time**

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 376-2801 to allow the Library to make reasonable accommodations.



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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting **February 21, 2019** **5:00 PM**

- I. Call to Order. (5:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (5:05 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (5:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – January 17, 2019.
 - B. Acceptance of Financial Reports for January 2019.
 - C. Acceptance of Reports.
 1. Director’s Report
 2. Statistics Report
 3. 2019 Cash Budget Projection

- VIII. New Business. (5:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$250,640.46. [Action Item]
 - B. Approve Illinois Public Library Annual Report. [Action Item]
 - C. Report Out Management Committee Action, February 18, 2019 – Denise Hudec. [Action Item]
 - D. Report Out Ad Hoc Committee – Library Director Search Action, February 5, 2019 and February 21, 2019. [Action Item]
 - E. Approve Food for Fines. [Action Item]
 - F. Approve Changes to Library Board Meeting Dates. [Action Item]

- IX. Announcements.

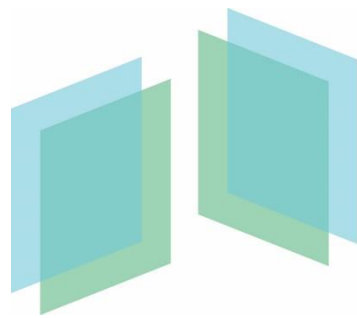
- X. Correspondence. (6:00 p.m.)

- XI. Other

- XII. Adjournment. (6:05 p.m.)

This meeting will be recorded for television broadcast.

DRAFT



**DES PLAINES
PUBLIC LIBRARY**
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BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 17, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, January 17, 2019. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, Anthony Hahn, Alderman Malcolm Chester, Wayne Serbin, John Leach, Mike Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Nicholas Harkovich, seconded by Christopher Renkosiak, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

None.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester stated that the City of Des Plaines asked for an increase in property tax for 2018 and that the increase was due to pension costs increasing 7% – 8% every year. Alderman Malcom Chester asked the board if they had any concerns and President Sarlo responded that the library tries to keep the budget levy level and even lowering it. Chester stated that the library board is reasonable in their budget requests.

VII. CONSENT AGENDA.

Trustee Denise Hudec asked to remove from the Consent Agenda, C.1. Acceptance of Reports, 1. December 2018 Statistics Report.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – December 20, 2018.
- B. Acceptance of Financial Reports for December 2018.
- C. Acceptance of Reports.
 - 2. 2018 Circulation by Month
 - 3. Director’s Report on Strategic Goals
 - 4. 2018 Cash Budget Projection

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec asked if the decrease in revenue for fines in 2018 was due to the time spent updating the catalog, when fines were not accessed. Library Director Holly Richards Sorensen replied that it was a combination of the catalog being down and the automatic renewals. Library Director Holly Richards Sorensen also stated that the revenue line item for fines had been adjusted downward.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve:

VII. Consent Agenda

C. Acceptance of Reports

- 1. December 2018 Statistics

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$339,204.36. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$339,204.36 as listed on the vendor checks report of December 2018 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Comcast Contract. [Action Item]

Library Director Holly Richards Sorensen stated that the five-year Comcast contract ends March 2019. Seven vendors initially provided quotes for internet connectivity for staff and patrons, POTS lines and SIP services. Three vendors were chosen based on price and ability to deliver all services. The recommendation is to continue with Comcast for three years at a cost of \$2,713.25 per month.

MOTION by Vincent Rangel, seconded by Christopher Renkosiak, to approve Comcast for internet connectivity for staff and patrons, POTS lines and SIP services at a cost of \$2,713.25 per month. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

- A. President's Day Library Legislative Breakfast, Monday, February 18, 2019.

Library Director Holly Richards Sorensen invited the board to attend the President's Day Library Legislative Breakfast on Monday, February 18, 2019.

- B. Library Trustee Forum Workshop, Saturday, March 16, 2019.

Library Director Holly Richards Sorensen invited the board to attend the Library Trustee Forum Workshop on Saturday, March 16, 2019.

- C. Filing Statement of Economic Interest begins March 2019.

Board members will be required to file their Statement of Economic Interests and will be notified by email by the Cook County Clerk's Office.

- D. February 21, 2019 Board of Trustee Meeting – 5:00 p.m.

The February 21, 2019 Board meeting will be held at 5:00 p.m.

E. Semi-Annual Board Dinner, February 21, 2019.

The board dinner will immediately follow the board meeting.

X. CORRESPONDENCE.

No correspondence.

XI. EXECUTIVE SESSION – TO DISCUSS

A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to enter into Executive Session at 7:27 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:25 p.m. and was called to order by President Gregory Sarlo.

XII. (REGULAR SESSION) ACTION.

A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Vincent Rangel, seconded by Kristen Graack, to approve the decision made in Executive Session to award Library Director Holly Richards Sorensen a 5% salary increase after full consideration by the board in Executive Session. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

XIII. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:30 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
January 31, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



February 11, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of January 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the One Month then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of January 31, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,216,384.27	\$ 1,292,273.72	\$ 3,508,657.99
Prepays	231,283.08	12,070.00	243,353.08
Receivables			
Receivable - Property Taxes	6,077,809.18	-	6,077,809.18
Receivable - Grants	-	-	-
Receivable - Miscellaneous	23,247.00	-	23,247.00
Total Assets	\$ 8,548,723.53	\$ 1,304,343.72	\$ 9,853,067.25
LIABILITIES			
Accounts Payable	\$ 207,247.21	\$ -	\$ 207,247.21
Accrued Payroll	119,349.47	-	119,349.47
Due to other funds	310,297.07	-	310,297.07
Total Liabilities	636,893.75	-	636,893.75
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,706,393.75	-	6,706,393.75
FUND BALANCE			
Fund Balance - Unreserved	1,807,578.98	1,304,343.72	3,111,922.70
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	1,842,329.78	1,304,343.72	3,146,673.50
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,548,723.53	\$ 1,304,343.72	\$ 9,853,067.25

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Intergovernmental	3,000.00	-	3,000.00
Fines & Fees	5,876.80	-	5,876.80
Interest	4,980.13	1,880.31	6,860.44
Miscellaneous	826.51	-	826.51
Total Revenues	<u>14,683.44</u>	<u>1,880.31</u>	<u>16,563.75</u>
EXPENDITURES			
Personnel	\$ 216,688.84	\$ -	\$ 216,688.84
Operating	196,878.81	-	196,878.81
Library Materails	113,254.48	-	113,254.48
Capital Outlay	8,453.76	-	8,453.76
Other Expenditures	<u>725.51</u>	<u>-</u>	<u>725.51</u>
Total Expenditures	<u>536,001.40</u>	<u>-</u>	<u>536,001.40</u>
Net Change in Fund Balances	<u>(521,317.96)</u>	<u>1,880.31</u>	<u>(519,437.65)</u>
FUND BALANCES			
Beginning of the year	<u>2,363,647.74</u>	<u>1,302,463.41</u>	<u>3,666,111.15</u>
End of the period	<u>\$ 1,842,329.78</u>	<u>\$ 1,304,343.72</u>	<u>\$ 3,146,673.50</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of January 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	4,430.69
202-1102015 - First Midwest Operating #8100292260	<u>202,950.21</u>
	<u>207,380.90</u>
201-1102028 - Cash Library Donations	<u>156,607.45</u>
201-1102079 - IL Funds - 151600222591	2,054,846.13
202-1102079 - IL Funds - 151600222591	<u>1,089,323.51</u>
	<u>3,144,169.64</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>3,508,657.99</u></u>

Des Plaines Public Library
Balance Sheet as of January 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Library Fund <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	55,929.77	(51,499.08)	4,430.69
1102028 - Cash Library Donations	156,543.62	63.83	156,607.45
1102079 - IL Funds - 151600222591	2,629,937.56	(575,091.43)	2,054,846.13
1118000 - Receivable - Property Taxes	6,077,809.18	0.00	6,077,809.18
1119200 - Receivable - Miscellaneous	23,247.00	0.00	23,247.00
1119301 - Prepaid Expense	118,832.21	112,450.87	231,283.08
	<u>9,062,799.34</u>	<u>(514,075.81)</u>	<u>8,548,723.53</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	156,556.47	50,690.74	207,247.21
2401002 - Payroll Liabilities	43,448.59	(43,448.59)	0.00
2430707 - Due to Library Comp Abs	310,297.07	0.00	310,297.07
2450040 - Accrued Payroll	119,349.47	0.00	119,349.47
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,699,151.60</u>	<u>7,242.15</u>	<u>6,706,393.75</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,328,896.94	0.00	2,328,896.94
	<u>2,363,647.74</u>	<u>0.00</u>	<u>2,363,647.74</u>
 Total Liabilities and Fund Balance	<u>9,062,799.34</u>	<u>7,242.15</u>	<u>9,070,041.49</u>
 Excess Revenues Over Expenses	<u>0.00</u>	<u>(521,317.96)</u>	<u>(521,317.96)</u>

Des Plaines Public Library
Balance Sheet as of January 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Capital Projects Fund <hr/>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	287,515.56	(84,565.35)	202,950.21
1102079 - IL Funds - 151600222591	1,007,443.20	81,880.31	1,089,323.51
1119301 - Prepaid Expense	12,070.00	0.00	12,070.00
	1,307,028.76	(2,685.04)	1,304,343.72
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	4,565.35	(4,565.35)	0.00
	4,565.35	(4,565.35)	0.00
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,302,463.41	0.00	1,302,463.41
Total Liabilities and Fund Balance	1,307,028.76	(4,565.35)	1,302,463.41
Excess Revenues Over Expenses	0.00	1,880.31	1,880.31

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	310,297.07	0.00	310,297.07
	310,297.07	0.00	310,297.07
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	107,930.87	0.00	107,930.87
2490010 - Compensated Absences Payable	202,366.20	0.00	202,366.20
	310,297.07	0.00	310,297.07
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	310,297.07	0.00	310,297.07

**Des Plaines Public Library
Balance Sheet as of January 31, 2019**

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,149,646.00	0.00	1,149,646.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(850,466.00)</u>	<u>0.00</u>	<u>(850,466.00)</u>
	<u>2,786,046.39</u>	<u>0.00</u>	<u>2,786,046.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,786,046.39</u>	<u>0.00</u>	<u>2,786,046.39</u>
	<u>2,786,046.39</u>	<u>0.00</u>	<u>2,786,046.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,786,046.39</u></u>	<u><u>0.00</u></u>	<u><u>2,786,046.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 1 Month Ended January 31, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	0.00	0.00	6,100,000.00	6,100,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>6,100,000.00</u>	<u>6,100,000.00</u>	<u>0.00</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	3,000.00	3,000.00	3,000.00	0.00	100.00
	<u>3,000.00</u>	<u>3,000.00</u>	<u>168,988.00</u>	<u>165,988.00</u>	<u>1.78</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	713.55	713.55	9,000.00	8,286.45	7.93
201-4850102 - Library Fines	2,968.09	2,968.09	50,000.00	47,031.91	5.94
201-4850201 - Copying Fees	2,060.16	2,060.16	25,000.00	22,939.84	8.24
201-4850207 - Non-Res Cards	0.00	0.00	2,000.00	2,000.00	0.00
201-4850208 - Meeting Room Fees	135.00	135.00	2,000.00	1,865.00	6.75
	<u>5,876.80</u>	<u>5,876.80</u>	<u>88,000.00</u>	<u>82,123.20</u>	<u>6.68</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	0.00	0.00	5,000.00	5,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	4,980.13	4,980.13	70,000.00	65,019.87	7.11
	<u>4,980.13</u>	<u>4,980.13</u>	<u>70,000.00</u>	<u>65,019.87</u>	<u>7.11</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	17.84	17.84	40,000.00	39,982.16	0.04
201-4899910 - Vending Machine Revenue	83.16	83.16	1,500.00	1,416.84	5.54
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	725.51	725.51	0.00	(725.51)	0.00
	<u>826.51</u>	<u>826.51</u>	<u>46,500.00</u>	<u>45,673.49</u>	<u>1.78</u>
Total Library Fund	<u><u>14,683.44</u></u>	<u><u>14,683.44</u></u>	<u><u>6,478,488.00</u></u>	<u><u>6,463,804.56</u></u>	<u><u>0.23</u></u>

**Des Plaines Public Library
Revenue Report
For the 1 Month Ended January 31, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	<u>1,880.31</u>	<u>1,880.31</u>	<u>100.00</u>	<u>(1,780.31)</u>	<u>1,880.31</u>
	<u>1,880.31</u>	<u>1,880.31</u>	<u>100.00</u>	<u>(1,780.31)</u>	<u>1,880.31</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,880.31</u></u>	<u><u>1,880.31</u></u>	<u><u>600,100.00</u></u>	<u><u>598,219.69</u></u>	<u><u>0.31</u></u>
Total of All Funds	<u><u>16,563.75</u></u>	<u><u>16,563.75</u></u>	<u><u>7,078,588.00</u></u>	<u><u>7,062,024.25</u></u>	<u><u>0.23</u></u>

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	169,278.11	169,278.11	2,334,782.00	2,165,503.89	7.25
5910200 - Part-time Salaries	<u>47,410.73</u>	<u>47,410.73</u>	<u>819,513.00</u>	<u>772,102.27</u>	<u>5.79</u>
	<u>216,688.84</u>	<u>216,688.84</u>	<u>3,154,295.00</u>	<u>2,937,606.16</u>	<u>6.87</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	15,966.09	15,966.09	235,573.00	219,606.91	6.78
5918021 - Employer Contribution - IMRF	16,666.93	16,666.93	243,694.00	227,027.07	6.84
5918040 - Life Insurance Premiums	126.16	126.16	1,840.00	1,713.84	6.86
5918050 - PPO Insurance Premiums	(4,163.21)	(4,163.21)	267,710.00	271,873.21	(1.56)
5918051 - HMO Insurance Premiums	(4,825.91)	(4,825.91)	197,656.00	202,481.91	(2.44)
5918055 - Dental Insurance Premiums	1,272.32	1,272.32	20,250.00	18,977.68	6.28
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>25,042.38</u>	<u>25,042.38</u>	<u>989,723.00</u>	<u>964,680.62</u>	<u>2.53</u>
Contractual Services					
5920100 - Legal Fees	632.50	632.50	6,000.00	5,367.50	10.54
5920110 - Professional Services	69,929.50	69,929.50	429,394.00	359,464.50	16.29
5920120 - Communication Services	959.97	959.97	28,850.00	27,890.03	3.33
5920140 - Integrated Library System	8,246.64	8,246.64	97,100.00	88,853.36	8.49
5920202 - Conferences	316.84	316.84	5,000.00	4,683.16	6.34
5920220 - Membership Dues	979.00	979.00	7,000.00	6,021.00	13.99
5920990 - Property/Liability Insurance	36,903.00	36,903.00	35,000.00	(1,903.00)	105.44
5930010 - R&M Equipment	10,293.35	10,293.35	93,890.00	83,596.65	10.96
5930020 - R&M Buildings & Structures	11,349.20	11,349.20	126,600.00	115,250.80	8.96
5930030 - R&M Vehicles	238.50	238.50	1,000.00	761.50	23.85
5930210 - Rental of Equipment	2,134.73	2,134.73	16,120.00	13,985.27	13.24
5930320 - Cleaning/Custodial Services	15,380.00	15,380.00	67,460.00	52,080.00	22.80
5930490 - Refuse Contract	360.00	360.00	4,320.00	3,960.00	8.33
5960040 - Pre-Employment Testing	75.00	75.00	3,000.00	2,925.00	2.50
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	6,900.46	6,900.46	68,950.00	62,049.54	10.01
5960990 - Misc. Contractual Services	<u>7,137.74</u>	<u>7,137.74</u>	<u>113,780.00</u>	<u>106,642.26</u>	<u>6.27</u>
	<u>171,836.43</u>	<u>171,836.43</u>	<u>1,104,264.00</u>	<u>932,427.57</u>	<u>15.56</u>
Commodities					
5970100 - Supplies	2,925.57	2,925.57	59,000.00	56,074.43	4.96
5970110 - Meals	27.26	27.26	2,000.00	1,972.74	1.36
5970115 - Supplies - Dept/Other	330.35	330.35	6,550.00	6,219.65	5.04
5970170 - Janitorial	0.00	0.00	20,000.00	20,000.00	0.00
5970260 - Postage & Parcel	419.87	419.87	6,800.00	6,380.13	6.17
5970500 - Water Bill	0.00	0.00	12,000.00	12,000.00	0.00
5970600 - Ebooks/Books	26,257.13	26,257.13	377,200.00	350,942.87	6.96
5970610 - E-audio/Audio	11,133.42	11,133.42	83,000.00	71,866.58	13.41

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2019**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970620 - E-Subscriptions/Subscriptions	5,241.40	5,241.40	74,630.00	69,388.60	7.02
5970630 - Visual Materials	12,034.67	12,034.67	163,000.00	150,965.33	7.38
5970640 - Databases	49,940.33	49,940.33	190,000.00	140,059.67	26.28
5970810 - Natural Gas	4,786.00	4,786.00	25,000.00	20,214.00	19.14
5970850 - Gasoline	158.48	158.48	600.00	441.52	26.41
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>113,254.48</u>	<u>113,254.48</u>	<u>1,021,780.00</u>	<u>908,525.52</u>	<u>11.08</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,710.00	6,710.00	0.00
5980410 - Computer Hardware	0.00	0.00	7,500.00	7,500.00	0.00
5980420 - Computer Software	7,403.70	7,403.70	34,995.00	27,591.30	21.16
5980600 - Furniture & Fixtures	<u>1,050.06</u>	<u>1,050.06</u>	<u>2,500.00</u>	<u>1,449.94</u>	<u>42.00</u>
	<u>8,453.76</u>	<u>8,453.76</u>	<u>51,705.00</u>	<u>43,251.24</u>	<u>16.35</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	73,000.00	73,000.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>725.51</u>	<u>725.51</u>	<u>0.00</u>	<u>(725.51)</u>	<u>0.00</u>
	<u>725.51</u>	<u>725.51</u>	<u>733,000.00</u>	<u>732,274.49</u>	<u>0.10</u>
Total Library Fund Expenditures	<u>536,001.40</u>	<u>536,001.40</u>	<u>7,054,767.00</u>	<u>6,518,765.60</u>	<u>7.60</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	0.00	17,000.00	17,000.00	0.00
5980410 - Computer Hardware	0.00	0.00	44,500.00	44,500.00	0.00
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>18,500.00</u>	<u>18,500.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>172,000.00</u>	<u>172,000.00</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>172,000.00</u>	<u>172,000.00</u>	<u>0.00</u>
Total of All Funds	<u>536,001.40</u>	<u>536,001.40</u>	<u>7,226,767.00</u>	<u>6,690,765.60</u>	<u>7.42</u>

Des Plaines Public Library

Check List

All Bank Accounts

January 18, 2019 - February 21, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17293	02/21/19	ALARM SECURITY INCORPORATED	238.50
17294	02/21/19	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
17295	02/21/19	BAKER & TAYLOR	432.32
17296	02/21/19	BAKER & TAYLOR	1,000.39
17297	02/21/19	CCH	304.82
17298	02/21/19	CHILDREN'S PLUS, INC.	620.80
17299	02/21/19	CITY OF DES PLAINES,	158.48
17300	02/21/19	ELA AREA PUBLIC LIBRARY	10.00
17301	02/21/19	ENCYCLOPAEDIA BRITANNICA, INC	2,600.00
17302	02/21/19	FREMONT PUBLIC LIBRARY	28.00
17303	02/21/19	HIGHLAND PARK PUBLIC LIBRARY	201.40
17304	02/21/19	IMPACT NETWORKING, LLC.	124.00
17305	02/21/19	LAUTERBACH & AMEN, LLP.	1,525.00
17306	02/21/19	LAW OFFICES OF ANCEL, GLINK	632.50
17307	02/21/19	MIDWEST TAPE	51.84
17308	02/21/19	NEO-POST USA, INC.	419.87
17309	02/21/19	NRP DIRECT	355.65
17310	02/21/19	PARK RIDGE PUBLIC LIBRARY	101.89
17311	02/21/19	STANLEY ACCESS TECH	3,642.00
17312	02/21/19	THE RISK MANAGEMENT ASSOC.	389.60
17313	02/21/19	TODAY'S BUSINESS SOLUTIONS INC	112.96
17314	02/21/19	ADVENT SYSTEMS, INC	558.00
17315	02/21/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
17316	02/21/19	AUTOMATED LOGIC, INC.	4,466.00
17317	02/21/19	BAKER & TAYLOR	9,328.15
17318	02/21/19	BAKER & TAYLOR	13,684.27
17319	02/21/19	BUILDERS UNITED SALES COMPANY INC	975.00
17320	02/21/19	CAVENDISH SQUARE	215.56
17321	02/21/19	CENGAGE LEARNING	2,677.50
17322	02/21/19	CHILDREN'S PLUS, INC.	1,367.87
17323	02/21/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17324	02/21/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17325	02/21/19	D & Z HOUSE OF BOOKS INCORPORATED	1,484.03
17326	02/21/19	DE LAGE LANDEN FIANACIAL SERVICES	1,476.82
17327	02/21/19	EBSCO INFORMATION SERVICES	86.03
17328	02/21/19	EGUIDE TECH ALLIES	275.00
17329	02/21/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17330	02/21/19	GARVEY'S OFFICE PRODUCTS	875.13
17331	02/21/19	ILLINOIS LIBRARY ASSOCIATION	725.00
17332	02/21/19	INGRAM LIBRARY SERVICES	49.33
17333	02/21/19	INSIGHT PUBLIC SECTOR, INC.	6,029.35
17334	02/21/19	IRISH AMERICAN HERITAGE CENTER	600.00
17335	02/21/19	JEANNIE GIL	17.99
17336	02/21/19	LESLIE GODDARD	300.00
17337	02/21/19	LIBRARY IDEAS LLC	9,158.50
17338	02/21/19	LIMRICC	44,363.75
17339	02/21/19	MANGO LANGUAGES	3,737.82
17340	02/21/19	MANUFACTURERS' NEWS, INC.	231.90
17341	02/21/19	MARSHA PETERSON-MAASS	150.00
17342	02/21/19	MARTY MERCER	200.00
17343	02/21/19	MENARDS	102.60
17344	02/21/19	METAPHRASIS LANGUAGE & CULTURAL SOLUTIONS	330.00
17345	02/21/19	MIDWEST TAPE	14,762.32
17346	02/21/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17347	02/21/19	ORKIN	190.00
17348	02/21/19	OUTSOURCE SOLUTIONS GROUP, INC.	40,577.50
17349	02/21/19	OVERDRIVE, INC.	333.22

Des Plaines Public Library

Check List

All Bank Accounts

January 18, 2019 - February 21, 2019

Check Number	Check Date	Payee	Amount
17350	02/21/19	PROQUEST LLC	9,884.00
17351	02/21/19	RECORDED BOOKS, INC	269.95
17352	02/21/19	SCHOLASTIC LIBRARY PUBLISHING	2,835.00
17353	02/21/19	SCIENCE TELLERS	365.00
17354	02/21/19	STANLEY ACCESS TECH	822.21
17355	02/21/19	STEVE KURAS	125.00
17356	02/21/19	THOMSON REUTERS-WEST	17.84
17357	02/21/19	TIAA BANK	657.91
17358	02/21/19	TOWN SQUARE PUBLICATIONS	1,885.00
17359	02/21/19	UNIVERSITY OF IOWA	15.00
17360	02/21/19	VIKING PLUMBING SERVICES, LLC	1,400.00
50998	01/31/19	PRO DATA	1,563.90
50999	01/31/19	IMRF	26,633.61
51000	01/31/19	NICOR GAS	4,786.00
51001	01/31/19	VERIZON WIRELESS	959.97
51002	01/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	725.51
51003	01/31/19	BANKCARD SERVICES	8,724.26
Vendor Check Total			<u>250,640.46</u>
Check List Total			<u><u>250,640.46</u></u>

Check count = 74

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Vendor Checks Report

First Midwest Operating

January 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALARM SECURITY INCORPORATED				17293	02/21/19	<u>238.50</u>
201-5930030	R&M Vehicles	Invoice # 11288	238.50			
ALEXIAN BROTHERS CORP HEALTH SERV				17294	02/21/19	<u>75.00</u>
201-5960040	Pre-Employment Testing	Invoice # 671113	75.00			
BAKER & TAYLOR				17295	02/21/19	<u>432.32</u>
201-5960990	Misc. Contractual Services	Inv 2033857057	39.50			
201-5970600	Ebooks/Books	Inv 2034233068	243.85			
201-5960990	Misc. Contractual Services	Inv 2034233069	35.28			
201-5970600	Ebooks/Books	Inv 2034162737	113.69			
BAKER & TAYLOR				17296	02/21/19	<u>1,000.39</u>
201-5960990	Misc. Contractual Services	Inv 2033948820	0.10			
201-5970600	Ebooks/Books	Inv 2033948820	23.89			
201-5960990	Misc. Contractual Services	Inv 2034233056	51.80			
201-5970600	Ebooks/Books	Inv 2034233056	371.66			
201-5960990	Misc. Contractual Services	Inv 2034227453	2.90			
201-5970600	Ebooks/Books	Inv 2034227453	33.12			
201-5960990	Misc. Contractual Services	Inv 2033896195	13.90			
201-5970600	Ebooks/Books	Inv 2033896195	117.16			
201-5960990	Misc. Contractual Services	Inv 2034022773	32.35			
201-5970600	Ebooks/Books	Inv 2034022773	353.51			
CCH				17297	02/21/19	<u>304.82</u>
201-5970640	Databases	Invoice # 4803999179	152.41			
201-5970640	Databases	Invoice # 4804103477	152.41			
CHILDREN'S PLUS, INC.				17298	02/21/19	<u>620.80</u>
201-5970600	Ebooks/Books	Invoice # 160011	450.04			
201-5970600	Ebooks/Books	Invoice # 163257	63.80			
201-5970600	Ebooks/Books	Invoice # 163327	106.96			
CITY OF DES PLAINES,				17299	02/21/19	<u>158.48</u>
201-5970850	Gasoline	Invoice # 2019-00000001	158.48			
ELA AREA PUBLIC LIBRARY				17300	02/21/19	<u>10.00</u>
201-5970600	Ebooks/Books	ELA AREA PUBLIC LIBRARY	10.00			
ENCYCLOPAEDIA BRITANNICA, INC				17301	02/21/19	<u>2,600.00</u>
201-5970640	Databases	Invoice # 32392	2,600.00			
FREMONT PUBLIC LIBRARY				17302	02/21/19	<u>28.00</u>
201-5970600	Ebooks/Books	Quarterly Billing 10/1/18 - 12/31/18	28.00			
HIGHLAND PARK PUBLIC LIBRARY				17303	02/21/19	<u>201.40</u>
201-5970600	Ebooks/Books	HIGHLAND PARK PUBLIC LIBRARY	201.40			
IMPACT NETWORKING, LLC.				17304	02/21/19	<u>124.00</u>
201-5970100	Supplies	Invoice # 1245295	124.00			
LAUTERBACH & AMEN, LLP.				17305	02/21/19	<u>1,525.00</u>
201-5920110	Professional Services	Invoice # 33387 - December 2018	1,525.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
LAW OFFICES OF ANCEL, GLINK				17306	02/21/19	<u>632.50</u>
201-5920100	Legal Fees	Statement # 67097 - October 2018	632.50			
MIDWEST TAPE				17307	02/21/19	<u>51.84</u>
201-5960990	Misc. Contractual Services	Inv 96773828	1.85			
201-5970610	E-audio/Audio	Inv 96773828	49.99			
NEO-POST USA, INC.				17308	02/21/19	<u>419.87</u>
201-5970260	Postage & Parcel	Invoice # 15591413	419.87			
NRP DIRECT				17309	02/21/19	<u>355.65</u>
201-5970640	Databases	Invoice # 0122747	355.65			
PARK RIDGE PUBLIC LIBRARY				17310	02/21/19	<u>101.89</u>
201-5970600	Ebooks/Books	PARK RIDGE PUBLIC LIBRARY	101.89			
STANLEY ACCESS TECH				17311	02/21/19	<u>3,642.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 905467409	3,642.00			
THE RISK MANAGEMENT ASSOC.				17312	02/21/19	<u>389.60</u>
201-5970640	Databases	Order # 1000492385	389.60			
TODAY'S BUSINESS SOLUTIONS INC				17313	02/21/19	<u>112.96</u>
201-5960990	Misc. Contractual Services	Invoice # 011419-6	112.96			
ADVENT SYSTEMS, INC				17314	02/21/19	<u>558.00</u>
201-5930010	R&M Equipment	Invoice # 109195	558.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17315	02/21/19	<u>320.00</u>
201-5960990	Misc. Contractual Services	Invoice # 7539	320.00			
AUTOMATED LOGIC, INC.				17316	02/21/19	<u>4,466.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 221827	4,466.00			
BAKER & TAYLOR				17317	02/21/19	<u>9,328.15</u>
201-5970600	Ebooks/Books	Invoice # 2034302266	99.90			
201-5970600	Ebooks/Books	Invoice # 2034313623	504.10			
201-5960990	Misc. Contractual Services	Invoice # 2034313624	40.25			
201-5970600	Ebooks/Books	Invoice # 2034302236	1,461.12			
201-5960990	Misc. Contractual Services	Invoice # 2034302237	85.50			
201-5960990	Misc. Contractual Services	Invoice # 2034285160	1.94			
201-5970600	Ebooks/Books	Invoice # 2034285159	29.51			
201-5960990	Misc. Contractual Services	Invoice # 2034294343	33.70			
201-5970600	Ebooks/Books	Invoice # 2034294342	648.69			
201-5960990	Misc. Contractual Services	Invoice # 2034287255	30.20			
201-5970600	Ebooks/Books	Invoice # 2034287254	606.09			
201-5960990	Misc. Contractual Services	Invoice # 2034287449	25.55			
201-5970600	Ebooks/Books	Invoice # 2034287448	509.24			
201-5960990	Misc. Contractual Services	Invoice # 2034278065	2.94			
201-5970600	Ebooks/Books	Invoice # 2034278064	20.32			
201-5960990	Misc. Contractual Services	Invoice # 2034267751	22.05			
201-5970600	Ebooks/Books	Invoice # 2034267750	396.19			
201-5960990	Misc. Contractual Services	Invoice # 2034271733	33.40			
201-5970600	Ebooks/Books	Invoice # 2034271732	528.71			
201-5960990	Misc. Contractual Services	Invoice # 2034271999	59.90			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice # 2034271998	1,125.88			
201-5960990	Misc. Contractual Services	Invoice # 2034279037	29.45			
201-5970600	Ebooks/Books	Invoice # 2034279036	524.12			
201-5960990	Misc. Contractual Services	Invoice # 2034252793	40.74			
201-5970600	Ebooks/Books	Invoice # 2034252792	605.31			
201-5970600	Ebooks/Books	Invoice # 2034253408	383.28			
201-5960990	Misc. Contractual Services	Invoice # 2034253409	22.30			
201-5970600	Ebooks/Books	Invoice # 2034253927	432.24			
201-5960990	Misc. Contractual Services	Invoice # 2034253928	26.90			
201-5960990	Misc. Contractual Services	Invoice # 2034252817	28.80			
201-5970600	Ebooks/Books	Invoice # 2034253140	638.83			
201-5960990	Misc. Contractual Services	Invoice # 2034253141	35.85			
201-5970600	Ebooks/Books	Invoice # 2034250012	253.87			
201-5960990	Misc. Contractual Services	Invoice # 2034250013	14.45			
201-5970600	Ebooks/Books	Invoice # 2034246413	4.76			
201-5960990	Misc. Contractual Services	Invoice # 2034216828	2.94			
201-5970600	Ebooks/Books	Invoice # 2034216827	19.13			
BAKER & TAYLOR				17318	02/21/19	<u>13,684.27</u>
201-5960990	Misc. Contractual Services	Invoice # 2034313458	43.04			
201-5970600	Ebooks/Books	Invoice # 2034313458	60.57			
201-5960990	Misc. Contractual Services	Invoice # 2034317423	34.71			
201-5970600	Ebooks/Books	Invoice # 2034317423	370.28			
201-5960990	Misc. Contractual Services	Invoice # 2034317485	19.20			
201-5970600	Ebooks/Books	Invoice # 2034317485	201.25			
201-5960990	Misc. Contractual Services	Invoice # 2034313497	10.90			
201-5970600	Ebooks/Books	Invoice # 2034313497	133.55			
201-5960990	Misc. Contractual Services	Invoice # 2034302454	8.07			
201-5970600	Ebooks/Books	Invoice # 2034302454	13.14			
201-5960990	Misc. Contractual Services	Invoice # 2034320423	20.35			
201-5970600	Ebooks/Books	Invoice # 2034320423	195.05			
201-5960990	Misc. Contractual Services	Invoice # 2034317526	22.90			
201-5970600	Ebooks/Books	Invoice # 2034317526	304.50			
201-5960990	Misc. Contractual Services	Invoice # 2034317534	22.72			
201-5970600	Ebooks/Books	Invoice # 2034317534	129.73			
201-5960990	Misc. Contractual Services	Invoice # 2034300507	0.07			
201-5970600	Ebooks/Books	Invoice # 2034300507	14.24			
201-5960990	Misc. Contractual Services	Invoice # 2034294081	11.10			
201-5970600	Ebooks/Books	Invoice # 2034294081	153.19			
201-5960990	Misc. Contractual Services	Invoice # 2034295592	25.92			
201-5970600	Ebooks/Books	Invoice # 2034295592	258.03			
201-5960990	Misc. Contractual Services	Invoice # 2034294307	4.90			
201-5970600	Ebooks/Books	Invoice # 2034294307	66.91			
201-5960990	Misc. Contractual Services	Invoice # 2034295636	4.86			
201-5970600	Ebooks/Books	Invoice # 2034295636	45.98			
201-5960990	Misc. Contractual Services	Invoice # 2034287412	5.38			
201-5970600	Ebooks/Books	Invoice # 2034287412	5.97			
201-5960990	Misc. Contractual Services	Invoice # 2034294208	48.42			
201-5970600	Ebooks/Books	Invoice # 2034294208	67.46			
201-5960990	Misc. Contractual Services	Invoice # 2034298150	3.00			
201-5970600	Ebooks/Books	Invoice # 2034298150	19.86			
201-5960990	Misc. Contractual Services	Invoice # 2034298291	41.05			
201-5970600	Ebooks/Books	Invoice # 2034298291	382.09			
201-5960990	Misc. Contractual Services	Invoice # 2034298157	53.28			
201-5970600	Ebooks/Books	Invoice # 2034298157	108.38			
201-5960990	Misc. Contractual Services	Invoice # 2034298156	11.34			

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Vendor Checks Report

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice # 2034298156	107.28			
201-5960990	Misc. Contractual Services	Invoice # 2034292660	3.40			
201-5970600	Ebooks/Books	Invoice # 2034292660	104.48			
201-5960990	Misc. Contractual Services	Invoice # 2034302443	37.25			
201-5970600	Ebooks/Books	Invoice # 2034302443	322.42			
201-5960990	Misc. Contractual Services	Invoice # 2034247967	5.10			
201-5970600	Ebooks/Books	Invoice # 2034247967	156.72			
201-5960990	Misc. Contractual Services	Invoice # 2034301133	0.85			
201-5970600	Ebooks/Books	Invoice # 2034301133	7.50			
201-5960990	Misc. Contractual Services	Invoice # 2034301073	11.69			
201-5970600	Ebooks/Books	Invoice # 2034301073	36.99			
201-5960990	Misc. Contractual Services	Invoice # 2034303967	9.00			
201-5970600	Ebooks/Books	Invoice # 2034303967	111.30			
201-5960990	Misc. Contractual Services	Invoice # 2034304121	11.70			
201-5970600	Ebooks/Books	Invoice # 2034304121	124.73			
201-5960990	Misc. Contractual Services	Invoice # 2034302580	215.20			
201-5970600	Ebooks/Books	Invoice # 2034302580	369.61			
201-5960990	Misc. Contractual Services	Invoice # 2034303953	65.95			
201-5970600	Ebooks/Books	Invoice # 2034303953	809.62			
201-5960990	Misc. Contractual Services	Invoice # 2034284492	44.20			
201-5970600	Ebooks/Books	Invoice # 2034284492	437.88			
201-5960990	Misc. Contractual Services	Invoice # 2034282691	6.05			
201-5970600	Ebooks/Books	Invoice # 2034282691	58.40			
201-5960990	Misc. Contractual Services	Invoice # 2034288644	23.10			
201-5970600	Ebooks/Books	Invoice # 2034288644	397.29			
201-5960990	Misc. Contractual Services	Invoice # 2034288559	47.25			
201-5970600	Ebooks/Books	Invoice # 2034288559	371.11			
201-5960990	Misc. Contractual Services	Invoice # 2034288744	17.04			
201-5970600	Ebooks/Books	Invoice # 2034288744	95.66			
201-5960990	Misc. Contractual Services	Invoice # 2034287452	9.70			
201-5970600	Ebooks/Books	Invoice # 2034287452	106.60			
201-5960990	Misc. Contractual Services	Invoice # 2034275420	5.38			
201-5970600	Ebooks/Books	Invoice # 2034275420	37.06			
201-5960990	Misc. Contractual Services	Invoice # 2034277346	17.04			
201-5970600	Ebooks/Books	Invoice # 2034277346	78.88			
201-5960990	Misc. Contractual Services	Invoice # 2034273548	18.60			
201-5970600	Ebooks/Books	Invoice # 2034273548	550.47			
201-5960990	Misc. Contractual Services	Invoice # 2034275580	22.15			
201-5970600	Ebooks/Books	Invoice # 2034275580	251.29			
201-5960990	Misc. Contractual Services	Invoice # 2034273401	40.22			
201-5970600	Ebooks/Books	Invoice # 2034273401	417.20			
201-5960990	Misc. Contractual Services	Invoice # 2034273306	21.25			
201-5970600	Ebooks/Books	Invoice # 2034273306	221.06			
201-5960990	Misc. Contractual Services	Invoice # 2034277352	1.70			
201-5970600	Ebooks/Books	Invoice # 2034277352	11.29			
201-5970600	Ebooks/Books	Invoice # 2034252816	613.68			
201-5970640	Databases	Invoice # 2034252816	209.00			
201-5960990	Misc. Contractual Services	Invoice # 2034277119	11.39			
201-5970600	Ebooks/Books	Invoice # 2034277119	43.30			
201-5960990	Misc. Contractual Services	Invoice # 2034258059	12.00			
201-5970600	Ebooks/Books	Invoice # 2034258059	136.28			
201-5960990	Misc. Contractual Services	Invoice # 2034250777	5.38			
201-5970600	Ebooks/Books	Invoice # 2034250777	37.05			
201-5960990	Misc. Contractual Services	Invoice # 5015315552	7.00			
201-5970600	Ebooks/Books	Invoice # 5015315552	140.75			
201-5960990	Misc. Contractual Services	Invoice # 2034258030	17.04			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice # 2034258030	115.48			
201-5960990	Misc. Contractual Services	Invoice # 2034261893	1.77			
201-5970600	Ebooks/Books	Invoice # 2034261893	15.89			
201-5970600	Ebooks/Books	Invoice # 2034268838	78.78			
201-5970610	E-audio/Audio	Invoice # 2034268838	8.24			
201-5960990	Misc. Contractual Services	Invoice # 2034261944	2.20			
201-5970600	Ebooks/Books	Invoice # 2034261944	45.88			
201-5960990	Misc. Contractual Services	Invoice # 2034254682	2.84			
201-5970600	Ebooks/Books	Invoice # 2034254682	17.94			
201-5960990	Misc. Contractual Services	Invoice # 2034269948	71.80			
201-5970600	Ebooks/Books	Invoice # 2034269948	902.09			
201-5960990	Misc. Contractual Services	Invoice # 2034270265	0.85			
201-5970600	Ebooks/Books	Invoice # 2034270265	15.06			
201-5960990	Misc. Contractual Services	Invoice # 2034247841	19.15			
201-5970600	Ebooks/Books	Invoice # 2034247841	328.67			
201-5960990	Misc. Contractual Services	Invoice # 2034247961	3.10			
201-5970600	Ebooks/Books	Invoice # 2034247961	36.76			
201-5960990	Misc. Contractual Services	Invoice # 2034240880	0.97			
201-5970600	Ebooks/Books	Invoice # 2034240880	19.08			
201-5960990	Misc. Contractual Services	Invoice # 2034240861	5.77			
201-5970600	Ebooks/Books	Invoice # 2034240861	24.76			
201-5960990	Misc. Contractual Services	Invoice # 2034249848	1.70			
201-5970600	Ebooks/Books	Invoice # 2034249848	61.02			
201-5960990	Misc. Contractual Services	Invoice # 2034254708	18.99			
201-5970600	Ebooks/Books	Invoice # 2034254708	184.45			
201-5960990	Misc. Contractual Services	Invoice # 2034255351	3.50			
201-5970600	Ebooks/Books	Invoice # 2034255351	94.31			
201-5960990	Misc. Contractual Services	Invoice # 2034254637	14.50			
201-5970600	Ebooks/Books	Invoice # 2034254637	47.75			
201-5960990	Misc. Contractual Services	Invoice # 2034254647	29.16			
201-5970600	Ebooks/Books	Invoice # 2034254647	278.16			
201-5960990	Misc. Contractual Services	Invoice # 2034254673	77.25			
201-5970600	Ebooks/Books	Invoice # 2034254673	1,183.48			
BUILDERS UNITED SALES COMPANY INC						
				17319	02/21/19	<u>975.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 1218000	975.00			
CAVENDISH SQUARE						
				17320	02/21/19	<u>215.56</u>
201-5970600	Ebooks/Books	Invoice # CAL3167181	215.56			
CENGAGE LEARNING						
				17321	02/21/19	<u>2,677.50</u>
201-5970640	Databases	Invoice # 66001376	2,677.50			
CHILDREN'S PLUS, INC.						
				17322	02/21/19	<u>1,367.87</u>
201-5970600	Ebooks/Books	Invoice # 165265	668.57			
201-5970600	Ebooks/Books	Invoice # 165258	699.30			
COOPERATIVE COMPUTER SERVICES						
				17323	02/21/19	<u>8,246.64</u>
201-5920140	Integrated Library System	Invoice # 1440	8,246.64			
CRYSTAL MAINTENANCE SERVICES CORP						
				17324	02/21/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 25813	4,892.50			
D & Z HOUSE OF BOOKS INCORPORATED						
				17325	02/21/19	<u>1,484.03</u>
201-5970600	Ebooks/Books	Invoice # 2019/1093785	972.08			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 2019/1093824	511.95			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DE LAGE LANDEN FIANACIAL SERVICES				17326	02/21/19	<u>1,476.82</u>
201-5930210	Rental of Equipment	Invoice # 61801260	738.41			
201-5930210	Rental of Equipment	Invoice # 62162395	738.41			
EBSCO INFORMATION SERVICES				17327	02/21/19	<u>86.03</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1903875	86.03			
EGUIDE TECH ALLIES				17328	02/21/19	<u>275.00</u>
201-5960210	Special Event Programming	Invoice # 1137	275.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17329	02/21/19	<u>360.00</u>
201-5930490	Refuse Contract	Invoice # 4289410	360.00			
GARVEY'S OFFICE PRODUCTS				17330	02/21/19	<u>875.13</u>
201-5970100	Supplies	Invoice # PINV1658738	875.13			
ILLINOIS LIBRARY ASSOCIATION				17331	02/21/19	<u>725.00</u>
201-5920220	Membership Dues	Invoice # 157986	725.00			
INGRAM LIBRARY SERVICES				17332	02/21/19	<u>49.33</u>
201-5970600	Ebooks/Books	Invoice # 38260406	11.97			
201-5970600	Ebooks/Books	Invoice # 38260405	37.36			
INSIGHT PUBLIC SECTOR, INC.				17333	02/21/19	<u>6,029.35</u>
201-5930010	R&M Equipment	Invoice # 1100642438	6,029.35			
IRISH AMERICAN HERITAGE CENTER				17334	02/21/19	<u>600.00</u>
201-5960210	Special Event Programming	Program: 3/1/19 Portraits of Ireland	600.00			
JEANNIE GIL				17335	02/21/19	<u>17.99</u>
201-5970600	Ebooks/Books	Refund: "lost book" had been returned	17.99			
LESLIE GODDARD				17336	02/21/19	<u>300.00</u>
201-5960210	Special Event Programming	Program: 3/9/19 Eleanor Roosevelt	300.00			
LIBRARY IDEAS LLC				17337	02/21/19	<u>9,158.50</u>
201-5970610	E-audio/Audio	Invoice # 67112	9,158.50			
LIMRICC				17338	02/21/19	<u>44,363.75</u>
201-2401002	Payroll Liabilities	January 2019 Monthly Billing - PHIP	44,363.75			
MANGO LANGUAGES				17339	02/21/19	<u>3,737.82</u>
201-5970640	Databases	Invoice # INV004399	3,737.82			
MANUFACTURERS' NEWS, INC.				17340	02/21/19	<u>231.90</u>
201-5970640	Databases	Invoice # 527552-00	231.90			
MARSHA PETERSON-MAASS				17341	02/21/19	<u>150.00</u>
201-5960210	Special Event Programming	Presentation: 4/25/19 The most helpful genealogy tools you've never used at the Des Plaines Public Library	150.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
MARTY MERCER				17342	02/21/19	<u>200.00</u>
201-5960210	Special Event Programming	3/9/19 Seminar "Three Core Horticultural Practices: With a focus on turf care"	200.00			
MENARDS				17343	02/21/19	<u>102.60</u>
201-5970115	Supplies - Dept/Other	Invoice # 29857	92.52			
201-5970115	Supplies - Dept/Other	Invoice # 30041	10.08			
METAPHRASIS LANGUAGE & CULTURAL SOLUTIONS				17344	02/21/19	<u>330.00</u>
201-5960210	Special Event Programming	Invoice # 261285	330.00			
MIDWEST TAPE				17345	02/21/19	<u>14,762.32</u>
201-5970630	Visual Materials	Inv 96916721	44.98			
201-5960990	Misc. Contractual Services	Inv 96920544	92.95			
201-5970630	Visual Materials	Inv 96920544	564.49			
201-5960990	Misc. Contractual Services	Inv 96948073	88.15			
201-5970630	Visual Materials	Inv 96948073	527.73			
201-5960990	Misc. Contractual Services	Inv 96925496	68.85			
201-5970630	Visual Materials	Inv 96925496	302.79			
201-5970630	Visual Materials	Inv 96935157	170.18			
201-5970630	Visual Materials	Inv 96935159	14.99			
201-5970630	Visual Materials	Inv 96935190	12.74			
201-5970630	Visual Materials	Inv 96915208	157.44			
201-5970630	Visual Materials	Inv 96915209	45.98			
201-5960990	Misc. Contractual Services	Inv 96915504	51.50			
201-5970630	Visual Materials	Inv 96915504	268.36			
201-5970630	Visual Materials	Inv 96912471	22.49			
201-5970630	Visual Materials	Inv 96915207	52.48			
201-5960990	Misc. Contractual Services	Inv 96894066	75.40			
201-5970630	Visual Materials	Inv 96894066	317.07			
201-5960990	Misc. Contractual Services	Inv 96921540	11.10			
201-5970610	E-audio/Audio	Inv 96921540	237.94			
201-5970630	Visual Materials	Inv 96911239	22.49			
201-5960990	Misc. Contractual Services	Inv 96925494	3.25			
201-5970630	Visual Materials	Inv 96925494	15.99			
201-5960990	Misc. Contractual Services	Inv 96892458	146.90			
201-5970630	Visual Materials	Inv 96892458	712.93			
201-5960990	Misc. Contractual Services	Inv 96893333	18.50			
201-5970610	E-audio/Audio	Inv 96893333	395.90			
201-5960990	Misc. Contractual Services	Inv 96859625	123.50			
201-5970630	Visual Materials	Inv 96859625	754.15			
201-5970630	Visual Materials	Inv 96884864	78.72			
201-5960990	Misc. Contractual Services	Inv 96886502	16.65			
201-5970610	E-audio/Audio	Inv 96886502	389.91			
201-5970630	Visual Materials	Inv 96884866	59.98			
201-5970630	Visual Materials	Inv 96884863	157.44			
201-5960990	Misc. Contractual Services	Inv 96862302	7.40			
201-5970610	E-audio/Audio	Inv 96862302	134.96			
201-5960990	Misc. Contractual Services	Inv 96880945	16.25			
201-5970630	Visual Materials	Inv 96880945	92.20			
201-5960990	Misc. Contractual Services	Inv 96880946	92.75			
201-5970630	Visual Materials	Inv 96880946	631.99			
201-5960990	Misc. Contractual Services	Inv 96863992	26.00			
201-5970630	Visual Materials	Inv 96863992	74.20			
201-5960990	Misc. Contractual Services	Inv 96807762	6.50			
201-5970630	Visual Materials	Inv 96807762	44.98			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 96833604	65.85			
201-5970630	Visual Materials	Inv 96833604	224.10			
201-5960990	Misc. Contractual Services	Inv 96833431	7.70			
201-5970610	E-audio/Audio	Inv 96833431	27.88			
201-5960990	Misc. Contractual Services	Inv 96832443	5.55			
201-5970610	E-audio/Audio	Inv 96832443	109.97			
201-5960990	Misc. Contractual Services	Inv 96835237	9.95			
201-5970630	Visual Materials	Inv 96835237	57.72			
201-5960990	Misc. Contractual Services	Inv 96825911	3.25			
201-5970630	Visual Materials	Inv 96825911	29.99			
201-5960990	Misc. Contractual Services	Inv 96825910	6.70			
201-5970630	Visual Materials	Inv 96825910	63.73			
201-5960990	Misc. Contractual Services	Inv 96812135	3.85			
201-5970610	E-audio/Audio	Inv 96812135	12.59			
201-5960990	Misc. Contractual Services	Inv 96830348	262.05			
201-5970630	Visual Materials	Inv 96830348	1,577.23			
201-5960990	Misc. Contractual Services	Inv 96853095	68.25			
201-5970630	Visual Materials	Inv 96853095	389.79			
201-5960990	Misc. Contractual Services	Inv 96856931	1.85			
201-5970610	E-audio/Audio	Inv 96856931	39.99			
201-5970630	Visual Materials	Inv 96856249	715.98			
201-5960990	Misc. Contractual Services	Inv 96812355	19.25			
201-5970610	E-audio/Audio	Inv 96812355	60.40			
201-5960990	Misc. Contractual Services	Inv 96809298	19.50			
201-5970630	Visual Materials	Inv 96809298	84.46			
201-5960990	Misc. Contractual Services	Inv 96809297	197.35			
201-5970630	Visual Materials	Inv 96809297	697.91			
201-5960990	Misc. Contractual Services	Inv 96824611	7.70			
201-5970610	E-audio/Audio	Inv 96824611	32.23			
201-5960990	Misc. Contractual Services	Inv 96805049	459.35			
201-5970630	Visual Materials	Inv 96805049	1,658.01			
201-5960990	Misc. Contractual Services	Inv 96805131	9.75			
201-5970630	Visual Materials	Inv 96805131	59.97			
201-5960990	Misc. Contractual Services	Inv 96805068	3.25			
201-5970630	Visual Materials	Inv 96805068	17.24			
201-5960990	Misc. Contractual Services	Inv 96805069	7.70			
201-5970610	E-audio/Audio	Inv 96805069	25.33			
201-5960990	Misc. Contractual Services	Inv 96805067	3.70			
201-5970610	E-audio/Audio	Inv 96805067	67.98			
201-5960990	Misc. Contractual Services	Inv 96805047	35.15			
201-5970610	E-audio/Audio	Inv 96805047	111.66			
201-5960990	Misc. Contractual Services	Inv 96805900	58.50			
201-5970630	Visual Materials	Inv 96805900	290.81			
OAKBROOK MECHANICAL SERVICES				17346	02/21/19	<u>2,797.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 14601	2,797.50			
ORKIN				17347	02/21/19	<u>190.00</u>
201-5960990	Misc. Contractual Services	Acct # 32734222	95.00			
201-5960990	Misc. Contractual Services	Acct # 32734222	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17348	02/21/19	<u>40,577.50</u>
201-5960990	Misc. Contractual Services	Inv 45235	1,500.00			
201-5980420	Computer Software	Inv 45094	2,807.20			
201-5960990	Misc. Contractual Services	Inv 45629	350.00			
201-5980420	Computer Software	Inv 45410	2,500.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5920110	Professional Services	Inv 45630	33,420.30			
OVERDRIVE, INC.				17349	02/21/19	<u>333.22</u>
201-5970600	Ebooks/Books	Invoice # 01018CO19001417	333.22			
PROQUEST LLC				17350	02/21/19	<u>9,884.00</u>
201-5970640	Databases	Invoice # 70540024	9,884.00			
RECORDED BOOKS, INC				17351	02/21/19	<u>269.95</u>
201-5970610	E-audio/Audio	Inv 76166323	39.99			
201-5970610	E-audio/Audio	Inv 76165117	119.98			
201-5970610	E-audio/Audio	Inv 76171243	59.99			
201-5970610	E-audio/Audio	Inv 76167088	49.99			
SCHOLASTIC LIBRARY PUBLISHING				17352	02/21/19	<u>2,835.00</u>
201-5970640	Databases	Invoice # 18614326	2,835.00			
SCIENCE TELLERS				17353	02/21/19	<u>365.00</u>
201-5960210	Special Event Programming	Program: 6/24/19 SRC - ScienceTellers Presents Aliens - Escape from Earth!	365.00			
STANLEY ACCESS TECH				17354	02/21/19	<u>822.21</u>
201-5930020	R&M Buildings & Structures	Invoice # 905352743	822.21			
STEVE KURAS				17355	02/21/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	Invoice # January 17, 2019	125.00			
THOMSON REUTERS-WEST				17356	02/21/19	<u>17.84</u>
201-5970640	Databases	Invoice # 839622726	17.84			
TIAA BANK				17357	02/21/19	<u>657.91</u>
201-5930210	Rental of Equipment	Invoice # 5897945	657.91			
TOWN SQUARE PUBLICATIONS				17358	02/21/19	<u>1,885.00</u>
201-5960210	Special Event Programming	DPCC Guide Ad	1,885.00			
UNIVERSITY OF IOWA				17359	02/21/19	<u>15.00</u>
201-5970600	Ebooks/Books	Invoice # 19781	15.00			
VIKING PLUMBING SERVICES, LLC				17360	02/21/19	<u>1,400.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 1753	640.00			
201-5930020	R&M Buildings & Structures	Invoice # 1758	760.00			
Check List Total						<u><u>207,247.21</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

January 1, 2019 - January 31, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
50998	01/31/19	PRO DATA	1,563.90
50999	01/31/19	IMRF	26,633.61
51000	01/31/19	NICOR GAS	4,786.00
51001	01/31/19	VERIZON WIRELESS	959.97
51002	01/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	725.51
51003	01/31/19	BANKCARD SERVICES	8,724.26
Vendor Check Total			<u>43,393.25</u>
Check List Total			<u><u>43,393.25</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658											
Revenue (M-T-D)												
Property Taxes	-											
Other Revenue	16,564											
	16,564	-	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731											
Other Expense	294,270											
Change in A/P & AJE's	109,774											
	645,775	-	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	-	-	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 January 31, 2019

Total Expenses per Expense Report			<u><u>\$536,001.40</u></u>
Gross Payroll	216,688.84		
Benefits Expense	<u>25,042.38</u>		
Total Payroll Expenses		241,731.22	
Check List		250,640.46	
Total Transfers and expenses per payroll and vendor checks reports			<u>492,371.68</u>
		Variance	<u>(43,629.72)</u>
Less: (disbursements included above)			
IMRF		(26,633.61)	
LIMRiCC		(44,363.75)	
"Girls Who Code" Expense		(398.86)	
FY19 Invoices		115,025.94	
			43,629.72
			0.00
		Variance	<u><u>(0.00)</u></u>



DIRECTOR'S REPORT

January 2019

GOAL #1

DPPL's innovative classes and resources instruct and connect Des Plaines residents to digital literacy and other established and emerging technology, both at the library and out in the community.



STRATEGY 2: Increase awareness and usage of eMaterials. Provide adult instruction, both in groups and individually, to teach patrons how to access eCollections.

DPPL's Reference Staff Connects Patrons to eMaterials Every Day!

Recently reference librarian Joanne Griffin used DPPL's new Newspapers.com database to locate the obituary of William F. Graupner of Des Plaines who died in December of 1929.

She instructed the patron on the use of keyword searches and limiters to quickly locate it in the Daily Herald archives within Newspapers.com.

Then, the patron learned to use a snipping tool to "cut" the image from the original newspaper and then email it to themselves.

One on one instruction happens hundreds of times each week on DPPL's 4th floor.

NEWSPAPERS.COM
LIBRARY EDITION

8,600+ newspapers from the 1700s to 2000s.
A treasure trove for genealogists.

Genealogy at DPPL
NEW! @dppl.org

GOAL #2

DPPL spaces and events increase library usage by fostering discovery, creativity, enjoyment of culture and the arts, and by bringing Des Plaines residents together around common interests, both at the library and out in the community.



STRATEGY 1: Advocate for the importance of Early Literacy in very young children.

LEGO Fun (and Learning) in DPPL's Early Literacy Area!

Recently, we had a family spend their evening in the Early Literacy Area. Together they built the tallest LEGO tower they could manage, complete with a bridge and columns.

Dad didn't want to be in the photo, but the kids were very proud of their construction! The LEGO table continues to be a favorite for both kids and their grownups.





STRATEGY 2: Foster and increase youth and teen usage of library programs and resources.

From the Des Plaines Journal & Topics, January 30, 2019

Approximately 900 teens prepared for final exams before winter break through a Des Plaines Public Library program from December 15 - 20.

Finals Cafe, the library's resource for exam preparations, began 10 years ago.

According to Teen Services librarian Joanie Sebastian, it has “grown tremendously” over the past decade from 50 student participants to hundreds.

While the cafe is open, snacks and drinks are served in the library's teen-focused study spaces

Students take advantage of the Des Plaines Public Library e-bar workspace during the winter 2018 Finals Cafe program.

Since a large-scale library renovation project concluded in 2016, more space opened up for the cafe program.

Now, students can work in The Commons and The Forum as well as study rooms and meeting rooms on the third and fourth floors of the library.

“I love seeing the library taken over by teens during this week,” said Sebastian.

“We provide snacks and drinks and work really hard to create a welcoming and supportive environment in order to take the stress out of studying.”

In the spring, Finals Cafe will open back up for end-of-the-year exams.

Weather permitting, the fourth floor terrace will also be open as a study area for teens, Sebastian said.





STRATEGY 4: Deliver quality events on trending cultural, recreational and topical current events and interests.

Excitement and Fluffiness on the Eve of the Polar Vortex

Our Stuffed Animal Workshop on Friday, January 18 was a full house of excitement and fluffiness!

The kiddos stuffed snow leopards in both sessions, also wishing on a star and giving it love and happy thoughts before placing it inside their new friend. They each received a certificate with their animal that they can fill out with their new friend's name, date, and where they were born.

So many happy children and caregivers always leave this event with smiles and gratitude, telling staff how much they love DPPL.





STRATEGY 4: Deliver quality events on trending cultural, recreational and topical current events and interests.

DPPL's Pint & Click podcast episodes were played 2,662 times and downloaded 1,704 times in 2018

DPPL produces a regular podcast about popular books, movies, resources and other trends.

We produced our first episode in January 2016 and have published one to two episodes a month since.

You can find our episodes on Podmatic and subscribe on iTunes, Stitcher or Google Play Music. We also post new episodes when they are available on the DPPL homepage and Facebook page.



In 2018 the Podcast team recorded 16 episodes, including one recording featuring the DPPL Writers group Open Mic night. Other topics included the book *I'll Be Gone in the Dark*, the streaming service Kanopy, and the movie Ready Player One.

PINT & CLICK PODCAST



EPISODE 52

Pint & Click Podcast 52 Now Available!



by Pint & Click Podcast
01.18.19

On the latest episode of the Pint & Click Podcast, Dave, Tony and Joel discuss *Venom*, a film directed by Ruben Fleischer, starring Tom Hardy and Michelle Williams, and based on the Marvel characters Eddie Brock and the Venom Symbiote. Have a listen below:

Pint & Click Podcast Episode 52: *Venom*

by Des Plaines Public Library



podomatic



GOAL #3

DPPL is the primary hub for resources and information connecting residents to government, job, health and human services, both at the library and out in the community.



STRATEGY 1: Partner with existing social services and health agencies to extend operations and services into DPPL on a regular basis.

A Message for the Center of Concern

“A patron came to me yesterday, bubbling over about the recent Center of Concern musical event that had, as he put it, “folks with walkers dancing in the aisles”.

He wanted to make sure you all heard his praise for the wonderful community you have created with the daily lunch program.

I completely agree and am so happy we could put this partnership in place.”

*Roberta Johnson, Assistant Director,
to Center of Concern staff*

DPPL's partnership with the Center of Concern on this program began in June, 2017.

In 2018, nearly 4,000 meals were served to Des Plaines seniors at the Des Plaines Public Library.

In addition, Center of Concern staff have shown films, played games and music, and used other library resources to enrich their guest's lives.



- Doors open 11:00am-1:00pm
- Healthy Lunch Served (Monday-Friday)
- Bring a new friend, meet new people, or come alone!
- A DONATION OF \$2.00 IS GREATLY APPRECIATED
- Blood pressure screenings the last Thursday of every month!

GOAL #4

DPPL building mechanicals, internal operations and data evaluation tools are up to date, ensuring that Des Plaines residents have a safe, efficient facility that meets both current and anticipated future needs.



STRATEGY 2: Review and enhance internal operations to maximize efficiency.

That's A Lot of Carts!

In 2018, DPPL's staff processed, loaded, transported and unloaded 6,649 carts.

Month with the highest number of carts shelved:
March 2018 - 727 carts

Month with the lowest number of carts shelved:
April 2018 - 573 carts (Migration month)

Carts shelved by floor:

2nd Floor - 2,679 carts

3rd Floor - 2,514 carts

4th Floor - 1,456 carts

DPPL's Patron Accounts and Materials Services department is always looking for ways to improve and increase the flow of materials from back of house to the floor, so patrons can access materials as easily and quickly as possible.





STRATEGY 2: Review and enhance internal operations to maximize efficiency.

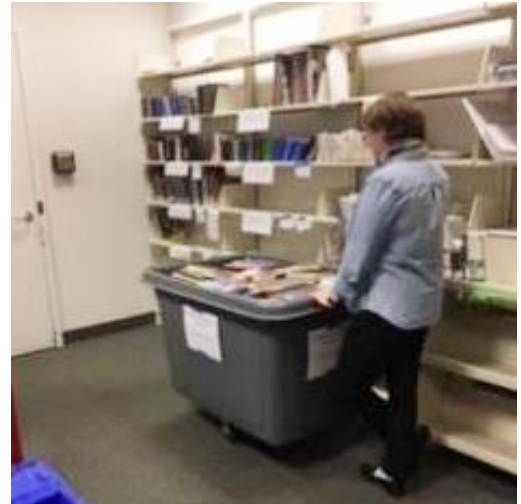
Process Management During the Addition of Morton Grove Public Library into the CCS Consortium and Shared Catalog.

While CCS was working hard to integrate Morton Grove's catalog with ours, the Materials Services Clerks here at DPPL were busy sorting and visually inspecting materials that patrons had returned while we were offline.

Once the catalog was back up and running, the Clerks manually handled/checked in 1,245 items in three (3) hours, in addition to feeding over 2,000 items into the Sorter. All items were checked in by 3 pm.



(Left)
Clerks Joanna S. and Kathy S. manually check in items, while Jen K. heads into the Sorting Room.



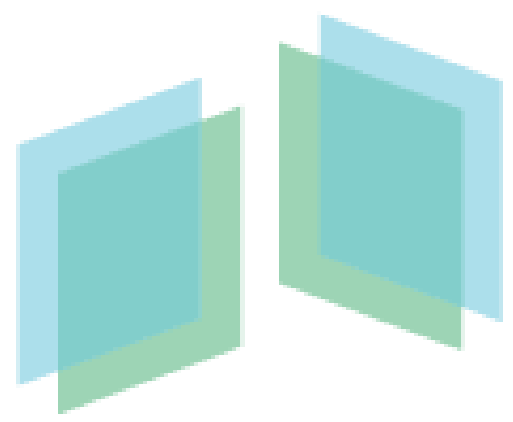
(Right)
Here's Lynne R., Manager of Acquisitions and Cataloging, getting ready to roll a gray bin full of items into the Sorting Room to feed them into the Sorter.



(Left)
Page Wanda J. is busy pulling items out of the sorting bins and putting them on carts so they can be shelved.



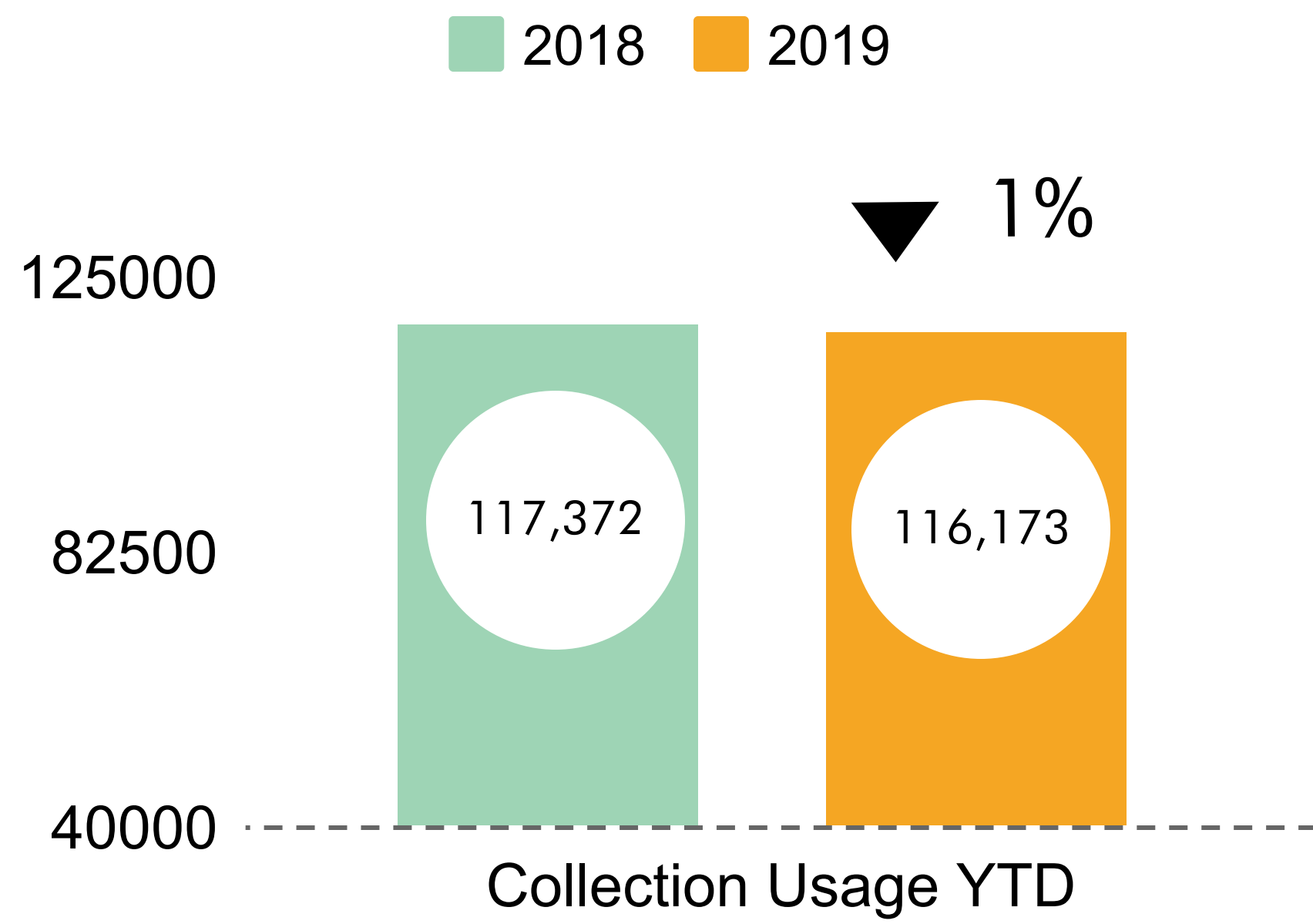
(Right)
MaryAnn W. is holding the first Des Plaines item that is being sent to fill a patron hold at Morton Grove.



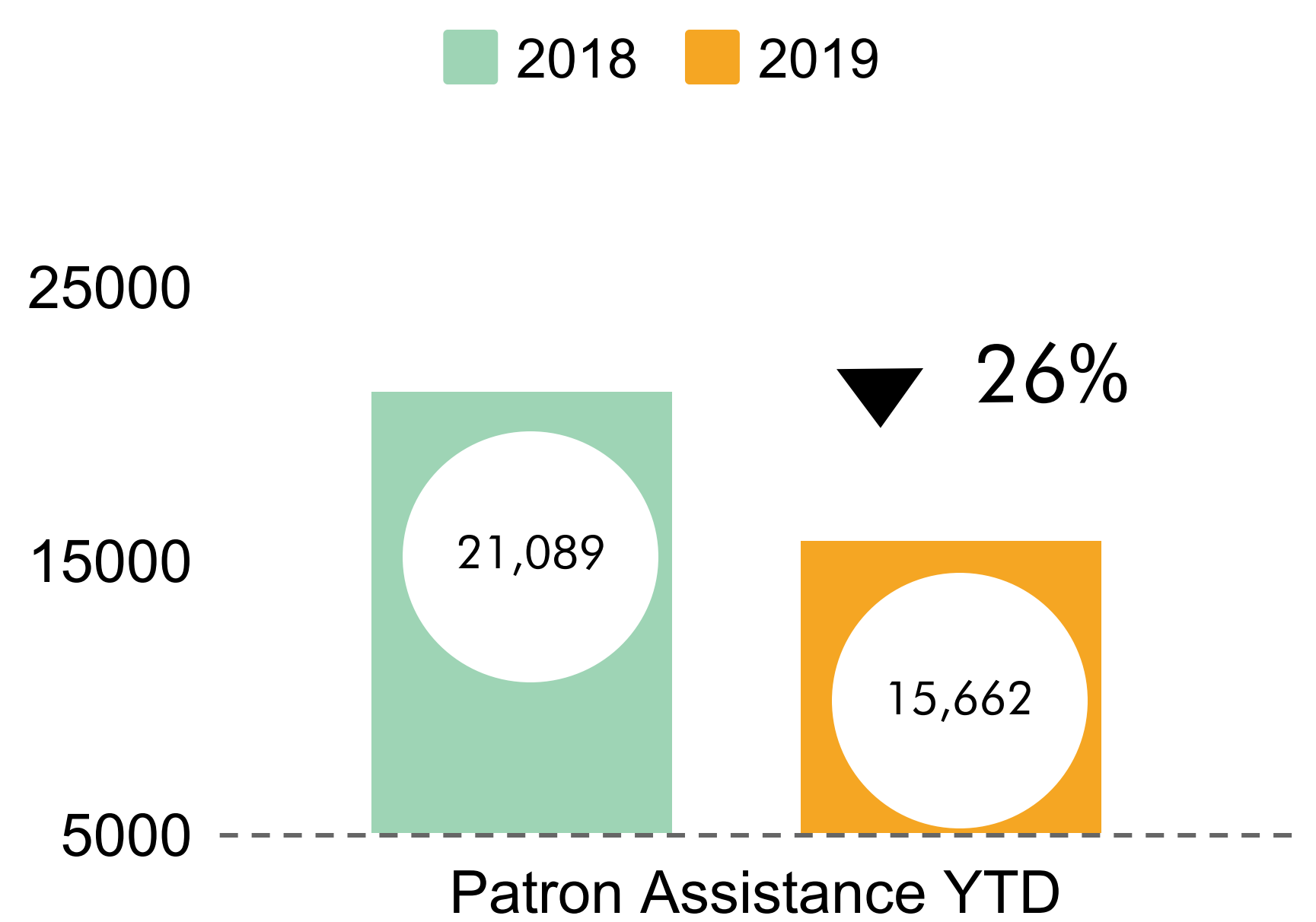
STATISTICS REPORT

January 2019

Collection Usage YTD

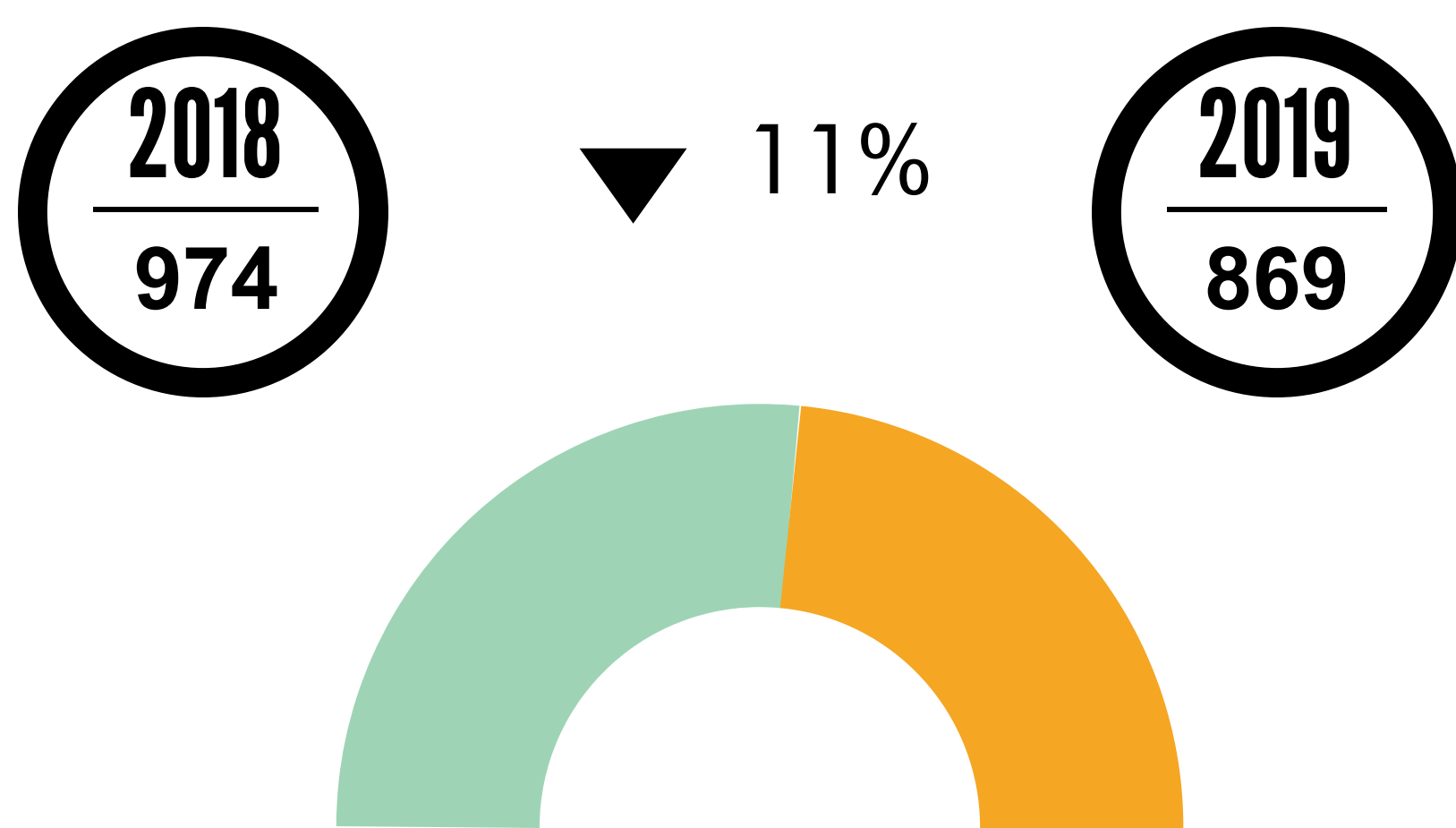


Patron Assistance YTD



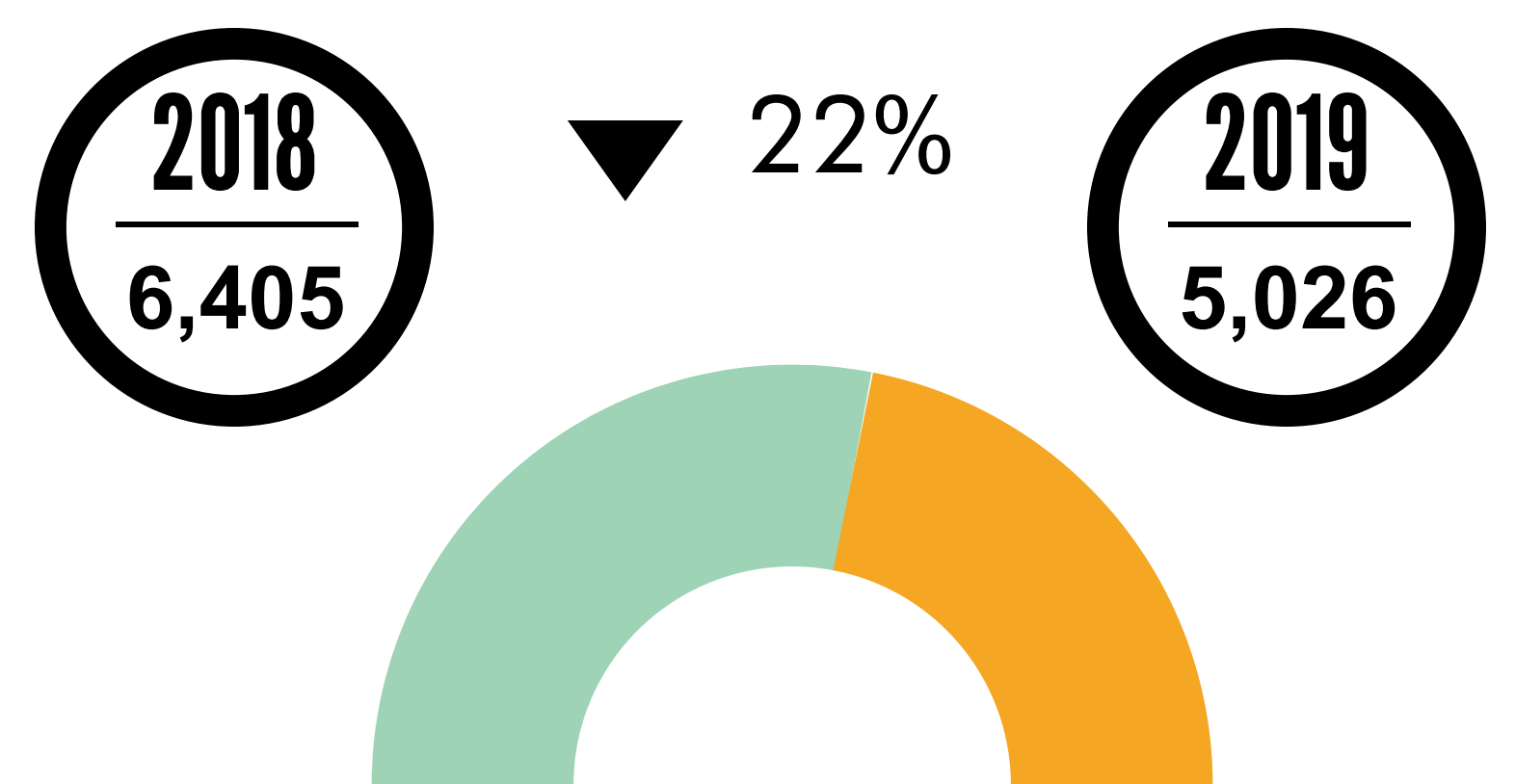
Bookings YTD

Events, Programs & Classes

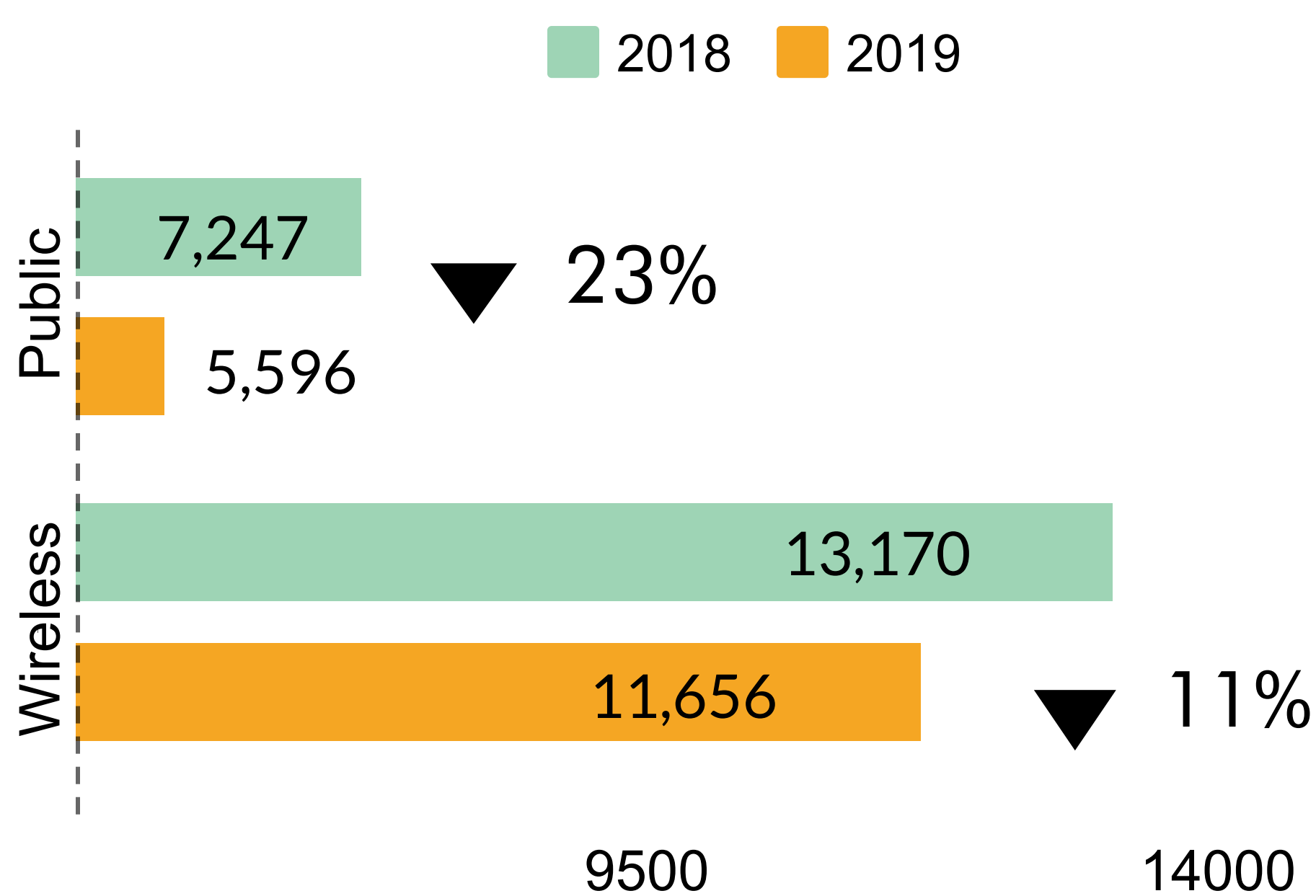


Attendance YTD

Events, Programs, Outreach & Classes

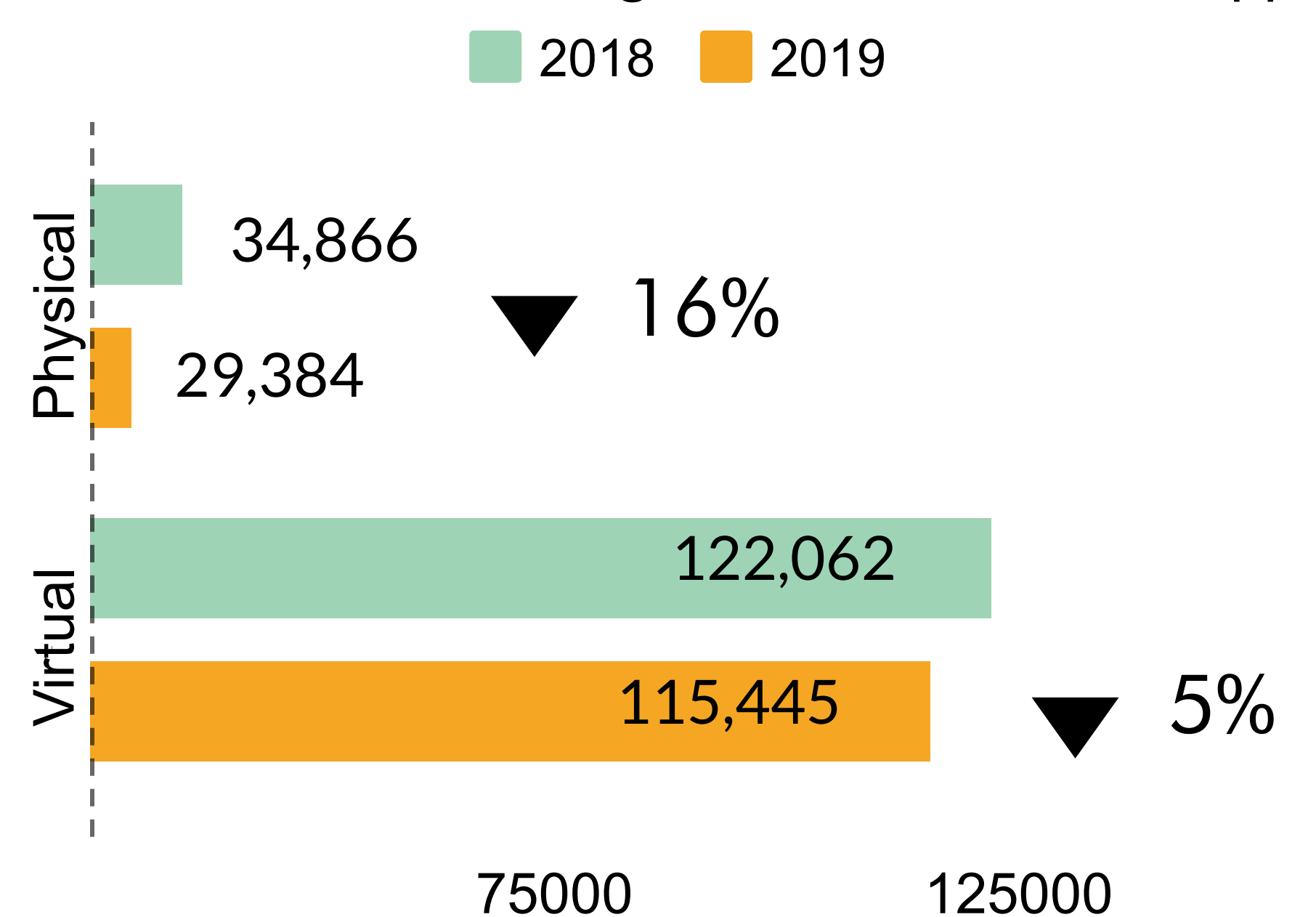


Computer Usage YTD



Traffic YTD

Physical is the gate count. Virtual includes catalog, website and mobile app.



2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,602,445	\$ 5,464,330	\$ 4,957,783	\$ 4,584,761	\$ 4,343,188	\$ 5,464,543	\$ 6,075,675	\$ 5,566,946	\$ 4,836,848	\$ 4,371,148			
Restricted cash donations	156,607	156,607	155,710	155,789	155,903	155,983	156,049	156,218	156,276	156,373	156,455	156,544			
	<u>3,981,263</u>	<u>3,352,052</u>	<u>3,446,735</u>	<u>5,308,541</u>	<u>4,801,880</u>	<u>4,428,778</u>	<u>4,187,139</u>	<u>5,308,325</u>	<u>5,919,399</u>	<u>5,410,573</u>	<u>4,680,393</u>	<u>4,214,604</u>			
Revenue (M-T-D)															
Property Taxes		648,748	2,368,759	680	79,761	231,462	1,531,366	1,205,190	7,661	13,559	11,925	889	6,100,000	6,100,000	0
Other Revenue	16,564	15,028	59,601	13,758	16,283		15,212		14,753	30,843	40,659	755,887	978,588	978,588	0
Total Revenue	<u>16,564</u>	<u>663,776</u>	<u>2,428,360</u>	<u>14,438</u>	<u>96,044</u>	<u>231,462</u>	<u>1,546,578</u>	<u>1,205,190</u>	<u>22,414</u>	<u>44,402</u>	<u>52,584</u>	<u>756,776</u>	<u>7,078,588</u>	<u>7,078,588</u>	<u>0</u>
Expenses															
Payroll & Benefits	241,731	290,026	469,710	300,528	300,338	266,454	263,790	387,387	434,207	534,885	310,173	344,789	4,144,018	4,144,018	0
Contractual Services	171,836	121,996	122,522	79,277	96,090	72,443	68,316	93,736	86,874	84,163	73,425	33,586	1,104,264	1,104,264	0
Commodities	113,254	102,376	94,284	56,636	53,477	70,615	81,209	75,770	88,288	74,063	111,287	100,521	1,021,780	1,021,780	0
Capital Expenditures	8,454	790	1,463	1,190	1,732	6,634	4,891	2,798	8,413	10,303	1,885	3,152	51,705	51,705	0
Other	726	1,927	1,375	14,275	7,708	15,300	3,842	3,604	7,257	6,743	19,505	650,738	733,000	733,000	0
202		43,439	17,124		3,941	11,440	5,268	1,240	7,352	38,951	37,302	5,943	172,000	172,000	0
Adjustments	109,774	9,436	(140,003)	69,079	5,780	30,149	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	<u>645,775</u>	<u>569,990</u>	<u>566,475</u>	<u>520,985</u>	<u>469,066</u>	<u>473,035</u>	<u>425,223</u>	<u>594,058</u>	<u>531,143</u>	<u>774,500</u>	<u>518,284</u>	<u>1,138,729</u>			<u>0</u>
Net Increase/(Decrease)	<u>(629,211)</u>	<u>93,786</u>	<u>1,861,885</u>	<u>(506,547)</u>	<u>(373,022)</u>	<u>(241,573)</u>	<u>1,121,355</u>	<u>611,132</u>	<u>(508,729)</u>	<u>(730,098)</u>	<u>(465,700)</u>	<u>(381,953)</u>			
Cash End of Month	<u>3,508,659</u>	<u>3,602,445</u>	<u>5,464,330</u>	<u>4,957,783</u>	<u>4,584,761</u>	<u>4,343,188</u>	<u>5,464,543</u>	<u>6,075,675</u>	<u>5,566,946</u>	<u>4,836,848</u>	<u>4,371,148</u>	<u>3,989,195</u>			
Cash End of Month less restricted cash donations	<u>3,352,052</u>	<u>3,445,838</u>	<u>5,308,620</u>	<u>4,801,994</u>	<u>4,428,858</u>	<u>4,187,205</u>	<u>5,308,494</u>	<u>5,919,457</u>	<u>5,410,670</u>	<u>4,680,475</u>	<u>4,214,693</u>	<u>3,832,651</u>			

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019

DES PLAINES PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30226
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0138
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Des Plaines Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1501 Ellinwood Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Des Plaines
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60016
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1501 Ellinwood Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Des Plaines
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60016
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 827-5551
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 827-7974
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.dppl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Holly Richards Sorensen
1.15 Title	Library Director
1.16 Library Director's E-mail	hsorensen@dppl.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	58,364
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2018
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Roberta Johnson
3.5 Telephone Number of Person Preparing Report	847-376-2816
3.6 FAX Number	847-827-7974
3.7 E-Mail Address	rjohnson@dppl.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Kristen Graack
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	kgraack@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

Second member

5.5 Name	Nicholas Harkovich
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	nharkovich@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

Third member

5.5 Name	Denise Hudec
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	dhudec@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

Fourth member

5.5 Name	Christopher Renkosiak
5.6 Trustee Position	Other

5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	crenkosiak@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

Fifth member

5.5 Name	Dr. Gregory Sarlo
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	gsarlo@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

Sixth member

5.5 Name	Bruce Lester
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	
5.10 Home Address	516 Anita
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

Seventh member

5.5 Name	Earl Wilson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	ewilson@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

Eighth member

5.5 Name	Vincent Rangel
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	vrangel@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

Ninth member

5.5 Name	Umair Qadeer
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	uaqadeer@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	82,500
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	78,378
6.4a Total Number of Study Rooms	6
6.4b Total number of times study room(s) used by the public during the fiscal year	9,385

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities			1			

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning	1	\$5,000	0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems	1	\$6,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$5,500	0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures	1	\$2,500	0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0

Accessibility measures			0	\$0
Technology upgrading	1	\$63,000	0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems	1	\$6,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$5,500	0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures	1	\$2,500	0	\$0
Energy conservation	1	\$81,000	0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading	1	\$50,500	0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$15,146,675
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal	At the June 2012 Board meeting, the trustees voted to establish

accumulations.

policy requiring \$1,500,000 in cash reserves. As of December 31, 2018, the reserve amount was \$3,631,360.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$5,997,714
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$6,100,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$72,955
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$92,988
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$165,943

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received ¹	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$568
8.14 Other receipts intended to be used for operating expenditures	\$220,021
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$220,589
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$6,384,246
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Certificate of Insurance of Funds.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$4,006,477
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Other

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,947,304
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$984,929
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$3,932,233

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$361,363
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$299,124
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$190,505
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, CDs, videogames, maps, e-rers, microfilm STEM kits, devices such as hotspots and Rokus.
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$850,992

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,477,982
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$6,261,207

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$1,300,025
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$1,300,025

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$137,892

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	22	22	\$751.84	743.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$67.70	37.50
	Assistant Director	Assistant Library Director	\$46.92	37.50
	Web Services Manager	Other Type of Librarian	\$28.83	37.50
	Head of Adult Services	Adult Services	\$40.80	37.50
	Reference Librarian II	Adult Services	\$38.59	37.50
	Reference Librarian II	Adult Services	\$38.59	37.50
	Reference Librarian II	Adult Services	\$38.59	37.50
	Reference Librarian II	Adult Services	\$29.51	37.50
	Teen Services Librarian	Adult Services	\$36.39	37.50
	Reference Librarian	Adult Services	\$24.66	37.50
	PT Reference Librarian	Adult Services	\$30.07	20.00
	PT Reference Librarian	Adult Services	\$22.36	20.00
	PT Reference Librarian	Adult Services	\$23.03	8.00
	Head of Patron Accounts and Materials	Other Type of Librarian	\$40.18	37.50
	Acquisitions/Cataloging Mgr.	Cataloging	\$27.02	37.50
	Metadata and Cataloging	Cataloging	\$33.55	37.50
	Readers Services Manager	Adult Services	\$27.18	37.50
	Head of Youth Services	Children's Services	\$42.64	37.50
	School Liaison Librarian	Children's Services	\$28.15	37.50
	School Liaison Librarian	Children's Services	\$25.72	37.50
	Youth Services Librarian	Children's Services	\$28.76	37.50
	PT Youth Services Librarian	Children's Services	\$32.60	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	18.58
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Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	18.58

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,250.50
13.14 Minimum hourly rate actually paid	\$11.13
13.15 Maximum hourly rate actually paid	\$40.59
13.16 Total FTE Group C employees (13.13 / 40)	31.26

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	239.00
13.18 Minimum hourly rate actually paid	\$9.00
13.19 Maximum hourly rate actually paid	\$16.05
13.20 Total FTE Group D employees (13.17 / 40)	5.98

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	180.00
13.22 Minimum hourly rate actually paid	\$12.79
13.23 Maximum hourly rate actually paid	\$36.30
13.24 Total FTE Group E employees (13.21 / 40)	4.50
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	41.74
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	60.32

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	24	\$50,163.00	\$75,245.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	School Liaison Librarian	Children's Services	Master's Degree (ALA accredited)	37.50	24	\$50,163.00	\$75,245.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	1
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	
Head of Patron Accounts and Materials Services	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	Filled	1/2/2018	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row.

Summary	1	1	1	37.50	1	1
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
Head of Circulation Services	Circulation	Master's Degree (ALA accredited)	37.50	12/31/2017		merged Circulation and Technic

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,744
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	417,030

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,089	33,885	-1 Unknown	-1 Unknown
Young Adult	220	4,850	-1 Unknown	-1 Unknown
Other	1,015	19,891	-1 Unknown	-1 Unknown
Total	2,324	58,626		
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Movies, storytimes, and crafts designed for sensory-sensitive children and their families. Light and sound are adjusted, and attendees are encouraged to participate in ways with which they are comfortable - dance, sing, walk around, etc.			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	28,404
16.2a Total Number of Unexpired Non-resident Users Cards	123
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$5,890.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	28,527
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	245,103
17.2 Current Print Serial Subscriptions [PLSC 460]	514
17.3 Total Print Materials (17.1+17.2)	245,617
17.4 E-books Held at end of the fiscal year [PLSC 451]	52,076
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	26,738
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	34,079
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	40,434
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ²	2,572

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	71
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	84

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	669,640
18.2 Number of young adult materials loaned	33,916
18.3 Number of children's materials loaned [PLSC 551]	371,141
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,074,697

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	504,833
18.6 Videos/DVDs- Physical	323,842

18.7 Audios (include music)- Physical	75,444
18.8 Magazines/Periodicals- Physical	29,871
18.9 Other Items- Physical	40,227
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	974,217
18.11 Use of Electronic Materials [PLSC 552] ³	100,480
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,074,697
18.13 Successful Retrieval of Electronic Information [PLSC 554]	276,179
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	376,659
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,350,876
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	59,675
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	37,929

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	199,211
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	97
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	340
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	188
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	100
21.3 What is the monthly cost of the library's internet access?	\$856
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	123
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	82,716
21.6 Wireless Sessions Per Year [PLSC 652]	168,750
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	373,427

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Both
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$17,533
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$25,368
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	854.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	In 2018 we merged Technical Services and Circulation into one department - Patron Accounts and Materials Services. This is why we don't have a Head of Circulation any more.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We supported an Early Literacy Internship program in partnership with School District 62. We hire interns three times a year to provide storytimes for 9 week periods, 7 hours a day, at the District Early Learning Center and other locations.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Holly Richards Sorensen	02/21/2019
President	Dr. Gregory Sarlo	02/21/2019
Secretary	Carol Kidd	02/21/2019

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 8.9 For the previous year, we incorrectly included the total E-Rate discounts as well as actual reimbursed funds. (0-2019-01-18)

², 17.6b Last year we were able to count the entire Hoopla movie collection. This year we could only count items that actually checked out. (0-2019-02-04)

³, 18.11 This year we were asked to include Freegal downloads in this field, which increased the total significantly. (0-2019-02-04)

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2018 through July 2019 on the third Thursday of each month at 7:00 PM in the second floor Conference Room. Exceptions are February 21, 2019 when the meeting is at 5:00 PM. and July 18, 2019 when the meeting is at 4:00 PM. September and April board meetings will be held on the fourth Thursday of the month. The dates are as follows:

Month	Day	Year
August	16	2018
September	27	2018
October	18	2018
November	15	2018
December	20	2018
January	17	2019
February	21	2019
March	21	2019
April	25	2019
May	16	2019
June	20	2019
July	18	2019

Holly Richards Sorensen
Library Director

Approved _____



First Congregational Church United Church of Christ Des Plaines, IL



Following Christ, We Connect a Diversity of People with each other and with God!

January 8, 2019

Dear Friends,

On behalf of the community Backpack Project, I want to thank you for your support and donations in 2018. Feeding (and clothing) many District 62 students has been made possible by your willingness to generously help those who are in need.

The community Backpack Project was formally recognized by District 62 in August 2018 as an outreach that would provide six meals each weekend for students who go home to empty cabinets and refrigerators. These are students who rely on their breakfasts and lunches at school to sustain them during the week, when school is in session. By providing basic foods for these students, we see the positive effects that many take for granted: the ability to concentrate on lessons, a decrease in student illness, which has increased regular attendance and an upturn in their disposition and outlook on life. To say that a little food can help make such dramatic change, is an understatement.

As we look forward to 2019, we hope to increase the number of students we support, (currently 71, increased from 19 last year), and to broaden our base of Community Backpack Project angels. We look forward to your continued commitment, as well.

Again, many thanks for helping the Community Backpack Project meet the needs of our District 62 students.

Sincerely,

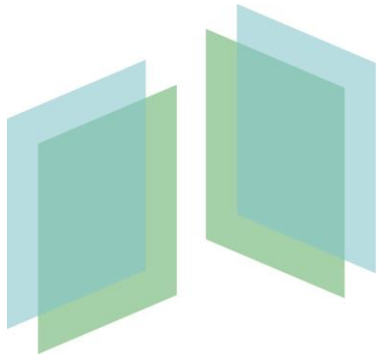
Jana Haas

Feeding our children, one backpack at a time!

No goods or services were exchanged for this donation.

Thank you for the food!





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NOTICE

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BOARD OF TRUSTEES

SPECIAL BOARD MEETING

THURSDAY, MARCH 21, 2019

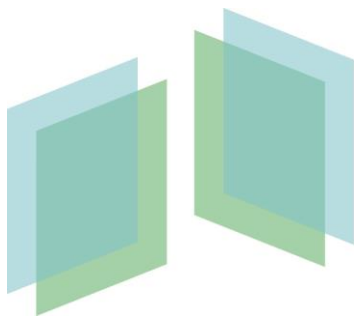
6:00 PM

Conference Room – Second Floor

Agenda:

- **Executive Session – To Discuss
The Appointment, Employment, Compensation,
Discipline, Performance or Dismissal of Specific
Employees.**

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 376-2801 to allow the Library to make reasonable accommodations.



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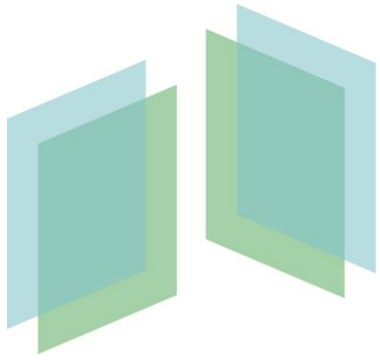
DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Special Board Meeting

March 21, 2019

6:00 PM

- I. Call to Order. (6:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (6:05 p.m.)
- V. Executive Session – To Discuss (6:10 p.m.)
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
- VI. (Regular Session) Action.
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
- VII. Adjournment. (7:00 p.m.)



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NOTICE

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BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, MARCH 21, 2019

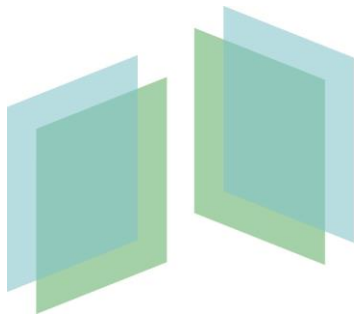
7:00 PM

Conference Room – Second Floor

Agenda:

- **Discuss Verizon Agreement**

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 376-2801 to allow the Library to make reasonable accommodations.



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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting **March 21, 2019** **7:00 PM**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (7:05 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (7:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – February 21, 2019.
 - B. Approval of the Minutes of the Ad Hoc Committee Meeting – February 5, 2019.
 - C. Approval of the Minutes of the Ad Hoc Committee Meeting – February 21, 2019
 - D. Approval of the Minutes of the Management Committee Meeting – February 18, 2019
 - E. Acceptance of Financial Reports for February 2019.
 - F. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. Unfinished Business. (7:30 p.m.)
 - A. Discuss Verizon Agreement.

- IX. New Business. (7:45 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$226,165.46. [Action Item]

- X. Announcements. (7:50 p.m.)

- XI. Correspondence.

- XII. Other

- XIII. Adjournment. (8:00 p.m.)

This meeting will be recorded for television broadcast.

DRAFT



BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 21, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, February 21, 2019. President Gregory Sarlo called the meeting to order at 5:30 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Umair Qadeer, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vincent Rangel, Bruce Lester.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, John Leach, R. Razz Jenkins.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Nicholas Harkovich, seconded by Denise Hudec, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

R. Razz Jenkins stated that he was a candidate for Oakton Community College Board of Trustees. He left a flyer and business cards for interested board members.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Earl Wilson asked to remove from the Consent Agenda, B. Acceptance of Financial Reports for January 2019 and C. Acceptance of Reports. 2. Statistics Report.

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – January 17, 2019.
- C. Acceptance of Reports.
 - 1. Director’s Report
 - 3. 2019 Cash Budget Projection

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Earl Wilson stated that he compared the Verizon invoice from December 2018 and the January 2019 invoice. He multiplied the January 2019 invoice by 12 months. He stated that this contract should be brought to the board since it is over \$10,000. Assistant Library Director Roberta Johnson replied that the Verizon invoice was less in 2018, since the library was receiving an e-rate discount. That discount was discontinued in 2019. This item will be an agenda item for the March board meeting.

Trustee Earl Wilson stated that the revised statistics report included in the February board packet did not have as much information as what was previously reported and asked that the March statistics revert back to what was provided previously. The consensus of the board was to return to the previous statistics report.

MOTION by Earl Wilson, seconded by Umair Qadeer, to approve the following Consent Agenda items:

- B. Acceptance of Financial Reports for January 2019.
- C. Acceptance of Reports.
 - 2. 2019 Circulation by Month

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$250,640.46. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$250,640.46 as listed on the vendor checks report of January 2019 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the Illinois Public Library Annual Report (IPLAR), as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Report Out Management Committee Action, February 18, 2019 – Denise Hudec. [Action Item]

Trustee Denise Hudec reported that the Management Committee met on Monday, February 18, 2019. The Committee reviewed and approved changes to the following job descriptions:

- Patron Accounts Supervisor
- Head of Patron Accounts and Materials Services

The Management Committee also reviewed and approved changes to the library Personnel Policy, Section D.

MOTION by Committee, to approve job descriptions Patron Accounts Supervisor and Head of Patron Accounts and Materials Services and to approve the Personnel Policy, Section D, as presented. VOTE: ALL. NAYS: None. MOTION CARRIED.

- D. Report Out Ad Hoc Committee – Library Director Search, February 5 and 21, 2019.

President Gregory Sarlo reported that the Ad Hoc Committee met on February 5, 2019 and February 21, 2019 to discuss three proposals that were received for the library director search. The committee recommends John Keister of John Keister & Associates for the library director search.

MOTION by Committee, to approve the proposal submitted by John Keister and Associates for the library director search. VOTE: AYES: Graack, Harkovich, Renkosiak, Wilson, Sarlo. NAYS: None. ABSTAIN: Hudec, Qadeer. MOTION CARRIED.

E. Approve Food for Fines. [Action Item]

Head of Patron Accounts and Materials Services, Michelle Meyer-Edley asked the board to approve Food for Fines from March 16, 2019 – March 24, 2019.

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve Food for Fines from March 16, 2019 – March 24, 2019. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Approve Changes to Library Board Meeting Dates. [Action Item].

MOTION by Denise Hudec, seconded by Umair Qadeer, to approve changes to the Library Board Meeting Dates. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

No announcements.

X. CORRESPONDENCE.

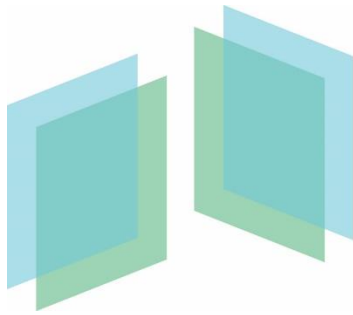
No correspondence.

XIII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:01 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Ad Hoc Committee Meeting
February 5, 2019

I. CALL TO ORDER.

The Ad Hoc Committee met in the second floor conference room on Tuesday, February 5, 2019. The meeting was called to order at 9:10 a.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Kristen Graack, Denise Hudec, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Also Present: Holly Richards Sorensen, Nicholas Harkovich, Earl Wilson.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

None

V. NEW BUSINESS.

A. Library Director Search Proposals.

Chair, Gregory Sarlo, stated that three proposals were received for the library director search. The firms submitting proposals were Libraries Thrive Consulting, John Keister & Associates, LLC, and Gov HR USA. The committee reviewed all proposals and decided on the proposal submitted by John Keister & Associates, LLC. The committee compiled the

following list of request to be made as part of the final proposal being submitted by John Keister & Associates, LLC.

- Your final proposal must be submitted to Carol Kidd, Human Resources Manager, no later than 9:00 a.m. Thursday, February 14, 2019.
- Will your firm represent multiple library director searches within the same time frame/search area as the Des Plaines Pubic Library search and if so, how do you provide quality service while serving multiple libraries?
- Provide a recruitment schedule with a specific timeline for the search.
- All costs associated with the search are to be included in the final proposal.
- Supply the library your website content for Des Plaines Public Library director search so the library can create a paper brochure.
- Committee has first right to review materials that are being disseminated to prospective applicants as well as library staff and community stake holders.
- Staff meetings and staff involvement will be a priority.
- You will meet with three library groups (Managers, Non-management staff from each department and the Library Board in Executive Session) before the search begins.
- A representative from John Keister & Associates LLC will attend all public meetings.
- Provide a binder of all applicants to the search committee.
- Present a minimum of five (5) of the best candidates to the board/selection committee.
- Describe more clearly what your process of reference checks is in the final phase.
- Managers, Non-management staff from each department and the Library Board in Executive Session will meet the final candidates.
- You will verify credentials from final candidates.

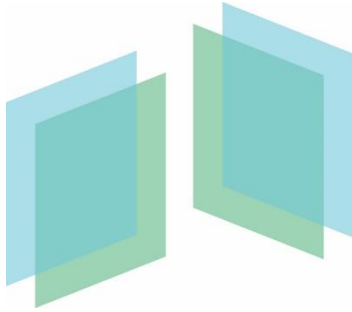
The Ad Hoc committee asked that a meeting be scheduled for Thursday, February 21, 2019 at 4:00 p.m.

VI. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Kristen Graack, to adjourn the meeting.

The meeting adjourned at 10:35 a.m.

Minutes prepared by Carol Kidd



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BOARD OF TRUSTEES
Minutes of the Ad Hoc Committee Meeting
February 21, 2019

I. CALL TO ORDER.

The Ad Hoc Committee met in the second floor conference room on Thursday, February 21, 2019. The meeting was called to order 4:05 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Kristen Graack, Denise Hudec, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Absent: Vincent Rangel.

Also Present: Earl Wilson Nicholas Harkovich, Umair Qadeer, Heather Imhoff, Stephanie Spetter, Michelle Meyer-Edley, John Leach.

CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

III. PUBLIC COMMENTS AND QUESTIONS.

None

IV. NEW BUSINESS.

A. Library Director Search Proposals.

President Gregory Sarlo introduced John Keister of John Keister & Associates. President Gregory Sarlo stated that he emailed to John Keister the list of questions the committee compiled at their February 5, 2019 Ad Hoc meeting.

Trustee Vincent Rangel entered the meeting at 4:08 p.m.

John Keister explained to the committee that a typical library director search takes approximately 3 ½ to 4 months. He stated that all costs are included in his proposal, except any costs for reimbursements to out of town candidates. He also explained that he creates website content for the search rather than a paper brochure.

John Keister stated that he will attend all public search meetings.

John Keister stated that information distributed to final candidates will include the library's strategic plan, library budget and other documents specific to the role of a library director.

John Keister stated that staff input is valuable. He also stated that the candidates must have a good sense of humor, as well as excellent leadership skills and a passion for the job.

Trustee Denise Hudec stated that the committee wants all applicant information to be included in a binder for committee review and John Keister responded that he will include applicants that meet the minimum qualifications.

Trustee Denise Hudec asked how many meetings John Keister will attend and if the meetings he would attend were limited to three meetings. John Keister responded that the number of meetings he attends is not limited. The first meeting will include library staff and board members, including the search committee. The second meeting is when the candidate's applications are reviewed and when he will explain the interview process to the committee. The third meeting will be interviewing job candidates for the library director position.

President Gregory Sarlo stated that the committee would be hiring a firm to do a job and that John Keister will go out and recruit candidates.

John Keister said that creating the website for this search will take one to two weeks and the search will be highly publicized.

John Keister stated that the next committee meeting will be in Executive Session with him asking questions about the direction the board wants the new director to take.

John Keister left the meeting at 5:00 p.m.

Trustee Kristen Graack asked how the committee would evaluate John Keister's knowledge of the community, since his business is out of Vernon Hills. Trustee Kristen Graack also asked that the committee be able to review information from all applicants.

Trustee Denise Hudec stated that she would also like to see all candidate information. She stated that if the committee doesn't believe that John Keister is working in the library's best interest that the committee be able to intervene. President Gregory Sarlo stated that was correct.

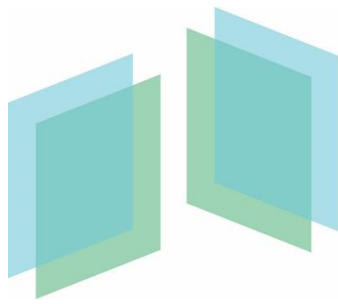
MOTION by Vincent Rangel, seconded by Christopher Renkosiak, to recommend the proposal submitted by John Keister & Associates for the library director search. VOTE: AYES: Graack, Rangel, Renkosiak, Sarlo. NAYS: None. ABSTAIN: Hudec. MOTION CARRIED.

V. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:18 p.m.

Minutes prepared by Carol Kidd



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BOARD OF TRUSTEES Minutes of the Management Committee February 18, 2019

I. CALL TO ORDER.

The Management Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Monday, February 18, 2019. Chair Denise Hudec called the meeting to order at 7:02 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Denise Hudec, Kristen Graack, Christopher Renkosiak, Carol Kidd.

Absent: Umair Qadeer.

Also present: Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Earl Wilson.

MOTION by Kristin Graack, seconded by Christopher Renkosiak, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Umair Qadeer entered the meeting at 7:04p.m.

III. Review Job Descriptions.

Library Director Holly Richards Sorensen stated that the committee would review:

- New job description
 - Patron Accounts Supervisor
- Changes to one (1) job description
 - Head of Patron Accounts and Materials Services

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve job descriptions Patron Accounts Supervisor and Head of Patron Accounts and Materials Services, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. Library Policy Review.

Assistant Director Roberta Johnson explained that the library's attorney had reviewed and revised some sections of the personnel policy. Those changes were made to the personnel policy.

The committee discussed the proposed changes.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve changes to the library's personnel policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:59 p .m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
February 28, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



March 11, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of February 28, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Two Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lauterbach & Amen, LLP".

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of February 28, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,575,344.03	\$ 1,294,140.26	\$ 3,869,484.29
Prepays	114,929.34	0.00	114,929.34
Receivables			
Receivable - Property Taxes	6,077,809.18	-	6,077,809.18
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 8,768,082.55	\$ 1,294,140.26	\$ 10,062,222.81
LIABILITIES			
Accounts Payable	\$ 167,247.93	\$ 6,286.36	\$ 173,534.29
Accrued Payroll	-	-	-
Due to other funds	310,297.07	-	310,297.07
Total Liabilities	477,545.00	6,286.36	483,831.36
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,547,045.00	6,286.36	6,553,331.36
FUND BALANCE			
Fund Balance - Unreserved	2,186,286.75	1,287,853.90	3,474,140.65
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,221,037.55	1,287,853.90	3,508,891.45
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,768,082.55	\$ 1,294,140.26	\$ 10,062,222.81

Des Plaines Public Library

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

For the 2 Months Ended February 28, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 815,294.74	\$ -	\$ 815,294.74
Intergovernmental	3,000.00	-	3,000.00
Fines & Fees	11,397.43	-	11,397.43
Interest	8,566.91	3,746.85	12,313.76
Miscellaneous	2,366.58	-	2,366.58
Total Revenues	<u>840,625.66</u>	<u>3,746.85</u>	<u>844,372.51</u>
EXPENDITURES			
Personnel	\$ 322,984.76	\$ -	\$ 322,984.76
Operating	429,544.07	-	429,544.07
Library Materails	197,068.06	-	197,068.06
Capital Outlay	13,599.49	18,356.36	31,955.85
Other Expenditures	<u>1,843.26</u>	<u>-</u>	<u>1,843.26</u>
Total Expenditures	<u>965,039.64</u>	<u>18,356.36</u>	<u>983,396.00</u>
Net Change in Fund Balances	<u>(124,413.98)</u>	<u>(14,609.51)</u>	<u>(139,023.49)</u>
FUND BALANCES			
Beginning of the year	<u>2,345,451.53</u>	<u>1,302,463.41</u>	<u>3,647,914.94</u>
End of the period	<u>\$ 2,221,037.55</u>	<u>\$ 1,287,853.90</u>	<u>\$ 3,508,891.45</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of February 28, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	134,311.82
202-1102015 - First Midwest Operating #8100292260	<u>202,950.21</u>
	<u>337,262.03</u>
201-1102028 - Cash Library Donations	<u>157,165.13</u>
201-1102079 - IL Funds - 151600222591	2,283,367.08
202-1102079 - IL Funds - 151600222591	<u>1,091,190.05</u>
	<u>3,374,557.13</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>3,869,484.29</u></u>

Des Plaines Public Library
Balance Sheet as of February 28, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Library Fund <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	4,720.15	129,591.67	134,311.82
1102028 - Cash Library Donations	156,607.45	557.68	157,165.13
1102079 - IL Funds - 151600222591	2,054,846.13	228,520.95	2,283,367.08
1118000 - Receivable - Property Taxes	6,077,809.18	0.00	6,077,809.18
1119301 - Prepaid Expense	112,450.87	2,478.47	114,929.34
	8,406,933.78	361,148.77	8,768,082.55
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	207,247.21	(39,999.28)	167,247.93
2430707 - Due to Library Comp Abs	310,297.07	0.00	310,297.07
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,587,044.28	(39,999.28)	6,547,045.00
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,310,700.73	0.00	2,310,700.73
	2,345,451.53	0.00	2,345,451.53
 Total Liabilities and Fund Balance	8,932,495.81	(39,999.28)	8,892,496.53
 Excess Revenues Over Expenses	(525,562.03)	401,148.05	(124,413.98)

Des Plaines Public Library
Balance Sheet as of February 28, 2019

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	202,950.21	0.00	202,950.21
1102079 - IL Funds - 151600222591	1,089,323.51	1,866.54	1,091,190.05
	1,292,273.72	1,866.54	1,294,140.26
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	6,286.36	6,286.36
	0.00	6,286.36	6,286.36
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,302,463.41	0.00	1,302,463.41
Total Liabilities and Fund Balance	<u>1,302,463.41</u>	<u>6,286.36</u>	<u>1,308,749.77</u>
Excess Revenues Over Expenses	<u>(10,189.69)</u>	<u>(4,419.82)</u>	<u>(14,609.51)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	310,297.07	0.00	310,297.07
	310,297.07	0.00	310,297.07
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	107,930.87	0.00	107,930.87
2490010 - Compensated Absences Payable	202,366.20	0.00	202,366.20
	310,297.07	0.00	310,297.07
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	<u>310,297.07</u>	<u>0.00</u>	<u>310,297.07</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 February 28, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,149,646.00	0.00	1,149,646.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(850,466.00)	0.00	(850,466.00)
	2,786,046.39	0.00	2,786,046.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,786,046.39	0.00	2,786,046.39
	2,786,046.39	0.00	2,786,046.39
Total Liabilities and Net Capital Assets	2,786,046.39	0.00	2,786,046.39
Excess Revenues Over Expenses	0.00	0.00	0.00

**Des Plaines Public Library
Revenue Report
For the 2 Months Ended February 28, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	<u>815,294.74</u>	<u>815,294.74</u>	<u>6,100,000.00</u>	<u>5,284,705.26</u>	<u>13.37</u>
	<u>815,294.74</u>	<u>815,294.74</u>	<u>6,100,000.00</u>	<u>5,284,705.26</u>	<u>13.37</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	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>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>23,247.00</u>	<u>3,000.00</u>	<u>168,988.00</u>	<u>165,988.00</u>	<u>1.78</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	502.14	1,215.69	9,000.00	7,784.31	13.51
201-4850102 - Library Fines	2,614.40	5,582.49	50,000.00	44,417.51	11.16
201-4850201 - Copying Fees	2,275.09	4,335.25	25,000.00	20,664.75	17.34
201-4850207 - Non-Res Cards	69.00	69.00	2,000.00	1,931.00	3.45
201-4850208 - Meeting Room Fees	<u>60.00</u>	<u>195.00</u>	<u>2,000.00</u>	<u>1,805.00</u>	<u>9.75</u>
	<u>5,520.63</u>	<u>11,397.43</u>	<u>88,000.00</u>	<u>76,602.57</u>	<u>12.95</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>3,586.78</u>	<u>8,566.91</u>	<u>70,000.00</u>	<u>61,433.09</u>	<u>12.24</u>
	<u>3,586.78</u>	<u>8,566.91</u>	<u>70,000.00</u>	<u>61,433.09</u>	<u>12.24</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	236.89	254.73	40,000.00	39,745.27	0.64
201-4899910 - Vending Machine Revenue	115.43	198.59	1,500.00	1,301.41	13.24
201-4899920 - Library Donations	500.00	500.00	5,000.00	4,500.00	10.00
201-4899940 - Friends Book Sale	<u>687.75</u>	<u>1,413.26</u>	<u>0.00</u>	<u>(1,413.26)</u>	<u>0.00</u>
	<u>1,540.07</u>	<u>2,366.58</u>	<u>46,500.00</u>	<u>44,133.42</u>	<u>5.09</u>
Total Library Fund	<u><u>849,189.22</u></u>	<u><u>840,625.66</u></u>	<u><u>6,478,488.00</u></u>	<u><u>5,637,862.34</u></u>	<u><u>12.98</u></u>

**Des Plaines Public Library
Revenue Report
For the 2 Months Ended February 28, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	<u>1,866.54</u>	<u>3,746.85</u>	<u>100.00</u>	<u>(3,646.85)</u>	<u>3,746.85</u>
	<u>1,866.54</u>	<u>3,746.85</u>	<u>100.00</u>	<u>(3,646.85)</u>	<u>3,746.85</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,866.54</u></u>	<u><u>3,746.85</u></u>	<u><u>600,100.00</u></u>	<u><u>596,353.15</u></u>	<u><u>0.62</u></u>
Total of All Funds	<u><u>851,055.76</u></u>	<u><u>844,372.51</u></u>	<u><u>7,078,588.00</u></u>	<u><u>6,234,215.49</u></u>	<u><u>11.93</u></u>

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	171,422.94	243,249.91	2,334,782.00	2,091,532.09	10.42
5910200 - Part-time Salaries	<u>59,683.10</u>	<u>79,734.85</u>	<u>819,513.00</u>	<u>739,778.15</u>	<u>9.73</u>
	<u>231,106.04</u>	<u>322,984.76</u>	<u>3,154,295.00</u>	<u>2,831,310.24</u>	<u>10.24</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,086.53	33,052.62	235,573.00	202,520.38	14.03
5918021 - Employer Contribution - IMRF	17,290.98	33,957.91	243,694.00	209,736.09	13.93
5918040 - Life Insurance Premiums	126.16	252.32	1,840.00	1,587.68	13.71
5918050 - PPO Insurance Premiums	19,902.62	15,739.41	267,710.00	251,970.59	5.88
5918051 - HMO Insurance Premiums	12,360.25	7,534.34	197,656.00	190,121.66	3.81
5918055 - Dental Insurance Premiums	1,272.32	2,544.64	20,250.00	17,705.36	12.57
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>68,038.86</u>	<u>93,081.24</u>	<u>989,723.00</u>	<u>896,641.76</u>	<u>9.40</u>
Contractual Services					
5920100 - Legal Fees	517.50	517.50	6,000.00	5,482.50	8.63
5920110 - Professional Services	43,190.40	111,594.90	429,394.00	317,799.10	25.99
5920120 - Communication Services	863.06	1,823.03	28,850.00	27,026.97	6.32
5920140 - Integrated Library System	8,246.64	16,493.28	97,100.00	80,606.72	16.99
5920202 - Conferences	40.00	356.84	5,000.00	4,643.16	7.14
5920220 - Membership Dues	455.00	3,774.00	7,000.00	3,226.00	53.91
5920990 - Property/Liability Insurance	0.00	39,571.00	35,000.00	(4,571.00)	113.06
5930010 - R&M Equipment	2,965.95	64,802.27	93,890.00	29,087.73	69.02
5930020 - R&M Buildings & Structures	10,901.41	18,608.61	126,600.00	107,991.39	14.70
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,396.32	3,531.05	16,120.00	12,588.95	21.90
5930320 - Cleaning/Custodial Services	8,109.00	23,489.00	67,460.00	43,971.00	34.82
5930490 - Refuse Contract	360.00	720.00	4,320.00	3,600.00	16.67
5960040 - Pre-Employment Testing	60.00	60.00	3,000.00	2,940.00	2.00
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	5,895.96	14,638.26	68,950.00	54,311.74	21.23
5960990 - Misc. Contractual Services	<u>14,635.99</u>	<u>36,483.09</u>	<u>113,780.00</u>	<u>77,296.91</u>	<u>32.06</u>
	<u>97,637.23</u>	<u>336,462.83</u>	<u>1,104,264.00</u>	<u>767,801.17</u>	<u>30.47</u>
Commodities					
5970100 - Supplies	6,471.81	9,273.38	59,000.00	49,726.62	15.72
5970110 - Meals	424.56	451.82	2,000.00	1,548.18	22.59
5970115 - Supplies - Dept/Other	315.37	645.72	6,550.00	5,904.28	9.86
5970170 - Janitorial	0.00	0.00	20,000.00	20,000.00	0.00
5970260 - Postage & Parcel	0.00	0.00	6,800.00	6,800.00	0.00
5970500 - Water Bill	2,129.92	2,129.92	12,000.00	9,870.08	17.75
5970600 - Ebooks/Books	22,746.82	46,784.98	377,200.00	330,415.02	12.40
5970610 - E-audio/Audio	3,441.69	14,525.12	83,000.00	68,474.88	17.50

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 2019**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970620 - E-Subscriptions/Subscriptions	891.16	33,021.96	74,630.00	41,608.04	44.25
5970630 - Visual Materials	11,320.25	23,354.92	163,000.00	139,645.08	14.33
5970640 - Databases	253.98	62,094.24	190,000.00	127,905.76	32.68
5970810 - Natural Gas	0.00	4,786.00	25,000.00	20,214.00	19.14
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>47,995.56</u>	<u>197,068.06</u>	<u>1,021,780.00</u>	<u>824,711.94</u>	<u>19.29</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,710.00	6,710.00	0.00
5980410 - Computer Hardware	306.87	306.87	7,500.00	7,193.13	4.09
5980420 - Computer Software	1,659.86	9,063.56	34,995.00	25,931.44	25.90
5980600 - Furniture & Fixtures	<u>179.00</u>	<u>4,229.06</u>	<u>2,500.00</u>	<u>(1,729.06)</u>	<u>169.16</u>
	<u>2,145.73</u>	<u>13,599.49</u>	<u>51,705.00</u>	<u>38,105.51</u>	<u>26.30</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	430.00	430.00	73,000.00	72,570.00	0.59
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>687.75</u>	<u>1,413.26</u>	<u>0.00</u>	<u>(1,413.26)</u>	<u>0.00</u>
	<u>1,117.75</u>	<u>1,843.26</u>	<u>733,000.00</u>	<u>731,156.74</u>	<u>0.25</u>
Total Library Fund Expenditures	<u>448,041.17</u>	<u>965,039.64</u>	<u>7,054,767.00</u>	<u>6,089,727.36</u>	<u>13.68</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	814.36	12,884.36	17,000.00	4,115.64	75.79
5980410 - Computer Hardware	0.00	0.00	44,500.00	44,500.00	0.00
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>5,472.00</u>	<u>5,472.00</u>	<u>18,500.00</u>	<u>13,028.00</u>	<u>29.58</u>
	<u>6,286.36</u>	<u>18,356.36</u>	<u>172,000.00</u>	<u>153,643.64</u>	<u>10.67</u>
Total Capital Projects Fund Expenditures	<u>6,286.36</u>	<u>18,356.36</u>	<u>172,000.00</u>	<u>153,643.64</u>	<u>10.67</u>
Total of All Funds	<u>454,327.53</u>	<u>983,396.00</u>	<u>7,226,767.00</u>	<u>6,243,371.00</u>	<u>13.61</u>

Des Plaines Public Library

Check List

All Bank Accounts

February 22, 2019 - March 21, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17361	03/21/19	AMERICAN EAGLE PRODUCTIONS	700.00
17362	03/21/19	AMERICAN LIBRARY ASSOCIATION	455.00
17363	03/21/19	BAKER & TAYLOR	9,806.57
17364	03/21/19	BAKER & TAYLOR	10,873.65
17365	03/21/19	BARBARA OTTO	18.95
17366	03/21/19	BARBARA S BARNETT	300.00
17367	03/21/19	BIBLIOTHECA, LLC	499.00
17368	03/21/19	CCH	152.41
17369	03/21/19	CHILDREN'S PLUS, INC.	1,122.57
17370	03/21/19	CITY OF DES PLAINES	1.00
17371	03/21/19	CITY OF DES PLAINES	2,129.92
17372	03/21/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17373	03/21/19	COSLEY ZOO	350.00
17374	03/21/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17375	03/21/19	D & Z HOUSE OF BOOKS INCORPORATED	235.96
17376	03/21/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17377	03/21/19	EBSCO INFORMATION SERVICES	90.49
17378	03/21/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17379	03/21/19	FOX VALLEY FIRE & SAFETY	1,409.25
17380	03/21/19	IHLS-OCLC	550.00
17381	03/21/19	ILLINOIS LIBRARY ASSOCIATION	90.00
17382	03/21/19	INGRAM LIBRARY SERVICES	107.94
17383	03/21/19	ITOUCH BIOMETRICS	60.00
17384	03/21/19	JOHN KEISTER & ASSOCIATES LLC	6,500.00
17385	03/21/19	KANOPY	252.00
17386	03/21/19	KAYLYNN HILLS	125.00
17387	03/21/19	LAUTERBACH & AMEN, LLP.	1,990.00
17388	03/21/19	LIBRARY FURNITURE INTERNTL	5,472.00
17389	03/21/19	LIMRICC	41,938.55
17390	03/21/19	LOW LINE TECHNOLOGIES INC	250.00
17391	03/21/19	MENARDS	282.86
17392	03/21/19	MIDWEST TAPE	13,754.80
17393	03/21/19	NOVAK & PARKER	576.95
17394	03/21/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17395	03/21/19	OLD TOWN SCHOOL OF FOLK MUSIC	350.00
17396	03/21/19	ORKIN	95.00
17397	03/21/19	OUTSOURCE SOLUTIONS GROUP, INC.	36,084.66
17398	03/21/19	OVERHEAD DOOR SOLUTIONS, INC.	820.00
17399	03/21/19	PETRA VAN NUIS	450.00
17400	03/21/19	SCHINDLER ELEVATOR CORPORATION	8,672.16
17401	03/21/19	SCHOLASTIC INC	437.80
17402	03/21/19	SIELLA IMAGING	1,875.00
17403	03/21/19	SMARTYPANTS WORLD	350.00
17404	03/21/19	SPEED-E-KLEEN, INC.	419.00
17405	03/21/19	STEVE KURAS	125.00
17406	03/21/19	THOMAS KLISE/CRIMSON MULTIMEDIA	1,653.52
17407	03/21/19	THOMSON REUTERS-WEST	19.09
17408	03/21/19	TIAA BANK	657.91
17409	03/21/19	TODAY'S BUSINESS SOLUTIONS INC	1,890.00
17410	03/21/19	TWISTED TREE YOGA STUDIO	225.00
17411	03/21/19	UNIVERSITY OF IOWA	15.00
17412	03/21/19	VAHE GHAZARIAN	100.00
17413	03/21/19	WORLD BOOK INC	53.90
17414	03/21/19	LAW OFFICES OF ANCEL, GLINK	517.50
17415	03/21/19	BAKER & TAYLOR	50.79
17416	03/21/19	CHILDREN'S PLUS, INC.	439.78
17417	03/21/19	RAINBOW BOOK COMPANY	303.20

Des Plaines Public Library

Check List

All Bank Accounts

February 22, 2019 - March 21, 2019

Check Number	Check Date	Payee	Amount
17418	03/21/19	TMC FURNITURE INC	800.06
51004	02/28/19	PRO DATA	1,280.10
51005	02/28/19	VERIZON WIRELESS	863.06
51006	02/28/19	IMRF	27,994.22
51007	02/28/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	687.75
51008	02/28/19	BANKCARD SERVICES	21,806.04
		Vendor Check Total	<u>226,165.46</u>
		Check List Total	<u><u>226,165.46</u></u>

Check count = 63

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AMERICAN EAGLE PRODUCTIONS				17361	03/21/19	<u>700.00</u>
201-5960210	Special Event Programming	4/26/19 Charlotte's Web Play (deposit)	200.00			
201-5960210	Special Event Programming	4/26/19 Charlotte's Web Play	500.00			
AMERICAN LIBRARY ASSOCIATION				17362	03/21/19	<u>455.00</u>
201-5920220	Membership Dues	ID # 2222619	65.00			
201-5920220	Membership Dues	ID # 2149337	65.00			
201-5920220	Membership Dues	ID # 2222620	65.00			
201-5920220	Membership Dues	ID # 2012470	65.00			
201-5920220	Membership Dues	ID # 2028969	65.00			
201-5920220	Membership Dues	ID # 2047365	65.00			
201-5920220	Membership Dues	ID # 1206245	65.00			
BAKER & TAYLOR				17363	03/21/19	<u>9,806.57</u>
201-5970600	Ebooks/Books	Inv 2034358321	776.53			
201-5960990	Misc. Contractual Services	Inv 2034358322	41.45			
201-5970600	Ebooks/Books	Inv 2034362834	451.28			
201-5960990	Misc. Contractual Services	Inv 2034362835	23.40			
201-5970600	Ebooks/Books	Inv 2034366398	456.95			
201-5960990	Misc. Contractual Services	Inv 2034366399	31.40			
201-5960990	Misc. Contractual Services	Inv 2034368180	61.74			
201-5970600	Ebooks/Books	Inv 2034368179	401.36			
201-5960990	Misc. Contractual Services	Inv 2034374166	46.10			
201-5970600	Ebooks/Books	Inv 2034374165	799.10			
201-5970600	Ebooks/Books	Inv 2034162737	113.69			
201-5960990	Misc. Contractual Services	Inv 2033857057	39.50			
201-5960990	Misc. Contractual Services	Credit 0003147837	-4.50			
201-5960990	Misc. Contractual Services	Inv 2034352143	38.22			
201-5970600	Ebooks/Books	Inv 2034352142	264.17			
201-5970600	Ebooks/Books	Inv 2034353135	1,032.22			
201-5960990	Misc. Contractual Services	Inv 2034353136	62.35			
201-5960990	Misc. Contractual Services	Inv 2034342587	26.30			
201-5970600	Ebooks/Books	Inv 2034334606	677.99			
201-5960990	Misc. Contractual Services	Inv 2034334607	40.70			
201-5960990	Misc. Contractual Services	Inv 2034331847	16.40			
201-5970600	Ebooks/Books	Inv 2034342586	508.98			
201-5960990	Misc. Contractual Services	Inv 2034328051	37.05			
201-5970600	Ebooks/Books	Inv 2034331846	210.81			
201-5970600	Ebooks/Books	Inv 2034328050	539.64			
201-5970600	Ebooks/Books	Inv 2034340514	537.90			
201-5960990	Misc. Contractual Services	Inv 2034340515	40.30			
201-5970600	Ebooks/Books	Inv 2034345684	696.63			
201-5960990	Misc. Contractual Services	Inv 2034345685	32.50			
201-5970600	Ebooks/Books	Inv 2034318250	338.41			
201-5970600	Ebooks/Books	Inv 2034318251	17.30			
201-5970600	Ebooks/Books	Inv 2034323244	576.13			
201-5970600	Ebooks/Books	Inv 2034323245	30.10			
201-5970600	Ebooks/Books	Inv 2034317125	9.57			
201-5970600	Ebooks/Books	Inv 2034313562	791.70			
201-5970600	Ebooks/Books	Inv 2034313563	43.20			
BAKER & TAYLOR				17364	03/21/19	<u>10,873.65</u>
201-5960990	Misc. Contractual Services	Inv 2034343159	34.97			
201-5970600	Ebooks/Books	Inv 2034343159	81.90			
201-5960990	Misc. Contractual Services	Inv 2034350861	0.85			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2034350861	7.50			
201-5960990	Misc. Contractual Services	Inv 2034343962	11.86			
201-5970600	Ebooks/Books	Inv 2034343962	19.10			
201-5960990	Misc. Contractual Services	Inv 2034359489	35.19			
201-5970600	Ebooks/Books	Inv 2034359489	339.87			
201-5960990	Misc. Contractual Services	Inv 2034356778	16.74			
201-5970600	Ebooks/Books	Inv 2034356778	98.08			
201-5960990	Misc. Contractual Services	Inv 2034356655	2.20			
201-5970600	Ebooks/Books	Inv 2034356655	21.44			
201-5960990	Misc. Contractual Services	Inv 2034356654	45.20			
201-5970600	Ebooks/Books	Inv 2034356654	516.72			
201-5960990	Misc. Contractual Services	Inv 2034355946	22.80			
201-5970600	Ebooks/Books	Inv 2034355946	262.56			
201-5960990	Misc. Contractual Services	Inv 2034356517	4.05			
201-5970600	Ebooks/Books	Inv 2034356517	56.98			
201-5960990	Misc. Contractual Services	Inv 2034351026	9.72			
201-5970600	Ebooks/Books	Inv 2034351026	91.96			
201-5960990	Misc. Contractual Services	Inv 2034358842	86.08			
201-5970600	Ebooks/Books	Inv 2034358842	140.22			
201-5960990	Misc. Contractual Services	Inv 2034367788	16.20			
201-5970600	Ebooks/Books	Inv 2034367788	156.60			
201-5960990	Misc. Contractual Services	Inv 2033896195	13.90			
201-5970600	Ebooks/Books	Inv 2033896195	117.16			
201-5960990	Misc. Contractual Services	Inv 2034367457	15.93			
201-5970600	Ebooks/Books	Inv 2034367457	135.10			
201-5960990	Misc. Contractual Services	Inv 2034367485	10.75			
201-5970600	Ebooks/Books	Inv 2034367485	99.50			
201-5960990	Misc. Contractual Services	Inv 2034367765	2.81			
201-5970600	Ebooks/Books	Inv 2034367765	10.16			
201-5960990	Misc. Contractual Services	Inv 2034367375	3.85			
201-5970600	Ebooks/Books	Inv 2034367375	46.20			
201-5960990	Misc. Contractual Services	Inv 2034367940	5.62			
201-5970600	Ebooks/Books	Inv 2034367940	19.72			
201-5960990	Misc. Contractual Services	Inv 2034374915	18.30			
201-5970600	Ebooks/Books	Inv 2034374915	168.50			
201-5960990	Misc. Contractual Services	Inv 2034359788	25.15			
201-5970600	Ebooks/Books	Inv 2034359788	218.54			
201-5960990	Misc. Contractual Services	Inv 2034363172	51.90			
201-5970600	Ebooks/Books	Inv 2034363172	601.11			
201-5960990	Misc. Contractual Services	Inv 2034346806	78.87			
201-5970600	Ebooks/Books	Inv 2034346806	250.29			
201-5960990	Misc. Contractual Services	Inv 2034350691	18.90			
201-5970600	Ebooks/Books	Inv 2034350691	186.12			
201-5960990	Misc. Contractual Services	Inv 2034329161	29.85			
201-5970600	Ebooks/Books	Inv 2034329161	214.52			
201-5960990	Misc. Contractual Services	Inv 2034317660	20.42			
201-5970600	Ebooks/Books	Inv 2034317660	68.64			
201-5960990	Misc. Contractual Services	Inv 2034317329	4.86			
201-5970600	Ebooks/Books	Inv 2034317329	47.61			
201-5960990	Misc. Contractual Services	Inv 2034321769	8.73			
201-5970600	Ebooks/Books	Inv 2034321769	19.11			
201-5960990	Misc. Contractual Services	Inv 2034321863	0.85			
201-5970600	Ebooks/Books	Inv 2034321863	5.97			
201-5960990	Misc. Contractual Services	Inv 2034324701	85.25			
201-5970600	Ebooks/Books	Inv 2034324701	685.83			
201-5960990	Misc. Contractual Services	Inv 2034325010	6.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2034325010	40.29			
201-5960990	Misc. Contractual Services	Inv 2034324955	31.24			
201-5970600	Ebooks/Books	Inv 2034324955	141.63			
201-5960990	Misc. Contractual Services	Inv 0000142019	17.38			
201-5970600	Ebooks/Books	Inv 0000142019	102.33			
201-5960990	Misc. Contractual Services	Inv 2034313331	5.38			
201-5970600	Ebooks/Books	Inv 2034313331	24.21			
201-5960990	Misc. Contractual Services	Inv 2034313486	16.14			
201-5970600	Ebooks/Books	Inv 2034313486	62.74			
201-5960990	Misc. Contractual Services	Inv 2034317330	2.89			
201-5970600	Ebooks/Books	Inv 2034317330	30.07			
201-5960990	Misc. Contractual Services	Inv 2034317693	2.65			
201-5970600	Ebooks/Books	Inv 2034317693	23.71			
201-5960990	Misc. Contractual Services	Inv 2034328012	56.49			
201-5970600	Ebooks/Books	Inv 2034328012	129.60			
201-5960990	Misc. Contractual Services	Inv 2034327034	16.50			
201-5970600	Ebooks/Books	Inv 2034327034	164.62			
201-5960990	Misc. Contractual Services	Inv 2034346922	71.75			
201-5970600	Ebooks/Books	Inv 2034346922	1,114.96			
201-5960990	Misc. Contractual Services	Inv 2034343210	0.70			
201-5970600	Ebooks/Books	Inv 2034343210	10.17			
201-5960990	Misc. Contractual Services	Inv 2034343130	13.50			
201-5970600	Ebooks/Books	Inv 2034343130	106.66			
201-5960990	Misc. Contractual Services	Inv 2034346860	22.72			
201-5970600	Ebooks/Books	Inv 2034346860	94.88			
201-5960990	Misc. Contractual Services	Inv 2034346792	5.68			
201-5970600	Ebooks/Books	Inv 2034346792	19.12			
201-5960990	Misc. Contractual Services	Inv 2034347030	37.02			
201-5970600	Ebooks/Books	Inv 2034347030	344.59			
201-5960990	Misc. Contractual Services	Inv 2034344119	10.25			
201-5970600	Ebooks/Books	Inv 2034344119	127.89			
201-5960990	Misc. Contractual Services	Inv 2034334468	8.07			
201-5970600	Ebooks/Books	Inv 2034334468	10.73			
201-5960990	Misc. Contractual Services	Inv 2034337736	15.75			
201-5970600	Ebooks/Books	Inv 2034337736	203.58			
201-5960990	Misc. Contractual Services	Inv 2034329167	36.62			
201-5970600	Ebooks/Books	Inv 2034329167	144.66			
201-5960990	Misc. Contractual Services	Inv 2034329105	16.50			
201-5970600	Ebooks/Books	Inv 2034329105	165.56			
201-5960990	Misc. Contractual Services	Inv 2034328007	9.50			
201-5970600	Ebooks/Books	Inv 2034328007	87.93			
201-5960990	Misc. Contractual Services	Inv 2034270257	3.40			
201-5970600	Ebooks/Books	Inv 2034270257	104.48			
201-5960990	Misc. Contractual Services	Inv 5015377436	0.70			
201-5970600	Ebooks/Books	Inv 5015377436	20.03			
201-5960990	Misc. Contractual Services	Inv 2034341467	9.85			
201-5970600	Ebooks/Books	Inv 2034341467	70.93			
201-5960990	Misc. Contractual Services	Inv 2034338737	51.20			
201-5970600	Ebooks/Books	Inv 2034338737	571.80			
201-5960990	Misc. Contractual Services	Inv 2034335758	14.58			
201-5970600	Ebooks/Books	Inv 2034335758	137.37			
201-5960990	Misc. Contractual Services	Inv 2034335928	1.77			
201-5970600	Ebooks/Books	Inv 2034335928	15.89			
201-5960990	Misc. Contractual Services	Inv 2034341435	1.70			
201-5970600	Ebooks/Books	Inv 2034341435	23.82			
201-5960990	Misc. Contractual Services	Inv 2034335880	2.96			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2034335880	16.22			
201-5960990	Misc. Contractual Services	Inv 2034338618	16.25			
201-5970600	Ebooks/Books	Inv 2034338618	138.28			
201-5960990	Misc. Contractual Services	Inv 2034324892	44.35			
201-5970600	Ebooks/Books	Inv 2034324892	482.50			
201-5960990	Misc. Contractual Services	Inv 2034304089	14.05			
201-5970600	Ebooks/Books	Inv 2034304089	86.11			
201-5960990	Misc. Contractual Services	Inv 5015357574	2.80			
201-5970600	Ebooks/Books	Inv 5015357574	121.14			
BARBARA OTTO				17365	03/21/19	<u>18.95</u>
201-5970600	Ebooks/Books	Reimbursement for lost book found	18.95			
BARBARA S BARNETT				17366	03/21/19	<u>300.00</u>
201-5960210	Special Event Programming	4/27/19 Scrivener Made Easy	300.00			
BIBLIOTHECA, LLC				17367	03/21/19	<u>499.00</u>
201-5930010	R&M Equipment	Invoice # SI0048871-US	499.00			
CCH				17368	03/21/19	<u>152.41</u>
201-5970600	Ebooks/Books	Invoice # 4803999179	152.41			
CHILDREN'S PLUS, INC.				17369	03/21/19	<u>1,122.57</u>
201-5970600	Ebooks/Books	Invoice # 165112	277.10			
201-5970600	Ebooks/Books	Invoice # 166039	29.90			
201-5970600	Ebooks/Books	Invoice # 166366	53.96			
201-5970600	Ebooks/Books	Invoice # 166463	99.90			
201-5970600	Ebooks/Books	Invoice # 166567	103.71			
201-5970600	Ebooks/Books	Invoice # 166144	259.80			
201-5970600	Ebooks/Books	Invoice # 165111	27.90			
201-5970600	Ebooks/Books	Invoice # 166038	5.95			
201-5970600	Ebooks/Books	Invoice # 165824	79.80			
201-5970600	Ebooks/Books	Invoice # 165921	44.95			
201-5970600	Ebooks/Books	Invoice # 165113	139.60			
CITY OF DES PLAINES				17370	03/21/19	<u>1.00</u>
201-5960990	Misc. Contractual Services	Des Plaines Public Library lease 4/21/19 - 4/20/20	1.00			
CITY OF DES PLAINES				17371	03/21/19	<u>2,129.92</u>
201-5970500	Water Bill	Acct # 71080763-001 - 1501 Ellinwood ST	2,129.92			
COOPERATIVE COMPUTER SERVICES				17372	03/21/19	<u>8,246.64</u>
201-5920140	Integrated Library System	Invoice # 1466	8,246.64			
COSLEY ZOO				17373	03/21/19	<u>350.00</u>
201-5960210	Special Event Programming	6/17/19 "Zoo to You" by Wheaton Park District Cosley Zoo	350.00			
CRYSTAL MAINTENANCE SERVICES CORP				17374	03/21/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 25866	4,892.50			
D & Z HOUSE OF BOOKS INCORPORATED				17375	03/21/19	<u>235.96</u>
201-5970600	Ebooks/Books	Invoice # 2019/I096414	235.96			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DE LAGE LANDEN FIANACIAL SERVICES						
201-5930210	Rental of Equipment	Invoice # 62533740	738.41	17376	03/21/19	<u>738.41</u>
EBSCO INFORMATION SERVICES						
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1904675	182.49	17377	03/21/19	<u>90.49</u>
201-5970620	E-Subscriptions/Subscriptions	Credit # 1905195	-92.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES						
201-5930490	Refuse Contract	Invoice # 4314228	360.00	17378	03/21/19	<u>360.00</u>
FOX VALLEY FIRE & SAFETY						
201-5930020	R&M Buildings & Structures	Invoice # IN00242540	1,409.25	17379	03/21/19	<u>1,409.25</u>
IHLS-OCLC						
201-5980420	Computer Software	Invoice # 18175	550.00	17380	03/21/19	<u>550.00</u>
ILLINOIS LIBRARY ASSOCIATION						
201-5990900	Per Capita Grant Expenditures	2019 Legislative Meet-ups	90.00	17381	03/21/19	<u>90.00</u>
INGRAM LIBRARY SERVICES						
201-5970600	Ebooks/Books	Invoice # 38918939	95.95	17382	03/21/19	<u>107.94</u>
201-5970600	Ebooks/Books	Invoice # 38770492	11.99			
ITOUCH BIOMETRICS						
201-5960040	Pre-Employment Testing	Fingerprints - LGE ILL14594S	60.00	17383	03/21/19	<u>60.00</u>
JOHN KEISTER & ASSOCIATES LLC						
201-5920110	Professional Services	Invoice # JKA0307	6,500.00	17384	03/21/19	<u>6,500.00</u>
KANOPI						
201-5970630	Visual Materials	Invoice # 149177	252.00	17385	03/21/19	<u>252.00</u>
KAYLYNN HILLS						
201-5960210	Special Event Programming	4/10/19 Types of editing and when you need them	125.00	17386	03/21/19	<u>125.00</u>
LAUTERBACH & AMEN, LLP.						
201-5920110	Professional Services	Invoice # 33881	1,990.00	17387	03/21/19	<u>1,990.00</u>
LIBRARY FURNITURE INTERNTL						
202-5980600	Furniture and Fixtures	Invoice # 6316	5,472.00	17388	03/21/19	<u>5,472.00</u>
LIMRICC						
201-2401002	Payroll Liabilities	February 2019 Monthly Billing - PHIP	41,938.55	17389	03/21/19	<u>41,938.55</u>
LOW LINE TECHNOLOGIES INC						
201-5990900	Per Capita Grant Expenditures	Invoice # 2520	250.00	17390	03/21/19	<u>250.00</u>
MENARDS						
201-5970115	Supplies - Dept/Other	Invoice # 31511	106.15	17391	03/21/19	<u>282.86</u>
201-5970115	Supplies - Dept/Other	Invoice # 30954	101.50			
201-5970115	Supplies - Dept/Other	Invoice # 32659	75.21			
MIDWEST TAPE						
201-5960990	Misc. Contractual Services	Inv 97019799	270.75	17392	03/21/19	<u>13,754.80</u>
201-5970630	Visual Materials	Inv 97019799	870.10			

Des Plaines Public Library

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 97043927	322.37			
201-5960990	Misc. Contractual Services	Inv 97048534	28.75			
201-5970630	Visual Materials	Inv 97048534	131.17			
201-5960990	Misc. Contractual Services	Inv 97048154	54.15			
201-5970610	E-audio/Audio	Inv 97048154	165.61			
201-5960990	Misc. Contractual Services	Inv 97048157	22.20			
201-5970610	E-audio/Audio	Inv 97048157	471.88			
201-5960990	Misc. Contractual Services	Inv 97048156	197.25			
201-5970630	Visual Materials	Inv 97048156	987.21			
201-5960990	Misc. Contractual Services	Inv 97051271	11.10			
201-5970610	E-audio/Audio	Inv 97051271	262.94			
201-5960990	Misc. Contractual Services	Inv 97051272	47.45			
201-5970610	E-audio/Audio	Inv 97051272	167.13			
201-5960990	Misc. Contractual Services	Inv 97053916	181.90			
201-5970630	Visual Materials	Inv 97053916	665.47			
201-5960990	Misc. Contractual Services	Inv 97056721	12.50			
201-5970630	Visual Materials	Inv 97056721	85.72			
201-5960990	Misc. Contractual Services	Inv 97059379	27.45			
201-5970610	E-audio/Audio	Inv 97059379	94.43			
201-5960990	Misc. Contractual Services	Inv 97016983	9.75			
201-5970630	Visual Materials	Inv 97016983	53.62			
201-5960990	Misc. Contractual Services	Inv 97017954	16.25			
201-5970630	Visual Materials	Inv 97017954	106.95			
201-5960990	Misc. Contractual Services	Inv 97017953	258.15			
201-5970630	Visual Materials	Inv 97017953	1,439.31			
201-5960990	Misc. Contractual Services	Inv 97020893	34.90			
201-5970610	E-audio/Audio	Inv 97020893	77.16			
201-5960990	Misc. Contractual Services	Inv 97020894	11.10			
201-5970610	E-audio/Audio	Inv 97020894	213.94			
201-5970630	Visual Materials	Inv 96980123	114.28			
201-5960990	Misc. Contractual Services	Inv 96977135	158.95			
201-5970630	Visual Materials	Inv 96977135	783.31			
201-5960990	Misc. Contractual Services	Inv 96985227	15.40			
201-5970610	E-audio/Audio	Inv 96985227	53.96			
201-5960990	Misc. Contractual Services	Inv 96985229	18.50			
201-5970610	E-audio/Audio	Inv 96985229	359.90			
201-5970630	Visual Materials	Inv 96980125	89.97			
201-5970610	E-audio/Audio	Inv 96980122	59.99			
201-5960990	Misc. Contractual Services	Inv 96987738	9.75			
201-5970630	Visual Materials	Inv 96987738	80.47			
201-5960990	Misc. Contractual Services	Inv 96987737	113.65			
201-5970630	Visual Materials	Inv 96987737	631.17			
201-5960990	Misc. Contractual Services	Inv 96989733	3.70			
201-5970610	E-audio/Audio	Inv 96989733	79.98			
201-5960990	Misc. Contractual Services	Inv 96989734	7.70			
201-5970610	E-audio/Audio	Inv 96989734	22.33			
201-5970630	Visual Materials	Inv 97006939	79.97			
201-5970630	Visual Materials	Inv 97008861	78.72			
201-5960990	Misc. Contractual Services	Inv 97014886	3.85			
201-5970610	E-audio/Audio	Inv 97014886	11.24			
201-5960990	Misc. Contractual Services	Inv 97014888	9.25			
201-5970610	E-audio/Audio	Inv 97014888	239.95			
201-5960990	Misc. Contractual Services	Inv 97014165	133.85			
201-5970630	Visual Materials	Inv 97014165	681.34			
201-5960990	Misc. Contractual Services	Inv 96959782	9.75			
201-5970630	Visual Materials	Inv 96959782	63.72			

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February 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 96959781	110.95			
201-5970630	Visual Materials	Inv 96959781	450.55			
201-5960990	Misc. Contractual Services	Inv 96960858	38.50			
201-5970610	E-audio/Audio	Inv 96960858	125.90			
201-5960990	Misc. Contractual Services	Inv 96952779	20.35			
201-5970610	E-audio/Audio	Inv 96952779	404.89			
201-5960990	Misc. Contractual Services	Inv 96953200	61.85			
201-5970610	E-audio/Audio	Inv 96953200	207.29			
201-5960990	Misc. Contractual Services	Inv 96955684	3.70			
201-5970610	E-audio/Audio	Inv 96955684	74.98			
201-5960990	Misc. Contractual Services	Inv 96955686	38.50			
201-5970610	E-audio/Audio	Inv 96955686	113.60			
201-5960990	Misc. Contractual Services	Inv 96955685	51.90			
201-5970630	Visual Materials	Inv 96955685	219.60			
201-5960990	Misc. Contractual Services	Inv 96955688	42.25			
201-5970630	Visual Materials	Inv 96955688	293.12			
201-5960990	Misc. Contractual Services	Inv 96955667	3.25			
201-5970630	Visual Materials	Inv 96955667	14.99			
201-5960990	Misc. Contractual Services	Inv 96923818	7.70			
201-5970610	E-audio/Audio	Inv 96923818	25.18			
201-5960990	Misc. Contractual Services	Inv 96923817	9.25			
201-5970610	E-audio/Audio	Inv 96923817	204.95			
201-5960990	Misc. Contractual Services	Inv 96955667	3.25			
201-5970630	Visual Materials	Inv 96955667	14.99			
NOVAK & PARKER				17393	03/21/19	<u>576.95</u>
201-5930010	R&M Equipment	Invoice # 747896	99.95			
201-5930010	R&M Equipment	Invoice # 8531804-2	477.00			
OAKBROOK MECHANICAL SERVICES				17394	03/21/19	<u>2,797.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 15064	2,797.50			
OLD TOWN SCHOOL OF FOLK MUSIC				17395	03/21/19	<u>350.00</u>
201-5960210	Special Event Programming	6/8/19 REMAINDER for musicians at SRC 2019 Kickoff	350.00			
ORKIN				17396	03/21/19	<u>95.00</u>
201-5960990	Misc. Contractual Services	Acct # 32734222	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17397	03/21/19	<u>36,084.66</u>
202-5980400	Equipment	Invoice # 45829	814.36			
201-5960990	Misc. Contractual Services	Invoice # 45703	1,500.00			
201-5920110	Professional Services	Invoice # 46080	33,420.30			
201-5960990	Misc. Contractual Services	Invoice # 46079	350.00			
OVERHEAD DOOR SOLUTIONS, INC.				17398	03/21/19	<u>820.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 13256	820.00			
PETRA VAN NUIS				17399	03/21/19	<u>450.00</u>
201-5960210	Special Event Programming	3/31/19 Spring Swing	450.00			
SCHINDLER ELEVATOR CORPORATION				17400	03/21/19	<u>8,672.16</u>
201-5930020	R&M Buildings & Structures	Invoice # 8105011258 - 3/1/19 - 2/29/20	8,672.16			
SCHOLASTIC INC				17401	03/21/19	<u>437.80</u>
201-5960210	Special Event Programming	Invoice # 18865009	437.80			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
SIELLA IMAGING 201-5970100	Supplies	2/27/19 Scanning project	1,875.00	17402	03/21/19	<u>1,875.00</u>
SMARTYPANTS WORLD 201-5960210	Special Event Programming	6/8/19 SRC 2019 Kickoff	350.00	17403	03/21/19	<u>350.00</u>
SPEED-E-KLEEN, INC. 201-5930320	Cleaning/Custodial Services	Invoice # 4154	419.00	17404	03/21/19	<u>419.00</u>
STEVE KURAS 201-5960990	Misc. Contractual Services	Invoice # February 21, 2019	125.00	17405	03/21/19	<u>125.00</u>
THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630	Visual Materials	Invoice # 001315	827.18	17406	03/21/19	<u>1,653.52</u>
201-5970630	Visual Materials	Invoice # 001316	60.00			
201-5970630	Visual Materials	Invoice # 001336	766.34			
THOMSON REUTERS-WEST 201-5970640	Databases	Invoice # 839790674	19.09	17407	03/21/19	<u>19.09</u>
TIAA BANK 201-5930210	Rental of Equipment	Invoice # 5976249	657.91	17408	03/21/19	<u>657.91</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5930010	R&M Equipment	Invoice # 8968	1,890.00	17409	03/21/19	<u>1,890.00</u>
TWISTED TREE YOGA STUDIO 201-5960210	Special Event Programming	6/18, 7/2, 7/16 Family pajama yoga with twisted tree	225.00	17410	03/21/19	<u>225.00</u>
UNIVERSITY OF IOWA 201-5970600	Ebooks/Books	Invoice # 19810	15.00	17411	03/21/19	<u>15.00</u>
VAHE GHAZARIAN 201-5960990	Misc. Contractual Services	2/19/19 Piano Tuning	100.00	17412	03/21/19	<u>100.00</u>
WORLD BOOK INC 201-5970640	Databases	Invoice # 201831201	53.90	17413	03/21/19	<u>53.90</u>
LAW OFFICES OF ANCEL, GLINK 201-5920100	Legal Fees	Acct # 3094904	517.50	17414	03/21/19	<u>517.50</u>
BAKER & TAYLOR 201-5970600	Ebooks/Books	Inv DED102768419	56.31	17415	03/21/19	<u>50.79</u>
201-5970610	E-audio/Audio	Inv COA102714819	-5.52			
CHILDREN'S PLUS, INC. 201-5970600	Ebooks/Books	Invoice # 162682	439.78	17416	03/21/19	<u>439.78</u>
RAINBOW BOOK COMPANY 201-5970600	Ebooks/Books	Invoice # 161003	303.20	17417	03/21/19	<u>303.20</u>
TMC FURNITURE INC 201-5980600	Furniture & Fixtures	Invoice # 16191	1,050.06	17418	03/21/19	<u>800.06</u>
201-5980600	Furniture & Fixtures	Invoice # 16309 (credit)	-250.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
					Check List Total	<u><u>173,534.29</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

February 1, 2019 - February 28, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51004	02/28/19	PRO DATA	1,280.10
51005	02/28/19	VERIZON WIRELESS	863.06
51006	02/28/19	IMRF	27,994.22
51007	02/28/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	687.75
51008	02/28/19	BANKCARD SERVICES	21,806.04
		Vendor Check Total	<u>52,631.17</u>
		Check List Total	<u><u>52,631.17</u></u>

Check count = 5

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484										
Revenue (M-T-D)												
Property Taxes	-	815,295										
Other Revenue	16,564	35,761										
	16,564	851,056	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145										
Other Expense	294,270	155,183										
Change in A/P & AJE's	109,774	35,902										
	645,775	490,230	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	-	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 February 28, 2019

Total Expenses per Expense Report			<u><u>\$454,327.53</u></u>
Gross Payroll	231,106.04		
Benefits Expense	<u>68,038.86</u>		
Total Payroll Expenses		299,144.90	
Check List		226,165.46	
Total Transfers and expenses per payroll and vendor checks reports			<u>525,310.36</u>
		Variance	<u>70,982.83</u>
Less: (disbursements included above)			
IMRF		(27,994.22)	
LIMRICC		(41,938.55)	
VOID CHECK		(1,050.06)	
			(70,982.83)
			0.00
		Variance	<u><u>(0.00)</u></u>

DIRECTOR'S REPORT

January 2019

GOAL #1

DPPL's innovative classes and resources instruct and connect Des Plaines residents to digital literacy and other established and emerging technology, both at the library and out in the community.



STRATEGY 2: Increase awareness and usage of eMaterials



RBDigital/Acorn was our featured February database, promoted with an atrium banner, homepage feature and on social media. Also in February we created this graphic to promote eMaterials available with a DPPL library card.



In February we also promoted available online learning resources. This graphic was placed on social media, our internal display system and on posters in the library.



STRATEGY 2: Increase awareness and usage of eMaterials.

Lynne Rubio, Manager, Acquisitions and Cataloging Manager reports on The J BIOGRAPHY AND J SERIES PROJECT:

Part of our new strategic plan is to “create additional points of discovery... in the building... that deftly connect the correct materials with their audience” Over the last several months, staff from PAMS and Youth Services have improved access to the J BIOGRAPHY, J SERIES and J GRAPHIC NOVEL collections.

We evaluated, relabeled, and changed the catalog classification of 4,915 books and moved 19,688 books. In fact, by the time we’re done, the pages will have moved all of the J SERIES, J FICTION, J AUDIOBOOK, J GRAPHIC NOVEL, and J BIOGRAPHY collections.



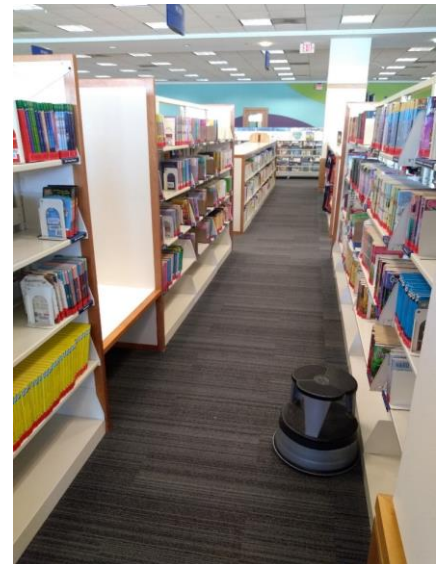
By reorganizing and reclassifying J BIOGRAPHY books, we’ve allowed patrons to find and browse biographies by both topic and name.

This is a huge improvement for our patrons. For example, in the past, if a student had to do a report on a president, they had to wade through the whole biography section from A for Chester A. Arthur, to W for Woodrow Wilson.

Now they can find them all under 973 for U.S. presidents, still in alphabetical order by name. We also improved the J SERIES collection with updated series runs and clearer shelf talkers and spine labels.

All the work done in these two areas also allowed us to make more room for the hugely popular and always growing J GRAPHIC NOVEL collection.

In 2011 we started with 33 J Graphic novels. Now we have 2,071 and we lend them about 10,000 times a year, so they really needed the room to continue growing.



Here are a few images that show the easy-to-browse J BIOGRAPHY and J SERIES sections, and some of the work involved in moving all those books to make room for the J GRAPHIC NOVELS.



STRATEGY 4: Provide advanced and specialty technology instruction.



In Curious Kids this month, we explored electricity! Kids safely explored electricity hands-on by making a lamp light up with Snap Circuits. Then, they helped a firefly light up by using paper circuit supplies (copper tape and LEDs).

CURIOUS KIDS

Wednesdays	OR	Thursdays
1:30 - 2:15 pm		11:00 - 11:45 am
SEPTEMBER 5 • 12 • 19		SEPTEMBER 6 • 13 • 20
OCTOBER 3 • 10 • 17 • 31		OCTOBER 4 • 11 • 18
NOVEMBER 7 • 14		NOVEMBER 1 • 8 • 15

Curious Kids will explore a different topic each session through stories, songs, and a hands-on activity.

For ages 3 - 6, with parent/caregiver.

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

February in the Forum

THE FORUM FEBRUARY 2019 TECHNOLOGY, COMPUTERS & MORE

MICROSOFT OFFICE 2016

MS WORD: BASICS

Wednesday, February 6 • 6:30 - 7:30 pm
Learn how to create text-based documents using Microsoft Word, as well as how to complete simple actions like saving, opening, and printing documents in this class.

MS WORD: FORMATTING DOCUMENTS

Wednesday, February 13 • 6:30 - 7:30 pm
Now that you have the basics down, learn to format and align text, apply bullets or numbers, and adjust spacing within your Word documents.

MS WORD: EDITING TOOLS

Wednesday, February 20 • 6:30 - 7:30 pm
Next, learn how to use Word's built-in editing features like cut and paste, spell check, grammar suggestions, and adding comments to documents.

BASIC ONLINE SKILLS

Friday, February 15 • 2:00 - 3:00 pm
Technology is used in every facet of life because it can provide the speed, connectivity, and efficiency to make tasks easier. Attend this class and gain the skills and confidence to access information and services online.

POWER SEARCHING WITH GOOGLE

Friday, February 22 • 2:00 - 3:00 pm
Google search makes it amazingly easy to find information. Come learn about the powerful advanced tools, which helps you find the right information.

MS WORD: TABLES, IMAGES & GRAPHICS

Wednesday, February 27 • 6:30 - 7:30 pm
Use more advanced aspects of Word, tables, borders, backgrounds, and WordArt to enhance your documents.

MS EXCEL

Thursday, February 14 • 2 - 3:30 pm
Learn how to create useful spreadsheets with Microsoft Excel 2016. Save time and effort for home and work calculations of any type. Topics include the most popular features: workbook creation, editing, formulas and functions, formatting, printing and saving.

MS POWERPOINT

Tuesday, February 19 • 6:30 - 7:30 pm
Learn how to use PowerPoint's basic features to add and delete slides, change slide layouts, format text, select themes, and add graphics to a presentation in this class.

FEATURED PROGRAM



CARDS WITH A TECH-TWIST

Wednesday, February 27 • 2:00 - 3:00 pm

Valentine's Day may be over, but love is still in the air. Join us as we create a love-themed, glowing card using circuitry and LED lights.

Supplies will be provided.

This event is open to Des Plaines Library cardholders plus one guest. Registration will open to all 24 hours before the event if seats are available.

Registration begins Monday, February 11 at 9 am

Registrants, please notify us if you are unable to attend so that we may offer your place to another patron.

ONE-ON-ONE TECHNOLOGY HELP

The Des Plaines Public Library offers one-on-one, 20-minute assistance for adults on computer usage, online applications and more. Come to the 4th Floor Reference desk to make an appointment.

You can contact us by email at ReferenceServicesDesk@dppl.org, or by phone at 847-376-2841. A staff member will get back to you within 48 hours to set a mutually agreed upon date/time.

EXTRA HELP

DROP-IN TECH & LIBRARY RESOURCE HELP

Friday, February 8 • 2:00 - 3:00 pm
Thursday, February 21 • 11:30 - 12:30 pm
Learn how to borrow eBooks, audiobooks, magazines, movies & more. Bring your device and library card.

DATING APPS

Tuesday, February 12 • 6:30 - 7:30 pm
Online dating is officially mainstream! Join us as we compare the most popular apps and websites for finding your soulmate.

WINDOWS 10

Tuesday, February 26 • 6:30 - 7:30 pm
Do you have a laptop computer or tablet with the Windows 10 Operating System? Come to this introductory class and learn to navigate, customize, and enjoy your new device.

VOICE ACTIVATED DEVICES

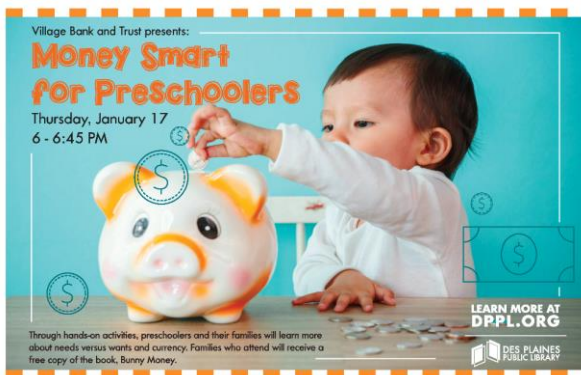
Thursday, February 28 • 2:00 - 3:00 pm
Curious about the Amazon Echo and Google Home? Get an overview of the voice assistant and smart speaker world. We'll be testing out the devices and learning what happens when we say "Alexa" and "Hey Google".

GOAL #2

DPPL spaces and events increase library usage by fostering discovery, creativity, enjoyment of culture and the arts, and by bringing Des Plaines residents together around common interests, both at the library and out in the community.



STRATEGY 1: Advocate for the importance of Early Literacy in very young children



STRATEGY 2: Foster and increase youth and teen usage of library programs and resources.

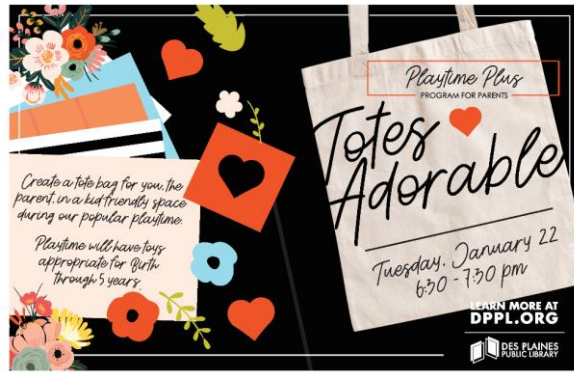


Above:
Teen Librarian Joanie Sebastian and Stephanie Wolferman at the Maine West Fun Fair.

Left:
YS librarians Brenda Murphy and Cheryl Gladfelter and PAMS assistant Angy Walker at the D62 Chippewa Middle School Literacy Night.



STRATEGY 3: Develop special interest classes, programs, interest circles and dedicated spaces to draw new users to DPPL



STRATEGY 4: Deliver quality events on trending cultural, recreational and topical current events and interests.



This Eleanor Roosevelt program was presented in partnership with the AAUW in recognition of Women's History Month.




Wii Bowling for Seniors, Thursdays in the Commons .

GOAL #3


DPPL is the primary hub for resources and information connecting residents to government, job, health and human services, both at the library and out in the community.

These are just a few of the programs that connected residents to vital community resources recently.

MEET WITH THE OFFICES OF YOUR ELECTED OFFICIALS
IN THE DES PLAINES PUBLIC LIBRARY LOBBY



The Office of State Senator
LAURA MURPHY



The Office of Congressman
BRAD SCHNEIDER

Staff from Senator Murphy and Congressman Schneider's offices will be here to meet with you privately and answer questions about:

- Senior Services
- Consumer Protection and Fraud
- Cook County Property Taxes
- Veterans' Benefits
- Other State Services & Benefits
- Social Security
- Medicare and Immigration Issues
- Veterans Affairs
- IRS

2019 DATES	JAN. 15	APR. 9	JULY 9	OCT. 15
9:30 - 11:30 IN THE MORNING	FEB. 19	MAY 14	AUG. 13	NOV. 12
	MAR. 12	JUNE 11	SEPT. 10	DEC. 10

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



ADHD

ATTENTION DEFICIT HYPERACTIVITY DISORDER
WEDNESDAY, FEBRUARY 13 AT 7 PM


Dr. Norman E. Segal will discuss aspects of ADHD and his own lived experience with the disorder.
Co-sponsored with NAMI Cook County North Suburban and Mental Health America of the North Shore

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

TAX LAW CHANGES FOR INDIVIDUALS

WEDNESDAY, JANUARY 30
2-3 PM

Sergio Guzman from the IRS will explain how the tax laws have changed for individuals.
Registration required.



LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

FREE

★ Citizenship Preparation Classes ★

AT THE DES PLAINES PUBLIC LIBRARY

Mondays, January 28 - May 20 • 6:00 - 8:30 pm

LEARN ABOUT:

- ELIGIBILITY FOR NATURALIZATION • UNITED STATES HISTORY AND GOVERNMENT FOR THE CIVICS TEST
- DICTATION AND READING SENTENCES FOR THE ENGLISH TEST • GETTING THROUGH THE NATURALIZATION INTERVIEW
- PRACTICE ENGLISH LISTENING, SPEAKING, READING, WRITING, AND CONVERSATION SKILLS.

Registration is on January 21, 6:00 - 8:30 pm at the Des Plaines Public Library in The Forum, 4th floor.

For more information, call OCC at 847-376-7645 or 847-633-1426.

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

POWER EMPLOYMENT WORKSHOP

Discover proven strategies to land a job, and learn what's working and what's not in today's job market.

Monday, 2/25
9:30am - 3:30pm
in The Forum, 4th floor
Registration Required

ILLINOIS WORKNET

ALL IN ONE COMPREHENSIVE WORKSHOP:

- 🎯 Goal Setting
- 📄 Resumes and Cover Letters

- 🔍 Job Search and Technique
- 🗣️ Interviewing

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

AMERICAN RED CROSS

BABYSITTING TRAINING

SATURDAY, JANUARY 12
9:30 AM - 5 PM

LEARN THE SKILLS NECESSARY TO BE A SAFE AND RESPONSIBLE BABYSITTER. PARTICIPANTS WILL RECEIVE A CERTIFICATE OF COMPLETION.

GRADES 6 - 12 // DES PLAINES CARDHOLDERS ONLY // REGISTRATION REQUIRED

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

GOAL #4

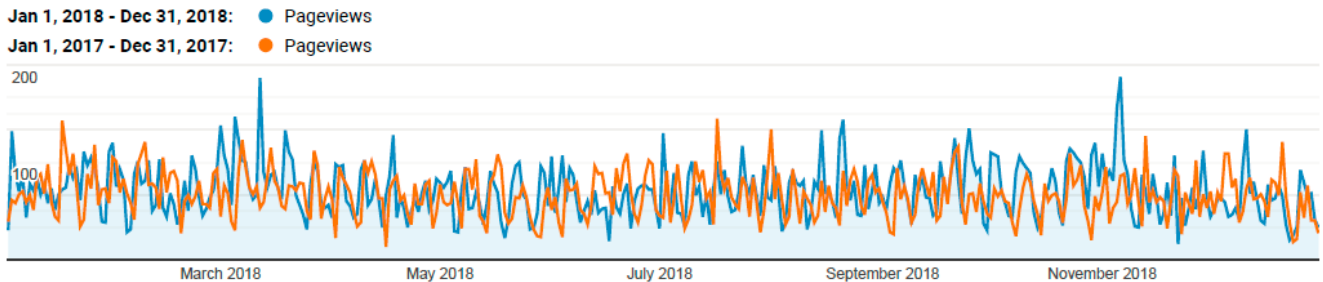
DPPL building mechanicals, internal operations and data evaluation tools are up to date, ensuring that Des Plaines residents have a safe, efficient facility that meets both current and anticipated future needs.



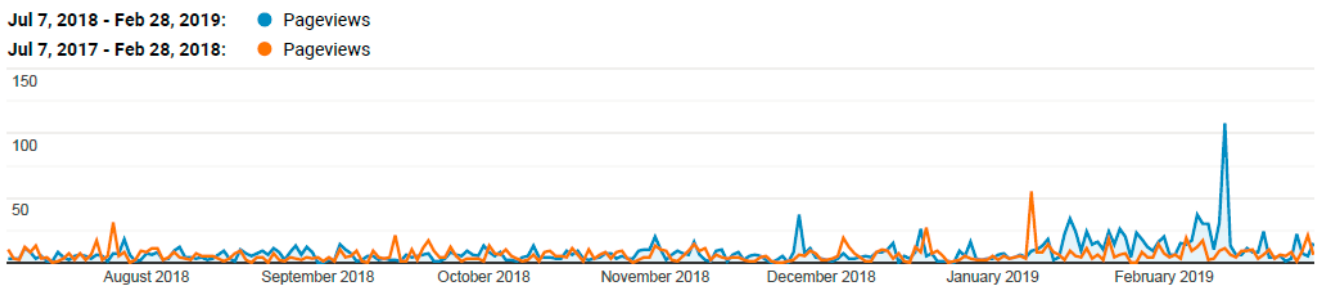
STRATEGY 3: Review and update current data collection and evaluation process to improve knowledge management and make library staff teams more informed and efficient.

Tony Hahn, web services manager reports:

Overall Page Views for the database Subject Pages are up 7.55% from 2018 over 2017.



The new page for “All Kids Resources” (made in July 2017) for “All Kids Resources” is up 33.85% this year over its first year’s similar time period.



Part of the success of the uptick in subject pages may be the Koios Google Adwords service, which gave us roughly 5.7 thousand impressions, and nearly 600 clicks to database pages in the month of February 2019. The cost of these ads is covered by Google Ad grants and we pay a small fee for Koios.

Impressions

5.7K

-78 (1%)

Clicks

576

-78 (12%)

Avg. position

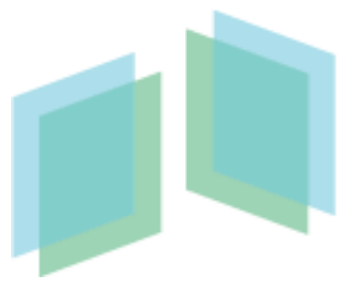
2.69

+0.26 (11%)

CTR

10.11%

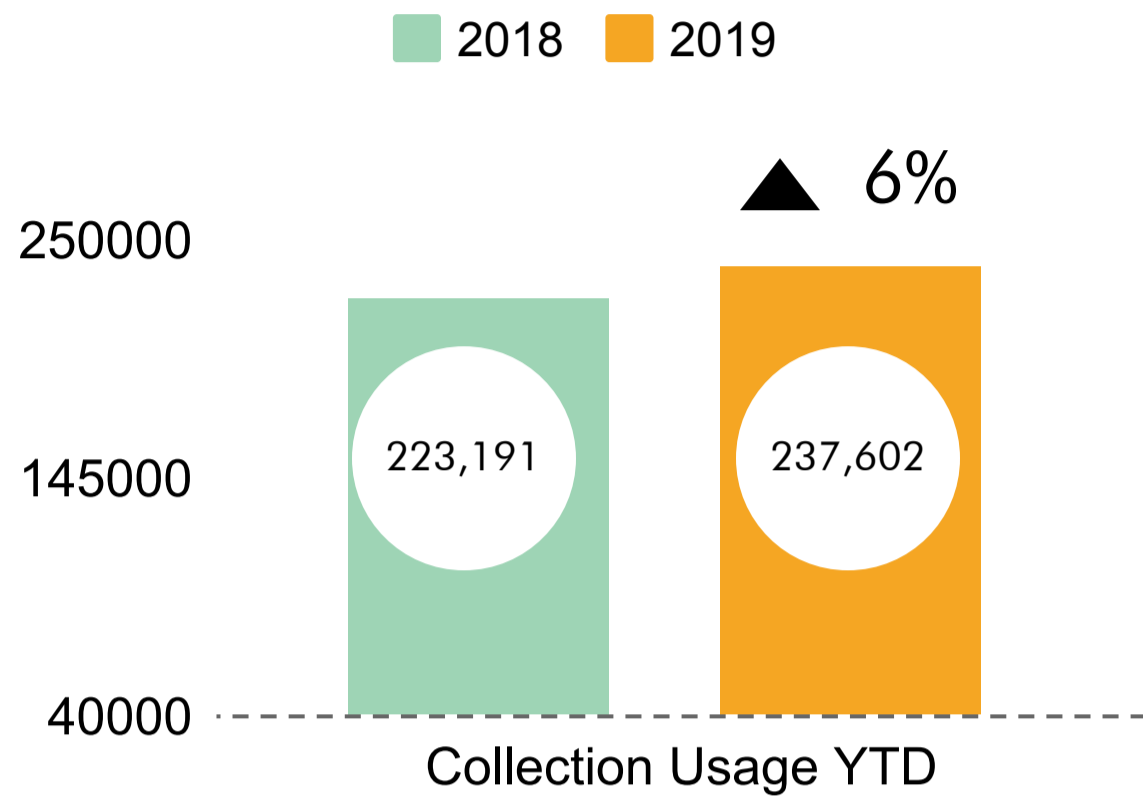
-1.21% (11%)



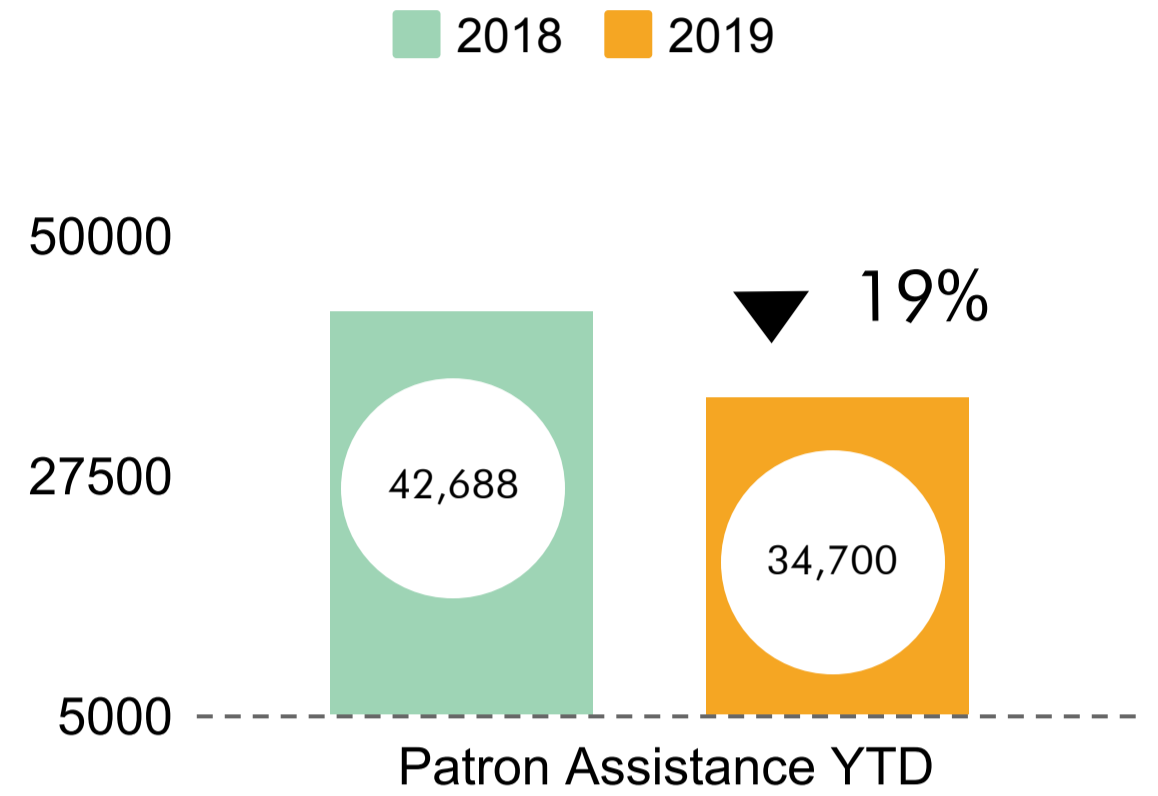
STATISTICS REPORT

February 2019

Collection Usage YTD

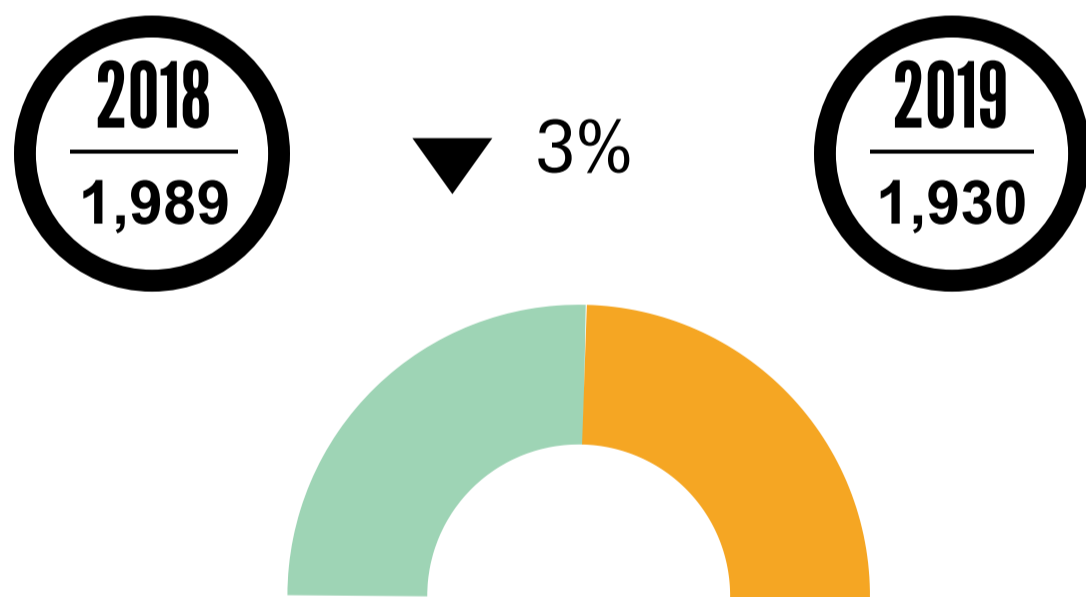


Patron Assistance YTD



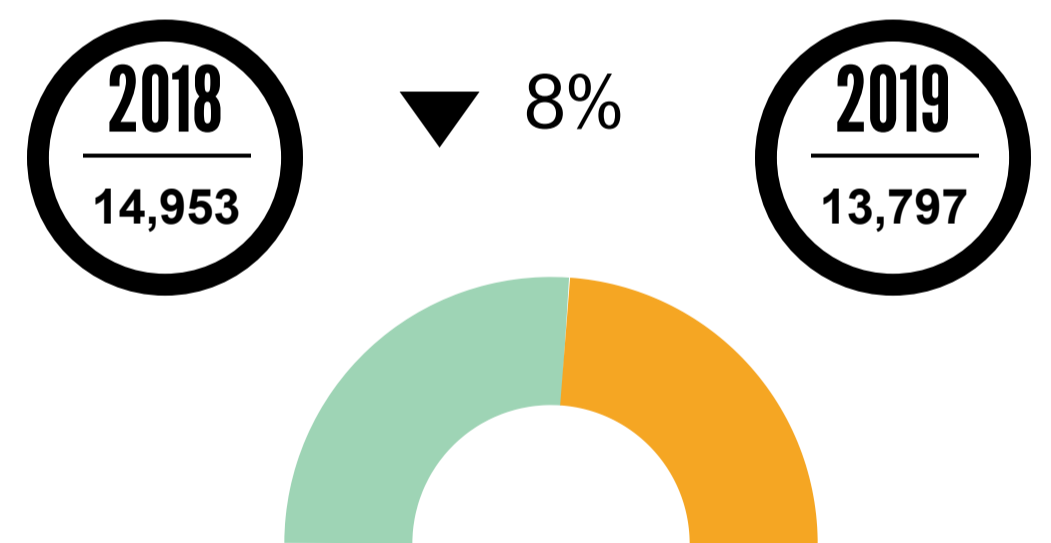
Bookings YTD

Events, Programs & Classes

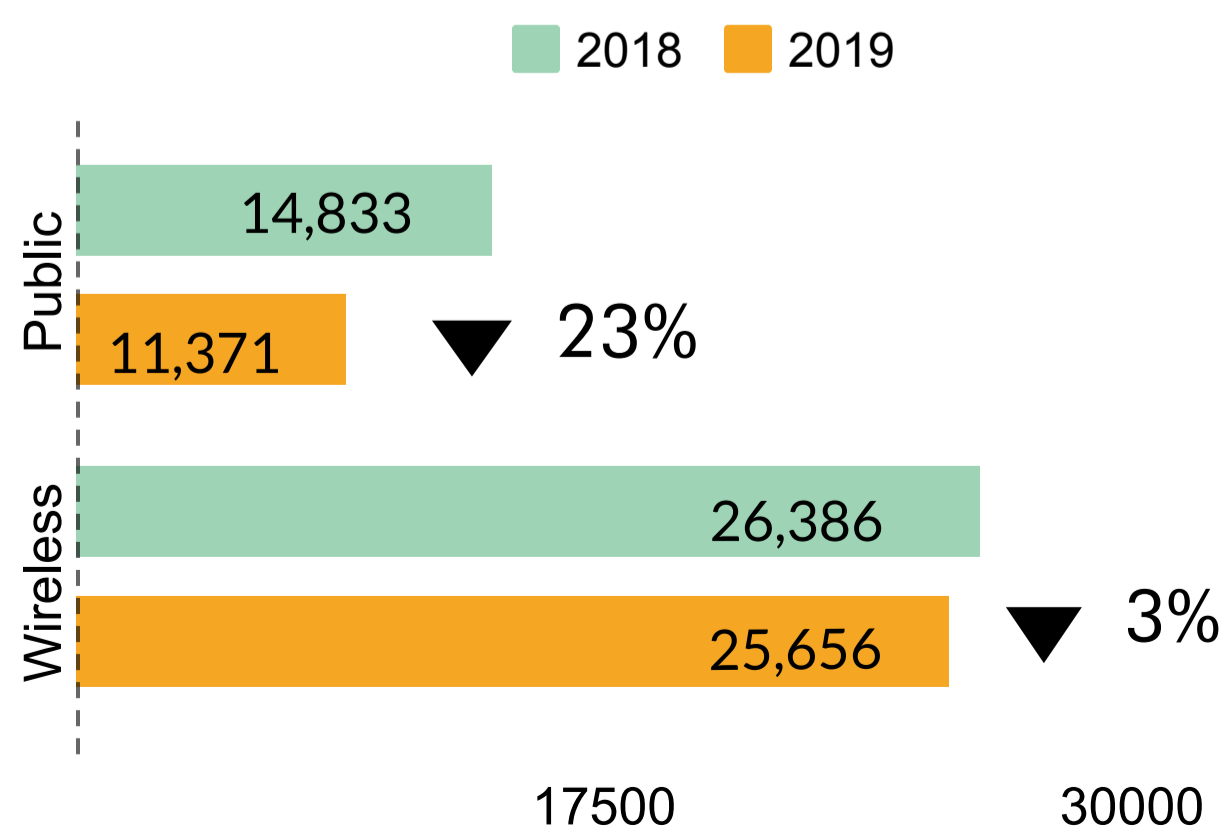


Attendance YTD

Events, Programs, Outreach & Classes

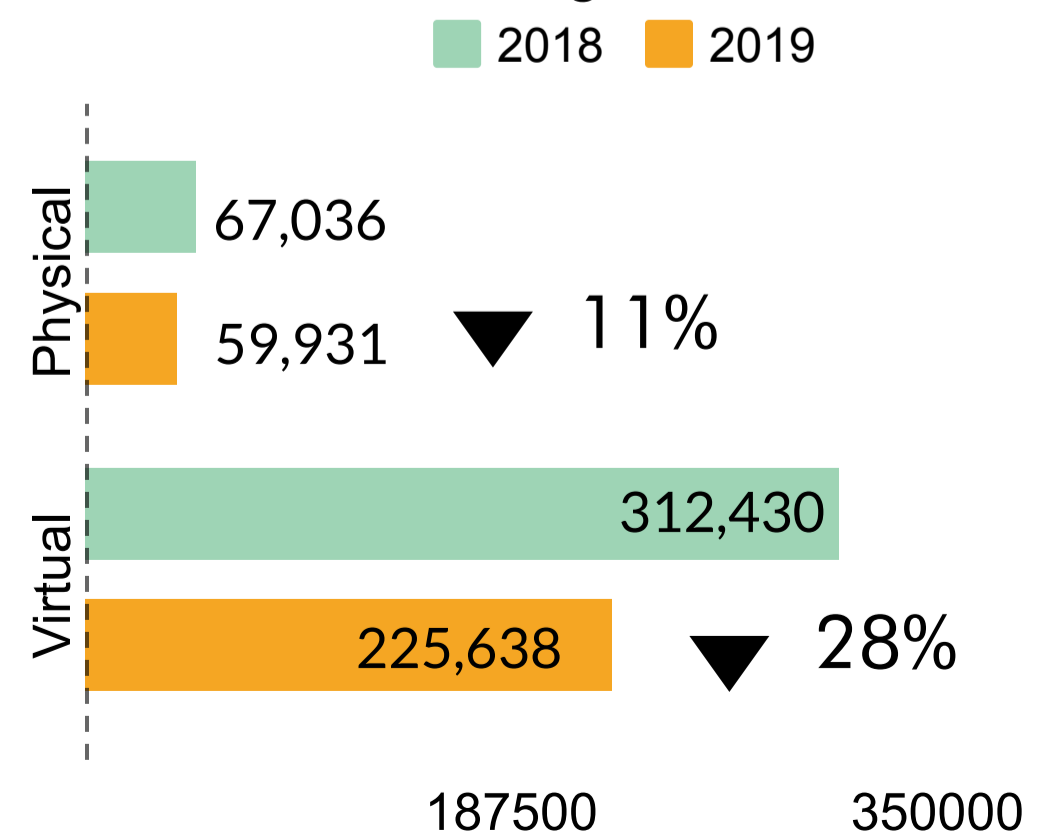


Computer Usage YTD



Traffic YTD

Physical is the gate count.
Virtual includes catalog, website and mobile app.



Board Stats Reporting Form

February 2019

COLLECTION USAGE		
	Year to Date 2019	237,602
	Year to Date 2018	223,191
	% Change	6%

PATRON ASSISTANCE		
	Year to Date 2019	34,700
	Year to Date 2018	42,688
	% Change	-19%

EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2019	1,930
	Year to Date 2018	1,989
	% Change	-3%

EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2019	13,797
	Year to Date 2018	14,953
	% Change	-8%

TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2019	59,931
	Year to Date 2018	67,036
	% Change	-11%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2019	225,638
	Year to Date 2018	312,430
	% Change	-28%

COMPUTER USAGE		
	Public Computers	
	Year to Date 2019	11,371
	Year to Date 2018	14,833
	% Change	-23%
	Wireless	
	Year to Date 2019	25,656
	Year to Date 2018	26,386
	% Change	-3%

STATISTICS REPORT		JAN	FEB	YTD
COLLECTION USAGE				
	Physical materials (Circ. General)	89,903	91,042	180,945
	E-materials	11,053	9,213	20,266
	ILL	138	166	304
	Databases	15,079	21,008	36,087
2019	Total	116,173	121,429	237,602
	Physical materials	81,636	75,251	156,887
	ILL	2,470	617	3,087
	E-materials	6,357	8,822	15,179
	Databases	26,909	21,129	48,038
2018	Total	117,372	105,819	223,191
PATRON ASSISTANCE				
	Youth Services	2,398	2,788	5,186
	Adult Services	8,728	10,317	19,045
	PAMS	4,536	5,933	10,469
2019	Total	15,662	19,038	34,700
	Youth Services	2,670	2,454	5,124
	Adult Services	13,163	12,402	25,565
	PAMS	5,256	6,743	11,999
2018	Total	21,089	21,599	42,688
EVENTS, PROGRAMS AND CLASSES-BOOKINGS				
	Youth Services	56	87	143
	Adult Services	78	77	155
	Outside groups	52	59	111
	Public study rooms	683	838	1,521
2019	Total	869	1,061	1,930
	Youth & Adult Services	111	147	258
	Outside groups	56	55	111
	Public study rooms	807	813	1,620
2018	Total	974	1,015	1,989
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE				
	Youth Services	776	1,396	2,172
	Adult Services	1,132	1,107	2,239
	Outside groups	1,114	1,160	2,274
	Public study rooms	1,296	1,620	2,916
	Outreach- Youth Services	479	3,032	3,511
	Outreach-Adult Services	229	456	685
2019	Total	5,026	8,771	13,797
	Youth & Adult Services	1,756	2,924	4,680
	Outside groups	1,229	1,053	2,282
	Public study rooms	1,686	1,656	3,342
	Outreach- Youth Services	1,287	2,450	3,737
	Outreach-Adult Services	447	465	912
2018	Total	6,405	8,548	14,953
TRAFFIC				
2019	Physical Visits (gate count)	29,384	30,547	59,931
2018	Physical Visits (gate count)	34,866	32,170	67,036
2019	Virtual visits (catalog, website, mobile app)	115,445	110,193	225,638
2018	Virtual visits (catalog, website, mobile app)	122,062	190,368	312,430
COMPUTER USAGE				
	Public computers-Youth Services	819	928	1,747
	Public computers-Adult	4,777	4,847	9,624
2019	Total	5,596	5,775	11,371
	Public computers-Youth Services	1,362	1,043	2,405
	Public computers-Adult	5,885	6,543	12,428
2018	Total	7,247	7,586	14,833
2019	Wireless	11,656	14,000	25,656
	Total	11,656	14,000	25,656
	Wireless	13,170	13,216	26,386
2018	Total	13,170	13,216	26,386

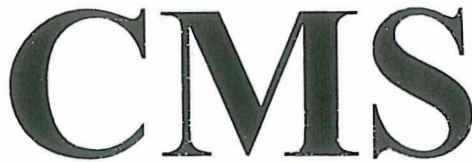
2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,734,101	\$ 5,190,401	\$ 4,762,999	\$ 4,354,879	\$ 5,480,076	\$ 6,094,812	\$ 5,593,340	\$ 4,879,104	\$ 4,432,909			
Restricted cash donations	156,607	157,165	157,165	157,165	157,165	157,165	157,165	157,165	157,165	157,165	157,165	157,165			
	3,981,263	3,351,494	3,712,320	5,576,936	5,033,236	4,605,834	4,197,714	5,322,911	5,937,647	5,436,175	4,721,939	4,275,744			
Revenue (M-T-D)															
Property Taxes		815,295	2,368,759	680	79,761	64,915	1,531,366	1,205,190	7,661	13,559	11,925	889	6,100,000	6,100,000	0
Other Revenue	16,564	35,761	59,601	13,758	16,283		15,212		14,753	30,843	40,659	735,154	978,588	978,588	0
Total Revenue	16,564	851,056	2,428,360	14,438	96,044	64,915	1,546,578	1,205,190	22,414	44,402	52,584	736,043	7,078,588	7,078,588	0
Expenses															
Payroll & Benefits	241,731	299,145	469,710	300,528	300,338	266,454	263,790	387,387	434,207	525,766	310,173	344,789	4,144,018	4,144,018	0
Contractual Services	171,836	97,637	122,522	79,277	96,090	72,443	68,316	93,736	86,874	84,163	73,425	57,945	1,104,264	1,104,264	0
Commodities	113,254	47,996	94,284	56,636	107,857	70,615	81,209	75,770	88,288	74,063	111,287	100,521	1,021,780	1,021,780	0
Capital Expenditures	8,454	2,146	107	1,190	1,732	6,634	4,891	2,798	8,413	10,303	1,885	3,152	51,705	51,705	0
Other	726	1,118		14,275	7,708	15,300							633,873	673,000	(60,000)
202		6,286	17,124	37,153	3,941	11,440	5,268	1,240	7,352	38,951	37,302	5,943	172,000	172,000	0
Adjustments	109,774	35,902	(140,003)	69,079	5,780	30,149	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	645,775	490,230	563,744	558,138	523,446	473,035	421,381	590,454	523,886	758,638	498,779	1,146,223			(60,000)
Net Increase/(Decrease)	(629,211)	360,826	1,864,616	(543,700)	(427,402)	(408,120)	1,125,197	614,736	(501,472)	(714,236)	(446,195)	(410,180)			
Cash End of Month	3,508,659	3,869,485	5,734,101	5,190,401	4,762,999	4,354,879	5,480,076	6,094,812	5,593,340	4,879,104	4,432,909	4,022,729			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,576,936	5,033,236	4,605,834	4,197,714	5,322,911	5,937,647	5,436,175	4,721,939	4,275,744	3,865,564			



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Malcolm Weems, Director

JOINT PURCHASING PROGRAM

November 1, 2012

L1437
Des Plaines Public Library
Holly Richards Sorensen
1501 Ellinwood St.
Des Plaines, IL 60016



Dear Ms Sorensen,

This letter confirms the following State of Illinois Joint Purchasing Program registration:

L1437
Des Plaines Public Library

Please use this number as identification when communicating with this office and contract vendors.

You will find additional information, including the Joint Purchasing Manual, at the Joint Purchasing web page: www2.illinois.gov/cms/localgov/jpp/Pages/Default.aspx
Upon request, I will mail a copy of the Manual to you.

Please contact me if you have questions regarding Joint Purchasing contracts, policies or procedures. Thank you for your interest in the Joint Purchasing Program.

Regards,

Dennis Smith, Coordinator
Joint Purchasing Program
217-785-6935
Dennis.Smith@illinois.gov

DS: d



STATE OF ILLINOIS
 JOINT PURCHASING PROGRAM
 PARTICIPATION RESOLUTION

copy

Original mailed 11-1-12

Pursuant to the rules promulgated by the Illinois Department of Central Management Services ("Department") in furtherance of the Illinois Governmental Joint Purchasing Act,

FAXED
 11/1/12

BE IT HEREBY RESOLVED BY THE

Des Plaines Public Library

Name of Governmental Unit

That said governmental unit does hereby agree on a voluntary basis to participate in the Joint Purchasing Program administered by the Department from the date of this resolution until such time as the Department is given written notice this resolution is revoked.

BE IT FURTHER RESOLVED THAT HOLLY RICHARDS SØRENSEN - Library Director
 Name and Title of Contact Person

Is hereby authorized and directed to execute on behalf of the governmental unit all necessary forms, applications, requisitions, and other documents related to this program.

DATE OF PASSAGE 10-31-12

OFFICER OF GOVERNMENTAL UNIT (BOARD MEMBER)

Name: CAROL KIDD Title: BOARD SECRETARY

Signature: Carol Kidd

Attest: Holly Richards Sørensen - Library Director
 Signature and Title of Clerk or other appropriate official of governing body

Contact Information:

Mailing Address: 1501 Ellinwood St.
 City/Zip Code: Des Plaines IL 60016
 County: Cook
 E-Mail: gsekalias@dppl.org
 Phone: 847-376-2827
 Fax: 847-827-7974
 (Area Code)

Return to: Joint Purchasing Coordinator
 Department of Central Management Services
 801 Stratton Office Building
 Springfield, IL 62706

**ILLINOIS CERTIFICATE OF EXEMPTION FROM STATE EXCISE TAX
AND/OR MUNICIPAL TELECOMMUNICATIONS EXCISE TAX
ON WIRELESS TELECOMMUNICATION SERVICES FURNISHED BY VERIZON**

The undersigned represents that he/she is authorized to execute this certificate and hereby claims exemption from taxes imposed by the Illinois Telecommunications Excise Tax Act and/or Municipal Excise Tax. The undersigned also certifies that this claim is based upon the activity of the subscriber as indicated below. Place a check mark (✓) in the appropriate box to indicate the basis for exemption and complete the bottom portion of this certificate. This certificate of exemption will remain invalid for Illinois and/or municipal tax unless this certificate is signed and all requested information is provided.

ILLINOIS TELECOMMUNICATIONS EXCISE TAX EXEMPTION

Governmental Organization

The undersigned claims exemption from the Illinois excise tax imposed on all telecommunication service billed to or to be billed the undersigned. The undersigned certifies such exemptions are allowable by law for the reason that such services are being and will be furnished to and charges will be paid by (check one):

- The United States The State of Illinois State university

Consular or Diplomatic Personnel of a Foreign Government

The undersigned certifies that such exemption is allowable by law under the terms of a treaty between the United States and the country that the undersigned represents.

Consular or diplomatic personnel exemption status is acceptable only if this certificate is accompanied by the subscribers official sales tax exemption ID card (both sides) issued by the United States Department of State.

MUNICIPAL TELECOMMUNICATIONS EXCISE TAX EXEMPTION

The municipal telecommunications excise tax exemptions listed below are authorized only by those municipalities which impose such an excise tax. Municipalities which impose a municipal utility tax authorize an exemption only for service furnished to and paid by that municipality.

Governmental Organization

The undersigned claims exemption from the municipal excise tax imposed on all telecommunication service billed to or to be billed the undersigned. The undersigned certifies such exemptions are allowable by law for the reason that such services are being and will be furnished to and charges will be paid by (check one):

- The United States The State of Illinois State university **Municipal government**

Consular or Diplomatic Personnel of a Foreign Government

The undersigned certifies that such exemption is allowable by law under the terms of a treaty between the United States and the country that the undersigned represents.

Consular or diplomatic personnel exemption status is acceptable only if this certificate is accompanied by the subscribers official sales tax exemption ID card (both sides) issued by the United States Department of State.

This is a blanket exemption certificate and remains in force until revoked in writing by the subscriber named below or by the Illinois Department of Revenue. The undersigned agrees to notify Verizon in writing when the basis for tax exemption indicated above changes or ceases to exist.

<u>Des Plaines Public Library</u>	<u>Holly Richards Sorensen - Library Director</u>	<u>Holly Richards Sorensen</u>
Subscriber Name	Name and Title of Authorized Representative	Signature
<u>1501 Ellinwood St.</u>	<u>Des Plaines, IL 60016</u>	<u>10-29-12</u>
Address	City, State, Zip	Date

This exemption certificate applies to the following cellular account numbers: (Attach a separate list if necessary.)

STATE OF ILLINOIS

CONTRACT

Illinois Department of Central Management Services
Wireless/Cellular Services and Equipment
CMS793372P

The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract, and in signing the contract, the Contractor affirms that the Certifications and if applicable the Financial Disclosures and Conflicts of Interest attached hereto are true and accurate as of the date of the Contractor's execution of the contract. This contract supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts upon agreement of the Parties.

Contract uses Illinois Procurement Gateway Certifications and Disclosures?

Yes (IPG Certifications and Disclosures including FORMS B)

No

1. DESCRIPTION OF SUPPLIES AND SERVICES

2. PRICING
3. TERM AND TERMINATION
4. STANDARD BUSINESS TERMS AND CONDITIONS
5. SUPPLEMENTAL PROVISIONS
6. STANDARD CERTIFICATIONS
7. FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST (IF APPLICABLE)
8. CONTRACT SPECIFIC CERTIFICATIONS AND DISCLOSURES – "FORMS B" (IF APPLICABLE)

In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown on the following CONTRACT SIGNATURES page.

STATE OF ILLINOIS

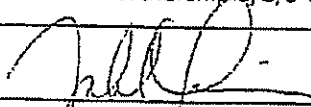
CONTRACT

Illinois Department of Central Management Services

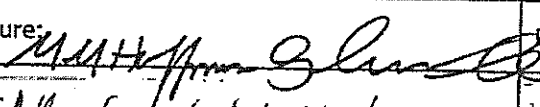

Wireless/Cellular Services and Equipment

CMS793372P

VENDOR

Vendor Name: Cellco Partnership d/b/a Verizon Wireless	Address: 3424 Freedom Drive, Springfield, IL 62704
Signature: 	Phone: 217-836-9229
Printed Name: Todd Loccisano	Fax: 847-619-4137
Title: Executive Director - Enterprise & Government Contracts	Email: alice.engle@verizonwireless.com
Date: September 22, 2016	

STATE OF ILLINOIS

Procuring Agency or University: Department of Central Management Services	Phone: 217-782-2141
Street Address: 715 Stratton Office Building	Fax: 217-524-1880
City, State ZIP: Springfield, IL 62702	
Official Signature: 	Date: 10/3/16
Printed Name: Michael M. Hoffmann	by Markus Veile, Assistant Director
Official's Title: 	

AGENCY/UNIVERSITY USE ONLY

NOT PART OF CONTRACTUAL PROVISIONS

Agency or University Reference # 15-93372 Project Title Wireless/Cellular Services and Equipment (Primary)

Contract # CMS793372P Procurement Method (IFB, RFP, Small, etc): RFP

IPB Ref. # 22037605 IPB Publication Date: 12/11/15 Award Code: B

Subcontractor Utilization? Yes No Subcontractor Disclosure? Yes No

Funding Source Obligation #

Small Business Set-Aside? Yes No

Minority Owned Business? Yes No Percentage

Female-Owned Business? Yes No Percentage

Persons With Disabilities Owned Business? Yes No Percentage

Other Preferences?

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1. DESCRIPTION OF SUPPLIES AND SERVICES

1.1. SUPPLIES AND/OR SERVICES REQUIRED: Central Management Services is contracting for wireless voice (including push-to-talk/direct connect/walkie-talkie service) and data airtime services, and wireless equipment for use by State agencies, universities and local governmental agencies. This contract permits the State to purchase any necessary services or equipment from Vendor to support the State's wireless usage requirements.

Verizon Wireless has been selected as the primary Vendor for Statewide wireless service and shall provide coverage in the areas as shown on the State of Illinois Data Map and State of Illinois Voice Map. An additional secondary award has been made to a different vendor, due to anticipated incomplete coverage areas or needed and desirable service plans and/or features not available from the primary Vendor. State entities and other governmental units (including certain not-for-profit entities) authorized by law to participate in the Joint Purchasing Program (JPP) may utilize this Master Contract. Authority for such purchases is governed by the State's Standard Procurement Rules and the Governmental Joint Purchasing Act 30 ILCS 525.

This master contract establishes a procurement vehicle through which CMS and other authorized entities may purchase various available wireless voice and data airtime services and associated or necessary wireless equipment for use by State agencies, universities, local governmental agencies, and other units of government eligible to participate under the JPP.

Voice and Data Services

All Voice and Data services offered by Vendor for this contract are in Exhibit 1 – Verizon Wireless Pricing Catalog, Exhibit 2 – Equipment Matrices, Exhibit 3 – Accessory Matrix, Exhibit 4 – State of Illinois Voice Map, Exhibit 5 – State of Illinois Data Map and Exhibit 6 – Percentage of Coverage by County are attached to show the coverage of services within the State of Illinois. It is anticipated that during the term of this contract, new technologies, including new products and services, will become available. Vendor's commercially available price plans as identified in Exhibit 1 may be discontinued or revised at vendor's sole discretion. The State's custom price plans may be reduced at any time during the term of the contract. Vendor will pass on any cost savings to the State as soon as they are available. Vendor will provide updated Exhibits 2 through 6 as well as training and evaluation sessions as Vendor deems necessary and will make these products available to the State under the same terms and conditions and at price discounts consistent with Exhibit 1.

The State of Illinois requires Vendor to provide the State of Illinois a block of Static IP addresses for State of Illinois devices, which can be activated under plans approved in this contract. Service packages shall be offered with Internet access and without Internet access. Vendor will waive the Static IP account set-up fee for State of Illinois subscribers.

The State of Illinois will provide direct circuits for Fixed End Systems (FES) connections and Private Network Solutions, from the State's network infrastructure to the Verizon Wireless network. Vendor will provide the connection ports in the Verizon Wireless network for the FES to ensure a reliable network for the State of Illinois end-users. Additionally, Vendor will offer an optional Private Network using the existing State of Illinois FES connections and an Internet Protocol Security (IPSec) tunnel on the FES to provide a highly secure connection for the State of Illinois network. Vendor will waive the Private Network account set-up fee for State of Illinois subscribers.

Voice and Data Equipment

Vendor shall have available wireless equipment solutions which include the following: voice device, voice device with PTT, Smartphone device, mobile broadband capable devices. A battery and charger must be included with each device at no additional charge.

General Requirements

Vendor agrees to adhere to the following mandatory requirements throughout the term of this Contract and any renewal terms.

1. Vendor must view the State's account in its entirety and will not propose a rate based on minimum usage. The rate proposed will not include a minimum number of active lines, statewide monthly spend or a statewide utilization of minutes.
2. Vendor must offer a voice plan that includes a flat rate cost per minute. Vendor must provide at least one "Minutes-included" and/or "Data-included" package that includes volumes greater than or equal to each of the buckets (usage levels) listed in the tables in Attachment A "Price" with the cost for each bucket and they should explain what pricing package was applied to the volumes in that bucket. After contract execution, the State will determine the actual rate plan that each user will be assigned based on the end user's needs. The actual buckets or pricing plans will be negotiated with the Vendor prior to contract signature. Please provide any additional information that may be appropriate.
3. Vendor shall offer some voice plans that include the ability (at the account and sub-account level) to allow minutes to be shared (pooled) across other monthly access plans (excluding flat-rate). Domestic Long Distance must be included. Night and weekend minutes must not count towards the pool and should be no cost for unlimited usage of Night and Weekend minutes.
4. Vendor shall supply Smartphone services. The data pricing options shall be available as stand-alone data options and as an add-on to the Vendor's wireless voice offerings.
5. Vendor must supply pricing for all local units of government, universities and other entities eligible to purchase under this agreement pursuant to the Governmental Joint Purchasing Act [30 ILCS 525] to procure wireless services from this contract. The local government and university lines and minutes accrued must be credited to the State to allow additional reductions in rates based on volumes. The local governmental and university units shall deal directly with the Vendor(s) in matters regarding service and equipment provisioning and repair. Vendor shall be responsible for billing the local governments and universities directly. The State will not be financially liable for any local government or university accounts.
6. Vendor must provide a mutually agreed upon plan to alert the State of Illinois as a means of monitoring data usage. Local units of government and entities eligible to purchase under this agreement under the JPP will have the means to monitor data usage this through the Vendor Web Portal.
7. Vendor must waive any Activation Fees and/or Early Termination Fees for State agencies, universities, local governmental agencies, and other units of government eligible to participate under the JPP.
8. Vendor's Wireless Enterprise Help Desk (WEHD) must be available to receive calls 24 hours a day seven (7) days week. Vendor must only provide WEHD support to authorized entity point of contact(s). For the State of Illinois this authorized contact will be a Department of Innovation and Technology employee. The Vendor WEHD must be available via a toll free number.
9. Vendor will also provide individual technical support to the State of Illinois as well as local units of government and entities eligible to purchase under this agreement under the JPP via a toll free number

24 hours a day seven (7) days a week.

10. Vendor must not provide any Customer information to any third party without prior written authorization from the State.
11. Vendor shall offer signal boosters/enhancers to the State depending on the requirements of each State location as determined by a building survey conducted by Vendor. Vendor and the State shall then mutually agree on pricing and scope of work for the procurement, installation, operation and maintenance of such signal boosters/enhancers.
12. Vendor agrees that the Verizon Wireless response to the State of Illinois RFP for Statewide Wireless Services Master 15-0093372 dated December 11, 2015 is incorporated by reference. To the extent of any material conflict between the terms and conditions of this contract and the Verizon Wireless Response to the State of Illinois RFP for Statewide Wireless Services Master 15-0093372 dated January 15, 2016 referenced herein, the terms of this contract will control.

Subject to the price plans in Exhibit 1, access fees and non-promotional allowances of minutes and/or kilobytes or megabytes for price plans will not change throughout a subscriber's line term. Equipment pricing, however, is subject to change. Other rates, charges and fees and 411 connect may vary following 30 days notice to DoIT.telecommgr@illinois.gov.

Vendor will allow the State's existing subscribers and JPP's who are currently procuring services from Vendor pursuant to previously offered calling plans as listed in the Pricing Catalog ("Grandfathered Plans"), to continue receiving such services at the pricing, terms and conditions contained in such Grandfathered Plans until such subscribers either migrate to the pricing provided with this agreement or terminate such Grandfathered Plans; however, such calling plans and associated discount programs applicable to the Grandfathered Plans will no longer be available for State subscribers and JPP's activating new lines of service or changing calling plans. Such subscribers will count towards the State's line attainment but will not be eligible to participate in any access or usage discounts or other benefits available pursuant to this agreement until such subscribers migrate to an applicable pricing plan provided with this agreement. Any and all subscribers who satisfy the pricing plan requirements may migrate or activate new lines of service on those price plans available under this agreement in addition to price plans that become available under this Agreement. All other State subscribers and JPP's will be migrated to the pricing available pursuant to this agreement within 90 days of the Effective Date of this agreement.

Please note E-rate State subscribers and E-rate JPP's procuring services pursuant to previously offered calling plans and under this agreement on Grandfathered Plans may continue receiving such services at the pricing, terms and conditions contained in such Grandfathered Plans to align with the 2016-2017 E-rate program funding year only. After June 30, 2017, E-rate State subscribers and E-rate JPP's will be migrated to the pricing available pursuant to this agreement.

Optional feature rates, as specifically detailed within the attached Pricing Catalog, are subject to change and allowed upon mutual agreement between the State and the Contract Vendor. Contract Vendor may discontinue or change commercially available features or services, with 60 days notice to the State.

Vendor's contract pricing offers a per-subscriber percentage discount off of Vendor's standard monthly access fees on eligible voice and data plans and features. Vendor's pricing to the State of Illinois also includes a percentage discount off of the standard manufacturer's list price for equipment and eligible accessories which

applies on a per unit basis. Any current and future eligible accessories offered by Vendor and purchased under this Contract shall include this same percentage discount throughout the initial term of this Contract and renewal options. State JPP subscribers will be offered equipment at Vendor's 10,000 tier matrix pricing.

Rates and charges for each subscriber line of service are determined by the chosen calling plan, options, and features. State may activate subscriber lines on any generally available Business Plans or eligible consumer calling plans that are available to government subscribers and introduced by Vendor during the term of the agreement, subject to the terms and conditions of those plans.

Vendor does not require individual (per line) service Contracts for State agencies, universities and local governmental users. However, local governments will sign a Local Government Agreement (LGA) as well as confirm participation in the State JPP, which allows those entities to purchase products and services under the State of Illinois agreement. State of Illinois, local governments and university subscribers may cancel individual lines without incurring an Early Termination Fee. In addition, State of Illinois, local governments and university subscribers may switch plans and features without penalty during the term of the contract. However, it is possible a proration of the access charges, minutes, data allowance and messages would apply depending on when the change was made during the billing cycle.

Vendor's Mobile to Mobile Calling will allow subscribers on eligible calling plans under this Contract to make or receive calls to/from any of Vendor' subscribers anytime from within the Nationwide and National Mobile to Mobile Calling Rate and Coverage Area without using their Anytime Voice Minutes.

Vendor offers unlimited Nights and Weekends Minutes on eligible plans that allow the subscriber to make or receive a call in a calling plan's home airtime area during the following hours: 9:01 p.m. Friday through 5:59 a.m. Monday and 9:01 p.m. – 5:59 a.m. Monday through Friday without using the plan's Anytime Minutes.

Vendor's Nationwide Flat Rate Calling Plan has a zero monthly charge and charges for each minute of Anytime usage. ~~This Nationwide Flat Rate Calling Plan includes unlimited nationwide roaming while on the Nationwide Rate and Coverage Area and also includes domestic long distance.~~

Vendor shall not impose a maximum number of lines on any plans available to the Department of Central Management Services with the exception of the \$15.99 State of Illinois Custom Nationwide for Government Share Calling Plan or as otherwise indicated in the terms and conditions of the relevant plans within the State of Illinois Pricing Catalog.

The State and each JPP entity will also have unlimited calling to 10 numbers with Friends and Family for Business on eligible calling plans.

Vendor will provide voice plans that include, as "in-network" or uncharged minutes, any calls to the State's two voice mail systems in Springfield (Tel. No. 217-524-4400) and Chicago (Tel. No. 312-814-4400), using the Main Office Connection service.

All Vendor Nationwide plans (excluding the State of Illinois and Regional Plans) include a home calling area that covers the entire United States so that there are no roaming charges or long distance charges for any calls originating within the U.S. while in the Nationwide Rate and Coverage Area.

There will be no domestic roaming charges for any calls within the State of Illinois.

The Verizon Wireless data network is based on Internet Protocol (IP) and provides the ability to utilize static IP addresses which can be public static IP addresses assigned by Vendor or private static IP addresses provided by the State of Illinois available through Vendor's Private Network offering.

Vendor can block international dialing, directory assistance, ringtone downloads and purchase of other 3rd party services billed to the wireless invoice for the State of Illinois' account. This feature shall be available to the State, at its option, at no additional cost.

Vendor will provide a Web-based tool that enables CMS to maintain wireless accounts. Designated employees will have the ability to order online new devices and accessories. The site will be customized with the State of Illinois's name and reflect the contract pricing and equipment discount. This site will allow designated employees to manage account activity such as updating information, voicemail passwords changes, completing an Electronic Serial Number (ESN) change, make device ID changes, suspend or resume service, activate customer provided equipment compatible with the Verizon Wireless Network and initiate device upgrades. This site will include statement information allowing the State of Illinois to review account balances, view usage and charges to the entire organization or a particular State of Illinois account. Invoices will be available to view or pay. Reports will be available to help manage accounts. Summary usage reports will include details for voice, messaging and data details. This service shall be available to the State, at its option, at no additional cost.

New equipment is shipped with a welcome kit that includes an Activation Guide, Customer Receipt and SIM Card for compatible devices. Equipment user guides are available at: www.verizonwireless.com.

The State may take advantage of standard lower-priced Vendor plans or equipment discounts, which may become generally available for government customers during the term of this agreement. Upon request, the Vendors Government Account Manager will provide details of such promotions to the State. The State would have the option of transferring government lines to the new plans as long as the State meets any terms and conditions of the new plan. Special benefits incorporated in the State's agreement may not be applicable under the new plans.

Vendor will provide the State of Illinois with information regarding all service impacting planned network outages within the State of Illinois no less than two weeks in advance. However, in the event of a critical change that is required for proper network operation, the notification window may be less. (The State will provide an email address for outage notification and updates.) Vendor will supply the State the estimated downtime of the outage and the maintenance/repairs being performed. Vendor shall not be liable for any damages for failing to provide such notification. Vendor will communicate status updates to the State. A network outage is defined as an event affecting, at a minimum, 30% of cells on a given Mobile Switching Center (MSC) within the State of Illinois.

In the case of unplanned network outages within the State of Illinois due to equipment or network failures, Vendor will notify the State within two (2) hours of the outage with details known at that time regarding the cause/nature of the outage, affected areas of the outage, downtime and estimated restore times. CMS will be notified of all outages which have the potential to affect State customers. Vendor will provide the State with updates on an hourly basis with details known at that time. Vendor will communicate to the State the measures Vendor is taking to ensure that similar outages will not take place in the future. The State will receive credits for extended outages.

For each period of unplanned network outage within the State of Illinois lasting at least eight (8) hours and up to twenty four (24) hours ("Eligible Period"), Vendor will provide a credit of one-thirtieth (1/30) of the amount of the monthly access fees for each impacted State liable line. For each impacted flat rate subscriber lines that are not charged a monthly access fee, the amount of credit will be \$1 per Eligible Period. Based upon its helpdesk trouble tickets, CMS will provide a list of impacted lines to Vendor for review and approval, in a mutually agreed upon format.

In the case of outages within the State of Illinois caused by unforeseen acts of weather, vandalism, acts of terror, accidents, etc. Vendor will notify the State of these outages within 2 hours of the outage with details known at that time regarding the cause/nature of the outage, affected areas of the outage, downtime, estimated restore times and what measures Vendor is taking to correct the outage. Vendor will provide the State with updates on an hourly basis with details known at that time. Vendor will also communicate to the State the measures the Vendor is taking to ensure that similar outages will not take place in the future.

Vendor's network outage notification and credit obligations apply exclusively to CMS and State liable lines only.

Standard Features

Below is a description of the standard features included in the Vendor Pricing Program. Please refer to Exhibit 1 for further details.

Call Forwarding (not available in all areas), Call Waiting, No Answer/Busy Transfer, Three-Way Calling, Voice Mail including Basic, Premium, Text Messaging, Automatic Roaming, Caller ID, Caller ID Blocking, Text Blocking, Message Waiting Indicator.

Order Provisioning Requirements

The State of Illinois will have two options to submit requests for equipment and service. Orders can be sent to the dedicated Verizon Wireless Order Desk or orders can be submitted via the Verizon Enterprise Center (VEC) on-line order management tool.

Vendor will provide a dedicated team familiar with the State of Illinois' requirements for processing orders.

Vendor will ship orders the same day if entered into the Vendor's ordering system prior to 4:00 p.m. and the next day if entered into the Vendor's ordering system after 4:00 p.m.

Vendor will ship all devices via express carrier to ensure the State of Illinois receives the order within 72 hours (excluding weekend and holidays) from the time of the order. Vendor will provide information on orders within 72 hours of receipt of order. An e-mail confirmation (email address to be provided by the State) will be sent to the State with the device serial number (ESN, MEID, IMEI, SIM/Serial, etc.) matched to the appropriate mobile telephone number, billing account number, vendor and CMS order numbers, applicable rate plan and features for each mobile telephone number, accessories for each mobile telephone number, and shipping tracking number.

The State will receive credits for equipment delivery that exceeds 72 hours (excluding weekends and holidays). In the cases where the equipment is temporarily out of stock due to manufacturer causes, Vendor will inform the State of the estimated date the equipment will be delivered. In this case, the penalty would be waived.

Vendor will also supply to the State written documentation from the manufacturer that the equipment is out of stock.

Credits for equipment delivery that exceeds 72 hours (excluding weekends and holidays) will equal 50% of the equipment purchase price up to a maximum of \$50.00, as stated in Exhibit 2.

Vendor's equipment delivery timeframes and credit obligations apply exclusively to CMS and State liable lines only.

Vendor will accept returns or make exchanges on all cellular merchandise purchased from Vendor provided the equipment is returned in its original condition within 30 days of receipt of the equipment without any penalty. If service is also terminated within 30 days, the State remains responsible for the cost of any airtime and features used prior to the termination date.

New Equipment: Subscribers may return wireless equipment purchased from Vendor for any reason (whether defective or not) within 30 days of the receipt of the equipment. All equipment and product materials originally packaged in the manufacturer's box must be included in the return in its original box for returns of new equipment under the 30 Day Return Policy. New equipment purchased from Vendor includes a one-year warranty. As part of the wireless handset equipment package, the State will receive the manufacturer's consumer warranty, one (1) year in length. The manufacturer will cover the costs for defect or failure if the equipment is within the warranty period. Equipment is covered with a one-year warranty for defects in material and workmanship under normal use and conditions. Problems caused by water damage, physical abuse, defects or damage that result from improper operation or misuse, exposure to extreme weather elements, product tampering, accident or neglect (such as dropping the product onto hard surfaces) are examples of what is not covered under warranty. In the event that the subscriber's equipment is no longer covered under the manufacturer's warranty, additional charges for repair may apply, and it may be more cost efficient for the subscriber to purchase new equipment. State government subscribers will be eligible to upgrade 10 months from the last equipment purchase.

Vendor 30 Day Return Policy: The 30 Day Return Policy begins on the date the equipment is received. Equipment returned under the 30 Day Return Policy must be returned to the warehouse within 30 calendar days from the date the equipment was received. If the equipment is not returned within this timeframe, Vendor will be unable to credit the State's account for the cost of the equipment. If equipment billing issues arise, Vendor will refer to the Federal Express tracking number and the documentation in Vendor's billing system at the line level detailing the return. If the equipment is found to have water damage or physical misuse or abuse, the subscriber will be charged the full cost of the equipment.

30 Day Return Policy Procedures:

Step 1: The State may return equipment within 30 days of the date the equipment is received. An e-mail should be sent to the designated Vendor Order Desk advising that the return will be made and specifying what equipment should be sent in its place.

Step 2: The State should use the return-shipping label, provided by the Vendor, that came with the original equipment. Subscribers name (e.g. State – CMS, etc.) and the mobile telephone number associated with the returned item must be written on the shipping label in the "FROM" field.

Step 3: All materials originally packaged in the box (phone, charger, holster, manual, packing materials, etc.) must be included in the return in its original box. Enclose a copy of the packing list received with the original item.

Step 4: The State must send an e-mail to the designated Vendor e-mail address with the following information:

- The Federal Express tracking number.
- Itemize specifically/exactly what is being returned, including any accessories that were part of the original order and being returned.
- List the associated mobile telephone number.

Step 5: If the line needs to be disconnected as part of this process, send the request via e-mail to the Verizon Wireless Order Desk team e-mail address specifying that you are disconnecting under the 30 Day Return Policy.

Step 6: An e-mail will be sent to the State from the Verizon Wireless Order Desk confirming the processing of the equipment request or the disconnect. This e-mail will include the device serial number (ESN, MEID, IMEI, SIM/Serial, etc.) matched to the appropriate mobile telephone number, billing account number, vendor and CMS order numbers, applicable rate plan and features for each mobile telephone number, accessories for each mobile telephone number, and shipping tracking number.

Warranty Replacement: The device warranty begins on the date the equipment is received. Equipment must be shipped back to the Vendor warehouse via Vendor provided Federal Express label.

Vendor will ship all devices via express carrier to ensure the State of Illinois receives the warranty replacement equipment within 72 hours (excluding weekends and holidays) from the time of the request. The State will receive credits for equipment delivery that exceeds 72 hours. Vendor will provide e-mail confirmation to the CMS person that placed the warranty replacement order within 24 hours of receipt of the order. Vendor will also supply e-mail confirmation of the shipment of the equipment. This e-mail will contain the device serial number (ESN,MEID, IMEI, SIM/Serial, etc.) matched to the appropriate mobile telephone number, shipment date, means of shipment, shipment address and any corresponding shipment tracking numbers. This e-mail will be sent to the CMS employee that placed the order within 24 hours of shipment.

Credits for warranty replacement equipment delivery that exceeds 72 hours (excluding weekends and holidays) will equal 50% of the amount invoiced for such warranty replacement equipment up to a maximum of \$50.00.

Warranty Replacement Procedure:

Step 1: The State of Illinois will contact the designated Government Customer Operations (GCO) team with accessibility to the device. The GCO will troubleshoot and remark the account if the device is deemed faulty.

Step 2: The State of Illinois will email the Verizon Order Desk requesting replacement equipment. The email will include the mobile telephone number, device serial number (ESN,MEID,IMEI, SIM/Serial etc.), shipping address including contact name and phone number, and details regarding the faulty equipment.

Step 3: An e-mail will be sent to the State from the Verizon Wireless Order Desk confirming the processing of the warranty replacement equipment request. This e-mail will include the device serial number (ESN, MEID, IMEI,

SIM/Serial, etc.) matched to the appropriate mobile telephone number, billing account number, and shipping tracking number.

Step 4: Faulty equipment should be returned to the Verizon Warehouse via the Vendor provided Federal Express shipping label. Equipment must be returned within 10 days.

Vendor currently receives all equipment returns at a single address.

The address is: Verizon Wireless C/O, New Breed Corporation, 4801 Mercantile Drive, FT Worth, TX 76000

Business Continuity/Disaster Recovery Plan

Vendor commits to housing, at a minimum, 100 phones and 50 modems staged in 2 locations within Illinois for use during emergencies for the State. This equipment will be active and available within the desired four (4) hour turnaround time. The State's Verizon Wireless Account Management Team will make these phones available as an emergency situation or event arises. Vendor agrees to refresh this equipment minimally once a year to ensure current technology.

Verizon's Crisis Response Team (V-CRT)

When a natural disaster or crisis occurs, V-CRT will respond to government and nonprofit organizations and emergency management agencies needing assistance. V-CRT will provide Cellular tower on Wheels (COW), Cell Tower on a Light Truck (COLT), and Wireless Emergency Communications (WEC) trailers. In an emergency situation, deployment time will not exceed 24 hours in most cases.

Training

Vendor's account team will create training programs for the State provisioning and repair teams with their assistance and guidance on topics and format. Vendor will conduct these trainings at mutually agreed upon locations and frequency at a minimum of two training sessions per year. This training program would include; on-site training at locations across the state, and webinars (as needed) to ensure all end users are comfortable with the devices and services from Vendor. Additional training is available online by device/application at: www.verizonwireless.com.

On mutually agreed upon days and times, a Vendor account team member will be assigned to a mutually agreed location for additional support and training of your government subscribers. If equipment is delivered by a Vendor representative, the account team member will review the basic features of the phone, as well as any service features the State may be receiving. If equipment is shipped to the State, the subscriber may contact his or her account team member in order to receive additional information on any features or services.

Vendor' account team, comprised of the sales and data team members, will create training programs to update the State on new and emerging products, services and technologies. Vendor will provide a minimum of two (2) training sessions per year for up to 75 people at a location determined by the State upon reasonable notice, and the State will provide the meeting facilities. These training sessions will most likely take place in Springfield however the State reserves the right to select an alternate city within Illinois.

In addition, Vendor will participate at the annual Public Safety (IWIN), IEMA, ILEAS and SUTA Conferences and will, if requested by the State, present on the topics of new and emerging products, services and technologies.

Supplemental Provisions: General Provisions for Wireless Service:

Definitions – General Provisions for Wireless Service:

Equipment: Equipment: Mobile, transportable, or portable cellular telephones or similar devices and ancillary accessories used by subscribers in conjunction with wireless service.

Wireless Service: Each and every radio service that is defined by the Federal Communications Commission (“FCC”) as commercial mobile radio service (“CMRS”) and is subject to FCC rules and related to communication through radio transmissions.

Equipment Modifications: Absent specific prior written approval from Vendor, if the State, either on its own or through a third party, adds, changes, integrates or uses hardware or software to or with the Equipment (“Modifications”), then Vendor shall not be responsible for defects, malfunctions, repair, replacement or claims resulting from and that would not have occurred without such Modifications. The State may be responsible for any increased usage and charges resulting from such Modifications.

Enhancement of Wireless Service: Due to regulatory provisions regarding Vendor’s network licenses, the State shall obtain Vendor’s prior approval and written agreement before it may install, deploy or use any regeneration equipment or similar mechanism (for example, a repeater) to originate, amplify, enhance, retransmit or regenerate Wireless Service. Vendor may terminate lines of service (“Lines”) and, upon Notice as set forth in the Contract, may terminate this Contract.

Use of Wireless Service and Equipment: In order to protect the Vendor’s network, operations and other customers, Vendor may suspend or terminate service to affected Lines if the State’s government-liable basis subscriber (“Government Subscriber”) uses the Wireless Service or Equipment: (a) in an illegal or unauthorized manner (including “spamming” or other abusive messaging); (b) in a manner prohibited by the applicable calling plan; or (c) in a manner that has an adverse impact on Vendor’s network, operations or customers. If State continues using the Wireless Service in such a manner, Vendor may deny activation to new Lines upon Notice as set forth above in the Contract.

Wireless Service Availability: Wireless Service uses radio technologies and is subject to transmission and service area limitations, interruptions and dropped calls, caused by atmospheric, topographical or environmental conditions, cell site availability, equipment or its installation, governmental regulations, system limitations, maintenance or other conditions or activities affecting Wireless Service operation. Wireless Service and/or features may not be available in all areas. Wireless Service is only available within each applicable calling plan rate and coverage area, within the operating range of the wireless systems, and with equipment available to Vendor’s customers.

1.1. MILESTONES AND DELIVERABLES: N/A

1.2. VENDOR / STAFF SPECIFICATIONS: Vendor will provide the State with a primary and secondary point of contact/account manager. The primary and/or secondary points of contact or their delegates will make reasonable efforts to be accessible 24x7x365 via telephone, text message, email, etc. to assist the State with escalating issues during an emergency situation.

1.3. TRANSPORTATION AND DELIVERY: N/A

1.4. SUBCONTRACTING

Subcontractors are allowed.

For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. If subcontractors will be utilized, Vendor must identify below the names and addresses of all subcontractors it will be entering into a contractual agreement that has an annual value of \$50,000 or more in the performance of this Contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money to the extent the information is known that each subcontractor is expected to receive pursuant to the Contract. Attach additional sheets as necessary.

1.4.1. Will subcontractors be utilized? Yes No

- Subcontractor Name: Networkfleet, Inc.

Amount to be paid: TBD

Address: 9868 Scranton Road, San Diego, CA 92121

Description of work: Fleet Management Services

- Subcontractor Name: N/A

Amount to be paid: N/A

Address: N/A

Description of work: N/A

1.4.2. All contracts with the subcontractors identified above must include the Standard Certifications completed and signed by the subcontractor.

1.4.3. If the annual value of any the subcontracts is more than \$50,000, then the Vendor must provide to the State the Financial Disclosures and Conflicts of Interest for that subcontractor.

1.4.4. If the subcontractor is registered in the Illinois Procurement Gateway (IPG) and the Vendor is using the subcontractor's Standard Certifications or Financial Disclosures and Conflicts of Interest from the IPG, then the Vendor must also provide a completed Forms B for the subcontractor.

1.4.5. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor will be required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract. Any subcontracts entered into prior to award of the Contract are done at the Vendor's and subcontractor's risk.

1.5. WHERE SERVICES ARE TO BE PERFORMED: Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor. The State acknowledges that the Vendor is not an equipment manufacturer, and wireless devices and accessories manufactured outside the United States may be supplied to the State under this Contract.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: Training and Help Desk to be performed within the United States

Value of services performed at this location: No cost to the State

2. PRICING

- 2.1 TYPE OF PRICING:** The Illinois Office of the Comptroller requires the State to indicate whether the contract value is firm or estimated at the time it is submitted for obligation. The total value of this contract is estimated.
- 2.2 EXPENSES ALLOWED:** Expenses are not allowed.
- 2.3 DISCOUNT:** The State may receive a 0 % discount for payment within N/A days of receipt of correct invoice.
- 2.4 VENDOR'S PRICING:** Attach additional pages if necessary.
- 2.4.1 Vendor's Price for the Initial Term: See Exhibit 1 – Verizon Wireless Pricing Catalog
- 2.4.2 Renewal Compensation: If the contract is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.
- 2.4.2.1 Agency/University Formula for Determining Renewal Compensation: Pricing shall remain the same as the Initial Term.
- 2.4.2.2 Vendor's Price for Renewal(s): See Exhibit 1 – Verizon Wireless Pricing Catalog
- 2.5 MAXIMUM AMOUNT:** The total payments under this contract shall not exceed \$N/A without a formal amendment.

3. TERM AND TERMINATION

3.1 TERM OF THIS CONTRACT: This contract has an initial term of 36 months. If a start date is not identified, the term shall commence upon the last dated signature of the Parties.

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed 10 years.

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

3.2 RENEWAL:

3.2.1. Any renewal is subject to the same terms and conditions as the original contract unless otherwise provided in the pricing section. The State may renew this contract for any or all of the option periods specified, may exercise any of the renewal options early, and may exercise more than one option at a time based on continuing need and favorable market conditions, when in the best interest of the State. The contract may neither renew automatically nor renew solely at the Vendor's option.

3.2.2. Pricing for the renewal term(s), or the formula for determining price, is shown in the pricing section of this contract.

3.2.3. The State reserves the right to renew for a total of 72 months in any one of the following manners:

3.2.3.1 One renewal covering the entire renewal allowance;

3.2.3.2 Individual two (2) 3-year renewals up to and including the entire renewal allowance; or

3.2.3.3 Any combination of full or partial year renewals, but no less than one (1) year, up to and including the entire renewal allowance.

3.3 TERMINATION FOR CAUSE: The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within 45 days. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

- 3.4 TERMINATION FOR CONVENIENCE:** The State may, for its convenience and with 30 days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with this contract up to and including the date of termination.

- 3.5 AVAILABILITY OF APPROPRIATION:** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor or the Agency placing the order reserves funds, or (3) the Agency determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations or available funds for payment. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease. Nothing in this section limits vendor's remedies under the Illinois Court of Claims Act.

- 3.6 OTHER TERMINATION/SUSPENSION:** State may also suspend or terminate, in whole or in part, this contract without advance notice pursuant to this provision.

4. STANDARD BUSINESS TERMS AND CONDITIONS

4.1 PAYMENT TERMS AND CONDITIONS:

- 4.1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained on Vendor's invoices shall have no force and effect.
- 4.1.2 Minority Contractor Initiative: Any Vendor awarded a contract under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) of \$1,000 or more is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.
- 4.1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 4.1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Department of Labor and are available on the Department's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements at 217-782-6206 or (<http://www.state.il.us/agency/idol/index.htm>).
- 4.1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided in the award notice.
- 4.1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract. Invoices for supplies purchased, services performed and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.
- 4.1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency/University state tax exemption number and federal tax exemption information.

- 4.1.6.2 Vendor agrees that the State owns its invoicing information and can use and distribute the information, at its own discretion, to any 3rd parties whom the State may engage to help manage the telecom services. Invoicing information includes information on plans, features, costs and volumes.
- 4.1.6.3 Verizon Wireless will provide billing data in a mutually agreed upon standard electronic media for State of Illinois accounts, at no additional cost to the State, in sufficient detail to allow verification of charges to the line and account level, including but not limited to, monthly charges, equipment and taxes, for rebilling to the State's end users, in addition to a summary invoice in paper form. Summary usage reports will be provided for the JPP. If Vendor fails to include such paper summary invoice or if the charges on the paper summary invoice do not match the corresponding electronic invoice by type of service and total dollar amount, the State shall have the right to pay the lesser amount. Vendor will provide full documentation upon the State's reasonable request for its invoice formats including record layouts, data dictionaries, and any other informant the State requires to process Vendor's electronic media for rebilling. This documentation will be provided at no additional cost to the State prior to the Vendor issuing any invoices. Vendor may not make any changes to the format of the bill format, either electronic or paper, without prior consent of the State and shall provide the State at least 120 days notice of any proposed changes to such formats. The State may postpone or deduct the amount of payment if it is unable to process the Vendor data for rebilling due to a breach of this section. The State may request Verizon Wireless to provide a duplicate invoice and Verizon will comply with those requests at no additional charge.
- 4.1.6.4 Vendor shall provide a credit for improper invoices in the amount of the error back to the date of the incorrect invoice or 12 months, whichever is less.
- 4.1.6.5 Service charges will be invoiced to the State in advance, and usage charges will be invoiced in arrears. On occasion, the State may be billed for services in a month other than the month in which the State used the service provided that Vendor shall waive any unbilled monthly charges 60 days after the end of the month to which they apply and any unbilled usage charges 120 days after the date on which they are incurred. Vendor may bill the State on behalf of third party providers of Online Applications that are accessed by the State through the Equipment. Online Applications are defined herein as Wireless Data Services and consist of applications such as e-mail, data, information and other wireless Internet services ("Online Applications"). Send all State of Illinois invoices to:

Agency/University:	Department of Innovation and Technology
Attn:	Invoice Processing
Address:	120 W. Jefferson Street
City, State Zip	Springfield, IL 62702

- 4.2 ASSIGNMENT:** This contract may not be assigned, transferred in whole or in part by Vendor without the prior written consent of the State. Upon written notice to the Vendor, CMS may transfer or assign to the Department of Innovation and Technology (DoIT) this contract, in whole or in part.
- 4.3 SUBCONTRACTING:** For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within 15 days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Subcontractor Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract. For the avoidance of doubt, Vendor may use roaming services from other carriers in areas where Vendor does not currently provide service.
- 4.4 AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State pursuant the contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay contract costs, the Vendor and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency/University, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's books and records. 30 ILCS 500/20-65.
- 4.5 TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by the State. Except as specifically waived in writing, failure by either Party to exercise or enforce a right shall not affect any subsequent ability to exercise or enforce a right.
- 4.6 NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.7 FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition.

The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration.

4.8 CONFIDENTIAL INFORMATION: Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the contract, in whatever form it is maintained, promptly at the end of the contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

4.9 USE AND OWNERSHIP: All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this contract.

4.10 INDEMNIFICATION AND LIABILITY: The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual or alleged claim that the services or goods provided under the contract infringing, misappropriating, or otherwise violating any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. Neither Party shall be liable for incidental, special, consequential or punitive damages.

- 4.11 INSURANCE:** Vendor shall, at all times during the term and any renewals maintain and provide a Certificate of Insurance naming the State as additionally insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.
- 4.12 INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venture with the State. All payments by the State shall be made on that basis.
- 4.13 SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
- 4.14 COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
- 4.15 BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractors officers, employees or agents. Vendor or subcontractor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background check.
- 4.16 APPLICABLE LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any contract dispute. The State of Illinois does not waive sovereign immunity by entering into this contract. The official text of cited statutes is incorporated by reference. An unofficial version can be viewed at (www.ilga.gov/legislation/ilcs/ilcs.asp).
- 4.17 ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State rights, title and interest in and to the claim or cause of action.
- 4.18 CONTRACTUAL AUTHORITY:** The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the contract. When the Chief Procurement Officer or

authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee, or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order with the Vendor shall have any liability to Vendor for that order.

- 4.19 NOTICES:** Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.
- 4.20 MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
- 4.21 PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue the contract, suspend Vendor from doing future business with the State for a specified period of time, or to determine whether Vendor can be considered responsible on-specific future contract opportunities.
- 4.22 FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) (50 ILCS 140) notwithstanding any provision to the contrary that may be found in this contract.
- 4.23 SCHEDULE OF WORK:** Any work performed on State premises shall be done during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.
- 4.24 WARRANTIES FOR SUPPLIES AND SERVICES:**
- 4.24.1. DISCLAIMER OF WARRANTIES:** VENDOR IS NOT THE MANUFACTURER OF THE EQUIPMENT AND MAKES NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, DIRECTLY OR INDIRECTLY, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DURABILITY, FITNESS FOR USE, MERCHANTABILITY, CONDITION, QUALITY, PERFORMANCE OR NON-INFRINGEMENT OF THE EQUIPMENT. WITH RESPECT TO VENDOR, THE STATE PURCHASES THE EQUIPMENT "AS IS." EQUIPMENT SHALL BE SUBJECT TO ANY WARRANTIES PROVIDED TO THE STATE BY THE EQUIPMENT MANUFACTURER. MODIFICATIONS MAY VOID OR OTHERWISE LIMIT ANY WARRANTY APPLICABLE TO THE EQUIPMENT.

4.24.2. Vendor shall insure that all manufacturers' warranties are transferred to the State and shall provide a copy of the warranty. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.

4.24.3. Vendor warrants that all services will be performed to meet the requirements of the contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and will reassign promptly any individual who is not performing in accordance with the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

4.25 REPORTING, STATUS AND MONITORING SPECIFICATIONS:

4.25.1 Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform the contract

4.25.2 The Verizon Wireless Government Account Manager will facilitate regularly scheduled evaluations between the Government Accounts team and the State's Authorized Contact to determine where Verizon Wireless is exceeding, meeting or failing below the State's expectations. The following areas are surveyed on a quarterly basis:

- Order processing
- Timely conversation of existing mobile telephone numbers
- Accuracy of reports
- Resolution of billing issues
- Equipment

Upon further request, Verizon Wireless will work with the State to develop appropriate performance reports at mutually agreed intervals.

4.25.3 The following information will be supplied to the State on a monthly basis:

Report #1 – Summary Report (includes the following)

Number of State lines

Number of local governmental lines

Number of university/college lines

Number of IWIN lines

Number of minutes utilized by State lines

Number of minutes utilized by local governmental lines

Number of minutes utilized by university lines

Dollar amounts of appropriate lines

Report # 2 - Detailed usage and cost report for each State line including at a minimum the following items (CMS-paid lines require line-level detail. Account-level detail is required for all other entities purchasing from this contract). The detail appearing on the electronic media, paper invoices and the State usage and cost report shall be the same. Should there be a discrepancy; the State will pay whichever is less.

- Account Number
- Mobile Number
- Activation Date
- State 3 digit cost center
- IP Address
- SIM Number
- ESN Number
- Upgrade Date
- Equipment Model and Type
- Rate Plan code, description, and cost
- Feature code or description and cost
- Breakdown of all types of minutes allowed, used and any cost associated
- Data usage and cost
- Downloads, Text, Pix Flix number and any cost
- Roaming breakdown on type, minute used or data used and any cost associated
- 411 Calls and cost
- Taxes/Surcharges
- Total per line

Report #3 - Zero Usage Report

Zero Usage Lines

Report #4 - Unbilled Data Usage Report

Unbilled data usage list

The above reports will be supplied to the State at no additional cost. All service that is provided under this Contract must be included in this monthly report. Vendor will provide these reports with aggregated information only for non CMS-paid lines due to Federal regulations governing the release of Customer Proprietary Network Information (CPNI). This report must be made available to the State within 10 business days of the end of the billing cycle.

This report is not for billing purposes, it is useful information for day-to-day operations and verification. It should be provided in Microsoft Excel, or CSV format. Vendor will provide the State with monthly reports highlighting current spend and recommending opportunities to reduce overall spend.

- 4.26 EMPLOYMENT TAX CREDIT:** Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.
- 4.27. SUPPLEMENTAL TERMS:** Notwithstanding any provision to the contrary in the Vendor's supplemental terms and conditions, or in any licensing agreement attached hereto:
- 4.27.1 The procuring Agency and the State do not waive sovereign immunity;
 - 4.27.2 The procuring Agency and the State do not consent to be governed by the laws of any state other than Illinois;
 - 4.27.3 The procuring Agency and the State do not consent to be represented in any legal proceeding by any person or entity other than the Illinois Attorney General or his or her designee;
 - 4.27.4 The procuring Agency and the State shall not be bound by the terms and conditions contained in any click-wrap agreement, click-wrap license, click-through agreement, click-through license, end user license agreement or any other agreement or license contained or referenced in the software or any quote provided by Vendor, except as attached to this Contract.
 - 4.27.5 The procuring Agency and the State shall not indemnify Vendor or its subcontractors (including any equipment manufacturers or software companies);
 - 4.27.6 Vendor shall indemnify the procuring Agency and State pursuant to the terms and conditions of Section 4.10 of the Contract; and
 - 4.27.7 Vendor's liability shall be governed by the terms and conditions contained in Section 4.10 of the Contract.

5. SUPPLEMENTAL PROVISIONS

5.1. STATE SUPPLEMENTAL PROVISIONS

- Agency/University Definitions
10T
- Required Federal Clauses, Certifications and Assurances
10T
- Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.
10T
- Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, and security services, if valued at more than \$200 per month or \$2,000 per year or printing) 30 ILCS 500/25-60.
10T
- Agency/University Specific Terms and Conditions
10T
- Other (describe)
Letter of Intent

5.2. VENDOR SUPPLEMENTAL PROVISIONS

- Exhibit 1 – Verizon Wireless Pricing Catalog
- Exhibit 2 – Equipment Matrices
- Exhibit 3 – Accessory Matrix
- Exhibit 4 – State of Illinois Voice Map
- Exhibit 5 – State of Illinois Data Map
- Exhibit 6 – Percentage of Coverage by County
- Exhibit 7 – MobileIron, Inc. End User License Agreement (EULA)
- Exhibit 8 – DigitalGlobe End User License Agreement

6. STANDARD CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

6.1 As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

6.2 Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

6.3 Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

6.4 Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

6.5 Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.

- 6.6 To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.
- 6.7 Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
- 6.8 If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10.
- 6.9 If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.
- 6.10 Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), amended by Pub. Act No. 97-0895 (August 3, 2012).
- 6.11 Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the contract void if this certification is false or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
- 6.12 Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.
- 6.13 Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
- 6.14 Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.

- 6.15 Vendor certifies it is not in violation of the "Revolving Door" provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
- 6.16 Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
- 6.17 Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500\50-38.
- 6.18 Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 6.19 Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565. The parties agree this Contract is not for the construction, reconstruction, alteration, repair, improvement or maintenance of public works.
- 6.20 Drug Free Workplace
 - 6.20.1 If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
 - 6.20.2 If Vendor is an individual and this contract is worth more than \$5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 6.21 Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
- 6.22 Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 6.23 Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 6.24 Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club." 775 ILCS 25/2.
- 6.25 Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 6.26 Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.

- 6.27 Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45. The parties agree that Vendor is not an owner of residential buildings.
- 6.28 Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
- 6.29 Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa) 30 ILCS 587.
- 6.30 Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

- 6.31 Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.
- 6.32 A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to transact business or conduct affairs in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following two certifications by checking the appropriate box.

- A. Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.
- B. Vendor certifies that it is a legal entity, and was authorized to transact business or conduct affairs in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.

6.33 Vendor certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or
- is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).

**LETTER OF INTENT
BUSINESS ENTERPRISE PROGRAM OR VETERAN SMALL BUSINESS**

Instructions: The Prime Vendor is required to submit a separate, signed Letter of Intent (LOI) from each BEP/VSF certified vendor. LOIs must be submitted with the bid/offer and must be signed by both parties. The Prime Vendor shall not prohibit or otherwise limit the BEP/VSF certified vendor(s) from providing subcontractor quotes to other potential bidders/vendors. Each LOI must include the negotiated contract percentage, a detailed scope of work to be performed by each identified BEP/VSF certified vendor and the amount of the subcontract, if known. All LOI's shall be subject to Agency approval. Any changes involving or affecting the identified BEP/VSF certified vendor may not be permitted without written approval of the procuring Agency.

Project Name: Wireless/Cellular Services and Equipment Project/Solicitation Number: Ref # 22037605

Name of Prime Vendor: Cellco Partnership d/b/a Verizon Wireless BEP/VSF Compliance Contact: Monya Emery

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: 703-886-5133 Fax: _____ Email: monya.emery@verizon.com

Name of Certified BEP or VSB Vendor: Fidelity Print Communications

Address: 2829 S. 18TH Avenue BEP/VSF Compliance Contact: Cathryn D. Williams

City: Broadview State: IL Zip Code: 60155-4725

Telephone: (708) 343-6833 Fax: (708) 343-5061 Email: bernard.williams@fidelityprint.com

Type of agreement: Services Supplies Both Services/Supplies

Anticipated start date of the Certified BEP/VSF Vendor: _____

Proposed 5 % of Contract to be performed by the BEP/VSF Vendor.

Proposed Subcontract Amount, if known \$ _____

NOTE: The Prime Vendor must indicate the percentage of the estimated contract award that will be subcontracted to the certified BEP/VSF Vendor.

Detailed description of work to be performed or goods/equipment to be provided by the BEP/VSF Vendor:

Commercial Printing, Direct Mail, Kitting/Fulfillment services.

The Vendor and the certified vendor above hereby agree that upon the execution of a contract for the above-named project between the Vendor and the State of Illinois, the Certified BEP VSB Vendor will perform the scope of work for the amount/percentage as indicated above.

Cellco Partnership d/b/a Verizon Wireless

Vendor (Company Name and D/B/A):

Signature

Print Name: Todd Loccisano

Title: Executive Director - Enterprise & Government Contracts

Date: 1/13/2016

Certified BEP/VSF Vendor (Company Name and D/B/A):

Bernard Williams

Signature

Print Name: Bernard Williams

Title: Vice-President

Date: 01/11/2016

State of Illinois Pricing Catalog

Monthly Access Fee Discount on Commercially Eligible Calling Plans and Commercially Eligible Data Features

21%

Note: Subject to any limitations as indicated elsewhere in this Pricing Catalog and any Exhibits. Government Subscribers qualify for monthly access fee discounts on eligible voice and data plans with monthly access fees of \$34.99 and higher available for Government Subscribers. Qualifying data features of \$24.99 or higher will also receive a discount of 21% off the Monthly Access Fee on data features available for Government Subscribers. Verizon Wireless has applied various discounts on State of Illinois Custom Plans and Features for Government Subscribers, please see tables below.

The pricing offered to the State of Illinois under the scope of the final contract between the State of Illinois and Verizon Wireless will be subject to the assumptions as stated in this State of Illinois Pricing Catalog. Pricing and availability, as specifically detailed within the attached Pricing Catalog, is subject to change, upon mutual agreement in writing and if within the scope of the underlying procurement, between the State of Illinois and Contract Vendor. Verizon Wireless is not proposing pricing based on minimum usage, but is offering rates that are contingent upon Verizon Wireless remaining the primary vendor.

Accessory Discount

25% (discount applies to eligible accessories)

Note: Excluded categories currently include: Waterproof Cases (Lifeproof & Atlas Cases, etc.), Smart Accessories, Apple-branded Products, Portable Power (Mophie products, Motorola Power Packs, etc), Memory Cards, Stereo Headphones (Bluetooth and Wired, Headphones and Buds), Cables, Home Solutions, Mounts and Docks, Keyboards (Bluetooth and Folios). This exclusions list is subject to change.

The following accessories when purchased by the Department of Central Management Services will be eligible to receive a 25% discount. This discount applies exclusively to the Department of Central Management Services: Bluetooth In-Car Speakerphone (JBT2FREEWAY), USB modem adapter cables (PCCAB-290, PCCAB-295, PCCAB-551, PCCAB-770, PCCAB-190VW), Magnetic Mount/Window Mount antennas for 4G LTE (MAGLTEANT, WINDLTEANT, WINDMINIANT). Current models are listed above. Should these models no longer be available, Verizon Wireless may make replacement models available. Make and model of replacement accessories at Verizon Wireless' sole discretion.

Accessory pricing is subject to change and availability and quantities may be limited. Resale of accessories is expressly prohibited outside of the State of Illinois agencies. Please note that equipment availability and subject to change without notice.

Equipment Offers

Handset Offer: During the first 90 days from the Effective Date of any resulting Agreement ("Effective Date"), Customer's Government Subscribers activating new service and selecting a 12 month Line Term, qualify to receive the LG Revere 3 at no charge, subject to availability. This offer cannot be combined with any other credits, Equipment offers, programs or promotions.

Handset Offer: During the initial term of the resulting Agreement, Customer's Government Subscribers activating new service and selecting a 12 month Line Term, qualify to purchase a basic device for \$0.01 per device, subject to availability, make and model at Verizon Wireless' sole discretion. This offer cannot be combined with any other credits, Equipment offers, programs or promotions.

Transition Credit Offer

<p>Availability:</p>	<p>Offer Requirements: All offers detailed below are contingent on Customer transitioning the lines of service to price plans listed in this contract within 90 days of the Effective Date of any resulting Agreement ("Promo Period"). Each eligible line taking advantage of these offers must remain active and billing for a minimum of 90 days after the end of the Promo Period in accordance with the Purchase Requirements below to be eligible for this offer.</p> <p>Eligible Subscriber Lines: Customer's existing Government Subscribers qualify to receive these offers. Customer's Government Subscriber's activating new lines of service or porting in lines from another carrier are not eligible to receive this Transition Credit Offer.</p> <p>This offer will become effective on the Effective Date of any resulting Agreement ("Effective Date")</p>
<p>\$150.00 Transition Credit: Smartphone Devices</p>	<p>Transition Credit Requirements: Smartphone This offer is contingent upon Customer's Eligible Subscriber Lines; a.) migrating an existing Smartphone line of service to the pricing contained herein during the Promo Period and b.) activating the Smartphone device on a Voice and Data Plan with a monthly access fee of \$46.99 or higher on an account maintaining and c) actively billing a minimum of four hundred (400) Government Subscriber lines. Smartphone device must remain active and billing on this plan for a minimum of 90 days after the end of the Promo Period ("Smartphone Credit Eligible Line"). This offer is not combinable with other incentives, credits, promotions or equipment offers.</p> <ul style="list-style-type: none"> • \$150.00 Transition Credit: Smartphone Devices for each Smartphone Credit Eligible Line will be issued. This offer is limited to one (1) Transition Credit per Smartphone Credit Eligible Line. The Transition Credit will be issued to Customer in the form of a single account level credit to the Customer's account within (120) days of the end of the Promo Period provided all Offer Requirements have been met. No partial payments will be made. <p><i>Please Note: Any Eligible Subscriber Line that is activated during or after the end of the Promo Period will not be eligible to receive the \$150.00 Transition Credit. No exceptions will be made.</i></p>
<p>\$50.00 Transition Credit: Tablet, Mobile Broadband ("MBB"), or Basic Device</p>	<p>Transition Credit Requirements: Tablet, Mobile Broadband ("MBB"), or Basic Device.</p> <p>This offer is contingent upon Customer's Eligible Subscriber Lines a.) migrating an existing Mobile Broadband, Tablet or Basic line of service to the pricing contained herein during the Promo Period, and b.) activating the device on a Voice and/or Data Plan with a monthly access fee of \$34.99 or higher on an account maintaining and actively billing a minimum of four hundred (400) Government Subscriber lines. Mobile Broadband, Tablet or Basic device must remain active and billing on this plan for a minimum of 90 days after the end of the Promo Period ("Tablet/MBB/Basic Credit Eligible Line"). This offer is not combinable with other incentives, credits, promotions or equipment offers.</p> <ul style="list-style-type: none"> • \$50.00 Transition Credit: Tablet/MBB/Basic Devices for each Tablet/MBB/Basic Credit Eligible Line will be issued. This offer is limited to one (1) Transition Credit per Tablet/MBB/Basic Credit Eligible Line. The Transition Credit will be issued to Customer in the form of a single account level credit to the Customer's account within (120) days of the end of the Promo Period provided all Offer Requirements have been met. No partial payments will be made. <p><i>Please Note: Any Eligible Subscriber Line that is activated during or after the end of the Promo Period will not be eligible to receive the \$50.00 Transition Credit. No exceptions will be made.</i></p>

Voice Calling Plans

Custom State of Illinois Government Subscriber Regional Flat Rate**

The State of Illinois Regional Flat Rate Calling Plan is not eligible for monthly access fee discounts

Monthly Access Fee	\$0.00
Domestic Anytime Minutes	0
Per Minute Rate	\$0.06
Nationwide Roaming Rate (includes Long Distance)	\$0.50
Domestic Long Distance	Included for Domestic Long Distance Calls Made from Home Calling Area
Home Calling Area*	State of Illinois
Data Sent or Received	\$1.99/ MB or per data package

Notes:* This plan includes a home airtime area that encompasses the State of Illinois only. Current coverage details can be found at www.verizonwireless.com. Verizon Wireless reserves the right to disconnect any non-emergency Subscriber line on this Flat Rate plan that has no usage for three (3) consecutive months after 60 days prior notice to Customer. The State of Illinois will notify Verizon Wireless of emergency lines activated on this plan. See attached Verizon Wireless Voice and Data Calling Plan Terms and Conditions for important information about calling plans, features and options.

The only Push to Talk Plus feature that can be added to this rate plan is the \$10.00 Push To Talk Plus feature.

With the exception of lines on the Department of Central Management Services' accounts, Verizon Wireless reserves the right to limit the number of Government Subscribers Lines on this plan should the customers total number of lines on the plans listed below exceed 35% of the total Government Subscriber Lines on a customer's profile.

- Custom State of Illinois Government Subscriber Regional Flat Rate,
- Custom State of Illinois Government Subscriber Nationwide Flat Rate,
- Grandfathered - Custom State of Illinois, University, and Joint Purchasing Program Government Subscriber Regional Flat Rate,
- Grandfathered Custom State of Illinois, University, and Joint Purchasing Program Government Subscriber Nationwide Flat Rate

In the event customer exceeds the 35% limit, Verizon Wireless reserves the right to migrate lines to other price plans, in this catalog after 60 days prior notice to Customer.

Custom State of Illinois Government Subscriber Nationwide Flat Rate**

The State of Illinois Nationwide Flat Rate Calling Plan is not eligible for monthly access fee discounts.

Monthly Access Fee	\$0.00
Domestic Anytime Minutes	0
Per Minute Rate	\$0.10
Domestic Long Distance	Included
Domestic Night & Weekend Minutes	Unlimited
Mobile to Mobile Calling Minutes	Unlimited
Data Sent or Received	\$1.99/ MB or per data package

Notes: This plan includes a home airtime area that is nationwide. Current coverage details can be found at www.verizonwireless.com. Verizon Wireless reserves the right to disconnect any non-emergency Subscriber line on this Flat Rate plan that has no usage for three (3) consecutive months, after 60 days prior notice to Customer. The State of Illinois will notify Verizon Wireless of emergency lines activated on this plan. See attached Verizon Wireless Voice and Data Calling Plan Terms and Conditions for important information about calling plans, features and options.

The only Push to Talk Plus feature that can be added to this rate plan is the \$10.00 Push To Talk Plus feature.

With the exception of lines on the Department of Central Management Services' accounts, Verizon Wireless reserves the right to limit the number of Government Subscribers Lines on this plan should the customers total number of lines on the plans listed below exceed 35% of the total Government Subscriber Lines on a customer's profile.

- Custom State of Illinois Government Subscriber Regional Flat Rate,
- Custom State of Illinois Government Subscriber Nationwide Flat Rate,
- Grandfathered - Custom State of Illinois, University, and Joint Purchasing Program Government Subscriber Regional Flat Rate,
- Grandfathered Custom State of Illinois, University, and Joint Purchasing Program Government Subscriber Nationwide Flat Rate

In the event customer exceeds the 35% limit, Verizon Wireless reserves the right to migrate lines to other price plans, in this catalog after 60 days prior notice to Customer.

Custom State of Illinois Nationwide for Government Calling Plans

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

Nationwide for Government Share	0 Minutes Add-a-Line	100 Minutes	200 Minutes	400 Minutes	600 Minutes	1000 Minutes
Monthly Access Fee (Non-share)	N/A	N/A	N/A	\$28.35	\$41.52	\$53.68
Monthly Access Fee (Share)	\$15.99 ¹	\$23.99	\$28.69	\$30.38	\$43.55	\$55.70
Monthly Anytime Voice Minutes	0	100	200	400	600	1000
Friends & Family for Government	N/A				Friends & Family (Up to 10 numbers)	
Unlimited Domestic Push To Talk Plus	\$10.00	\$5.00				
Domestic Voice Overage Rate	\$0.25 per minute					
Domestic Mobile to Mobile	Unlimited					
Domestic Night & Weekend Minutes	Unlimited					
Domestic Long Distance	Included					
Data Sent or Received	\$1.99/ MB or per data package ²					
Domestic Text, Picture and Video Messages	100 Included Overage per message: Text \$0.02/ Outgoing Text \$0.10 / Pic & Video \$0.25					

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. ¹The \$15.99 zero minute plan can only be up to 50% of an accounts total share lines. ²Smartphones and Data Multimedia Phones require a data package. 4G service requires 4G Equipment and 4G coverage. Voice Share Option: Sharing among voice anytime minutes is available only among Lines active on these plans and the Custom State of Illinois 3G/4G Nationwide Email for Government Calling plans on the same account.

Custom State of Illinois Nationwide Push to Talk Plus Calling Plan

The State of Illinois Push to Talk Plus Calling Plan is not eligible for Monthly Access Fee discounts.

Nationwide Push to Talk Plus (non-share)	Government Subscribers Only
Monthly Access Fee	\$15.00
Monthly Anytime Voice Minutes ¹	0
Push to Talk Plus	Unlimited
Data Sent or Received	\$1.99/ MB or per data package ²

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. Push to Talk Plus terms and conditions apply. ¹Subscribers to the Push to Talk Plus Unlimited Calling Plan cannot place or receive regular cellular wireless calls other than to 611 and 911. (These calls may be placed anywhere in the Nationwide Rate and Coverage Area). If the voice block feature is removed, subscribers will be charged \$0.25 per minute for non-Push to Talk Plus voice calls. ²Smartphones and Multimedia Phones require a data package.

Voice & Data Calling Plans

Custom State of Illinois 3G/4G Flexible Government Plans For Basic & Smartphones

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

	Basic Phones	Smartphones					
Gross Monthly Access Fee	\$35.00	\$50.00	\$60.00	\$70.00	\$80.00	\$90.00	\$100.00
Monthly Access Fee discount applied	\$27.65	\$39.50	\$47.40	\$55.30	\$63.20	\$71.10	\$79.00
Shared Data Allowance	100 MB	1 GB	2 GB	4 GB	6 GB	8 GB	10 GB
Data Overage	\$10.00 per GB						
Mobile Hotspot	N/A	Included					
Monthly Anytime Minutes	Unlimited						
Messaging Allowance	Unlimited Domestic and International Messaging						

Notes: Current coverage details and additional plan and feature information can be found at www.verizonwireless.com. No domestic roaming or long distance charges. 4G service requires 4G Equipment and 4G coverage. Access to corporate email through Exchange ActiveSync, Lotus Notes Traveler or Good for Enterprise. Corporate email via BlackBerry Enterprise Server (BES) is available for an additional \$15.00 per line. Mobile Hotspot is available on all capable devices and allows Government Subscribers to use their device and share data allowance with multiple Wi-Fi enabled devices. Unlimited Messaging from within the United States to anywhere in the world where messaging services are available. For other messaging rates go to www.verizonwireless.com.

MobileIron Silver licensing is included on these plans. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details.

Data Sharing: Lines activated on these plans can only share with other lines on these plans and with lines on the 3G/4G Custom Flexible Government Plans for Data Devices and the 3G/4G Custom Mobile Broadband Government SharePlan For Data Devices. At the end of each bill cycle, any unused data allowances for lines sharing on the same account will be applied to the overages of the other lines on the same account beginning with the line with the lowest overage need. If available, plan changes may be backdated to the beginning of the current billing cycle. However, plan changes may not take effect until the billing cycle following the change request. For details, please refer to the Verizon Wireless Plan and Feature Details.

Custom State of Illinois 3G/4G Flexible Government Plans For Data Devices

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

	Connected Devices, Tablets, Netbooks, Notebooks	Connected Devices, Tablets, Netbooks, Notebooks, Jetpacks, USBs, Mobile Broadband Devices				
Gross Monthly Access Fee	\$20.00	\$35.00	\$40.00	\$50.00	\$60.00	\$70.00
Monthly Access Fee discount applied	\$20.00	\$27.65	\$31.60	\$39.50	\$47.40	\$55.30
Shared Data Allowance	1 GB	2 GB	4 GB	6 GB	8 GB	10 GB
Data Overage Rate	\$10.00 per GB					

Notes: Current coverage details and additional plan and feature information can be found at www.verizonwireless.com. 4G service requires 4G Equipment and 4G coverage. Government subscribers only.

MobileIron Silver licensing is included on these plans. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details.

Data Sharing: Lines activated on these plans can only share with other lines on these plans and with lines on the 3G/4G Custom Flexible Government Plans for Basic and Smartphones and the 3G/4G Custom Mobile Broadband Government SharePlan For Data Devices. At the end of each bill cycle, any unused data allowances for lines sharing on the same account will be applied to the overages of the other lines on the same account beginning with the line with the lowest overage need. If available, plan changes may be backdated to the beginning of the current billing cycle. However, plan changes may not take effect until the billing cycle following the change request. For details, please refer to the Verizon Wireless Plan and Feature Details.

One Talk Solution: Government Subscribers Only

The plans/features below reflect any applicable discount. No additional discounts apply.

One Talk is a business telephone system that combines landline and mobile phone capabilities into a fully integrated mobile and office solution providing a single telephone number ("Mobile Data Number/MDN") with the same mobile and landline features.

One Talk Solution: Desk Phone/Mobile Client

Price Plan Type	Line Level Plans (e.g. Flexible Business Plans)	Account Level Plans (e.g. Verizon Plans, More Everything)
One Talk Primary MDN	Monthly Access	Monthly Access
One Talk Price Plan (100 MB Data)	\$10.00	N/A
One Talk Feature	\$15.00	\$15.00
One Talk Line Access Charge	N/A	\$10.00

One Talk Solution: Auto Receptionist (AR) /Hunt Group (HG)

Each One Talk solution includes one (1) Auto Receptionist and one (1) Hunt Group at no cost per Customer.

Price Plan Type	Line Level Plans (e.g. Flexible Business Plans)	Account Level Plans (e.g. Verizon Plans, More Everything)
One Talk Primary MDN	Monthly Access	Monthly Access
One Talk AR/HG Price Plan (100 MB Data)	\$10.00	\$0.00
One Talk AR/HG Feature	\$10.00	\$10.00
One Talk AR/HG Line Access Charge	N/A	\$10.00

Additional Devices

A maximum of up to seven (7) devices can share one (1) MDN as follows: Up to 2 desk phones and up to 5 mobile clients; limit one (1) MDN per Government Subscriber line.

Primary One Talk MDN Device	Desk Phone ¹	Mobile Client ² (Includes Smartphones and Tablets)	Auto Receptionist/ Hunt Group
Additional devices per MDN: Monthly Access	\$0.00 for additional devices (excluding Smartphone devices with One Talk Dialer client)	\$0.00 for additional devices (excluding Smartphone devices with One Talk Dialer client)	N/A

Once a number is provisioned into an Auto Receptionist or Hunt Group, the phone number cannot be moved to a different One Talk device (i.e. desk phone or Smartphone).

Notes: One Talk service is applied to the Verizon Wireless MDN and is available on all of the user's devices. One Talk is not compatible with Fax machines, credit card POS solutions, or Security Systems. 4G LTE Coverage: Similar to Advanced Calling, One Talk calls drop if either party leaves Verizon 4G LTE coverage. When outside of the 4G LTE coverage area and without 3G or WiFi service, the device operates as a standard device (1X calling) with standard voice and SMS messaging capabilities with no One Talk features available to the user. Mobile client is the One Talk client: ¹One (1) additional Desk Phone can be added as an additional device per MDN. ²Mobile Client eligible devices (includes devices from other carriers); Smartphones (without One Talk Dialer client), wireless and WiFi tablets; limit five (5) total per MDN (including primary device). Not currently available for Smartphone devices with One Talk Dialer client. Installing the One Talk Mobile client consumes an estimated 15MB of data. For additional information regarding One Talk please visit: <http://www.verizonwireless.com/onetalk>.

Custom State of Illinois 3G/4G Nationwide Email for Government Calling Plans

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

State of Illinois Nationwide for Government	400 Voice Minutes	600 Voice Minutes	1000 Voice Minutes
Monthly Access Fee (non-share)	N/A	\$62.99	\$73.99
Monthly Access Fee (share)	\$46.99	\$63.99	\$74.99
Monthly Anytime Voice Minutes	400	600	1000
Friends & Family (up to 10 numbers)	Included ¹		
Unlimited Domestic Push To Talk Plus	\$5.00		
Voice Overage Rate	\$0.25 per minute		
Domestic Mobile to Mobile	Unlimited		
Domestic Night & Weekend Minutes	Unlimited		
Domestic Long Distance	Included		
Domestic Data Allowance	Unlimited*		
Mobile Hotspot	\$10.00 per line		
Domestic Text (SMS) and Multimedia (MMS) Messages	Unlimited		

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. ¹Friends & Family eligibility varies on selected calling plan.

MobileIron Silver licensing is included on these plans. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

Voice Share Option: Sharing among voice anytime minutes is available only among Lines active on these plans and the Custom State of Illinois Nationwide for Government Calling plans on the same account.

Custom State of Illinois Government Subscriber Smartphone Calling Plan

The calling plan below reflects the Monthly Access Fee discount. No additional discounts apply.

Discounted Monthly Access Fee	\$35.99
Domestic MB Allowance	Unlimited*
Home Airtime/Min. Rate	\$0.12
Mobile to Mobile Calling	Unlimited
Domestic Text Messages	Unlimited
Domestic Long Distance	Included
Overage Rate Per KB	n/a

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. ¹Friends & Family eligibility varies on selected calling plan.

MobileIron Silver licensing is included on these plans. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

Custom State of Illinois 3G/4G Smartphone Feature for Government Subscribers

The feature below reflects the monthly access fee discount. No additional discounts apply.

Includes Wireless Sync or BlackBerry Solution compatible with Microsoft Outlook, Lotus Notes, POP3, and IMAP email accounts.

Monthly Access Fee	\$35.54
Domestic MB Allowance	Unlimited*
Domestic Mobile Hotspot	\$10.00 per line

Notes: Current coverage details and additional plan and feature information can be found at www.verizonwireless.com. Coverage includes the Verizon Wireless 4G, 3G and 3G Extended networks.

This feature requires a voice calling plan.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

Custom State of Illinois 3G/4G Smartphone Feature for Government Subscribers

The feature below reflects the monthly access fee discount. No additional discounts apply.

Includes BlackBerry Internet service compatible with POP3, and IMAP Email Accounts only, excluding BES.

Monthly Access Fee	\$23.69
Domestic MB Allowance	Unlimited*
Domestic Mobile Hotspot	\$10.00 per line

Notes: Current coverage details and additional plan and feature information can be found at www.verizonwireless.com. Coverage includes the Verizon Wireless 4G, 3G and 3G Extended networks.

This feature requires a voice calling plan.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

International (Global) Plans

Custom State of Illinois 3G/4G Nationwide International Email for Government Calling Plans

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

State of Illinois Nationwide for Government	400 Voice Minutes	600 Voice Minutes	1000 Voice Minutes
Monthly Access Fee (share)	\$71.24	\$83.43	\$94.68
Monthly Anytime Voice Minutes	400	600	1000
Friends & Family (up to 10 numbers)	Included ¹		
Unlimited Domestic Push To Talk Plus	\$5.00		
Voice Overage Rate	\$0.25 per minute		
Domestic Mobile to Mobile	Unlimited		
Domestic Night & Weekend Minutes	Unlimited		
Domestic Long Distance	Included		
Domestic Data Allowance	Unlimited*		
International Data Allowance ²	Unlimited		
Domestic Messaging	Unlimited		

Notes: Current coverage details can be found at www.verizonwireless.com. The Unlimited Data allowance applies in the United States, Canada, Mexico, and the rest of the world where coverage is available. See attached Calling Plan and Feature Details for important information about calling plans, features and options. These plans are not eligible for discounts on month to month activations. ¹Friends & Family eligibility varies on selected calling plan. Mobile Hotspot is not available with this plan.

²In the event that any subscriber exceeds more than 500 MBs of international travel data usage for three consecutive monthly billing cycles, Verizon Wireless reserves the right, upon 60 days written notice, to terminate these plans for such subscribers. Subscriber lines removed from this plan will be placed on the currently offered generally available international travel feature.

MobileIron Silver licensing is included on these plans. On-premise installation required and available at an additional cost. See Optional Features/Services for additional details.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

Custom State of Illinois 3G/4G International Email Feature - Global Smartphones¹

(includes Wireless Sync or BlackBerry Solution compatible with Microsoft Outlook, Lotus Notes, POP3, and IMAP email accounts)

The calling feature below reflect the monthly access fee discount. No additional discounts apply.

Monthly Access Fee	\$51.34
International Data Allowance ¹	Unlimited
Domestic Data Allowance	Unlimited*
International Voice	Global Phone, and roaming rates for calls made while traveling internationally

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. ¹Requires State of Illinois Custom 3G/4G Nationwide Email for Government Calling Plans. For optional features, the underlying calling plan determines the rates for voice airtime, and domestic long distance. Data access is always available on Smartphone devices. A data plan or feature is always required to use a BlackBerry device. These plans are not eligible for discounts on month to month activations. Mobile Hotspot is not available with this feature.

¹In the event that any subscriber exceeds more than 500 MBs of international travel data usage for three consecutive monthly billing cycles, Verizon Wireless reserves the right, upon 60 days notice, to terminate this feature for such subscribers. Subscriber lines removed from this feature will be placed on the currently offered generally available international travel feature.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

Mobile Broadband Plans

Custom State of Illinois Mobile Broadband Data Plans

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

Mobile Broadband Pricing for Tablets, Netbooks, 4G LTE Modems, 3G & 4G LTE Dedicated Mobile Hotspots

Monthly Access Fee	\$35.99
Domestic Monthly Data Allowance*	Unlimited
Domestic Per Minute Rate ¹	\$0.25 per minute
Domestic Long Distance	Included

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. 4G and 3G Mobile Broadband coverage details can be found at www.verizonwireless.com. 4G service requires 4G equipment and 4G coverage. ¹Per Minute Rate applies to voice calls and other non-NationalAccess data usage in the United States.

*Should 5 to 25 GB of data usage be reached in any given billing cycle on any line, Verizon Wireless will limit the data throughput speeds for all additional usage for the remainder of the then-current bill cycle for the line that exceeds the data usage.

MobileIron Silver licensing is included on these plans. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details.

Custom State of Illinois Mobile Broadband Data Plans

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

Mobile Broadband Pricing for Tablets, Netbooks, 4G LTE Modems, 3G & 4G LTE Dedicated Mobile Hotspots

Monthly Access Fee	\$19.75	\$31.59
Domestic Monthly Data Allowance	20 MB	250 MB
Domestic Per Minute Rate ¹	\$0.25 per minute	
Domestic Long Distance	\$0.25 Per MB	\$0.10 Per MB

Notes: Current coverage details can be found at www.verizonwireless.com. See attached Calling Plan and Feature Details for important information about calling plans, features and options. 4G and 3G Mobile Broadband coverage details can be found at www.verizonwireless.com. 4G service requires 4G equipment and 4G coverage. ¹Per Minute Rate applies to voice calls and other non-NationalAccess data usage in the United States.

MobileIron Silver licensing is included on these plans. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details.

Public Sector Mobile Broadband Share Plans: Government Subscribers Only

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

Public Sector Mobile Broadband	5 Gigabytes	10 Gigabytes	20 Gigabytes
Monthly Access Fee	\$35.99	\$59.99	\$99.99
Shared Domestic Data Allowance	5GB	10GB	20GB
Overage Per Gigabyte	\$8.00 Per Gigabyte		

Note: This plan is available for domestic data only devices, on the Verizon Wireless network only. See attached Calling Plan and Feature Details for important information about calling plans, features and options. **Data Sharing:** At the end of each bill cycle, any unused data allowances for lines sharing on the same account will be applied to the overages of the other lines on the same account beginning with the line with the lowest overage need. Plan changes may not take effect until the billing cycle following the change request. Current NationalAccess and Mobile Broadband coverage details can be found at www.verizonwireless.com. New activations on these service plans require 4G LTE devices. Existing customers transitioning to one of these service plans are able to utilize existing 3G devices. The 5GB, 10GB, and 20GB Public Sector Mobile Broadband Plans are able to share only with each other. For details, please refer to Verizon Wireless Plan and Feature Details.

Custom State of Illinois 3G/4G Mobile Broadband Government SharePlan For Data Devices

This Plan is **NOT** eligible for monthly access fee discount

Connected Devices, Tablets, Netbooks, Notebooks, Jetpacks, USBs, Mobile Broadband Devices

Monthly Access Fee	\$25.00
Shared Data Allowance	2 GB
Data Overage Rate	\$10.00 per GB

Notes: Current coverage details and additional plan and feature information can be found at www.verizonwireless.com. 4G service requires 4G Equipment and 4G coverage. Government subscribers only. See attached Calling Plan and Feature Details for important information about calling plans, features and options.

MobileIron Silver licensing is included on this plan. On-premise Installation required and available at an additional cost. See Optional Features/Services for additional details. **Data Sharing:** Lines activated on these plans can only share with other lines on these plans and with lines on the 3G/4G Custom Flexible Government Plans for Basic and Smartphones & 3G/4G Custom Flexible Government Plans for Data Devices. At the end of each bill cycle, any unused data allowances for lines sharing on the same account will be applied to the overages of the other lines on the same account beginning with the line with the lowest overage need. If available, plan changes may be backdated to the beginning of the current billing cycle. However, plan changes may not take effect until the billing cycle following the change request. For details, please refer to the Verizon Wireless Plan and Feature Details.

Optional Features/Services

Enterprise Messaging

Please note that these plans are being offered as Open Market.
Contingent upon execution of a Blanket Purchase Agreement between the parties.

Enterprise Messaging is Not eligible for monthly access fee discounts

Messaging Allowance	Enterprise Messaging Monthly Access (standard text messaging rates apply for Recipient)	Per Message After Allowance
100,000	\$200.00	\$0.02
Unlimited	\$500.00	N/A
Public Safety Unlimited	\$0.00 (For Public Safety/First Responders Only as defined below*)	N/A

*The \$0.00 Monthly Access Unlimited plan is only available to Public Safety/First Responders classified with the following NAICS (formerly SIC) Codes:

- 621910 Ambulance Services
- 922110 Courts
- 922120 Police Protection
- 922130 Legal Counsel and Prosecution
- 922140 Correctional Institutions
- 922160 Fire Protection
- 922190 Other Justice, Public Order, and Safety Activities
- 928110 National Security
- 922150 Parole Offices and Probation Offices

1. ENTERPRISE MESSAGING: In order to protect our network and safeguard subscriber privacy from unsolicited (spam) or objectionable text messaging, Verizon Wireless employs protective measures, including aggregate message volume limits, content filtering and speed of service limitations on publicly accessible Internet messaging gateways. Verizon Wireless Enterprise Messaging service allows enterprise accounts to send aggregate text messages to other Verizon Wireless subscribers while reducing potential delays related to these protective measures.

2. REQUIREMENTS AND RESTRICTIONS: Enterprise Messaging is available for a monthly access fee for which Verizon Wireless will provision a Pilot Mobile Phone (described below) and provide access to the Enterprise Messaging Access Gateway (EMAG) online portal to set-up and manage the service. Enterprise Messaging can be used to send messages to Verizon Wireless subscribers and to subscribers on most domestic wireless carriers (inter-carrier messaging requires additional provisioning and is subject to message size and reporting limitations. experience by carrier and region may cause the experience to vary). Customer agrees that it will send messages only to subscribers that have opted in to receive its messages by: a) establishing an opt-in process that effectively captures each subscriber's consent to receive Customer's messages, informs subscribers of the nature and scope of Customer's messaging campaigns and any financial obligations ("Standard Messaging Charges Apply") associated with the messaging; b) maintaining opt-in records for a minimum of 6 months from the date of a subscriber's opt-in consent; and c) immediately complying with subscriber opt-out requests such as STOP, END, CANCEL, UNSUBSCRIBE or QUIT in compliance with Mobile Marketing Association (MMA) guidelines (www.mmaglobal.com). Customer can use compatible, properly configured SNPP, WCTP, XML, TAP, SMPP and SMTP messaging protocols, for which it is solely responsible for maintaining facilities to monitor its messaging operations, or the EMAG portal, to send up to fifteen text messages per second to subscribers. Provision of the EMAG service does not obligate Verizon Wireless to support variations of these protocols, whether those variations are optional within the published protocols or authorized or unauthorized variations to the published protocols.

Customer agrees that: a) its messaging will comply with applicable industry guidelines (e.g. MMA's Best Practices and CTIA's Wireless Content Guidelines) and Verizon Wireless content (www.verizon.com/contentpolicy) standards as they may updated from time to time; b) it will not send messages containing executable files or links to other content or premium or similar messages that require a subscription or surcharge; c) it will not install, deploy, or use any hardware, firmware, software or other technology or technique to circumvent Verizon Wireless' messaging network operations protections except as granted under this agreement; and d) it will not send any objectionable material via Enterprise Messaging or advertise, promote, distributed or use objectionable material in connection with Enterprise Messaging (for purposes of this agreement, objectionable material includes, but is not limited to material that: (i) is prohibited by any applicable law, rule or regulation, (ii) contains anything that is obscene or indecent or anything with strong sexual, explicit or erotic themes or that links to such content, (iii) contains hate speech; (iv) contains excessive violence; (v) contains extreme profanity; (vi) contains misleading or fraudulent claims, or (vii) promotes or glamorizes alcohol abuse, illegal drug use or use of tobacco products). Consistent with prevailing standards in other content distribution mediums, content in this category that does not satisfy the above may be distributed if included in the context of artistic, educational, medical, news, scientific or sports material. Customer agrees that its use of Enterprise Messaging will comply with any applicable local, state, national and international laws and regulations.

3. LIMITATIONS: Wireless phones use radio transmissions which by their nature do not permit the delivery of text messages when the wireless phone is not in range of one of our transmission sites or a transmission site of another company that has agreed to carry our customer's calls, or if there is insufficient network capacity available to handle the message at that moment. Even within a coverage area, there are many factors that might interfere with the delivery of text messages, including the subscriber's equipment, terrain, proximity to buildings, foliage, and weather. Verizon Wireless also does not own or control all of the various facilities and communications lines between Customer's site and Verizon Wireless Enterprise Messaging access point. Due to these natural and technological limitations and the limitation in the number of messages that can be sent (up to fifteen per second), ENTERPRISE MESSAGING SHOULD NOT BE USED AS THE SOLE MEANS TO SEND MESSAGES THAT CONTAIN INFORMATION THAT IS ESSENTIAL TO THE PROTECTION OF LIFE OR PROPERTY, OR IS MISSION ESSENTIAL OR CRITICAL IN OTHER WAYS.

4. CUSTOMER'S ENTERPRISE MESSAGING CONTACT: Customer agrees to provide contact information including a phone number and email address to Verizon Wireless of an Enterprise Messaging contact or contacts, who shall be available during business hours and any other time period that Customer utilizes Enterprise Messaging for the purpose of assisting to resolve service matters and trouble shooting. Customer must provide

written notice of changes to contact information fourteen days prior.

5. PILOT MOBILE PHONE: Verizon Wireless shall provide Customer with one pilot mobile phone at no charge to manage password setup and resets. Customer should safeguard the pilot mobile phone in case password resets are needed as Verizon Wireless must rely on regular mail delivery of password resets if the phone is not available (password resets cannot be given over the phone or sent via email). This pilot mobile phone will not be capable of making any voice calls. Customer shall promptly notify Verizon Wireless if the phone is lost, damaged or stolen and Verizon Wireless reserves the right to charge Customer for replacement phones.

6. TERMINATION OF SERVICE: VERIZON WIRELESS CAN, WITHOUT NOTICE, LIMIT, SUSPEND, OR CANCEL CUSTOMER'S ACCESS TO OR USE OF THE ENTERPRISE MESSAGING SERVICE OR EMAG IF CUSTOMER VIOLATES THE RESTRICTIONS OF THIS AGREEMENT OR FOR GOOD CAUSE which shall include, but is not be limited to: (a) breaching this Agreement or the Customer's Non-Government Agreement; (b) spamming or other abusive messaging; (c) using Enterprise Messaging in a way that adversely affects our network, our customers, or other customers; (d) allowing anyone to tamper with messaging applications in a manner contrary to this Agreement; (e) any governmental body of competent jurisdiction suspends or terminates your service or institutes a requirement, ruling or regulation that conflicts with this Agreement; or (f) operational or other governmental reasons.

7. DISCLAIMER AND LIMITATION OF LIABILITY: CUSTOMER AGREES THAT ENTERPRISE MESSAGING AND EMAG IS PROVIDED ON AN "AS IS" BASIS AND CUSTOMER'S USE OF ENTERPRISE MESSAGING AND EMAG IS ITS SOLE RESPONSIBILITY. VERIZON WIRELESS (AND ITS OFFICERS, EMPLOYEES, PARENTS, SUBSIDIARIES AND AFFILIATES), ITS THIRD PARTY LICENSORS, PROVIDERS VENDORS AND SUPPLIERS, DISCLAIM ANY AND ALL WARRANTIES FOR ENTERPRISE MESSAGING, EMAG OR TEXT MESSAGE DELIVERY, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT, NONINTERFERENCE, AND THOSE ARISING FROM COURSE OF DEALING, COURSE OF TRADE, OR ARISING UNDER STATUTE. VERIZON WIRELESS DOES NOT WARRANT THAT ENTERPRISE MESSAGING OR EMAG WILL BE WITHOUT FAILURE, DELAY, INTERRUPTION, ERROR, OR LOSS OF CONTENT, DATA, OR INFORMATION. VERIZON WIRELESS SHALL NOT BE LIABLE FOR ANY FAILURE TO PROVIDE ENTERPRISE MESSAGING AND MAKES NO GUARANTEES THAT ANY TEXT MESSAGE WILL BE DELIVERED. NEITHER PARTY, NOR ITS AGENTS OR VENDORS, SHALL BE LIABLE TO THE OTHER PARTY, ITS EMPLOYEES, AGENTS OR ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES.

8. NO RESELLING: Customer cannot resell Enterprise Messaging services or allow third parties to use Enterprise Messaging or access EMAG without prior written permission from Verizon Wireless.

9. SUBJECT TO CUSTOMER'S GOVERNMENT AGREEMENT: These terms supplement Local Government Agreement as it relates to Enterprise Messaging and EMAG and the terms of such Agreement, are applicable to Customer's use of Enterprise Messaging and EMAG.

Calling Plan Optional Features

State of Illinois Government Subscribers Only

Push to Talk Plus	\$5.00/ Monthly Access Fee¹		
	\$10.00/Monthly Access Fee on the State of Illinois Nationwide Flat Rate Plans and the \$15.99 Nationwide Share Plan²		
Text, Picture, & Video Messaging	Optional Feature Access Fee	Included Messages	Overage Rate
	\$0.99	100	\$0.10 per message/ per address
	\$1.99	300	\$0.10 per message/ per address
	\$10.00	1000	\$0.10 per message/ per address
	\$12.00	Unlimited	N/A
Pay as You Go Text Messaging offered at the prevailing rate, currently \$0.02 per inbound and \$0.10 per outbound message per address and \$0.25 for picture/video messages.			
VZNavigator	Device Type	Monthly	Daily
	Smartphone/Tablet	\$4.99	\$0.99
	Basic	\$9.99	\$0.99

Please see your Verizon Wireless Government Account Manager or visit www.verizonwireless.com for information.

International Roaming Global Phone	Rates are available at www.VerizonWireless.com		
Main Office Connection³	Included		
Basic Voice Mail⁴	\$0.00		
iPhone Voice Virtual Voice Mail^{4,5}	\$0.00		
Voice Mail to Text for iPhone⁴	\$2.99		
Basic Virtual Voice Mail⁴	\$0.00		
Premium Virtual Voice Mail^{4,5}	\$2.99		
Mobile Hotspot⁶	\$10.00		
Detailed Billing	No Charge		
Verizon Wireless International Long Distance Value Plan	\$5.00 plus applicable airtime and long distance charges		

Optional Feature rates and packages are subject to change. Other Optional Features may be available please see your Verizon Wireless Government Account Manager or visit www.verizonwireless.com for information. ¹The Push to Talk Plus Feature is available when combined with any calling plan with a monthly access fee of \$19.99 or higher. ²Not eligible for any monthly access fee discounts. ³Government Subscribers to State of Illinois Calling Plans can choose Mobile to Office Connection. With this feature, airtime charges to the Main Office Connection numbers (Springfield 217-524-4400 and Chicago 312-814-4400) will deduct from the mobile to mobile calling minutes. The Mobile to Office Connection numbers are predetermined, cannot be modified, and are only available to State of Illinois government liable subscribers. ⁴Please note that Voice Mail services may change with 30 days prior notice. ⁵Data usage will apply. ⁶Mobile Hotspot is only available on eligible plans as noted above.

Wireless Priority Service (WPS) Access

No additional discounts apply.

WPS Access Feature Initiation Fee	\$0.00
WPS Access Monthly Access Charge	\$0.00
WPS Access Per Minute Charge	\$0.75

WPS is subject to the terms and conditions of the resulting agreement and calling plan. A WPS Access function on a limited portion of the Verizon Wireless owned and operated 800/1900 MHz network, and is available only to individuals authorized by the Office of the Manager National Communications System (NCS). WPS Access provides end users with the ability to be placed into a queue for the next available wireless voice channel ahead of end users not subscribing to WPS Access. Verizon Wireless makes no assurances regarding waiting times associated with WPS, nor can Verizon Wireless ensure that WPS Access calls will be connected. The WPS Access charges, including the \$0.75/minute charge, are all in addition to the charges associated with your Verizon Wireless calling plan. Please contact your Verizon Wireless Government Account Manager for complete details on WPS Access.

Verizon Mobile Device Management (MDM): Government Subscribers Only

Verizon MDM is not eligible for the monthly access charge discount. No additional discounts apply.

Verizon MDM Feature	Access Fee
Enterprise Firmware Over the Air (FOTA) Management	\$0.00
Device Diagnostics	\$0.99/device per month
Broadband Hotspot Management	\$1.49/device per month
Verizon Software Management	\$0.10/device per month OR Event-based pricing of \$6 per device per update

Notes: See attached Verizon Wireless Plan and Feature Details for important information about calling plans, features and options. MDM supports select devices and operating systems and may require installation of a software agent. MDM features are billed separately; however, all supported options will appear and cannot be blocked.

Verizon Wireless Field Force Manager

The Field Force Manager Pricing below reflects the monthly access charge discount. No additional discounts apply.

Field Force Manager Feature (Data plan required)	Field Force Manager Plan		Field Force Manager Plan Feature Phone (Data plan NOT required)
	Feature Phone	Smartphone	
Monthly Access Charge – Limited	\$19.99 per user	\$15.00 per user	\$24.99 per user
Monthly Access Charge – Basic	\$23.69 per user	\$20.00 per user	\$27.64 per user
Monthly Access Charge – Pro	\$39.49 per user	\$23.70 per user	N/A
Push to Talk Plus/ FFM Basic Bundle	N/A	N/A	\$35.55 per user

NOTE: Optional Features may be added onto an eligible calling plan with a monthly access fee of \$34.99 or higher. May not be available on all devices. By purchasing the Field Force Manager feature Customer consents to the tracking of Field Force Manager Equipment and must obtain authorized consent to tracking from all users and affected persons. No guarantee of accuracy of information transmitted, disclosed, displayed or otherwise conveyed or used. Service could be interrupted or disrupted due to atmospheric conditions, inaccurate ephemeris data and other factors associated with use of satellites and satellite data. Airtime for Field Force Manager service is included in the Monthly Fee and its use is subject to the Unlimited VZAccess feature details. Requires 2 MB of data for application download.

MobileIron Enterprise Mobility Management License Fees and Installation Services On-Premise (Core)

A discount has been applied. MobileIron Licenses and Installation services are not eligible for any further discounts.

On-Premise (Core) License

On-Premise (Core) Installation¹

Annual Subscription License Bundle
per Device with Direct Support

Support and Maintenance Included

License Type	SKU	Monthly Cost	SKU	One-time Cost ²
Silver (with Sentry)	MobileIron Core (on-premise) EMM Silver Bundle per Device SKU: MICore Silver Annual Per Device	\$3.00	MICore Silver Installation MI-PS-DEPLOY1	\$3,000.00
Gold	MobileIron Core (on-premise) EMM Gold Bundle per Device SKU: MICore Gold Annual Per Device	\$4.50	MICore Gold Installation MI-PS-DEPLOY2	\$6,000.00
Platinum	MobileIron Core (on-premise) EMM Platinum Bundle per Device SKU: MICore Platinum Annual Per Device	\$5.63	MICore Platinum Installation MI-PS-DEPLOY3	\$8,000.00

Note. Customer must choose one License Type, selection cannot be mixed and/or matched. ¹A minimum of 500 MobileIron licenses are required for On-Premise (Core) Installation. ²On-premise (Core) Installation is packaged as easy-to-install software or hardware. Pricing above applies to the installation of up to 5,000 MobileIron licenses. If Customer installation requires more than 5,000 MobileIron licenses, Mobile Iron Premium Implementation Services apply which provides advisory services and an implementation engineer at a cost of \$25,000.00. Alternatively, Customer may use its own installation services.

MobileIron Enterprise Mobility Management: Government Subscribers On-Premise Managed Service Features

All features are available on both On-premise and Cloud managed installations. Included features are determined by MobileIron License Type

Feature	Functionality	Included Features by License		
		Silver	Gold	Platinum
Apple DEP	Supports Apple DEP (for iOS devices)	✓	✓	✓
Android for Work	Supports AFW (on AFW enabled devices)	✗	✓	✓
Samsung KNOX	Integrates with Samsung KNOX (KNOX sold separately)	✗	✓	✓
Email Access	Secure Active Sync (all bundles) Divide PM (Gold/Platinum bundles for additional fee)	✓	✓	✓
Secure Enterprise Gateway (Sentry)	In-line gateway that manages, encrypts, and secures traffic between the mobile device and back-end enterprise systems. (Requires user setup/installation)	✓	✓	✓
Apps@Work	Enterprise App Store Basic Container	✓	✓	✓
Content Catalog	Secure Doc catalog and publishing (basic content repository)	25 files/ 2MB each	50 files/ 25MB each	
Docs@Work	Access, annotate and share documents from email, and on-premise management repositories	✗	✓	✓
AppConnect	Containerization of Application at Rest App wrapping AppConnect ecosystem (3rd Party applications already compatible with Mobile Iron container)	✗	✓	✓
Web@Work	Secure Browser Secure data in motion No VPN required	✗	✓	✓
Tunnel	iOS per App VPN native functionality	✗	✗	✓
Help@Work	Customizable app that enables screen sharing on device for trouble shooting for internal customer trouble shooting	✗	✗	✓
Identity@Work	MobileIron's ability to proxy Kerberos allows iOS devices that are not on the corporate network to use iOS 7 SSO without needing to expose the Kerberos Key Distribution Center (KDC)	✗	✗	✓

Service Connect Integrations	ServiceNow integration to streamline IT workflows	x	x	✓
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Notes. Customer may purchase MobileIron, Inc. ("MobileIron") licenses and services ("MobileIron Services"), to be billed by Verizon Wireless, at the prices listed below. Verizon Wireless is not the licensor of the MobileIron Services and makes no representations or warranties whatsoever, either express or implied, with respect to them. MobileIron Services are manufactured by MobileIron, Inc. Any license for MobileIron Services must be obtained directly from MobileIron either upon purchase or installation of the MobileIron Services. MobileIron Services are subject to MobileIron's terms and conditions which are attached to the State Contract as Exhibit 7. Verizon Wireless will direct MobileIron to fulfill Customer's MobileIron Services order. Customer support for MobileIron Services must be obtained directly from MobileIron, Inc. If Verizon Wireless in its sole discretion determines that an inquiry from a subscriber is related to MobileIron Services and is not one concerning Equipment or Wireless Service, it may transfer the service request to appropriate MobileIron representatives.

Networkfleet Service Options for the State of Illinois

A separate agreement must be executed between the State of Illinois and Verizon Networkfleet for the products and services it will provide.

The Service Options below have been discounted. No additional discounts apply.

This pricing is assumes a minimum order commitment of no less than six thousand (6,000) Networkfleet devices.

Service Options	Purchase Cost
5200-GPS Only	\$17.00
5500-Diagnostics + GPS	\$18.95
H6100 Expressfleet	\$13.86
AssetGuard BX Non-Powered Asset Tracking	\$13.00
Connect	\$2.95
CUR 1 Minute	\$4.00
CUR 45 Seconds	\$6.00
CUR 30 Seconds	\$8.00
CUR 15 Seconds	\$12.00
Satellite	\$34.95
Data Services	\$0.00

Notes: Only one Hardware tier and one Service tier per Customer Account. Must be on a 12 month service agreement. Applicable taxes are not included in the above pricing. Any applicable taxes will be applied to the billing invoice. Additional terms & conditions apply to Networkfleet Service that are subject to review by end user government agencies.

Networkfleet Device/Hardware Options for State of Illinois

The Devices/Hardware Options below have been discounted. No additional discounts apply.

Device/Hardware Options	Purchase Cost
5200-GPS Only	\$80.00
5500-Diagnostics + GPS	\$80.00
1009N2VD-6100 Expressfleet	\$55.00
AssetGuard BX Non-Powered Asset Tracking	\$150.00

Notes: Only one Hardware tier and one Service tier per Customer Account. Must be on a 12 month service agreement. Applicable taxes are not included in the above pricing. Any applicable taxes will be applied to the billing invoice.

Item Number	Accessory	Price
A-PEM001	PEM Port Expansion Module	\$140.00
A-SAT001	Satellite Modem	\$550.00
KIT-SAT	Satellite Kit (includes one modem, antenna & harness)	\$650.00
PARTS030	Reinstallation Kit	\$3.00
PARTS031	Tamper Resistant Zip Ties (100 per pack)	\$50.00
PARTS032	Combination Antenna A (standard)	\$30.00
PARTS037	AT-1400 Replacement Battery	\$45.00
PARTS039	AT-1400 Bracket	\$20.00
PARTS040	Window-Mount GPS Antenna Module (5500/5200)	\$35.00
PARTS041	Sensor Input Harness (5500/5200)	\$10.00
PARTS042	OBD-II Adapter Kit only including Core Connector & 8 Adapters (5500/5200)	\$20.00
PARTS043	6-pin Heavy Duty Harness (5500/5200)	\$30.23
PARTS044	9-pin Heavy Duty Harness with Square Flange (5500/5200)	\$30.23
PARTS045	9-pin Heavy Duty Harness with "D" Mount (5500/5200)	\$30.23
PARTS046	Universal Harness (5200)	\$9.57
PARTS047	Light Duty Harness plus OBD-II Adapter Kit (5500/5200)	\$30.23
PARTS049	Alternate Power Adaptor	\$20.00
PARTS053	Garmin FMI 45 Cable with Traffic for Connect	\$145.95
PARTS054	Garmin FMI Modified Cable	\$55.00
PARTS057	Pelican Micro Case for 5200 w/ 15' Universal Harness	\$74.95
PARTS059	Quick Install Harness	\$9.57
PARTS060	Driver ID Reader	\$15.00
PARTS061	Driver ID Key	\$3.50
PARTS062	Driver ID Reader Adapter	\$30.00
PARTS063	Satellite Antenna	\$50.00
PARTS064	Satellite Harness	\$50.00
PARTS065	Asset Guard BX Replacement Batter (1)	\$75.00

PARTS066	Asset Guard BX Magnet Mount Kit (set of 4)* see note	\$75.00
PARTS069	OBD Harness Extension	\$10.00
PARTS070	16-Pin Heavy Duty Harness	\$30.23
PARTS071	Bluetooth Extension	\$0.00
PARTS087	Audible Driver ID Alert	\$15.00
PARTS093	Universal Harness (6100)	\$10.00
Notes: Asset Guard BX Magnet Mount Kit includes CalAmp 133561 hardware and lanyard & CalAmp 1M101-MMC25 magnets (set of 4).		

Networkfleet Install Options for State of Illinois			
Item Number	Installation Type	Pricing (per unit)	Notes
I-INSTALL-AG	Add-On to Base Installation (AssetGuard BX)	\$65.00	Base Installation includes 1 Device and 1 Harness
I-INSTALL-BTE	Add-On to Base Installation (Bluetooth)	\$35.00	
I-INSTALL-DID	Add-On to Base Installation (Driver ID)	\$35.00	
I-INSTALL-FMI	Add-On to Base Installation (Garmin)	\$35.00	
I-INSTALL-PEM	Add-On to Base Installation (Port Expansion Module)	\$35.00	
I-INSTALL-PMC	Add-On to Base Installation (Pelican Micro Case)	\$35.00	
I-INSTALL-SAT	Add-On to Base Installation (Satellite)	\$35.00	
I-INSTALL-SENSOR	Add-On to Base Installation (Sensor). Sensor Install is \$65	\$65.00	
I-INSTALL-UNIT	Base Installation – Plug/Play or 3 Wire (*see note)	\$65.00	
I-SWAP-UNIT	Device Swap	\$65.00	
I-TRANSFER-UNIT	Device Transfer	\$65.00	
I-TROUBLESHOOT-UNIT	Troubleshoot; PER TRIP	\$65.00	
TRAINING-FULL	Full Day Installation Training	\$300.00	
TRAINING-HALF	½ Day Installation Training	\$150.00	

Machine to Machine Plans

Mobile Broadband Machine to Machine (M2M) Share Group 1 Plans - Low Usage

The data plans below reflect the monthly access fee discount. No additional discounts apply.

Mobile Broadband Machine-to-Machine Plans	1 Megabyte	5 Megabytes	25 Megabytes	50 Megabytes	150 Megabytes
Domestic Shared Data Allowance Per Month	1 MB	5 MB	25 MB	50 MB	150MB
Monthly Access Fee	\$5.00	\$7.00	\$10.00	\$15.00	\$18.00
Overage Rate Per Megabyte	\$1.00				

Mobile Broadband Machine to Machine (M2M) Share Group 2 Plans - High Usage

The data plans below reflect the monthly access fee discount. No additional discounts apply.

Mobile Broadband Machine-to-Machine Plans	250 Megabytes	1 Gigabyte	5 Gigabytes	10 Gigabytes
Domestic Data Allowance Per Month	250 MB	1 GB	5 GB	10 GB
Monthly Access Fee	\$20.00	\$25.00	\$39.50	\$63.20
Overage Rate Per Megabyte	\$0.015			

Notes: Machine to Machine coverage includes the Verizon Wireless 4G, 3G and 3G Extended networks. See attached Calling Plan and Feature Details for important information about calling plans, features and options. Government Subscribers may supply their own authenticated Equipment (CPE) approved by Verizon Wireless to be activated on these plans. Netbook, Smartphone, and Tablet devices are not eligible for Mobile Broadband M2M pricing. 4G service requires 4G Telemetry equipment and 4G coverage. All terms and conditions of the Agreement apply to M2M service and M2M Lines as a Wireless Service.

Data Sharing: Sharing among M2M Lines is available only among M2M Lines active on plans in the same sharing tier. At the end of each bill cycle, any unused data allowances for lines sharing on the same account will be applied to the overages of the other lines on the same account beginning with the line with the lowest overage need. Plan changes may not take effect until the billing cycle following the change request. For details, please refer to the Verizon Wireless Plan and Feature Details.

Public Sector Mobile Broadband Machine to Machine (M2M) Share Plans: Government Subscribers Only

The calling plans below reflect the monthly access fee discount. No additional discounts apply.

Public Sector Mobile Broadband	5 Gigabytes	10 Gigabytes	20 Gigabytes
Monthly Access Fee	\$35.99	\$59.99	\$99.99
Shared Domestic Data Allowance	5GB	10GB	20GB
Overage Per Gigabyte	\$8.00 Per Gigabyte		

Note: This plan is available for domestic data only devices, on the Verizon Wireless network only. See attached Calling Plan and Feature Details for important information about calling plans, features and options. **Data Sharing:** At the end of each bill cycle, any unused data allowances for lines sharing on the same account will be applied to the overages of the other lines on the same account beginning with the line with the lowest overage need. Plan changes may not take effect until the billing cycle following the change request. Current NationalAccess and Mobile Broadband coverage details can be found at www.verizonwireless.com. New activations on these service plans require 4G LTE devices. Netbook, Smartphone, and Tablet devices are not eligible for Mobile Broadband M2M pricing. Existing customers transitioning to one of these service plans are able to utilize existing 3G devices. The 5GB, 10GB, and 20GB Public Sector Mobile Broadband Machine to Machine Plans are able to share only with each other. For details, please refer to the Verizon Wireless Plan and Feature Details.

**Private Network/Dynamic Mobile Network Routing (DMNR)/Service Based Access(SBA)
Static IP – Isolated Pool w/Fixed End System (FES) [Internet Restricted]**

The Account Set-Up Fees below reflect any applicable discount. No additional discounts apply.

Mobile Broadband and NationalAccess plans or features only

Configuration	Cost		
Per Account FES Connect Set-Up (One time fee)	\$1500.00		
	Private Network Only	Private Network with DMNR	Private Network with SBA
Per Account Level Set-Up (One time fee)	Waived	\$250.00	\$250.00
DMNR or SBA (Per build)	\$250.00 (Adding to existing Private Network Only)		

Public Safety Subscribers Account Set-Up: Verizon Wireless will waive all account set-up fees including the \$1500.00 connection fee, \$500.00 Account Set-up Fee and the DMNR for new Public Safety builds classified with the following NAICS (formerly SIC) Codes only.

- | | |
|--|--|
| <ul style="list-style-type: none"> • 621910 Ambulance Services • 922110 Courts • 922120 Police Protection • 922130 Legal Counsel and Prosecution • 922140 Correctional Institutions | <ul style="list-style-type: none"> • 922160 Fire Protection • 922190 Other Justice, Public Order, and Safety Activities • 928110 National Security • 922150 Parole Offices and Probation Offices |
|--|--|

Note: Set-Up fees apply to new Private Network/DMNR/SBA builds (Verizon Home Agent Portal (VHAP)). This applies to New Private Networks built as Standard, Parent or Child. Subscribers that are placed into this pool will be limited to utilizing the Verizon Wireless Network for transport to and from their FES connections to the Verizon Wireless Network. Static IP addresses will be available on remote access, Mobile Broadband and Unlimited NationalAccess plans or features only. Fees may not apply in certain VPN environments. Fees are per account level (regardless of the number of IPs ordered) selecting Static IP, and may apply in addition to \$1500.00 Connect Fee in certain configurations. Does not include MPLS.

Static IP: The \$500.00 Static IP address fee is waived. Static IP addresses will be available on remote access, Mobile Broadband and NationalAccess plans or features only. Static IP addresses may be reserved and should be assigned to the mobile numbers within 90 days. De-activated Static IP addresses will go into an "aging pool" for 24 hours. After 24 hours, these Static IP addresses will be returned to reserved status for the account. Reserved Static IP addresses will be shown at the account level and can be viewed from the billing system. Feature activations will be stored in the "data warehouse" database along with the Static IP Address for reporting. A Static IP address is associated with the device's MDN (Mobile Dialing Number). Each time the subscriber initiates a data session the Static IP address that is associated with their MDN is assigned to their device for each session. Subscribers completing an ESN (Electronic Serial Number) change will retain their Static IP address.

Eligible 3G/4G data service: Mobile Broadband, Mobile Broadband Wireless Router, Telemetry (M2M), Wireless Email, or usage-based Megabyte pricing.

DMNR and SBA are optional features that can co-exist on a Customer's Private Network profile.

GRANDFATHERED PRICING

The following rate plans have been grandfathered for future service activations. Any existing customer on one of these grandfathered rate plans may remain on the service plan.

GRANDFATHERED : Custom State of Illinois, University, and Joint Purchasing Program Government Subscriber Regional Flat Rate

The State of Illinois Regional Flat Rate Calling Plan is not eligible for Monthly Access Fee discounts.

Monthly Access Fee	General Airtime Allowance	Per Minute Rate	Nationwide Roaming Rate (includes Long Distance)	Verizon Wireless Long Distance	Home Calling Area*
\$0.00	0	\$0.06	\$0.50	Included for Domestic Long Distance Calls Made from Home Calling Area	State of Illinois

Note: * This plan includes a home airtime rate and coverage area that encompasses the State of Illinois only. Please see State of Illinois map for more information. Upon 30 days notice, Verizon Wireless reserves the right to disconnect any non-emergency Government Subscriber line on this Flat Rate plan that has no usage for 3 consecutive months. The State of Illinois will notify Verizon Wireless of emergency lines activated on this plan. See attached Verizon Wireless Voice and Data Calling Plan Terms and Conditions for important information about calling plans, features and options. Megabytes sent or received (including advertising) will be aggregated each month, rounded up to the next full megabyte, and billed at \$1.99/MB. *Data sent or received using Mobile Web (including advertising), *Media Center*, and other applications will be aggregated at the end of each month, rounded up to the nearest whole megabyte, and billed at \$1.99 per megabyte. The only Push to Talk Plus feature that can be added to this rate plan is the \$10.00 Push To Talk Plus feature. Qualifying data features \$24.99 or higher will receive a discount of 21% off the monthly access for the data feature for Government Subscribers.

GRANDFATHERED: Custom State of Illinois, University, and Joint Purchasing Program Government Subscriber Nationwide Flat Rate

The State of Illinois Nationwide Flat Rate Calling Plan is not eligible for Monthly Access Fee discounts.

Monthly Access Fee	Government Subscribers - \$9.00
Anytime Minutes	0
Per Minute Rate*	\$0.06
Domestic Long Distance	Included
Mobile to Mobile Calling Minutes	Unlimited
Night and Weekend Minutes	Unlimited

Notes: This plan includes a home airtime rate and coverage area that is nationwide. Please see the Nationwide map below. See attached Verizon Wireless Voice and Data Calling Plan Terms and Conditions for important information about calling plans, features and options. Megabytes sent or received (including advertising) will be aggregated each month, rounded up to the next full megabyte, and billed at \$1.99/MB. *Data sent or received using Mobile Web (including advertising), *Media Center* and other applications will be aggregated at the end of each month, rounded up to the nearest whole megabyte, and billed at \$1.99 per megabyte. \$5.00 Push To Talk Plus feature may be added to rate plan. Qualifying data features \$24.99 or higher will receive a discount of 21% off the monthly access for the data feature for Government Subscribers.

Please note: Grandfathered Pricing does not apply to CMS government subscribers lines that have migrated to the current pricing under this contract.

Verizon Wireless Plan and Feature Details

Plans and Associated Charges: Billing, shipping and end-user address must be within an area where Verizon Wireless is licensed and provides service. Charges for calls will be based on the cell sites used, which may be outside the calling plan coverage area even when the subscriber is physically within the coverage area. Time of the call is based on the telephone switching office that carries the call, which may be different from the time of day shown on subscriber's phone. Unused monthly minutes and/or Megabytes are lost. On outgoing calls, charges start when subscriber presses **SEND** or the call connects to a network, and on incoming calls, when the call connects to a network (which may be before it rings). A call may end several seconds after subscriber presses **END** or the call disconnects. Calls made on the Verizon Wireless network are only billed if they connect (which includes calls answered by machines). Billing for airtime and related charges may sometimes be delayed. Calls to "911" and certain other emergency services are toll-free and airtime-free. Airtime may be charged when dialing toll-free numbers

Price Plan Changes: When changing calling plans/features, depending upon the calling plan/feature selected, changes may be:

- Backdated to the beginning of the billing cycle;
- Future dated to the beginning of the next billing cycle; or
- Made effective that day and therefore prorated based on the number of days the service is provided, rather than billing for the entire bill cycle.

Please note: Backdating is recommended when the customer has exceeded the existing plan/feature allowance or wants the benefit of the new allowance in the current bill cycle. System logic restricts backdating in the following scenarios: moving down in plan access charge; changing from a data plan to a voice plan; or if the plan is not available on the first day of the bill cycle, as may be the case with a new pricing launch. Under these scenarios, changes are either processed on demand or with future dating.

Anytime Minutes: Anytime Minutes apply when making or receiving calls from a calling plan's rate and coverage area. Coverage information is available at www.verizonwireless.com. Airtime is rounded up to the next full minute. Allowance minutes/Megabytes are not transferable except as may be available on plans with sharing. In order to gain access to coverage in newly expanding markets, subscribers must periodically dial *228 to update roaming information from voice or Smartphone devices; from the VZAccess Manager, go into "Options" and click "Activation," while in the National Enhanced Services Rate and Coverage Area every three months. This may alter the rate and coverage area. Automatic roaming may not be available in all areas and rates may vary. Roaming charges may be delayed to a later bill.

Long Distance: Unlimited domestic long distance is included when calling from the plan's rate and coverage area, unless otherwise specified in the plan.

Unlimited Messaging: Unlimited Messaging is included with the certain plans and is available in the National Enhanced Services rate and coverage area in the United States. Messaging applies when sending and receiving (i) text, picture and video messages to and from Verizon Wireless and Non-Verizon Wireless customers in the United States, (ii) Text, picture, and video messages sent via email, (iii) Instant messages, and (iv) Text messages with customers of wireless carriers in Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands. Messaging is subject to Text, Picture, and Video Messaging Terms and conditions. Premium messages are not included. **Friends & Family:** Calls directed to and received from an account's listed Friends & Family numbers shall not use Monthly Anytime Voice Minutes. For Nationwide for Business plans with 900 minutes or more or 450 minute plan with the share option can add up to ten (10) Friends & Family numbers. Only calls from Nationwide Coverage Area to designated domestic landline or wireless numbers (excluding Directory Assistance, 900 numbers, or customer's own wireless or Voicemail access numbers) may be added; all qualifying lines on an account share the same Friends & Family numbers, up to account's eligibility limits; My Verizon, My Business Account or Verizon Enterprise Center is required to set up and manage Friends & Family numbers.

Mobile to Mobile Calling: Mobile to Mobile Calling minutes apply when making calls directly to or receiving calls directly from another Verizon Wireless subscriber while in the Nationwide Rate and Coverage area. Mobile to Mobile calls must originate and terminate while both Verizon Wireless subscribers are within the Mobile to Mobile Calling area. Mobile to Mobile Calling is not available (i) with fixed wireless devices with usage substantially from a single cell site, (ii) for data usage including Picture or Video Messaging (iii) if Call Forwarding or No Answer/Busy Transfer features are activated, (iv) for calls to Verizon Wireless

customers using any of the global services, (v) for calls to check Voice Mail, (vi) in those areas of Louisiana and Mississippi where the users roaming indicator flashes, (vii) in Canada and Mexico and (viii) to users whose current wireless exchange restricts the delivery of Caller ID And (viii) for incoming calls if Caller ID is not present or Caller ID Block is initiated. Mobile to Mobile Calling minutes will be applied before Anytime Minutes.

Night and Weekend Minutes: Apply to calls made in a calling plan's rate and coverage area only during the following hours: 12:00 am Saturday through 11:59 pm Sunday and 9:01 pm to 5:59 am Monday through Friday. If both Night and Weekend and Mobile to Mobile Calling minute allowances apply to a given call, Mobile to Mobile Calling minutes will apply before Night and Weekend minutes. However, if either allowance is unlimited, the unlimited allowance will always apply first.

Nationwide for Business Share Option: The Share Option is available to businesses with a minimum of five (5) Nationwide for Business lines on the same account with the share option. The Monthly Anytime Minutes of all lines on an account will be aggregated, and then allocated first to the line with the highest anytime minute usage, and then to the line with the next highest usage.

Push to Talk Plus: Push to Talk Plus (PTT+) capable Equipment required. Push to Talk Plus capable Equipment can only be used with a Push to Talk Plus calling plan. **Subscribers switching from a Push to Talk Plus Calling Plan to another calling plan may not be able to use certain Push to Talk Plus capable Equipment with the new plan.** Push to Talk Plus calls may only be made with other Verizon Wireless Push to Talk Plus subscribers. Push to Talk Plus Subscribers may initiate or participate on a call, simultaneously, with as many as 250 total participants (total is limited to (50) if interoperating between 3G and 4G participants). Administrators can be designated to manage the Push to Talk contact lists via a single website interface with a single user name/password. Existing Push to Talk Subscriber Equipment may require a software upgrade to use Push to Talk Plus or replacement with a Push to Talk Plus capable device. Push to Talk Plus is only available within the National Enhanced Services Rate and Coverage Area and WiFi access points. There will be a delay from the time a Push to Talk Plus call is initiated until the Push to Talk Plus call is first received by the called party. If an incoming voice call is received while on a Push to Talk Plus call the voice call may be answered and the Push to Talk Plus placed on hold. If an incoming Push to Talk Plus call is received while on a Push to Talk Plus call the PTT call icon can be selected to connect to the Push to Talk Plus call. If the incoming voice or Push to Talk Plus call is not answered a missed call alert will display. Network registration information will be sent to the Equipment each time it is powered on in the National Enhanced Services Rate and Coverage Area, each time the Subscriber travels into the National Enhanced Services Rate and Coverage Area, and every 12 hours if the Subscriber stays within the National Enhanced Services Rate and Coverage Area. While the updated network registration information is being sent to the Equipment, incoming voice calls will go directly to voice mail. Contact list cannot be modified from certain Equipment. Subscriber cannot prevent others who have the Subscriber's MTN from entering the MTN into their Push to Talk contact list. Only one person can speak at a time during a Push to Talk Plus call. In-Call Talker Override (Talker Priority) allows a pre-determined user priority to take the floor to communicate urgent message over participant. Push to Talk Plus services cannot be used for (i) access to the Internet, intranets or other data networks, except as the device's native applications & capabilities permit, (ii) any applications that tether Equipment to laptops, personal computers or other devices for any purpose. Please visit our website www.verizonwireless.com for additional Push to Talk Plus information.

International Eligibility: International Eligibility requires a minimum payment history and credit approval; a contract term and security deposit may also be required. Failure to maintain these requirements may result in suspension of International Eligibility without notice. You can remove International Eligibility at any time by calling Customer Service. You are responsible for any unauthorized use of your SIM Card and will safeguard security codes. Upon termination of service, destroy your SIM Card. See verizonwireless.com/global for details.

International Long Distance: You need International Eligibility to make international calls to most countries, but you can make calls to some North American destinations without it. Additional surcharges may apply when calling certain countries; see verizonwireless.com/global for details.

Verizon Wireless International Long Distance Value Plan: International Eligibility required to call most countries. Value Plan feature is not available on all Plans. Rates are subject to change without notice. Standard International Long

Verizon Wireless Plan and Feature Details

Distance rates apply in addition to airtime charges per your Plan on calls made from the Verizon Wireless network. Rates and service availability may vary when your phone's banner displays "Extended Network." Value Plan rates apply only on calls to Value Plan Countries made from your Plan's Rate and Coverage Area. If a subscriber's Plan's Rate and Coverage Area includes calls to any Value Plan country, those calls will be billed per the Plan. Except when roaming on another carrier's network, in which case that carrier's rates, taxes and surcharges apply. For Value Plan subscribers, calls made from the Verizon Wireless network to countries not included in the Value Plan will be billed at standard International Long Distance rates. Additional surcharges may apply when calling certain destinations, see www.verizonwireless.com/international for details.

International Roaming: Some services, such as premium text messaging, directory assistance, entertainment lines and third-party services, may be available, and charges for these services will be billed (along with applicable toll charges) in addition to roaming rates. Message-waiting-indicator service is not available where Text Messaging is not available. When using Global Phone, or Global Data services, or if you subscribe to a Nationwide Plus Canada or Nationwide Plus Mexico Plan, and you're roaming near country borders, calls may be carried by a cell site located in a neighboring country and billed at that country's rates. Verizon Wireless will terminate your service for good cause, upon 60 days written notice, if less than half of your voice or data usage over three consecutive billing cycles on the Verizon Wireless National Enhanced Services Rate and Coverage Area. See verizonwireless.com/global for rates and destinations, which are subject to change without notice. International Eligibility required for GSM roaming in many destinations. Rates, terms and conditions apply only when roaming on participating GSM networks in published destinations. Availability of service, calling features, and Text messaging varies by country and network and may be restricted without notice. You must add International Eligibility to your account to roam in many destinations. Visit verizonwireless.com/narooming. By using Equipment outside the United States, subscriber is solely responsible for complying with all applicable foreign laws, rules and regulations ("Foreign Laws"), including Foreign Laws regarding use of wireless phones while driving and use of wireless camera phones. Verizon Wireless is not liable for any damages that may result from subscriber's failure to comply with Foreign Laws.

Roaming in GSM countries: GSM Global Phone, activated in the United States with compatible Subscriber Identity Module (SIM) card required. Rates, terms and conditions apply only when roaming on participating GSM networks in published Global Phone countries. Service may be available in additional countries, but airtime rates, availability of calling features, and ability to receive incoming calls (including return calls from emergency services personnel) may be restricted. See www.verizonwireless.com for coverage and airtime rates. Service in certain countries may be blocked without prior notice. Where Text messaging is available, Customer will be charged \$0.50 for each message sent and \$0.05 for each message received. Text messaging rates are subject to change. Text messages may be sent only to MTNs of (i) Verizon Wireless customers, and (ii) customers of foreign wireless carriers that participate in international text messaging. Check www.vtext.com for the most current list of participating foreign carriers.

Data Services: Verizon Wireless charges you for all data and content sent or received using our network (including any network overhead and/or Internet Protocol overhead associated with content sent or received), as well as resolution of Internet Protocol addresses from domain names. Sending or receiving data using a virtual private network (VPN) involves additional VPN overhead for which you will be charged. Please note that certain applications or widgets periodically send and receive data in the background, without any action by the user, and you will be billed for such data use. Applications may automatically re-initiate data sessions without you pressing or clicking the **SEND** or connect button. Data sessions automatically terminate after 24 hours. A data session is inactive when no data is being transferred. Data sessions may seem inactive while data is actively being transferred, or may seem active when the data is actually cached and data is not being transferred. If you have a Data Only plan and use voice service, domestic voice calls will be billed at \$0.25/minute.

Verizon Wireless is implementing optimization and transcoding technologies in our network to transmit data files in a more efficient manner to allow available network capacity to benefit the greatest number of users. These techniques include caching less data, using less capacity, and sizing the video more

appropriately for the device. The optimization process is agnostic to the content itself and to the website that provides it. While Verizon Wireless invests much effort to avoid changing text, image, and video files in the compression process, and while any change to the file is likely to be indiscernible, the optimization process may minimally impact the appearance of the file as displayed on your device. For a further, more detailed explanation of these techniques, please visit verizonwireless.com/vzwoptimization.

Verizon Wireless strives to provide customers with the best experience when using our network, a shared resource among tens of millions of customers. To further this objective, Verizon Wireless has implemented Network Optimization Practices designed to ensure that the overwhelming majority of data customers aren't negatively impacted by the inordinate data consumption of a few users. For a further more detailed explanation of these techniques please visit www.verizonwireless.com/networkoptimization. Data transfer amounts will vary based on application. If you download an audio or video file, the file may be downloaded in sections or in its entirety; data charges will apply to the portion downloaded, regardless of whether you listen to or watch all of it. You may access and monitor your own data usage during a particular billing period, including during the Return Period, by accessing My Verizon online or by contacting Customer Service.

Data Services: Permitted Uses: You can use Verizon Wireless Data Services for accessing the Internet and for such uses as: (i) Internet browsing; (ii) email; (iii) intranet access (including accessing corporate intranets, email and individual productivity applications made available by your company); (iv) uploading, downloading and streaming of audio, video and games; and (v) Voice over Internet Protocol (VoIP).

Data Services: Prohibited Uses. You may not use our Data Services for illegal purposes or purposes that infringe upon others' intellectual property rights, or in a manner that interferes with other users' service, that violates trade and economic sanctions and prohibitions as promulgated by the Departments of Commerce, Treasury or any other U.S. government agency, that interferes with network's ability to fairly allocate capacity among users, or that otherwise degrades service quality for other users. Examples of prohibited usage include: (i) server devices or host computer applications that are broadcast to multiple servers or recipients such that they could enable "bots" or similar routines (as set forth in more detail (ii) below) or otherwise denigrate network capacity or functionality; (ii) "auto-responders," "cancel-bots," or similar automated or manual routines that generate amounts of net traffic that could disrupt net user groups or e-mail use by others; (iii) generating "spam" or unsolicited commercial or bulk e-mail (or activities that facilitate the dissemination of such e-mail); (iv) any activity that adversely affects the ability of other users or systems to use either Verizon Wireless' services or the Internet-based resources of others, including the generation of dissemination of viruses, malware, or "denial of service" attacks; (v) accessing or attempting to access without authority, the information, accounts or devices of others, or to penetrate, or attempt to penetrate Verizon Wireless' or another entity's network or systems; or (vi) running software or other devices that maintain continuous active Internet connections when a computer's connection would otherwise be idle or "any keep alive" functions, unless they adhere to Verizon Wireless' requirements for such usage, which may be changed from time to time.

Verizon Wireless further reserves the right to take measures to protect our network and other users from harm, compromised capacity or degradation in performance. These measures may impact your service, and Verizon Wireless reserves the right to deny, modify or terminate service, with or without notice, to anyone Verizon Wireless believes is using Data Services in a manner that adversely impacts the Verizon Wireless network. **Verizon Wireless may monitor your compliance, or other subscribers' compliance, with these terms and conditions, but Verizon Wireless will not monitor the content of the communications except as otherwise expressly permitted or required by law.** [See verizonwireless.com/privacy]

Unlimited Data Plans and Features (such as NationalAccess, BroadbandAccess and certain VZEmail services) may ONLY be used with wireless devices for the following purposes: (i) Internet browsing; (ii) email; and (iii) intranet access (including access to corporate intranets, email, and individual productivity applications like customer relationship management, sales force, and field service automation). The Unlimited Data Plans and Features MAY NOT be used for any other purpose. Examples of prohibited uses include,

Verizon Wireless Plan and Feature Details

without limitation, the following: (i) continuous uploading, downloading or streaming of audio or video programming or games; (ii) server devices or host computer applications, including, but not limited to, Web camera posts or broadcasts, automatic data feeds, automated machine-to-machine connections or peer-to-peer (P2P) file sharing; or (iii) as a substitute or backup for private lines or dedicated data connections. This means, by way of example only, that checking email, surfing the Internet, downloading legally acquired songs, and/or visiting corporate intranets is permitted, but downloading movies using P2P file sharing services and/or redirecting television signals for viewing on laptops is prohibited.

For individual use only and not for resale. We will protect our network from harm, which may impact legitimate data flows. We will limit throughput or amount of data transferred exceeding 5 to 25 GB to 200 Kbps up and 200 Kbps down in a given billing cycle, and reserve the right to deny or terminate service, with 60 days notice, to anyone we believe is using an Unlimited Data Plan or Feature in any manner prohibited above or whose usage adversely impacts our network or service levels. Anyone using more than 5 to 25 GB per line in a given month is presumed to be using the service in a manner prohibited above, and we will limit data throughput speeds for all additional usage on that line for the remainder of that bill cycle. We also reserve the right to terminate service upon 60 days notification to the customer.

Unlimited VZAccess and VZEmail: NationalAccess, BroadbandAccess, and GlobalAccess data sessions may be used for the following purposes: (i) Internet browsing, (ii) e-mail, and (iii) intranet access (including access to corporate intranets, e-mail and individual productivity applications like customer relationship management, sales force and field service automation). Unlimited VZAccess and VZEmail services cannot be used (i) for uploading, downloading or streaming of movies, music or games, (ii) with server devices or with host computer applications, other than applications required for BlackBerry or Wireless Sync service, including, but not limited to, Web camera posts or broadcasts, automatic data feeds, Voice over IP (VoIP), automated machine-to-machine connections, or peer-to-peer (P2P) file sharing, or (iii) as a substitute or backup for private lines or dedicated data connections. Additionally, Unlimited

VZEmail services cannot be used for, (i) access to the Internet, intranets or other data networks, except as the Equipment's native applications and capabilities permit, or (ii) for any applications that tether Equipment to laptops or personal computers other than for use of the Wireless Sync or BlackBerry Solutions. Unlimited BroadbandAccess and NationalAccess data sessions automatically terminate after 2 hours of inactivity, unless Subscriber has Mobile IP (MIP) capable Equipment

Data Roaming: In the Canadian Broadband and Canadian Enhanced Services Rate and Coverage Areas, usage will be charged at a rate of \$0.002/KB or \$2.05/MB. In the Mexican Enhanced Services Rate and Coverage Area, usage will be charged at a rate of \$0.005/KB or \$5.12/MB. In other available countries, usage will be billed at a rate of \$0.02/KB or \$20.48/MB. International Eligibility is needed to roam in many destinations. Current coverage details, and list of Other Available Countries can be found at www.verizonwireless.com/international.

Global Data Optional Features: Global PC Card required for international use. Global PC Cards will not work in the United States or Canada and Global Data Optional Features subscribers will need a NationalAccess or Mobile Broadband PC card for domestic use. The domestic and Global PC Cards cannot be used at the same time. Prior to leaving the United States, subscribers must install Global Data Optional Features VZAccess ManagerSM and run the OTA wizard. Global Data Optional Features subscribers must activate and update their Preferred Roaming lists while in the National Enhanced Services Rate and Coverage Area every three months. Verizon Wireless reserves the right to terminate the service of any subscriber whose total usage is less than half on the Verizon Wireless National Enhanced Services Rate and Coverage Area over three consecutive billing cycles.

Global Email SIM Cards: SIM Cards are available for use with your Global PC Card, Global Smartphone, or Global Phone. Verizon Wireless is not responsible for any unauthorized use of subscriber's SIM Cards and subscriber must safeguard security codes. Placing your GlobalEmail SIM in any other non BlackBerry or Smartphone device could result in additional charges or termination of service. Upon termination of service, subscriber must destroy SIM Card.

M2M Data Plan Terms and Conditions

A data session is inactive when no data is being transferred, and may seem inactive while data is actively being transferred to a device, or seem active when actually cached and not transferring data. Customer must maintain virus protection when accessing the service and is responsible for all data sent and received including "overhead" (data that is in addition to user-transmitted data, including control, operational and routing instructions, error-checking characters as well as retransmissions of user-data messages that are received in error) whether or not such data is actually received. Verizon Wireless will not be liable for problems receiving Service that result from Customer's device.

Megabyte (MB) Data Plans: M2M data usage is rounded to next full kilobyte at end of each billing cycle. Any unused portion of the megabyte allowance is lost. Equipment will not indicate kilobyte usage.

NationalAccess Roaming Feature: Not for use with Mobile Office Kits. Dynamic IP addresses will be assigned when roaming. Usage rounded up to next full kilobyte. For information on where NationalAccess Roaming is available, see www.verizonwireless.com.

Data Roaming: In the Canadian Broadband and Canadian Enhanced Services Rate and Coverage Areas, usage will be charged at a rate of \$0.002/KB or \$2.05/MB. In the Mexican Enhanced Services Rate and Coverage Area, usage will be charged at a rate of \$0.005/KB or \$5.12/MB. For more information on roaming in Canada and Mexico, visit verizonwireless.com/naroaming. In the Bermuda, China, Dominican Republic, Guam, India, Israel, Saipan and South Korea Enhanced Services Rate and Coverage Areas, usage will be billed at a rate of \$0.02/KB or \$20.48/MB. I-Dial is needed to roam in many destinations. Only the Canadian Broadband Rate and Coverage Area supports EV-DO.

M2M Data Plan Share Options

Share Options: Sharing is available only among Government Subscribers on applicable M2M Low Usage and High Usage calling plans.

Account Share: Customer may activate up to 15 share groups per account. Sharing is available only among M2M Lines on the Mobile Broadband M2M Account Share Plans on the same billing account, in the same usage group (Low Usage and High Usage plans cannot share with each other). Unused KBs will be distributed to M2M Lines with an overage on an as needed basis to M2M Lines on the same billing account that have exceeded their MB allowance during the same monthly billing period. At the end of each bill cycle any unused KBs allowances will be applied to the overages of the other M2M Lines on the same account beginning with the line with the lowest overage need until depleted. Customers subscribing to Mobile Broadband M2M Account Share Plans will be billed on separate billing accounts and invoices from Subscribers to the Mobile Broadband M2M Profile Share Plans.

Multi-Account Share: Customer may activate one (1) share group per profile (Low Usage and High Usage plans cannot share with each other); however, customer may have multiple bill accounts on the same profile. Sharing is available only among M2M Lines on the Mobile Broadband M2M Multi-Account Share Plans on the same profile, in the same usage group. Each sharing M2M Lines unused KBs will pass to other sharing M2M Lines that have exceeded their data allowance during the same monthly bill cycle. Unused KBs will be distributed proportionally as a ratio of the KBs needed by each applicable M2M Line to the total KBs needed by all sharing M2M Lines on the same profile. Customers subscribing to Mobile Broadband M2M Profile Share Plans will be billed on separate billing accounts and invoices from Subscribers to the Mobile Broadband M2M Account Share Plans.

Note: ¹A profile is defined as a Customer's overarching account of record under which Customer may have multiple billing accounts

Networkfleet Terms and Conditions

The terms and conditions govern the purchase and use by Customer ("Customer" or "You") pursuant to Verizon Wireless' Contract CMS693372P with the State of Illinois for Networkfleet products and services set forth below (hereinafter referred to as the "Agreement" or the "Terms and Conditions"). If you do not agree to these Terms and Conditions you may not order Networkfleet products or services

1. DEFINITIONS. In these Terms and Conditions, the following terms, when capitalized, shall have the meaning set forth below:

"Customer Website Pages" means the web pages on the Networkfleet Website designated by Networkfleet for use by Customer.

"Devices" means the Networkfleet wireless device(s) identified on an accepted order.

"Networkfleet Services" means the services ordered hereunder including, but not limited to: (a) collection of diagnostic and/or location information from a Vehicle; (b) any proprietary data feed or elements thereof or any APIs provided by Networkfleet; (c) analysis, delivery and posting of Vehicle information to the Networkfleet Website; (d) notification to Customer and/or a designated third party by e-mail of certain events or Vehicle information; (e) Customer access and usage of Customer Website Pages; and (f) Device installation services.

"Networkfleet Website" means the Networkfleet website currently located at www.networkfleet.com.

"Network Fleet" is a wholly owned subsidiary of Verizon Communications, Inc, and an affiliate of Cellco Partnership, d/b/a Verizon Wireless which is the "Contractor" under the State of Illinois Contract.

"Service Partners" means the entities that Verizon Wireless works with, from time to time, to provide the Networkfleet Services, including, but not limited to, installers, website operators, mapping data providers and licensors.

"Vehicle" means any vehicle equipment equipped with a Device and owned or under the control of Customer.

2. NETWORKFLEET LICENSE. During the time that Customer is entitled to receive Networkfleet Services hereunder, the Customer shall have a non exclusive, non transferable license to (i) use the Networkfleet Services in the United States and such other countries as may be approved by Verizon Wireless in writing, (ii) access and use the Customer Website Pages, and (iii) use the firmware and software included in the Devices, solely for use in connection with the Networkfleet Services, and as provided in these Terms and Conditions. Redistribution or resale of this information by the Customer is prohibited without prior written consent.

3. INSTALLATION SERVICES. If Verizon Wireless accepts an order for Device installation services, such services may be performed by Service Partners who will install the Device at a mutually agreed location, in accordance with Networkfleet's Installation Policy, located at http://info.networkfleet.com/rs/networkfleet/images/Installation_Policy.pdf, as it may be amended from time to time, which is available at the Networkfleet Website. Customer acknowledges and agrees that installation of the Device may involve drilling holes, rewiring and other similar alterations to the Vehicle and that Verizon Wireless is not obligated to restore the Vehicle after removal of the Device.

4. CUSTOMER OBLIGATIONS. Customer shall limit its use of the Devices, Networkfleet Services, Networkfleet Website, and Customer Website Pages to their intended purposes and shall comply, and cause its employees and agents to comply with all applicable laws and regulations and with Networkfleet's Website Acceptable Use Policy, Privacy Policy and all other policies that Networkfleet may establish from time to time, which are, or will be available, on the Networkfleet Website. Customer shall inform its drivers of Vehicles that such Vehicle has been enabled for Networkfleet Services and that the Networkfleet Services include the collection of data points associated with the Vehicle's location and manner of operation.

5. LIMITED WARRANTY. (a) Verizon Wireless warrants to Customer that a Device purchased hereunder (other than an Asset Tracker device) will be free from defects in material and workmanship that prevent the Device from functioning in accordance with its specifications for a period of three (3) years following the initial activation of a Device. The period may be extended though the same period of time as the Customer has continuously paid for Networkfleet Services for the Device; (b) Verizon Wireless warrants to Customer that an Asset Tracker device which has been purchased new from Networkfleet by Customer, will be free from defects in material and workmanship that prevent it from functioning in accordance with its specifications for a period of three (3) years from initial activation, excluding the battery. (c) Verizon Wireless warrants to Customer that all accessories that are purchased new from Networkfleet by Customer will be free from defects in material and workmanship that prevent them from functioning in accordance with their specifications for a period of one (1) year from the date of shipment, (d) Verizon Wireless warrants to Customer that installation services will be free from defects in workmanship for a period of one (1) year from completion of any such installation services (unless Customer has purchased an extended installation warranty). Verizon Wireless warrants that extended warranty installation services will be free from defects in workmanship for a period of one (1) year following completion of such services. The period may be extended through the same period of time as the Customer has continuously paid for such extended warranty installation service. (e) Warranty claims must be made by notifying Verizon Wireless in writing promptly after Customer learns of the facts supporting a warranty claim, as specified in Networkfleet's then-current applicable warranty policy. The warranty policy can be found at <http://info.networkfleet.com/rs/networkfleet/images/Warranty.pdf>. Verizon Wireless will, at its discretion, either repair or replace any non-complying Device with a Device of equivalent functionality, and if applicable, remedy any defects in installation of the Device. (f) THE REMEDIES IN THIS SECTION ARE THE SOLE OBLIGATIONS AND REMEDY FOR BREACH OF ANY WARRANTY.

6. EXCLUSIONS. The Limited does not cover repair, replacement or correction of any defect, damage or malfunctions caused by: (i) failure to properly install the Devices as described in the Networkfleet installation guides (if installation is not performed by Networkfleet); (ii) accident, negligence, theft, vandalism, operator error, misuse or acts of Nature; (iii) failure of the facilities Customer uses to access the Networkfleet Website or to conform to Networkfleet specifications; (iv) modifications, attachments, repairs or unauthorized parts replacements performed by Customer or any third party not authorized by Networkfleet; or (v) use by Customer of hardware or software not provided or approved by Networkfleet. Customer will be responsible for the cost of Support Services provided by Networkfleet caused by any of the foregoing.

7. DISCLAIMER OF WARRANTIES. EXCEPT FOR THE LIMITED WARRANTY SET FORTH IN SECTION 5, VERIZON WIRELESS MAKES NO WARRANTY OR GUARANTEE OF ANY KIND WITH RESPECT TO THE DEVICES AND THE NETWORKFLEET SERVICES. TO THE FULLEST EXTENT PERMISSIBLE BY APPLICABLE LAW, VERIZON WIRELESS DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING,

BUT NOT LIMITED TO: IMPLIED WARRANTIES OF NONINFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE; AND ANY IMPLIED WARRANTY ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE OF TRADE. VERIZON WIRELESS DOES NOT WARRANT THAT THE RECEIPT OF DATA, MAPPING INFORMATION, AND OTHER CONTENT FROM THE DEVICES WILL BE AVAILABLE AT ALL TIMES, AT ALL GEOGRAPHIC LOCATIONS, UNINTERRUPTED OR ERROR-FREE, OR THAT THE TRANSMISSION OF DATA, MAPPING INFORMATION, AND OTHER CONTENT FROM NETWORKFLEET TO CUSTOMER OR TO THE CUSTOMER WEBSITE PAGES WILL ALWAYS BE ACCURATE, TIMELY OR COMPLETE.

8. LIMITATION OF LIABILITY. (a) NEITHER PARTY WILL BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS OR LOST DATA, EVEN IF THAT PARTY IS INFORMED THAT THOSE DAMAGES MAY OCCUR. EXCEPT FOR VERIZON'S INDEMNIFICATION OBLIGATIONS IN THE STATE CONTRACT AND DAMAGE TO PERSONS AND PROPERTY, VERIZON WIRELESS' CUMULATIVE LIABILITY UNDER ANY LEGAL THEORY SHALL NOT EXCEED THE AMOUNT PAID TO VERIZON WIRELESS. (b) WITHOUT LIMITING THE FOREGOING, VERIZON WIRELESS AND THE SERVICE PARTNERS ARE NOT RESPONSIBLE FOR LIABILITIES OF ANY KIND RESULTING FROM DELAYS IN DELIVERY, INSTALLATION OR PROVIDING NETWORKFLEET SERVICES OR OTHER SERVICES, REGARDLESS OF THE CAUSE OF THE DELAY. CUSTOMER UNDERSTANDS AND AGREES THAT VERIZON WIRELESS SHALL NOT BE LIABLE FOR ANY DAMAGES OF ANY KIND RESULTING FROM AN ALLEGED OR ACTUAL LACK OF SECURITY RELATING TO CUSTOMER'S USE OF THE NETWORKFLEET SERVICES. (c) CUSTOMER UNDERSTANDS AND AGREES THAT: (i) THE DEVICE IS A WIRELESS DEVICE AND THAT WIRELESS COMMUNICATIONS NETWORKS ARE USED TO CONNECT THE DEVICES WITH NETWORKFLEETS DATA CENTER AND BY USING GPS (GLOBAL POSITIONING SYSTEM) TO DETERMINE A VEHICLE'S LOCATION; (ii) THE NETWORKFLEET SERVICES WILL NOT OPERATE UNLESS A VEHICLE IS IN AN AREA THAT HAS ADEQUATE WIRELESS COMMUNICATIONS COVERAGE AND, EVEN IF A VEHICLE IS IN SUCH AREA, THE NETWORKFLEET SERVICE IS SUBJECT TO WIRELESS SERVICE NETWORK AND TRANSMISSION LIMITATIONS AND MAY BE ADVERSELY AFFECTED BY TERRAIN, SIGNAL STRENGTH, WEATHER AND ATMOSPHERIC CONDITIONS, OR OTHER THINGS THAT VERIZON WIRELESS DO NOT CONTROL; AND (iii) INFORMATION ABOUT A VEHICLE'S LOCATION WILL NOT BE AVAILABLE UNLESS THE DEVICE IN THE VEHICLE IS ABLE TO RECEIVE GPS SIGNALS.

9. PROPRIETARY RIGHTS. Customer acknowledges and agrees that the Devices, the Networkfleet Service and the Networkfleet Website may include patent, copyright, trademark, service mark, trade secrets, or other intellectual property rights (collectively "Proprietary Rights") of Networkfleet, its affiliates or the Service Partners (including, with respect to the Networkfleet Website, materials that may be proprietary to Service Partners and suppliers, and that Networkfleet, its affiliates, including Verizon Wireless and/or the Service Partners retain title to and ownership of those Proprietary Rights and any and all improvements, modifications, fixes or enhancements made by or for Networkfleet, its affiliates and/or the Service Partners to the Devices, the Networkfleet Service or the Networkfleet Website and grant such Customers a limited license for purposes of utilizing the services for the purposes outlined in this agreement. Customer will not copy, modify, reverse-engineer, disassemble or decompile any software or firmware included in any Device or the Networkfleet Website or otherwise provided to Customer by or on behalf of Networkfleet, and will not disclose such software or provide access to the Devices, such software or any Networkfleet Services to any third party for such a purpose. Customer agrees that with respect to the Networkfleet Services, it shall not, nor shall it permit any third party to (a) assign, transfer, lease, rent, sell, distribute or import such Networkfleet Services to any third party; (b) except with the express written consent of Verizon Wireless, combine, embed or incorporate the Networkfleet Services into any other product or service other than any Customer-owned or developed interface for purposes of receiving the data feed delivered from the Networkfleet Devices; (c) reverse engineer, translate, convert, decompile the Networkfleet Services; (d) remove or alter any proprietary notices in the Networkfleet Services; (e) use the Networkfleet Services in connection with the transmission, sale, license, or delivery of any infringing, defamatory, offensive, or illegal products, services, or materials; (f) use the Networkfleet Services in any manner that threatens the integrity, performance, or availability of the Networkfleet Service; or (g) use the Networkfleet Service in any manner that violates local, state or federal laws, regulations or orders. The Networkfleet Website includes aerial, satellite imagery from Digital Globe, one of the Service Partners, as a mapping option. Customer agrees to comply with the terms of use contained in Digital Globe's End User License Agreement attached to the State Contract as Exhibit 8.

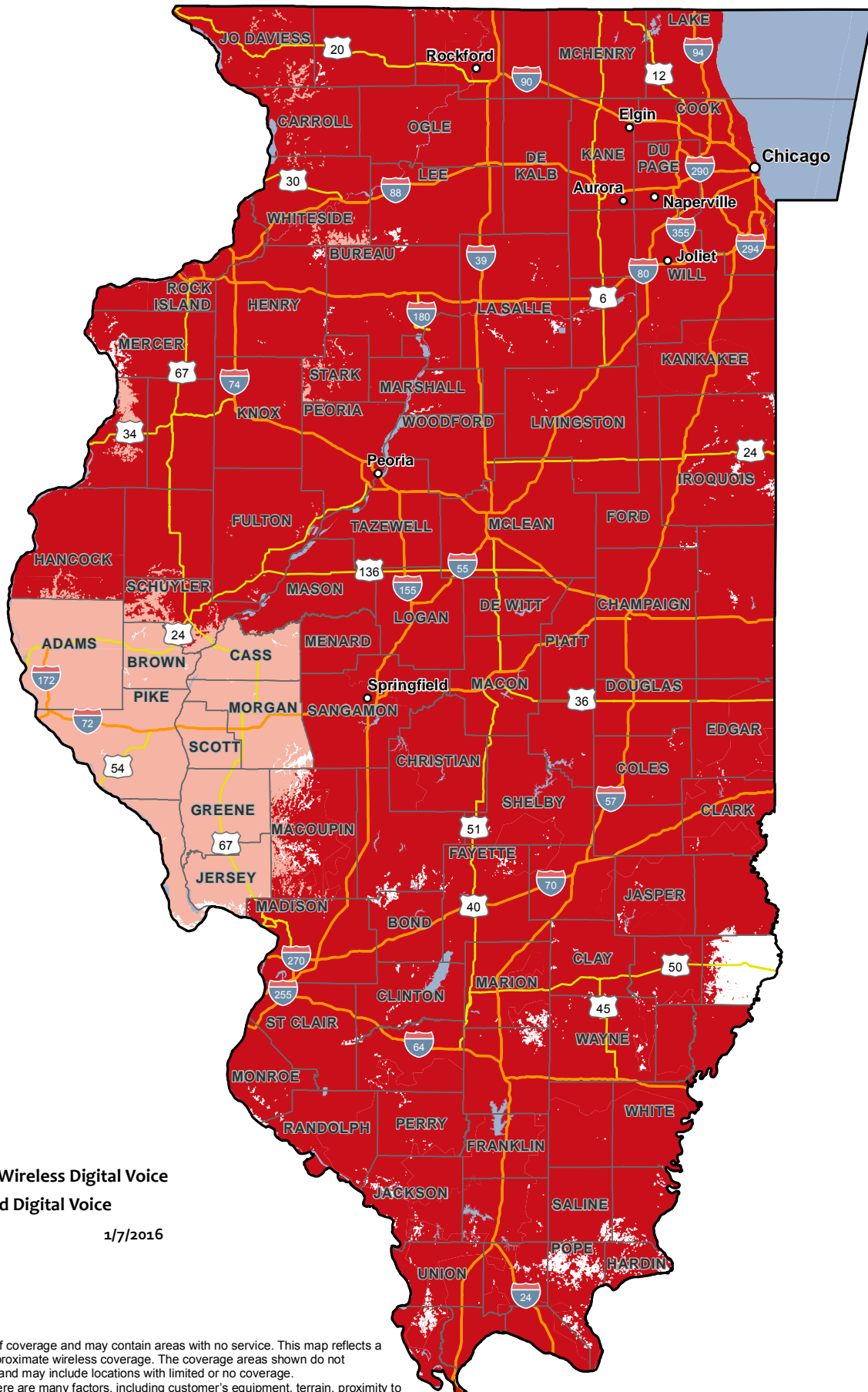
10. MODIFICATIONS; WEBSITE MAINTENANCE. Networkfleet may alter or modify all or part of the Devices, the Networkfleet Services or the Networkfleet Website from time to time; provided such changes do not materially adversely affect Customer's use of the Networkfleet Services or Networkfleet Website. Subject to the foregoing, such changes may include, without limitation, the addition or withdrawal of features, information, products, services, software or changes in instructions. Networkfleet reserves the right to perform scheduled maintenance for the Networkfleet Services and Networkfleet Website from time to time. This may include application and database maintenance as well as general website maintenance and may or may not involve Networkfleet Website and Networkfleet Services unavailability.

11. DATA. Customer represents that it has all rights and authority with respect to the data Verizon Wireless, Networkfleet, and the Service Partners acquire and transmit through Customer's use of the Devices, the Networkfleet Services and the Networkfleet Website ("Business Data") and grant the rights and approvals set forth in this Agreement and further grants to Verizon Wireless, Networkfleet, its affiliates and the Service Partners the nonexclusive, license and right to collect, access and use Business Data, and to access, copy and use the Business Data in the course of performing the Networkfleet Services and to analyze, measure and optimize the performance of the Devices and the Networkfleet Services and to develop new offerings for Customer and others and for other purposes of Networkfleet and its affiliates, including the development of data products for sale, licensing and distribution to third parties during the term of its contract with the Customer; provided, however, that except as may be required under law or court order, Networkfleet will not disclose or distribute Business Data to a third party in a form that permits identification of Customer.

12. EXPORT CONTROL. Customer understands and agrees that: (i) the software used in connection with the Service is controlled by US export control laws; (ii) further transfer or export of the software may be subject to US export control laws or similar laws of other countries; (iii) Customer will abide by such laws; and (iv) Customer will not re-export or divert the software to a country or activity in contravention of U.S. law. Customer represents and warrant that: (i) Customer is not now located in, does not maintain an office or residence in, is not a citizen of, nor does Customer intend to travel to (without agreeing to follow any specific federal regulatory parameters on such travel), any of the following countries: Cuba, Iran, North Korea, Sudan, Syria, or other locations where the United States or other governments may have restrictions; and (ii) Customer is not, nor does Customer anticipate being, listed on any U.S. Government, United Nations or other country's prohibited parties list (including, but not limited to the U.S. Department of Commerce Denied Persons List or Entity List and the U.S. Treasury Department's Specially Designated Nationals, Terrorists or Narcotics Traffickers List).

13. OWNERSHIP AND ACCEPTANCE. Title transfer and acceptance of products and services occur upon shipment or provision of service.

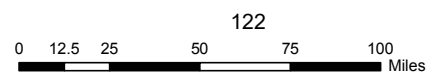
14. GENERAL. (a) No amendment, change, modification or waiver to any provision of any accepted order or these Terms and Conditions will be binding unless signed by an authorized representative of each party. (b) The parties' respective rights and obligations under Sections 7. DISCLAIMER OF WARRANTIES, 9. PROPRIETARY RIGHTS, and 11. DATA survive termination of an order.

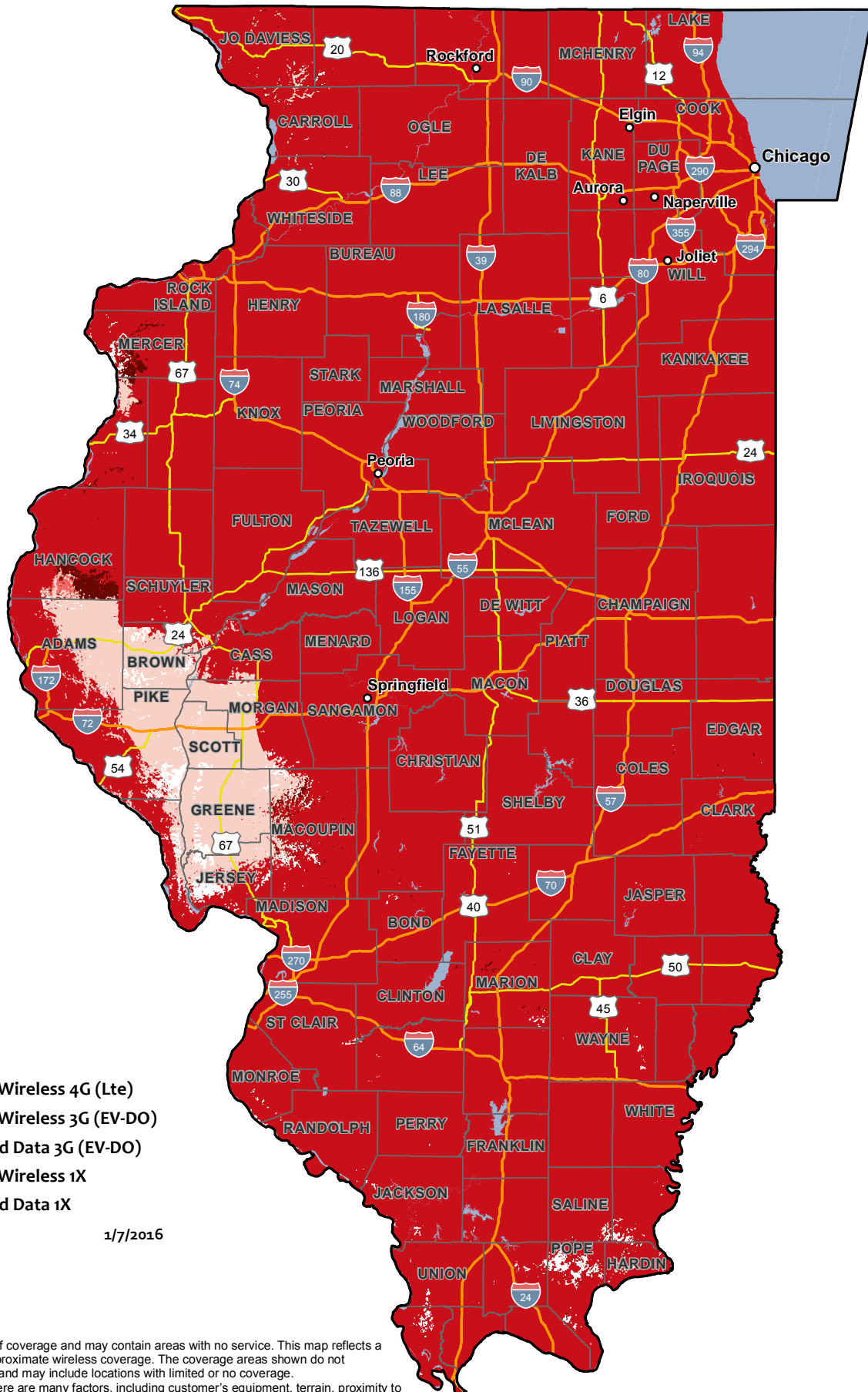


Verizon Wireless Digital Voice
 Extended Digital Voice

1/7/2016

This map is not a guarantee of coverage and may contain areas with no service. This map reflects a depiction of predicted and approximate wireless coverage. The coverage areas shown do not guarantee service availability and may include locations with limited or no coverage. Even with a coverage area there are many factors, including customer's equipment, terrain, proximity to buildings, foliage, and weather that may impact service. An all-digital device will not operate or be able to make 911 calls when digital service is not available. The Verizon Wireless Nationwide Rate and Coverage Area includes networks run by other carriers; some of the coverage depicted is based on their information and public sources and we cannot ensure its accuracy. Service may not be available for certain devices throughout the Extended National Enhanced Services Rate and Coverage Areas. See verizonwireless.com/coverage/locator for additional coverage information.
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- Verizon Wireless 4G (Lte)
- Verizon Wireless 3G (EV-DO)
- Extended Data 3G (EV-DO)
- Verizon Wireless 1X
- Extended Data 1X

1/7/2016

This map is not a guarantee of coverage and may contain areas with no service. This map reflects a depiction of predicted and approximate wireless coverage. The coverage areas shown do not guarantee service availability and may include locations with limited or no coverage. Even with a coverage area there are many factors, including customer's equipment, terrain, proximity to buildings, foliage, and weather that may impact service. An all-digital device will not operate or be able to make 911 calls when digital service is not available. The Verizon Wireless Nationwide Rate and Coverage Area includes networks run by other carriers; some of the coverage depicted is based on their information and public sources and we cannot ensure its accuracy. Service may not be available for certain devices throughout the Extended National Enhanced Services Rate and Coverage Areas. See verizonwireless.com/coveragelocator for additional coverage information.

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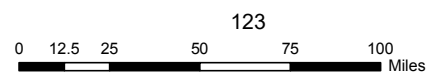


Exhibit 6 – Percentage of Coverage by County

<u>COUNTY</u>	<u>% Voice Coverage</u> 0% - 100% (Vendor must indicate with a % of the county that one can utilize Voice Services.)	<u>% Low-Speed Data Coverage</u> 0% - 100% (Vendor must indicate with a % of the county that one can utilize Low-Speed Data Services.)	<u>% High-Speed Data Coverage</u> 0% - 100% (Vendor must indicate with a % of the county that one can utilize High-Speed Data Services.)
Adams	99.8	0.1	50.4
Alexander	89.0	89.2	89.8
Bond	96.6	96.6	97.3
Boone	99.8	99.8	99.8
Brown	98.8	0.0	7.4
Bureau	99.8	99.5	99.8
Calhoun	78.4	5.8	61.0
Carroll	99.8	96.6	90.9
Cass	97.6	2.8	85.9
Champaign	99.8	99.8	99.8
Christian	99.8	99.8	99.8
Clark	99.7	99.7	98.7
Clay	99.7	98.8	99.8
Clinton	98.4	98.5	99.5
Coles	99.6	99.7	99.2
Cook	99.8	99.2	99.8
Crawford	98.2	98.0	99.7
Cumberland	99.8	99.8	99.7
DeKalb	99.8	99.8	99.8
De Witt	99.8	99.8	99.8
Douglas	99.8	99.8	99.8
DuPage	99.8	99.8	99.8
Edgar	99.8	99.8	99.1
Edwards	97.8	95.1	99.8
Effingham	99.8	99.8	99.6
Fayette	98.8	98.8	98.9
Ford	99.6	99.2	99.8
Franklin	99.8	99.8	99.8
Fulton	99.8	99.6	99.8
Gallatin	92.6	91.6	92.7
Greene	99.8	0.0	0.4
Grundy	99.6	99.6	99.8
Hamilton	99.7	99.1	99.3
Hancock	99.8	92.4	79.9
Hardin	85.2	81.0	80.3
Henderson	99.8	79.2	84.9
Henry	99.8	99.0	99.8
Iroquois	98.3	95.6	99.8
Jackson	95.5	94.6	95.7
Jasper	99.6	98.5	99.0
Jefferson	96.9	97.0	99.6
Jersey	87.0	0.5	36.9
Jo Daviess	99.8	96.4	90.8
Johnson	96.4	96.5	95.1
Kane	99.8	99.8	99.8
Kankakee	99.7	99.7	99.8
Kendall	99.8	99.8	99.8
Knox	99.8	99.4	99.8
Lake	99.8	99.6	99.8
La Salle	98.8	98.6	99.8
Lawrence	58.7	40.9	99.8
Lee	99.8	98.7	99.8
Livingston	99.8	99.8	99.8
Logan	99.8	99.8	99.8
McDonough	99.8	98.9	99.8
McHenry	99.8	99.8	99.8
McLean	99.8	99.8	99.8

Exhibit 6 – Percentage of Coverage by County

COUNTY	% Voice Coverage 0% - 100% (Vendor must indicate with a % of the county that one can utilize Voice Services.)	% Low-Speed Data Coverage 0% - 100% (Vendor must indicate with a % of the county that one can utilize Low-Speed Data Services.)	% High-Speed Data Coverage 0% - 100% (Vendor must indicate with a % of the county that one can utilize High-Speed Data Services.)
Macon	99.8	99.8	99.8
Macoupin	99.1	76.2	72.5
Madison	99.8	99.7	99.5
Marion	97.1	97.5	96.6
Marshall	98.9	98.3	99.6
Mason	99.8	99.4	98.9
Massac	99.3	98.9	99.2
Menard	99.8	99.8	99.8
Mercer	99.8	95.6	84.3
Monroe	98.6	97.1	96.6
Montgomery	97.1	97.1	98.4
Morgan	97.0	0.5	51.5
Moultrie	99.7	99.8	99.8
Ogle	99.8	99.8	99.5
Peoria	99.8	99.8	99.8
Perry	99.2	99.2	99.8
Piatt	99.8	99.8	99.8
Pike	98.9	0.0	45.2
Pope	75.5	73.7	75.0
Pulaski	99.8	99.8	99.8
Putnam	99.5	99.5	99.6
Randolph	99.5	98.8	98.6
Richland	99.8	98.7	99.8
Rock Island	99.8	99.8	99.4
St. Clair	99.5	99.5	99.8
Saline	96.1	95.9	95.7
Sangamon	99.8	99.8	99.8
Schuyler	99.7	63.7	89.3
Scott	99.8	0.0	0.0
Shelby	99.8	99.8	99.6
Stark	96.5	91.1	99.8
Stephenson	99.8	99.3	98.7
Tazewell	99.8	99.8	99.8
Union	98.1	98.1	96.8
Vermilion	99.5	99.4	99.8
Wabash	97.9	96.1	99.8
Warren	99.8	99.8	99.8
Washington	98.9	99.0	99.6
Wayne	98.4	98.1	98.7
White	99.8	99.8	99.8
Whiteside	99.8	93.8	98.6
Will	99.8	99.8	99.8
Williamson	98.9	98.9	99.3
Winnebago	99.8	98.6	99.5
Woodford	99.8	99.8	99.8

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**MOBILEIRON, INC.
END USER LICENSE AGREEMENT (EULA)**

THE TERMS AND CONDITIONS OF THIS END USER LICENSE AGREEMENT ("EULA") GOVERN YOUR RIGHTS TO SOFTWARE (DEFINED BELOW), OTHER SOFTWARE (AS APPLICABLE), PRODUCTS (AS APPLICABLE), AND SERVICES (AS APPLICABLE) TO BE SUPPLIED MOBILEIRON, INC., HEREUNDER.

MOBILEIRON, INC., A DELAWARE CORPORATION ("MOBILEIRON") IS ONLY WILLING TO GRANT CUSTOMER ACCESS TO SOFTWARE, OTHER SOFTWARE (AS APPLICABLE), PRODUCTS (AS APPLICABLE), AND SERVICES (AS APPLICABLE) ONLY UPON THE CONDITION THAT CUSTOMER ACCEPTS ALL THE TERMS CONTAINED HEREIN.

This EULA includes the following attachments which are incorporated herein by reference:

- A Support & Maintenance
- B Hardware Terms & Conditions
- C EULA International Terms & Conditions (as applicable)
- D In-Licensed Materials Terms & Conditions

This EULA is entered into as of the earlier of the date that Customer accepts the terms herein or first accesses or uses any Software (the "Effective Date").

MobileIron and Customer hereby agree as follows:

1. Definitions. For purposes of this Agreement:

"Actual Count" means Actual Device Count or Actual User Count, as applicable based on the licensing model identified in the applicable Product Schedule.

"Actual Device Count" means the actual number of devices that are registered with specific Software.

"Actual User Count" means the actual number of users with devices that are registered with specific Software, provided, that a single user shall not have more than three (3) devices registered to and/or managed/monitored by such Software licensed hereunder at the same time.

"Agreement" means the attached cover page, the EULA General Terms and Conditions, the attachments and exhibits hereto, and any terms incorporated herein by reference.

"Authorized Reseller" means any authorized reseller of Software that validly sells Customer one or more licenses to specific Software subject to the terms and conditions of this Agreement.

"Customer Affiliate" means any entity Controlling, Controlled by or under common Control with Customer.

"Control" and its grammatical variants means: (i) a general partnership interest in a partnership; or (ii) the beneficial ownership of a majority of the outstanding equity entitled to vote for directors; or (iii) the power to direct or cause the direction of the management and policies of such entity whether by contract or otherwise.

"Customer Representative" means any Customer Affiliate and any employee or contractor of Customer (and/or any Customer Affiliate) to whom Customer (and/or any Customer Affiliate) provides a copy of any Software (or any component thereof) for use on behalf of and for the benefit of Customer (and/or any Customer Affiliate) and for Customer's (and/or any Customer Affiliate's) internal business purposes, subject to all the terms and conditions of this Agreement. No MobileIron Competitor (or any employee or contractor thereof) shall be deemed a Customer Representative.

"Documentation" means the written and/or electronic release notes, end user or implementation guides, or technical documentation pertaining to specific Software that is provided by MobileIron either directly or indirectly through the Authorized Reseller to Customer together with the delivery of the Software.

“Licensed Count” means Licensed Device Count or Licensed User Count, as applicable based on the licensing model identified in the applicable Product Schedule.

“Licensed Device Count” means the maximum number of registered devices that Customer may have at any time that are managed and/or monitored by specific Software licensed hereunder, which maximum number shall be based on the license fees paid by Customer as identified on the relevant Product Schedule. For the avoidance of doubt, registered devices are those devices that have loaded any device Software and have not been retired (meaning unregistered).

“Licensed User Count” means the maximum number of users that Customer may have at any time who have one or more devices (but not more than three (3) devices) registered to and/or managed/monitored by specific Software licensed hereunder; which maximum number shall be based on the license fees paid by Customer as identified on the relevant Product Schedule. For clarity, a user is any individual Customer Representative who uses a device that is registered to and/or managed/monitored by such Software at any time during a calendar month, provided that a user may not use more than three (3) devices that are all registered to and/or managed/monitored by such Software at the same time during such month. In the event an individual has more than three (3) devices that are all registered to and/or managed or monitored by such Software at the same time during such month, such individual shall be counted as multiple users. As an example, a single individual having five (5) devices registered to and/or managed/monitored by such Software at the same time in a month shall be counted as two (2) users for that month.

“License Term” means the term of the license granted with respect to specific Software as identified on the relevant Product Schedule.

“MobileIron Competitor” means Good Technology Corporation, AirWatch by VMWare, Maas360 by IBM Corporation and XenMobile by Citrix.

“MobileIron Hardware” means any MobileIron-branded hardware that MobileIron furnishes directly to Customer or through an Authorized Reseller for distribution to Customer.

“Personal Information” means any information relating to an identified or identifiable individual, including without limitation, geo-location information or a persistent identifier that may be used to identify or contact an individual and as defined in the Personal Information Protection Act (8.15 ILCS 530).

“Price Lists” means the then-current price lists of MobileIron that identify MobileIron’s generally available software, products and services.

“Product Schedule” means one or more of the following applicable documents that identifies the software and/or products and/or services licensed or sold (as applicable) to Customer hereunder and the applicable licensing parameters, including the Licensed Count, License Term, and pricing and payment terms relating to the provision of the applicable Software, MobileIron Hardware (if any), Support and Maintenance Services (if any) and/or other MobileIron or third party products or services (if any): (i) a product schedule mutually approved by the parties; or (ii) a MobileIron invoice, quote, online order form, or any other MobileIron ordering document that is mutually approved by the parties and references this Agreement, where licenses, products or services are purchased from MobileIron directly; or (iii) an Authorized Reseller ordering document agreed to between Customer and Authorized Reseller, where licenses, products or services are purchased through an Authorized Reseller; Multiple Product Schedules may apply if licenses, products, or services are purchased at different times, provided that, unless expressly stated otherwise in a mutually agreed upon Product Schedule, the terms specified in one Product Schedule shall be relevant only to the specific licenses, products or services listed on such Product Schedule.

2

“Software” means any object code version of proprietary computer programs provided by or through MobileIron hereunder (other than Third Party Products (defined in Section 6.c below)), including any server-side, device-side, virtual machine and/or installer software to which Customer has purchased licenses as identified on the relevant Product Schedule, and any Documentation, backup copies and Upgrades and/or modifications to any of the foregoing provided to Customer hereunder.

“Support and Maintenance Services” has the meaning set forth in Attachment A.

“Upgrades” means any updates, upgrades, enhancements, maintenance releases, bug fixes, error corrections, or modified versions of specific Software provided to Customer in connection with this Agreement, including in connection with any Support and Maintenance Services.

2. **Evaluation.** For any evaluation or beta copies of any Software provided to Customer on or after the Effective Date (except as may be otherwise agreed in a separate evaluation or beta agreement), the terms applicable to such Software shall apply equally to evaluation or beta copies of Software except for the following different or additional terms which shall apply (notwithstanding any contrary term specified in any other section of this Agreement): (i) the license for evaluation or beta copies Software is limited to thirty (30) days (which may be extended up to ninety (90) days upon written consent of MobileIron provided directly or indirectly through the Authorized Reseller) and only for the limited purpose of evaluating the Software and establishing Customer's desire to purchase licenses to Software; and (ii) Customer represents that it is a bona fide potential customer of such Software that is evaluating whether to purchase and/or license such Software for deployment in its own business and not for competitive or other purposes; (iii) the evaluation or beta period shall commence on the date that MobileIron first makes such Software available for download by Customer or otherwise delivers such Software to Customer; (iv) the evaluation or beta copies of any Software are provided "AS IS" without any warranty of any kind; and (v) Customer shall not be entitled to any Support and Maintenance Services or any Upgrades of the evaluation or beta copies of Software; and (vi) MobileIron disclaims all warranties, indemnities, obligations, and other liabilities in connection with any evaluation or beta copies of any Software; and (vii) MobileIron and/or the Authorized Reseller may terminate the evaluation or beta license upon the earlier of the expiration of the evaluation period or with five (5) days written notice to Customer and require Customer to promptly remove all copies of such Software from its systems and devices unless Customer has purchased a license to the applicable Software prior to such termination (in which case the License Term for such Software shall commence in accordance with Section 3 below).

3. **Delivery and Commencement of License Term.** MobileIron delivers all Software electronically. For MobileIron's accounting purposes, specific Software shall be deemed "delivered," and the License Term of such Software shall commence on the date such Software is first made available for download by Customer or otherwise delivered to Customer. Upon written request, Customer shall provide MobileIron a "Delivery Acknowledgement Letter" in a format reasonably requested by MobileIron acknowledging delivery of software.

4. **License.** Subject to the terms and conditions of this Agreement, during the applicable License Term, MobileIron grants to Customer a non-exclusive, non-transferable and non-sublicensable license for Customer and Customer Representatives to use the object code form of the applicable Software solely for Customer's (and/or any Customer Affiliate's) internal use with Customer's ordinary business operations, and solely in accordance with the applicable Documentation. Customer may also maintain a reasonable number of copies of the applicable Software on its systems for backup and recovery purposes.

5. **Restrictions.** As a condition of the license granted in Section 4, Customer shall not itself, and shall not authorize or permit any Customer Representative or any other third party to: (i) use any Software or any portion thereof in excess of the feature set(s), License Term, or Licensed Count; or (ii) copy or use any Software or any portion thereof, except as expressly authorized by this Agreement; or (iii) modify any Software or any portion thereof or create derivative works based upon any Software or any portion thereof; or (iv) reverse engineer or decompile, decrypt, disassemble or otherwise reduce any Software or any portion thereof to human-readable form, except and only to the extent any foregoing restriction is prohibited by applicable law; or (v) use any Software or any portion thereof in any way that is in violation of any applicable laws; or (vi) distribute, sell, license or otherwise provide any Software or any portion thereof to third parties except to Customer Representatives as expressly provided herein; or (vii) use any Software or any portion thereof to perform services for third parties (excluding Customer's normal internal business operations as a governmental entity), whether on a service bureau, SaaS, time sharing basis or otherwise except as otherwise expressly provided herein; or (viii) release, publish, and/or otherwise make available to any third party the results of any performance, functional or security evaluation of any Software or any portion thereof without the prior written approval of MobileIron; or (ix) alter or remove any proprietary notices or legends contained on or in any Software or any portion thereof; or (x) defeat or circumvent any controls of any Software or any portion thereof places on the number of users supported; or (xi) unbundle any component of any Software; or (xii) use the Documentation except for supporting Customer's authorized use of the Software; or (xiii) employ or authorize a MobileIron Competitor to use the Software on its behalf, to view the Software or Documentation, or to provide management, hosting, support or similar services with regard to the Software without the prior written consent of MobileIron. The Software may contain or be provided with open source libraries, components, utilities and other open source software (collectively, "Open Source"), which Open Source may have applicable license terms as identified on a website designated by MobileIron or otherwise provided with the applicable Software or Documentation. Notwithstanding anything to the contrary herein, use of the Open Source shall be subject to the applicable Open Source license terms and conditions to the extent required by the applicable licensor (which terms shall not restrict the license rights granted to Customer hereunder but may contain additional rights). Customer is responsible for actions or inactions of the Customer Representatives within the scope of employment that are in violation of the terms of this Agreement.

6. Support and Maintenance Services, Professional Services, and Third Party Products.

a. **Support and Maintenance Services.** Support and Maintenance Services (if any) are delivered in accordance with Attachment A. If Customer has paid the applicable fees to obtain Support and Maintenance Services directly from MobileIron, Attachment A applies. If MobileIron has been paid the applicable fees by an Authorized Reseller to provide Maintenance Services indirectly to Customer, Customer is entitled to receive Maintenance Services through such Authorized Reseller in accordance with Attachment A. Otherwise, Attachment A does not apply.

b. **Professional Services.** Customer may order standardized professional services that are identified on the applicable Price List and described in a standardized statement of work published by MobileIron ("Standard SOW") or the parties may agree to customized professional services related to the Software as set forth in a mutually-agreed statement of work ("Custom SOW"), which Standard SOW and/or Custom SOW are hereby incorporated by reference herein. All such professional services delivered by MobileIron shall be subject to the terms and conditions of this Agreement, regardless of whether the applicable Product Schedule, Standard SOW or Custom SOW expressly references this Agreement.

7. Additional Licenses; Reporting.

a. **Additional Licenses.** Customer shall be responsible for any incremental license fees and any associated maintenance and support fees (where applicable) if the Actual Count for specific Software exceeds the Licensed Device Count for such Software at any time during a License Term. If Customer learns that the Actual Count exceeds the Licensed Count for specific Software, Customer shall either immediately cease such excessive usage or promptly notify MobileIron that it wishes to increase the Licensed Count to cover the excessive usage. Customer acknowledges that MobileIron's delivery and support infrastructure may enable MobileIron (and/or its Authorized Reseller) to access information regarding Actual Count for specific Software. If MobileIron (and/or its Authorized Reseller) learns that the Actual Count exceeds the Licensed Count for specific Software, MobileIron (or its Authorized Reseller) may, subject to the requirements of the Illinois Procurement Code (30 ILCS 500), invoice Customer for the excessive usage (including any associated support and maintenance fees) and Customer shall be responsible for such invoice. Unless otherwise mutually agreed in writing, the fees charged to Customer for the additional licenses, user counts (or device counts, if applicable) and services shall be based on the pricing section of the Reseller contract (based on MobileIron's then-current price list).

b. **Reporting; Audit.** For audit purposes, within ten (10) days of MobileIron's or its Authorized Reseller's written request, Customer shall complete MobileIron's Software usage verification documentation; and provide MobileIron access to the relevant device and user inventory data showing the number and type of registered devices and an electronic copy of administrative usage logs generated by the specific Software. Any such access shall be conducted during normal business hours and not unreasonably interfere with Customer's business. Any audits that require MobileIron to access Customer's premises shall not be conducted more than once per calendar year.

8. Indemnity. Subject to the terms herein, MobileIron shall, at its cost and expense, (i) defend, or at its option, settle any claim brought against Customer, Customer Representatives, and their respective directors, officers and employees ("Customer Indemnitee(s)") by a third party alleging that any use of Software infringes or violates any third party intellectual property right, and (ii) pay, indemnify and hold Customer Indemnitees harmless from any settlement of such claim or any damages awarded to such third party as a result of such claim, provided that Customer Indemnitee(s): (a) give MobileIron prompt written notice of any such claim; and (b) permit MobileIron to solely control and direct the defense or settlement of any such claim, provided MobileIron shall not settle any claim in a manner that requires Customer to admit liability or pay money without Customer's prior written consent; and (c) provide MobileIron all reasonable cooperation in connection with the defense or settlement of any such claim, at MobileIron's cost and expense. Customer may participate in the defense and settlement at Customer's sole expense. If such a claim occurs, or in MobileIron's opinion is reasonably likely to occur, MobileIron, at its expense and at its sole discretion, may, in addition to its indemnification obligations hereunder: (i) procure the right to allow Customer to continue to use the applicable Software; or (ii) modify or replace the applicable Software or infringing portions thereof to become non-infringing; or (iii) if neither (i) nor (ii) is commercially practicable, terminate Customer's license to the affected portion of the applicable Software and, as applicable, refund a portion of the license fees paid by Customer corresponding to such Software, pro-rated over a three (3) year period from initial delivery (unless the applicable License Term is shorter than three years, in which case the pro-rated period shall be equal to the License Term). Notwithstanding the foregoing, MobileIron shall have no obligations under this Section to the extent any claim is based upon or arises out of and would not have occurred without: (aa) any modification or alteration to the applicable Software, made by or on behalf of Customer and not made by or on behalf of or at the direction of MobileIron; and/or (bb) any combination or use of the applicable Software with third party equipment, products or systems, to the extent that such claim is based on such combination or use; and/or (cc) Customer's continuance of allegedly infringing activity for longer than a reasonable period after being notified by MobileIron in writing to Customer as set forth in section 14(l) to stop such activity; and/or (dd) Customer's failure

to use, as soon as practical but within the reasonable time limit set by MobileIron, Upgrades made available by MobileIron if MobileIron notifies Customer in writing that such Upgrades are required to stop or prevent infringing or potentially infringing actions; and/or (ee) the use of a non-MobileIron product or service; and/or (ff) use of the applicable Software not in accordance with the applicable Documentation or outside the scope of the license granted under this Agreement. The remedies set forth in this Section constitute Customer's sole and exclusive remedies, and MobileIron's entire liability, with respect to infringement or violation of third party intellectual property rights.

9. Ownership. All Software is licensed and not sold. MobileIron and its licensors shall own and retain all rights, title, and (except as expressly licensed hereunder) interest in and to the Software and all copies or portions thereof, and any derivative works thereof (by whomever created). All suggestions or feedback provided by Customer or its employees, contractors or other agents (including Customer Representatives) to MobileIron or its Authorized Resellers with respect to the Software shall be MobileIron's property and designated by MobileIron as MobileIron Confidential Information, and Customer hereby assigns the same to MobileIron. There are no implied licenses granted by MobileIron under this Agreement.

10. Term and Termination. The license granted herein with respect to specific Software shall remain effective until terminated or until the applicable License Term expires, whichever is earlier. This Agreement shall be effective as of the Effective Date and shall remain in effect until terminated or until the License Terms for all Software licensed hereunder expire, whichever is earlier. This Agreement may be terminated by a party: (i) upon thirty (30) days written notice, if the other party materially breaches any provision of this Agreement and such breach remains uncured after such thirty (30) day notice period expires; or (ii) effective immediately, if the other party ceases to do business, or otherwise terminates its business operations without a successor; or (iii) effective immediately, if the other party becomes insolvent or seeks protection under any bankruptcy, receivership, trust deed, creditors arrangement, composition or comparable proceeding, or if any such proceeding is filed against it and not dismissed within ninety (90) days. Upon termination of this Agreement, Customer shall delete/remove all copies of Software in its possession or control, and upon written request of a party, the other party shall return to such party or delete all Confidential Information of such party in its possession or control. Sections 1, 2, 5, 7 (only with respect to any accrued and unpaid fees), 8, 9, 10 (with respect to this survival sentence), 11, 13, and 14, and all liabilities that accrue prior to termination or expiration shall survive any termination or expiration of this Agreement.

11. Limited Warranties; Disclaimer.

a. **Software Warranty.** For a period of ninety (90) days from the date of the initial delivery of specific Software to Customer, MobileIron warrants to Customer that such Software materially conforms to the specifications described in the relevant Documentation. Customer's sole and exclusive remedy and the entire liability of MobileIron and its licensors under this limited warranty will be, at MobileIron's option, repair or replacement of such Software, or if repair or replacement is not commercially practicable, to refund the license and any associated support and maintenance fees paid for such non-conforming Software upon the return and removal of all such Software from servers and devices.

b. **Malicious Code.** Each party shall use standard industry practices including, without limitation, the use of an updated commercial anti-malware program designed to prevent network intrusions and denial of services attacks, and to test any Software (in the case of MobileIron) and to test any data, materials or software (in the case of Customer) delivered or transmitted to the other party in connection with this Agreement prior to its delivery or transmission for Malicious Code and remove any Malicious Code it discovers prior to delivery thereof to the other party. "Malicious Code" means any code that is designed to harm, or otherwise disrupt in any unauthorized manner, the operation of a recipient's computer programs or computer systems or destroy, damage, or misappropriate recipient's data in an unauthorized manner. For clarity, Malicious Code shall not include standard routines in any Software that are intended to delete data and are implicit in the standard functionality of any Software, or any software bugs or errors handled through support or maintenance, or any license key or other equivalent code that might limit the functionality or scope of the use of any Software to the scope of the license purchased by Customer hereunder.

c. **Hardware Limited Warranty.** If Customer has ordered and received MobileIron Hardware from MobileIron or an Authorized Reseller, the limited warranty and remedies described in Attachment B shall apply.

d. **Professional Services Warranty.** For a period of ninety (90) days from the date of delivery of any professional service by MobileIron to Customer hereunder, MobileIron represents and warrants to Customer that such professional services provided shall be professional, workmanlike and performed in a manner conforming to generally accepted industry standards and practices for similar services. MobileIron's entire liability and Customer's sole and exclusive remedy for any breach of the preceding warranty will be, at MobileIron's option for MobileIron to (i) re-perform the nonconforming services or (ii) refund the fees paid for such non-conforming professional services, provided that, in either case, MobileIron must have received written notice of the non-conformity from Customer no later than ninety (90) days after the original delivery of the services by MobileIron.

e. **Restrictions.** The express warranties specified above do not apply if the applicable Software, MobileIron Hardware, services, or any portion of the foregoing: (i) has been altered, except by or on behalf MobileIron; (ii) has not been used, installed, operated, repaired, or maintained in accordance with this Agreement and/or Documentation supplied to Customer; (iii) has been subjected to abnormal physical or electrical stress, misuse, negligence, or accident; (iv) is used on equipment, products, or systems not meeting specifications identified by MobileIron in the applicable Documentation; or (v) is provided, for beta, evaluation, or testing purposes. Additionally, the warranties set forth herein only apply when notice of a warranty claim is provided to MobileIron within the applicable warranty period specified herein and do not apply to any bug, defect or error caused by or attributable to software or hardware not supplied by MobileIron.

f. **DISCLAIMERS.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS SECTION, THE SOFTWARE, MOBILEIRON HARDWARE, AND/OR ALL SERVICES ARE PROVIDED "AS IS", AND MOBILEIRON AND ITS SUPPLIERS PROVIDE NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED WITH REGARD TO THE SAME. EXCEPT AS EXPRESSLY SPECIFIED IN THIS SECTION, MOBILEIRON AND ITS SUPPLIERS HEREBY DISCLAIM ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SOFTWARE IS BUG/ERROR FREE, THAT ITS USE WILL BE UNINTERRUPTED, OR THAT IT IS FREE OF VULNERABILITY TO INTRUSION OR ATTACK. MOBILEIRON DOES NOT WARRANT THAT ANY SERVICES CONNECTING TO THE SOFTWARE PROVIDED BY THIRD PARTIES OR ANY DATA PROVIDED BY SUCH THIRD PARTIES WILL BE FREE FROM ERRORS OR INTERRUPTIONS OF SERVICE. THIS DISCLAIMER OF WARRANTY CONSTITUTES AN ESSENTIAL PART OF THIS AGREEMENT. THIS WARRANTY GIVES CUSTOMER SPECIFIC LEGAL RIGHTS, AND CUSTOMER MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM JURISDICTION TO JURISDICTION.

12. **Confidentiality.** "Confidential Information" means any non-public data, information and other materials regarding the products, software, services, or business of a party (and/or, if either party is bound to protect the confidentiality of any third party's information, of a third party) provided by one party ("Disclosing Party") to the other party ("Receiving Party") after the Effective Date in connection with this Agreement, where such information is marked as being "proprietary" or "confidential" or the like. In addition, MobileIron designates all Software (and any performance data, benchmark results, security assessments, product roadmap), Documentation, and derivatives of the foregoing,) as MobileIron Confidential Information. MobileIron shall mark all confidential information as such. In the event that Customer receives a request for a disclosure of MobileIron Confidential Information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, {"FOIA"}, Customer will promptly notify MobileIron that it has received such a request, so that MobileIron may exercise its rights under the FOIA statute and related laws and regulations to prevent the release of such MobileIron Confidential Information. If MobileIron Confidential Information is released pursuant to a FOIA request, Customer will not be in breach of the provisions of this section 12 provided that it has provided MobileIron notice of the FOIA request and that the applicable FOIA statutes and regulations have been followed to review that FOIA request. Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is already known to the Receiving Party without restriction as to disclosure prior to disclosure by the Disclosing Party; (b) becomes publicly available without fault of the Receiving Party; (c) is rightfully obtained by the Receiving Party from a third party without restriction as to disclosure, or is approved for release by written authorization of the Disclosing Party; or (d) is independently developed or created by the Receiving Party without use of the Disclosing Party's Confidential Information as evidenced by contemporaneous written records. Except as otherwise expressly authorized herein, the Receiving Party agrees to: (i) use the Confidential Information of the Disclosing Party only to perform hereunder (including providing the features and services associated with the normal use of the Software) or exercise rights granted to it hereunder; (ii) treat all Confidential Information of the Disclosing Party in the same manner as it treats its own similar proprietary information, but in no case will the degree of care be less than reasonable care; and (iii) with the exception of a release pursuant to a FOIA request that complies with the terms of this section 12 and the applicable Illinois law, disclose the Disclosing Party's Confidential Information only to those employees, contractors and other agents of the Receiving Party who have a need to know such information for the purposes of this Agreement, provided that any such employee, contractor or other agent shall be subject to obligations of non-use and confidentiality with respect to such Confidential Information at least as restrictive as the terms of this Agreement, and the Receiving Party shall remain liable for any non-compliance of such employee, contractor or other agent with the terms of this section. Notwithstanding the provisions of this Section, the Receiving Party may disclose: (I) the Disclosing Party's Confidential Information as required by any court or other governmental body or as otherwise required by law or regulation to be disclosed, provided, however, that the Receiving Party shall provide written notice to the disclosing party, unless prohibited by law to enable the Disclosing Party to seek a protective order or otherwise prevent disclosure of such Confidential Information; (II) the terms and conditions of this Agreement to advisors (including financial advisors, attorneys and accountants) and investors on a need-to-know basis under conditions that reasonably ensure the confidentiality thereof; (III) the terms and conditions of this Agreement in confidence, in connection with a proposed or actual merger, acquisition of stock or assets, or the like; or (IV) the terms and conditions of this Agreement as advisable or required in connection with any government or regulatory filings, including filings with the United States Security and Exchange Commission. The obligations of the parties under this Section will survive the expiration or termination of this Agreement. To the extent that the parties discuss MobileIron's product roadmap, which

is Confidential Information of MobileIron, Customer acknowledges that it is not purchasing any licenses to any Software based on any such feature or functionality discussed, and that such features or functionality may or may not (in MobileIron's sole discretion) be included in any Software.

13. Limitation of Liabilities. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT FOR ANY BREACHES OF OR FOR LIABILITY ARISING OUT OF SECTION 5 (**RESTRICTIONS**), OR SECTION 8 (**INDEMNITY**): (a) IN NO EVENT SHALL CUSTOMER OR MOBILEIRON (OR MOBILEIRON'S SUPPLIERS) BE LIABLE TO THE OTHER PARTY FOR ANY LOST REVENUE, LOST PROFIT, LOST OR DAMAGED DATA, OR BUSINESS INTERRUPTION, OR FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR PUNITIVE DAMAGES, HOWEVER CAUSED, IN CONNECTION WITH THIS AGREEMENT (UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STATUTE, TORT OR OTHERWISE), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; AND (b) IN NO EVENT SHALL THE AGGREGATE LIABILITY OF CUSTOMER OR MOBILEIRON ARISING OUT OF OR RELATED TO THIS AGREEMENT (UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STATUTE, TORT OR OTHERWISE) EXCEED THE FEES PAID TO MOBILEIRON FROM CUSTOMER (OR AUTHORIZED RESELLER, AS APPLICABLE) FOR THE RELEVANT PRODUCT OR SERVICE DURING THE TWENTY-FOUR (24) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE SUCH LIABILITY. WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE OR OTHERWISE. MULTIPLE CLAIMS SHALL NOT EXPAND THE LIMITATIONS SET FORTH IN THIS SECTION. THE FOREGOING LIMITATIONS SHALL NOT APPLY TO ANY INFRINGEMENT OR MISAPPROPRIATION BY EITHER PARTY OF THE OTHER PARTY'S INTELLECTUAL PROPERTY RIGHTS, ANY INTENTIONAL BREACH OF SECTION 12 (CONFIDENTIALITY) OR BREACH BY CUSTOMER OF ITS PAYMENT OBLIGATIONS TO MOBILEIRON (OR AUTHORIZED RESELLER, AS APPLICABLE).

14. General.

a. **Language.** If there are any inconsistencies between the English language version of this Agreement and any translated version, then the English language version shall prevail. All services to be provided hereunder by MobileIron to Customer (if any) shall be conducted and provided in the English language.

b. **In-Licensed Materials.** The Software may contain or may interoperate with software services or other technology that is not owned by MobileIron but has been licensed to MobileIron ("In-Licensed Materials"). The In-Licensed Materials may be subject to the additional terms and conditions identified on Attachment D, which are current as of the Revision Date specified in Attachment D. The additional terms and conditions for In-Licensed Materials may be updated by MobileIron on occasion, and any such updates shall only affect the Customer's usage rights for the In-Licensed Materials and will not modify the indemnification terms in section 8 or the limitation of liability terms of section 13 of this EULA. These updates will be posted to: <https://www.mobileiron.com/en/legal/thirdpartyterms>.

c. **Import/Export.** Software and Documentation, including technical data, may be subject to import and export control laws, including the U.S. Export Administration Act and its associated regulations, and may be subject to export or import regulations in other countries. Customer agrees to comply with all such regulations.

d. **U.S. Government End User Purchasers.** All Software, including all components thereof, and Documentation qualify as "commercial items," as that term is defined at Federal Acquisition Regulation ("FAR") (48 C.F.R.) 2.101, consisting of "commercial computer software" and "commercial computer software documentation" as such terms are used in FAR 12.212. Consistent with FAR 12.212 and DoD FAR Supp. 227.7202-1 through 227.7202-4, and notwithstanding any other FAR or other contractual clause to the contrary in any agreement into which this Agreement may be incorporated, Customer may provide to Government end user or, if this Agreement is direct, Government end user will acquire, the Software and Documentation with only those rights set forth in this Agreement. Use of either the Software or Documentation or both constitutes agreement by the Government that all Software and Documentation are "commercial computer software" and "commercial computer software documentation," and constitutes acceptance of the rights and restrictions herein.

e. **Choice of Law; Venue.** Except as otherwise set forth in Attachment C (if applicable), this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without reference to or application of choice of law rules or principles. Except as otherwise set forth in Attachment C (if applicable), the sole and exclusive jurisdiction and venue for actions arising under this Agreement shall be the Illinois Court of Claims (705 ILCS 505/8) for matters over which it has jurisdiction or, for other matters, the State and Federal courts of Illinois as appropriate; Customer and MobileIron hereby agree to service of process in accordance with the rules of such courts. Notwithstanding any choice of law provision or otherwise, the Uniform Computer Information Transactions Act (UCITA) and the United Nations Convention on the International Sale of Goods shall not apply.

f. **Data Communications.** To the extent any Personal Information of Customer Representatives is obtained by, or communicated to, MobileIron by Customer in performance by MobileIron of its obligations under this Agreement, MobileIron agrees

that it (and/or its contractors) will not collect, access, use, store, disclose, transfer or otherwise process (collectively, "Process" or "Processing") any such Personal Information except (i) for the purposes of this Agreement, including without limitation, to implement and deliver the Software and its features and associated services, provide Customer support, and help Customer prevent or address service or technical problems; or (ii) as otherwise expressly permitted by Customer in this Agreement or otherwise; or (iii) as compelled by law. MobileIron shall, at its own expense, comply with all laws, including data privacy and statutory notification laws that are applicable to MobileIron's Products. Customer shall make such disclosures, obtain such consents, provide such choices, implement such safeguards in compliance with, and otherwise comply with, any applicable law, rule or regulation regarding the Processing of Personal Information of any individual whose Personal Information Customer's employees, contractors or other agents Process (including, without limitation, by disclosing the Personal Information to MobileIron) in connection with the Customer's use of or access to any Software. The Software can communicate with a gateway hosted by MobileIron as part of its normal operations which provides certain functionality, confirms license compliance, and reports aggregated statistical data (such as such as product or feature usage, device metrics/metadata and/or mobile application usage), which is anonymized and aggregated so that it does NOT and cannot contain any information identifiable or attributable to any individual ("Aggregated Anonymous Data"). Customer agrees that MobileIron shall have the right to use, store, analyze, and disclose such Aggregated Anonymous Data. Customer may disable communication with the hosted gateway, but if Customer does so, Customer acknowledges that it will lose certain functionality, including but not limited to Apple and/or Google push notifications to devices, non-US SMS text messaging from the enterprise administrator to devices, display of devices on the smartphone details page, country code and carrier lookup information and roaming alerts.

g. **Force Majeure.** Any delay or failure in the performance by MobileIron hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. "Force Majeure" shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of MobileIron, including but not limited to acts of God (including but not limited to fire, flood, earthquake, storm, hurricane or other natural disaster), war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo, rebellion, revolution, insurrection, military or usurped power, civil war, acts or threats of terrorism, riots, strikes or labor disputes (excluding by MobileIron employees).

h. **Publicity.** MobileIron may publicly disclose (orally and in writing) that Customer is a customer of MobileIron and a licensee of the Software, including in a list of MobileIron customers and other promotional materials.

i. **Entire Agreement; Modifications.** This Agreement constitute the entire agreement between the parties with respect to the provision of Software, other software (as applicable), products (as applicable), and services (as applicable) as described herein. This Agreement supersedes and cancels all previous written and previous or contemporaneous oral communications, proposals, representations, and agreements relating to the subject matter contained herein. This Agreement prevails over any pre-printed, conflicting or additional terms of any purchase order, ordering document, acknowledgement or confirmation or other document issued by Customer before or after execution of this Agreement, even if accepted in writing by both parties. Any such document is hereby deemed rejected and extraneous to this Agreement and MobileIron's performance of this Agreement shall not be deemed acceptance of the terms of any such documents or an amendment to (or agreement to amend) this Agreement. Except as expressly provided herein, this Agreement may be amended, or any term or condition set forth herein waived, only by a writing hand signed by both parties where "in writing" does not include an e-mail message and "hand signed" does not include an electronic signature.

j. **Severability and Waiver.** Should any term of this Agreement be declared invalid, void or unenforceable by any court of competent jurisdiction or by an arbitration panel (as applicable), that provision shall be modified, limited or eliminated to the minimum extent necessary to effectuate the original intent and such declaration shall have no effect on the remaining terms hereof, which shall continue in full force and effect. The failure of either party to enforce any rights granted hereunder or to take action against the other party in the event of any breach hereunder shall not be deemed a waiver by that party as to subsequent enforcement of rights or subsequent actions in the event of future breaches.

k. **Assignment.** This Agreement may not be assigned or transferred, in whole or in part, without the other party's prior written consent, provided each party expressly reserves the right to assign this Agreement in its entirety to a successor in interest of all or substantially all of its business or assets. Any action or conduct in violation of the foregoing shall be void and without effect. Subject to the foregoing, all rights and obligations of the parties hereunder shall be binding upon and inure to the benefit of and be enforceable by and against the successors and permitted assigns.

l. **Notice.** Any notice required or permitted to be given in accordance with this Agreement shall be in writing. Notices to MobileIron shall be sent by personal delivery, registered or certified mail (return receipt requested, postage prepaid) or commercial express courier (with written verification of receipt) to: MobileIron, Inc., 415 East Middlefield Road, Mountain View, CA 94043, Attention: General Counsel. For contractual purposes, Customer consents to receive communications from MobileIron electronically. With the exception of invoices or other regular communications with regard to payments, notices sent to Customer

shall be sent by personal delivery, electronic mail, registered or certified mail (return receipt requested, postage prepaid) or commercial express courier (with written verification of receipt) to the Customer as follows: General Counsel, Department of Central Manager Services, JRTC – Suite 4-500, 100 W. Randolph St., Chicago, IL 60601. All notices will be deemed given: (i) when delivered personally; (ii) 24 hours after electronic mail is sent, unless MobileIron is notified that the email address is invalid; (iii) five (5) days after having been sent by registered or certified mail, (or ten (10) days for international mail); or (iv) one (1) day after deposit with a commercial express courier specifying next day delivery (or two (2) days for international courier packages specifying 2-day delivery). Either party may change its address for receipt of notice by notice to the other party in accordance with this Section.


m. **Equitable Relief.** The parties agree that a material breach of this Agreement adversely affecting MobileIron’s or its suppliers’ intellectual property rights in Software or the Confidential Information of either party may cause irreparable injury to such party for which monetary damages would not be an adequate remedy and the non-breaching party shall be entitled to equitable relief (without a requirement to post a bond) in addition to any remedies it may have hereunder or at law.

n. **Customer Affiliates.** The parties agree that: (i) a Customer Affiliate may purchase licenses, products or services identified on any applicable Price List under the terms of this Agreement either by executing a participation or adherence agreement with MobileIron or through MobileIron’s acceptance of an applicable purchase order issued by such Customer Affiliate to MobileIron or by an Authorized Reseller to MobileIron (as applicable); and (ii) upon execution by Customer Affiliate and MobileIron of such an agreement or acceptance by MobileIron of such a purchase order, such Customer Affiliate shall be deemed to have purchased such licenses, products or services hereunder, and such Customer Affiliate shall be bound by and shall comply with the terms and conditions of this Agreement as a “Customer” under this Agreement.

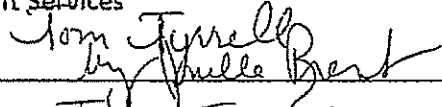
o. **Independent Contractors.** The parties are independent contractors, and this Agreement shall not establish any relationship of partnership, joint venture, employment, franchise or agency between the parties.

p. **Counterparts.** This Agreement may be executed and delivered in one or more counterparts (including facsimile, PDF or other electronic counterparts), with the same effect as if the parties had signed the same document. Each counterpart so executed shall be deemed to be an original, and all such counterparts shall be construed together and shall constitute one Agreement.

VENDOR: MobileIron

Signature:  54
Printed Name: Deborah Silberman
Title: SVP, Sales Operations
Date: August 14, 2015

CUSTOMER: State of Illinois Department of Central Management Services

Signature: 
Printed Name: Tom Tyrrell
by Nonelle Brent
Title: CMS Director
Date: 8/2/15

**MOBILEIRON, INC.
ATTACHMENT A: SUPPORT & MAINTENANCE**

Support and/or Maintenance Services Provided Directly by an Authorized Reseller: If Customer has paid an Authorized Reseller the relevant fees to obtain support and/or maintenance services directly from such Authorized Reseller, Customer should contact such Authorized Reseller for such support and/or maintenance and this Attachment shall not apply, provided, however, if the Authorized Reseller has paid MobileIron the applicable fees to provide Maintenance Services for specific Software to Customer, Customer shall be entitled to receive Maintenance Services for the applicable Software through such Authorized Reseller as described below.

Support and Maintenance Services Provided Directly by MobileIron: If Customer has paid MobileIron (or an Authorized Reseller) the relevant fees to obtain Support and Maintenance Services directly from MobileIron for specific Software, subject to the terms and conditions of this Agreement and the support and maintenance terms below, MobileIron shall provide Customer the Support and Maintenance Services for the applicable Software as described below.

This MobileIron Support and Maintenance Supplement (“SMS”) sets forth the terms and conditions under which MobileIron (or its authorized representative) agrees to provide the Support Services and the Maintenance Services (each as defined below, and collectively, the “Support and Maintenance Services”) to Customer for specific Software for which Support and Maintenance Services have been purchased either separately in connection with a perpetual license or included with a subscription license without additional fees (collectively, the “Supported Software”).

All capitalized terms used herein shall have the meaning set forth in the Agreement, except as otherwise defined herein.

I. MAINTENANCE TERM; PAYMENTS; TERMINATION.

A. “Maintenance Term” is defined as follows: (a) if Customer has purchased a subscription license to Supported Software, the Maintenance Term for such Supported Software shall be for the duration of the subscription license purchased; or (b) if Customer has purchased Support and Maintenance Services in connection with a perpetual license to Supported Software, the Maintenance Term for the support of such Supported Software shall be twelve (12) months from the initial delivery of the applicable Software, unless an extended Maintenance Term is purchased, in which case the Maintenance Term shall include the extended term purchased. The Maintenance Term may be renewed by mutual agreement of the parties for additional twelve (12) month periods or any other period purchased (each, an additional Maintenance Term), beginning upon the day immediately following the end of the then-current Maintenance Term, provided MobileIron receives payment of the then-current Support and Maintenance Fees required for the additional Maintenance Term. This SMS, and all Maintenance Terms, shall also terminate: (a) immediately upon termination of the Agreement, and (b) upon written notice of a party in the event of any material breach of this SMS or the Agreement (including for non-payment) by the other party, if such breach is not cured within thirty (30) days of written notice thereof. Customer may also terminate this SMS and all Maintenance Terms at any time for convenience, provided that if Customer terminates this SMS for convenience, any Support and Maintenance Fees paid are not refundable.

B. PAYMENT - NOT APPLICABLE.

C. REINSTATEMENT AFTER TERMINATION. If there is a lapse in the Maintenance Term, Customer may renew Support and Maintenance Services based on MobileIron’s then-current support and maintenance terms, subject to payment of then-current Support and Maintenance Fee plus an amount equal to the Support and Maintenance Fees that would have been payable during the period of lapse (as pro-rated for any partial year).

II. SCOPE OF SUPPORT SERVICES. Subject to the terms of this SMS, during the applicable Maintenance Term, and provided Customer is current on its obligations to pay any applicable Support and Maintenance Fees due, MobileIron shall use commercially reasonable efforts to provide Customer the following support services (“Support Services”) with respect to the applicable Supported Software:

A. TELEPHONE, EMAIL AND WEB SUPPORT. MobileIron shall provide Customer access to MobileIron’s customer support personnel via telephone, email, and the web to assist Customer in responding to and troubleshooting technical questions regarding such Supported Software and the use of such Supported Software during MobileIron’s normal business hours, currently 6 a.m. to 6 p.m. Pacific Time (excluding holidays and weekends) for standard support and 24 by 7 for premium support and direct international support. Please refer to <http://support.mobileiron.com> (or such other URL provided by MobileIron from time to time) for specific information concerning updated telephone numbers, web access, holiday schedule.

B. SOFTWARE ERROR CORRECTION; BUG FIXES. Customer may document and report all suspected errors or malfunctions of the Software to MobileIron via email or MobileIron’s case tracking system, and, for any reported errors or malfunctions, cooperate with MobileIron in its bug investigation by phone, email, and through MobileIron’s case tracking system. MobileIron shall provide Customer with a trouble ticket number that Customer shall use to track the status of any confirmed error or malfunction in

the applicable Supported Software (i.e. any confirmed failure of the Software to meet the MobileIron's specifications for such Supported Software described in the relevant Documentation) ("Confirmed Error"). MobileIron may close the trouble ticket without further responsibility if Customer does not provide requested feedback to MobileIron within ten (10) days of receiving a patch or workaround, or if Customer fails to respond to a request for additional information or confirm that trouble ticket is resolved. Customer may at any time add a new trouble ticket.

C. **LIMITATIONS.** MobileIron is only responsible to provide Customer's Designated Support Contacts (as defined below) with the Support Services described herein. MobileIron shall be responsible for responding to or troubleshooting a Confirmed Error in the applicable Supported Software, however, MobileIron shall not be responsible for any errors in any Supported Software that cannot be reproduced by MobileIron on unmodified Supported Software, or for software, firmware, hardware not supplied by MobileIron, or for information or memory data contained in, stored on or integrated with any Supported Software or MobileIron Hardware returned to MobileIron in connection with this SMS. Services described herein do not include any support of any failure or defect in the Supported Software due to Customer, Customer Representatives or any damage caused by Customer or Customer Representatives from improper storage, accident, abuse or misuse of any Supported Software (or any component thereof), or if any Supported Software (or any component thereof) has been used or maintained in a manner not conforming to the requirements in Documentation or in the Agreement, or if any Supported Software (or any component thereof) is used by Customer or Customer Representatives on unsupported platform or hardware or has been altered or modified by Customer or Customer Representative, or has had any serial number removed or defaced. Service or repair of the any Supported Software by anyone other than MobileIron (or an authorized representative of MobileIron) shall void MobileIron's obligations herein. Support Services shall apply only to the most current shipping release of the applicable Supported Software and the immediately prior release for one (1) year after such prior release has been superseded by the current shipping release (by way of illustration and not limitation, if the shipping version 5.4 is released in January 2013 and 5.5 is released in June 2013, MobileIron is obligated to support 5.5 and to support 5.4 until June 2014). If MobileIron agrees to respond to or troubleshoot any errors or problems not covered by the terms of this SMS, MobileIron may perform such work after receiving Customer's instruction to proceed at MobileIron's then-current standard rates.

III. **SCOPE OF MAINTENANCE SERVICES.** Subject to the terms of this SMS, during the applicable Maintenance Term, and provided Customer is current on its obligations to pay any applicable Support and Maintenance Fees due, MobileIron shall use commercially reasonable efforts to provide Customer the following maintenance services ("Maintenance Services") with respect to the applicable Supported Software: MobileIron shall provide to Customer, without any additional charge, access to all Upgrades of such Supported Software to the extent created and generally released to other MobileIron customers that purchased the same Support and Maintenance Services. MobileIron's obligations to provide Maintenance Services shall apply only to the most current shipping release of the applicable Software.

IV. **CUSTOMER OBLIGATIONS; DESIGNATED SUPPORT CONTACTS.** Customer may appoint up to two (2) individuals who are knowledgeable in the operation of the Supported Software (through certification by MobileIron or training purchased by Customer) to serve as primary Customer contacts with MobileIron for support calls for all Supported Software ("Designated Support Contacts"). All support calls shall be initiated through these contacts. Customer may change its primary or alternate contacts at any time upon written notification to MobileIron. Customer may not share login passwords or other benefits of this SMS with any other persons nor use any software updates or software upgrades or other services furnished to Customer under this SMS for any software for which Customer has not purchased the applicable Support and Maintenance Services. Customer shall provide MobileIron access to the logs and access to perform remote troubleshooting sessions on the affected server or component, as reasonably requested by MobileIron, in order for MobileIron to provide Support and Maintenance Services.

V. **IN-LICENSED MATERIALS.** In addition to the provisions addressing In-Licensed Materials set forth in the Agreement, the following provisions apply to In-Licensed Materials. If, during a Maintenance Term, MobileIron becomes aware that a third party supplier terminates use, access to, or interoperability with the In-Licensed Materials, MobileIron shall notify Customer of the same, and all of Customer's use and access to such In-Licensed Materials shall terminate as of the effective date specified by such third party supplier. Within thirty (30) days of the notification by MobileIron of the termination of any In-Licensed Materials, the Customer may terminate the support and maintenance services described in this Attachment A for convenience (effective no earlier than the date the applicable In-Licensed Materials is terminated). Upon such termination, Customer shall be entitled to receive a pro-rata refund on any Support and Maintenance Fees paid (if any) for the relevant period remaining in the then-current Maintenance Term of the applicable Supported Software. MobileIron shall have no liability to Customer in connection with any termination of any such In-Licensed Materials or the Customer's use of any In-Licensed Materials.

VI. **GENERAL.** This SMS is subject to all the term and conditions of the Agreement. WITHOUT LIMITING THE FOREGOING, CUSTOMER UNDERSTANDS AND AGREES THAT THE AGGREGATE LIABILITY OF MOBILEIRON AND ITS SUPPLIERS IN CONNECTION WITH THIS SMS,

INCLUDING FOR ANY SERVICES, IN-LICENSED MATERIALS, SOFTWARE AND/OR SUPPORTED SOFTWARE PROVIDED HEREUNDER, REGARDLESS OF THE FORM OF THE ACTION GIVING RISE TO SUCH LIABILITY (WHETHER IN CONTRACT, TORT, OR OTHERWISE), SHALL NOT EXCEED THE SUPPORT AND MAINTENANCE FEE PAID BY CUSTOMER FOR THE RELEVANT MAINTENANCE TERM FOR THE APPLICABLE SOFTWARE. MULTIPLE CLAIMS SHALL NOT EXPAND THE LIMITATIONS SET FORTH IN THIS SECTION. The following sections survive any expiration or termination of this SMS: Sections I C ('Reinstatement after Termination') and VI ('General') survive any termination or expiration of this SMS.

MobileIron may revise the terms of this SMS provided that (i) such revision is in connection with a revision to any standard terms under which MobileIron provides support and/or maintenance, (ii) MobileIron provides written or e-mail notice (and posting on <http://support.mobileiron.com> or such other URL provided by MobileIron from time to time) of the revised terms at least sixty (60) days prior to the expiration of the applicable then-current Maintenance Term, and (iii) such revised terms only apply to renewal Maintenance Terms (if any) and renewal is subject to mutual agreement.

MOBILEIRON, INC.
ATTACHMENT B: MOBILEIRON HARDWARE TERMS

If Customer has ordered and received MobileIron Hardware from MobileIron or an Authorized Reseller of MobileIron Hardware, the following terms and conditions apply:

Limited Hardware Warranty. Subject to the terms and conditions of this Agreement, MobileIron warrants for the applicable warranty period identified in the applicable Price List (or twelve (12) months if not identified in such Price List) as measured from the date of shipment of the MobileIron Hardware by MobileIron, that any new MobileIron Hardware shall be free from defects in material and workmanship under normal use. The date of shipment of MobileIron Hardware by MobileIron is set forth on the packaging material in which the MobileIron Hardware is shipped. This limited warranty extends only to Customer. Customer's sole and exclusive remedy and the entire liability of MobileIron and its suppliers under this limited warranty shall be, at MobileIron's or its service center's option, to repair the MobileIron Hardware or, if repair is not possible, to replace of the MobileIron Hardware within the warranty period and according to the RMA procedures described below (the "RMA Procedures"). MobileIron replacement parts used in MobileIron Hardware replacement may be new or reconditioned / refurbished (like new). MobileIron's obligations hereunder are conditioned upon the return of affected MobileIron Hardware in accordance with MobileIron's or its service center's then-current RMA Procedures.

RMA Procedures: During the warranty period specified above:

(a) **Reporting.** Customer shall report suspected malfunctions of the MobileIron Hardware supplied by MobileIron (if any) via email or via phone, and cooperates with MobileIron in its investigation to determine if the MobileIron Hardware fails to meet its limited warranty set forth above ("Defective").

(b) **RMA Procedure for Defective MobileIron Hardware.** If the MobileIron Hardware is Defective, MobileIron shall issue Customer a Return Material Authorization ("RMA") number. Customer shall ship the Defective MobileIron Hardware to the address specified by MobileIron, freight prepaid, at MobileIron's cost. MobileIron shall ship Customer replacement MobileIron Hardware with freight prepaid for next business day delivery) in the United States, unless otherwise mutually agreed by the parties. For all other countries, replacement MobileIron Hardware shall be shipped priority delivery after the RMA number has been issued; please contact MobileIron support for the method and timing of such shipment. In order for MobileIron to be able to ship next business day, the RMA number must be issued no later than 1:00 p.m. Pacific Time during MobileIron's normal business hours. As a condition of shipping Customer the replacement MobileIron Hardware prior to Customer returning the Defective MobileIron Hardware, Customer must agree to return the Defective MobileIron Hardware to MobileIron within fifteen (15) business days or Customer shall be invoiced for the replacement MobileIron Hardware at MobileIron's then-current list price and Customer agrees to pay such invoice within thirty (30) days of the invoice date. All returned MobileIron Hardware shall be the property of MobileIron once MobileIron delivers the replacement MobileIron Hardware to Customer. Replacement MobileIron Hardware may be new, reconditioned/refurbished (like new).

MOBILEIRON, INC.
ATTACHMENT C: EULA INTERNATIONAL TERMS AND CONDITIONS

If Customer's principal office is located outside North America as indicated on the cover sheet, the terms and conditions of this Attachment shall apply. Otherwise, this Attachment shall not apply.

The following terms apply to all principal offices outside North America:

Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without reference to or application of choice of law rules or principles. Notwithstanding any choice of law provision or otherwise, the Uniform Computer Information Transactions Act (UCITA) and the United Nations Convention on the International Sale of Goods shall not apply.

Arbitration. Any dispute, claim or controversy arising out of or relating to this Agreement or the existence, breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, (each, a "Dispute") shall be referred to and finally resolved by arbitration under the rules and at the location identified below. The arbitral panel shall consist of three (3) arbitrators, selected as follows: each party shall appoint one (1) arbitrator; and those two (2) arbitrators shall discuss and select a chairman. If the two party-appointed arbitrators are unable to agree on the chairman, the chairman shall be selected in accordance with the applicable rules of the arbitration body. Each arbitrator shall be independent of each of the parties. The arbitrators shall have the authority to grant specific performance and to allocate between the parties the costs of arbitration (including service fees, arbitrator fees and all other fees related to the arbitration) in such equitable manner as the arbitrators may determine. The prevailing party in any arbitration shall be entitled to receive reimbursement of its reasonable expenses incurred in connection therewith. Judgment upon the award so rendered may be entered in a court having jurisdiction or application may be made to such court for judicial acceptance of any award and an order of enforcement, as the case may be. Notwithstanding the foregoing, MobileIron shall have the right to institute an action in a court of proper jurisdiction for preliminary injunctive relief pending a final decision by the arbitrator, provided that a permanent injunction and damages shall only be awarded by the arbitrator. The language to be used in the arbitral proceedings shall be English.

In addition, the following terms only apply to principal offices within Europe, the Middle East or Africa (EMEA):

Arbitration Rules and Location. Any Dispute shall be referred to and finally resolved by arbitration under the London Court of International Arbitration ("LCIA") Rules (which Rules are deemed to be incorporated by reference into this clause) on the basis that the governing law is the law of the State of New York, USA. The seat, or legal place, of arbitration shall be London, England.

In addition, the following terms only apply to principal offices within Asia Pacific, Australia & New Zealand:

Arbitration Rules and Location. Any Dispute shall be referred to and finally resolved by arbitration under the Rules of Conciliation and Arbitration of the International Chamber of Commerce ("ICC") in force on the date when the notice of arbitration is submitted in accordance with such Rules (which Rules are deemed to be incorporated by reference into this clause) on the basis that the governing law is the law of the State of New York, USA. The seat, or legal place, of arbitration shall be Singapore.

In addition, the following terms only apply to principal offices within the Americas (excluding North America):

Arbitration Rules and Location. Any Dispute shall be referred to and finally resolved by arbitration under International Dispute Resolution Procedures of the American Arbitration Association ("AAA") in force on the date when the notice of arbitration is submitted in accordance with such Procedures (which Procedures are deemed to be incorporated by reference into this clause) on the basis that the governing law is the law of the State of New York, USA. The seat, or legal place, of arbitration shall be New York, New York, USA.

MOBILE IRON, INC.
ATTACHMENT D: IN-LICENSED MATERIALS TERMS AND CONDITIONS

Revision Date: August 12, 2015

The software licensed under the EULA may contain or be provided with the In-Licensed Materials listed below. Such In-Licensed Materials shall be deemed "Software" and subject to the same terms and conditions applicable to Software under the EULA notwithstanding anything to the contrary therein; provided, however, in connection therewith, additional or different terms are applicable as identified below. In-Licensed Materials shall have the meaning set forth in EULA if defined therein; otherwise "In-Licensed Materials" means software, services or other technology software that is not proprietary to MobileIron but has been licensed to MobileIron and is contained in or may interoperate with the Software.

(A) MobileIron "Silver" or "Gold" Bundle, also sold as Core:

- 1) Cell Tower Information (only applies to Customers outside the United States)
 - a) If Customer is provided any cellular tower identification information with associated latitude and longitude location information, Customer agrees that neither it nor its end users will use such latitude and longitude location information to create a latitude/longitude lookup database for cellular towers.
- 2) SMS Messaging
 - a) Customer will not use SMS messaging service to transmit inappropriate content. Inappropriate content includes any content that (a) is unsolicited, (b) causes the introduction of viruses, worms, Trojan horses, e-mail bombs, cancelbots or other similar computer programming routines, (c) is unlawful or offensive as determined by MobileIron's suppliers in their sole discretion, (d) is misleading or inaccurate, or (e) infringes the intellectual property of any person.
- 3) Microsoft® Exchange Activesync
 - a) With respect to Microsoft® Exchange Activesync, the provision of this service (or software, as applicable) to you does not grant, and you do not receive, any rights under any Microsoft intellectual property with respect to any smartphone or other device software that you use to access this service (or to access the functionality provided by software, as applicable).
 - b) With respect to Microsoft® Exchange Activesync, use is limited to internal use (including such use by agents or contractors exclusively on Customer's behalf) as part of the Core offering for the sole purpose of managing hand-held devices of Customer's employees, agents and/or contractors.
- 4) Email+
 - a) "Email+ Device Software" means MobileIron's Email+ client device email software delivered by MobileIron to Customer, including any updates, modifications or upgrades of the same delivered to Customer during the term of the Agreement.
 - b) "EAS-Enabled Server" means (i) Microsoft Exchange server 2003, 2007, 2010 or any subsequent version thereof released during the term of the Agreement, (ii) any Microsoft owned or operated server that provides Windows Live Hotmail services, and (iii) any server software licensed by Microsoft to implement the Microsoft Exchange ActiveSync™ Protocol.
 - c) MobileIron grants to Customer a non-exclusive right to permit Customer Representatives to use and reproduce the Email+ Software (in object code form) only: (i) in mobile phones, smartphones, laptops, or tablets that are managed by MobileIron's Software and (ii) for Customer's use with services provided by EAS-Enabled Servers.
- 5) Splunk Universal Forwarder
 - a) The Splunk Universal Forwarder may forward data generated by the MobileIron Core product to Splunk Enterprise, a separate third party product not licensed or distributed by MobileIron. In order to be licensed to use the Splunk Universal Forwarder, Customer is required to obtain a license to Splunk Enterprise, directly or indirectly, from Splunk Inc.
 - b) Customer may not use any part of the Splunk Universal Forwarder, including third party code, in a manner not related to the MobileIron Core product.
 - c) MobileIron disclaims all warranties and indemnities in connection with the Splunk Universal Forwarder and Splunk Enterprise. Splunk Inc. makes no warranties or indemnities and disclaims all obligations and other liabilities with respect to the Splunk Universal Forwarder.

- 6) Mobile@Work In-House App SDK
 - a) MobileIron Mobile@Work In-House App SDK is a custom SDK designed to allow Customer to brand Mobile@Work with Customer's own branding. MobileIron offers this SDK without any additional charge. Use by Customer is optional and deemed acceptance of the terms below.
 - b) MobileIron is willing to license this SDK on the same terms and conditions as "Software," except that: (i) Customer may only use this SDK to brand Mobile@Work with its own branding; (ii) Customer may distribute its branded Mobile@Work application through its enterprise AppStore; and (iii) MobileIron will only support the current version of this SDK and the immediately preceding version for 6 months following the release of the current version.

- (B) MobileIron "Platinum" Bundle (includes the terms and conditions for the MobileIron "Silver" and "Gold" Bundle as well as the additional terms below)
 - 1. MobileIron Help@Work for iOS is a custom SDK designed to allow Customer to develop the Help@Work for iOS app, which will allow the Customer's help-desk administrator to remotely view the screen of a managed iOS device, while working with the individual device-holder on troubleshooting workflows.
 - 2. Authorized Developer. Customer represents and warrants that it has a valid Apple iOS Developer Program Enterprise License Agreement and hereby appoints MobileIron as an Authorized Developer under such agreement solely in connection with MobileIron's provision of Help@Work for iOS to Customer.
 - 3. Help@Work for iOS Display Finder. If Customer at its option chooses to download the Help@Work for iOS Display Finder component, Customer will be required to accept the accompanying Apple end-user software license agreement (EULA), which solely governs the Apple software included therewith.
 - 4. ServiceConnect Integrations
 - a) "ServiceConnect Integrations" are software modules provided by MobileIron that integrate MobileIron Core or MobileIron Cloud with separate third party products and/or services not licensed or distributed by MobileIron (e.g. ServiceNow or Splunk). In order to be licensed to use a ServiceConnect Integration, Customer is required to obtain a license to the relevant third party product or service, directly or indirectly, from the third party ("Underlying Third Party").
 - b) Customer may not use any part of any ServiceConnect Integrations, including third party code, in a manner not related to the MobileIron Core or MobileIron Cloud product.
 - c) Customer agrees that the Underlying Third Party does not in any way warrant the accuracy, reliability, completeness, usefulness, non-infringement, or quality of any ServiceConnect Integration and that the Underlying Third Party shall not be liable or responsible in any way for any losses or damage of any kind, including lost profits or other indirect or consequential damages, relating to Customer's use of or reliance upon any ServiceConnect Integration.
 - d) MobileIron disclaims all warranties and indemnities in connection with the ServiceConnect Integrations and the third party product or services on which the ServiceConnect Integrations run. The Underlying Third Party makes no warranties or indemnities and disclaims all obligations and other liabilities with respect to any ServiceConnect Integration.
 - e) The Underlying Third Party may, at any time and for any reason, discontinue its product or service, or discontinue or disrupt interoperation with the ServiceConnect Integration. MobileIron shall have no liability for any such discontinuance or disruption.

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6. **DISCLAIMER OF WARRANTY:** DIGITALGLOBE AND ITS LICENSORS (INCLUDING THEIR LICENSORS AND SUPPLIERS) DISCLAIM ANY WARRANTIES, EXPRESS OR IMPLIED, OF QUALITY, PERFORMANCE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. Some States, Territories and Countries do not allow certain warranty exclusions, so to that extent the above exclusion may not apply to you.

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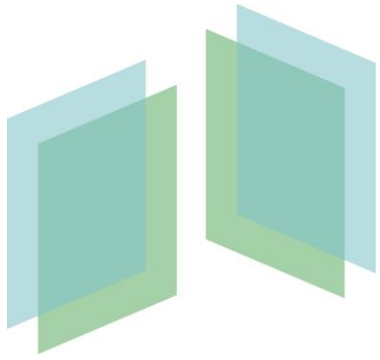
8. **EXPORT CONTROL:** You agree and acknowledge that the Information are subject to U.S. export control law, and

You will comply with all applicable laws and regulations in Your use of the Information under this Agreement, including without limitation all export laws and regulations of the U.S. government.

9. U.S. GOVERNMENT END USERS: The Information is licensed to the U. S. Government with the "commercial rights" set forth herein.

10. ENTIRE AGREEMENT: These terms and conditions and the State of Illinois Master Contract constitute the entire agreement between DigitalGlobe (and its licensors, including their licensors and suppliers) and you pertaining to the subject matter hereof, and supersedes in its entirety any and all written or oral agreements previously existing between us with respect to such subject matter.

11. GOVERNING LAW: The above terms and conditions shall be governed by the laws of the State of Illinois.



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NOTICE

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BOARD OF TRUSTEES

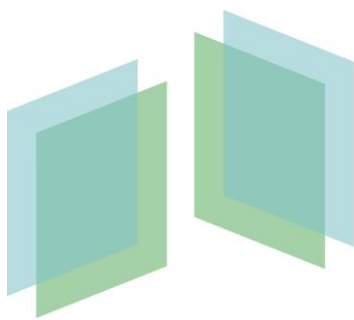
REGULAR BOARD MEETING

THURSDAY, APRIL 25, 2019

7:00 PM

Conference Room – Second Floor

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 376-2801 to allow the Library to make reasonable accommodations.



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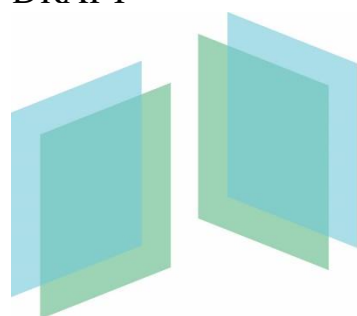
Agenda for the Regular Meeting **April 25, 2019** **7:00 PM**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (7:05 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (7:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – March 21, 2019.
 - B. Approval of the Minutes of the Special Board Meeting – March 21, 2019.
 - C. Acceptance of Financial Reports for March 2019.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. (7:30 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$251,728.85. [Action Item]
- IX. Announcements. (7:35 p.m.)
 - A. Last Date to File Statement of Economic Interest – May 1, 2019.
- X. Correspondence.
 - A. Thank you from Self-Help Closet & Pantry of Des Plaines.
- XI. Other
- XII. Adjournment. (7:45 p.m.)

This meeting will be recorded for television broadcast.

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BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 21, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, March 21, 2019. President Gregory Sarlo called the meeting to order at 7:04 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Absent: Bruce Lester, Umair Qadeer, Earl Wilson.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, John Leach.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Christopher Renkosiak, seconded by Kristen Graack, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

John Leach, President, Friends of the Library, invited the board to the Friends book sale April 5, 2019 – April 7, 2019.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. UNFINISHED BUSINESS.

Library Director Holly Richards Sorensen stated that the library does not have a contract with Verizon. The library is on a month-to-month billing cycle with Verizon. The State of Illinois has contracted with Verizon for wireless and cellular services and equipment and they negotiate the best price. In 2012 the Des Plaines Public Library signed onto the State Contract which guarantees the library the State negotiated price.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$226,165.46. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$226,165.46 as listed on the vendor checks report of February 2019 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

Library Director Holly Richards Sorensen reported that a letter was received from the Office of the Secretary of State stating that the library was awarded \$72,955.00 for the FY2019 Illinois Public Library Per Capita Grant.

Assistant Director Roberta Johnson reported that the library applied for and received e-rate funds in the amount of \$35,250.34.

Library Director Holly Richards Sorensen reported that the library received \$5,000.00 from the estate of John Jasionowski, former President of the Friends of the Library.

XI. CORRESPONDENCE.

No correspondence.

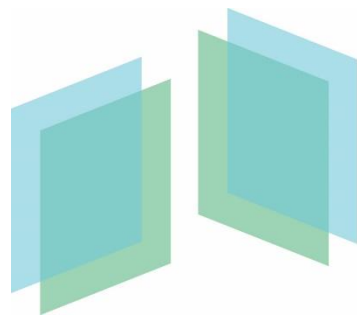
XII. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Christopher Renkosiak, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:19 p.m.

Minutes prepared Carol Kidd.

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BOARD OF TRUSTEES
Minutes of the Special Board Meeting
March 21, 2019

I. CALL TO ORDER.

The Special Board meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, March 21, 2019. President Gregory Sarlo called the meeting to order at 6:08 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Bruce Lester, Umair Qadeer, Vincent Rangel.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Denise Hudec, seconded by Christopher Renkosiak, to enter into Executive Session at 6:10 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None.
MOTION CARRIED.

Trustee Vincent Rangel entered the meeting at 6:13 p.m.

The regular session reconvened at 6:58 p.m. and was called to order by President Gregory Sarlo.

VI. (Regular Session) Action.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

No action was taken.

VII. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Nicholas Harkovich, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:59 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
March 31, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



April 15, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of March 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Three Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lauterbach & Amen, LLP".

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of March 31, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,524,968.59	\$ 1,310,566.82	\$ 5,835,535.41
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,598,685.90	\$ 1,310,566.82	\$ 11,909,252.72
LIABILITIES			
Accounts Payable	\$ 179,652.32	\$ -	\$ 179,652.32
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	515,136.71	-	515,136.71
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,584,636.71	-	6,584,636.71
FUND BALANCE			
Fund Balance - Unreserved	3,979,298.39	1,310,566.82	5,289,865.21
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	4,014,049.19	1,310,566.82	5,324,616.01
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,598,685.90	\$ 1,310,566.82	\$ 11,909,252.72

Des Plaines Public Library

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

For the 3 Months Ended March 31, 2019

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,196,255.16	\$ -	\$ 3,196,255.16
Intergovernmental	3,000.00	-	3,000.00
Fines & Fees	16,762.82	-	16,762.82
Interest	15,255.18	6,908.04	22,163.22
Special Events and Programs	886.00	-	886.00
Miscellaneous	44,932.86	-	44,932.86
Total Revenues	3,277,092.02	6,908.04	3,284,000.06
EXPENDITURES			
Personnel	\$ 670,712.87	\$ -	\$ 670,712.87
Operating	591,815.35	-	591,815.35
Library Materials	272,995.56	-	272,995.56
Capital Outlay	10,853.07	12,484.36	23,337.43
Other Expenditures	2,705.83	-	2,705.83
Total Expenditures	1,549,082.68	12,484.36	1,561,567.04
Net Change in Fund Balances	1,728,009.34	(5,576.32)	1,722,433.02
FUND BALANCES			
Beginning of the year	2,286,039.85	1,316,143.14	3,602,182.99
End of the period	\$ 4,014,049.19	\$ 1,310,566.82	\$ 5,324,616.01

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of March 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	176,911.47
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>393,127.05</u>
201-1102028 - Cash Library Donations	<u>157,575.11</u>
201-1102079 - IL Funds - 151600222591	4,189,982.01
202-1102079 - IL Funds - 151600222591	<u>1,094,351.24</u>
	<u>5,284,333.25</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,835,535.41</u></u>

Des Plaines Public Library
Balance Sheet as of March 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <u>Library Fund</u> <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	111,562.09	65,349.38	176,911.47
1102028 - Cash Library Donations	157,165.13	409.98	157,575.11
1102079 - IL Funds - 151600222591	2,283,367.08	1,906,614.93	4,189,982.01
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
1119301 - Prepaid Expense	114,929.34	(114,929.34)	0.00
	8,741,240.95	1,857,444.95	10,598,685.90
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	167,247.93	12,404.39	179,652.32
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,572,232.32	12,404.39	6,584,636.71
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	2,286,039.85	0.00	2,286,039.85
 Total Liabilities and Fund Balance	8,858,272.17	12,404.39	8,870,676.56
 Excess Revenues Over Expenses	(116,781.22)	1,844,790.56	1,728,009.34

Des Plaines Public Library
Balance Sheet as of March 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	225,699.94	(9,484.36)	216,215.58
1102079 - IL Funds - 151600222591	1,091,190.05	3,161.19	1,094,351.24
	1,316,889.99	(6,323.17)	1,310,566.82
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	6,286.36	(6,286.36)	0.00
	6,286.36	(6,286.36)	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,322,429.50	(6,286.36)	1,316,143.14
Excess Revenues Over Expenses	(5,789.51)	213.19	(5,576.32)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

**Des Plaines Public Library
Balance Sheet as of March 31, 2019**

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
_____ Fixed Assets Fund _____			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	<u>2,380,960.42</u>	<u>3,196,255.16</u>	<u>6,100,000.00</u>	<u>2,903,744.84</u>	<u>52.40</u>
	<u>2,380,960.42</u>	<u>3,196,255.16</u>	<u>6,100,000.00</u>	<u>2,903,744.84</u>	<u>52.40</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	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>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>3,000.00</u>	<u>168,988.00</u>	<u>165,988.00</u>	<u>1.78</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	664.47	1,880.16	9,000.00	7,119.84	20.89
201-4850102 - Library Fines	2,469.93	8,052.42	50,000.00	41,947.58	16.10
201-4850201 - Copying Fees	1,864.99	6,200.24	25,000.00	18,799.76	24.80
201-4850207 - Non-Res Cards	276.00	345.00	2,000.00	1,655.00	17.25
201-4850208 - Meeting Room Fees	<u>90.00</u>	<u>285.00</u>	<u>2,000.00</u>	<u>1,715.00</u>	<u>14.25</u>
	<u>5,365.39</u>	<u>16,762.82</u>	<u>88,000.00</u>	<u>71,237.18</u>	<u>19.05</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>886.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
	<u>886.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>6,688.27</u>	<u>15,255.18</u>	<u>70,000.00</u>	<u>54,744.82</u>	<u>21.79</u>
	<u>6,688.27</u>	<u>15,255.18</u>	<u>70,000.00</u>	<u>54,744.82</u>	<u>21.79</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	36,228.84	36,483.57	40,000.00	3,516.43	91.21
201-4899910 - Vending Machine Revenue	84.87	283.46	1,500.00	1,216.54	18.90
201-4899920 - Library Donations	5,350.00	5,850.00	5,000.00	(850.00)	117.00
201-4899940 - Friends Book Sale	<u>902.57</u>	<u>2,315.83</u>	<u>0.00</u>	<u>(2,315.83)</u>	<u>0.00</u>
	<u>42,566.28</u>	<u>44,932.86</u>	<u>46,500.00</u>	<u>1,567.14</u>	<u>96.63</u>
Total Library Fund	<u><u>2,436,466.36</u></u>	<u><u>3,277,092.02</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,201,395.98</u></u>	<u><u>50.58</u></u>

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>3,161.19</u>	<u>6,908.04</u>	<u>100.00</u>	<u>(6,808.04)</u>	<u>6,908.04</u>
	<u>3,161.19</u>	<u>6,908.04</u>	<u>100.00</u>	<u>(6,808.04)</u>	<u>6,908.04</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>3,161.19</u>	<u>6,908.04</u>	<u>600,100.00</u>	<u>593,191.96</u>	<u>1.15</u>
Total Capital Projects Fund					
Total of All Funds	<u>2,439,627.55</u>	<u>3,284,000.06</u>	<u>7,078,588.00</u>	<u>3,794,587.94</u>	<u>46.39</u>

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	255,010.18	498,260.09	2,334,782.00	1,836,521.91	21.34
5910200 - Part-time Salaries	<u>92,717.93</u>	<u>172,452.78</u>	<u>819,513.00</u>	<u>647,060.22</u>	<u>21.04</u>
	<u>347,728.11</u>	<u>670,712.87</u>	<u>3,154,295.00</u>	<u>2,483,582.13</u>	<u>21.26</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	25,713.95	58,766.57	235,573.00	176,806.43	24.95
5918021 - Employer Contribution - IMRF	26,013.29	59,971.20	243,694.00	183,722.80	24.61
5918040 - Life Insurance Premiums	189.24	441.56	1,840.00	1,398.44	24.00
5918050 - PPO Insurance Premiums	18,390.96	34,130.37	267,710.00	233,579.63	12.75
5918051 - HMO Insurance Premiums	10,110.70	17,645.04	197,656.00	180,010.96	8.93
5918055 - Dental Insurance Premiums	1,908.48	4,453.12	20,250.00	15,796.88	21.99
5918070 - Workers Compensation	0.00	0.00	13,000.00	13,000.00	0.00
	<u>82,326.62</u>	<u>175,407.86</u>	<u>989,723.00</u>	<u>814,315.14</u>	<u>17.72</u>
Contractual Services					
5920100 - Legal Fees	59.30	576.80	6,000.00	5,423.20	9.61
5920110 - Professional Services	36,536.75	148,131.65	429,394.00	281,262.35	34.50
5920120 - Communication Services	638.56	2,461.59	28,850.00	26,388.41	8.53
5920140 - Integrated Library System	8,246.64	24,739.92	97,100.00	72,360.08	25.48
5920202 - Conferences	1,809.99	2,166.83	5,000.00	2,833.17	43.34
5920220 - Membership Dues	500.00	4,233.16	7,000.00	2,766.84	60.47
5920990 - Property/Liability Insurance	0.00	39,571.00	35,000.00	(4,571.00)	113.06
5930010 - R&M Equipment	4,806.92	68,227.71	93,890.00	25,662.29	72.67
5930020 - R&M Buildings & Structures	8,219.50	35,220.61	126,600.00	91,379.39	27.82
5930030 - R&M Vehicles	36.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,600.41	5,131.46	16,120.00	10,988.54	31.83
5930320 - Cleaning/Custodial Services	5,490.50	20,587.00	67,460.00	46,873.00	30.52
5930490 - Refuse Contract	360.00	1,080.00	4,320.00	3,240.00	25.00
5960040 - Pre-Employment Testing	135.00	195.00	3,000.00	2,805.00	6.50
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	7,186.52	21,824.78	68,950.00	47,125.22	31.65
5960990 - Misc. Contractual Services	<u>7,055.96</u>	<u>42,223.98</u>	<u>113,780.00</u>	<u>71,556.02</u>	<u>37.11</u>
	<u>82,682.05</u>	<u>416,407.49</u>	<u>1,104,264.00</u>	<u>687,856.51</u>	<u>37.71</u>
Commodities					
5970100 - Supplies	3,329.92	12,603.30	59,000.00	46,396.70	21.36
5970110 - Meals	(112.84)	338.98	2,000.00	1,661.02	16.95
5970115 - Supplies - Dept/Other	700.92	1,346.64	6,550.00	5,203.36	20.56
5970170 - Janitorial	2,160.84	2,160.84	20,000.00	17,839.16	10.80
5970260 - Postage & Parcel	1,050.00	1,050.00	6,800.00	5,750.00	15.44
5970500 - Water Bill	0.00	2,129.92	12,000.00	9,870.08	17.75
5970600 - Ebooks/Books	30,152.92	76,138.61	377,200.00	301,061.39	20.19
5970610 - E-audio/Audio	4,584.54	19,115.18	83,000.00	63,884.82	23.03

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2019**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970620 - E-Subscriptions/Subscriptions	5,124.93	38,146.89	74,630.00	36,483.11	51.11
5970630 - Visual Materials	12,742.56	36,097.48	163,000.00	126,902.52	22.15
5970640 - Databases	11,386.89	73,429.59	190,000.00	116,570.41	38.65
5970810 - Natural Gas	5,652.13	10,438.13	25,000.00	14,561.87	41.75
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$5,000	0.00	0.00	2,000.00	2,000.00	0.00
	<u>76,772.81</u>	<u>272,995.56</u>	<u>1,021,780.00</u>	<u>748,784.44</u>	<u>26.72</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,710.00	6,710.00	0.00
5980410 - Computer Hardware	743.84	1,050.71	7,500.00	6,449.29	14.01
5980420 - Computer Software	1,109.86	10,173.42	34,995.00	24,821.58	29.07
5980600 - Furniture & Fixtures	(800.06)	(371.06)	2,500.00	2,871.06	(14.84)
	<u>1,053.64</u>	<u>10,853.07</u>	<u>51,705.00</u>	<u>40,851.93</u>	<u>20.99</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	210.00	390.00	73,000.00	72,610.00	0.53
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	902.57	2,315.83	0.00	(2,315.83)	0.00
	<u>1,112.57</u>	<u>2,705.83</u>	<u>733,000.00</u>	<u>730,294.17</u>	<u>0.37</u>
Total Library Fund Expenditures	<u>591,675.80</u>	<u>1,549,082.68</u>	<u>7,054,767.00</u>	<u>5,505,684.32</u>	<u>21.96</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	1,064.36	17,000.00	15,935.64	6.26
5980410 - Computer Hardware	2,948.00	2,948.00	44,500.00	41,552.00	6.62
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	0.00	8,472.00	18,500.00	10,028.00	45.79
	<u>2,948.00</u>	<u>12,484.36</u>	<u>172,000.00</u>	<u>159,515.64</u>	<u>7.26</u>
Total Capital Projects Fund Expenditures	<u>2,948.00</u>	<u>12,484.36</u>	<u>172,000.00</u>	<u>159,515.64</u>	<u>7.26</u>
Total of All Funds	<u>594,623.80</u>	<u>1,561,567.04</u>	<u>7,226,767.00</u>	<u>5,665,199.96</u>	<u>21.61</u>

Des Plaines Public Library

Check List

All Bank Accounts

March 22, 2019 - April 18, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17419	04/18/19	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
17420	04/18/19	ANDERSON SAFFORD	71.45
17421	04/18/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	480.00
17422	04/18/19	BAKER & TAYLOR	10,279.63
17423	04/18/19	BAKER & TAYLOR	12,852.74
17424	04/18/19	BODY PLUMBING INC	1,552.00
17425	04/18/19	CCH	126.41
17426	04/18/19	CHILDREN'S PLUS, INC.	1,753.94
17427	04/18/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17428	04/18/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17429	04/18/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17430	04/18/19	DIANE PIRON-GELMAN	150.00
17431	04/18/19	EBSCO INFORMATION SERVICES	5.87
17432	04/18/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17433	04/18/19	GALE/CENGAGE LEARNING	4,563.58
17434	04/18/19	GARVEY'S OFFICE PRODUCTS	2,160.84
17435	04/18/19	GREY HOUSE PUBLISHING	148.50
17436	04/18/19	IMPACT NETWORKING, LLC.	4,806.92
17437	04/18/19	INGRAM LIBRARY SERVICES	121.26
17438	04/18/19	JAMES ROWAN	200.00
17439	04/18/19	KANOPY	350.00
17440	04/18/19	KLEIN, THORPE & JENKINS, LTD.	691.80
17441	04/18/19	KOS HOME IMPROVEMENT	3,420.00
17442	04/18/19	LAKESHORE LEARNING MATERIALS	174.17
17443	04/18/19	LAUTERBACH & AMEN, LLP.	1,550.00
17444	04/18/19	LIBRARIESFIRST	500.00
17445	04/18/19	LIMRICC	42,721.15
17446	04/18/19	LITTLEBITS ELECTRONICS INC	58.32
17447	04/18/19	MAIL FINANCE	204.09
17448	04/18/19	MATTHEW BENDER & CO, INC	147.43
17449	04/18/19	MENARDS	38.94
17450	04/18/19	METAPHRASIS LANGUAGE & CULTURAL SOLUTIONS	1,145.00
17451	04/18/19	MIDWEST TAPE	15,403.27
17452	04/18/19	NORTHBROOK PUBLIC LIBRARY	39.99
17453	04/18/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17454	04/18/19	ORKIN	95.00
17455	04/18/19	OUTSOURCE SOLUTIONS GROUP, INC.	35,270.30
17456	04/18/19	OVERDRIVE, INC.	6,641.25
17457	04/18/19	PROQUEST LLC	2,340.00
17458	04/18/19	RECORD INFORMATION SERVICES INC	652.00
17459	04/18/19	RECORDED BOOKS, INC	23.17
17460	04/18/19	SPEED-E-KLEEN, INC.	598.00
17461	04/18/19	SPICE INC	400.00
17462	04/18/19	STEVE KURAS	125.00
17463	04/18/19	THE NEW YORK TIMES	1,596.40
17464	04/18/19	THOMAS KLISE/CRIMSON MULTIMEDIA	2,596.85
17465	04/18/19	THOMSON REUTERS-WEST	19.09
17466	04/18/19	TIAA BANK	657.91
17467	04/18/19	TIPSY PAINT	370.00
17468	04/18/19	UNIVERSITY OF IOWA	15.00
17469	04/18/19	VALUE LINE PUBLISHING, LLC.	4,975.00
17470	04/18/19	VIKING PLUMBING SERVICES, LLC	450.00
51009	03/31/19	PRO DATA	1,566.45
51010	03/31/19	BANKCARD SERVICES	19,038.69
51011	03/31/19	IMRF	43,006.07
51012	03/31/19	NICOR GAS	5,652.13
51013	03/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	902.57

Des Plaines Public Library

Check List

All Bank Accounts

March 22, 2019 - April 18, 2019

Check Number	Check Date	Payee	Amount
51014	03/31/19	NEOFUNDS BY NEOPOST	1,050.00
51015	03/31/19	VERIZON WIRELESS	860.62
Vendor Check Total			<u>251,728.85</u>
Check List Total			<u><u>251,728.85</u></u>

Check count = 59

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALEXIAN BROTHERS CORP HEALTH SERV				17419	04/18/19	<u>75.00</u>
201-5960040	Pre-Employment Testing	Invoice # 675718	75.00			
ANDERSON SAFFORD				17420	04/18/19	<u>71.45</u>
201-5970100	Supplies	Invoice # 11005	71.45			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17421	04/18/19	<u>480.00</u>
201-5960990	Misc. Contractual Services	Invoice # 7777	480.00			
BAKER & TAYLOR				17422	04/18/19	<u>10,279.63</u>
201-5960990	Misc. Contractual Services	Inv 2034441206	30.80			
201-5970600	Ebooks/Books	Inv 2034441205	523.21			
201-5960990	Misc. Contractual Services	Inv 2034444183	12.40			
201-5970600	Ebooks/Books	Inv 2034444182	224.61			
201-5960990	Misc. Contractual Services	Inv 2034436225	39.00			
201-5970600	Ebooks/Books	Inv 2034435712	787.00			
201-5960990	Misc. Contractual Services	Inv 2034435713	35.75			
201-5970600	Ebooks/Books	Inv 2034436224	606.08			
201-5960990	Misc. Contractual Services	Inv 2034421060	32.70			
201-5970600	Ebooks/Books	Inv 2034421059	496.46			
201-5970600	Ebooks/Books	Inv 2034415697	476.48			
201-5960990	Misc. Contractual Services	Inv 2034415698	28.15			
201-5970600	Ebooks/Books	Inv 2034417000	671.87			
201-5960990	Misc. Contractual Services	Inv 2034417001	44.40			
201-5960990	Misc. Contractual Services	Inv 2034422292	35.50			
201-5970600	Ebooks/Books	Inv 2034422291	507.36			
201-5960990	Misc. Contractual Services	Inv 2034429922	34.75			
201-5970600	Ebooks/Books	Inv 2034429921	483.27			
201-5970600	Ebooks/Books	Inv 2034380021	293.89			
201-5960990	Misc. Contractual Services	Inv 2034380022	14.50			
201-5970600	Ebooks/Books	Inv 2034377175	547.42			
201-5960990	Misc. Contractual Services	Inv 2034377176	28.80			
201-5970600	Ebooks/Books	Inv COA102768390	-263.20			
201-5970600	Ebooks/Books	Inv 2034390076	1,559.07			
201-5960990	Misc. Contractual Services	Inv 2034390077	94.30			
201-5970600	Ebooks/Books	Inv 2034386757	499.52			
201-5960990	Misc. Contractual Services	Inv 2034386758	26.90			
201-5960990	Misc. Contractual Services	Inv 2034408366	30.90			
201-5970600	Ebooks/Books	Inv 2034408365	540.57			
201-5970600	Ebooks/Books	Inv 2034402691	1,314.41			
201-5960990	Misc. Contractual Services	Inv 2034402692	72.90			
201-5970600	Ebooks/Books	Inv 2034405520	420.41			
201-5960990	Misc. Contractual Services	Inv 2034405521	29.45			
BAKER & TAYLOR				17423	04/18/19	<u>12,852.74</u>
201-5960990	Misc. Contractual Services	Inv 2034439672	0.70			
201-5970600	Ebooks/Books	Inv 2034439672	10.75			
201-5960990	Misc. Contractual Services	Inv 2034440306	6.80			
201-5970600	Ebooks/Books	Inv 2034440306	94.11			
201-5960990	Misc. Contractual Services	Inv 2034440300	7.08			
201-5970600	Ebooks/Books	Inv 2034440300	64.15			
201-5960990	Misc. Contractual Services	Inv 2034443104	8.73			
201-5970600	Ebooks/Books	Inv 2034443104	28.66			
201-5960990	Misc. Contractual Services	Inv 2034440488	2.20			
201-5970600	Ebooks/Books	Inv 2034440488	19.29			

Des Plaines Public Library

Vendor Checks Report

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034439552	25.75			
201-5970600	Ebooks/Books	Inv 2034439552	222.76			
201-5960990	Misc. Contractual Services	Inv 2034435681	6.89			
201-5970600	Ebooks/Books	Inv 2034435681	50.84			
201-5960990	Misc. Contractual Services	Inv 2034431302	2.96			
201-5970600	Ebooks/Books	Inv 2034431302	9.56			
201-5960990	Misc. Contractual Services	Inv 2034430971	8.25			
201-5970600	Ebooks/Books	Inv 2034430971	54.04			
201-5960990	Misc. Contractual Services	Inv 2034434199	15.40			
201-5970600	Ebooks/Books	Inv 2034434199	134.58			
201-5960990	Misc. Contractual Services	Inv 2034426625	55.05			
201-5970600	Ebooks/Books	Inv 2034426625	559.60			
201-5960990	Misc. Contractual Services	Inv 2034430928	14.58			
201-5970600	Ebooks/Books	Inv 2034430928	139.60			
201-5960990	Misc. Contractual Services	Inv 2034429946	5.55			
201-5970600	Ebooks/Books	Inv 2034429946	60.88			
201-5960990	Misc. Contractual Services	Inv 2034428974	13.45			
201-5970600	Ebooks/Books	Inv 2034428974	58.59			
201-5960990	Misc. Contractual Services	Inv 2034426345	5.53			
201-5970600	Ebooks/Books	Inv 2034426345	19.71			
201-5960990	Misc. Contractual Services	Inv 2034423477	11.69			
201-5970600	Ebooks/Books	Inv 2034423477	26.61			
201-5960990	Misc. Contractual Services	Inv 2034428463	19.90			
201-5970600	Ebooks/Books	Inv 2034428463	221.76			
201-5960990	Misc. Contractual Services	Inv 2034420250	23.70			
201-5970600	Ebooks/Books	Inv 2034420250	432.94			
201-5960990	Misc. Contractual Services	Inv 2034420101	8.52			
201-5970600	Ebooks/Books	Inv 2034420101	54.42			
201-5960990	Misc. Contractual Services	Inv 5015419795	5.60			
201-5970600	Ebooks/Books	Inv 5015419795	115.40			
201-5960990	Misc. Contractual Services	Inv 2034406830	11.55			
201-5970600	Ebooks/Books	Inv 2034406830	89.54			
201-5960990	Misc. Contractual Services	Inv 2034414505	33.33			
201-5970600	Ebooks/Books	Inv 2034414505	196.36			
201-5960990	Misc. Contractual Services	Inv 2034406715	48.20			
201-5970600	Ebooks/Books	Inv 2034406715	530.61			
201-5960990	Misc. Contractual Services	Inv 2034406831	6.48			
201-5970600	Ebooks/Books	Inv 2034406831	62.41			
201-5960990	Misc. Contractual Services	Inv 2034406840	7.50			
201-5970600	Ebooks/Books	Inv 2034406840	52.20			
201-5960990	Misc. Contractual Services	Inv 2034414565	1.70			
201-5970600	Ebooks/Books	Inv 2034414565	19.68			
201-5960990	Misc. Contractual Services	Inv 2034414453	7.08			
201-5970600	Ebooks/Books	Inv 2034414453	57.90			
201-5960990	Misc. Contractual Services	Inv 2034414276	17.50			
201-5970600	Ebooks/Books	Inv 2034414276	209.88			
201-5960990	Misc. Contractual Services	Inv 2034417660	1.35			
201-5970600	Ebooks/Books	Inv 2034417660	7.38			
201-5960990	Misc. Contractual Services	Inv 2034414765	6.48			
201-5970600	Ebooks/Books	Inv 2034414765	52.14			
201-5960990	Misc. Contractual Services	Inv 2034417611	14.65			
201-5970600	Ebooks/Books	Inv 2034417611	23.87			
201-5960990	Misc. Contractual Services	Inv 2034414835	4.86			
201-5970600	Ebooks/Books	Inv 2034414835	39.16			
201-5960990	Misc. Contractual Services	Inv 2034420335	22.50			
201-5970600	Ebooks/Books	Inv 2034420335	183.56			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034417563	12.30			
201-5970600	Ebooks/Books	Inv 2034417563	110.59			
201-5960990	Misc. Contractual Services	Inv 2034378912	44.84			
201-5970600	Ebooks/Books	Inv 2034378912	226.58			
201-5960990	Misc. Contractual Services	Inv 2034378916	20.85			
201-5970600	Ebooks/Books	Inv 2034378916	155.80			
201-5960990	Misc. Contractual Services	Inv 2034379033	46.65			
201-5970600	Ebooks/Books	Inv 2034379033	633.66			
201-5960990	Misc. Contractual Services	Inv 2034375679	4.10			
201-5970600	Ebooks/Books	Inv 2034375679	45.55			
201-5960990	Misc. Contractual Services	Inv 5015398449	7.00			
201-5970600	Ebooks/Books	Inv 5015398449	199.66			
201-5960990	Misc. Contractual Services	Inv 2034378890	2.10			
201-5970600	Ebooks/Books	Inv 2034378890	17.31			
201-5960990	Misc. Contractual Services	Inv 2034386188	14.55			
201-5970600	Ebooks/Books	Inv 2034386188	94.88			
201-5960990	Misc. Contractual Services	Inv 2034383585	29.73			
201-5970600	Ebooks/Books	Inv 2034383585	295.17			
201-5960990	Misc. Contractual Services	Inv 2034379142	6.48			
201-5970600	Ebooks/Books	Inv 2034379142	61.34			
201-5960990	Misc. Contractual Services	Inv 2034383800	2.81			
201-5970600	Ebooks/Books	Inv 2034383800	5.97			
201-5960990	Misc. Contractual Services	Inv 2034386175	11.75			
201-5970600	Ebooks/Books	Inv 2034386175	96.49			
201-5960990	Misc. Contractual Services	Inv 2034391281	62.85			
201-5970600	Ebooks/Books	Inv 2034391281	648.46			
201-5960990	Misc. Contractual Services	Inv 2034386464	190.99			
201-5970600	Ebooks/Books	Inv 2034386464	402.60			
201-5960990	Misc. Contractual Services	Inv 2034372072	468.06			
201-5970600	Ebooks/Books	Inv 2034372072	1,030.38			
201-5960990	Misc. Contractual Services	Inv 2034372074	49.40			
201-5970600	Ebooks/Books	Inv 2034372074	384.32			
201-5960990	Misc. Contractual Services	Inv 2034396712	35.15			
201-5970600	Ebooks/Books	Inv 2034396712	290.81			
201-5960990	Misc. Contractual Services	Inv 2034394360	64.45			
201-5970600	Ebooks/Books	Inv 2034394360	528.95			
201-5960990	Misc. Contractual Services	Inv 2034403265	28.50			
201-5970600	Ebooks/Books	Inv 2034403265	377.73			
201-5960990	Misc. Contractual Services	Inv 2034394295	2.96			
201-5970600	Ebooks/Books	Inv 2034394295	17.18			
201-5960990	Misc. Contractual Services	Inv 2034394296	8.52			
201-5970600	Ebooks/Books	Inv 2034394296	30.48			
201-5960990	Misc. Contractual Services	Inv 2034403520	11.50			
201-5970600	Ebooks/Books	Inv 2034403520	102.22			
201-5960990	Misc. Contractual Services	Inv 2034401673	1.55			
201-5970600	Ebooks/Books	Inv 2034401673	9.75			
201-5960990	Misc. Contractual Services	Inv 2034383655	7.05			
201-5970600	Ebooks/Books	Inv 2034383655	68.53			
201-5960990	Misc. Contractual Services	Inv 2034386257	4.86			
201-5970600	Ebooks/Books	Inv 2034386257	45.98			
201-5960990	Misc. Contractual Services	Inv 2034391482	5.31			
201-5970600	Ebooks/Books	Inv 2034391482	44.85			
201-5960990	Misc. Contractual Services	Inv 2034394690	12.00			
201-5970600	Ebooks/Books	Inv 2034394690	128.73			
201-5960990	Misc. Contractual Services	Inv 2034391428	8.88			
201-5970600	Ebooks/Books	Inv 2034391428	28.07			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034394378	41.44			
201-5970600	Ebooks/Books	Inv 2034394378	75.79			
201-5960990	Misc. Contractual Services	Inv 2034400996	166.78			
201-5970600	Ebooks/Books	Inv 2034400996	348.13			
201-5960990	Misc. Contractual Services	Inv 2034394755	11.34			
201-5970600	Ebooks/Books	Inv 2034394755	110.69			
201-5960990	Misc. Contractual Services	Inv 2034394399	47.25			
201-5970600	Ebooks/Books	Inv 2034394399	469.64			
BODYP LUMBING INC				17424	04/18/19	<u>1,552.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 52442	1,552.00			
CCH				17425	04/18/19	<u>126.41</u>
201-5970640	Databases	Invoice # 4804197825	126.41			
CHILDREN'S PLUS, INC.				17426	04/18/19	<u>1,753.94</u>
201-5970600	Ebooks/Books	Invoice # 168048	351.10			
201-5970600	Ebooks/Books	Invoice # 168047	233.40			
201-5970600	Ebooks/Books	Invoice # 167982	106.20			
201-5970600	Ebooks/Books	Invoice # 167097	161.87			
201-5970600	Ebooks/Books	Invoice # 167992	71.80			
201-5970600	Ebooks/Books	Invoice # 167941	17.99			
201-5970600	Ebooks/Books	Invoice # 167940	279.30			
201-5970600	Ebooks/Books	Invoice # 168264	446.32			
201-5970600	Ebooks/Books	Invoice # 168266	85.96			
COOPERATIVE COMPUTER SERVICES				17427	04/18/19	<u>8,246.64</u>
201-5920140	Integrated Library System	Invoice # 1494	8,246.64			
CRYSTAL MAINTENANCE SERVICES CORP				17428	04/18/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 25925	4,892.50			
DE LAGE LANDEN FIANACIAL SERVICES				17429	04/18/19	<u>738.41</u>
201-5930210	Rental of Equipment	Invoice # 62895110	738.41			
DIANE PIRON-GELMAN				17430	04/18/19	<u>150.00</u>
201-5960210	Special Event Programming	Program: 5/8/19 Why These Words Now? An Actor Looks at Dialogue	150.00			
EBSCO INFORMATION SERVICES				17431	04/18/19	<u>5.87</u>
201-5970620	E-Subscriptions/Subscriptions	Credit # 1546296	-2.41			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1576557	69.94			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1905606	52.21			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1577445	169.03			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1561180	-248.90			
201-5970620	E-Subscriptions/Subscriptions	Credit # 1906015	-34.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17432	04/18/19	<u>360.00</u>
201-5930490	Refuse Contract	Invoice # 4338349	360.00			
GALE/CENGAGE LEARNING				17433	04/18/19	<u>4,563.58</u>
201-5970640	Databases	Invoice # 30938530	3,500.00			
201-5970620	E-Subscriptions/Subscriptions	Invoice # 66740998	1,063.58			
GARVEY'S OFFICE PRODUCTS				17434	04/18/19	<u>2,160.84</u>
201-5970170	Janitorial	Invoice # PINV1700197	1,537.09			

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970170	Janitorial	Invoice # PINV1682302	623.75			
GREY HOUSE PUBLISHING				17435	04/18/19	<u>148.50</u>
201-5970640	Databases	Invoice # 952908	148.50			
IMPACT NETWORKING, LLC.				17436	04/18/19	<u>4,806.92</u>
201-5930010	R&M Equipment	Invoice # 1372854	4,806.92			
INGRAM LIBRARY SERVICES				17437	04/18/19	<u>121.26</u>
201-5970600	Ebooks/Books	Invoice # 39274840	61.18			
201-5970600	Ebooks/Books	Invoice # 39087423	29.93			
201-5970600	Ebooks/Books	Invoice # 39087422	14.39			
201-5970600	Ebooks/Books	Invoice # 39077056	15.76			
JAMES ROWAN				17438	04/18/19	<u>200.00</u>
201-5960210	Special Event Programming	Program: 5/15/19 Remnants of the Illinois Wilderness	200.00			
KANOPY				17439	04/18/19	<u>350.00</u>
201-5970630	Visual Materials	Invoice # 152029	350.00			
KLEIN, THORPE & JENKINS, LTD.				17440	04/18/19	<u>691.80</u>
201-5920100	Legal Fees	Statement # 201549	691.80			
KOS HOME IMPROVEMENT				17441	04/18/19	<u>3,420.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 462	3,420.00			
LAKESHORE LEARNING MATERIALS				17442	04/18/19	<u>174.17</u>
201-5970600	Ebooks/Books	Invoice # 1774720319	29.49			
201-5970600	Ebooks/Books	Order # 29917871	97.71			
201-5970600	Ebooks/Books	Order # 29618747	46.97			
LAUTERBACH & AMEN, LLP.				17443	04/18/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice # 34795	1,550.00			
LIBRARIESFIRST				17444	04/18/19	<u>500.00</u>
201-5920220	Membership Dues	Museum Adventure Pass program membership fee	500.00			
LIMRICC				17445	04/18/19	<u>42,721.15</u>
201-2401002	Payroll Liabilities	March 2019 Monthly Billing - PHIP	42,721.15			
LITTLEBITS ELECTRONICS INC				17446	04/18/19	<u>58.32</u>
201-5970600	Ebooks/Books	Quote # NS-50015106	58.32			
MAIL FINANCE				17447	04/18/19	<u>204.09</u>
201-5930210	Rental of Equipment	Invoice # N7630443	204.09			
MATTHEW BENDER & CO, INC				17448	04/18/19	<u>147.43</u>
201-5970640	Databases	Invoice # 09488154	147.43			
MENARDS				17449	04/18/19	<u>38.94</u>
201-5970115	Supplies - Dept/Other	Invoice # 33514	25.70			
201-5970115	Supplies - Dept/Other	Invoice # 33323	13.24			
METAPHRASIS LANGUAGE & CULTURAL SOLUTIONS				17450	04/18/19	<u>1,145.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960210	Special Event Programming	Invoice # 282531	1,145.00			
MIDWEST TAPE				17451	04/18/19	<u>15,403.27</u>
201-5960990	Misc. Contractual Services	Inv 97115236	7.40			
201-5970610	E-audio/Audio	Inv 97115236	134.96			
201-5960990	Misc. Contractual Services	Inv 97115234	7.70			
201-5970610	E-audio/Audio	Inv 97115234	23.83			
201-5960990	Misc. Contractual Services	Inv 97141931	15.40			
201-5970610	E-audio/Audio	Inv 97141931	35.36			
201-5960990	Misc. Contractual Services	Inv 97141930	12.95			
201-5970610	E-audio/Audio	Inv 97141930	279.93			
201-5960990	Misc. Contractual Services	Inv 97141810	16.25			
201-5970630	Visual Materials	Inv 97141810	79.97			
201-5960990	Misc. Contractual Services	Inv 97141809	128.50			
201-5970630	Visual Materials	Inv 97141809	660.40			
201-5970610	E-audio/Audio	Inv 97136407	52.48			
201-5970630	Visual Materials	Inv 97136551	131.20			
201-5960990	Misc. Contractual Services	Inv 97146514	13.00			
201-5970630	Visual Materials	Inv 97146514	47.97			
201-5960990	Misc. Contractual Services	Inv 97146513	127.35			
201-5970630	Visual Materials	Inv 97146513	367.26			
201-5960990	Misc. Contractual Services	Inv 97146287	7.70			
201-5970610	E-audio/Audio	Inv 97146287	22.48			
201-5960990	Misc. Contractual Services	Inv 97146286	11.10			
201-5970610	E-audio/Audio	Inv 97146286	191.94			
201-5960990	Misc. Contractual Services	Inv 97147798	116.00			
201-5970630	Visual Materials	Inv 97147798	562.91			
201-5960990	Misc. Contractual Services	Inv 97147799	39.00			
201-5970630	Visual Materials	Inv 97147799	229.52			
201-5960990	Misc. Contractual Services	Inv 97149459	27.20			
201-5970610	E-audio/Audio	Inv 97149459	82.43			
201-5960990	Misc. Contractual Services	Inv 97146509	62.70			
201-5970630	Visual Materials	Inv 97146509	286.39			
201-5960990	Misc. Contractual Services	Inv 97146750	16.25			
201-5970630	Visual Materials	Inv 97146750	107.95			
201-5960990	Misc. Contractual Services	Inv 97081144	3.25			
201-5970630	Visual Materials	Inv 97081144	23.99			
201-5960990	Misc. Contractual Services	Inv 97081143	35.45			
201-5970630	Visual Materials	Inv 97081143	174.65			
201-5960990	Misc. Contractual Services	Inv 97080275	65.00			
201-5970630	Visual Materials	Inv 97080275	386.93			
201-5960990	Misc. Contractual Services	Inv 97080274	149.40			
201-5970630	Visual Materials	Inv 97080274	831.30			
201-5960990	Misc. Contractual Services	Inv 97078908	18.50			
201-5970610	E-audio/Audio	Inv 97078908	398.90			
201-5960990	Misc. Contractual Services	Inv 97078909	31.30			
201-5970610	E-audio/Audio	Inv 97078909	97.12			
201-5960990	Misc. Contractual Services	Inv 97110596	136.25			
201-5970630	Visual Materials	Inv 97110596	678.44			
201-5960990	Misc. Contractual Services	Inv 97114110	30.00			
201-5970630	Visual Materials	Inv 97114110	48.74			
201-5960990	Misc. Contractual Services	Inv 97110597	61.75			
201-5970630	Visual Materials	Inv 97110597	284.39			
201-5960990	Misc. Contractual Services	Inv 97119407	100.45			
201-5970630	Visual Materials	Inv 97119407	562.20			
201-5960990	Misc. Contractual Services	Inv 97119408	52.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 97119408	265.61			
201-5970630	Visual Materials	Inv 97074619	545.04			
201-5970630	Visual Materials	Inv 97074618	22.49			
201-5970610	E-audio/Audio	Inv 97074616	55.99			
201-5970630	Visual Materials	Inv 97074617	131.20			
201-5960990	Misc. Contractual Services	Inv 97079067	1.85			
201-5970610	E-audio/Audio	Inv 97079067	47.99			
201-5960990	Misc. Contractual Services	Inv 97081903	108.40			
201-5970630	Visual Materials	Inv 97081903	364.97			
201-5970630	Visual Materials	Inv 97105456	87.72			
201-5960990	Misc. Contractual Services	Inv 97079068	38.50			
201-5970610	E-audio/Audio	Inv 97079068	117.50			
201-5960990	Misc. Contractual Services	Inv 97081901	9.75			
201-5970630	Visual Materials	Inv 97081901	56.97			
201-5960990	Misc. Contractual Services	Inv 97084675	19.25			
201-5970610	E-audio/Audio	Inv 97084675	59.50			
201-5970630	Visual Materials	Inv 97105457	207.68			
201-5960990	Misc. Contractual Services	Inv 97110520	14.80			
201-5970610	E-audio/Audio	Inv 97110520	380.92			
201-5970610	E-audio/Audio	Inv 97105453	206.98			
201-5960990	Misc. Contractual Services	Inv 97110521	19.25			
201-5970610	E-audio/Audio	Inv 97110521	61.00			
201-5960990	Misc. Contractual Services	Inv 97177509	77.00			
201-5970610	E-audio/Audio	Inv 97177509	246.85			
201-5960990	Misc. Contractual Services	Inv 97176349	38.50			
201-5970610	E-audio/Audio	Inv 97176349	105.20			
201-5970610	E-audio/Audio	Inv 97185524	9.99			
201-5960990	Misc. Contractual Services	Inv 97176348	20.35			
201-5970610	E-audio/Audio	Inv 97176348	400.89			
201-5960990	Misc. Contractual Services	Inv 97212966	12.95			
201-5970610	E-audio/Audio	Inv 97212966	251.93			
201-5970630	Visual Materials	Inv 97185522	26.24			
201-5970630	Visual Materials	Inv 97185521	78.72			
201-5970610	E-audio/Audio	Inv 97184708	22.49			
201-5970630	Visual Materials	Inv 97185523	18.74			
201-5970610	E-audio/Audio	Inv 97185520	67.99			
201-5960990	Misc. Contractual Services	Inv 97182845	68.45			
201-5970630	Visual Materials	Inv 97182845	278.04			
201-5960990	Misc. Contractual Services	Inv 97182846	42.65			
201-5970630	Visual Materials	Inv 97182846	224.25			
201-5960990	Misc. Contractual Services	Inv 97177508	22.20			
201-5970610	E-audio/Audio	Inv 97177508	494.88			
201-5960990	Misc. Contractual Services	Inv 97176492	9.75			
201-5970630	Visual Materials	Inv 97176492	68.97			
201-5960990	Misc. Contractual Services	Inv 97176491	44.50			
201-5970630	Visual Materials	Inv 97176491	251.13			
201-5960990	Misc. Contractual Services	Inv 97174700	19.50			
201-5970630	Visual Materials	Inv 97174700	104.45			
201-5960990	Misc. Contractual Services	Inv 97174702	74.75			
201-5970630	Visual Materials	Inv 97174702	473.77			
201-5970610	E-audio/Audio	Inv 97168654	671.89			
201-5970630	Visual Materials	Inv 97168655	217.42			
201-5970630	Visual Materials	Inv 97168656	59.98			

NORTHBROOK PUBLIC LIBRARY

17452

04/18/19

39.99

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Replacement of Damaged Materials: Learn Python 3 the Hard Way	39.99			
OAKBROOK MECHANICAL SERVICES				17453	04/18/19	<u>2,797.50</u>
201-5930020	R&M Buildings & Structures	Invoice # 15400	2,797.50			
ORKIN				17454	04/18/19	<u>95.00</u>
201-5960990	Misc. Contractual Services	Invoice # 182001085	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17455	04/18/19	<u>35,270.30</u>
201-5960990	Misc. Contractual Services	Invoice # 46244	1,500.00			
201-5960990	Misc. Contractual Services	Invoice # 46643	350.00			
201-5920110	Professional Services	Invoice # 46644	33,420.30			
OVERDRIVE, INC.				17456	04/18/19	<u>6,641.25</u>
201-5970600	Ebooks/Books	Invoice # 01018MA19039835	303.45			
201-5970600	Ebooks/Books	Invoice # 01018MA19039355	3,077.63			
201-5970600	Ebooks/Books	Invoice # 01018MA19060564	2,667.80			
201-5970600	Ebooks/Books	Invoice # 01018MA19060960	592.37			
PROQUEST LLC				17457	04/18/19	<u>2,340.00</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice # 70566503	2,340.00			
RECORD INFORMATION SERVICES INC				17458	04/18/19	<u>652.00</u>
201-5970640	Databases	Invoice # 46422	652.00			
RECORDED BOOKS, INC				17459	04/18/19	<u>23.17</u>
201-5970610	E-audio/Audio	Invoice # 76204261	23.17			
SPEED-E-KLEEN, INC.				17460	04/18/19	<u>598.00</u>
201-5930320	Cleaning/Custodial Services	Invoice # 4157	179.00			
201-5930320	Cleaning/Custodial Services	Invoice # 4159	419.00			
SPICE INC				17461	04/18/19	<u>400.00</u>
201-5960210	Special Event Programming	Program: 5/1/19 Bourbon or Scotch	400.00			
STEVE KURAS				17462	04/18/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	Invoice # 03212019	125.00			
THE NEW YORK TIMES				17463	04/18/19	<u>1,596.40</u>
201-5970640	Databases	Acct # 901506790 - Service 3/18/19 - 3/15/20	1,596.40			
THOMAS KLISE/CRIMSON MULTIMEDIA				17464	04/18/19	<u>2,596.85</u>
201-5970630	Visual Materials	Invoice # 1364	486.18			
201-5970630	Visual Materials	Invoice # 1565	122.22			
201-5970630	Visual Materials	Invoice # 1566	60.00			
201-5970630	Visual Materials	Invoice # 1564	123.63			
201-5970630	Visual Materials	Invoice # 1534	485.03			
201-5970630	Visual Materials	Invoice # 1533	174.18			
201-5970630	Visual Materials	Invoice # 1535	180.00			
201-5970630	Visual Materials	Invoice # 1536	965.61			
THOMSON REUTERS-WEST				17465	04/18/19	<u>19.09</u>
201-5970640	Databases	Invoice # 839958513	19.09			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
TIAA BANK 201-5930210	Rental of Equipment	Invoice # 6056172	657.91	17466	04/18/19	<u>657.91</u>
TIPSY PAINT 201-5960210	Special Event Programming	Event: Topsy Paint on the Terrace	370.00	17467	04/18/19	<u>370.00</u>
UNIVERSITY OF IOWA 201-5970600	Ebooks/Books	Acct # 0000383733 - Statement 3/1/19	15.00	17468	04/18/19	<u>15.00</u>
VALUE LINE PUBLISHING, LLC. 201-5970640	Databases	Invoice # KF-687809-194	4,975.00	17469	04/18/19	<u>4,975.00</u>
VIKING PLUMBING SERVICES, LLC 201-5930020	R&M Buildings & Structures	Invoice # 1824	450.00	17470	04/18/19	<u>450.00</u>
Check List Total						<u><u>179,652.32</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

March 1, 2019 - March 31, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51009	03/31/19	PRO DATA	1,566.45
51010	03/31/19	BANKCARD SERVICES	19,038.69
51011	03/31/19	IMRF	43,006.07
51012	03/31/19	NICOR GAS	5,652.13
51013	03/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	902.57
51014	03/31/19	NEOFUNDS BY NEOPOST	1,050.00
51015	03/31/19	VERIZON WIRELESS	860.62
Vendor Check Total			<u>72,076.53</u>
Check List Total			<u><u>72,076.53</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535									
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960									
Other Revenue	16,564	35,761	58,667									
	16,564	851,056	2,439,628	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055									
Other Expense	294,270	155,183	164,569									
Change in A/P & AJE's	109,774	35,902	(121,047)									
	645,775	490,230	473,577	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 March 31, 2019

Total Expenses per Expense Report			<u><u>\$594,623.80</u></u>
Gross Payroll	347,728.11		
Benefits Expense	<u>82,326.62</u>		
Total Payroll Expenses		430,054.73	
Check List		251,728.85	
Total Transfers and expenses per payroll and vendor checks reports			<u>681,783.58</u>
		Variance	<u>87,159.78</u>
Less: (disbursements included above)			
IMRF		(43,006.07)	
LIMRICC		(42,721.15)	
VOID CHECK		(800.06)	
VOID CHECK		(632.50)	
			(87,159.78)
			0.00
		Variance	<u><u>(0.00)</u></u>

GOAL #1

DPPL's innovative classes and resources instruct and connect Des Plaines residents to digital literacy and other established and emerging technology, both at the library and out in the community.



STRATEGY 2: Increase awareness and usage of eMaterials.

FLIPSTER MAGAZINES

FULL DIGITAL COPIES OF TIME PUBLICATION FAVORITES.
AVAILABLE 24/7 WITH YOUR DPPL LIBRARY CARD.

- beanz
- Elle Decor
- How It Works
- InStyle
- Money
- People
- Real Simple
- Sports Illustrated
- The Week
- Time
- Vanity Fair

GENEALOGY RESEARCH DATABASES
Ancestry Library Edition, Fold3, HeritageQuest & MyHeritage

Shake your family tree at DPPL.ORG or ask on the 4th floor.

In March we promoted Flipster Magazines, offering full digital versions of popular magazines like Time, Sports Illustrated, Real Simple and other publications from Time Inc. We also promoted DPPL genealogy resources for both new and seasoned genealogists. Both were featured on the DPPL website homepage, on atrium banners, on social media and in blog posts.



STRATEGY 4: Provide advanced and specialty technology instruction.



Another busy Family Friday took place on March 8, with STEM Night. Favorite items were stencils, Spirograph, Simple Circuits, Design & Drill, and the LadyBug Counting match game. It truly was an all ages program, with adults being just as fascinated by some of the items as the children.

FAMILY FRIDAYS
Bring the family for a night of fun at the library!

- CRAFT NIGHT** • February 1
- STEM NIGHT** • February 8
- BUILD NIGHT** • February 15
- MOVIE NIGHT** • February 22

PROGRAM ROOM 6-8 PM 2ND FLOOR

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

GOAL #2

DPPL spaces and events increase library usage by fostering discovery, creativity, enjoyment of culture and the arts, and by bringing Des Plaines residents together around common interests, both at the library and out in the community.



STRATEGY 1: Advocate for the importance of Early Literacy in very young children



Family Story Time was all about Holidays, specifically International Holidays like Kwanzaa, Dia de Los Muertos, Holi, Hanukkah, etc.

The kids had a blast making holiday “cookies” out of Playdoh and Model Magic, but so did the moms! Some of them commented they felt like they were rolling out dough for making rotis (Indian bread).



Family Storytime in Polish and English on a Tuesday evening (March 19) featured a theme of space (przestrzeń kosmiczna).

Families explored cosmic stories, vocabulary, action rhymes, songs in both languages and creating an out of this world rocket with a dinosaur pilot!

Children's Programs **MARCH 2019**

Fri.	1	Family Fridays - Craft Night • all ages, drop-in program • 6:00-8:00PM
Sat.	2	Baby Storytime • for children ages birth-18 months with adult • 10:30-11:00AM • D
Tue.	5	Toddler Time • for children 18-36 months with adult • 9:30-10:30AM • D
		Preschool Storytime • for children ages 3-5 with adult • 11:00-11:30AM • D
		Family Storytime - Polish & English • for families with children of all ages • 5:30-6:00PM • D
		Family Storytime • for families with children of all ages • 7:00-7:30PM • D
Wed.	6	Curious Kids • for children ages 3-6 with adult • 1:30-2:15PM • D
Thurs.	7	Toddler Time • for children 18-36 months with adult • 9:30-10:30AM • D
		Curious Kids • for children ages 3-6 with adult • 11:00-11:45AM • D





STRATEGY 3: Develop special interest classes, programs, interest circles and dedicated spaces to draw new users to DPPL.

HOW TO USE PAYMENT APPS LIKE A MILLENNIAL

THURSDAY, MARCH 14
2:30-3:30 pm

Have you heard of Venmo, Zelle, or PayPal? Apps are not just for millennials. So ditch the checkbook and give these apps a try!

Presented by eGuide Tech Allies

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

YOUR STYLE / YOUR WAY

Saturday, March 7, at 2:00 pm

Does getting dressed for work, a wedding, or a first date stress you out? Do you want to feel more confident and excited about what you wear? Join us and learn how to identify and express your style preferences, discover what works best on your figure, and so much more.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

SPRING SWING

Sunday, March 31
2 pm

Vocalist Petra van Nuis sings seasonal songs of birds, flowers and rebirth.

Petra van Nuis, Lisauch, Andy Brown, Gretchen, Julie, Laurel, Brian

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

MAKER party

THURS., MAR. 28
5-7 PM

Try out different maker activities and enjoy yummy pizza! Registration required.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

Pokemon

Nintendo 3DS Tournament

Tuesday, March 26th

Do you have what it takes to be a Pokemon master? Bring your Nintendo 3DS and your latest Pokemon games to battle and battle. The winner will take home a set of Kanto gym badges.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Tabletop Games Takeover!

MONDAY, MARCH 18
6:30-8:30PM

TAP HOUSE GRILL

AGES 21+

Meet at Tap House Grill (1472 Market St, Des Plaines) for an evening of board games and socializing with old friends or new. We'll have a variety of unique and easy-to-learn games on hand, but feel free to bring your own favorite game to share. Ages 21+ Registration required.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



STRATEGY 4: Deliver quality events on trending cultural, recreational and topical current events and interests.

Five Money Questions for Women

Wednesday April 3 - 7 - 8:30 pm

Women face unique financial circumstances. A strong financial strategy is vital to ensure your financial strategy fits your lifestyle and needs. Presented by Nancy Reiser of Edward Jones.

MONEY SMART WEEK

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

"I've never looked at how much money I can make or thought about how to invest it. I will look into this now."

- Overheard during our Five Money Questions for Women event during Money Smart Week.

Time Matters:
A Women's Outlook on Retirement

Saturday, March 30 • 11:00 am - 12:30 pm

A Money Smart Week Program: Perspectives on financial concerns facing women who are getting ready for or have recently transitioned to retirement are presented by Nancy Reiser of Edward Jones.

MONEY SMART WEEK
MARCH 30 - APRIL 6, 2019

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



GOAL #3

DPPL is the primary hub for resources and information connecting residents to government, job, health and human services, both at the library and out in the community.



STRATEGY 2: Streamline access to the government supported services our community wants and needs and provide library space for governmental issues that affect our patrons' daily lives.

Tuesday, April 2nd
VOTE
ELECTION 2019
EARLY VOTING IS AVAILABLE
AT THE DES PLAINES LIBRARY
FROM MARCH 18th TO APRIL 1st

From March 18-April 1, we partnered with the Cook County Clerk's Office and participated as an early voting site.

1,037 voters cast their ballots at the Des Plaines Public Library!

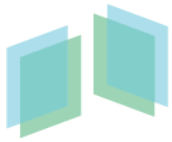


STRATEGY 5: Ensure DPPL is accessible and welcoming to all residents of Des Plaines.



Between Saturday March 16 and Sunday March 24th, DPPL waived \$507 worth of fines for Des Plaines residents. We also collected over 550 non-perishable food items for the Self-Help Closet and Pantry of Des Plaines. Good job, Des Plaines!

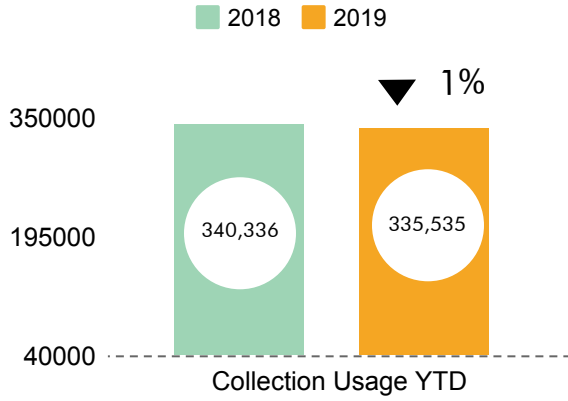




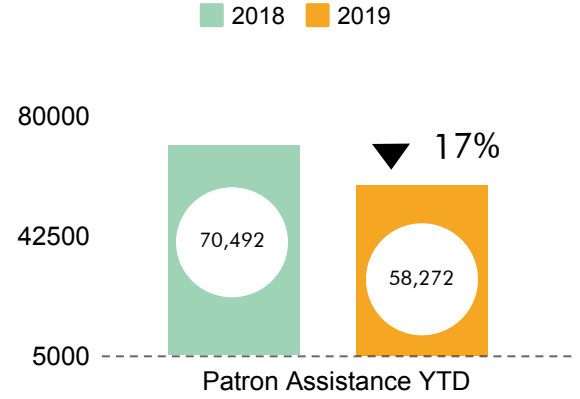
STATISTICS REPORT

March 2019

Collection Usage YTD

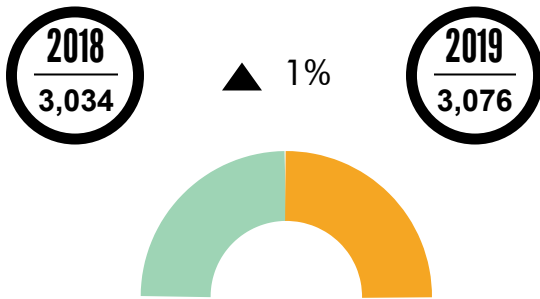


Patron Assistance YTD



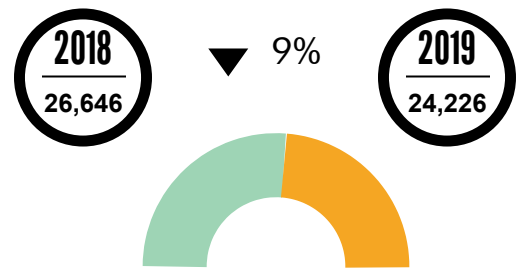
Bookings YTD

Events, Programs & Classes

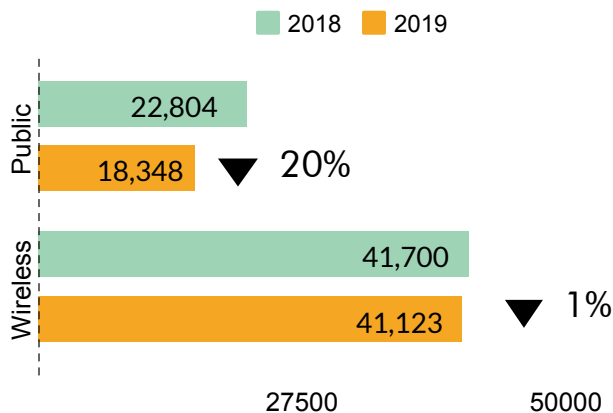


Attendance YTD

Events, Programs, Outreach & Classes

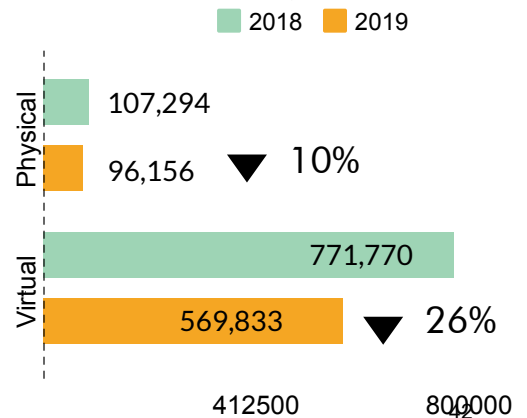


Computer Usage YTD



Traffic YTD

Physical is the gate count.
Virtual includes catalog, website and mobile app.



Board Stats Reporting Form

March 2019

COLLECTION USAGE			
		Year to Date 2019	335,535
		Year to Date 2018	340,336
		% Change	-1%

PATRON ASSISTANCE			
		Year to Date 2019	58,272
		Year to Date 2018	70,492
		% Change	-17%

EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	3,076
		Year to Date 2018	3,034
		% Change	1%

EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	24,226
		Year to Date 2018	26,646
		% Change	-9%

TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	96,156
		Year to Date 2018	107,294
		% Change	-10%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	569,833
		Year to Date 2018	771,770
		% Change	-26%

COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	18,348
		Year to Date 2018	22,804
		% Change	-20%
		Wireless	
		Year to Date 2019	41,123
		Year to Date 2018	41,700
		% Change	-1%

STATISTICS REPORT		JAN	FEB	MAR	YTD
COLLECTION USAGE					
	Physical materials (Circ. General)	78,712	81,829	86,834	247,375
	E-materials	11,053	9,213	11,372	31,638
	ILL	138	166	157	461
	Databases	15,079	21,008	19,974	56,061
2019	Total	104,982	112,216	118,337	335,535
	Physical materials	81,636	75,251	86,324	243,211
	ILL	2,470	617	611	3,698
	E-materials	6,357	8,822	8,839	24,018
	Databases	26,909	21,129	21,371	69,409
2018	Total	117,372	105,819	117,145	340,336
PATRON ASSISTANCE					
	Youth Services	2,398	2,788	3,897	9,083
	Adult Services	8,728	10,317	12,052	31,097
	PAMS	4,536	5,933	7,623	18,092
2019	Total	15,662	19,038	23,572	58,272
	Youth Services	2,670	2,454	3,404	8,528
	Adult Services	13,163	12,402	13,642	39,207
	PAMS	5,256	6,743	10,758	22,757
2018	Total	21,089	21,599	27,804	70,492
EVENTS, PROGRAMS AND CLASSES-BOOKINGS					
	Youth Services	56	87	92	235
	Adult Services	78	77	99	254
	Outside groups	52	59	68	179
	Public study rooms	683	838	887	2,408
2019	Total	869	1,061	1,146	3,076
	Youth & Adult Services	111	147	150	408
	Outside groups	56	55	75	186
	Public study rooms	807	813	820	2,440
2018	Total	974	1,015	1,045	3,034
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE					
	Youth Services	776	1,396	1,419	3,591
	Adult Services	1,132	1,107	1,737	3,976
	Outside groups	1,114	1,160	2,165	4,439
	Public study rooms	1,296	1,620	1,672	4,588
	Outreach- Youth Services	479	3,032	3,011	6,522
	Outreach-Adult Services	229	456	425	1,110
2019	Total	5,026	8,771	10,429	24,226
	Youth & Adult Services	1,756	2,924	3,426	8,106
	Outside groups	1,229	1,053	3,650	5,932
	Public study rooms	1,686	1,656	1,669	5,011
	Outreach- Youth Services	1,287	2,450	2,524	6,261
	Outreach-Adult Services	447	465	424	1,336
2018	Total	6,405	8,548	11,693	26,646
TRAFFIC					
2019	Physical Visits (gate count)	29,384	30,547	36,225	96,156
2018	Physical Visits (gate count)	34,866	32,170	40,258	107,294
2019	Virtual visits (catalog, website, mobile app)	115,445	110,193	344,195	569,833
2018	Virtual visits (catalog, website, mobile app)	122,062	190,368	459,340	771,770
COMPUTER USAGE					
	Public computers-Youth Services	819	928	1,352	3,099
	Public computers-Adult	4,777	4,847	5,625	15,249
2019	Total	5,596	5,775	6,977	18,348
	Public computers-Youth Services	1,362	1,043	1,468	3,873
	Public computers-Adult	5,885	6,543	6,503	18,931
2018	Total	7,247	7,586	7,971	22,804
2019	Wireless	11,656	14,000	15,467	41,123
	Total	11,656	14,000	15,467	41,123
	Wireless	13,170	13,216	15,314	41,700
2018	Total	13,170	13,216	15,314	41,700

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,291,154	\$ 4,863,752	\$ 4,416,911	\$ 5,542,108	\$ 6,142,668	\$ 5,633,535	\$ 4,919,299	\$ 4,470,133			
Restricted cash donations	156,607	157,165	157,575	157,575	157,575	157,575	157,575	157,575	157,575	157,575	157,575	157,575			
	<u>3,981,263</u>	<u>3,351,494</u>	<u>3,711,910</u>	<u>5,677,959</u>	<u>5,133,579</u>	<u>4,706,177</u>	<u>4,259,336</u>	<u>5,384,533</u>	<u>5,985,093</u>	<u>5,475,960</u>	<u>4,761,724</u>	<u>4,312,558</u>			
Revenue (M-T-D)															
Property Taxes		815,295	2,380,960		79,761	64,915	1,531,366	1,205,190		13,559	8,954		6,100,000	6,100,000	0
Other Revenue	16,564	35,761	58,667	13,758	16,283	934	15,212		14,753	30,843	40,659	735,154	978,588	978,588	0
Total Revenue	<u>16,564</u>	<u>851,056</u>	<u>2,439,627</u>	<u>13,758</u>	<u>96,044</u>	<u>65,849</u>	<u>1,546,578</u>	<u>1,205,190</u>	<u>14,753</u>	<u>44,402</u>	<u>49,613</u>	<u>735,154</u>	<u>7,078,588</u>	<u>7,078,588</u>	<u>0</u>
Expenses															
Payroll & Benefits	241,731	299,145	430,055	300,528	300,338	306,109	263,790	387,387	434,207	525,766	310,173	344,789	4,144,018	4,144,018	0
Contractual Services	171,836	97,637	82,904	79,277	96,090	72,443	68,316	93,736	86,874	84,163	73,425	97,563	1,104,264	1,104,264	0
Commodities	113,254	47,996	76,551	56,636	107,857	70,615	81,209	75,770	88,288	74,063	111,287	118,254	1,021,780	1,021,780	0
Capital Expenditures	8,454	2,146	1,054	1,190	1,732	6,634	4,891	2,798	8,413	10,303	1,885	2,205	51,705	51,705	0
Other	726	1,118	1,113	14,275	7,708	15,300							632,760	673,000	(60,000)
202		6,286	2,948	37,153	3,941	11,440	5,268	15,416	7,352	38,951	37,302	5,943	172,000	172,000	0
Adjustments	109,774	35,902	(121,047)	69,079	5,780	30,149	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	<u>645,775</u>	<u>490,230</u>	<u>473,578</u>	<u>558,138</u>	<u>523,446</u>	<u>512,690</u>	<u>421,381</u>	<u>604,630</u>	<u>523,886</u>	<u>758,638</u>	<u>498,779</u>	<u>1,201,514</u>			<u>(60,000)</u>
Net Increase/(Decrease)	<u>(629,211)</u>	<u>360,826</u>	<u>1,966,049</u>	<u>(544,380)</u>	<u>(427,402)</u>	<u>(446,841)</u>	<u>1,125,197</u>	<u>600,560</u>	<u>(509,133)</u>	<u>(714,236)</u>	<u>(449,166)</u>	<u>(466,360)</u>			
Cash End of Month	<u>3,508,659</u>	<u>3,869,485</u>	<u>5,835,534</u>	<u>5,291,154</u>	<u>4,863,752</u>	<u>4,416,911</u>	<u>5,542,108</u>	<u>6,142,668</u>	<u>5,633,535</u>	<u>4,919,299</u>	<u>4,470,133</u>	<u>4,003,773</u>			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,133,579	4,706,177	4,259,336	5,384,533	5,985,093	5,475,960	4,761,724	4,312,558	3,846,198			

**SELF-HELP
CLOSET
&  HUNGER KNOWS
NO SEASON
PANTRY
OF DES PLAINES**

March 29, 2019

Holly Sorensen
Des Plaines Public Library
1501 Ellinwood Ave.
Des Plaines, IL 60016

Dear Ms. Sorensen:

Holly

Many thanks to you and your staff for your most generous continued support through your February 2019 donation of \$172 through the holiday gift wrap program and the Book Club. Thanks, too, for running another successful "Food for Fines" on our food pantry's behalf. *Our food pantry registered 205 new clients in 2018 and currently serves about 400 Des Plaines households so the need obviously continues in our community.*

Our volunteer staff inventories, packages, displays and distributes food, clothing and paper products at our facility. We are a not-for-profit 501 (c) (3) organization. *No goods or services were provided in exchange for your donation.*

As you might know, the Self-Help Closet & Pantry relies on local residents, businesses, schools, churches and community groups for donations of food, funds, clothing, paper products and more. Our food pantry is not affiliated with any larger organization; consequently, we could not exist without the generosity of people like you. Thank You!

With Appreciation,

Debbie

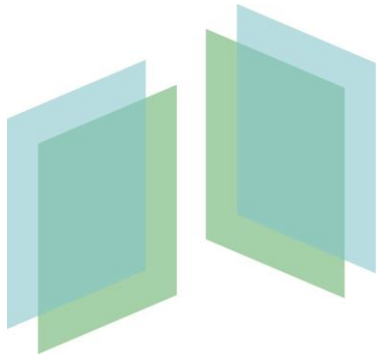
Debra Walusiak
Executive Director
847/337-1443

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, MAY 16, 2019

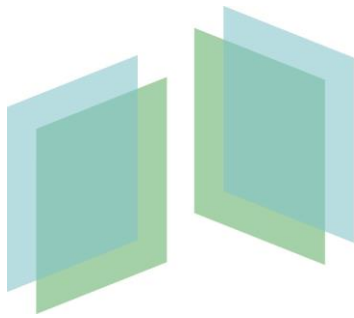
7:00 PM

Conference Room – Second Floor

Agenda:

- **Award Bid for Payroll Services**
- **Declaration of Surplus Property**
- **Nominating Committee**

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 376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

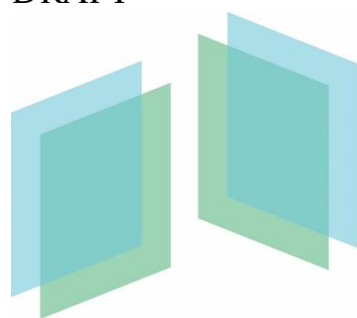
Agenda for the Regular Meeting **May 16, 2019** **7:00 PM**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (7:05 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – April 25, 2019.
 - B. Acceptance of Financial Reports for April 2019.
 - C. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$231,715.98. [Action Item]
 - B. Award Bid for Payroll Services. [Action Item]
 - C. Declaration of Surplus Property. [Action Item]
 - D. Appoint Committee to Nominate Board of Trustee Officers for 2019/2020. [Action Item]
 - E. Approve Summer Fine Forgiveness. [Action Item]
- IX. Announcements. (7:35 p.m.)
- X. Correspondence.
- XI. Other
- XII. Adjournment. (7:45 p.m.)

This meeting will be recorded for television broadcast.

DRAFT



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting April 25, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, March 21, 2019. President Gregory Sarlo called the meeting to order at 7:01 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Absent: Nicholas Harkovich, Denise Hudec, Earl Wilson.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Michelle Meyer-Edley, Stephanie Spetter, Heather Imhoff, John Leach.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$251,728.85. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$251,728.85 as listed on the vendor checks report of March 2019 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Carol Kidd stated that the last day to file Statement of Economic Interest is May 1, 2019.

X. CORRESPONDENCE.

The library received a thank you letter from the Self-Help Closet and Pantry for donations made to the pantry.

XI. OTHER.

President Gregory Sarlo reported that John Keister has seven solid candidates for the Library Director position. The last day of the library director search is Wednesday, May 15, 2019. The Search committee will meet with John Keister after May 15, 2019 to talk about candidates and interviewing.

XII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Kristen Graack, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:13 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
April 30, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



May 03, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of April 30, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Four Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of April 30, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,127,976.31	\$ 1,312,709.51	\$ 5,440,685.82
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,201,693.62	\$ 1,312,709.51	\$ 11,514,403.13
LIABILITIES			
Accounts Payable	\$ 181,776.03	\$ 2,200.00	\$ 183,976.03
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	517,260.42	2,200.00	519,460.42
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,586,760.42	2,200.00	6,588,960.42
FUND BALANCE			
Fund Balance - Unreserved	3,580,182.40	1,310,509.51	4,890,691.91
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,614,933.20	1,310,509.51	4,925,442.71
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,201,693.62	\$ 1,312,709.51	\$ 11,514,403.13

Des Plaines Public Library

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

For the 4 Months Ended April 30, 2019

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,240,683.22	\$ -	\$ 3,240,683.22
Intergovernmental	3,000.00	-	3,000.00
Fines & Fees	23,763.78	-	23,763.78
Interest	23,533.51	9,050.73	32,584.24
Special Events and Programs	886.00	-	886.00
Miscellaneous	47,416.17	-	47,416.17
Total Revenues	3,339,282.68	9,050.73	3,348,333.41
EXPENDITURES			
Personnel	\$ 906,121.90	\$ -	\$ 906,121.90
Operating	739,829.53	-	739,829.53
Library Materials	342,011.63	-	342,011.63
Capital Outlay	17,586.73	14,684.36	32,271.09
Other Expenditures	4,839.54	-	4,839.54
Total Expenditures	2,010,389.33	14,684.36	2,025,073.69
Net Change in Fund Balances	1,328,893.35	(5,633.63)	1,323,259.72
FUND BALANCES			
Beginning of the year	2,286,039.85	1,316,143.14	3,602,182.99
End of the period	\$ 3,614,933.20	\$ 1,310,509.51	\$ 4,925,442.71

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of April 30, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260	168,328.81
202-1102015 - First Midwest Operating #8100292260	218,415.58
	386,744.39
201-1102028 - Cash Library Donations	158,761.70
201-1102079 - IL Funds - 151600222591	3,800,385.80
202-1102079 - IL Funds - 151600222591	1,094,293.93
	4,894,679.73
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	5,440,685.82

Des Plaines Public Library
Balance Sheet as of April 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <u>Library Fund</u> <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	176,911.47	(8,582.66)	168,328.81
1102028 - Cash Library Donations	157,575.11	1,186.59	158,761.70
1102079 - IL Funds - 151600222591	4,189,982.01	(389,596.21)	3,800,385.80
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
	10,598,685.90	(396,992.28)	10,201,693.62
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	179,652.32	2,123.71	181,776.03
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,584,636.71	2,123.71	6,586,760.42
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	2,286,039.85	0.00	2,286,039.85
 Total Liabilities and Fund Balance	8,870,676.56	2,123.71	8,872,800.27
 Excess Revenues Over Expenses	1,728,009.34	(399,115.99)	1,328,893.35

Des Plaines Public Library
Balance Sheet as of April 30, 2019

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	216,215.58	2,200.00	218,415.58
1102079 - IL Funds - 151600222591	1,094,351.24	(57.31)	1,094,293.93
	1,310,566.82	2,142.69	1,312,709.51
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	2,200.00	2,200.00
	0.00	2,200.00	2,200.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,316,143.14	2,200.00	1,318,343.14
Excess Revenues Over Expenses	(5,576.32)	(57.31)	(5,633.63)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

**Des Plaines Public Library
Balance Sheet as of April 30, 2019**

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
_____ Fixed Assets Fund _____			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	44,428.06	3,240,683.22	6,100,000.00	2,859,316.78	53.13
	<u>44,428.06</u>	<u>3,240,683.22</u>	<u>6,100,000.00</u>	<u>2,859,316.78</u>	<u>53.13</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	3,000.00	3,000.00	0.00	100.00
	<u>0.00</u>	<u>3,000.00</u>	<u>168,988.00</u>	<u>165,988.00</u>	<u>1.78</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	592.43	2,472.59	9,000.00	6,527.41	27.47
201-4850102 - Library Fines	2,646.63	10,699.05	50,000.00	39,300.95	21.40
201-4850201 - Copying Fees	2,438.90	8,639.14	25,000.00	16,360.86	34.56
201-4850207 - Non-Res Cards	828.00	1,173.00	2,000.00	827.00	58.65
201-4850208 - Meeting Room Fees	495.00	780.00	2,000.00	1,220.00	39.00
	<u>7,000.96</u>	<u>23,763.78</u>	<u>88,000.00</u>	<u>64,236.22</u>	<u>27.00</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	0.00	886.00	5,000.00	4,114.00	17.72
	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	8,278.33	23,533.51	70,000.00	46,466.49	33.62
	<u>8,278.33</u>	<u>23,533.51</u>	<u>70,000.00</u>	<u>46,466.49</u>	<u>33.62</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	247.00	36,730.57	40,000.00	3,269.43	91.83
201-4899910 - Vending Machine Revenue	84.21	367.67	1,500.00	1,132.33	24.51
201-4899920 - Library Donations	1,120.00	6,970.00	5,000.00	(1,970.00)	139.40
201-4899940 - Friends Book Sale	1,032.10	3,347.93	0.00	(3,347.93)	0.00
	<u>2,483.31</u>	<u>47,416.17</u>	<u>46,500.00</u>	<u>(916.17)</u>	<u>101.97</u>
Total Library Fund	<u><u>62,190.66</u></u>	<u><u>3,339,282.68</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,139,205.32</u></u>	<u><u>51.54</u></u>

**Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,142.69</u>	<u>9,050.73</u>	<u>100.00</u>	<u>(8,950.73)</u>	<u>9,050.73</u>
	<u>2,142.69</u>	<u>9,050.73</u>	<u>100.00</u>	<u>(8,950.73)</u>	<u>9,050.73</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,142.69</u></u>	<u><u>9,050.73</u></u>	<u><u>600,100.00</u></u>	<u><u>591,049.27</u></u>	<u><u>1.51</u></u>
Total of All Funds	<u><u>64,333.35</u></u>	<u><u>3,348,333.41</u></u>	<u><u>7,078,588.00</u></u>	<u><u>3,730,254.59</u></u>	<u><u>47.30</u></u>

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	174,074.61	672,334.70	2,334,782.00	1,662,447.30	28.80
5910200 - Part-time Salaries	<u>61,334.42</u>	<u>233,787.20</u>	<u>819,513.00</u>	<u>585,725.80</u>	<u>28.53</u>
	<u>235,409.03</u>	<u>906,121.90</u>	<u>3,154,295.00</u>	<u>2,248,173.10</u>	<u>28.73</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,431.92	76,198.49	235,573.00	159,374.51	32.35
5918021 - Employer Contribution - IMRF	17,716.79	77,687.99	243,694.00	166,006.01	31.88
5918040 - Life Insurance Premiums	126.16	567.72	1,840.00	1,272.28	30.85
5918050 - PPO Insurance Premiums	18,319.48	52,449.85	267,710.00	215,260.15	19.59
5918051 - HMO Insurance Premiums	14,187.67	31,832.71	197,656.00	165,823.29	16.11
5918055 - Dental Insurance Premiums	1,248.08	5,701.20	20,250.00	14,548.80	28.15
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>69,030.10</u>	<u>244,437.96</u>	<u>989,723.00</u>	<u>745,285.04</u>	<u>24.70</u>
Contractual Services					
5920100 - Legal Fees	0.00	576.80	6,000.00	5,423.20	9.61
5920110 - Professional Services	38,298.40	186,430.05	429,394.00	242,963.95	43.42
5920120 - Communication Services	4,640.49	7,102.08	28,850.00	21,747.92	24.62
5920140 - Integrated Library System	8,246.64	32,986.56	97,100.00	64,113.44	33.97
5920202 - Conferences	0.00	2,166.83	5,000.00	2,833.17	43.34
5920220 - Membership Dues	2,039.00	6,272.16	7,000.00	727.84	89.60
5920990 - Property/Liability Insurance	0.00	39,571.00	35,000.00	(4,571.00)	113.06
5930010 - R&M Equipment	175.00	68,402.71	93,890.00	25,487.29	72.85
5930020 - R&M Buildings & Structures	8,932.12	44,152.73	126,600.00	82,447.27	34.88
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	6,527.78	16,120.00	9,592.22	40.49
5930320 - Cleaning/Custodial Services	4,892.50	25,479.50	67,460.00	41,980.50	37.77
5930490 - Refuse Contract	360.00	1,440.00	4,320.00	2,880.00	33.33
5960040 - Pre-Employment Testing	195.00	390.00	3,000.00	2,610.00	13.00
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	81.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	5,338.99	27,163.77	68,950.00	41,786.23	39.40
5960990 - Misc. Contractual Services	<u>4,388.62</u>	<u>46,612.60</u>	<u>113,780.00</u>	<u>67,167.40</u>	<u>40.97</u>
	<u>78,984.08</u>	<u>495,391.57</u>	<u>1,104,264.00</u>	<u>608,872.43</u>	<u>44.86</u>
Commodities					
5970100 - Supplies	4,007.77	16,611.07	59,000.00	42,388.93	28.15
5970110 - Meals	109.63	448.61	2,000.00	1,551.39	22.43
5970115 - Supplies - Dept/Other	148.79	1,495.43	6,550.00	5,054.57	22.83
5970170 - Janitorial	0.00	2,160.84	20,000.00	17,839.16	10.80
5970260 - Postage & Parcel	0.00	1,050.00	6,800.00	5,750.00	15.44
5970500 - Water Bill	2,049.73	4,179.65	12,000.00	7,820.35	34.83
5970600 - Ebooks/Books	27,786.66	103,925.27	377,200.00	273,274.73	27.55
5970610 - E-audio/Audio	4,937.08	24,052.26	83,000.00	58,947.74	28.98

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2019**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970620 - E-Subscriptions/Subscriptions	1,016.50	39,163.39	74,630.00	35,466.61	52.48
5970630 - Visual Materials	15,936.98	52,034.46	163,000.00	110,965.54	31.92
5970640 - Databases	12,924.59	86,354.18	190,000.00	103,645.82	45.45
5970810 - Natural Gas	0.00	10,438.13	25,000.00	14,561.87	41.75
5970850 - Gasoline	98.34	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>69,016.07</u>	<u>342,011.63</u>	<u>1,021,780.00</u>	<u>679,768.37</u>	<u>33.47</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,710.00	6,710.00	0.00
5980410 - Computer Hardware	479.00	1,529.71	7,500.00	5,970.29	20.40
5980420 - Computer Software	6,254.66	16,428.08	34,995.00	18,566.92	46.94
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>(371.06)</u>	<u>2,500.00</u>	<u>2,871.06</u>	<u>(14.84)</u>
	<u>6,733.66</u>	<u>17,586.73</u>	<u>51,705.00</u>	<u>34,118.27</u>	<u>34.01</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,101.61	1,491.61	73,000.00	71,508.39	2.04
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>1,032.10</u>	<u>3,347.93</u>	<u>0.00</u>	<u>(3,347.93)</u>	<u>0.00</u>
	<u>2,133.71</u>	<u>4,839.54</u>	<u>733,000.00</u>	<u>728,160.46</u>	<u>0.66</u>
Total Library Fund Expenditures	<u>461,306.65</u>	<u>2,010,389.33</u>	<u>7,054,767.00</u>	<u>5,044,377.67</u>	<u>28.50</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	1,064.36	17,000.00	15,935.64	6.26
5980410 - Computer Hardware	2,200.00	5,148.00	44,500.00	39,352.00	11.57
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>8,472.00</u>	<u>18,500.00</u>	<u>10,028.00</u>	<u>45.79</u>
	<u>2,200.00</u>	<u>14,684.36</u>	<u>172,000.00</u>	<u>157,315.64</u>	<u>8.54</u>
Total Capital Projects Fund Expenditures	<u>2,200.00</u>	<u>14,684.36</u>	<u>172,000.00</u>	<u>157,315.64</u>	<u>8.54</u>
Total of All Funds	<u>463,506.65</u>	<u>2,025,073.69</u>	<u>7,226,767.00</u>	<u>5,201,693.31</u>	<u>28.02</u>

Des Plaines Public Library

Check List

All Bank Accounts

April 19, 2019 - May 16, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17471	05/16/19	ALARM SECURITY INCORPORATED	40.00
17472	05/16/19	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
17473	05/16/19	ANDERSON LOCK CO LTD	1,248.00
17474	05/16/19	AUTOMATED LOGIC, INC.	4,466.00
17475	05/16/19	BAKER & TAYLOR	10,457.12
17476	05/16/19	BAKER & TAYLOR	10,043.68
17477	05/16/19	BOOK PAGE	864.00
17478	05/16/19	BUSINESS Managment Daily	97.00
17479	05/16/19	CHILDREN'S PLUS, INC.	5,196.39
17480	05/16/19	CITY OF DES PLAINES	50.00
17481	05/16/19	CITY OF DES PLAINES	2,049.73
17482	05/16/19	CITY OF DES PLAINES	98.34
17483	05/16/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17484	05/16/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17485	05/16/19	D & Z HOUSE OF BOOKS INCORPORATED	1,780.81
17486	05/16/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17487	05/16/19	EBSCO INFORMATION SERVICES	3,501.50
17488	05/16/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17489	05/16/19	GARVEY'S OFFICE PRODUCTS	1,466.16
17490	05/16/19	GREY HOUSE PUBLISHING	462.05
17491	05/16/19	HR SOURCE	1,670.00
17492	05/16/19	ILLINOIS LIBRARY ASSOCIATION	250.00
17493	05/16/19	INGRAM LIBRARY SERVICES	22.19
17494	05/16/19	ITOUCH BIOMETRICS	60.00
17495	05/16/19	KANOPY	262.00
17496	05/16/19	LAUTERBACH & AMEN, LLP.	3,560.00
17497	05/16/19	LESLIE GODDARD	300.00
17498	05/16/19	LIMRICC	41,946.13
17499	05/16/19	MENARDS	93.80
17500	05/16/19	MIDWEST TAPE	9,000.00
17501	05/16/19	MIDWEST TAPE	12,046.77
17502	05/16/19	MULTICULTURAL BOOKS & VIDEOS	579.98
17503	05/16/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17504	05/16/19	ORKIN	285.00
17505	05/16/19	OUTSOURCE SOLUTIONS GROUP, INC.	39,043.72
17506	05/16/19	PC LAB, INC	2,200.00
17507	05/16/19	PEGGY MACNAMARA	500.00
17508	05/16/19	PROQUEST LLC	1,071.20
17509	05/16/19	RAILS	20.00
17510	05/16/19	RAINBOW BOOK COMPANY	480.69
17511	05/16/19	RECORDED BOOKS, INC	6,750.00
17512	05/16/19	RICK PICKREN	350.00
17513	05/16/19	SCHOLASTIC INC	1,648.42
17514	05/16/19	STEPHANIE SPETTER	293.13
17515	05/16/19	STEVE KURAS	125.00
17516	05/16/19	TEAM SOFTWARE SOLUTIONS	125.00
17517	05/16/19	THOMAS KLISE/CRIMSON MULTIMEDIA	388.89
17518	05/16/19	THOMSON REUTERS-WEST	19.09
17519	05/16/19	TIAA BANK	657.91
17520	05/16/19	TODAY'S BUSINESS SOLUTIONS INC	129.92
17521	05/16/19	TONY HAHN	123.48
17522	05/16/19	TREND ENTERPRISES, INC	42.88
17523	05/16/19	VALUE LINE PUBLISHING, LLC.	1,000.00
51016	04/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,032.10
51017	04/30/19	BANKCARD SERVICES	11,520.74
51018	04/30/19	VERIZON WIRELESS	896.50
51019	04/30/19	COMCAST CABLE	3,743.99

Des Plaines Public Library

Check List

All Bank Accounts

April 19, 2019 - May 16, 2019

Check Number	Check Date	Payee	Amount
51020	04/30/19	IMRF	29,228.52
51021	04/30/19	PRO DATA	1,318.10
Vendor Check Total			<u>231,715.98</u>
Check List Total			<u><u>231,715.98</u></u>

Check count = 59

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALARM SECURITY INCORPORATED				17471	05/16/19	<u>40.00</u>
201-5930020	R&M Buildings & Structures	Invoice #11876	40.00			
ALEXIAN BROTHERS CORP HEALTH SERV				17472	05/16/19	<u>75.00</u>
201-5960040	Pre-Employment Testing	Invoice #675718	75.00			
ANDERSON LOCK CO LTD				17473	05/16/19	<u>1,248.00</u>
201-5930020	R&M Buildings & Structures	Invoice #7080295	1,248.00			
AUTOMATED LOGIC, INC.				17474	05/16/19	<u>4,466.00</u>
201-5930020	R&M Buildings & Structures	Invoice #232154	4,466.00			
BAKER & TAYLOR				17475	05/16/19	<u>10,457.12</u>
201-5960990	Misc. Contractual Services	Inv # 2034504485	28.95			
201-5970600	Ebooks/Books	Inv # 2034504484	592.55			
201-5960990	Misc. Contractual Services	Inv # 2034502005	51.85			
201-5970600	Ebooks/Books	Inv # 2034502004	889.17			
201-5970600	Ebooks/Books	Inv # 2034497390	506.90			
201-5960990	Misc. Contractual Services	Inv # 2034497391	32.25			
201-5970600	Ebooks/Books	Inv # 2034490654	756.86			
201-5960990	Misc. Contractual Services	Inv # 2034490655	35.80			
201-5970600	Ebooks/Books	Inv # 2034485113	465.45			
201-5960990	Misc. Contractual Services	Inv # 2034485114	28.85			
201-5970600	Ebooks/Books	Inv # 2034481357	585.20			
201-5960990	Misc. Contractual Services	Inv # 2034481358	36.95			
201-5970600	Ebooks/Books	Inv # 2034490292	460.20			
201-5960990	Misc. Contractual Services	Inv # 2034490293	28.90			
201-5970600	Ebooks/Books	Inv # 2034465669	45.83			
201-5960990	Misc. Contractual Services	Inv # 2034466976	28.90			
201-5970600	Ebooks/Books	Inv # 2034466975	499.72			
201-5960990	Misc. Contractual Services	Inv # 2034471626	29.65			
201-5970600	Ebooks/Books	Inv # 2034471625	442.94			
201-5970600	Ebooks/Books	Inv # 2034474384	717.67			
201-5960990	Misc. Contractual Services	Inv # 2034474385	43.95			
201-5970600	Ebooks/Books	Inv # 2034476685	17.03			
201-5970600	Ebooks/Books	Inv # 2034454262	519.87			
201-5960990	Misc. Contractual Services	Inv # 2034454263	27.05			
201-5970600	Ebooks/Books	Inv # 2034451987	803.79			
201-5960990	Misc. Contractual Services	Inv # 2034451988	42.00			
201-5970600	Ebooks/Books	Inv # 2034457546	492.34			
201-5960990	Misc. Contractual Services	Inv # 2034457547	30.95			
201-5970600	Ebooks/Books	Inv # 2034460695	289.23			
201-5960990	Misc. Contractual Services	Inv # 2034460696	19.05			
201-5960990	Misc. Contractual Services	Inv # 2034449241	52.40			
201-5970600	Ebooks/Books	Inv # 2034449240	1,060.18			
201-5960990	Misc. Contractual Services	Inv # 2034463440	39.00			
201-5970600	Ebooks/Books	Inv # 2034463439	755.69			
BAKER & TAYLOR				17476	05/16/19	<u>10,043.68</u>
201-5960990	Misc. Contractual Services	Inv # 2034503005	10.70			
201-5970600	Ebooks/Books	Inv # 2034503005	96.40			
201-5960990	Misc. Contractual Services	Inv # 2034505937	25.05			
201-5970600	Ebooks/Books	Inv # 2034505937	338.65			
201-5960990	Misc. Contractual Services	Inv # 2034499915	9.80			
201-5970600	Ebooks/Books	Inv # 2034499915	69.18			

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201-5960990	Misc. Contractual Services	Inv # 2034502772	31.50			
201-5970600	Ebooks/Books	Inv # 2034502772	320.47			
201-5960990	Misc. Contractual Services	Inv # 2034494405	2.69			
201-5970600	Ebooks/Books	Inv # 2034494405	5.97			
201-5960990	Misc. Contractual Services	Inv # 2034489248	8.70			
201-5970600	Ebooks/Books	Inv # 2034489248	88.75			
201-5960990	Misc. Contractual Services	Inv # 2034487011	19.20			
201-5970600	Ebooks/Books	Inv # 2034487011	206.12			
201-5960990	Misc. Contractual Services	Inv # 2034496434	5.10			
201-5970600	Ebooks/Books	Inv # 2034496434	214.76			
201-5960990	Misc. Contractual Services	Inv # 2034496657	11.34			
201-5970600	Ebooks/Books	Inv # 2034496657	111.75			
201-5960990	Misc. Contractual Services	Inv # 2034489086	9.42			
201-5970600	Ebooks/Books	Inv # 2034489086	98.74			
201-5960990	Misc. Contractual Services	Inv # 2034480278	11.84			
201-5970600	Ebooks/Books	Inv # 2034480278	28.08			
201-5960990	Misc. Contractual Services	Inv # 2034480265	5.77			
201-5970600	Ebooks/Books	Inv # 2034480265	17.93			
201-5960990	Misc. Contractual Services	Inv # 2034480531	1.70			
201-5970600	Ebooks/Books	Inv # 2034480531	15.78			
201-5960990	Misc. Contractual Services	Inv # 2034480542	40.75			
201-5970600	Ebooks/Books	Inv # 2034480542	529.73			
201-5960990	Misc. Contractual Services	Inv # 2034468063	10.65			
201-5970600	Ebooks/Books	Inv # 2034468063	151.30			
201-5960990	Misc. Contractual Services	Inv # 2034480212	10.62			
201-5970600	Ebooks/Books	Inv # 2034480212	91.96			
201-5960990	Misc. Contractual Services	Inv # 2034489248	8.70			
201-5970600	Ebooks/Books	Inv # 2034489248	88.75			
201-5960990	Misc. Contractual Services	Inv # 2034489195	24.20			
201-5970600	Ebooks/Books	Inv # 2034489195	291.19			
201-5960990	Misc. Contractual Services	Inv # 2034483264	1.62			
201-5970600	Ebooks/Books	Inv # 2034483264	15.90			
201-5960990	Misc. Contractual Services	Inv # 2034502031	21.75			
201-5970600	Ebooks/Books	Inv # 2034502031	239.77			
201-5960990	Misc. Contractual Services	Inv # 2034496658	4.05			
201-5970600	Ebooks/Books	Inv # 2034496658	29.81			
201-5960990	Misc. Contractual Services	Inv # 2034499940	11.21			
201-5970600	Ebooks/Books	Inv # 2034499940	59.21			
201-5960990	Misc. Contractual Services	Inv # 2034496532	2.96			
201-5970600	Ebooks/Books	Inv # 2034496532	9.54			
201-5960990	Misc. Contractual Services	Inv # 2034496601	2.55			
201-5970600	Ebooks/Books	Inv # 2034496601	33.74			
201-5960990	Misc. Contractual Services	Inv # 2034496592	3.00			
201-5970600	Ebooks/Books	Inv # 2034496592	19.30			
201-5960990	Misc. Contractual Services	Inv # 2034476117	19.73			
201-5970600	Ebooks/Books	Inv # 2034476117	123.86			
201-5960990	Misc. Contractual Services	Inv # 2034470641	49.60			
201-5970600	Ebooks/Books	Inv # 2034470641	606.26			
201-5960990	Misc. Contractual Services	Inv # 2034473019	9.75			
201-5970600	Ebooks/Books	Inv # 2034473019	71.26			
201-5960990	Misc. Contractual Services	Inv # 2034456849	7.08			
201-5970600	Ebooks/Books	Inv # 2034456849	55.05			
201-5960990	Misc. Contractual Services	Inv # 2034464774	6.03			
201-5970600	Ebooks/Books	Inv # 2034464774	73.25			
201-5960990	Misc. Contractual Services	Inv # 2034468199	1.62			
201-5970600	Ebooks/Books	Inv # 2034468199	15.33			

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201-5960990	Misc. Contractual Services	Inv # 2034470566	9.00			
201-5970600	Ebooks/Books	Inv # 2034470566	68.71			
201-5960990	Misc. Contractual Services	Inv # 2034473023	11.90			
201-5970600	Ebooks/Books	Inv # 2034473023	97.41			
201-5970600	Ebooks/Books	Inv # 5015462965	79.11			
201-5970640	Databases	Inv # 5015462965	49.60			
201-5960990	Misc. Contractual Services	Inv # 2034447388	17.35			
201-5970600	Ebooks/Books	Inv # 2034447388	176.65			
201-5960990	Misc. Contractual Services	Inv # 2034452376	55.15			
201-5970600	Ebooks/Books	Inv # 2034452376	715.15			
201-5960990	Misc. Contractual Services	Inv # 2034456821	17.61			
201-5970600	Ebooks/Books	Inv # 2034456821	49.59			
201-5960990	Misc. Contractual Services	Inv # 2034456609	3.85			
201-5970600	Ebooks/Books	Inv # 2034456609	38.90			
201-5960990	Misc. Contractual Services	Inv # 2034466990	9.70			
201-5970600	Ebooks/Books	Inv # 2034466990	117.92			
201-5960990	Misc. Contractual Services	Inv # 2034463456	21.30			
201-5970600	Ebooks/Books	Inv # 2034463456	245.28			
201-5960990	Misc. Contractual Services	Inv # 2034463452	115.67			
201-5970600	Ebooks/Books	Inv # 2034463452	228.10			
201-5960990	Misc. Contractual Services	Inv # 2034456850	8.73			
201-5970600	Ebooks/Books	Inv # 2034456850	19.11			
201-5960990	Misc. Contractual Services	Inv # 2034449228	21.05			
201-5970600	Ebooks/Books	Inv # 2034449228	202.36			
201-5960990	Misc. Contractual Services	Inv # 2034453641	2.55			
201-5970600	Ebooks/Books	Inv # 2034453641	27.41			
201-5960990	Misc. Contractual Services	Inv # 2034447487	17.61			
201-5970600	Ebooks/Books	Inv # 2034447487	41.81			
201-5960990	Misc. Contractual Services	Inv # 2034443255	37.48			
201-5970600	Ebooks/Books	Inv # 2034443255	369.85			
201-5960990	Misc. Contractual Services	Inv # 2034447558	61.85			
201-5970600	Ebooks/Books	Inv # 2034447558	932.98			
201-5960990	Misc. Contractual Services	Inv # 2034450582	19.43			
201-5970600	Ebooks/Books	Inv # 2034450582	105.24			
201-5960990	Misc. Contractual Services	Inv # 2034443515	3.71			
201-5970600	Ebooks/Books	Inv # 2034443515	32.86			
201-5960990	Misc. Contractual Services	Inv # 2034447518	1.55			
201-5970600	Ebooks/Books	Inv # 2034447518	15.81			
201-5960990	Misc. Contractual Services	Inv # 2034460245	19.58			
201-5970600	Ebooks/Books	Inv # 2034460245	116.05			
201-5960990	Misc. Contractual Services	Inv # 2034447645	4.86			
201-5970600	Ebooks/Books	Inv # 2034447645	44.29			
201-5960990	Misc. Contractual Services	Inv # 2034447473	6.55			
201-5970600	Ebooks/Books	Inv # 2034447473	46.51			
201-5960990	Misc. Contractual Services	Inv # 2034443105	8.70			
201-5970600	Ebooks/Books	Inv # 2034443105	83.44			
201-5960990	Misc. Contractual Services	Inv # 2034456851	20.43			
201-5970600	Ebooks/Books	Inv # 2034456851	97.51			
201-5960990	Misc. Contractual Services	Inv # 2034456799	61.15			
201-5970600	Ebooks/Books	Inv # 2034456799	832.03			
201-5960990	Misc. Contractual Services	Inv # 5015442051	2.80			
201-5970600	Ebooks/Books	Inv # 5015442051	88.17			
201-5970640	Databases	Inv # 5015442051	55.80			
BOOK PAGE				17477	05/16/19	<u>864.00</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice #S41220	864.00			

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BUSINESS Managment Daily				17478	05/16/19	<u>97.00</u>
201-5970620	E-Subscriptions/Subscriptions	Acct #43460429	97.00			
CHILDREN'S PLUS, INC.				17479	05/16/19	<u>5,196.39</u>
201-5970600	Ebooks/Books	Invoice #169275	596.11			
201-5970600	Ebooks/Books	Invoice #169338	651.53			
201-5970600	Ebooks/Books	Invoice #168516	380.54			
201-5970600	Ebooks/Books	Invoice #169025	244.39			
201-5970600	Ebooks/Books	Invoice #169101	2,308.95			
201-5970600	Ebooks/Books	Invoice #168864	703.92			
201-5970600	Ebooks/Books	Invoice #168620	310.95			
CITY OF DES PLAINES				17480	05/16/19	<u>50.00</u>
201-5960210	Special Event Programming	2019 Independence day parade	50.00			
CITY OF DES PLAINES				17481	05/16/19	<u>2,049.73</u>
201-5970500	Water Bill	Acct #71080763-001	2,049.73			
CITY OF DES PLAINES				17482	05/16/19	<u>98.34</u>
201-5970850	Gasoline	2019-0000002	98.34			
COOPERATIVE COMPUTER SERVICES				17483	05/16/19	<u>8,246.64</u>
201-5920140	Integrated Library System	Invoice #1524	8,246.64			
CRYSTAL MAINTENANCE SERVICES CORP				17484	05/16/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice #25984	4,892.50			
D & Z HOUSE OF BOOKS INCORPORATED				17485	05/16/19	<u>1,780.81</u>
201-5970600	Ebooks/Books	Invoice #2019/I099937	87.76			
201-5970600	Ebooks/Books	Invoice #2019/I099938	823.32			
201-5970600	Ebooks/Books	Invoice #2019/I097810	574.81			
201-5970630	Visual Materials	Invoice #2019/I099939	87.72			
201-5970600	Ebooks/Books	Invoice #2019/I101105	207.20			
DE LAGE LANDEN FIANACIAL SERVICES				17486	05/16/19	<u>738.41</u>
201-5930210	Rental of Equipment	Invoice #63262008	738.41			
EBSCO INFORMATION SERVICES				17487	05/16/19	<u>3,501.50</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice #1906404	5.50			
201-5970640	Databases	Invoice #10000099955-1	3,496.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17488	05/16/19	<u>360.00</u>
201-5930490	Refuse Contract	Invoice #4361807	360.00			
GARVEY'S OFFICE PRODUCTS				17489	05/16/19	<u>1,466.16</u>
201-5970100	Supplies	Invoice # PINV1720930	1,466.16			
GREY HOUSE PUBLISHING				17490	05/16/19	<u>462.05</u>
201-5970600	Ebooks/Books	Invoice #953729	462.05			
HR SOURCE				17491	05/16/19	<u>1,670.00</u>
201-5920220	Membership Dues	Invoice #FY20-48198	1,670.00			
ILLINOIS LIBRARY ASSOCIATION				17492	05/16/19	<u>250.00</u>
201-5920220	Membership Dues	Invoice #162353	250.00			

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INGRAM LIBRARY SERVICES				17493	05/16/19	<u>22.19</u>
201-5970600	Ebooks/Books	Invoice #39803245	22.19			
ITOUCH BIOMETRICS				17494	05/16/19	<u>60.00</u>
201-5960040	Pre-Employment Testing	Fingerprints - LGE ILL14594S	60.00			
KANOPY				17495	05/16/19	<u>262.00</u>
201-5970630	Visual Materials	Invoice #155037- PPU	262.00			
LAUTERBACH & AMEN, LLP.				17496	05/16/19	<u>3,560.00</u>
201-5920110	Professional Services	Invoice No. 35446	3,560.00			
LESLIE GODDARD				17497	05/16/19	<u>300.00</u>
201-5960210	Special Event Programming	The colorful History of the Little Black Dress 6/26/19	300.00			
LIMRICC				17498	05/16/19	<u>41,946.13</u>
201-2401002	Payroll Liabilities	May 2019	41,946.13			
MENARDS				17499	05/16/19	<u>93.80</u>
201-5970115	Supplies - Dept/Other	Invoice #34751	67.28			
201-5970115	Supplies - Dept/Other	Invoice #33968	26.52			
MIDWEST TAPE				17500	05/16/19	<u>9,000.00</u>
201-5970630	Visual Materials	Invoice #97307446	9,000.00			
MIDWEST TAPE				17501	05/16/19	<u>12,046.77</u>
201-5960990	Misc. Contractual Services	Invoice #97303742	47.10			
201-5970630	Visual Materials	Invoice #97303742	330.61			
201-5960990	Misc. Contractual Services	Invoice #97324153	38.50			
201-5970610	E-audio/Audio	Invoice #97324153	104.90			
201-5960990	Misc. Contractual Services	Invoice #97324152	20.35			
201-5970610	E-audio/Audio	Invoice #97324152	412.89			
201-5960990	Misc. Contractual Services	Invoice #97307169	45.70			
201-5970630	Visual Materials	Invoice #97307169	250.36			
201-5960990	Misc. Contractual Services	Invoice #97322940	13.00			
201-5970630	Visual Materials	Invoice #97322940	58.48			
201-5960990	Misc. Contractual Services	Invoice #97306614	26.00			
201-5970630	Visual Materials	Invoice #97306614	135.67			
201-5960990	Misc. Contractual Services	Invoice #97303743	6.50			
201-5970630	Visual Materials	Invoice #97303743	20.99			
201-5970610	E-audio/Audio	Invoice #97263371	29.97			
201-5970630	Visual Materials	Invoice #97263373	52.48			
201-5960990	Misc. Contractual Services	Invoice #97260971	58.70			
201-5970630	Visual Materials	Invoice #97260971	362.07			
201-5960990	Misc. Contractual Services	Invoice #97245965	42.35			
201-5970610	E-audio/Audio	Invoice #97245965	141.94			
201-5970610	E-audio/Audio	Invoice #97263370	191.97			
201-5960990	Misc. Contractual Services	Invoice #97247132	6.50			
201-5970630	Visual Materials	Invoice #97247132	11.99			
201-5960990	Misc. Contractual Services	Invoice #97247134	16.25			
201-5970630	Visual Materials	Invoice #97247134	40.45			
201-5960990	Misc. Contractual Services	Invoice #97265479	23.10			
201-5970610	E-audio/Audio	Invoice #97265479	68.34			
201-5960990	Misc. Contractual Services	Invoice #97265478	29.60			
201-5970610	E-audio/Audio	Invoice #97265478	624.84			

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201-5970630	Visual Materials	Invoice #96955667	-18.24			
201-5960990	Misc. Contractual Services	Invoice #97240060	14.80			
201-5970610	E-audio/Audio	Invoice #97240060	344.92			
201-5960990	Misc. Contractual Services	Invoice #97239968	50.05			
201-5970610	E-audio/Audio	Invoice #97239968	149.57			
201-5960990	Misc. Contractual Services	Invoice #97238714	9.75			
201-5970630	Visual Materials	Invoice #97238714	50.23			
201-5960990	Misc. Contractual Services	Invoice #97238713	74.75			
201-5970630	Visual Materials	Invoice #97238713	448.27			
201-5960990	Misc. Contractual Services	Invoice #97241797	26.00			
201-5970630	Visual Materials	Invoice #97241797	167.17			
201-5970610	E-audio/Audio	Invoice #97232965	55.99			
201-5970630	Visual Materials	Invoice #97232968	89.96			
201-5970630	Visual Materials	Invoice #97232969	116.20			
201-5970610	E-audio/Audio	Invoice #97232966	53.23			
201-5960990	Misc. Contractual Services	Invoice #97245299	11.10			
201-5970610	E-audio/Audio	Invoice #97245299	239.94			
201-5960990	Misc. Contractual Services	Invoice #97272340	26.00			
201-5970630	Visual Materials	Invoice #97272340	177.67			
201-5960990	Misc. Contractual Services	Invoice #97271829	78.00			
201-5970630	Visual Materials	Invoice #97271829	489.51			
201-5960990	Misc. Contractual Services	Invoice #97208215	176.75			
201-5970630	Visual Materials	Invoice #97208215	1,137.26			
201-5960990	Misc. Contractual Services	Invoice #97212967	62.10			
201-5970610	E-audio/Audio	Invoice #97212967	176.09			
201-5960990	Misc. Contractual Services	Invoice #97210505	9.75			
201-5970630	Visual Materials	Invoice #97210505	66.07			
201-5960990	Misc. Contractual Services	Invoice #97211465	23.10			
201-5970610	E-audio/Audio	Invoice #97211465	70.44			
201-5960990	Misc. Contractual Services	Invoice #97211464	35.15			
201-5970610	E-audio/Audio	Invoice #97211464	757.81			
201-5960990	Misc. Contractual Services	Invoice #97183942	11.55			
201-5970610	E-audio/Audio	Invoice #97183942	38.52			
201-5960990	Misc. Contractual Services	Invoice #97219801	6.70			
201-5970630	Visual Materials	Invoice #97219801	57.58			
201-5960990	Misc. Contractual Services	Invoice #97219800	26.00			
201-5970630	Visual Materials	Invoice #97219800	194.91			
201-5960990	Misc. Contractual Services	Invoice #97214548	33.75			
201-5970630	Visual Materials	Invoice #97214548	140.18			
201-5960990	Misc. Contractual Services	Invoice #97214549	6.50			
201-5970630	Visual Materials	Invoice #97214549	35.98			
201-5970630	Visual Materials	Invoice #97296592	322.38			
201-5970630	Visual Materials	Invoice #97296593	44.98			
201-5970610	E-audio/Audio	Invoice #97296591	63.99			
201-5970630	Visual Materials	Invoice #97295367	17.24			
201-5960990	Misc. Contractual Services	Invoice #97295367	3.25			
201-5960990	Misc. Contractual Services	Invoice #97295369	123.00			
201-5970630	Visual Materials	Invoice #97295369	796.13			
201-5960990	Misc. Contractual Services	Invoice #97303041	42.35			
201-5970610	E-audio/Audio	Invoice #97303041	114.64			
201-5960990	Misc. Contractual Services	Invoice #97303040	9.25			
201-5970610	E-audio/Audio	Invoice #97303040	215.95			
201-5960990	Misc. Contractual Services	Invoice #97301915	96.25			
201-5970610	E-audio/Audio	Invoice #97301915	288.65			
201-5960990	Misc. Contractual Services	Invoice #97301914	22.20			
201-5970610	E-audio/Audio	Invoice #97301914	490.88			

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201-5960990	Misc. Contractual Services	Invoice #97274625	9.75			
201-5970630	Visual Materials	Invoice #97274625	75.72			
201-5960990	Misc. Contractual Services	Invoice #97273815	15.40			
201-5970610	E-audio/Audio	Invoice #97273815	46.16			
201-5960990	Misc. Contractual Services	Invoice #97261422	11.55			
201-5970610	E-audio/Audio	Invoice #97261422	32.07			
201-5960990	Misc. Contractual Services	Invoice #97219299	7.95			
201-5970610	E-audio/Audio	Invoice #97219299	36.73			
201-5960990	Misc. Contractual Services	Invoice #97277227	26.95			
201-5970610	E-audio/Audio	Invoice #97277227	66.68			
201-5960990	Misc. Contractual Services	Invoice #97277226	5.55			
201-5970610	E-audio/Audio	Invoice #97277226	119.97			
201-5960990	Misc. Contractual Services	Invoice #97270877	3.25			
201-5970630	Visual Materials	Invoice #97270877	5.24			
MULTICULTURAL BOOKS & VIDEOS				17502	05/16/19	<u>579.98</u>
201-5970600	Ebooks/Books	Invoice #19-0518	579.98			
OAKBROOK MECHANICAL SERVICES				17503	05/16/19	<u>2,797.50</u>
201-5930020	R&M Buildings & Structures	Invoice #15811	2,797.50			
ORKIN				17504	05/16/19	<u>285.00</u>
201-5960990	Misc. Contractual Services	Acct #32734222	190.00			
201-5960990	Misc. Contractual Services	Acct #32734222	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17505	05/16/19	<u>39,043.72</u>
201-5980420	Computer Software	Proposal #27085	3,724.80			
201-5960990	Misc. Contractual Services	Invoice #46737	1,500.00			
201-5960990	Misc. Contractual Services	Invoice #46643-R	48.62			
201-5920110	Professional Services	Invoice #46981	33,420.30			
201-5960990	Misc. Contractual Services	Invoice #47001	350.00			
PC LAB, INC				17506	05/16/19	<u>2,200.00</u>
202-5980410	Computer Hardware	Invoice #129214	2,200.00			
PEGGY MACNAMARA				17507	05/16/19	<u>500.00</u>
201-5960210	Special Event Programming	Wildlife in Watercolor	500.00			
PROQUEST LLC				17508	05/16/19	<u>1,071.20</u>
201-5970640	Databases	Invoice #70568929	1,071.20			
RAILS				17509	05/16/19	<u>20.00</u>
201-5990900	Per Capita Grant Expenditures	Ref #167188	20.00			
RAINBOW BOOK COMPANY				17510	05/16/19	<u>480.69</u>
201-5970600	Ebooks/Books	Invoice #169260	480.69			
RECORDED BOOKS, INC				17511	05/16/19	<u>6,750.00</u>
201-5970640	Databases	Invoice #76206058	6,750.00			
RICK PICKREN				17512	05/16/19	<u>350.00</u>
201-5960210	Special Event Programming	Taditional American Folk Songs 5/24/19	350.00			
SCHOLASTIC INC				17513	05/16/19	<u>1,648.42</u>
201-5960210	Special Event Programming	Invoice #19109442	1,648.42			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
STEPHANIE SPETTER 201-5990900	Per Capita Grant Expenditures	Power Up! 3/27/19	293.13	17514	05/16/19	<u>293.13</u>
STEVE KURAS 201-5960990	Misc. Contractual Services	Invoice #04182019A	125.00	17515	05/16/19	<u>125.00</u>
TEAM SOFTWARE SOLUTIONS 201-5980420	Computer Software	Invoice #10544	125.00	17516	05/16/19	<u>125.00</u>
THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630	Visual Materials	Invoice #001639	143.67	17517	05/16/19	<u>388.89</u>
201-5970630	Visual Materials	Invoice #001638	245.22			
THOMSON REUTERS-WEST 201-5970640	Databases	Invoice #840123905	19.09	17518	05/16/19	<u>19.09</u>
TIAA BANK 201-5930210	Rental of Equipment	Invoice #20199690	657.91	17519	05/16/19	<u>657.91</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5960990	Misc. Contractual Services	Invoice #040819-8	129.92	17520	05/16/19	<u>129.92</u>
TONY HAHN 201-5990900	Per Capita Grant Expenditures	Reimbursement for ILA Elevate Leadership Program	123.48	17521	05/16/19	<u>123.48</u>
TREND ENTERPRISES, INC 201-5970600	Ebooks/Books	Invoice #2075931 RI	42.88	17522	05/16/19	<u>42.88</u>
VALUE LINE PUBLISHING, LLC. 201-5970640	Databases	Invoice #KF-687809-194B	1,000.00	17523	05/16/19	<u>1,000.00</u>
Check List Total						<u><u>183,976.03</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

April 1, 2019 - April 30, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51016	04/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,032.10
51017	04/30/19	BANKCARD SERVICES	11,520.74
51018	04/30/19	VERIZON WIRELESS	896.50
51019	04/30/19	COMCAST CABLE	3,743.99
51020	04/30/19	IMRF	29,228.52
51021	04/30/19	PRO DATA	1,318.10
Vendor Check Total			<u>47,739.95</u>
Check List Total			<u><u>47,739.95</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686								
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428								
Other Revenue	16,564	35,761	58,667	19,905								
	16,564	851,056	2,439,628	64,333	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439								
Other Expense	294,270	155,183	164,569	159,068								
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)								
	645,775	490,230	473,577	459,183	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 April 30, 2019

Total Expenses per Expense Report			<u><u>\$463,506.65</u></u>
Gross Payroll	235,409.03		
Benefits Expense	<u>69,030.10</u>		
Total Payroll Expenses		304,439.13	
Check List		231,715.98	
Total Transfers and expenses per payroll and vendor checks reports			<u>536,155.11</u>
		Variance	<u>72,648.46</u>
Less: (disbursements included above)			
IMRF		(29,228.52)	
LIMRICC		(41,946.13)	
MONTHLY DEPOSITS		(1,103.81)	
VOID CHECK		(370.00)	
			(72,648.46)
			0.00
		Variance	<u><u>(0.00)</u></u>

DIRECTOR'S REPORT

April 2019

GOAL #1

DPPL's innovative classes and resources instruct and connect Des Plaines residents to digital literacy and other established and emerging technology, both at the library and out in the community.



STRATEGY 4: Provide advanced and specialty technology instruction.

girls who code



In April DPPL was approved for a 2019-2020 Club. This will be DPPL's 3rd year hosting a Girls Who Code Chapter. Sign up begins in the fall. Nine girls and three dedicated adult volunteers participated in the 2018-2019 club. In club, girls learned the four core coding concepts, gained confidence and developed a sisterhood – the main tenants of Girls Who Code.

APRIL IN THE FORUM

Powerpoint, Excel, Basic Word, LinkedIn, CV Maker, Drop In Tech Support, Digital Photography, Cryptocurrencies, Craigslist, Lastpass, online genealogy tools and more!

THE FORUM APRIL 2019
TECHNOLOGY, COMPUTERS & MORE

OFFICE 2016
BASIC POWERPOINT
 Tuesday, April 23 • 2:00 - 3:30 pm
 Learn how to use PowerPoint's basic features to add slides, change slide layouts, format text, color themes, and add graphics to a presentation in this class.

BASIC EXCEL
 Wednesday, April 24 • 4:30 - 6:00 pm
 Learn how Microsoft Excel's cells, worksheets, and formulas assist other users. Manipulate, calculate, and format numbers and other types of data in this class.

BASIC WORD
 Tuesday, April 30 • 2 - 3:30 pm
 Learn how to create keyboard documents using Microsoft Word, as well as how to complete simple online file saving opening, and printing documents in this class.

EXTRA HELP
DROP-IN TECH & LIBRARY RESOURCE HELP
 Thursday, April 4 • 10:00-11:30 am
 Learn how to borrow eBooks, audiobooks, magazines, movies & more. Bring your device and library card.

REQUIRE APP TO KEEP IMAGES FREE
 Thursday, April 11 • 10:00-11:00 am
 Search, check out, and read the best in magazines through iBooks. iBooks provides digital magazines for download from Apple's iBooks Store, and best of all you can watch popular magazines, check out as many as you want without ever pay.

FORUM CRAFTS
a couples provided

Friday, April 5 • 2:00 - 3:30 pm
 Create gorgeous beautiful eggs with this interesting technique using plastic and a public egg and add a little "know Spring" for by your house decoration.

PERSONAL INTERESTS
CRYPTOCURRENCIES & BITCOIN
 Tuesday, April 9 • 6:00 - 7:30 pm
 Learn what Bitcoin and other crypto-currency are and how to get started buying, selling, trading, and using them.

RESTORING PHOTOGRAPHS WITH PHOTODISCOP
 Tuesday, April 9 • 3:00 - 5:00 pm
 This workshop will restore some of the techniques and details available in Adobe Photoshop to repair and restore photographs. Learn how to fix color and focus damage such as creases or rips and enhance lighting and color from your pictures can look even better than the originals.

CRAIGSLIST
 Friday, April 12 • 2:00 - 3:30 pm
 Looking for a job, an apartment, or someone to buy your old couch? Craigslist can help! Learn how to use this free online classified ads website to top & sell goods, apply for jobs, and much more.

PASSWORD MANAGEMENT WITH LASTPASS
 Wednesday, April 22 • 6:00 - 7:30 pm
 Overwhelmed by the number of passwords you need to keep up with? Discover how a password manager can store and remember complex passwords to keep your online accounts secure.

THE MOST HELPFUL GENEALOGY TOOLS YOU'VE NEVER USED
 Wednesday, April 22 • 10:00 - 1:00 pm
 Join Martha Peterson-Moore to review tips for using CreditLia, Wiki, Timeline, County Records, Map & Photos, Ancestry, and more.

CURE YOUR SMARTPHONE ADDICTION
 Thursday, April 25 • 6:00 - 7:30 pm
 In the modern era it's fairly inevitable to be without a smartphone. Discover solutions to break the addiction.



GOAL #2

DPPL spaces and events increase library usage by fostering discovery, creativity, enjoyment of culture and the arts, and by bringing Des Plaines residents together around common interests, both at the library and out in the community.



STRATEGY 1: Advocate for the importance of Early Literacy in very young children.

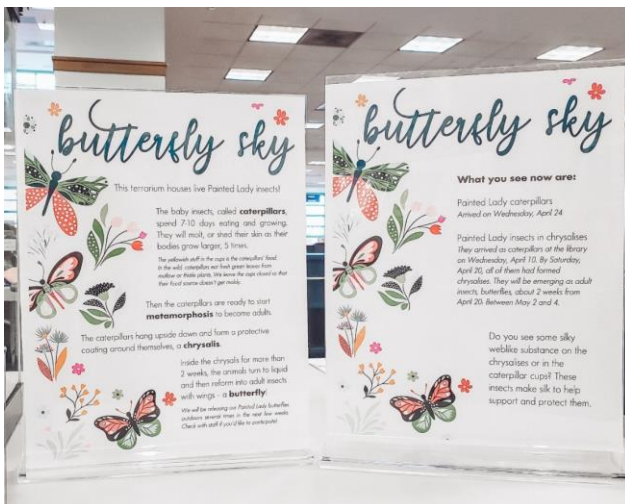
Week of the Young Child in April is a time to celebrate preschool age children and their development. Over the course of the week, YS librarian Cheryl saw 203 people and performed 14 storytimes at four different schools, including A Mother's Touch preschool, pictured here.

YS librarian Stephanie Wolferman and PAMs assistant Angy Walker went to the Westerhold Early Learning Center where they shared information with 93 residents, handed out 39 books and created/renewed 10 library cards!



STRATEGY 4: Deliver quality events on trending cultural, recreational and topical current events and interests.

BUTTERFLY SKIES AT DPPL



DP SOCIAL

TUESDAY, APRIL 23 • 7-8PM

GLASS ETCHING

FOR 20 & 30 SOMETHINGS

Drop-in and create your own personalized drinking glass. We'll provide beer, soft drinks, snacks, and all materials - you provide the creativity. You'll walk away with a one-of-a-kind glass to drink your scotch (or juice!) in.



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY




LET'S GET MESSY TOODLES ART

THURS. APR 25
10:00 AM OR 11:00 AM
AGES 18 - 36 MONTHS

TOODLES & THEIR CAREGIVERS SHOULD OBEY TO GET MESSY

BE READY FOR HANDS-ON ART!

FREE TICKETS REQUIRED

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



THURSDAY, APRIL 25
1:30 - 3:00 PM

THE MOST HELPFUL GENEALOGY TOOLS YOU'VE NEVER USED

Marsha Paterson-Moass covers
CyndiList Tools, Wikis, Timelines,
County Boundaries, Blogs & Pod
casts, Maps & more.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



TEENS

TEEN TAB ADVISORY BOARD FOR TEENS IN GRADES 7-12

THURSDAYS from 4 - 5 pm in The Commons

Thursdays: June 20th and August 15th

Go ahead, boss us around! Come to our Teen Advisory Board (TAB) meetings and help make the library a better place for teens like you.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



GOAL #3

DPPL is the primary hub for resources and information connecting residents to government, job, health and human services, both at the library and out in the community.



STRATEGY 2: Streamline access to government supported services our community wants and needs and provide library space for

AARP filed 262 returns here at the library this year. We were fully booked for the 6 weeks that the volunteers were here and even referred 65 additional taxpayers to other nearby locations.

We will meeting with AARP soon to discuss ways to increase the number of volunteers available so that we can serve even more people in the future.



ALSO AT DPPL IN APRIL:

THURSDAY, APRIL 25 • 1:30 PM
GET THE SCOOP ON SNAP
SNAP
 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
 (FORMERLY KNOWN AS FOOD STAMPS)

In Illinois, 188,000 seniors are using SNAP. Are you? Could the SNAP program help you, or someone you know, buy nourishing food? Join AgeOptions for a presentation about SNAP and other public benefits. SNAP signup to follow on Thursday, May 2 at 1:30 p.m.

LEARN MORE AT DPPL.ORG
 DES PLAINES PUBLIC LIBRARY

AGEOPTIONS

Work Smart
 Sponsored by AAUW
Saturday, April 13
1:30 - 4:30 pm

Work Smart is designed to help women negotiate for a new job, raise or promotion. Workshop attendees will gain confidence in their negotiation style through facilitated discussion and role-play. Presented by Lisa Cherry and Donna Jean Simon of AAUW. Registration required. See card for details.

LEARN MORE AT DPPL.ORG
 DES PLAINES PUBLIC LIBRARY

MEET WITH THE OFFICES OF YOUR ELECTED OFFICIALS IN THE DES PLAINES PUBLIC LIBRARY LOBBY

The Office of State Senator
LAURA MURPHY

The Office of Congressman
BRAD SCHNEIDER

Staff from Senator Murphy and Congressman Schneider's offices will be here to meet with you privately and answer questions about:

- Senior Services
- Consumer Protection and Fraud
- Cook County Property Taxes
- Veterans' Benefits
- Other State Services & Benefits
- Social Security
- Medicare and Immigration Issues
- Veterans Affairs
- IRS

2019 DATES

9:30 - 11:30 IN THE MORNING	JAN. 15	APR. 9	JULY 9	OCT. 15
	FEB. 19	MAY 14	AUG. 13	NOV. 12
	MAR. 12	JUNE 11	SEPT. 10	DEC. 10

LEARN MORE AT DPPL.ORG
 DES PLAINES PUBLIC LIBRARY

★ **FREE** Citizenship Preparation Classes ★ AT THE DES PLAINES PUBLIC LIBRARY

Mondays, January 28 - May 20 • 6:00 - 8:30 pm

LEARN ABOUT:

- ELIGIBILITY FOR NATURALIZATION
- UNITED STATES HISTORY AND GOVERNMENT FOR THE CIVICS TEST
- DICTATION AND READING SENTENCES FOR THE ENGLISH TEST
- GETTING THROUGH THE NATURALIZATION INTERVIEW
- PRACTICE ENGLISH LISTENING, SPEAKING, READING, WRITING, AND CONVERSATION SKILLS.

Registration is on January 21, 6:00 - 8:30 pm at the Des Plaines Public Library in The Forum, 4th floor.

For more information, call OCC at 847-376-7540 or 847-635-1426

Offered by the Alliance for Lifelong Learning | Oakton Community College at the Des Plaines Public Library

LEARN MORE AT DPPL.ORG
 DES PLAINES PUBLIC LIBRARY

GOAL #4

DPPL building mechanicals, internal operations and data evaluation tools are up to date, ensuring that Des Plaines residents have a safe, efficient facility that meets both current and anticipated future needs.



STRATEGY 2: Review and enhance internal operations to maximize efficiency / Implement marketing campaign to promote DPPL classes and services to residents.

DPPL ON INSTAGRAM

Over a 3 month period, Instagram followers are up 16.7% thanks to new efforts by Marketing and Communications staff, Web Services staff and all the staff members who have been submitting photos for posting.

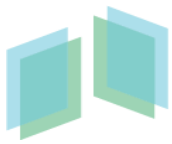


PODCAST

DPPL's popular podcast has been rebranded Miner Recs and recently released episode 55.

The podcast is a collaboration of Readers Services and Web Services staff where we talk about popular books and film and tie them back into the library.

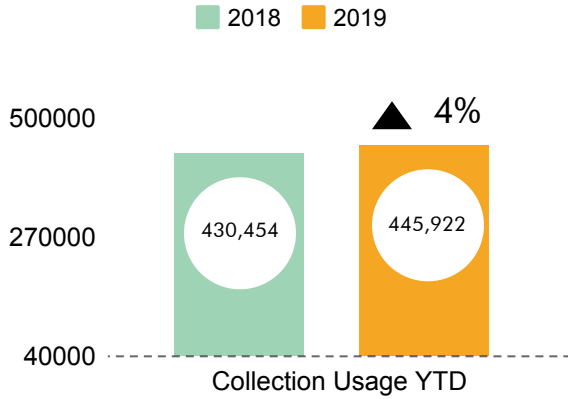
Traffic on the DPPL.org website since the rebrand has been up over 100% compared to the same 3 month period last year.



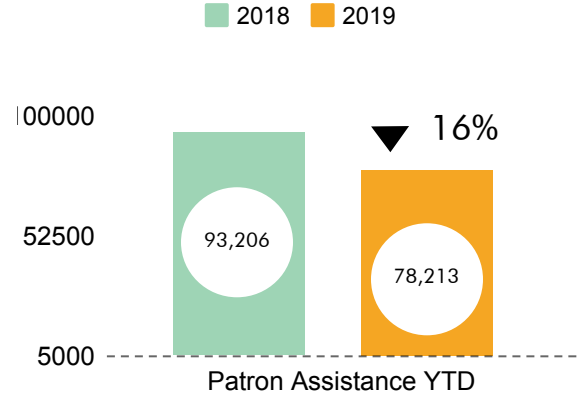
STATISTICS REPORT

April 2019

Collection Usage YTD

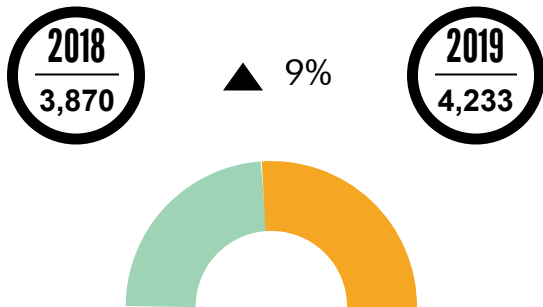


Patron Assistance YTD



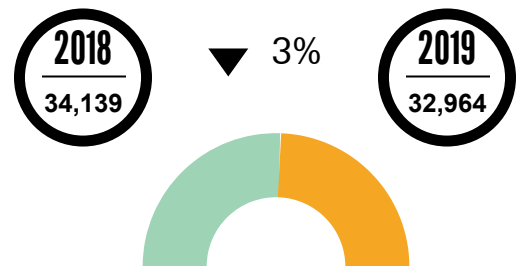
Bookings YTD

Events, Programs & Classes

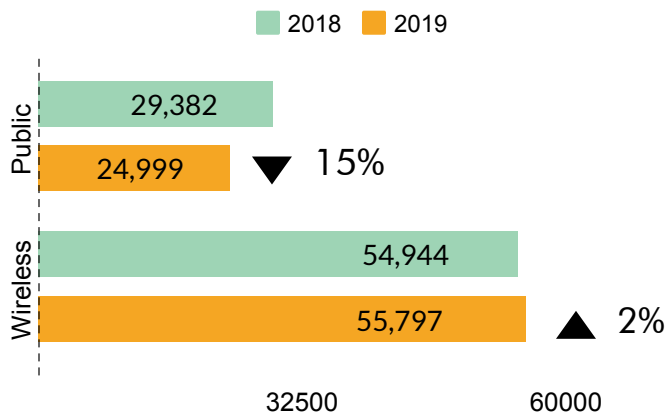


Attendance YTD

Events, Programs, Outreach & Classes

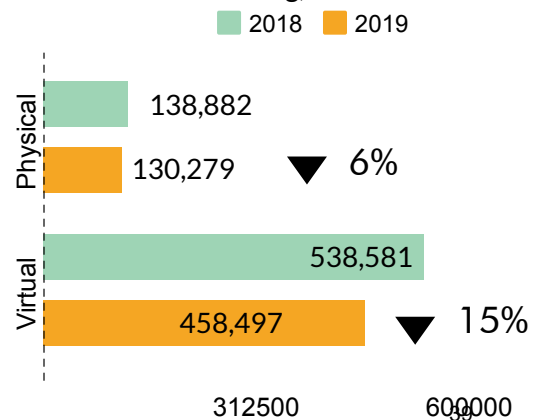


Computer Usage YTD



Traffic YTD

Physical is the gate count.
Virtual includes catalog, website and mobile app.



Board Stats Reporting Form

April 2019

COLLECTION USAGE			
		Year to Date 2019	445,922
		Year to Date 2018	430,454
		% Change	4%

PATRON ASSISTANCE			
		Year to Date 2019	78,213
		Year to Date 2018	93,206
		% Change	-16%

EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	4,233
		Year to Date 2018	3,870
		% Change	9%

EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	32,964
		Year to Date 2018	34,139
		% Change	-3%

TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	130,279
		Year to Date 2018	138,882
		% Change	-6%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	458,497
		Year to Date 2018	538,581
		% Change	-15%

COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	24,999
		Year to Date 2018	29,382
		% Change	-15%
		Wireless	
		Year to Date 2019	55,797
		Year to Date 2018	54,944
		% Change	2%

STATISTICS REPORT		JAN	FEB	MAR	APR	YTD
COLLECTION USAGE						
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	324,671
	E-materials	11,053	9,213	11,372	10,955	42,593
	ILL	138	166	157	191	652
	Databases	15,079	21,008	19,974	21,945	78,006
2019	Total	104,982	112,216	118,337	110,387	445,922
	Physical materials	81,636	75,251	86,324	55,355	298,566
	ILL	2,470	617	611	3,837	7,535
	E-materials	6,357	8,822	8,839	8,789	32,807
	Databases	26,909	21,129	21,371	22,137	91,546
2018	Total	117,372	105,819	117,145	90,118	430,454
PATRON ASSISTANCE						
	Youth Services	2,398	2,788	3,897	2,656	11,739
	Adult Services	8,728	10,317	12,052	10,706	41,803
	PAMS	4,536	5,933	7,623	6,579	24,671
2019	Total	15,662	19,038	23,572	19,941	78,213
	Youth Services	2,670	2,454	3,404	2,814	11,342
	Adult Services	13,163	12,402	13,642	11,603	50,810
	PAMS	5,256	6,743	10,758	8,297	31,054
2018	Total	21,089	21,599	27,804	22,714	93,206
EVENTS, PROGRAMS AND CLASSES-BOOKINGS						
	Youth Services	56	87	92	100	335
	Adult Services	78	77	99	89	343
	Outside groups	52	59	68	64	243
	Public study rooms	683	838	887	904	3,312
2019	Total	869	1,061	1,146	1,157	4,233
	Youth & Adult Services	111	147	150	146	554
	Outside groups	56	55	75	70	256
	Public study rooms	807	813	820	620	3,060
2018	Total	974	1,015	1,045	836	3,870
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE						
	Youth Services	776	1,396	1,419	1,470	5,061
	Adult Services	1,132	1,107	1,737	1,184	5,160
	Outside groups	1,114	1,160	2,165	2,256	6,695
	Public study rooms	1,296	1,620	1,672	1,733	6,321
	Outreach- Youth Services	479	3,032	3,011	1,906	8,428
	Outreach-Adult Services	229	456	425	189	1,299
2019	Total	5,026	8,771	10,429	8,738	32,964
	Youth & Adult Services	1,756	2,924	3,426	2,611	10,717
	Outside groups	1,229	1,053	3,650	1,982	7,914
	Public study rooms	1,686	1,656	1,669	1,269	6,280
	Outreach- Youth Services	1,287	2,450	2,524	1,363	7,624
	Outreach-Adult Services	447	465	424	268	1,604
2018	Total	6,405	8,548	11,693	7,493	34,139
TRAFFIC						
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	130,279
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	138,882
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	458,497
2018	Virtual visits (catalog, website, mobile app)	122,062	142,449	122,865	151,205	538,581
COMPUTER USAGE						
	Public computers-Youth Services	819	928	1,352	958	4,057
	Public computers-Adult	4,777	4,847	5,625	5,693	20,942
2019	Total	5,596	5,775	6,977	6,651	24,999
	Public computers-Youth Services	1,362	1,043	1,468	989	4,862
	Public computers-Adult	5,885	6,543	6,503	5,589	24,520
2018	Total	7,247	7,586	7,971	6,578	29,382
2019	Wireless	11,656	14,000	15,467	14,674	55,797
	Total	11,656	14,000	15,467	14,674	55,797
	Wireless	13,170	13,216	15,314	13,244	54,944
2018	Total	13,170	13,216	15,314	13,244	54,944

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,020,990	\$ 4,545,021	\$ 5,669,925	\$ 6,270,485	\$ 5,761,352	\$ 5,056,571	\$ 4,601,258			
Restricted cash donations	156,607	157,165	157,575	158,762	158,762	158,762	158,762	158,762	158,762	158,762	158,762	158,762			
	3,981,263	3,351,494	3,711,910	5,676,772	5,281,922	4,862,228	4,386,259	5,511,163	6,111,723	5,602,590	4,897,809	4,442,496			
Revenue (M-T-D)															
Property Taxes		815,295	2,380,960	44,428	79,761	20,487	1,531,366	1,205,190		13,559	8,954		6,100,000	6,100,000	0
Other Revenue	16,564	35,761	58,667	19,905	16,283	934	15,212		14,753	30,843	34,512	735,154	978,588	978,588	0
Total Revenue	16,564	851,056	2,439,627	64,333	96,044	21,421	1,546,578	1,205,190	14,753	44,402	43,466	735,154	7,078,588	7,078,588	0
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	300,338	306,109	263,790	387,387	434,207	521,855	310,173	344,789	4,144,018	4,144,018	0
Contractual Services	171,836	97,637	82,904	78,984	96,090	72,443	68,609	93,736	86,874	84,163	73,425	97,563	1,104,264	1,104,264	0
Commodities	113,254	47,996	76,551	69,016	107,857	70,615	81,209	75,770	88,288	74,063	111,287	105,874	1,021,780	1,021,780	0
Capital Expenditures	8,454	2,146	1,054	6,734	1,732	6,634	4,891	2,798	8,413	4,759	1,885	2,205	51,705	51,705	0
Other	726	1,118	1,113	2,134									673,000	733,000	(60,000)
202		6,286	2,948	2,200	3,941	11,440	5,268	15,416	7,352	38,951	37,302	5,943	137,047	172,000	(34,953)
Adjustments	109,774	35,902	(121,047)	(4,324)	5,780	30,149	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	645,775	490,230	473,578	459,183	515,738	497,390	421,674	604,630	523,886	749,183	498,779	556,374			(94,953)
Net Increase/(Decrease)	(629,211)	360,826	1,966,049	(394,850)	(419,694)	(475,969)	1,124,904	600,560	(509,133)	(704,781)	(455,313)	178,780			
Cash End of Month	3,508,659	3,869,485	5,835,534	5,440,684	5,020,990	4,545,021	5,669,925	6,270,485	5,761,352	5,056,571	4,601,258	4,780,038			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,281,922	4,862,228	4,386,259	5,511,163	6,111,723	5,602,590	4,897,809	4,442,496	4,621,276			

PAYROLL

Bid Opening May 7, 2019 11:30 a.m.

Vendor	Contract Costs			3 YEAR TOTAL	References
	2020	2021	2022		
Payday	only estimates, did not give a firm cost for the services we requested in the RFP.			\$ 69,279.66	yes
ADP	\$ 10,284.31	\$ 12,024.03	\$ 12,024.03	\$ 34,332.37	yes
HRIS	\$ 6,865.00	\$ 3,267.00	\$ 3,267.00	\$ 13,399.00	
HRIS Set Up Fee	\$ 4,100.00			\$ 4,100.00	
TOTAL	\$ 21,249.31	\$ 15,291.03	\$ 15,291.03	\$ 47,731.37	
ProData	\$ 15,082.15	\$ 15,082.15	\$ 15,082.15	\$ 45,246.45	yes
HRIS	Included In Total	0	0	0	
HRIS Set Up Fee	0	0	0	0	
TOTAL	\$ 15,082.15	\$ 15,082.15	\$ 15,082.15	\$ 45,246.45	

**LEGAL NOTICE
REQUEST FOR
PROPOSAL**

The Des Plaines Public Library, Des Plaines, Illinois desires proposals for the following:

**Monthly Payroll Services
No. 05-2019
For the Des Plaines
Public Library
(Bi-weekly web-based
payroll, tax administration,
time and attendance, paid
leave accrual, benefit
coordination, reporting)**

Specifications are available at dopl.org/about/rfps or in the second floor Administrative Offices of the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois.

All proposals must be delivered to the attention of Holly Richards Sorensen, Library Director, in the second floor Administrative Office by:

**Tuesday, May 7, 2019
at 11:30 a.m.**
at which time they will be publicly opened and read in the Conference Room. Direct questions to Carol Kidd at 847-376-2803 or ckidd@dopl.org.
Published in Daily Herald
April 24, 2019 (4523268)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

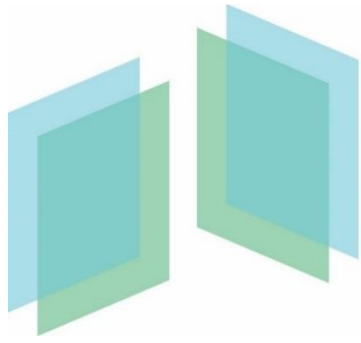
I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 24-APR-19 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

**PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS**

BY 
Authorized Agent

Control # 4523268



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

LEGAL NOTICE REQUEST FOR PROPOSAL

The Des Plaines Public Library, Des Plaines, Illinois desires sealed proposals for the following:

PAYROLL SERVICES No. 04-2019

All sealed proposals must be in the hands of Holly Richards Sorensen, Library Director by:

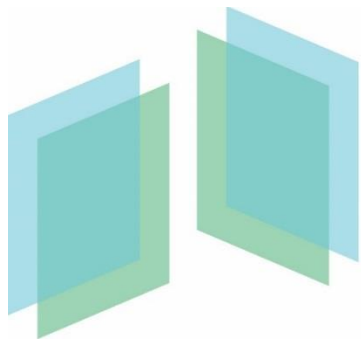
TUESDAY, MAY 7, 2019 at 11:30 a.m.

at which time they will be publicly opened and read in the Conference Room.

Specifications are available at <http://dppl.org/about/rfps> or in the second floor Administrative Offices of the Des Plaines Public Library
1501 Ellinwood, Des Plaines, Illinois

Holly Richards Sorensen
Library Director

Direct questions to Carol Kidd at 847-376-2803.



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

REQUEST FOR PROPOSAL

For the Des Plaines Public Library

Payroll Services No. 04-2019

Sealed proposal must be submitted by:

May 7, 2019 by 11:30 a.m.

Submit proposals to:

Administrative Offices on the Second Floor

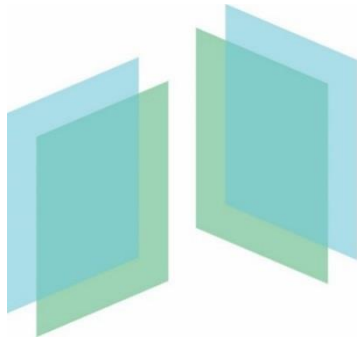
Holly Richards Sorensen, Library Director

1501 Ellinwood Street

Des Plaines, IL 60016

Direct questions to Carol Kidd at 847-376-2803.

<http://dppl.org/about/rfps>



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

The Des Plaines Public Library is requesting proposals from qualified payroll services for bi-weekly payroll services for a three-year period beginning July 1, 2019.

GENERAL REQUIREMENTS

- Company's financial strength.
- Corporations shall provide the year and state of incorporation.
- Partnerships shall provide the names of the partners, and the length of its existence.
- State if the Company is presently negotiating a sale, acquisition or merger that would alter the company's existing structure.
- Any other information that demonstrates the Company's experience, ability and capacity to produce the required outcomes requested in this RFP.

Client References for Similar Work Performed

Submit three references from the past three years for work similar in size and scope to the RFP. The services provided to these clients must have characteristics as similar as possible to those requested in this RFP. Information provided for each client must include the following:

- Client's name
- Brief explanation of what the contact covered
- Time period of the project or contract
- Size of the reference
- Number of employees
- Contact person
- Title
- Address
- Phone number
- Email address

Failure to provide the above information may result in being disqualified and the proposal not considered. The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, information regardless of the Company's performance on the listed jobs.

The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:

- How would you rate the firm's efforts in providing services as requested in this RFP?

- How satisfied were you with the service provided by this company.
- How would you rate the company's response time to problems? By phone? By email? On site?

PAYROLL

- One hundred three (103) employees
- Web-based (online clock in and out)
- Payroll, including deductions for one hundred three (103) employees
- Tax administration
- Time and attendance
- Report writing
- Paid time off accrual and tracking with calendar and online request capability.
- Benefit coordination
- Bi-weekly payroll
- Separate cost for HRIS (include complete and separate costs for all components offered such as setup, training, recruitment & applicant tracking, new hire integration, annual fees, etc.)

Additional annual costs not included in the basic pricing.

- W-2 transmittal
- IRS form1094c
- IRS form1095c

Describe your company's:

- Training program
- Customer service model

PROPOSAL:

- The written proposal should include, but not be limited to, the following:
- Discussion on scope of work outlined above
- Account software utilized
- List of three (3) references (preferably public libraries)
- Cost of annual contract for a three year period. (Please separate HRIS costs)

The Board reserves the right to reject any and all proposals.

The Board reserves the right to cancel said payroll services with a thirty (30) day written notice.

Three copies of the proposal must be submitted by 11:30 a.m., Tuesday, May 7, 2019 to Holly Richards Sorensen, Library Director.

Any questions regarding this request for proposal should be directed to Carol Kidd at 847-376-2803.

Response to Request for Proposal

For Payroll Services No.04-2019

Response Date: May 7, 2019

Des Plaines Public Library
Administrative Offices on the Second Floor
Holly Richards Sorensen, Library Director
1501 Ellinwood Street
Des Plaines, IL 60016



Dan Conley, MBA, CPA (inactive)
Business Development Consultant

email: dconley@paydayhr.com
office: 850.912.8884
mobile: 850.463.2046



4490 North W Street
Pensacola, FL 32005
866.928.7450
850.912.8884

RESPONSE TO REQUEST FOR PROPOSAL NO.04-2019

Friday, May 7, 2019

Holly Richards Sorensen
Library Director
Des Plaines Public Library
Administrative Offices of the Des Plaines Public Library
1501 Ellinwood
Des Plaines, Illinois 60016

Dear Holly,

We are pleased to offer Des Plaines Public Library a proposal for **Payday Essentials™** – our Payroll and Tax Administration solution, as well as **Payday Complete™** – our comprehensive full-service HR Services Platform.

We understand that every organization has unique business requirements, our solution is customized to meet your organizations unique business requirements. With Payday HR, your organization has access to a full-service human resource solution that integrates HR Management, Benefits, Time & Labor, Worker's Compensation, Risk Management/Safety, and Payroll Processing into a single source solution. With our service, you subscribe only to the services that your organization needs, but still have a comprehensive HR platform available to for future growth.

Libraries and Information Service Industries are continually facing budget cuts and increasing costs in an environment in which they are required to not only maintain the current level of service, but also must grow and expand their outreach. Outdated technology, budget constraints, and decreased support are the three issues that business administrators like yourself struggle with daily.

New technologies, new processes, and new regulations are shaping the way Public Service industry clients do business. At Payday, we continually develop new innovative products and services to help our clients save time and make the most of your organization's resources.

With **Payday**, you and your staff can focus on what really matters - attracting and retaining employees that fulfil your mission "to be a catalyst, advocate and place to advance the vision and ideals of your community".

Payday, located in Pensacola, Florida has provided payroll and human resource related services since 2006. Our company provides you a team of professionals that are experts in their subject area. As a women-owned small business competing in today's market, we understand the key for our continued success is providing outrageous customer service. To accomplish that mission, each client is assigned a dedicated account manager that is available 24/7, as well as a dedicated Payroll technician that is familiar with your organization's payroll as yourself.



4490 North W Street
Pensacola, FL 32005
866.928.7450
850.912.8884

Payday's Mission

Our mission is to solve your problems and issues in the areas of human resources, workers' compensation, risk management, employee benefits and payroll administration, the goal of which is to maximize employee productivity, reduce time spent on transactional HR activities, minimize employment related liability and ultimately lower labor costs.

We appreciate your consideration of Payday's Inc. Upon review of our proposal, we are confident that Payday can provide the tailored approach and client-focused commitment critical to delivering a new level of value to Des Plaines Public Library.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Conley", is written over a light blue horizontal line.

Dan Conley, MBA, CPA (Inactive)
Business Development Consultant
P: 850.912.8884
C: 850.463.2046
dconley@paydayhr.com

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SPECIAL NOTICES

CONFIDENTIALITY NOTICE

The data on pages **12-14** of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposers' competitive position. The proposer requests that such information be used only for the evaluation of the proposal but understands that any disclosure limited to the extent that the Library considers proper under the law. If the Library enters into an agreement with this proposer, the Library shall have the right to use or disclose such information as provided agreement, unless otherwise obligated by law.

AWARE OF CONTRACT DISCLAIMER

All information contained within this proposal, including the supporting documents are materially factual and accurate. Please note however, since proposals contain general descriptions of our products and services, it is not a legally binding contract and Payday will only provide services pursuant to our terms of service, a copy included with this response. If Payday is awarded the contract, we will do our best to address your specific needs in our terms of service.

Furthermore, the submission of this proposal does not constitute acceptance of terms and conditions set forth in the **Request for Proposals for the Des Plaines Public Library Payroll Services No. 04-2019** and does not constitute a waiver of any and all objections to terms and conditions of the RFP. Where no notice is given, all information contained herein is Copyright 2019 Payday HR Connections, Inc.

PROPOSAL DISCPLAIMER

This proposal constitutes a valid, binding and continuing offer at the prices set forth in the proposal for a period of sixty (60) days from the deadline for acceptance of proposals as set forth herein.

For Payroll Services No. 04-2019

EXECUTIVE SUMMARY

Payday Human Resources solves problems and issues in the areas of human resources, workers' compensation, risk management, employee benefits, and payroll administration. Our goal is to reduce time spent on transactional HR activities, maximize employee productivity, reduce employment related liabilities and ultimately lower your labor cost. We bring together a powerful set of online tools and personalized service which you and your employees can access through one portal, one phone number, and a single point of contact.

Payday has provided a proposal for **Payday Essentials™** – our traditional payroll processing service), as well as **Payday Complete™** – our full-service HR Solution that includes HR Management, Benefits, Risk Management & Safety, Workers Compensation, and Payroll Administration.

ABOUT PAYDAY

Founded in 2006 and headquartered in Pensacola, Florida, Payday Human Resources provides Human Resource and Payroll related solutions to thousands of clients in over 40 states spanning hundreds of localities. Our comprehensive HR Solution combines a proven technical infrastructure, the industry-leading HRIS Platform and a seasoned team of subject matter expertise in areas our business partners need such as Human Resource Management, Employee Benefits, Risk Management and Safety, Workers Compensation, and Payroll Administration.

Our commitment to our client's success is what sets us apart from any of our peers. As part of our client commitment, a dedicated account executive and single payroll technician point of contact ensures smooth operations, if the need arises, your account executive will mobilize other departments as necessary to ensure your organization receives the highest quality and level of service.

WHAT OUR CUSTOMERS SAY

“Payday came in promising a lot and in every case exceeded our expectations, including \$79,000 savings to our bottom line.”

Ann Brown, Homestead Village

“Payday implemented an aggressive risk management program that saved us more than six figures in the first year.”

Ari Weinberger, CRL Senior Living

I'm glad I have an amazing resource like Payday. They know the latest laws and guide me through the world of HR.

David Seckinger, Allstate Insurance

SCOPE OF AVAILABLE SERVICES

Payday offers a comprehensive Human Resource solution that encompass the entire spectrum of employment from on boarding to separation, including Payroll Administration, Risk Management and Safety Programs, Workers' Compensation, and Benefits.



HUMAN RESOURCE MANAGEMENT

Payday HR works with you to ensure your organization remains compliant with Federal and State labor related laws and reduce your employee related liabilities. Our comprehensive solution is designed to meet all your human resource needs including Recruitment & Selection, Employee Relations, Training & Development, and Employee Separations.

We start with a customized plan to ensure your complete regulatory compliance with all local, state and federal guidelines. We then customize a comprehensive HR digital dashboard so have instant, 24/7 access to all your HR activities.

We keep employee records and documentation in compliance with all regulations such as hiring packets, performance management, or unemployment claims. We can create and distribute a custom employee manual, that is updated for legal compliance.

From onboarding to separation, Payday has your covered.

Features	Essentials	Complete	Plus
Customized Job Descriptions		✓	✓
Background Checks		✓	✓
Drug Testing		✓	✓
Employee Self-Service Tools	✓	✓	✓
Manager Self-Service Tools	✓	✓	✓
Online Policy Acknowledgement		✓	✓
24/7 Access to Customized HRIS Portal		✓	✓
Employee Perks		✓	✓
Employee Assistance Program		✓	✓
Customized Employee Handbook		✓	✓
Employee HR Guidance		✓	✓
Online HR, Manager Self-Study Courses		✓	✓
Onsite Instructor Lead HR Management Skills, and Compliance Training		✓	✓
Onsite Instructor Lead Employee Professional Development Training		✓	✓
Leave Tracking	✓	✓	✓
HR Best Practices and Forms Library		✓	✓
State Unemployment Insurance		✓	✓
HR Guidance to minimize liabilities		✓	✓
Monitor Leave Laws		✓	✓
Handle unemployment, basic recordkeeping and documentation		✓	✓



PAYROLL & TAX ADMINISTRATION

PAYROLL ADMINISTRATION

Payday offers a cost-effective platform that seamlessly process your employees and taxing authority's payments that eliminate non-strategic and non-value add payroll related activities and allows you to focus your organization's mission.

We understand that processing payroll in-house is demanding and time-consuming. Employers must continually maintain their competence with a vast number of local, state, and federal laws, rates, and filing requirements. A missed due date, error, or omission can have serious financial repercussions on your organization. It is no wonder why most employers outsource their payroll and tax administration services to payroll professionals like Payday.

Our solution combines a team of professional payroll technicians with the industry's best practices and trusted business platforms and technologies that provides a simple and effective way of processing and managing your payroll and tax liabilities. To minimize errors and omissions, we automate routine payroll related activities and assign a dedicated payroll technician that understands your payroll challenges.

Features	Essentials	Complete	Plus
Payroll Processing	✓	✓	✓
Flexible Employee Payments	✓	✓	✓
Check signing & stuffing	✓	✓	✓
Payroll Account Reconciliation	✓	✓	✓
Pre and Post Tax Deductions	✓	✓	✓
Tax Administration & Filings	✓	✓	✓
Wage Garnishment Processing	✓	✓	✓
Employee Self-Service Center	✓	✓	✓
Management Reports	✓	✓	✓
PTO Accrual	✓	✓	✓
W-2 Administration	✓	✓	✓
Time & Attendance Interface	✓	✓	✓
Time & Attendance Management		✓	✓
SUI Tax Support	✓	✓	✓
Workers' Compensation Services		✓	✓

response to request for proposal For Payroll Services No. 04-2019

TAX ADMINISTRATION

Payday prepares, files, and deposits federal, state, and local taxes, while also issuing the required reporting to relevant tax authorities. Payday also responds to associated inquiries from any tax agency. Payday will also handle your company's year-end requirements, including direct reporting to the proper taxing authorities and statements of deposits and filings made on your behalf.

EMPLOYEE PAYMENT OPTIONS

Payday offers several employee payment options including live paychecks signed and inserted into individual envelopes delivered to your location ready for distribution. Alternatively, you can choose timesaving direct deposit, an electronic payment option that deposits employees' pay directly into their bank accounts.

- Employee payroll information sent to the employee bank
- One-stop service for reversals, deletions and inquiries
- Online pay statements for total electronic solution

In addition, for employees that are unable or unwilling to set up a traditional bank account, Payday offers our Pay Card that has access to over 60,000 surcharge free ATMs nationwide, Fully Reg. E compliant and insured by the FDIC.

REPORTING & ANALYTICS

Payday Essentials an extensive library of standard reports that are preconfigured and easy to run –simply enter your selection criteria to:

- Preview reports right on your screen
- Print reports
- Export to a file or a software application
- Email your reports

Standard reporting in Payday Payroll Essentials makes it easy to access the data you need, and to share it with others across your organization.

CUSTOM REPORT WRITER

Payday Payroll Essentials features a robust report writer that enables you to create user-defined reports and gain valuable insights across multiple workforce management functions. This online reporting tool makes it easy to create a wide range of reports using current and cumulative data from your payroll, HR, or time & attendance modules. Use it when you want answers that go beyond the extensive reporting capabilities standard to Payday Payroll Administration.

**Response to Request for Proposal
For Payroll Services No. 04-2019**

SELF-SERVE PORTAL

Employees ...

- Can access hours, schedules, and accrual balances without manager or HR interface
- Use tools such as built-in templates to request time off or shift coverage.

Supervisors

- Gain easy access to scheduling, accrual balances, and total hours worked to make better and faster decisions in response to employee requests
- Can spend more time focusing on core responsibilities

Self-service can also significantly enhance communication and productivity within your organization by reducing the cost of HR transactions, improving employee satisfaction, and contributing to reduced employee turnover.



BENEFITS ADMINISTRATION

Great benefits are essential to attracting and retaining great Employees. We offer you access to a comprehensive selection of benefit solutions ranging from major medical and life to dental and supplemental insurance plans.

Our experts are constantly researching the best healthcare values pertaining to your business. We keep you in the loop of upcoming changes that could affect your bottom line. We are sensitive to the economic realities of healthcare, yet we never lose sight of the human component of your business. Each benefit solution we offer is designed with both you and your Employees in mind.

We help you take care of setting up and administering programs such as medical, dental, vision, life, and disability insurance, plus section 125 plans (POP, FSA and HSA), employee assistance program (EAP), and COBRA administration. These services are competitively priced and tailored to your needs. We can also help your company remain compliant with the myriad federal and state regulations that govern employer-sponsored plan

Let us customize a benefits plan for your company that fits your exact needs. After all, benefits should exist to make life simplified.

Features	Essentials	Complete	Plus
Vendor Invoice Reconciliation	✓	✓	✓
Leave Management		✓	✓
Benefit Reporting		✓	✓
Online Open Enrollment		✓	✓
Benefits Carrier Coordination	✓	✓	✓
COBRA Administration		✓	✓
Benefit Vendor Negotiations		✓	✓
Benefits Support		✓	✓
Flexible Spending Accounts		✓	✓
401(k) Administration		✓	✓
Comprehensive Benefits		✓	✓
Supplemental Benefits		✓	✓



REGULATORY COMPLIANCE

Because we realize that each business is unique and has specific needs, we conduct a comprehensive HR evaluation of your organization. Our professionally trained HR team creates a customized action plan and makes recommendations to ensure your regulatory compliance of all State and Federal guidelines.

We maintain regulatory compliance for you on a daily basis. Here's just a sample of over 2,200 laws that you don't need to worry about: FMLA (Family Medical Leave Act), HIPAA (Health Insurance Portability and Accountability Act), ERISA (Employee Retirement Income Security Act), FICA (Federal Insurance Contribution Act), FUTA (Federal Unemployment Tax Act), SUTA (State Unemployment Tax Act), COBRA (Consolidated Omnibus Budget Reconciliation Act), ADA (Americans with Disabilities Act), The Civil Rights Act of 1964 and don't forget The Civil Rights Act of 1991 and Affordable Care Act. And the list goes on.

Features	Essentials	Complete	Plus
Employment Poster	✓	✓	✓
New Hire Reporting	✓	✓	✓
Unemployment Claim Assistance	✓	✓	✓
Unemployment Claim Management		✓	✓
EEO Reporting		✓	✓
Veterans Reporting		✓	✓
HR Best Practices and Forms Library		✓	✓
Regulatory Monitoring		✓	✓
Employer Practices Liability Insurance		✓	✓



RISK MANAGEMENT & SAFETY

A safe work environment leads to fewer Employee injuries, which results in lower costs, improved Employee morale, and a positive impact to your bottom line.

A strong commitment to safety protects your Employees and your organization. It's the basis for a successful risk management program. We lead the way with consultation, support and compliance in this vital area.

The costs associated with Workers' Compensation Insurance — not to mention claims — have the potential to greatly affect your bottom line. We help minimize these costs through managed care and an effective Return-To-Work program.

We offer in-depth support for safety and loss control, including worksite safety, OSHA federal/ state mandatory programs development, safety training, and management seminars.

Features	Essentials	Complete	Plus
Dedicated Safety Experts		✓	✓
Written Safety Plan and Employee Training		✓	✓
Claims management and investigation teams		✓	✓
Customized employee-level safety and training materials		✓	✓
Safety handouts designed to reinforce training and remind employees of specific hazards.		✓	✓
Expert resources and assistance with safety issues as needed.		✓	✓
24-Hour claims hotline		✓	✓
Stay-At-Work Programs		✓	✓
Compliance with workers' compensation laws		✓	✓

TECHNICAL ENVIRONMENT OVERVIEW

Payday developed our solution with the needs of your organization in mind. A single web-based portal is used to manage the entire employee lifecycle from recruitment to retirement and eliminates redundant tasks, minimizes potential for errors and omissions, and best of all it is simple to use.

Payday’s solution is design on three principles

1. Use industry leading edge technology (e.g. Microsoft Dynamics, .Net, Microsoft SQL Server).
2. Develop the solution with the end user experience forefront.
3. Seamless integration with our client’s systems and processes.

DATA SECURITY

Payday Human Resources understands data security and the implications of a breach on your organization. We have developed a strong system of internal controls to minimize data breaches from physical and digital threats and provide a robust disaster recovery plan to ensure all your organizations data is available should disaster strike.



PHYSICAL SECURITY

Servers are housed inside locked racks in rooms under 24/7 surveillance, which require three-factor authentication to access.



REDUNDANCY & BACKUP

All servers are mirrored to offsite servers at a Tier-3 data center in Atlanta and are backed up nightly.



SOFTWARE SECURITY

Access to software is protected by complex password requirements and a 90-day password expiration policy.



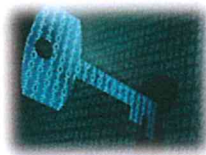
SOFTWARE UPDATES

Devices and software are relentlessly updated with the latest security rollouts.



VULNERABILITY PROTECTION

Industry-leading Cisco firewalls defend against intrusions. All devices are protected from virus infections by the Symantec Security Cloud



ONLINE ENCRYPTION

All online data is transmitted through 256-bit SSL encryption.

IMPLEMENTATION & SUPPORT

RAPID™ IMPLEMENTATION

The RAPID methodology was developed to provide a consistent, concise, and complete integration of our solution with your Organization. Each phase has a defined set of tasks that are completed and review prior to delivery to you for sign-off.



REQUIREMENTS

To be successful, we must fully understand the unique needs and challenges that your business is facing. We accomplish this through interviews you and your team and gathering any documents that will assist us in gaining a clear understanding of your business. In some cases, we research additional corporate best practices depending on the issues we are solving.

ALIGN

During this phase, we align your organizations Human Resources vision and strategy into the Payday HR Platform. Each client’s needs are unique; our flexible solution provides the ability to customize your system and process to help you achieve that vision. This ensures the outcome you expect is the one we deliver.

PLAN

After we have agreed to the solution, the Plan phase begins. During this phase we layout a non-obtrusive timeline of onboarding you and your team into the Payday HR solution. We consider the size of your organization and any down the road features you want to incorporate as part of our planning process. Our mission is to ensure that we do not negatively affect you, your business or employees.

INTEGRATE

During the Integration phase, we customize the solution with your company’s brand (i.e. name, logo, etc.), deliver your on-site materials such as posters and employee quick start guides, and provide one-on-one training on the administrating the Payday HR solution. Our team also configures our software based on your businesses need and test your access to the system. The focus here is to effectively and efficiently prepare your business for the migration onto Payday HR.

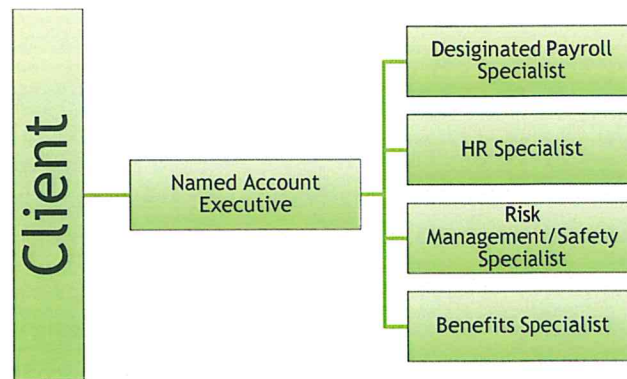
For Payroll Services No. 04-2019

DEPLOY

Deployment begins with your employees, using our quick start guide, to complete their on-boarding process and benefits selection. Our team will perform a final implementation quality control verification to ensure that all open issues are addressed and transition you into our Client Success program.

CLIENT CARE

A primary factor in the success and continued growth of Payday Human Resource is staff's dedication to the organizations' mission, the depth a breadth of our team's experience, and our deep commitment to our client's success. Payday believes that consistency in our processes and people maximizes our efficiency and minimizes errors and oversights. Your client success journey begins with your assigned Account Executive. Their role is to ensure your services are lined up to the strategic goals of the organization and liaison with any department within Payday to quickly resolve any issues you may experience. A dedicated Payroll Specialist is assigned to your account who is responsible for becoming the expert in processing your payroll and will be able to quickly answer any questions you may have.



Additional support is provided from team members in areas such as Human Resources (on-boarding, drug testing, etc.), Risk Management/Safety (OSHA certified safety inspectors that perform incident investigations, worksite safety inspections, safety training courses, workers compensation insurance), and Benefits (Benefit Selection, Negotiation, and Administration) .

RECENT AND RELEVANT EXPERIENCE

NOTICE: * THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.

Client Name	Client Address	Contact Name Title Phone	Description of Service
New Road to Learning	8190 Pensacola Blvd Pensacola Beach, FL 32534	Celestie Lewis Executive Director 850-432-2273	<ul style="list-style-type: none"> • Recruitment & Selection • Payroll & Tax Administration • Benefits Administration • Employee Relations • Training & Development • Risk Management & Safety • Regulatory Compliance • Separations
One Call Locators	60 State Street Suite 201 Peoria, IL 61602	Ron Coleman Director of Insurance 309-671-4321	<ul style="list-style-type: none"> • Recruitment & Selection • Payroll & Tax Administration • Benefits Administration • Employee Relations • Training & Development • Risk Management & Safety • Regulatory Compliance • Separations
Goodwill Industries Big Bend	300 Mabry Street Tallahassee, FL 32304	Tamara Williams VP Human Resources 850-348-3714	<ul style="list-style-type: none"> • Recruitment & Selection • Payroll & Tax Administration • Benefits Administration • Employee Relations • Training & Development • Risk Management & Safety • Regulatory Compliance • Separations

**Response to Request for Proposal
For Payroll Services No. 04-2019**

THREE YEAR COST PROPOSAL

NOTICE: * THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.

PAYDAY ESSENTIALS

Payroll Processing - Bi-Weekly
Flexible Employee Payments
Check signing & stuffing
Payroll Account Reconciliation
Pre and Post Tax Deductions
Tax Administration & Filings
Wage Garnishment Processing
Employee Self-Service Center
Management Reports
PTO Accrual
W-2 Administration & Tax Filing
Time & Attendance Interface
SUI Tax Support
Workers' Compensation Services
Manager Self-Service Tools
Leave Tracking
Benefit Invoice Reconciliation
Benefits Carrier Coordination
Employment Poster
New Hire Reporting
Unemployment Claim Assistance

Payroll Volume	\$ 3,079,096.00	Number of Employees	103
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Three (3) Year Cost Proposal

	List	Discount	Net
Administration Fee	0.75%	35.0%	0.49%
Estimate Fee	\$ 23,093.22	(\$8,082.63)	\$ 15,010.59
Implementation Fee	\$ 1,800.00	(\$1,800.00)	\$ 0.00

**request to request for proposal
For Payroll Services No. 04-2019**

PAYDAY COMPLETE

NOTICE: * THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.

Payroll Processing
Benefits Administration
Safety & Risk Management
Regulatory Compliance
HR Management
Customized HRIS System

Payroll Volume	\$ 3,079,096.00	Number of Employees	103
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Three (3) Year Cost Proposal

	List	Discount	Net
FICA	7.65%		7.65%
FUTA	0.60%		0.60%
SUTA ¹	1.75%		1.75%
Worker Compensation Insurance ²	3.98%		3.98%
Administration Fee	3.50%	35.0%	2.25%
Estimate Admin Fee	\$ 107,768.36	(\$38,488.70)	\$ 69,279.66
Implementation Fee	\$ 2,500.00	(\$2,500.00)	\$ 0.00

¹ Estimate only - Des Plaines Public Library actual rate will be used.
² Estimate only - Payday will classify employees into the appropriate workers compensation rate.

Company Information

Des Plaines Public Library
1501 Ellinwood Ave
Des Plaines, IL 60016
United States

Executive Contact

Holly Richards-Sorensen
Director
hsorensen@dopl.org
(847) 827-5551



103

Total
Employees



\$4,100.00

Implementation
Costs



\$15,291.19

Total Annual
Investment



(\$2,242.36)

Total Annual Savings during
promotional period; See
Terms

Expiration

ADP Sales Associate

Meghan McGuire
District Manager
meghan.mcguire@adp.com
630-913-1669

Sales Order

Quote Number
02-2019-792845.4

Company Information

Des Plaines Public Library
1501 Ellinwood Ave
Des Plaines, IL 60016
United States

Executive Contact

Holly Richards-Sorensen
Director
hsorensen@dopl.org
(847) 827-5551

Processing Fees and Considerations

Number of Employees: 103 on Des Plaines Public Library



Per Processing

	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	103	-	\$57.95	\$4.88	\$560.59	\$14,575.34
<ul style="list-style-type: none"> Essential Plus Payroll Enhanced HR Benefits Administration HR Assist 						
Employment and Income Verification						
<ul style="list-style-type: none"> Employment Verification 						
Additional Jurisdiction (if applicable)	2+			\$8.95/month		
International Employees Rate (if applicable)				\$3.00/month		



Annual Processing

	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	103	-	-	\$6.95	\$715.85



Total Annual Investment

Total Annual

Workforce Now Services	<u>\$15,291.19</u>
Estimated Value of Total Annual Concession; Already applied to values above:	\$9,318.66



Other Considerations

Setup

Implementation	
<ul style="list-style-type: none"> Implementation for Workforce Now Payroll Solutions Client will load hours history themselves 	\$4,100.00 N/A



Total Other Considerations

Total Setup

Implementation and Setup	\$6,500.00
Implementation Discount Value	(\$2,400.00)
Estimated Total Net Implementation	<u>\$4,100.00</u>



Company Information

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Des Plaines, IL 60016
United States

Executive Contact

Holly Richards-Sorensen
Director
hsorensen@dpppl.org
(847) 827-5551

Important Project and Billing Information

Product

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Billing for all modules bundled under HCM Solutions will begin on the date the ADP Product or Service is available for use by the client in a production environment. The billing count is based on all unique lives in the database paid in the previous calendar month. Any non-terminated employees based outside the United States will be billed separately as International Employees.

Promotion

Promotion will be applied to months 7 and 8 from each product / controls start date (also referred to as the Promotional Period). Actual promotional value may vary based on a number of reasons, including but not limited to: start date, number of processings during the promotional month(s) and actual number of employees paid during the promotional months.

Other

Start Date: Payroll:6/27/2019 | HCM:6/27/2019

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date.

Summary			
Estimated Annual Net Investment:	\$15,291.19	Total Net Implementation:	\$4,100.00
Estimated Annual Net Investment during promotional period:	<u>\$13,048.83</u>		
Estimated Annual Concession (already applied):			
\$9,318.66			

The ADP Services listed on this Sales Order and the fees for such services set forth above are not final and remain subject to approval by ADP Finance in all respects. Once final, Client will receive a revised final, executable sales order to be signed by both ADP and Client.

Sales Order

Quote Number
02-2019-792845.4

Company Information

Des Plaines Public Library
1501 Ellinwood Ave
Des Plaines, IL 60016
United States

Executive Contact

Holly Richards-Sorensen
Director
hsorensen@dppl.org
(847) 827-5551

Workforce Now Included Services

Essential Plus Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- Group Term Life Auto Calculation
- One Delivery Location

Enhanced HR

- ADP Portal with Customized Content
- Paid Time Off (PTO) Accruals Engine
- Multiple Language & Currencies
- Country Specific Workflows & Processes
- Country Specific Custom Fields & Formatting

Benefits Administration

- Multiple Benefit Plan Types
- Flexible Rate Structures (Age Banded & Salary Tiers)
- Notifications & Approvals
- Invoice Auditing
- Annual 1095-C Forms

HR Assist

- HR Forms Compliance Library and Webinars
- Employee Handbook
- Labor Law Posters

Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications

- Employee and Manager Self Service
- Access to Mobile Apps
- Employee Discount Program
- New Hire Reporting
- General Ledger Solution
- Online Reports and Pay Statements

- Employee Development Tracking
- Onboarding
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement

- Dependent & Beneficiary Tracking
- Employee Open Enrollment
- ACA Measurement Dashboard
- Evidence of Benefit Offering Screens
- Annual 1094-C Filing

- Sample Job Description
- Employer Helpdesk (proactive outreach)
- ACA Support

- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration



ADP Workforce Now
Master Services Agreement



ADP, LLC: (referred to herein as "ADP")

One ADP Boulevard
Roseland, New Jersey 07068
United States

Client: (referred to herein as "Client")

Des Plaines Public Library
1501 Ellinwood Ave

Des Plaines, IL 60016, United States

Attention
Holly Richards-Sorensen

05-02-2019
(Effective Date)

ADP and Client agree that ADP shall provide Client with the following services in accordance with the terms and subject to the conditions set forth in this Major Accounts Services Master Services Agreement (the "Agreement")

ANNEX A:	GENERAL TERMS AND CONDITIONS
ANNEX B:	PAYROLL PROCESSING & TAX FILING; EMPLOYMENT VERIFICATION SERVICES
ANNEX D:	HR, BENEFITS AND TALENT MANAGEMENT SERVICES
ANNEX L:	HR ASSIST SERVICES

BY SIGNING BELOW, CLIENT ACKNOWLEDGES THAT THEY HAVE REVIEWED THE ENTIRE AGREEMENT INCLUDING THE TERMS AND CONDITIONS IN EACH ANNEX CORRESPONDING TO SERVICES PURCHASED PURSUANT TO THE SALES ORDER.

This Agreement includes the Annexes related to the services selected by Client. Each Annex listed above is attached hereto and is incorporated into this Agreement in full by this reference as if set forth in this Agreement in full.

ADP, LLC		CLIENT	
_____ (Signature of Authorized Representative)		_____ (Signature of Authorized Representative)	
_____ (Name - Please Print)		_____ (Name - Please Print)	
_____ (Title)	_____ (Date)	_____ (Title)	_____ (Date)



1 Definitions.

- 1.1 "ADP" has the meaning set forth on the cover page.
- 1.2 "ADP Application Programs" means the computer software programs and related Documentation, including any updates, modifications or enhancements thereto, that are either delivered or made accessible to Client through a hosted environment by ADP in connection with the Services.
- 1.3 "ADP Workforce Now" means ADP's web-based portal which provides a single point of access to ADP online solutions and employee-facing websites and resources related to payroll, HR, benefits, talent, and time and attendance.
- 1.4 "Agreement" means this Major Accounts Services- Master Services Agreement, consisting of the signature pages, the General Terms and Conditions, all exhibits, annexes, addendum, appendices and schedules, and each Amendment, if any.
- 1.5 "Affiliate" means any individual, corporation or partnership or any other entity or organization (a "person") that controls, is controlled by or is under common control of a party. For purposes of the preceding definition, "control" shall mean the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person, whether through ownership of voting securities or by contract or otherwise.
- 1.6 "API" means ADP approved application programming interface(s) that support point to point interaction of different systems.
- 1.7 "Approved Country" means each country in which, subject to the terms of this Agreement, Client is authorized to use or receive the Services. The Approved Country for the Services is the United States.
- 1.8 "Access Country" has the meaning set forth in Section 2.3.
- 1.9 "Business Day" means any day, except a Saturday, Sunday or a day on which ADP's bank is not open for business in the applicable jurisdiction where services are provided by ADP.
- 1.10 "Client" has the meaning set forth on the cover page.
- 1.11 "Client Content" means all information and materials provided by Client, its agents or employees, regardless of form, to ADP under this Agreement.
- 1.12 "Client Group" means Client and Client's Affiliates who are receiving Services under this Agreement pursuant to a Sales Order.
- 1.13 "Client Infringement Event" means (i) any change, or enhancement in the Services made by Client or any third party on behalf of Client other than at the direction of, or as approved by, ADP, (ii) Client's use of the Services except as contemplated by this Agreement, or (iii) to the extent ADP Application Programs include computer software programs, Client's use of other than the most current release or version of such computer software programs included in the ADP Application Programs, or Client's failure to use corrections or enhancements to such computer software programs included in the ADP Application Programs, in each case provided by ADP to Client at no charge, that results in a claim or action for infringement that could have been avoided by use of such current release or version, or by such corrections or enhancements.
- 1.14 "Confidential Information" means all information of a confidential or proprietary nature, including pricing and pricing related information and all Personal Information, provided by the disclosing party to the receiving party under this Agreement but does not include (i) information that is already known by the receiving party, (ii) information that becomes generally available to the public other than as a result of disclosure by the receiving party in violation of this Agreement, and (iii) information that becomes known to the receiving party from a source other than the disclosing party on a non-confidential basis.
- 1.15 "Documentation" means all manuals, tutorials and related materials that may be provided or made available to Client by ADP in connection with the Services.
- 1.16 "General Terms and Conditions" means the terms and conditions contained in this Annex A.
- 1.17 "Gross Negligence" has the meaning set forth in Section 7.3.1.
- 1.18 "Improvements" has the meaning set forth in Section 5.4
- 1.19 "Incident" means a security breach (as defined in any applicable law) or any other event that compromises the security, confidentiality or integrity of Client's Personal Information.
- 1.20 "Indemnitees" has the meaning set forth in Section 6.3
- 1.21 "Indemnitor" has the meaning set forth in Section 6.3.
- 1.22 "Intellectual Property Rights" means all rights, title and interest to or in patent, copyright, trademark, service mark, trade secret, business or trade name, know-how and rights of a similar or corresponding character.
- 1.23 "Internal Business Purposes" means the usage of the Services solely by the Client Group for its own internal business purposes, without the right to provide service bureau or other data processing services, or otherwise share or distribute the Services, to any party outside the Client Group, unless expressly contemplated by this Agreement.
- 1.24 "NACHA" means the National Automated Clearing House Association.
- 1.25 "Payee" means any intended recipient of payments under the Payment Services and may include Client's employees, taxing authorities, governmental agencies, suppliers, benefit carriers and/or other third parties; provided that in the case of ADP Wage Payment Services, Payee shall be limited to Client's employees and independent contractors.
- 1.26 "Payment Services" means any Services that involve electronic or check payments being made by ADP to third parties on Client's behalf and at its direction.



- 1.27 **"Personal Information"** means information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to such person's physical, physiological, mental, economic, cultural or social identity.
- 1.28 **"Price Agreement"** means a supplemental agreement between the parties that addresses future price increase rates on certain Services over a specific period of time.
- 1.29 **"Sales Order(s)"** means the document(s) between the parties that lists the specific Services purchased by Client Group from ADP.
- 1.30 **"Services"** means the services (including implementation services related thereto) listed in any Sales Order, and such other services as the parties may agree to be performed from time to time.
- 1.31 **"SOC 1"** means any routine Service Organization Control 1 reports.
- 1.32 **"Termination Event"** means with respect to any party, the occurrence of any of the following: (i) under the applicable bankruptcy laws or similar law regarding insolvency or relief for debtors, (A) a trustee, receiver, custodian or similar officer is appointed over a party's business or property, (B) a party seeks to liquidate, wind-up, dissolve, reorganize or otherwise obtain relief from its creditors, or (C) an involuntary proceeding is commenced against a party and the proceeding is not stayed, discharged or dismissed within thirty (30) days of its commencement, or (ii) a party's Standard and Poor's issuer credit rating falls to or below BB.
- 1.33 **"User"** means any single natural person who, subject to the terms of this Agreement, is authorized by Client to use, access or receive the Services.

2 Provision and Use of Services

- 2.1 **Provision of Services.** ADP, or one of its Affiliates, will provide the Services to Client in accordance with the terms of this Agreement and any applicable Sales Order(s). ADP will provide the Services in a good, diligent and professional manner in accordance with industry standards, utilizing personnel with a level of skill commensurate with the Services to be performed. ADP's performance of the Services (including any applicable implementation activities) is dependent upon the timely completion of Client's responsibilities and obligations under this Agreement. Without limitation of the foregoing, Client will timely provide the Client Content necessary for ADP to provide the Services.
- 2.2 **Cooperation.** ADP and Client will work together to implement the Services. Client will cooperate with ADP and execute and deliver all documents, forms, or instruments necessary for ADP to implement and render the Services. Client will provide ADP with all reasonable and necessary Client Content in the format requested by ADP, and will otherwise provide all reasonable assistance required of Client in order for ADP to implement the Services.
- 2.3 **Use of Services.** Client will use the Services in accordance with the terms of this Agreement and solely for its own Internal Business Purposes in the Approved Country. Client will be responsible for the use of the Services by the Client Group and the Users in accordance with the terms of this Agreement. Client is responsible for the accuracy and completeness of the Client Content provided to ADP. In addition, the ADP Workforce Now HR and/or Talent modules (but specifically excluding Document Cloud and Onboarding Services), may be accessed by Client's HR Administrator to track employees located in the countries specified on the ADP Workforce Now Approved Country (Global Suitability) List found at www.productdescription.majoraccounts.adp.com (each an "Access Country"). For the avoidance of doubt, the ADP Workforce Now HR and/or Talent modules are intended to be used within the United States only and for tracking purposes only when used as a Client's HR global system of record.
- 2.4 **Errors.** Client will promptly review all documents and reports produced by ADP and provided or made available to Client in connection with the Services and promptly notify ADP of any error, omission, or discrepancy with Client's records. ADP will promptly correct such error, omission or discrepancy and, if such error, omission or discrepancy was caused by ADP, then such correction will be done at no additional charge to Client.
- 2.5 **Records.** Without prejudice to ADP's obligation to retain the data necessary for the provision of the Services, ADP does not serve as Client's record keeper and Client will be responsible for retaining copies of all documentation received from and Client Content provided to ADP in connection with the Services to the extent required by Client.

3 Compliance.

- 3.1. **Applicable Laws.** Each party will comply with applicable laws and regulations that affect its business generally, including any rule and regulations applicable to ADP regarding export controls and trade with prohibited parties.
- 3.2. **Design of the Services.** ADP will design the Services, including the functions and processes applicable to the performance of the Services, to assist the Client in complying with its legal and regulatory requirements applicable to the Services, and ADP will be responsible for the accuracy of such design. Client and not ADP will be responsible for (i) how it uses the Services to comply with its legal and regulatory requirements and (ii) the consequences of any instructions that it gives or fails to give to ADP, including as part of the implementation of the Services, provided ADP follows such instructions. Services do not include any legal, financial, regulatory, benefits, accounting or tax advice.
- 3.3. **Online Statements.** If Client instructs ADP to provide online pay statements, Forms W2, Forms 1099 or Forms 1095-C, as applicable, without physical copies thereof, Client will be exclusively responsible for determining if and to what extent Client's use of online pay statements, Forms W2, Forms 1099 or Forms 1095-C, as applicable, satisfies Client's obligations under applicable laws and the consequences resulting from such determinations.
- 3.4. **Data Protection Laws.** Client represents that Personal Information transferred by Client or at Client's direction to ADP has been collected in accordance with applicable privacy laws, and ADP agrees that it shall only process the Personal Information as needed to perform the Services, or as required or permitted by law.



4 Confidentiality

- 4.1 General.** All Confidential Information disclosed under this Agreement will remain the exclusive and confidential property of the disclosing party. The receiving party will not disclose to any third party the Confidential Information of the disclosing party and will use at least the same degree of care, discretion and diligence in protecting the Confidential Information of the disclosing party as it uses with respect to its own confidential information. The receiving party will limit access to Confidential Information to its employees with a need to know the Confidential Information and will instruct those employees to keep such information confidential. ADP may disclose Client's Confidential Information on a need to know basis to (i) ADP's subcontractors who are performing the Services, provided that ADP shall remain liable for any unauthorized disclosure of Client's Confidential Information by those subcontractors, (ii) employees of ADP's Affiliates, provided such employees are instructed to keep the information confidential as set forth in this Agreement and (iii) social security agencies, tax authorities and similar third parties, to the extent strictly necessary to perform the Services. ADP may use Client's and its employees' and other Services recipients' information in an aggregated, anonymized form, such that neither Client nor such person may be identified, and Client will have no ownership interest in such aggregated, anonymized data. Client authorizes ADP to release employee-related data, and such other data as required to perform the Services, to third party vendors of Client as designated by Client from time to time. Notwithstanding the foregoing, the receiving party may disclose Confidential Information (x) to the extent necessary to comply with any law, rule, regulation or ruling applicable to it, (y) as appropriate to respond to any summons or subpoena or in connection with any litigation and (z) to the extent necessary to enforce its rights under this Agreement.
- 4.2 Return or Destruction.** Upon the request of the disclosing party or upon the expiration or earlier termination of this Agreement, and to the extent feasible, the receiving party will return or destroy all Confidential Information of the disclosing party in the possession of the receiving party, provided that each party may maintain a copy if required to meet its legal or regulatory obligations and may maintain archival copies stored in accordance with regular computer back-up operations. To the extent that any portion of Confidential Information of a disclosing party remains in the possession of the receiving party, such Confidential Information shall remain subject to the generally applicable statutory requirements and the confidentiality protections contained in Section 4.1.
- 4.3 Transfer.** The Services may be performed by ADP Affiliates or subcontractors located in other countries, and ADP may transfer or permit access to Client's Confidential Information, including employees' Personal Information, for the purposes of performing the Services outside of Canada and the United States of America. As a result, Client's employees' Personal Information may be subject to the laws of such jurisdictions and may be accessible to the courts and law enforcement authorities of those jurisdictions. Notwithstanding the foregoing, ADP will remain responsible for any unauthorized disclosure or access of Client's employees' Personal Information by any ADP Affiliate or subcontractor in the performance of any such Services.

5 INTELLECTUAL PROPERTY

- 5.1 Client IP Rights.** Except for the rights expressly granted to ADP in this Agreement, all rights, title and interests in and to Client Content, including all Intellectual Property Rights inherent therein and pertaining thereto, are owned exclusively by Client or its licensors. Client hereby grants to ADP for the term of this Agreement a non-exclusive, worldwide, non-transferable, royalty-free license to use, edit, modify, adapt, translate, exhibit, publish, reproduce, copy and display the Client Content for the sole purpose of performing the Services; provided Client has the right to pre-approve the use by ADP of any Client trademarks or service marks.
- 5.2 ADP IP Rights.** Except for the rights expressly granted to Client in this Agreement, all rights, title and interest in and to the Services, including all Intellectual Property Rights inherent therein and pertaining thereto, are owned exclusively by ADP or its licensors. ADP grants to Client for the term of this Agreement a personal, non-exclusive, non-transferable, royalty-free license to use and access the ADP Application Programs solely for the Internal Business Purposes in the Approved Countries and the Access Countries. The ADP Application Programs do not include any Client-specific customizations unless otherwise agreed in writing by the parties. Client will not obscure, alter or remove any copyright, trademark, service mark or proprietary rights notices on any materials provided by ADP in connection with the Services, and will not copy, decompile, recompile, disassemble, reverse engineer, or make or distribute any other form of, or any derivative work from, such ADP materials.
- 5.3 Ownership of Reports.** Client will retain ownership of the content of reports and other materials that include Client Content produced and delivered by ADP as a part of the Services, provided that ADP will be the owner of the format of such reports. To the extent any such reports or other materials incorporate any ADP proprietary information, ADP (i) retains sole ownership of such proprietary information and (ii) provides the Client a fully paid up, irrevocable, perpetual, royalty-free license to access and use same for its Internal Business Purposes without the right to create derivative works (other than derivative works to be used solely for its Internal Business Purposes) or to further distribute any of the foregoing rights outside the Client Group.
- 5.4 Improvements.** ADP will make available to Client, at no additional cost, software improvements, enhancements, or updates to any ADP Application Programs that are included in the Services (collectively "Improvements") if and as they are made generally available by ADP at no additional cost to ADP's other clients using the same ADP Application Programs as Client and receiving the same Services as Client. All Improvements provided under this Section 5.4 shall be considered part of the ADP Application Programs



6 Indemnities

- 6.1 ADP Indemnity.** Subject to the remainder of this Section 6.1, and Section 6.3 and 7, ADP shall defend Client in any suit or cause of action, and indemnify and hold Client harmless against any damages payable to any third party in any such suit or cause of action, alleging that the Services or ADP Application Programs, as provided by ADP and used in accordance with the terms of this Agreement, infringe upon any Intellectual Property Rights of a third party in an Approved Country. The foregoing infringement indemnity will not apply and ADP will not be liable for any damages assessed in any cause of action to the extent resulting from a Client Infringement Event or ADP's use of Client Content as contemplated by this Agreement. If any Service is held or believed to infringe on any third-party's Intellectual Property Rights, ADP may, in its sole discretion, (i) modify the Service to be non-infringing, (ii) obtain a license to continue using such Service, or (iii) if neither (i) nor (ii) are practical, terminate this Agreement as to the infringing Service.
- 6.2 Client Indemnity.** Subject to Sections 6.3 and 7, Client will defend ADP against any third party claims and will indemnify and hold ADP harmless from any resulting damage awards or settlement amounts in any cause of action to the extent such cause of action is based on the occurrence of a Client Infringement Event or ADP's use of Client Content as contemplated by this Agreement.
- 6.3 Indemnity Conditions.** The indemnities set forth in this Agreement are conditioned on the following: (i) the party claiming indemnification (the "Indemnitee") shall promptly notify the indemnifying party (the "Indemnitor") of any matters in respect of which it seeks to be indemnified, and shall give the Indemnitor full cooperation and opportunity to control the response thereto and the defense thereof, including without limitation any settlement thereof, (ii) the Indemnitor shall have no obligation for any claim under this Agreement if the Indemnitee makes any admission, settlement or other communication regarding such claim without the prior written consent of the Indemnitor, which consent shall not be unreasonably withheld, and (iii) the Indemnitee's failure to promptly give notice to the Indemnitor shall affect the Indemnitor's obligation to indemnify the Indemnitee only to the extent the Indemnitor's rights are materially prejudiced by such failure. The Indemnitee may participate, at its own expense, in such defense and in any settlement discussions directly or through counsel of its choice.

7 Limit on Liability

- 7.1 Ordinary Cap.** Notwithstanding anything to the contrary in this Agreement and subject to the remainder of this Section 7, neither party's aggregate limit on monetary damages in any calendar year shall exceed an amount equal to six (6) times the average ongoing monthly Services fees paid or payable to ADP by Client during such calendar year (the "Ordinary Cap"). ADP will issue Client a credit(s) equal to the applicable amount and any such credit(s) will be applied against subsequent fees owed by Client.
- 7.2 Extraordinary Cap.** As an exception to Section 7.1, if damages (monetary or otherwise) arise from a breach of Section 4.1 (Confidentiality) or Section 9.3 (Data Security), the Ordinary Cap will be increased by an additional six (6) times the average ongoing monthly Service fees paid or payable to ADP by Client during such calendar year (the "Extraordinary Cap"). For the avoidance of doubt, in no case shall either party's aggregate limit on monetary damages in any calendar year under this Agreement exceed twelve (12) times the average monthly ongoing Service fees paid or payable to ADP by Client during such calendar year.
- 7.3 Matters not Subject to Either Cap.** The limitations of liability set forth in Sections 7.1 and 7.2 shall not apply to:
- 7.3.1** Either party's Gross Negligence, or willful, criminal or fraudulent misconduct; for the purposes of this Agreement, "Gross Negligence" shall be defined as: (1) willful, wanton, careless or reckless conduct, misconduct, failures, omissions, or disregard of the duty of care towards others of a risk known or so obvious that the actor must be taken to have been aware of it, and with an intent to injure or so great as to make it highly probable that harm would follow and/or (2) failure to use even the slightest amount of care, or conduct so reckless, as to demonstrate a substantial lack of concern for the safety of others. For the avoidance of doubt, Gross Negligence must be more than any mere mistake resulting from inexperience, excitement, or confusion, and more than mere thoughtlessness or inadvertence or simple inattention;
 - 7.3.2** The infringement indemnity set forth in Sections 6.1 and 6.2;
 - 7.3.3** Client's obligations to pay the fees for Services;
 - 7.3.4** ADP's obligations to provide credit monitoring and notifications as set forth in Section 10.2;
 - 7.3.5** Client's funding obligations in connection with the Payment Services;
 - 7.3.6** ADP's loss or misdirection of Client funds in possession or control of ADP due to ADP's error or omission;
 - 7.3.7** In connection with the Employment Tax Services as provided in Annex B, (a) interest charges imposed by an applicable tax authority on Client for the failure by ADP to pay funds to the extent and for the period that such funds were held by ADP and (b) all tax penalties resulting from ADP's error or omission in the performance of such Service. The provisions of this (iv) shall only apply if (x) Client permits ADP to act on Client's behalf in any communications and negotiations with the applicable taxing authority that is seeking to impose any such penalties or interest and (y) Client assists ADP as reasonably required by ADP.
 - 7.3.8** Client's use or access of the Services and/or ADP Application Programs outside of the Approved Countries and/or Access Countries.
- 7.4 Mitigation of Damages.** ADP and Client will each use reasonable efforts to mitigate any potential damages or other adverse consequences arising from or relating to the Services.
- 7.5 No Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, NONE OF ADP, CLIENT OR ANY BANK WILL BE RESPONSIBLE FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS OR PROFITS, BUSINESS INTERRUPTIONS OR HARM TO REPUTATION) THAT ANY OTHER PARTY OR ITS RESPECTIVE AFFILIATES MAY INCUR OR EXPERIENCE IN



CONNECTION WITH THIS AGREEMENT OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The foregoing exclusion shall not apply to claims for consequential damages arising from ADP's or Client's (i) willful, criminal or fraudulent misconduct, or (ii) breach or breaches of Section 4.1 or Section 9.3 under this Agreement; provided however, that any consequential damages recovered by Client or ADP in a calendar year for claims pursuant to Section 7.5(ii) will be subject to the Extraordinary Cap set forth in Section 7.2 above.

8 WARRANTIES AND DISCLAIMER

8.1 Warranties. Each party warrants that (i) it has full corporate power and authority to execute and deliver this Agreement and to consummate the transactions contemplated hereby and (ii) this Agreement has been duly and validly executed and delivered and constitutes the valid and binding agreement of the parties, enforceable in accordance with its terms.

8.2 DISCLAIMER. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, ALL SERVICES, ADP APPLICATION PROGRAMS AND EQUIPMENT PROVIDED BY ADP OR ITS SUPPLIERS ARE PROVIDED "AS IS" AND ADP AND ITS LICENSORS AND SUPPLIERS EXPRESSLY DISCLAIM ANY WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COMPLETENESS, CURRENTNESS, NON-INFRINGEMENT, NON-INTERRUPTION OF USE, AND FREEDOM FROM PROGRAM ERRORS, VIRUSES OR ANY OTHER MALICIOUS CODE, WITH RESPECT TO THE SERVICES, THE ADP APPLICATION PROGRAMS, ANY CUSTOM PROGRAMS CREATED BY ADP OR ANY THIRD-PARTY SOFTWARE DELIVERED BY ADP AND RESULTS OBTAINED THROUGH THE USE THEREOF.

9 SECURITY AND CONTROLS

9.1 Service Organization Control Reports. Following completion of implementation of any applicable Services, ADP will, at Client's request and at no charge, provide Client with copies of any routine Service Organization Control 1 reports ("SOC 1 Reports") (or any successor reports thereto) directly related to the core ADP Application Programs utilized to provide the Services provided hereunder for Client and already released to ADP by the public accounting firm producing the report. SOC 1 Reports are ADP Confidential Information and Client will not distribute or allow any third party (other than its independent auditors) to use any such report without the prior written consent of ADP. Client will instruct its independent auditors or other approved third parties to keep such report confidential and Client will remain liable for any unauthorized disclosure of such report by its independent auditors or other approved third parties.

9.2 Business Continuity; Disaster Recovery. ADP has established and will maintain a commercially reasonable business continuity and disaster recovery plan and will follow such plan.

9.3 Data Security. ADP has established and will maintain an information security program containing appropriate administrative, technical and physical measures to protect Client data (including any Personal Information therein) against accidental or unlawful destruction, alteration, unauthorized disclosure or access consistent with applicable laws. In the event ADP suspects any unauthorized access to, or use of, the Services, ADP may suspend access to the Services to the extent ADP deems necessary to preserve the security of the Client's data.

10 DATA SECURITY INCIDENT

10.1 Notification. If ADP becomes aware of a security breach (as defined in any applicable law) or any other event that compromises the security, confidentiality or integrity of Client's Personal Information (an "**Incident**"), ADP will take appropriate actions to contain, investigate and mitigate the Incident. ADP shall notify Client of an Incident as soon as reasonably possible.

10.2 Other ADP Obligations. In the event that an Incident is the result of the failure of ADP to comply with the terms of this Agreement, ADP shall, to the extent legally required or otherwise necessary to notify the individuals of potential harm, bear the actual, reasonable costs of notifying affected individuals. ADP and Client shall mutually agree on the content and timing of any such notifications, in good faith and as needed to meet applicable legal requirements. In addition, where notifications are required and where such monitoring is practicable and customary, ADP shall also bear the cost of one year of credit monitoring to affected individuals in applicable jurisdictions.

11 PAYMENT TERMS

11.1 Fees and Fee Adjustments. Client will pay to ADP the fees and other charges for the Services as set forth in the Sales Order. Unless there is a Price Agreement in effect, the fees set forth in the Sales Order will remain fixed during the first six (6) months following the Effective Date and thereafter, ADP may modify the fees on an annual basis upon thirty (30) days' prior written notice to Client. The fees presented in the Sales Order were calculated based upon particular assumptions relative to Client requirements (including funding requirements), specifications, volumes and quantities as reflected in the applicable Sales Order and related documentation, and if Client's actual requirements vary from what is stated, ADP may adjust the fees based on such changes. The fees do not include any customizations to any Service.



- 11.2 Additional Services and Charges.** If Client requests additional services offered by ADP not included in this Agreement, and ADP agrees to provide such services: (i) those services and related fees will be included in a separate Sales Order; (ii) any Services provided to Client but not included in a Sales Order will be provided subject to the terms of this Agreement and charged at the applicable rates as they occur; and (iii) those services will be considered to be "Services" for purposes of this Agreement. Additional charges may be assessed Client in relation to the performance of the Services in certain circumstances, including without limitation, late funding, an insufficient funds notification and emergency payment requests from Client.
- 11.3 Fees for Implementation Services.** Implementation fees are due and payable by Client upon the go-live date for such Services. However, if this Agreement or any Service are terminated after implementation services have started but before the go-live date, the greater of the following amounts shall be immediately due and payable by Client: (i) implementation fees for implementation services performed up to the date of termination; or (ii) 30% of the total Implementation Fees set out in the Sales Order.
- 11.4 Invoicing.** ADP will notify Client of all applicable Services fees payable by Client by way of invoice or other method (i.e. ADP's on-line reporting tool). Client will pay the amount on each invoice or such other similar document in full within seven (7) days of notification via the agreed to method of payment. All amounts not paid when due are subject to a late payment charge of one and one-half percent (1½%) per month (not to exceed the maximum allowed by applicable law) of the past due amount from the due date until the date paid.
- 11.5 Currency.** Client shall pay the fees in US dollars.
- 11.6 Taxes.** Unless Client provides ADP a valid tax exemption or direct pay certificate, Client will pay directly, or will pay to ADP, an amount equal to all applicable taxes or similar fees levied or based on the Agreement or the Services, exclusive of taxes based on ADP's net income.
- 11.7 Postage, Shipping Travel and out-of-pocket expenses.** ADP will invoice Client for postage charges, delivery charges, other third party charges, and reasonable travel and out-of-pocket expenses as necessary to provide the Services.
- 11.8 Funding Requirements and Disbursement Disclosures.** With respect to Payment Services to be deducted by ACH or Pre-Authorized Debit, Client must have sufficient good funds for payment of the payroll obligations, tax filing obligations, wage garnishment deduction obligations, service fees (as applicable), expenses, and any other applicable charges, to be direct debited from Client's designated account no later than one (1) banking days prior to the pay date for the applicable payroll (in the case of payroll processing services), or as otherwise agreed by the parties. For reverse wire clients, funds must be available (a) one (1) banking day prior to the pay date for the applicable payroll (in the case of the ADP Employment Tax Services) and (b) two (2) banking days prior to the pay date for all other Payment Services, or as otherwise agreed by the parties. In consideration for the additional costs incurred by ADP in providing wire transfer service, Client agrees to pay a reasonable fee (currently \$10.00) for each wire transfer. Notwithstanding the foregoing, ADP reserves the right to modify the aforementioned deadlines at any time and will communicate any such modifications to Client.
- 11.9 Change Control.** In the event either party requests a change in the scope of Services (including implementation services) or any rework is required by ADP as a result of a delay by Client in implementation of any Services (each a "Change Control Item"), the parties shall address such change request, if possible via ADP's change control process. Change Control Items and the cost associated with such changes (if any) to the Services shall be mutually agreed to by the parties and shall be defined in a Statement of Work agreed to by the parties, with the exceptions of Change Control Items that are required to be made by law or regulation applicable to the Services or to the duration of implementation services, which ADP will notify Client of prior to making the change.
- 12 Term; Termination; Suspension**
- 12.1 Term; Termination for Convenience** This Agreement will commence on the Effective Date and remain in effect until terminated by either party in accordance with the terms hereof. Subject to the terms of any Price Agreement, either party may terminate this Agreement or any Service upon ninety (90) days' prior written notice to the other party (except as otherwise set forth in any Annex herein). In the event Client does not provide ADP with the proper notice as set forth in the previous sentence, Client shall pay ADP for any fees for Services that would have been incurred by Client during such notice period (calculated based on an average of the prior six months of invoices for such terminated Services, or shorter period of time if there has been less than six months of invoices).
- 12.2 Termination for Cause.** Either party may terminate this Agreement for the other's material breach of this Agreement if such breach is not cured within sixty (60) days following notice thereof or in the event either party is the subject of a Termination Event. In addition, ADP may terminate this Agreement in the event Client fails to timely pay fees for Services performed within 10 days following notice that such fees are past due. ADP may also terminate this Agreement or the Services immediately on written notice to Client if the provision of Service to Client causes or will cause ADP or its Affiliates to be in violation of any laws, rules or regulations applicable to it including any sanction laws applicable to ADP or any Affiliate.
- 12.3 Suspension.** Without limiting the foregoing, the parties agree that Payment Services involve credit risk to ADP. Payment Services may be suspended by ADP (A) immediately if: (i) Client has failed to remit sufficient, good and available funds within the deadline and via the method of delivery agreed upon as it relates to the applicable Payment Services; or (ii) Client breaches any rules promulgated by NACHA as it relates to ADP conducting electronic payment transactions on behalf of Client, and (B) with 24 hour notice if: (i) a bank notifies ADP that it is no longer willing to originate debits from Client's



account(s) or credits for Client's behalf for any reason or (ii) the authorization to debit Client's account is terminated or ADP reasonably believes that there is or has been fraudulent activity on the account. If the Payment Services are terminated or suspended pursuant to Sections 12.2 or 12.3, Client acknowledges that ADP shall be entitled to allocate any funds in ADP's possession that have been previously remitted or otherwise made available by Client to ADP relative to the Payment Services in such priorities as ADP may determine appropriate, including reimbursing ADP for payments made by ADP on Client's behalf to a third party. If the Payment Services are terminated by ADP, Client understands that it will (x) immediately become solely responsible for all of Client's third party payment obligations covered by the Payment Services then or thereafter due (including, without limitation, for ADP Employment Tax Services any and all penalties and interest accruing after the date of such termination, other than penalties and interest for which ADP is responsible under Section 7.3.7), and (y) reimburse ADP for all payments properly made by ADP on behalf of Client to any payee, which have not been paid or reimbursed by Client. If the Payment Services remain suspended for thirty (30) days, the Payment Services will be terminated on the 31st day following suspension.

12.4 Post Termination. At any time prior to the actual termination date, Client may download Client's information or reports available to it in conjunction with all of the Services provided to Client by ADP. Upon termination of this Agreement, Client may order from ADP any data extraction offered by ADP, at the then prevailing hourly time and materials rate.

13 Reserved.

14 Additional Terms. In addition to the terms set forth in any subsequent Annexes attached hereto, the following terms shall apply.

14.1 ESS & MSS Technology. Employee self-service (ESS) and Manager self-service (MSS) functionality provides all Client Users (practitioners, managers and employees) 24x7 online access to ADP Application Programs. The following additional terms apply to the ESS & MSS Technology:

14.1.1 Client acknowledges that Client's employees or participants may input information into the self-service portions of the ADP Application Programs. ADP shall have no responsibility to verify, nor does ADP review the accuracy or completeness of the information provided by Client's employees or participants to ADP using any self-service features. ADP shall be entitled to rely upon such information in the performance of the Services under this Agreement as if such information was provided to ADP by Client directly.

14.2 ADP Marketplace. Enable Client to build applications and/or purchase available applications via online store. Provide access to certain Client data stored in ADP systems via industry-standard Application Programming Interfaces (APIs). The following additional terms apply to the ADP Marketplace (applies only if Client accesses ADP Marketplace Services):

14.2.1 Transmitting Information to Third Parties. In the event that Client elects to use an API to provide any Client Content or employee or plan participant information to any third party, Client represents that it has acquired any consents or provided any notices required to transfer such content or information and that such transfer does not violate any applicable international, federal, state, or local laws and/or regulations. ADP shall not be responsible for any services or data provided by any such third party.

14.2.2 Use of the ADP APIs. Client will use the ADP APIs to access Client's information only. Client may not use any robot, spider, or other automated process to scrape, crawl, or index the ADP Marketplace and will integrate Client's application with the ADP Marketplace only through documented APIs expressly made available by ADP. Client also agrees that Client will not (a) use the ADP Marketplace or any ADP API to transmit spam or other unsolicited email; (b) take any action that may impose an unreasonable or disproportionately large load on the ADP infrastructure, as determined by ADP; or (c) use the ADP APIs or the ADP Marketplace in any way that threatens the integrity, performance or reliability of the ADP Marketplace, Services or ADP infrastructure. ADP may limit the number of requests that Client can make to the ADP API gateway to protect ADP's system or to enforce reasonable limits on Client's use of the ADP APIs. Specific throttling limits may be imposed and modified from time to time by ADP.

15 Miscellaneous

15.1 Amendment. This Agreement may not be modified, supplemented or amended, except by a writing signed by the authorized representatives of ADP and Client.

15.2 Assignment. Neither this Agreement, nor any of the rights or obligations under this Agreement, may be assigned by any party without the prior written consent of the other party, such consent not to be unreasonably withheld. However, Client may assign any or all of its rights and obligations to any other Client Group member and ADP may assign any or all of its rights and obligations to any Affiliate of ADP, provided that any such assignment shall not release the assigning party from its obligations under this Agreement. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and permitted assigns.

15.3 Additional Documentation. In order for ADP to perform the Services, it may be necessary for Client to execute and deliver additional documents (including reporting agent authorization, client account agreement, limited powers of attorney, etc.) and Client agrees to execute and deliver such additional documents.

15.4 Subcontracting. Notwithstanding Section 15.2, ADP reserves the right to subcontract any or all of the Services, provided that ADP remains fully responsible under this Agreement for the performance of any such subcontractor. For the avoidance of doubt, third parties used by ADP to provide delivery or courier services, including the postal service in any country or any third party courier service, and banking institutions, are not considered subcontractors of ADP.

15.5 Entire Agreement. This Agreement constitutes the entire agreement and understanding between ADP and Client with respect to its subject matter and merges and supersedes all prior discussions, agreements and understandings of every kind and nature between the parties. No party will be bound by any representation, warranty, covenant, term or condition



other than as expressly stated in this Agreement. Except where the parties expressly state otherwise in a relevant exhibit, annex, appendix or schedule, in case of conflict or inconsistency between this Annex A and any such exhibit, annex, appendix or schedule, this Annex A will prevail and control. Purchase orders or statements of work submitted to ADP by Client will be for Client's internal administrative purposes only and the terms and conditions contained in any purchase order or statements of work will have no force and effect and will not amend or modify this Agreement.

- 15.6 No Third Party Beneficiaries.** Except as expressly provided herein or in an applicable exhibit, annex, appendix or schedule, nothing in this Agreement creates, or will be deemed to create, third party beneficiaries of or under this Agreement. Client agrees that ADP's obligations in this Agreement are to Client only, and ADP has no obligation to any third party (including, without limitation, Client's personnel, directors, officers, employees, Users and any administrative authorities).
- 15.7 Force Majeure.** Any party to this Agreement will be excused from performance of its obligations under this Agreement, except for Client's obligation to pay the fees to ADP pursuant to Section 11, for any period of time that the party is prevented from performing its obligations under this Agreement due to an act of God, war, earthquake, civil disobedience, court order, labor disputes or disturbances, governmental regulations, communication or utility failures or other cause beyond the party's reasonable control. Such non-performance will not constitute grounds for breach.
- 15.8 Waiver.** The failure by any party to this Agreement to insist upon strict performance of any provision of this Agreement will not constitute a waiver of that provision. The waiver of any provision of this Agreement shall only be effective if made in writing signed by the authorized representatives of ADP and Client and shall not operate or be construed to waive any future omission or breach of, or compliance with, any other provision of this Agreement.
- 15.9 Headings.** The headings used in this Agreement are for reference only and do not define, limit, or otherwise affect the meaning of any provisions hereof.
- 15.10 Severability.** If any provision of this Agreement is finally determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality or enforceability of the remainder of this Agreement will not in any way be affected or impaired and such court shall have the authority to modify such invalid, illegal or unenforceable provision to the extent necessary to render such provision valid, legal or enforceable, preserving the intent of the parties to the furthest extent permissible.
- 15.11 Relationship of the Parties.** The performance by ADP of its duties and obligations under this Agreement will be that of an independent contractor and nothing contained in this Agreement will create, construe or imply an agency, joint venture, partnership or fiduciary relationship of any kind between ADP and Client. None of ADP's employees, agents or subcontractors will be considered employees, agents or subcontractors of Client. Unless expressly stated in this Agreement, none of ADP, its employees, agents or its subcontractors may enter into contracts on behalf of, bind, or otherwise obligate Client in any manner whatsoever.
- 15.12 Governing Law.** This Agreement is governed by the laws of the State of New York without giving effect to its conflict of law provisions.
- 15.13 Jurisdiction.** Any disputes that may arise between ADP and Client regarding the performance or interpretation of this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts of New York, New York. The parties hereby irrevocably consent to the exclusive jurisdiction of the state and federal courts of New York, New York and waive any claim that any proceedings brought in such courts have been brought in an inconvenient forum. THE PARTIES HEREBY IRREVOCABLY WAIVE THEIR RIGHT TO TRIAL BY JURY.
- 15.14 Communications Regarding Offers.** In connection with the Services, with the exception of employees and/or participants outside of the United States, ADP may from time to time identify products and/or services that will benefit Client's employees and/or participants (collectively, "Offers"). In order to extend such Offers to Client's employees and/or participants, Client agrees that ADP may use Client's employee and participant contact information, including email addresses for such purpose. Upon thirty days' prior written notice, Client may elect for ADP to cease sending future Offers to its employees and/or participants. In addition, each communication sent by ADP will comply with applicable laws and will enable the recipient to opt-out of receiving additional Offers from ADP.
- 15.15 Counterparts.** This Agreement may be signed in two or more counterparts by original, .pdf (or similar format for scanned copies of documents) or facsimile signature, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 15.16 Notices.** All notices required to be sent or given under this Agreement will be sent in writing and will be deemed duly given and effective (i) immediately if delivered in person, or (ii) upon confirmation of signature recording delivery, if sent via an internationally recognized overnight courier service with signature notification requested to Client at the address indicated on the signature page hereof and to ADP at 15 Waterview Boulevard, Parsippany, New Jersey 07054, Attention: Legal Department or to any other address a party may identify in writing from time to time. A copy (which shall not constitute notice) of all such notices shall be sent to ADP at One ADP Boulevard, MS 425, Roseland, New Jersey 07068, Attention: General Counsel and to Client at the address indicated on the cover page hereof.
- 15.17 Survival.** Those provisions which by their content are intended to, or by their nature would, survive the performance, termination, or expiration of this Agreement, shall survive termination or expiration of this Agreement.



- 1 **Payroll Services.** Administration and processing of payroll including performing gross-to-net calculations and generating and/or transmitting of payment instructions and also including the following:
 - 1.1 **ADP Employment Tax Services.** Coordination of payroll-related tax and/or regulatory agency deposits, filings, and reconciliations on behalf of employers.
 - 1.2 **ADP Wage Payment Services.** Payment of wages, commissions, consulting fees, or similar compensation or work-related expenses in the employment context to employees and independent contractors via direct deposit, check, or payroll debit cards, in each case to the extent the method of payment delivery is in scope, and online posting of pay statements to the extent applicable. Such services may be provided via ADPCheck Services, ADP Direct Deposit Services, and Payroll Card Services (if elected additional terms set forth in Annex J shall apply).
 - 1.3 **Print and Online Statement Services.** Print and distribution of payroll checks, pay statements, and/or year-end statements, as well as online posting of pay statements and/or year-end statements.
 - 1.4 **Wage Garnishment Payment Services.** Garnishment payment processing and disbursement of payments to appropriate payees as directed by client.
- 2 **Billing.** Payroll, Employment Tax & Wage Payment Services and any other Services bundled into the pricing for such services are billed immediately following Client's first payroll processing. The billing count is based on the number of pays submitted during each payroll processing period, therefore total billing may fluctuate.
- 3 **ADP Wage Payment Services.** The following additional terms and conditions apply to the ADP Wage Payment Services:
 - 3.1 **Client Credentialing.** Client understands and acknowledges that the implementation and ongoing provision of Payment Services are conditioned upon Client passing (and continuing to pass) a credentialing process that ADP may deem necessary in connection with the provision of Payment Services.
 - 3.2 **Additional Requirements.** Payment Services may be subject to the rules and standards of any applicable clearing house, payment and/or card networks or associations. Client and ADP each agree to comply with all such rules and standards applicable to it with respect to the Payment Services.
 - 3.3 **Funding Obligations.** Client acknowledges that ADP is not a lender. As such, as a condition to receiving services, Client will remit or otherwise make available to ADP sufficient, good and available funds within the agreed-to deadline and via the agreed-to method of delivery to satisfy all of Client's third-party payment obligations covered by the Agreement. ADP will apply such funds to satisfy such third-party payment obligations. ADP will not be required to provide Payment Services if ADP has not received all funds required to satisfy Client's third-party payment obligations. Client will immediately notify ADP if it knows or should know that it will not have sufficient funds to satisfy the amounts required in connection with the Payment Services. If Client has a material adverse change in its condition, ADP may modify the funding method or deadline by which funds must be made available to ADP for payment to Payees. Client agrees to pay to ADP upon demand any amounts that have been paid by ADP to satisfy Client's third party payment obligations prior to receiving such amounts from Client.
 - 3.4 **Investment Proceeds; Commingling of Client Funds.** IF ADP RECEIVES CLIENT'S FUNDS IN ADVANCE OF THE TIME ADP IS REQUIRED TO PAY SUCH FUNDS TO THIRD PARTIES, ALL AMOUNTS EARNED ON SUCH FUNDS, IF ANY, WHILE HELD BY ADP WILL BE FOR THE SOLE ACCOUNT OF ADP. ADP may commingle Client's funds with similar funds from other clients and with similar ADP and ADP-administered funds. ADP utilizes a funds control system that maintains general ledger entries by client and/or by jurisdiction.
 - 3.5 **Recovery of Funds; Stop Payment Requests.** Client agrees to cooperate with ADP and any other third parties to recover funds erroneously issued or transferred to any Payee or credited to any Payee's account. If Client desires to stop payment on any check or to recall or reverse any electronic payment, Client will provide ADP with a stop payment request in the form required by ADP. Client acknowledges that ADP's placement of a stop order request is not a guarantee that such stop payment will occur.
 - 3.6 **ADPCheck Services.** Client agrees not to distribute any ADPChecks to Payees in a manner that would allow Payees to access the associated funds before pay date. With respect to ADPChecks drawn on an ADP bank account, to request a stop payment, Client shall provide ADP with a written stop payment order request in the form provided by ADP and ADP shall place a stop payment order in accordance with its standard operating procedures.
 - 3.7 **Full Service Direct Deposit (FSDD).** Prior to the first credit to the account of any employee or other individual under FSDD services, Client shall obtain and retain a signed authorization from such employee or individual authorizing the initiation of credits to such party's account and debits of such account to recover funds credited to such account in error.
- 4 **ADP Employment Tax Services.** The following additional terms and conditions apply to the ADP Employment Tax Services:
 - 4.1 **Important Tax Information (IRS Disclosure).** Notwithstanding Client's engagement of ADP to provide the ADP Employment Tax Services in the United States, please be aware that Client remains responsible for the timely filing of payroll tax returns and the timely payment of payroll taxes for its employees. The Internal Revenue Service recommends that employers enroll in the U.S. Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor their accounts and ensure that timely tax payments are being made for them, and that online enrollment in EFTPS is available at www.eftps.gov; an enrollment form may also be obtained by calling (800) 555-4477; that state tax authorities generally offer similar means to verify tax payments; and that Client may contact appropriate state offices directly for details
 - 4.2 **State Unemployment Insurance Management.** Subject to Section 15.7 of Annex A, Client's compliance with its obligations in Sections 4.2.1 and 4.2.2 herein, and any delays caused by third parties (e.g., postal service, agency system and broker delays) and events beyond ADP's reasonable control, ADP will deliver the State Unemployment Insurance Management Services ("SUI Management Services") within the time periods established by the relevant unemployment compensation agencies.



- 4.2.1 **Provision of Information; Contesting Claims.** Client will on an ongoing basis provide ADP and not prevent ADP from furnishing all information necessary for ADP to perform the SUI Management Services within the timeframes established or specified by ADP. The foregoing information includes without limitation the claimants' names, relevant dates, wage and separation information, state-specific required information, and other documentation to support responses to unemployment compensation agencies.
- 4.2.2 **Transfer of Data.** Client may transfer the information described in Section 4.2.1 to ADP via: (i) on-line connection between ADP and Client's computer system, or (ii) inbound data transmissions from Client to ADP. Client will provide the data using mutually acceptable communications protocols and delivery methods. Client will promptly notify ADP in writing if Client wishes to modify the communication protocol or delivery method.
- 4.2.3 Client acknowledges that ADP is not providing storage or record keeping of Client records as part of the SUI Management Services, and that if the SUI Management Services are terminated, ADP may, in conformity with Section 4 of Annex A, dispose of all such records. If the SUI Management Services are terminated, any access Client has to ADP websites containing Client's data will expire and Client will be responsible for downloading and gathering all relevant data prior to expiration of any such access that may have been granted.

5 Employment Verification Services. Client desires to receive and ADP agrees to provide the following Services to Client in addition to those already provided under the Agreement.

5.1 Definitions. Unless a capitalized term used herein is defined herein, it shall have the same meaning ascribed that term in the Agreement.

- 5.1.1 "FCRA" Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.
- 5.1.2 "Verification Agent" has the meaning set forth in Section 5.2.1.1
- 5.1.3 "Verification Data" has the meaning set forth in Section 5.2.1.1.
- 5.1.4 "Verifiers" has the meaning set forth in Section 5.2.1.1.

5.2 Additional Terms. To the extent Client has not opted out of receipt of Employment Verification Services, the following additional terms and conditions shall apply:

5.2.1 Verification Services and Authorization as Agent.

5.2.1.1 ADP currently provides the Employment Verification Services through The Work Number®, an Equifax Workforce Solutions service though ADP reserves the right to provide them through another entity (each, a "Verification Agent"). Notwithstanding anything to the contrary in Section 4.1 of Annex A, Client authorizes ADP and its Verification Agents to disclose, on Client's behalf, employment information (including employees' place of employment and employment status) and income information (including total wages per year to date and previous year income) of Client and Client's employees (or former employees) (collectively, "Verification Data"), to commercial, private, non-profit and governmental entities and their agents (collectively, "Verifiers"), who wish to obtain or verify any of Client's employees' (or former employees') Verification Data. Verification Data will be disclosed to Verifiers who certify they are entitled to receive such data (as described below) pursuant to the FCRA, and, in the case of income information requests, who additionally certify they have a record of the employee's consent to such disclosure or who utilize a salary key. In accordance with FCRA, Verification Data may be provided to Verifiers where (i) the employee has applied for a benefit (such as credit, other employment or social services assistance); (ii) the employee has obtained a benefit and the Verifier is seeking to (a) determine whether the employee is qualified to continue to receive the benefit; and/or (b) collect a debt or enforce other obligations undertaken by the employee in connection with the benefit; or (iii) the Verifier is otherwise entitled under FCRA to obtain the Verification Data. In certifying they have a record of the employee's consent, Verifiers generally rely on the employee's signature on the original application as authorization for the Verifier to access the employee's income data at the time of the application and throughout the life of the obligation. Client understands that Verifiers are charged for commercial verifications processed through ADP or its Verification Agents.

5.2.1.2 Data Quality. If requested by ADP, Client agrees to work with ADP during implementation to produce a test file and validate the Verification Data included in the Verification Services database using validation reports made available by ADP or its Verification Agents. If Client uses ADP's hosted payroll processing services, ADP will update the Verification Services database with the applicable Verification Data available on ADP's payroll processing system.

5.2.1.3 Notice to Furnishers of Information: Obligations of Furnishers of Information ("Notice to Furnishers"). Client certifies that it has read the Notice to Furnishers provided to Client at the following URL: <https://www.consumer.ftc.gov/articles/pdf-0092-notice-to-furnishers.pdf>. Client understands its obligations as a data furnisher set forth in such notice and under FCRA which include duties regarding data accuracy and investigation of disputes, and certifies it will comply with all such obligations. Client further understands that if it does not comply with such obligations, ADP may correct incorrect Verification Data on behalf of Client or terminate the Employment Verification Services upon 90 days prior written notice to Client.

5.2.1.4 Archival Copies. Notwithstanding anything to the contrary in Annex A, Client agrees that, after the termination of this Agreement, ADP and its Verification Agents may maintain archival copies of the Verification Data as needed to show the discharge and fulfillment of obligations to Client's employees and former employees and the provisions of Section 4.1 of Annex A will continue to apply during the time that ADP and its Verification Agents maintain any such archival copies.

5.2.1.5 Additional Termination Provisions for Employment Verification Services. ADP may, in its sole discretion, terminate the Employment Verification Services at any time upon 90 days prior written notice to Client should a Verification Agent notify ADP that it is no longer willing to provide the Employment Verification Services and ADP, after taking commercially reasonable steps, cannot engage a successor Verification Agent.



- 1 **ADP HCM Services.** Only those Services that have been purchased by Client (as listed on a Sales Order) will be applicable.
 - 1.1 **ADP Document Cloud.** Integrated solution to support maintenance and retrieval of employee-specific documents via cloud-based technology.
 - 1.2 **Benefit Services.** Benefit-related services made up of the following:
 - 1.2.1. **Health and Benefits Services.** Technology to facilitate the administration of employee benefits, including applying eligibility rules, facilitating online enrollment and changes and calculating payroll deductions within a unified system, as well as providing data to carriers through ADP carrier connection services.
 - 1.3 **Business Intelligence.** Provide tools to analyze and understand data.
 - 1.3.1. **Analytics.** Enables an employer to gain insight from data for key Human Capital Management (HCM) metrics.
 - 1.4 **Global Data Storage.** Ability to house global employee HR data (personal, employment, and job data) within HR system of record.
 - 1.5 **Human Resources Administration Services.** Administration of human resource functions using a unified system to process and audit employee lifecycle events, provide compliance tracking and reporting, including new hire reporting, and automate notification and approval processes via self-service/direct access, and also including:
 - 1.6 **Talent Acquisition Solutions.** Talent acquisition solutions made up of the following:
 - 1.6.1. **ADP Recruitment Management Services.** Talent recruitment management technology, including talent acquisition and on-boarding for exempt and non-exempt workforce.
 - 1.7 **Talent Management Solutions.** Technology to facilitate the administration of talent management services, including:
 - 1.7.1 **Performance Management.** Solutions and tools to facilitate the performance management process, including goal alignment, and employee engagement.
 - 1.7.2 **Compensation Management.** Solutions and tools to administer the compensation planning process.
- 2 **Billing for HR, Benefits & Talent Services.** Billing for any HR, Benefits & Talent Services will begin on the date such Services are available for use by the client in a production environment. The billing count for any HR, Benefits or Talent Services when the pricing for such Services is not bundled with Client's pricing for ADP Payroll Services is based on all unique lives in the database paid in the previous calendar month. If pricing for HR, Benefits & Talent Services are bundled with ADP Payroll Services, then billing for such Services shall commence in accordance with the terms of Section 2 of Annex B.
- 3 **ADP Recruitment Management Services.** The following additional terms and conditions apply to the ADP Recruitment Management Services (applies only if Client has purchased ADP Recruitment Management Services):
 - 3.1 **Hiring Practices.** Client shall be exclusively responsible for all hiring practices, including, but not limited to, complying with all employment laws, including, if applicable, the monitoring, analysis and reporting of any adverse impact that may result from any specification or criteria that Client uses to rank candidates in the ADP Recruitment Management Services Application Programs.
 - 3.2 **Vendors.** Client shall be exclusively responsible all access and use of the ADP Recruitment Management Services by its vendors and such vendors' compliance with the terms of this Agreement.
- 4 **Benefit Services.** The following additional terms and conditions apply to the Benefit Services (applies only if Client has purchased Benefit Services):
 - 4.1 **Carrier Connections.** ADP will, at Client's request, and for an additional charges as set-out in the applicable Sales Order, provide Client with the following Carrier Connections services:
 - 4.1.1. ADP will electronically transmit employee data, including employee benefits enrollment data, to Client's carriers or other third parties authorized by Client, and Client authorizes ADP to provide such transmission on Client's behalf. Commencement of carrier connection service is subject to Client completing the configuration setup of Client Content and the format for such transmission to the designated carriers.
 - 4.1.2. ADP's ability to transmit Client Content data is subject to the provision by Client's designated carriers of a current functional interface between ADP's systems and the designated carriers' systems. ADP will not be obligated to transmit Client's data to designated carriers if at any time Client's designated carriers fail to provide the proper interface as described above. Client is responsible for promptly reviewing all records of carrier transmissions and other reports prepared by ADP for validity and accuracy according to Client's records, and Client will notify ADP of any discrepancies promptly after receipt thereof. In the event of an error or omission in carrier connection services caused by ADP, ADP will correct such error or omission, provided that Client promptly advises ADP of such error or omission.
5. **Human Resource Administration Services and Talent Management Services.** The following additional terms and conditions apply to the Human Resource Administration Services and/or Talent Management Services (applies only if Client has purchased Human Resource Administration Services and/or Talent Management Services):
 - 5.1. **Access and Use.** To the extent that Client intends on using the Human Resource Administration Services and/or Talent Management Services for its workforce outside of the United States, Client acknowledges that it is authorized to use the Human Resource Administration Services and/or Talent Management Services only in those countries listed in the "ADP Workforce Now Suitable Geography List" as provided to Client from time to time upon request.
 - 5.2. **Residents Outside the United States.** To the extent that Client uses the Human Resource Administration Services and/or the Talent Management Services to collect Personal Information about individuals resident outside the United States, Client represents and warrants: (i) the processing of that Personal Information, including the transfer itself, has been and will continue to be carried out in accordance with the relevant provisions of the applicable data protection and privacy laws; (ii) its instructions to ADP regarding the processing to be performed shall be in accordance with the applicable data protection laws; (iii) it has given the data subjects appropriate notices, and obtained any required consents; (iv) if it implements the Human Resources Administration Services and/or the Talent Management Services to collect any sensitive data elements (or special categories of data), Client shall comply with any additional requirements for the processing of these data elements; and (v) it



shall be responsible for respecting all individual rights of access, correction or deletion and for responding to any individual or regulatory inquiries relating to such Personal Information.

6. **Essential ACA Services.** ADP will provide the Essential ACA solution specified in the Sales Order (and any applicable service specification) (collectively, the "Essential ACA") to Client in accordance with the terms of this Agreement. The following terms apply if Client receives Essential ACA with Benefits Services.
 - 6.1. Essential ACA a technology and software solution to assist Client in managing compliance needs related to the Affordable Care Act (ACA), including eligibility calculations and affordability determinations, preparation and electronic filing of Forms 1094-C and 1095-C forms, access to evidence of benefit offering information and benefit offering audit reports. Client must use ADP Workforce Now payroll, HR and benefits services in order to purchase and implement Essential ACA. For the avoidance of doubt, all Forms filed by ADP with the IRS on behalf of Client will be filed electronically; any Forms sent to Client for its employees by ADP shall be sent in paper form, and, if Client has ADP's iPay functionality, ADP will also make Forms accessible to Client employees electronically. It will then be Client's responsibility to distribute the Forms directly to its employees.
 - 6.2. **Client ACA Liaison.** Client shall designate in writing to ADP the name of one person who shall serve as ADP's principal designated contact for Essential ACA (the "Client ACA Liaison"), and such Client ACA Liaison shall have the authority to (i) provide information, instructions and direction on behalf of Client, and (ii) grant or provide approvals (other than Amendments) required or permitted under the Agreement in connection with Essential ACA. Client shall designate an alternate Client ACA Liaison in the event the principal Client ACA Liaison is not available.
 - 6.3. **Disclaimer.** NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN OR IN THE SCOPE OF SERVICES, CLIENT EXPRESSLY ACKNOWLEDGES THAT ADP IS NOT THE "ADMINISTRATOR" OR "PLAN ADMINISTRATOR" AS DEFINED IN SECTION 3(16)(A) OF ERISA AND SECTION 414(g) OF THE CODE, RESPECTIVELY, NOR IS ADP A "FIDUCIARY" WITHIN THE MEANING OF ERISA SECTION 3(21). ADP SHALL NOT EXERCISE ANY DISCRETIONARY AUTHORITY OR DISCRETIONARY CONTROL RESPECTING MANAGEMENT OF ANY BENEFIT PLANS SPONSORED OR OFFERED BY CLIENT. ADP HAS NO DISCRETIONARY AUTHORITY OR DISCRETIONARY RESPONSIBILITY IN THE ADMINISTRATION OF THE CLIENT'S BENEFIT PLAN(S). ADP EXPRESSLY DISCLAIMS ANY WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, NON-INTERRUPTION OF USE, AND FREEDOM FROM PROGRAM ERRORS WITH RESPECT TO ESSENTIAL ACA, THE ADP APPLICATION PROGRAMS OR ANY THIRD-PARTY SOFTWARE DELIVERED BY ADP.
 - 6.4. **Client Vendors.** Client will at its own cost make all necessary arrangements with its third party vendors to cause such vendors to send data to and receive data from ADP as required for ADP to provide Essential ACA. Client shall reimburse ADP for any costs ADP is required to bear in connection with or arising out of any such transmissions of data from and/or to such third party vendors.
7. **Onboarding Services (including ADP Workforce Now E-9 Services).** The following additional terms and conditions apply to the ADP Workforce Now E-9 Services ("WFN E-9 Services") that are part of ADP Workforce Now Onboarding Services.
 - 7.1. **Use of Services.** In order to receive the WFN E-9 Services, Client shall, and shall cause the members of the Client Group, to do the following:
 - 7.1.1 Review the U.S. Citizenship and Immigration Services ("USCIS") Form I-9, which is the employment eligibility verification form issued by the U.S. Department of Homeland Security (the "DHS"), including instructions in the form and the guidelines in the current USCIS Handbook for Employers: Instructions for Completing Form I-9 (M-274) (the "I-9 Handbook"), each of which is available on the USCIS website, currently located at <http://www.uscis.gov/i-9central>. Client certifies that it has reviewed the current USCIS Form I-9 and the I-9 Handbook and that it agrees to comply with the applicable policy and procedures set forth therein, and any future new or amended policies or procedures, as required by law. Client will ensure availability of the most recent version of the USCIS Form I-9 and the I-9 Handbook to all employees authorized to complete the USCIS Form I-9 on behalf of Client and/or its Affiliates.
 - 7.1.2 Client is responsible for reviewing reports available to Client on the WFN E-9 Services and for resolving (or causing the applicable employee to take action to resolve) missing or incomplete Forms I-9. This includes communicating with the employee in question and the submission or resubmission of the missing or incomplete Form I-9.
 - 7.1.3 ADP executed a Memorandum of Understanding with the UDHS as the E-Verify employer agent. E-Verify is the DHS's employment eligibility verification program which allows participating employers to electronically verify the employment eligibility of each newly hired employee and/or employee assigned to a covered federal contract. The following is required as it relates to the use of E-Verify through ADP and will apply only to the extent Client is using E-Verify through ADP:
 - 7.1.3.1 Notify ADP of (i) the location(s) where Client elects to enroll; and (ii) whether the employer is a federal contractor or a federal, state or local government organization.
 - 7.1.3.2 Execute a Memorandum of Understanding with the DHS and ADP (as its E-Verify employer agent), and comply with the terms and conditions set forth therein.
 - 7.1.3.3 Review and comply with the policy and procedures contained in the E-Verify User Manual for Employers, and any superseding policy and procedures, available to Client on the WFN E-9 Service.
 - 7.1.3.4 To the extent the Client elects to have more than one company location participate in E-Verify, ensure all authorized users in each location have complied with all requirements of Section 7.1.2.
 - 7.1.3.5 Ensure all of Client's authorized users (i) complete the mandated E-Verify training course and any applicable update courses administered by ADP and (ii) pass a knowledge test with the required score.
 - 7.1.3.6 Immediately notify ADP of any updates/changes to its E-Verify employer status (e.g., Client becomes a federal contractor or Client ceases being a federal contractor).



- 7.2. **Form I-9 Retention.** During the term of the Agreement, ADP will store electronic copies of Forms I-9 in the WFN EI-9 Services for a minimum of three years from the employee's hire date or until one year after the employee ceases to be employed by Client (or the applicable Affiliate), whichever is later (or as otherwise required by changes to federal regulations that come into effect hereafter). Upon termination or expiration of the Agreement, ADP shall use commercially reasonable methods to transfer all electronically stored Forms I-9 to Client in accordance with ADP's current security policies. Upon termination of the WFN EI-9 Services, Client shall be solely responsible for storage of copies of Forms I-9.
- 7.3 **Form I-9 Section 3.** For the avoidance of doubt, Client understands and agrees that the WFN EI-9 Services do not support Form I-9 Section 3 for Reverification and Rehires; if needed, Client must complete Section 3 outside of WFN EI-9 Services.



- 1 ADP shall agree to provide Client with a subscription-based HR service that provides Clients with access to expertise and best practice guidance relating to HR issues (“HR Assist”). HR Assist is a web-based HR resource center that provides practical tools, information and support to assist Clients with their HR compliance and administration requirements. HR Assist includes: employee handbook wizard; job description templates; employer helpdesk (staffed by HR professionals); online alerts, new sletters and tips of the week for HR compliance and best practice; and access to a central library of thousands of best-practice documents, templates, checklists, forms, and policies that include both state and federal resources.
- 2 Billing for HR Assist. If Client is purchasing HR Assist and the pricing for such Services is not bundled with Client’s pricing for payroll processing services, billing for such Services will begin on the earlier of (i) the date that the services are available for use by Client in a production environment OR (ii) ninety (90) days after the Effective Date. The billing count for HR Assist if the pricing for such Services is not bundled with Client’s pricing for payroll processing services is based on all unique lives in the database paid in the previous calendar month.
- 3 Client agrees to use HR Assist for research and reference purposes only and only for its internal use. By submitting any content to ADP through HR Assist, including message boards, forums and chat rooms, Client grants ADP a royalty-free, perpetual, irrevocable, world-wide license to use, reproduce, modify, adapt, translate, create derivative works from, distribute, publish and display all such content (in whole or in part) and to incorporate such content in other works in any form, media or technology, whether currently existing or hereafter developed. By submitting any content to ADP, Client represents and warrants to ADP that Client has the unfettered right to give such a license to ADP. Client agrees that it will not submit any content that (a) infringes on the intellectual property rights of any other person or entity, unless Client has the permission of the person or entity to submit the content and grant the license provided herein, (b) violates the privacy or publicity rights of any other person or entity, unless Client has the permission of such person or entity to submit the content and thereby grant the license provided herein, (c) is offensive, obscene, defamatory, threatening or abusive, (d) advertises any other site or business or (e) contains computer programming routines or code designed to interfere in any way with the full, proper and timely operation of HR Assist or any of the Services or any computer system.
- 4 Materials accessible from or added to HR Assist or web sites by third parties, such as comments posted in discussion groups, are strictly the responsibility of the third party who added such materials or made them accessible. While ADP reserves the right to monitor third-party discussions and to remove materials that ADP believes are inappropriate, ADP neither endorses nor undertakes to control, monitor, edit or assume responsibility for any such third-party material contained in or linked to HR Assist or web sites.
- 5 When Client subscribes to HR Assist, Client shall be permitted to make one attributed copy of a document available through HR Assist for use within its organization. Client may not make multiple copies of documents without expressed written consent of ADP. Except for individual copies and direct use by Client, Client may not copy, modify, distribute, display, transmit, use or prepare derivative works based on HR Assist or any of their contents, or remove or alter any copyright, trademark or other proprietary notice from any part of HR Assist or any of the contents except where expressly instructed to do so.
- 6 Pursuant to the Digital Millennium Copyright Act, ADP has registered an agent with the U.S. Copyright Office. Notices of claimed copyright infringement on any HR Services web site should be directed to: Automatic Data Processing, Inc., One ADP Boulevard, MS 325, Roseland, NJ 07068-1728, Attn: Global Privacy Officer.
- 7 Although ADP makes every reasonable effort to ensure that the information, tools and data provided through HR Assist, which include the HR Help Desk, are useful, accurate, and current, ADP cannot guarantee that the information, tools and data provided will be error-free. By using HR Assist, Client assumes all responsibility for and risk arising from its use of and reliance upon the contents of HR Assist services. Client agrees to defend, indemnify and hold harmless ADP and its affiliates and their successors or assigns from and against any liability whatsoever arising from or relating in any way to its use of HR Assist or any services directly related to HR Assist.

Payroll	ADP
Payroll Set Up Fee	\$ -
Year 1 Annual fee for Payroll includes 2 months free promo	\$9,568.46
Year 2 Annual fee for Payroll	\$11,308.18
Year 3 Annual fee for Payroll	\$11,308.18
Total fees for Year 1 includes W2	\$10,284.31
Total fees for Year 2 includes W2	\$12,024.03
Total fees for Year 3 includes W2	\$12,024.03
HRIS	
HRIS setup fee	\$4,100
Annual fee for HRIS Year 1 includes 2 months free promo	\$6,865
Annual fee for HRIS Year 2	\$3,267
Annual fee for HRIS Year 3	\$3,267
Requested Information Provided?	
References included?	Yes
Company's financial strength included?	Yes
1094 & 1095 included in price?	Yes



PRO/DATA
PAYROLL SERVICES

PROPOSAL FOR
Des Plaines Public Library

05/1/2019



Des Plaines Public Library is a public library serving Des Plaines and the surrounding community. The library has served the community for more than a hundred years and employs 105 employees on a full or part time basis.

Des Plaines Public Library is in need of payroll services that include the following requirements:

Web-based processing

Processing of Payroll for the 105 employees to include the deduction calculations

Payroll Tax Deposit and Filing Services

Time and Attendance; Work Force Management Solutions

Human Resource Management Services

Reports and Report Writing Capabilities

Benefit Time Accrual Capabilities with Calendar and On Line Request Capability

Benefit Plan Management and Coordination

HRIS application with enterprise level capabilities

Proposing Organization

Pro/Data Payroll Services is a minority-owned business specializing in providing out-sourced payroll, time and labor management, and human resource services to small and medium-sized businesses in northeastern Illinois and southeastern Wisconsin. Our corporate structure is that of a sub-chapter S corporation. We were founded in 1998 and incorporated as an Iowa corporation. The officers and owners of the corporation are:


- Horacio Lopez, CPP, President, and 49% shareholder
- Michael Mann, Vice President, and 51% shareholder

Our financial position is strong, and questions and inquiries can be directed to Megan Miller, Vice President, First Midwest Bank, and Trust, 725 Waukegan Rd., Deerfield, IL 60015. Her phone number is (815)344-7333. Her email address is megan.miller@firstmidwest.com. The short and long term plans remain consistent with remaining recognized as a leader in the products and services that we provide.

Pro/Data specializes in providing exemplary services to clients in the northeast Illinois/southeast Wisconsin area. We currently provide services to over 950 clients ranging in size from 1 to 3,000 employees. We produce over 117,000 payments per month in our facility located at 1125 Tri-State Parkway, Gurnee, Illinois 60031.

Our web-based application is provided to our clients through our licensing arrangement with Kronos, their Workforce Ready platform headquartered in Branchburg, New Jersey. We label and present the service offering as Pro-I-Pay, a full suite application offering our clients the benefit of payroll, time and labor management, and human resources in a modular format. Our clients choose the products and services that they need. It is a single database with each employee's record being one record across all areas of the platform. A mobile application compatible with the Android or iOS operating systems is included and available to our clients and their employees.

Des Plaines Public Library has been a client of Pro Data Payroll services since June 2010 which gives the library and the employees access to the detailed historical information from 2010 to the present. Reports crossing calendar or fiscal year information are accessible in a multitude of formats. They currently utilize payroll, TLM and HR modules.



Service and training are provided to clients through the assignment of a customer service team trained in all areas of our full suite application. A primary specialist is assigned to each client. All members of the team are required to be certified by the American Payroll Association having or obtaining an FPC (Fundamental Payroll Certification) or CPP (Certified Payroll Professional). On-site training at each client's offices is encouraged. Each specialist on the service team has their own Amazon Chime account, allowing for instant internet sessions allowing our clients to share their desktops for better interaction. An advanced CRM application is in place to record and track the client's questions and concerns.

As additional services and options are selected by the client, documentation, and orientation to the chosen features is arranged through their service team.

The platform is designed in an open architecture which allows the ease of customization and design specific to the client's needs. It is this open architecture that allows for benefit carrier connectivity, employee background check integration, and expense management integration to name a few of the third party integrations that have been developed for use with our application.

We have included some fact sheets about Pro-I-Pay!

Payroll Solution

Payroll Process

- Built-in test environments
- Calculations as you go
- Payroll prep checklist and quick links
- Correction delta process for easy recalculation of payroll edits
- Custom batch payroll entry screen
- Direct deposits
- Gross to net
- Pay stub printing/distribution
- Payroll alerts
- Payroll batches by pay frequency
- Real-time payroll processing
- Reconciliation pay statement

Payroll Reporting

- Change history reporting
- Consolidated reporting across tax IDs
- Cross-year reporting
- Date-driven reporting across all years
- Excel® native reports
- Integrated report writer
- Reports sent by email
- Standard report library
- 401(k)/retirement plan 180° integrations**

Payroll Setup

- Geospatial tax identification
- Labor distribution and cost center tracking
- Multi-EIN support

General Ledger/Year End

- Automated reciprocity tax withholding
- General ledger processing
- Year-end processing

Outsourced Payroll Services**

- Check printing/distribution
- Employee direct deposit
- Tax filing/deposits
- Tax filing/payment
- Garnishment disbursement

Benefits Administration

- Benefits and insurance management*
- COBRA administration**
- Leave request management*
- Total compensation statement
- Workers' compensation
- Affordable Care Act Form 1094-C*

Platform and Security

- Profile-based functionality security
- Unlimited users with security
- Automated event notifications
- Third-party software interfaces
- Unlimited data storage

Mobile Application

- Direct deposit/electronic consent
- View pay statements, W-2s, and 1099s

* Requires additional module

** Service provided by 3rd party

Timekeeping Solution

Labor Management

- Employee/manager self-service
- Timesheet approval workflow
- Mass edit capabilities
- Import/export utility
- Exception handling
- Document storage (receipts, company handbook, etc.)
- Automated points tracking (attendance trends)
- Temporary manager (backup) assignment
- Itemized expense tracking
- Employee self-service time off request tool and manager approval workflow
- Time-off planning
- Open absences/Bradford factor scores for absence tracking

Accruals*

- Tracking of Eligibility, Tenure, Hours Worked
- Syncing with External HR or Payroll Systems

Scheduling

- Daily, weekly, or configurable recurring patterns
- On-the-fly entries/edits for day-to-day changes
- Dynamic time off durations based on scheduled hours
- Visibility into employee timesheet
- Assign employees to schedules or schedules to employees
- Assign two schedules per employee per day
- View schedule, location, department, job, etc.

Pay Rules

- Location
- Cost center (nine cost centers with up to 10 levels each)
- Shift differentials
- Pay rule priority
- Autopopulated holidays
- Multiple pay periods (weekly, monthly, etc.)
- Time zones
- Non-standard pay periods
- Employee contract-based pay rules
- Automatic deductions (breaks, meals)
- Paid meals
- Annualization tracking
- Flat pay
- Extra time and guaranteed minimum time
- Grace and rounding
- Holiday pay
- Overtime

Rate Tracking

- Job costing
- Pay categories (such as direct, indirect)
- Multipliers, special rates
- Effective dating
- Counter value calculations
- Piece rate quantity tracking (units, miles, etc.)
- Pay rate per piece/piece rate requirements

* Accruals is an add-on module.

Timekeeping Solution (cont.)

Reports

- Over 50 built-in standard reports
- Custom/ad hoc reports
- Ability to export to five formats (CSV, Excel, PDF, HTML, XML)
- Daily email summary report
- Saving and sharing reports with quick link access
- In/out dot board
- Exception reporting
- Time off calendar and roster
- Dynamic drill-down capabilities
- Security profile settings for defining access
- Points history
- CMS submission

Mobile Application

- Timesheet (completion, submission, correction, manager approvals)
- Accruals (balances and history)*
- Schedule
- Time off requests (submission, balances, history, manager approvals)
- Overtime requests
- Time off calendar
- Punch in/out
- Offline punch
- GPS punch tracking/geofencing
- Job/cost center transfer
- Piecework collection
- Reports access (read only)
- Employee attendance tracking

Data Collection

- Ethernet-based clocks
- Mag stripe, proximity, and bar code badges
- Biometric verification and identification
- Remote hardware management
- Remote punch via mobile app

Security

- Permanent, detailed audit trail
- IP address and/or punch restriction
- Application manager/user access profiles
- RSA login authentication
- Single Sign-On (SSO)
- User/manager configurable user interface
- Virtual code authentication

Email Notifications (alerts, reminders, etc.)

- Standard time off request, rejection, and approval
- Standard timesheet request, rejection, and approval
- Beginning and end of period manager/employee notifications
- Accrual balance notifications*
- Exception notifications
- Point notifications
- Companywide announcements

* Accruals is an add-on module.

HR Solution

Talent acquisition

Talent Acquisition*

Internal and external job requisitions
 Free and/or premium job board integration**
 Configurable online applications
 Candidate self-service
 Pre-screening questions
 Knockout questions
 Resume parsing
 Applicant/interview notifications and tracking
 Background screening**
 Work Opportunity Tax Credit (WOTC) service**
 Recruiting insights* (trends and visual metrics based on current workforce data)

Talent management

Compensation Management

Job/position/cost center history
 Salary history
 Employee self-service: benefit statements
 Pay grades/steps
 Total compensation analysis
 Comprehensive add-on module available:*

- Compensation cycles with budget data
- Worksheets for managers to model increases
- Staff increases modeled and proposed by managers are routed and approved via configurable workflows
- Merit Matrix links performance ratings to compensation

Performance Management*

Performance development (continuous feedback and goals tracking)
 Configurable performance appraisals
 Definition and measurement of competencies, goals, core values
 Prior and current performance reporting
 Employee self-assessment
 Multiple manager assessment
 Workflow review

Succession Planning

Succession planning profiles
 Configurable talent matrix dashboard
 Succession plans reporting

Trainings and Certifications Management

Skills tracking
 Course management
 Certifications tracking

Incident Tracking

Case tracking/reporting and workflow
 Incident-based email notifications
 Supporting document storage
 Points tracking and escalation

Attendance Management

Requests and approvals for time off
 Attendance tracking

* Requires additional module(s)

** Service provided by 3rd party

HR Solution (cont.)

Asset Management

- Company property management
- Vehicle management
- Insurance and warranty-related contracts

Offboarding

- Termination details/history/checklist
- Exit interview
- Notifications of termination
- COBRA elections/refusals
- COBRA administration**

Human resources management

Onboarding

- New hire checklist/welcome/workflow
- Personal information
- I-9 submission/signoff/E-Verify**
- W-4 election/submission
- Employee self-service: benefits overview and enrollment
- Property allocation
- HR document and forms creator (custom forms)

Benefits Administration

- Employee self-service: benefits overview and enrollment/open enrollment/life event enrollment/auto-enrollment
- Defined benefits eligibility
- Benefits-driven payroll deductions
- Carrier connections and forms**
- Effective date benefit plans
- Evidence of insurability

Position Management

- Position creation
- Position budget setup
- Position assignments
- Integrated budget versus actual tracking
- Position audit reports
- Set defaults at the Position or Job level

Compliance

- New hire reporting
- Notifications regarding date expirations
- EEO reporting
- Vets 100 reporting
- Workers' compensation injuries/claims management
- OSHA reporting
- Affordable Care Act (ACA) management*

HR Resources

- Document storage
- Document retrieval tracking
- Employee directory
- Employee self-service
- Organizational charts
- Company events and news
- HR documents and forms creator (custom forms)

Mobile Application

- Benefits enrollment
- Applicant portal

* Requires additional module(s)

** Service provided by 3rd party

ACA Management Solution

Prerequisites: Requires Timekeeping or Payroll or HR modules

Measurement Periods

Initial measurement configuration — measurement, administration, and stability periods

Standard measurement configuration — measurement, administration, and stability periods

Compliance Alerts

Minimum value plan offered* or **

Affordable plan offered* or **

Notifications

ACA benefits enrollment* or ** — sends email when the ACA status changes to full-time in order to offer benefits enrollment

ACA predicted status change — sends email about a possible upgrade or downgrade in employee status

ACA status change

Projected change in status

Current benefit plan* or **

Reports

Employee ACA status — all employees and their assigned ACA profiles

ACA data detail — each employee and his or her detailed ACA history for the selected date range

ACA data summary — total amounts for the selected date range within each affected ACA field

Ad hoc reports

Imports — pull ACA timeline information into system

Form 1094-C employee count — drill down into the numbers reported on Form 1094-C Part III

ACA account status change history — list of changes in status for each employee

Widgets/Views

ACA timeline widget — employee numbers and settings for each month

ACA timeline exceptions widget — force calculation exceptions as of a certain date

ACA summary widget — summary of ACA data for an employee

ACA compliance overview widget — customizable view of ACA data

ACA employees status history widget — lists all changes in dates of service for each employee

Calculations/Profile Rules

Future possible downgrade to part-time

Future possible upgrade to full-time

Monthly hours from payroll**

Monthly hours from timesheets***

ACA status

Minimum value plan offered* or **

ACA profile effective date

Support for nonvariable-hour EE waiting period

Benefit profile configuration* or **

Break-in-service rule support

COBRA tracking

**Need HR module*

***Need Payroll module*

****Need Timekeeping module*

ACA Management Solution (cont.)

IRS Forms — autopopulated with information tracked in system or imported

1094-C

1095-C

Employee self-service view of the 1095-C form

Mass population of 1095-C forms

Mass editing of form fields

Year-End Processing

Year end process checklist

Final forms

Form delivery — electronic and hard copy to employees

Format forms to file — AIR submission (e-filing) or paper

Break-in-service rule support

Corrections — AIR correction and replacement formats supported

Payroll Services Price Quotation prepared for:
Des Plaines Public Library



Per Bi-Weekly Processing

Quantity	Description		Amount	Annualized
	\$40.00 Base Fee + \$211.15 check fees			
103	Bi-Weekly Payroll Processing (Change in check count: +/- 2.05 each.)	Biweekly	\$251.15	\$6,529.90
	pro-I-Time Time and Labor - Monthly fee			
103	\$2.65 per active employee	Monthly	\$271.75	\$3,261.00
	pro-I-pay HR - Monthly fee			
103	\$2.25 per active employee	Monthly	\$231.75	\$2,781.00
	Affordable Care Act Management - Monthly fee			
103	\$.75 per active employee	Monthly	\$77.25	\$927.00
	Delivery by Bonded Courier	Biweekly	\$10.00	\$260.00
				\$13,758.90

Included Services

Quantity	Description	Amount
Fed/IL	COMPLETE Payroll Tax Processing	
all states	Pro/Data does everything, and assumes total responsibility for: *Filing all monthly, quarterly and annual payroll tax returns *Paying all payroll tax liabilities *Answering all payroll tax agency inquiries and notices *Paying all penalties and interest incurred as a result of any error made by Pro/Data in the returns and payments made pro-I-pay web-based Payroll -includes mobile app Accounting Integration, General Ledger interface Employee Self Service, pay statements, benefit statements, W2s, Mobile app Paid Time Off accrual with tracking calendar, on-line request and approval Report writing with immediate export to excel plus 4 other formats My Reports feature allowing personal library of reports for each authorized user Workers Compensation Reporting & Integration Benefit Tables for health and medical benefits Integration with IMRF and pension plans Access Anywhere on any internet equipped device	

Periodic & Optional Services

Quantity	Description	Frequency	Amount	Annualized
5	New Hire Reporting(estimated 5 per year)	per new hire	\$1.75	\$8.75
	Labor Law Poster Annual & Monthly E-update Service	annualized		\$133.00
103	Employee Forms W-2/1099 \$50.00 base + \$540.75 (103 W2's or 1099s @ \$5.25)	annual		\$590.75
103	Company Form 1094 and Employee Forms 1095 \$50.00 base + \$540.75 (103 1095 @ \$5.25)	annual		\$590.75
		Total		\$15,082.15

Pricing is guaranteed for 3 years

Total Annual Fees (with all listed options) \$15,082.15

The "Total per Processing" represents the total, actual fee for the number of employees and frequency indicated.
 There are no additional or hidden charges.

 Client Acceptance

 Date

 Pro/Data Payroll Services Inc

 Date



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, JUNE 20, 2019

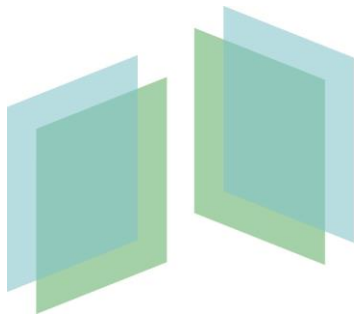
7:00 P.M.

Conference Room – Second Floor

Agenda –

- **Report Out Nominating Committee Action**
- **Approve Library Board Meeting Dates**
- **Approve Non-Resident Fee**
- **Executive Session – To discuss**
 - **Semi-Annual Review of Executive Session Minutes**
 - **Destruction of Recordings of Closed Executive Sessions Older Than 18 Months**
 - **The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.**

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 376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting

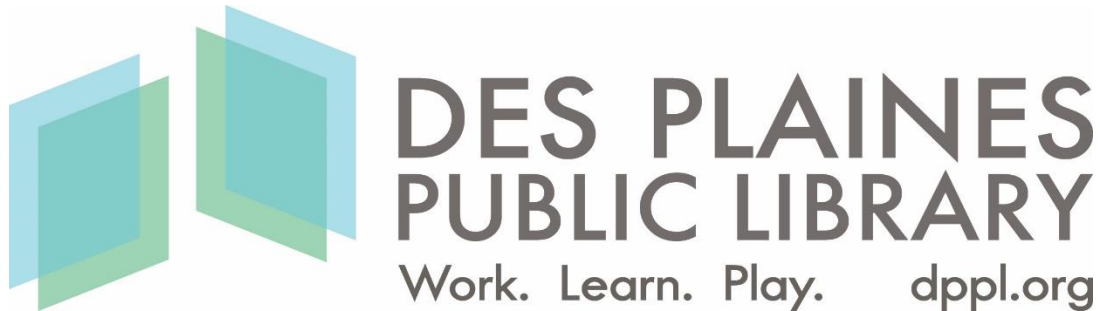
June 20, 2019

7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (7:05 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – May 16, 2019.
 - B. Approval of the Minutes of the Ad Hoc Committee Meeting – June 6, 2019.
 - C. Acceptance of Financial Reports for May 2019.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. (7:25 p.m.)
- A. Approve Payment of Vendor Checks Report and ACH Payments - \$263,762.29 [Action Item]
 - B. Approve Payment to Reference USA for Two-Year Contract - \$10,821 Each Year. [Action Item]
 - C. Lighting Upgrade Project. [Action Item]
 - D. Approve Library Board Meeting Dates. [Action Item]
 - E. Approve Non-Resident Fee. [Action Item]
 - F. Report Out Nominating Committee Action, June 20, 2019 – Bruce Lester. Approve Slate of Officers – President, Vice President, Treasurer and Secretary. [Action Item]
- IX. Announcements. (7:45 p.m.)
- A. July 18, 2019 Board of Trustees Meeting – 4:00 p.m.
 - B. Semi-Annual Board Dinner, July 18, 2019.
- X. Correspondence.
- XI. Other
- XII. Executive Session. (7:50 p.m.)
- A. Semi-Annual Review of Executive Session Minutes.
 - B. Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.
 - C. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
- XIII. Executive Session Action.
- A. Semi-Annual Review of Executive Session Minutes.
 - B. Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.
 - C. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
- XIV. Adjournment. (8:15 p.m.)

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 16, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, May 16, 2019. President Gregory Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vincent Rangel, Umair Qadeer, Christopher Renkosiak.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Heather Imhoff, Gary Valente, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$231,715.98. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$231,715.98 as listed on the vendor checks report of April 2019 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Award Bid for Payroll Services. [Action Item]

MOTION by Denise Hudec, seconded by Kristen Graack, to award the contract for payroll services to ProData Payroll Services for three years in the amount of \$45,246.45, which was the lowest bid. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Declaration of Surplus Property. [Action Item]

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve the list of surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Appoint Committee to Nominate Board of Trustee Officers for 2019/2020.

Secretary Carol Kidd announced the Nominating Committee for Officers for 2019/2020. Bruce Lester, Chair, Kristen Graack and Nicholas Harkovich.

- E. Approve Summer Fine Forgiveness. [Action Item]

MOTION by Bruce Lester, seconded by Denise Hudec, to approve Summer Fine Forgiveness, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

President Sarlo announced that there were 13 applicants for the Library Director position.

X. CORRESPONDENCE.

The board discussed the lighting upgrade project, but not all proposals have been received from vendors.

XI. OTHER.

XII. ADJOURNMENT.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:02p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES
Minutes of the Ad Hoc Committee Meeting
June 6, 2019

I. CALL TO ORDER.

The Ad Hoc Committee met in the second floor conference room on Thursday, June 6, 2019. The meeting was called to order at 4:10 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Kristen Graack, Denise Hudec, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Also Present: Nicholas Harkovich, Bruce Lester, Umair Qadeer, Earl Wilson, John Keister.

III. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, seconded by Kristen Graack, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

None

V. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to enter into Executive Session at 4:15 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 6:06 p.m. and was called to order by President Gregory Sarlo.

VI. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Kristen Graack, to adjourn the meeting.

The meeting adjourned at 6:07 a.m.

Minutes prepared by Carol Kidd

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
May 31, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



June 13, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of May 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Five Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of May 31, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,740,768.55	\$ 1,312,721.72	\$ 5,053,490.27
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,814,485.86	\$ 1,312,721.72	\$ 11,127,207.58
LIABILITIES			
Accounts Payable	\$ 192,115.10	\$ 13,393.10	\$ 205,508.20
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	527,599.49	13,393.10	540,992.59
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,597,099.49	13,393.10	6,610,492.59
FUND BALANCE			
Fund Balance - Unreserved	3,182,635.57	1,299,328.62	4,481,964.19
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,217,386.37	1,299,328.62	4,516,714.99
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,814,485.86	\$ 1,312,721.72	\$ 11,127,207.58

Des Plaines Public Library

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

For the 5 Months Ended May 31, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 3,279,476.63	\$ -	\$ 3,279,476.63
Intergovernmental	26,247.00	-	26,247.00
Fines & Fees	30,201.28	-	30,201.28
Interest	31,287.62	11,262.94	42,550.56
Special Events and Programs	886.00	-	886.00
Miscellaneous	54,883.95	-	54,883.95
Total Revenues	<u>3,422,982.48</u>	<u>11,262.94</u>	<u>3,434,245.42</u>
EXPENDITURES			
Personnel	\$ 1,139,513.13	\$ -	\$ 1,139,513.13
Operating	901,340.47	-	901,340.47
Library Materails	412,133.13	-	412,133.13
Capital Outlay	29,066.05	28,077.46	57,143.51
Other Expenditures	<u>9,583.18</u>	<u>-</u>	<u>9,583.18</u>
Total Expenditures	<u>2,491,635.96</u>	<u>28,077.46</u>	<u>2,519,713.42</u>
Net Change in Fund Balances	<u>931,346.52</u>	<u>(16,814.52)</u>	<u>914,532.00</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 3,217,386.37</u>	<u>\$ 1,299,328.62</u>	<u>\$ 4,516,714.99</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of May 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	159,980.43
202-1102015 - First Midwest Operating #8100292260	<u>229,608.68</u>
	<u>389,589.11</u>
201-1102028 - Cash Library Donations	<u>158,826.43</u>
201-1102079 - IL Funds - 151600222591	3,421,461.69
202-1102079 - IL Funds - 151600222591	<u>1,083,113.04</u>
	<u>4,504,574.73</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,053,490.27</u></u>

Des Plaines Public Library
Balance Sheet as of May 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <u>Library Fund</u> <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	168,328.81	(8,348.38)	159,980.43
1102028 - Cash Library Donations	158,761.70	64.73	158,826.43
1102079 - IL Funds - 151600222591	3,800,385.80	(378,924.11)	3,421,461.69
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
	10,201,693.62	(387,207.76)	9,814,485.86
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	181,776.03	10,339.07	192,115.10
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,586,760.42	10,339.07	6,597,099.49
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	2,286,039.85	0.00	2,286,039.85
 Total Liabilities and Fund Balance	8,872,800.27	10,339.07	8,883,139.34
 Excess Revenues Over Expenses	1,328,893.35	(397,546.83)	931,346.52

Des Plaines Public Library
Balance Sheet as of May 31, 2019

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	218,415.58	11,193.10	229,608.68
1102079 - IL Funds - 151600222591	1,094,293.93	(11,180.89)	1,083,113.04
	1,312,709.51	12.21	1,312,721.72
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	2,200.00	11,193.10	13,393.10
	2,200.00	11,193.10	13,393.10
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,318,343.14	11,193.10	1,329,536.24
Excess Revenues Over Expenses	(5,633.63)	(11,180.89)	(16,814.52)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

**Des Plaines Public Library
Balance Sheet as of May 31, 2019**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Des Plaines Public Library Revenue Report For the 5 Months Ended May 31, 2019

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	<u>38,793.41</u>	<u>3,279,476.63</u>	<u>6,100,000.00</u>	<u>2,820,523.37</u>	<u>53.76</u>
	<u>38,793.41</u>	<u>3,279,476.63</u>	<u>6,100,000.00</u>	<u>2,820,523.37</u>	<u>53.76</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	23,247.00	92,988.00	69,741.00	25.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	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>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>23,247.00</u>	<u>26,247.00</u>	<u>168,988.00</u>	<u>142,741.00</u>	<u>15.53</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	539.67	3,012.26	9,000.00	5,987.74	33.47
201-4850102 - Library Fines	2,719.70	13,418.75	50,000.00	36,581.25	26.84
201-4850201 - Copying Fees	2,677.13	11,316.27	25,000.00	13,683.73	45.27
201-4850207 - Non-Res Cards	276.00	1,449.00	2,000.00	551.00	72.45
201-4850208 - Meeting Room Fees	<u>225.00</u>	<u>1,005.00</u>	<u>2,000.00</u>	<u>995.00</u>	<u>50.25</u>
	<u>6,437.50</u>	<u>30,201.28</u>	<u>88,000.00</u>	<u>57,798.72</u>	<u>34.32</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>7,754.11</u>	<u>31,287.62</u>	<u>70,000.00</u>	<u>38,712.38</u>	<u>44.70</u>
	<u>7,754.11</u>	<u>31,287.62</u>	<u>70,000.00</u>	<u>38,712.38</u>	<u>44.70</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	6,583.56	43,314.13	40,000.00	(3,314.13)	108.29
201-4899910 - Vending Machine Revenue	121.97	489.64	1,500.00	1,010.36	32.64
201-4899920 - Library Donations	0.00	6,970.00	5,000.00	(1,970.00)	139.40
201-4899940 - Friends Book Sale	<u>762.25</u>	<u>4,110.18</u>	<u>0.00</u>	<u>(4,110.18)</u>	<u>0.00</u>
	<u>7,467.78</u>	<u>54,883.95</u>	<u>46,500.00</u>	<u>(8,383.95)</u>	<u>118.03</u>
Total Library Fund	<u><u>83,699.80</u></u>	<u><u>3,422,982.48</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,055,505.52</u></u>	<u><u>52.84</u></u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 5 Months Ended May 31, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,212.21</u>	<u>11,262.94</u>	<u>100.00</u>	<u>(11,162.94)</u>	<u>11,262.94</u>
	<u>2,212.21</u>	<u>11,262.94</u>	<u>100.00</u>	<u>(11,162.94)</u>	<u>11,262.94</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,212.21</u></u>	<u><u>11,262.94</u></u>	<u><u>600,100.00</u></u>	<u><u>588,837.06</u></u>	<u><u>1.88</u></u>
Total of All Funds	<u><u>85,912.01</u></u>	<u><u>3,434,245.42</u></u>	<u><u>7,078,588.00</u></u>	<u><u>3,644,342.58</u></u>	<u><u>48.52</u></u>

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	174,024.04	846,358.74	2,334,782.00	1,488,423.26	36.25
5910200 - Part-time Salaries	<u>59,367.19</u>	<u>293,154.39</u>	<u>819,513.00</u>	<u>526,358.61</u>	<u>35.77</u>
	<u>233,391.23</u>	<u>1,139,513.13</u>	<u>3,154,295.00</u>	<u>2,014,781.87</u>	<u>36.13</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,275.60	93,474.09	235,573.00	142,098.91	39.68
5918021 - Employer Contribution - IMRF	17,724.84	95,412.83	243,694.00	148,281.17	39.15
5918040 - Life Insurance Premiums	127.82	695.54	1,840.00	1,144.46	37.80
5918050 - PPO Insurance Premiums	18,319.48	70,769.33	267,710.00	196,940.67	26.44
5918051 - HMO Insurance Premiums	14,222.11	46,054.82	197,656.00	151,601.18	23.30
5918055 - Dental Insurance Premiums	1,248.08	6,949.28	20,250.00	13,300.72	34.32
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>68,917.93</u>	<u>313,355.89</u>	<u>989,723.00</u>	<u>676,367.11</u>	<u>31.66</u>
Contractual Services					
5920100 - Legal Fees	64.50	641.30	6,000.00	5,358.70	10.69
5920110 - Professional Services	43,040.40	229,470.45	429,394.00	199,923.55	53.44
5920120 - Communication Services	3,421.96	10,524.04	28,850.00	18,325.96	36.48
5920140 - Integrated Library System	8,246.64	41,233.20	97,100.00	55,866.80	42.46
5920202 - Conferences	0.00	2,166.83	5,000.00	2,833.17	43.34
5920220 - Membership Dues	1,917.00	8,189.16	7,000.00	(1,189.16)	116.99
5920230 - Publication of Notices	52.65	52.65	0.00	(52.65)	0.00
5920990 - Property/Liability Insurance	0.00	39,571.00	35,000.00	(4,571.00)	113.06
5930010 - R&M Equipment	6,334.56	74,737.27	93,890.00	19,152.73	79.60
5930020 - R&M Buildings & Structures	5,523.82	49,676.55	126,600.00	76,923.45	39.24
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	7,924.10	16,120.00	8,195.90	49.16
5930320 - Cleaning/Custodial Services	5,071.50	30,551.00	67,460.00	36,909.00	45.29
5930490 - Refuse Contract	360.00	1,800.00	4,320.00	2,520.00	41.67
5960040 - Pre-Employment Testing	273.90	663.90	3,000.00	2,336.10	22.13
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	9,170.97	36,334.74	68,950.00	32,615.26	52.70
5960990 - Misc. Contractual Services	<u>7,718.79</u>	<u>54,331.39</u>	<u>113,780.00</u>	<u>59,448.61</u>	<u>47.75</u>
	<u>92,593.01</u>	<u>587,984.58</u>	<u>1,104,264.00</u>	<u>516,279.42</u>	<u>53.25</u>
Commodities					
5970100 - Supplies	2,919.67	19,530.74	59,000.00	39,469.26	33.10
5970110 - Meals	93.98	542.59	2,000.00	1,457.41	27.13
5970115 - Supplies - Dept/Other	91.58	1,587.01	6,550.00	4,962.99	24.23
5970170 - Janitorial	149.05	2,309.89	20,000.00	17,690.11	11.55
5970260 - Postage & Parcel	0.00	1,050.00	6,800.00	5,750.00	15.44
5970270 - Printing	748.97	748.97	0.00	(748.97)	0.00
5970500 - Water Bill	0.00	4,179.65	12,000.00	7,820.35	34.83

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2019**

	<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>
5970600 - Ebooks/Books	39,717.31	143,642.58	377,200.00	233,557.42	38.08
5970610 - E-audio/Audio	6,361.79	30,414.05	83,000.00	52,585.95	36.64
5970620 - E-Subscriptions/Subscriptions	987.02	40,150.41	74,630.00	34,479.59	53.80
5970630 - Visual Materials	8,493.73	60,528.19	163,000.00	102,471.81	37.13
5970640 - Databases	4,604.46	90,958.64	190,000.00	99,041.36	47.87
5970810 - Natural Gas	5,953.94	16,392.07	25,000.00	8,607.93	65.57
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>70,121.50</u>	<u>412,133.13</u>	<u>1,021,780.00</u>	<u>609,646.87</u>	<u>40.33</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	6,163.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	249.00	1,778.71	7,500.00	5,721.29	23.72
5980420 - Computer Software	4,821.70	21,249.78	34,995.00	13,745.22	60.72
5980600 - Furniture & Fixtures	<u>245.62</u>	<u>(125.44)</u>	<u>2,500.00</u>	<u>2,625.44</u>	<u>(5.02)</u>
	<u>11,479.32</u>	<u>29,066.05</u>	<u>51,705.00</u>	<u>22,638.95</u>	<u>56.22</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	3,981.39	5,473.00	73,000.00	67,527.00	7.50
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>762.25</u>	<u>4,110.18</u>	<u>0.00</u>	<u>(4,110.18)</u>	<u>0.00</u>
	<u>4,743.64</u>	<u>9,583.18</u>	<u>733,000.00</u>	<u>723,416.82</u>	<u>1.31</u>
Total Library Fund Expenditures	<u>481,246.63</u>	<u>2,491,635.96</u>	<u>7,054,767.00</u>	<u>4,563,131.04</u>	<u>35.32</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	8,992.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	0.00	5,148.00	44,500.00	39,352.00	11.57
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>4,401.10</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>13,393.10</u>	<u>28,077.46</u>	<u>172,000.00</u>	<u>143,922.54</u>	<u>16.32</u>
Total Capital Projects Fund Expenditures	<u>13,393.10</u>	<u>28,077.46</u>	<u>172,000.00</u>	<u>143,922.54</u>	<u>16.32</u>
Total of All Funds	<u>494,639.73</u>	<u>2,519,713.42</u>	<u>7,226,767.00</u>	<u>4,707,053.58</u>	<u>34.87</u>

Des Plaines Public Library

Check List

All Bank Accounts

May 17, 2019 - June 20, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17524	06/20/19	ALARM SECURITY INCORPORATED	212.00
17525	06/20/19	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
17526	06/20/19	ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	59.95
17527	06/20/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	480.00
17528	06/20/19	ART EXCURSIONS INCORPORATED	335.00
17529	06/20/19	ATI TECHNOLOGY PARTNERS	249.00
17530	06/20/19	BAKER & TAYLOR	15,905.11
17531	06/20/19	BAKER & TAYLOR	16,930.90
17532	06/20/19	CHILDREN'S PLUS, INC.	1,239.85
17533	06/20/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17534	06/20/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17535	06/20/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17536	06/20/19	EBSCO INFORMATION SERVICES	3,092.00
17537	06/20/19	ELM USA, INC.	778.87
17538	06/20/19	EQUIFAX	41.95
17539	06/20/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17540	06/20/19	FOX VALLEY FIRE & SAFETY	357.00
17541	06/20/19	HAINES & COMPANY, INC	996.00
17542	06/20/19	HR SOURCE	1,770.00
17543	06/20/19	HUNTLEY AREA PUBLIC LIBRARY	65.96
17544	06/20/19	IHLS-OCLC	718.90
17545	06/20/19	INGRAM LIBRARY SERVICES	235.60
17546	06/20/19	IROQUOIS COMMUNITY SCHOOL	40.00
17547	06/20/19	JOHN KEISTER & ASSOCIATES LLC	6,500.00
17548	06/20/19	JOURNAL AND TOPICS NEWSPAPERS	243.75
17549	06/20/19	KANOPY	318.00
17550	06/20/19	KLEIN, THORPE & JENKINS, LTD.	64.50
17551	06/20/19	LAUTERBACH & AMEN, LLP.	1,730.00
17552	06/20/19	LIMRICC	42,007.03
17553	06/20/19	LINDSAY SKARBECK	225.00
17554	06/20/19	M.G. ELECTRIC SERVICE CO.	8,992.00
17555	06/20/19	MARTINA MATHISEN	300.00
17556	06/20/19	MENARDS	247.02
17557	06/20/19	MIDWEST TAPE	14,710.50
17558	06/20/19	OAKBROOK MECHANICAL SERVICES	3,964.38
17559	06/20/19	OFFICE REVOLUTION, LLC.	4,401.10
17560	06/20/19	OUTSOURCE SOLUTIONS GROUP, INC.	37,455.86
17561	06/20/19	OVERDRIVE, INC.	4,082.49
17562	06/20/19	PADDOCK PUBLICATIONS, INC.	52.65
17563	06/20/19	PENWORTHY COMPANY	2,781.46
17564	06/20/19	RECORDED BOOKS, INC	69.97
17565	06/20/19	ROBERTA S. JOHNSON	76.00
17566	06/20/19	ROWMAN & LITTLEFIELD PUBLISHING COMPANY	108.37
17567	06/20/19	SCHOLASTIC INC	556.50
17568	06/20/19	SHRED FIRST, INC.	266.00
17569	06/20/19	SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE	95.00
17570	06/20/19	SPEED-E-KLEEN, INC.	179.00
17571	06/20/19	STEVE KURAS	125.00
17572	06/20/19	THE HAMILTON GROUP	449.00
17573	06/20/19	THE SEWING MACHINE PROJECT	87.37
17574	06/20/19	THOMAS KLISE/CRIMSON MULTIMEDIA	1,285.14
17575	06/20/19	THOMSON REUTERS-WEST	19.09
17576	06/20/19	TIAA BANK	657.91
17577	06/20/19	TODAY'S BUSINESS SOLUTIONS INC	12,216.00
17578	06/20/19	TROOP CONTRACTING, INC	737.47
17579	06/20/19	VIKING PLUMBING SERVICES, LLC	155.00
17580	06/20/19	WILMETTE PUBLIC LIBRARY	97.00

Des Plaines Public Library

Check List

All Bank Accounts

May 17, 2019 - June 20, 2019

Check Number	Check Date	Payee	Amount
17581	06/20/19	UNITED STATES POSTAL SERVICE	2,432.00
51022	05/31/19	IMRF	29,250.52
51023	05/31/19	PRO DATA	1,390.10
51024	05/31/19	BANKCARD SERVICES	17,475.32
51025	05/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	762.25
51026	05/31/19	NICOR GAS	3,771.48
51027	05/31/19	VERIZON WIRELESS	610.47
51028	05/31/19	COMCAST CABLE	2,811.49
51029	05/31/19	NICOR GAS	2,182.46
Vendor Check Total			<u>263,762.29</u>
Check List Total			<u><u>263,762.29</u></u>

Check count = 66

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALARM SECURITY INCORPORATED						
201-5930020	R&M Buildings & Structures	11992	212.00	17524	06/20/19	<u>212.00</u>
ALEXIAN BROTHERS CORP HEALTH SERV						
201-5960040	Pre-Employment Testing	679509	75.00	17525	06/20/19	<u>75.00</u>
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT						
201-5970600	Ebooks/Books	31488007293384	59.95	17526	06/20/19	<u>59.95</u>
AQUARIUM ADVENTURE HOFFMAN ESTATES						
201-5960990	Misc. Contractual Services	7903	480.00	17527	06/20/19	<u>480.00</u>
ART EXCURSIONS INCORPORATED						
201-5960210	Special Event Programming	Edouard Manet: Painter of Modern Life	335.00	17528	06/20/19	<u>335.00</u>
ATI TECHNOLOGY PARTNERS						
201-5980410	Computer Hardware	73001	249.00	17529	06/20/19	<u>249.00</u>
BAKER & TAYLOR						
201-5960990	Misc. Contractual Services	Inv # 2034578098	33.45	17530	06/20/19	<u>15,905.11</u>
201-5970600	Ebooks/Books	Inv # 2034578097	501.03			
201-5970600	Ebooks/Books	Inv # 2034583354	545.29			
201-5960990	Misc. Contractual Services	Inv # 2034583355	28.80			
201-5960990	Misc. Contractual Services	Inv # 2034567424	31.85			
201-5970600	Ebooks/Books	Inv # 2034567423	703.85			
201-5960990	Misc. Contractual Services	Inv # 2034570289	36.20			
201-5970600	Ebooks/Books	Inv # 2034570288	545.09			
201-5970600	Ebooks/Books	Inv # 2034572182	181.27			
201-5960990	Misc. Contractual Services	Inv # 2034572183	10.30			
201-5970600	Ebooks/Books	Inv # 2034558526	796.89			
201-5970600	Ebooks/Books	Inv # 2034562268	681.68			
201-5960990	Misc. Contractual Services	Inv # 2034562269	41.10			
201-5970600	Ebooks/Books	Inv # 2034559040	1,040.78			
201-5960990	Misc. Contractual Services	Inv # 2034559041	55.30			
201-5960990	Misc. Contractual Services	Inv # 2034558527	53.60			
201-5970600	Ebooks/Books	Inv # 2034561770	521.23			
201-5960990	Misc. Contractual Services	Inv # 2034561771	34.65			
201-5970600	Ebooks/Books	Inv # 2034566857	429.00			
201-5960990	Misc. Contractual Services	Inv # 2034566858	31.45			
201-5970600	Ebooks/Books	Inv # 2034558815	670.34			
201-5960990	Misc. Contractual Services	Inv # 2034558816	61.00			
201-5970600	Ebooks/Books	Inv # 2034551375	647.18			
201-5960990	Misc. Contractual Services	Inv # 2034551376	35.10			
201-5970600	Ebooks/Books	Inv # 5015512120	337.37			
201-5960990	Misc. Contractual Services	Inv # 2034533826	10.67			
201-5970600	Ebooks/Books	Inv # 2034533825	262.56			
201-5960990	Misc. Contractual Services	Inv # 2034537307	51.40			
201-5960990	Misc. Contractual Services	Inv # 2034531413	28.15			
201-5960990	Misc. Contractual Services	Inv # 2034534967	53.85			
201-5960990	Misc. Contractual Services	Inv # 2034544175	29.45			
201-5970600	Ebooks/Books	Inv # 2034531412	492.67			
201-5970600	Ebooks/Books	Inv # 2034537306	790.62			
201-5970600	Ebooks/Books	Inv # 2034534966	983.13			
201-5970600	Ebooks/Books	Inv # 2034544174	427.99			
201-5970600	Ebooks/Books	Inv # 2034524734	1,044.45			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2034524735	69.70			
201-5970600	Ebooks/Books	Inv # 5015491409	305.79			
201-5960990	Misc. Contractual Services	Inv # 2034508121	5.82			
201-5970600	Ebooks/Books	Inv # 2034508120	143.21			
201-5970610	E-audio/Audio	Inv # 2034514882	8.28			
201-5970600	Ebooks/Books	Inv # 2034516288	587.76			
201-5960990	Misc. Contractual Services	Inv # 2034516289	52.15			
201-5970600	Ebooks/Books	Inv # 2034514943	469.79			
201-5960990	Misc. Contractual Services	Inv # 2034514944	30.25			
201-5970600	Ebooks/Books	Inv # 2034521164	528.12			
201-5960990	Misc. Contractual Services	Inv # 2034521165	28.80			
201-5970600	Ebooks/Books	Inv # 2034507816	1,368.15			
201-5960990	Misc. Contractual Services	Inv # 2034507817	78.55			
BAKER & TAYLOR				17531	06/20/19	<u>16,930.90</u>
201-5960990	Misc. Contractual Services	Inv # 2034580161	21.90			
201-5970600	Ebooks/Books	Inv # 2034580161	304.05			
201-5960990	Misc. Contractual Services	Inv # 2034574666	3.85			
201-5970600	Ebooks/Books	Inv # 2034574666	36.05			
201-5960990	Misc. Contractual Services	Inv # 2034574563	52.20			
201-5970600	Ebooks/Books	Inv # 2034574563	549.65			
201-5960990	Misc. Contractual Services	Inv # 2034568548	8.30			
201-5970600	Ebooks/Books	Inv # 2034568548	76.99			
201-5960990	Misc. Contractual Services	Inv # 2034568458	36.66			
201-5970600	Ebooks/Books	Inv # 2034568458	361.17			
201-5960990	Misc. Contractual Services	Inv # 2034571604	13.30			
201-5970600	Ebooks/Books	Inv # 2034571604	135.79			
201-5960990	Misc. Contractual Services	Inv # 2034568399	76.21			
201-5970600	Ebooks/Books	Inv # 2034568399	248.95			
201-5960990	Misc. Contractual Services	Inv # 5015491409	10.50			
201-5970600	Ebooks/Books	Inv # 5015491409	295.29			
201-5960990	Misc. Contractual Services	Inv # 2034562968	2.96			
201-5970600	Ebooks/Books	Inv # 2034562968	8.96			
201-5960990	Misc. Contractual Services	Inv # 2034560116	2.55			
201-5970600	Ebooks/Books	Inv # 2034560116	29.74			
201-5960990	Misc. Contractual Services	Inv # H35216330	14.95			
201-5970610	E-audio/Audio	Inv # H35216330	51.86			
201-5960990	Misc. Contractual Services	Inv # H35217170	2.99			
201-5970610	E-audio/Audio	Inv # H35217170	11.03			
201-5960990	Misc. Contractual Services	Inv # 2034545109	3.09			
201-5970600	Ebooks/Books	Inv # 2034545109	30.09			
201-5960990	Misc. Contractual Services	Inv # 2034544870	9.42			
201-5970600	Ebooks/Books	Inv # 2034544870	93.06			
201-5960990	Misc. Contractual Services	Inv # 2034545139	4.86			
201-5970600	Ebooks/Books	Inv # 2034545139	47.67			
201-5960990	Misc. Contractual Services	Inv # 2034547665	47.70			
201-5970600	Ebooks/Books	Inv # 2034547665	485.68			
201-5960990	Misc. Contractual Services	Inv # 2034541198	8.58			
201-5970600	Ebooks/Books	Inv # 2034541198	22.66			
201-5960990	Misc. Contractual Services	Inv # 2034544132	45.40			
201-5970600	Ebooks/Books	Inv # 2034544132	404.05			
201-5960990	Misc. Contractual Services	Inv # 2034544878	14.20			
201-5970600	Ebooks/Books	Inv # 2034544878	118.64			
201-5960990	Misc. Contractual Services	Inv # 2034544856	39.46			
201-5970600	Ebooks/Books	Inv # 2034544856	211.57			
201-5960990	Misc. Contractual Services	Inv # 2034544096	11.55			

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201-5970600	Ebooks/Books	Inv # 2034544096	126.56			
201-5960990	Misc. Contractual Services	Inv # 2034560402	16.20			
201-5970600	Ebooks/Books	Inv # 2034560402	159.71			
201-5960990	Misc. Contractual Services	Inv # 2034560356	38.33			
201-5970600	Ebooks/Books	Inv # 2034560356	66.85			
201-5960990	Misc. Contractual Services	Inv # 2034560137	12.39			
201-5970600	Ebooks/Books	Inv # 2034560137	116.41			
201-5960990	Misc. Contractual Services	Inv # 2034558829	43.04			
201-5970600	Ebooks/Books	Inv # 2034558829	95.86			
201-5960990	Misc. Contractual Services	Inv # 2034563008	16.05			
201-5970600	Ebooks/Books	Inv # 2034563008	158.04			
201-5960990	Misc. Contractual Services	Inv # 2034547578	75.93			
201-5970600	Ebooks/Books	Inv # 2034547578	246.71			
201-5960990	Misc. Contractual Services	Inv # 2034544852	3.85			
201-5970600	Ebooks/Books	Inv # 2034544852	26.39			
201-5960990	Misc. Contractual Services	Inv # 2034552952	5.77			
201-5970600	Ebooks/Books	Inv # 2034552952	19.72			
201-5960990	Misc. Contractual Services	Inv # 2034544095	24.21			
201-5970600	Ebooks/Books	Inv # 2034544095	118.46			
201-5960990	Misc. Contractual Services	Inv # 2034558849	120.45			
201-5970600	Ebooks/Books	Inv # 2034558849	1,168.71			
201-5960990	Misc. Contractual Services	Inv # 2034559998	57.45			
201-5970600	Ebooks/Books	Inv # 2034559998	755.59			
201-5960990	Misc. Contractual Services	Inv # 2034560498	0.85			
201-5970600	Ebooks/Books	Inv # 2034560498	6.02			
201-5960990	Misc. Contractual Services	Inv # 2034538343	5.31			
201-5970600	Ebooks/Books	Inv # 2034538343	45.99			
201-5960990	Misc. Contractual Services	Inv # 2034533469	18.85			
201-5970600	Ebooks/Books	Inv # 2034533469	236.22			
201-5960990	Misc. Contractual Services	Inv # 2034533415	11.35			
201-5970600	Ebooks/Books	Inv # 2034533415	84.03			
201-5960990	Misc. Contractual Services	Inv # 2034537262	21.60			
201-5970600	Ebooks/Books	Inv # 2034537262	288.68			
201-5960990	Misc. Contractual Services	Inv # 2034537434	6.15			
201-5970600	Ebooks/Books	Inv # 2034537434	96.60			
201-5960990	Misc. Contractual Services	Inv # 2034537180	61.55			
201-5970600	Ebooks/Books	Inv # 2034537180	589.33			
201-5960990	Misc. Contractual Services	Inv # 2034534916	75.32			
201-5970600	Ebooks/Books	Inv # 2034534916	142.77			
201-5960990	Misc. Contractual Services	Inv # 0000142279	17.38			
201-5970600	Ebooks/Books	Inv # 0000142279	102.33			
201-5960990	Misc. Contractual Services	Inv # 0000142200	17.38			
201-5970600	Ebooks/Books	Inv # 0000142200	102.33			
201-5960990	Misc. Contractual Services	Inv # 0000142199	17.38			
201-5970600	Ebooks/Books	Inv # 0000142199	102.33			
201-5960990	Misc. Contractual Services	Inv # 2034538218	16.55			
201-5970600	Ebooks/Books	Inv # 2034538218	136.20			
201-5960990	Misc. Contractual Services	Inv # 2034530436	5.62			
201-5970600	Ebooks/Books	Inv # 2034530436	20.31			
201-5960990	Misc. Contractual Services	Inv # 2034530509	0.85			
201-5970600	Ebooks/Books	Inv # 2034530509	14.06			
201-5960990	Misc. Contractual Services	Inv # 2034534973	15.70			
201-5970600	Ebooks/Books	Inv # 2034534973	166.65			
201-5960990	Misc. Contractual Services	Inv # 2034538483	3.85			
201-5970600	Ebooks/Books	Inv # 2034538483	38.93			
201-5960990	Misc. Contractual Services	Inv # 2034520099	11.06			

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201-5970600	Ebooks/Books	Inv # 2034520099	41.12			
201-5960990	Misc. Contractual Services	Inv # 2034526393	17.76			
201-5970600	Ebooks/Books	Inv # 2034526393	33.44			
201-5960990	Misc. Contractual Services	Inv # 2034530510	47.35			
201-5970600	Ebooks/Books	Inv # 2034530510	511.90			
201-5960990	Misc. Contractual Services	Inv # 2034529487	50.25			
201-5970600	Ebooks/Books	Inv # 2034529487	578.02			
201-5960990	Misc. Contractual Services	Inv # 2034509275	12.40			
201-5970600	Ebooks/Books	Inv # 2034509275	102.24			
201-5960990	Misc. Contractual Services	Inv # 2034505688	35.52			
201-5970600	Ebooks/Books	Inv # 2034505688	77.96			
201-5960990	Misc. Contractual Services	Inv # 2034507853	29.80			
201-5970600	Ebooks/Books	Inv # 2034507853	264.81			
201-5960990	Misc. Contractual Services	Inv # 2034505716	0.85			
201-5970600	Ebooks/Books	Inv # 2034505716	6.02			
201-5960990	Misc. Contractual Services	Inv # 2034509312	30.20			
201-5970600	Ebooks/Books	Inv # 2034509312	351.00			
201-5960990	Misc. Contractual Services	Inv # 2034505916	14.05			
201-5970600	Ebooks/Books	Inv # 2034505916	93.28			
201-5960990	Misc. Contractual Services	Inv # 2034513824	8.95			
201-5970600	Ebooks/Books	Inv # 2034513824	74.27			
201-5960990	Misc. Contractual Services	Inv # 2034513966	17.40			
201-5970600	Ebooks/Books	Inv # 2034513966	154.42			
201-5960990	Misc. Contractual Services	Inv # 2034512245	44.40			
201-5970600	Ebooks/Books	Inv # 2034512245	589.99			
201-5960990	Misc. Contractual Services	Inv # 2034517096	4.70			
201-5970600	Ebooks/Books	Inv # 2034517096	32.93			
201-5960990	Misc. Contractual Services	Inv # 2034513680	3.24			
201-5970600	Ebooks/Books	Inv # 2034513680	29.53			
201-5960990	Misc. Contractual Services	Inv # 2034516294	27.85			
201-5970600	Ebooks/Books	Inv # 2034516294	232.60			
201-5960990	Misc. Contractual Services	Inv # 2034507852	5.38			
201-5970600	Ebooks/Books	Inv # 2034507852	18.54			
201-5960990	Misc. Contractual Services	Inv # 2034516295	271.69			
201-5970600	Ebooks/Books	Inv # 2034516295	537.89			
201-5960990	Misc. Contractual Services	Inv # 2034516938	100.15			
201-5970600	Ebooks/Books	Inv # 2034516938	817.24			
201-5960990	Misc. Contractual Services	Inv # 2034517054	24.30			
201-5970600	Ebooks/Books	Inv # 2034517054	237.81			
201-5960990	Misc. Contractual Services	Inv # 2034516947	26.94			
201-5970600	Ebooks/Books	Inv # 2034516947	271.26			
201-5960990	Misc. Contractual Services	Inv # 2034517058	43.60			
201-5970600	Ebooks/Books	Inv # 2034517058	354.18			
201-5960990	Misc. Contractual Services	Inv # 2034589687	13.65			
201-5970600	Ebooks/Books	Inv # 2034589687	125.23			
201-5960990	Misc. Contractual Services	Inv # 2034589391	29.15			
201-5970600	Ebooks/Books	Inv # 2034589391	72.87			
201-5960990	Misc. Contractual Services	Inv # 2034582867	34.97			
201-5970600	Ebooks/Books	Inv # 2034582867	65.51			
201-5960990	Misc. Contractual Services	Inv # 2034588348	8.40			
201-5970600	Ebooks/Books	Inv # 2034588348	77.97			
201-5960990	Misc. Contractual Services	Inv # 2034589525	9.20			
201-5970600	Ebooks/Books	Inv # 2034589525	109.67			
201-5960990	Misc. Contractual Services	Inv # 2034574690	1.62			
201-5970600	Ebooks/Books	Inv # 2034574690	15.34			
201-5960990	Misc. Contractual Services	Inv # 2034583277	8.40			

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201-5970600	Ebooks/Books	Inv # 2034583277	75.59			
201-5960990	Misc. Contractual Services	Inv # 2034582266	15.78			
201-5970600	Ebooks/Books	Inv # 2034582266	134.53			
CHILDREN'S PLUS, INC.				17532	06/20/19	<u>1,239.85</u>
201-5970600	Ebooks/Books	165705	13.95			
201-5970600	Ebooks/Books	169102	16.99			
201-5970600	Ebooks/Books	169396	25.97			
201-5970600	Ebooks/Books	170130	35.90			
201-5970600	Ebooks/Books	165703	48.93			
201-5970600	Ebooks/Books	171880	49.98			
201-5970600	Ebooks/Books	171418	71.97			
201-5970600	Ebooks/Books	171754	92.70			
201-5970600	Ebooks/Books	171753	353.10			
201-5970600	Ebooks/Books	170101	530.36			
COOPERATIVE COMPUTER SERVICES				17533	06/20/19	<u>8,246.64</u>
201-5920140	Integrated Library System	1550	8,246.64			
CRYSTAL MAINTENANCE SERVICES CORP				17534	06/20/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	26039	4,892.50			
DE LAGE LANDEN FIANACIAL SERVICES				17535	06/20/19	<u>738.41</u>
201-5930210	Rental of Equipment	63612125	738.41			
EBSCO INFORMATION SERVICES				17536	06/20/19	<u>3,092.00</u>
201-5970620	E-Subscriptions/Subscriptions	1579873	60.00			
201-5970640	Databases	1000103831-1	3,032.00			
ELM USA, INC.				17537	06/20/19	<u>778.87</u>
201-5970100	Supplies	21741	778.87			
EQUIFAX				17538	06/20/19	<u>41.95</u>
201-5960040	Pre-Employment Testing	Employment Verification	41.95			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17539	06/20/19	<u>360.00</u>
201-5930490	Refuse Contract	4386203	360.00			
FOX VALLEY FIRE & SAFETY				17540	06/20/19	<u>357.00</u>
201-5930020	R&M Buildings & Structures	IN00264035	357.00			
HAINES & COMPANY, INC				17541	06/20/19	<u>996.00</u>
201-5970640	Databases	455335	996.00			
HR SOURCE				17542	06/20/19	<u>1,770.00</u>
201-5920220	Membership Dues	9273	100.00			
201-5920220	Membership Dues	FY20-48198	1,670.00			
HUNTLEY AREA PUBLIC LIBRARY				17543	06/20/19	<u>65.96</u>
201-5970600	Ebooks/Books	ITEM # 36839113372733	36.99			
201-5970600	Ebooks/Books	Quarterly Billing Report 1/1/2019 - 3/31/2019	28.97			
IHLS-OCLC				17544	06/20/19	<u>718.90</u>
201-5980420	Computer Software	18582	718.90			
INGRAM LIBRARY SERVICES				17545	06/20/19	<u>235.60</u>

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201-5970600	Ebooks/Books	40202831	53.38			
201-5970600	Ebooks/Books	39922524	66.19			
201-5970600	Ebooks/Books	39922523	24.26			
201-5970600	Ebooks/Books	39912773	35.39			
201-5970600	Ebooks/Books	39882547	56.38			
IROQUOIS COMMUNITY SCHOOL				17546	06/20/19	<u>40.00</u>
201-5970600	Ebooks/Books	Iroquois Community School Yearbook 5/29/2019	40.00			
JOHN KEISTER & ASSOCIATES LLC				17547	06/20/19	<u>6,500.00</u>
201-5920110	Professional Services	JKA0606	6,500.00			
JOURNAL AND TOPICS NEWSPAPERS				17548	06/20/19	<u>243.75</u>
201-5960210	Special Event Programming	180086	243.75			
KANOPY				17549	06/20/19	<u>318.00</u>
201-5970630	Visual Materials	157618	318.00			
KLEIN, THORPE & JENKINS, LTD.				17550	06/20/19	<u>64.50</u>
201-5920100	Legal Fees	202476	64.50			
LAUTERBACH & AMEN, LLP.				17551	06/20/19	<u>1,730.00</u>
201-5920110	Professional Services	Invoice No. 36672	1,730.00			
LIMRICC				17552	06/20/19	<u>42,007.03</u>
201-2401002	Payroll Liabilities	June 19 Monthly Billing	42,007.03			
LINDSAY SKARBECK				17553	06/20/19	<u>225.00</u>
201-5960210	Special Event Programming	June/July Yoga 2019	225.00			
M.G. ELECTRIC SERVICE CO.				17554	06/20/19	<u>8,992.00</u>
202-5980400	Equipment	54786	1,401.00			
202-5980400	Equipment	54787	3,047.00			
202-5980400	Equipment	54788	4,544.00			
MARTINA MATHISEN				17555	06/20/19	<u>300.00</u>
201-5960210	Special Event Programming	The Real Mae West - 7/25/2019	300.00			
MENARDS				17556	06/20/19	<u>247.02</u>
201-5930020	R&M Buildings & Structures	35723	45.62			
201-5930020	R&M Buildings & Structures	36268	52.35			
201-5970170	Janitorial	37386	56.81			
201-5970170	Janitorial	37062	92.24			
MIDWEST TAPE				17557	06/20/19	<u>14,710.50</u>
201-5960990	Misc. Contractual Services	Inv # 97460362	7.40			
201-5970610	E-audio/Audio	Inv # 97460362	139.96			
201-5960990	Misc. Contractual Services	Inv # 97460363	7.70			
201-5970610	E-audio/Audio	Inv # 97460363	26.68			
201-5960990	Misc. Contractual Services	Inv # 97458568	6.00			
201-5970630	Visual Materials	Inv # 97458568	31.99			
201-5960990	Misc. Contractual Services	Inv # 97458567	229.15			
201-5970630	Visual Materials	Inv # 97458567	990.94			
201-5960990	Misc. Contractual Services	Inv # 97453604	22.20			
201-5970610	E-audio/Audio	Inv # 97453604	509.88			
201-5960990	Misc. Contractual Services	Inv # 97453602	46.45			

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201-5970610	E-audio/Audio	Inv # 97453602	136.38			
201-5960990	Misc. Contractual Services	Inv # 97451308	236.50			
201-5970630	Visual Materials	Inv # 97451308	948.18			
201-5970610	E-audio/Audio	Inv # 97446506	499.92			
201-5970630	Visual Materials	Inv # 97446509	39.99			
201-5970630	Visual Materials	Inv # 97446800	130.44			
201-5970610	E-audio/Audio	Inv # 97419830	63.72			
201-5970630	Visual Materials	Inv # 97419832	117.95			
201-5970610	E-audio/Audio	Inv # 97446507	9.99			
201-5960990	Misc. Contractual Services	Inv # 97426485	94.95			
201-5970630	Visual Materials	Inv # 97426485	427.32			
201-5960990	Misc. Contractual Services	Inv # 97423424	6.50			
201-5970630	Visual Materials	Inv # 97423424	52.48			
201-5960990	Misc. Contractual Services	Inv # 97423423	147.30			
201-5970630	Visual Materials	Inv # 97423423	631.16			
201-5960990	Misc. Contractual Services	Inv # 97425252	38.75			
201-5970610	E-audio/Audio	Inv # 97425252	128.45			
201-5960990	Misc. Contractual Services	Inv # 97425251	18.50			
201-5970610	E-audio/Audio	Inv # 97425251	360.90			
201-5960990	Misc. Contractual Services	Inv # 97425209	29.60			
201-5970610	E-audio/Audio	Inv # 97425209	670.84			
201-5960990	Misc. Contractual Services	Inv # 97425296	73.15			
201-5970610	E-audio/Audio	Inv # 97425296	249.41			
201-5960990	Misc. Contractual Services	Inv # 97399868	45.70			
201-5970630	Visual Materials	Inv # 97399868	223.37			
201-5960990	Misc. Contractual Services	Inv # 97367701	3.85			
201-5970610	E-audio/Audio	Inv # 97367701	14.99			
201-5960990	Misc. Contractual Services	Inv # 97396652	15.40			
201-5970610	E-audio/Audio	Inv # 97396652	41.21			
201-5960990	Misc. Contractual Services	Inv # 97395693	19.90			
201-5970630	Visual Materials	Inv # 97395693	127.44			
201-5960990	Misc. Contractual Services	Inv # 97394277	22.20			
201-5970610	E-audio/Audio	Inv # 97394277	470.88			
201-5960990	Misc. Contractual Services	Inv # 97396651	9.25			
201-5970610	E-audio/Audio	Inv # 97396651	179.95			
201-5960990	Misc. Contractual Services	Inv # 97394275	23.10			
201-5970610	E-audio/Audio	Inv # 97394275	66.69			
201-5960990	Misc. Contractual Services	Inv # 97391718	132.65			
201-5970630	Visual Materials	Inv # 97391718	591.43			
201-5960990	Misc. Contractual Services	Inv # 97391719	13.00			
201-5970630	Visual Materials	Inv # 97391719	52.48			
201-5970630	Visual Materials	Inv # 97391504	95.96			
201-5970630	Visual Materials	Inv # 97391503	104.96			
201-5970630	Visual Materials	Inv # 97391502	51.99			
201-5960990	Misc. Contractual Services	Inv # 97370523	16.45			
201-5970630	Visual Materials	Inv # 97370523	68.20			
201-5960990	Misc. Contractual Services	Inv # 97364431	19.50			
201-5970630	Visual Materials	Inv # 97364431	80.97			
201-5960990	Misc. Contractual Services	Inv # 97364430	81.15			
201-5970630	Visual Materials	Inv # 97364430	449.77			
201-5960990	Misc. Contractual Services	Inv # 97363334	16.65			
201-5970610	E-audio/Audio	Inv # 97363334	328.91			
201-5960990	Misc. Contractual Services	Inv # 97363332	61.85			
201-5970610	E-audio/Audio	Inv # 97363332	232.34			
201-5960990	Misc. Contractual Services	Inv # 97366391	23.35			
201-5970610	E-audio/Audio	Inv # 97366391	77.94			

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201-5960990	Misc. Contractual Services	Inv # 97365618	29.60			
201-5970610	E-audio/Audio	Inv # 97365618	633.84			
201-5970610	E-audio/Audio	Inv # 97325693	16.49			
201-5970630	Visual Materials	Inv # 97325695	218.92			
201-5970610	E-audio/Audio	Inv # 97325692	655.88			
201-5960990	Misc. Contractual Services	Inv # 97307296	11.55			
201-5970610	E-audio/Audio	Inv # 97307296	25.47			
201-5960990	Misc. Contractual Services	Inv # 97333306	3.25			
201-5970630	Visual Materials	Inv # 97333306	26.24			
201-5960990	Misc. Contractual Services	Inv # 97333305	29.25			
201-5970630	Visual Materials	Inv # 97333305	158.91			
201-5960990	Misc. Contractual Services	Inv # 97343628	9.25			
201-5970610	E-audio/Audio	Inv # 97343628	224.95			
201-5960990	Misc. Contractual Services	Inv # 97343627	77.50			
201-5970610	E-audio/Audio	Inv # 97343627	245.95			
201-5960990	Misc. Contractual Services	Inv # 97343426	99.95			
201-5970630	Visual Materials	Inv # 97343426	371.71			
201-5960990	Misc. Contractual Services	Inv # 97360753	93.45			
201-5970630	Visual Materials	Inv # 97360753	595.98			
201-5960990	Misc. Contractual Services	Inv # 97360754	3.25			
201-5970630	Visual Materials	Inv # 97360754	23.99			
201-5970610	E-audio/Audio	Inv # 97358386	9.99			
201-5970610	E-audio/Audio	Inv # 97358388	55.99			
201-5970630	Visual Materials	Inv # 97358389	194.93			
OAKBROOK MECHANICAL SERVICES				17558	06/20/19	<u>3,964.38</u>
201-5930020	R&M Buildings & Structures	15368	1,166.88			
201-5930020	R&M Buildings & Structures	16130	2,797.50			
OFFICE REVOLUTION, LLC.				17559	06/20/19	<u>4,401.10</u>
202-5980600	Furniture and Fixtures	102406	4,401.10			
OUTSOURCE SOLUTIONS GROUP, INC.				17560	06/20/19	<u>37,455.86</u>
201-5960990	Misc. Contractual Services	47219	1,500.00			
201-5980420	Computer Software	47275	1,904.00			
201-5930010	R&M Equipment	47509	281.56			
201-5960990	Misc. Contractual Services	47673	350.00			
201-5920110	Professional Services	47674	33,420.30			
OVERDRIVE, INC.				17561	06/20/19	<u>4,082.49</u>
201-5970600	Ebooks/Books	01018CO19006871	796.82			
201-5970600	Ebooks/Books	01018CO19010652	649.90			
201-5970600	Ebooks/Books	01018MA19081410	1,936.79			
201-5970600	Ebooks/Books	01018MA19082477	698.98			
PADDOCK PUBLICATIONS, INC.				17562	06/20/19	<u>52.65</u>
201-5920230	Publication of Notices	16755	52.65			
PENWORTHY COMPANY				17563	06/20/19	<u>2,781.46</u>
201-5970600	Ebooks/Books	0552201-IN	196.72			
201-5970600	Ebooks/Books	0552381-IN	49.92			
201-5970600	Ebooks/Books	0552399-IN	347.53			
201-5970600	Ebooks/Books	0552400-IN	353.11			
201-5970600	Ebooks/Books	0552485-IN	458.94			
201-5970600	Ebooks/Books	0552486-IN	616.49			
201-5970600	Ebooks/Books	0552487-IN	505.78			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	0552778-IN	95.91			
201-5970600	Ebooks/Books	0552781-IN	157.06			
RECORDED BOOKS, INC				17564	06/20/19	<u>69.97</u>
201-5970610	E-audio/Audio	Inv # 76226130	69.97			
ROBERTA S. JOHNSON				17565	06/20/19	<u>76.00</u>
201-5970110	Meals	151 Kitchen - Reimbursement - Lunch	76.00			
ROWMAN & LITTLEFIELD PUBLISHING COMPANY				17566	06/20/19	<u>108.37</u>
201-5970640	Databases	11115077	67.48			
201-5970640	Databases	11115095	40.89			
SCHOLASTIC INC				17567	06/20/19	<u>556.50</u>
201-5960210	Special Event Programming	19424366	556.50			
SHRED FIRST, INC.				17568	06/20/19	<u>266.00</u>
201-5960990	Misc. Contractual Services	126720	266.00			
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE				17569	06/20/19	<u>95.00</u>
201-5970600	Ebooks/Books	TN: 214775	95.00			
SPEED-E-KLEEN, INC.				17570	06/20/19	<u>179.00</u>
201-5930320	Cleaning/Custodial Services	4163	179.00			
STEVE KURAS				17571	06/20/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	05162019A	125.00			
THE HAMILTON GROUP				17572	06/20/19	<u>449.00</u>
201-5970640	Databases	MY03DPP0119	449.00			
THE SEWING MACHINE PROJECT				17573	06/20/19	<u>87.37</u>
201-5960210	Special Event Programming	May 13, 2019	87.37			
THOMAS KLISE/CRIMSON MULTIMEDIA				17574	06/20/19	<u>1,285.14</u>
201-5970630	Visual Materials	001677	61.18			
201-5970630	Visual Materials	001809	166.18			
201-5970630	Visual Materials	001716	186.24			
201-5970630	Visual Materials	001715	261.12			
201-5970630	Visual Materials	001810	283.70			
201-5970630	Visual Materials	001676	326.72			
THOMSON REUTERS-WEST				17575	06/20/19	<u>19.09</u>
201-5970640	Databases	840287683	19.09			
TIAA BANK				17576	06/20/19	<u>657.91</u>
201-5930210	Rental of Equipment	6217634	657.91			
TODAY'S BUSINESS SOLUTIONS INC				17577	06/20/19	<u>12,216.00</u>
201-5980400	Equipment	9315	6,163.00			
201-5930010	R&M Equipment	9316	6,053.00			
TROOP CONTRACTING, INC				17578	06/20/19	<u>737.47</u>
201-5930020	R&M Buildings & Structures	886	737.47			
VIKING PLUMBING SERVICES, LLC				17579	06/20/19	<u>155.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930020	R&M Buildings & Structures	1949	155.00			
WILMETTE PUBLIC LIBRARY				17580	06/20/19	<u>97.00</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 1/1/19-3/31/19	97.00			
UNITED STATES POSTAL SERVICE				17581	06/20/19	<u>2,432.00</u>
201-5990900	Per Capita Grant Expenditures	2062-201719 - Postage for June mailing - bulk non-profit	2,432.00			
					Check List Total	<u><u>205,508.20</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

May 1, 2019 - May 31, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51022	05/31/19	IMRF	29,250.52
51023	05/31/19	PRO DATA	1,390.10
51024	05/31/19	BANKCARD SERVICES	17,475.32
51025	05/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	762.25
51026	05/31/19	NICOR GAS	3,771.48
51027	05/31/19	VERIZON WIRELESS	610.47
51028	05/31/19	COMCAST CABLE	2,811.49
51029	05/31/19	NICOR GAS	2,182.46
Vendor Check Total			<u>58,254.09</u>
Check List Total			<u><u>58,254.09</u></u>

Check count = 8

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490							
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793							
Other Revenue	16,564	35,761	58,667	19,905	47,119							
	16,564	851,056	2,439,628	64,333	85,912	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309							
Other Expense	294,270	155,183	164,569	159,068	192,331							
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)							
	645,775	490,230	473,577	459,183	473,108	-	-	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 May 31, 2019

Total Expenses per Expense Report			<u><u>\$494,639.73</u></u>
Gross Payroll	233,391.23		
Benefits Expense	<u>68,917.93</u>		
Total Payroll Expenses		302,309.16	
Check List		263,762.29	
Total Transfers and expenses per payroll and vendor checks reports			<u>566,071.45</u>
		Variance	<u>71,431.72</u>
Less: (disbursements included above)			
IMRF		(29,250.52)	
LIMRICC		(42,007.03)	
VOID CHECK		(174.17)	
			(71,431.72)
			0.00
		Variance	<u><u>(0.00)</u></u>

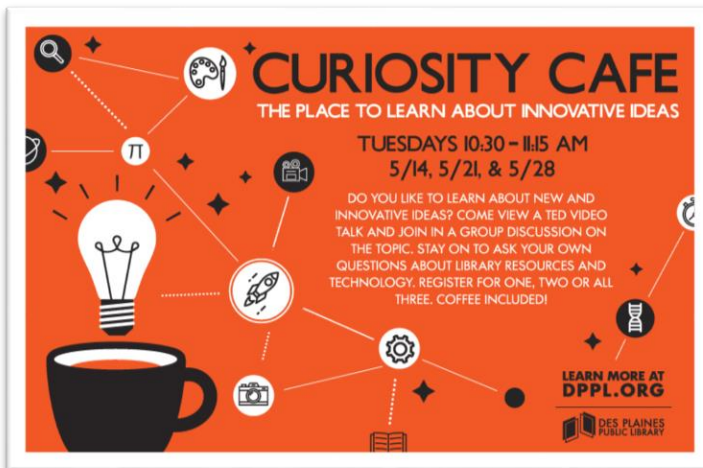


DIRECTOR'S REPORT

May 2019

GOAL #1

DPPL's innovative classes and resources instruct and connect Des Plaines residents to digital literacy and other established and emerging technology, both at the library and out in the community.



CURIOSITY CAFE

THE PLACE TO LEARN ABOUT INNOVATIVE IDEAS

TUESDAYS 10:30 – 11:15 AM
5/14, 5/21, & 5/28

DO YOU LIKE TO LEARN ABOUT NEW AND INNOVATIVE IDEAS? COME VIEW A TED VIDEO TALK AND JOIN IN A GROUP DISCUSSION ON THE TOPIC. STAY ON TO ASK YOUR OWN QUESTIONS ABOUT LIBRARY RESOURCES AND TECHNOLOGY. REGISTER FOR ONE, TWO OR ALL THREE. COFFEE INCLUDED!

LEARN MORE AT DPPL.ORG

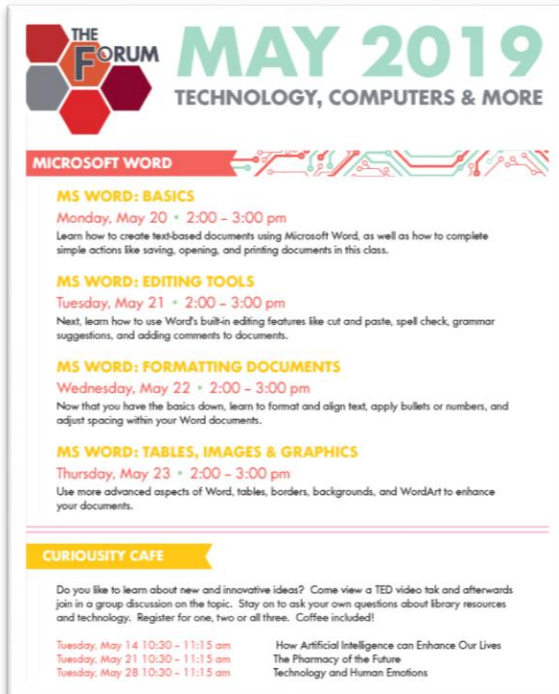
DES PLAINES PUBLIC LIBRARY

May Featured Database



KANOPIY KIDS

Streaming video for children of all ages.
New at dppl.org



THE FORUM MAY 2019

TECHNOLOGY, COMPUTERS & MORE

MICROSOFT WORD

MS WORD: BASICS
Monday, May 20 • 2:00 – 3:00 pm
Learn how to create text-based documents using Microsoft Word, as well as how to complete simple actions like saving, opening, and printing documents in this class.

MS WORD: EDITING TOOLS
Tuesday, May 21 • 2:00 – 3:00 pm
Next, learn how to use Word's built-in editing features like cut and paste, spell check, grammar suggestions, and adding comments to documents.

MS WORD: FORMATTING DOCUMENTS
Wednesday, May 22 • 2:00 – 3:00 pm
Now that you have the basics down, learn to format and align text, apply bullets or numbers, and adjust spacing within your Word documents.

MS WORD: TABLES, IMAGES & GRAPHICS
Thursday, May 23 • 2:00 – 3:00 pm
Use more advanced aspects of Word, tables, borders, backgrounds, and WordArt to enhance your documents.

CURIOSITY CAFE

Do you like to learn about new and innovative ideas? Come view a TED video talk and afterwards join in a group discussion on the topic. Stay on to ask your own questions about library resources and technology. Register for one, two or all three. Coffee included!

Tuesday, May 14 10:30 – 11:15 am
Tuesday, May 21 10:30 – 11:15 am
Tuesday, May 28 10:30 – 11:15 am

How Artificial Intelligence can Enhance Our Lives
The Pharmacy of the Future
Technology and Human Emotions

PERSONAL INTERESTS

DESIGN FREE: CANVA

Thursday, May 9 • 2:00 – 3:00 pm
Learn the basics of free online design software Canva. Canva can be used for creating sleek and interesting flyers, social media posts, business cards, and more. It is free, online, and easy to learn!

DIY VERTICAL PALLET GARDEN

Friday, May 10 • 2:30 – 3:30 pm
Do you have only a small area with sunlight or limited space for your garden? You can create a vertical garden to grow herbs and vegetables using pallets or other reused or recycled household items. These gardens hang from or lean against an outside wall. They are ideal for growing herbs and smaller vegetable plants like peppers and peas. They are simple to set up and maintain once you know a few tips. In the program, patrons will learn what's needed to set up their own outdoor vertical garden.

FORUM CRAFTS

*supplies provided

RAFTS UNLEASHED: DIY EARRINGS

Friday, May 31 • 2:30 – 3:30 pm
If you want to start making your own jewelry, making our own earrings is a great place to begin. In this fun, free, hands-on workshop, we shall guide you in creating our own beautiful earrings.

Registration starts 3 weeks before the program on Monday at 9am. These events are open to Des Plaines library cardholders plus one guest. Registration will open a all 24 hours before the event if seats are available.

registrants, please notify us if you are unable to attend so that we may offer your place to another patron.

DROP-IN TECH & LIBRARY RESOURCE HELP

Thursday, May 2
11:30 – 12:30 pm

Learn how to borrow eBooks, audiobooks, magazines, movies & more. Bring your device and the Library card.

ONE-ON-ONE TECHNOLOGY HELP

The Des Plaines Public Library offers one-on-one, 20-minute assistance for adults on computer usage, online applications and more. Come to the 4th floor Reference desk to make an appointment.

You can contact us by email at ReferenceServicesDesk@dppl.org, or by phone at 847-376-2841. A staff member will get back to you within 48 hours to set a mutually agreed upon date/time.

GOAL #2

DPPL spaces and events increase library usage by fostering discovery, creativity, enjoyment of culture and the arts, and by bringing Des Plaines residents together around common interests, both at the library and out in the community.



Summer Reading 2019 launched June 1st, with promotion beginning in May. Details at dppl.org/src.



Pre-promotion included DPPL school liaison Stephanie G. visiting St Zachary, ICCD Academy, Plainfield Elementary, Friendship Jr. High, Algonquin Middle School and Plato Academy.

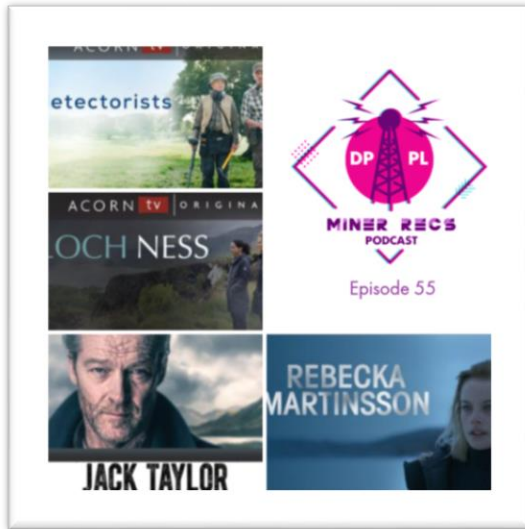
DPPL's Creative Services Department designed and produced more than 85 separate SRC items for three SRC programs, including banners, posters, brochures, fliers, reading logs, displays, decorations, social media graphics and signage. The process took more than 340 hours and began in March.



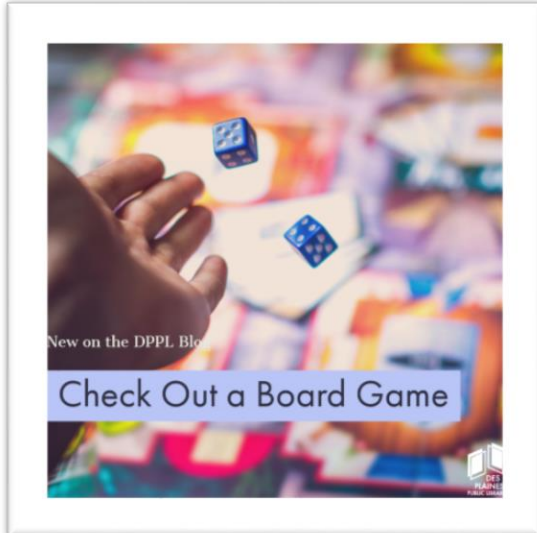


STRATEGY 4: Deliver quality events on trending cultural, recreational and topical current events and interests.

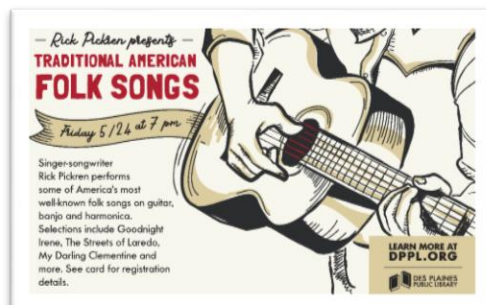
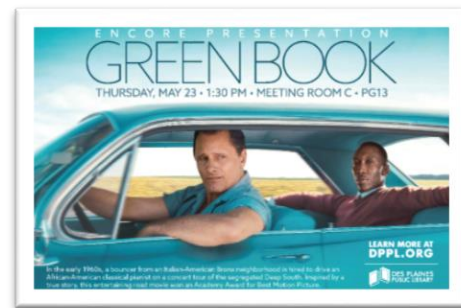
PODCASTS



BLOG POSTS

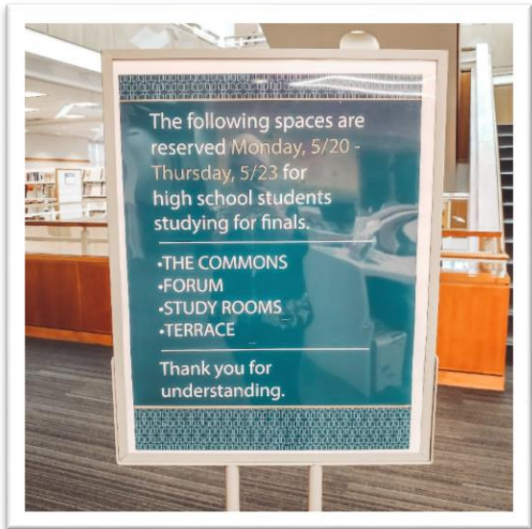


PROGRAMS





More than 687 high school students visited – and studied at – DPPL during Finals Café, May 20 – 23rd.



GOAL #3

DPPL is the primary hub for resources and information connecting residents to government, job, health and human services, both at the library and out in the community.



STRATEGY 2: Streamline access to government supported services our community wants and needs and provide library space for governmental issues that affect our patron's daily lives.





VAPING:
THE NEW TEEN EPIDEMIC

WEDNESDAY, MAY 22
7 - 8:30 PM

INFORMATIONAL SESSION FOR PARENTS OF TEENS ABOUT THE DANGERS OF VAPING. CO-SPONSORED WITH THE MAINE COMMUNITY YOUTH ASSISTANCE FOUNDATION (MCYAF)

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY



TUESDAY, MAY 14 • 9 AM - 12 PM

SUCCESSFUL AGING:
IMPROVING BALANCE AND FALL PREVENTION

Participants in this seminar will learn about physical changes impacting coordination and balance, and practice exercise techniques to help prevent falls.
Co-sponsored with the Center of Concern, Des Plaines

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY




**THREE REASONS
Des Plaines Businesses
Need a Library Card**

(AND HOW TO GET ONE)

DES PLAINES PUBLIC LIBRARY

In May, we promoted our 4th floor Personal Finance & Investments room to residents via Facebook, Instagram and our eNewsletter. Also in May, business librarian Joanne Griffin wrote a popular blog post “Three Reasons Des Plaines Businesses Need a Library Card”, featured on the DPPL homepage as well as on Facebook, Instagram, Twitter and in the eNews.



In May we promoted our Tech To Go available to help residents work – and play – more efficiently. It was featured on Facebook, Instagram and Twitter.

GOAL #4

DPPL building mechanicals, internal operations and data evaluation tools are up to date, ensuring that Des Plaines residents have a safe, efficient facility that meets both current and anticipated future needs.



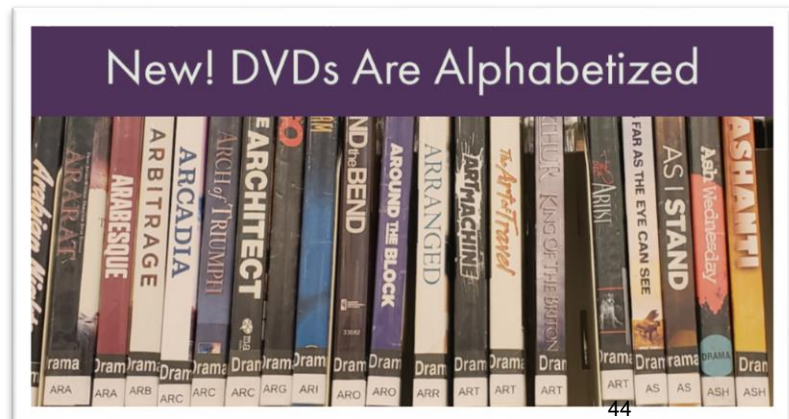
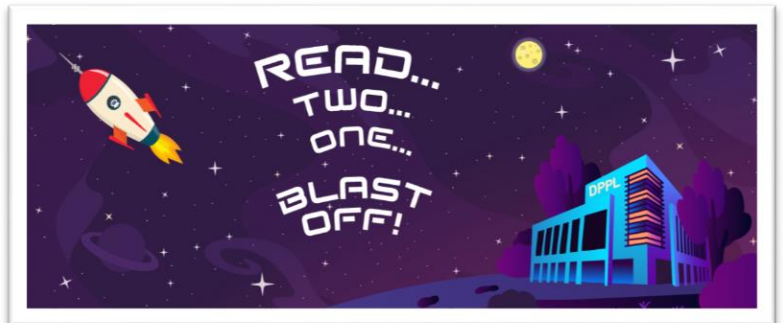
STRATEGY 2: Review and enhance internal operations to maximize efficiency / Implement marketing campaign to promote DPPL classes and services to residents.

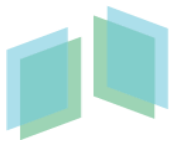
The marketing for Summer Reading is paying off with a spike in traffic to the Summer Reading 2019 page and David, Meg, and Steph’s blogs. These are now some of the sites most popular pages!

- #3 Summer Reading page dppl.org/SRC
- #4 Adult Summer Reading Contests blog
- #12 Youth Escape Rooms blog
- #13 Youth “Blast Off” blog

There’s also an uptick site-wide in traffic over the last week compared to the previous week, because of SRC promotion over social media, in the building, and a new special promotional page on the website main menus under “Visit”.

And finally, in May the PAM’s and Readers’ Services department successfully completed a very- important cross-departmental project: the alphabetization of all DVDs in the DPPL collection. 10 Clerks spent (just) 8 weeks re-labeling 14,000 Blu Rays and DVDs! Previously, DVDs were organized by category and then loosely by first letter only, making it time consuming to locate a specific title quickly. The final results were promoted on all our marketing channels and received a warm and grateful response from patrons.

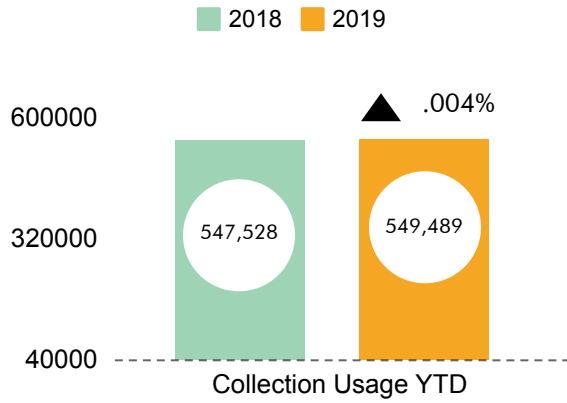




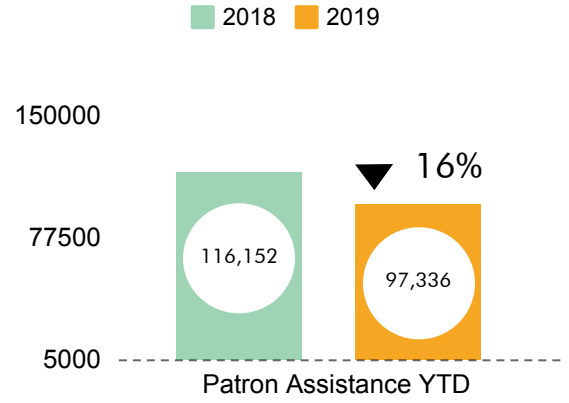
STATISTICS REPORT

May 2019

Collection Usage YTD

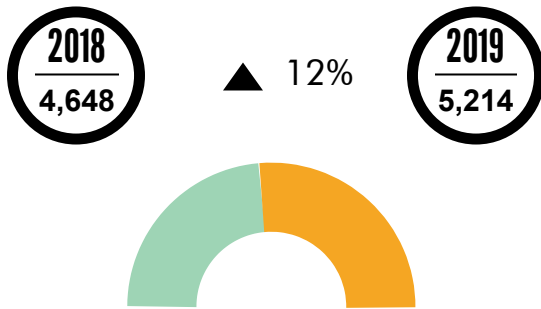


Patron Assistance YTD



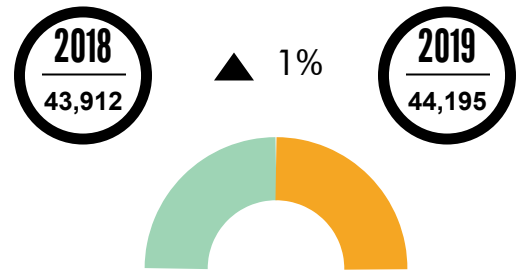
Bookings YTD

Events, Programs & Classes

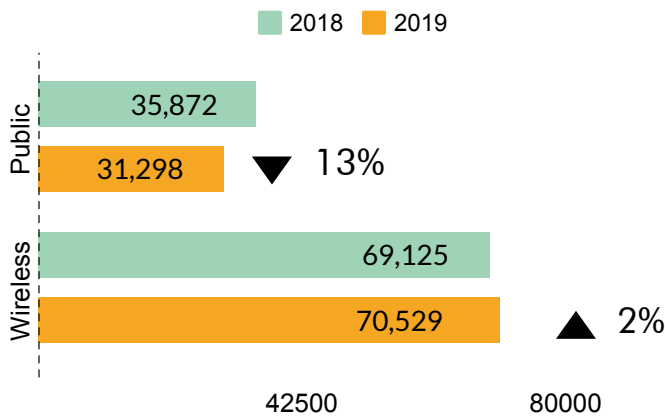


Attendance YTD

Events, Programs, Outreach & Classes

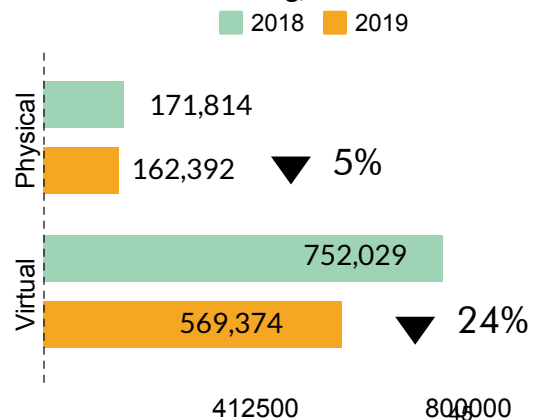


Computer Usage YTD



Traffic YTD

Physical is the gate count.
Virtual includes catalog, website and mobile app.



Board Stats Reporting Form

May 2019

COLLECTION USAGE		
	Year to Date 2019	549,489
	Year to Date 2018	547,528
	% Change	0%
PATRON ASSISTANCE		
	Year to Date 2019	97,336
	Year to Date 2018	116,152
	% Change	-16%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2019	5,214
	Year to Date 2018	4,648
	% Change	12%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2019	44,195
	Year to Date 2018	43,912
	% Change	1%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2019	162,392
	Year to Date 2018	171,814
	% Change	-5%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2019	569,374
	Year to Date 2018	752,029
	% Change	-24%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2019	31,298
	Year to Date 2018	35,872
	% Change	-13%
	Wireless	
	Year to Date 2019	70,529
	Year to Date 2018	69,125
	% Change	2%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	YTD
COLLECTION USAGE							
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	397,883
	E-materials	11,053	9,213	11,372	10,955	10,883	53,476
	ILL	138	166	157	191	188	840
	Databases	15,079	21,008	19,974	21,945	19,284	97,290
2019	Total	104,982	112,216	118,337	110,387	103,567	549,489
	Physical materials	81,636	75,251	86,324	55,355	87,621	386,187
	ILL	2,470	617	611	3,837	332	7,867
	E-materials	6,357	8,822	8,839	8,789	8,302	41,109
	Databases	26,909	21,129	21,371	22,137	20,819	112,365
2018	Total	117,372	105,819	117,145	90,118	117,074	547,528
PATRON ASSISTANCE							
	Youth Services	2,398	2,788	3,897	2,656	2,370	14,109
	Adult Services	8,728	10,317	12,052	10,706	10,439	52,242
	PAMS	4,536	5,933	7,623	6,579	6,314	30,985
2019	Total	15,662	19,038	23,572	19,941	19,123	97,336
	Youth Services	2,670	2,454	3,404	2,814	2,148	13,490
	Adult Services	13,163	12,402	13,642	11,603	11,625	62,435
	PAMS	5,256	6,743	10,758	8,297	9,173	40,227
2018	Total	21,089	21,599	27,804	22,714	22,946	116,152
EVENTS, PROGRAMS AND CLASSES-BOOKINGS							
	Youth Services	56	87	92	100	29	364
	Adult Services	78	77	99	89	103	446
	Outside groups	52	59	68	64	63	306
	Public study rooms	683	838	887	904	786	4,098
2019	Total	869	1,061	1,146	1,157	981	5,214
	Youth & Adult Services	111	147	150	146	104	658
	Outside groups	56	55	75	70	52	308
	Public study rooms	807	813	820	620	622	3,682
2018	Total	974	1,015	1,045	836	778	4,648
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE							
	Youth Services	776	1,396	1,419	1,470	568	5,629
	Adult Services	1,132	1,107	1,737	1,184	2,326	7,486
	Outside groups	1,114	1,160	2,165	2,256	1,611	8,306
	Public study rooms	1,296	1,620	1,672	1,733	1,694	8,015
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	13,292
	Outreach-Adult Services	229	456	425	189	168	1,467
2019	Total	5,026	8,771	10,429	8,738	11,231	44,195
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	13,181
	Outside groups	1,229	1,053	3,650	1,982	1,085	8,999
	Public study rooms	1,686	1,656	1,669	1,269	1,318	7,598
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	12,038
	Outreach-Adult Services	447	465	424	268	492	2,096
2018	Total	6,405	8,548	11,693	7,493	9,773	43,912
TRAFFIC							
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	162,392
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	171,814
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	569,374
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	752,029
COMPUTER USAGE							
	Public computers-Youth Services	819	928	1,352	958	918	4,975
	Public computers-Adult	4,777	4,847	5,625	5,693	5,381	26,323
2019	Total	5,596	5,775	6,977	6,651	6,299	31,298
	Public computers-Youth Services	1,362	1,043	1,468	989	879	5,741
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	30,131
2018	Total	7,247	7,586	7,971	6,578	6,490	35,872
2019	Wireless	11,656	14,000	15,467	14,674	14,732	70,529
	Total	11,656	14,000	15,467	14,674	14,732	70,529
	Wireless	13,170	13,216	15,314	13,244	14,181	69,125
2018	Total	13,170	13,216	15,314	13,244	14,181	69,125

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,053,488	\$ 4,573,134	\$ 5,673,925	\$ 6,274,485	\$ 5,806,417	\$ 5,075,145	\$ 4,619,832			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,826	158,826	158,826	158,826	158,826	158,826	158,826			
	<u>3,981,263</u>	<u>3,351,494</u>	<u>3,711,910</u>	<u>5,676,772</u>	<u>5,281,858</u>	<u>4,894,662</u>	<u>4,414,308</u>	<u>5,515,099</u>	<u>6,115,659</u>	<u>5,647,591</u>	<u>4,916,319</u>	<u>4,461,006</u>			
Revenue (M-T-D)															
Property Taxes		815,295	2,380,960	44,428	38,793	20,487	1,531,366	1,205,190	40,968	13,559	8,954		6,100,000	6,100,000	0
Other Revenue	16,564	35,761	58,667	19,905	47,119	934	15,212		14,753	30,843	34,512	704,318	978,588	978,588	0
Total Revenue	<u>16,564</u>	<u>851,056</u>	<u>2,439,627</u>	<u>64,333</u>	<u>85,912</u>	<u>21,421</u>	<u>1,546,578</u>	<u>1,205,190</u>	<u>55,721</u>	<u>44,402</u>	<u>43,466</u>	<u>704,318</u>	<u>7,078,588</u>	<u>7,078,588</u>	<u>0</u>
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	306,109	263,790	387,387	434,207	519,884	310,173	344,789	4,144,018	4,144,018	0
Contractual Services	171,836	97,637	82,904	78,984	92,587	72,443	72,112	93,736	86,874	84,163	73,425	97,563	1,104,264	1,104,264	0
Commodities	113,254	47,996	76,551	69,016	70,251	75,000	81,209	75,770	88,288	107,284	111,287	105,874	1,021,780	1,021,780	0
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,634		2,798	8,316		1,885	2,205	51,705	51,705	0
Other	726	1,118	1,113	2,134	2,312								673,000	733,000	(60,000)
202		6,286	2,948	2,200	13,393	11,440	30,769	15,416	7,352	38,951	37,302	5,943	172,000	172,000	0
Adjustments	109,774	35,902	(121,047)	(4,324)	(19,223)	30,149	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	<u>645,775</u>	<u>490,230</u>	<u>473,578</u>	<u>459,183</u>	<u>473,108</u>	<u>501,775</u>	<u>445,787</u>	<u>604,630</u>	<u>523,789</u>	<u>775,674</u>	<u>498,779</u>	<u>556,374</u>			<u>(60,000)</u>
Net Increase/(Decrease)	<u>(629,211)</u>	<u>360,826</u>	<u>1,966,049</u>	<u>(394,850)</u>	<u>(387,196)</u>	<u>(480,354)</u>	<u>1,100,791</u>	<u>600,560</u>	<u>(468,068)</u>	<u>(731,272)</u>	<u>(455,313)</u>	<u>147,944</u>			
Cash End of Month	<u>3,508,659</u>	<u>3,869,485</u>	<u>5,835,534</u>	<u>5,440,684</u>	<u>5,053,488</u>	<u>4,573,134</u>	<u>5,673,925</u>	<u>6,274,485</u>	<u>5,806,417</u>	<u>5,075,145</u>	<u>4,619,832</u>	<u>4,767,776</u>			
Cash End of Month less restricted cash donations	<u>3,352,052</u>	<u>3,712,320</u>	<u>5,677,959</u>	<u>5,281,922</u>	<u>4,894,662</u>	<u>4,414,308</u>	<u>5,515,099</u>	<u>6,115,659</u>	<u>5,647,591</u>	<u>4,916,319</u>	<u>4,461,006</u>	<u>4,608,950</u>			



The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2019 through July 2020, on the **third Thursday** of each month at 7:00 PM, except **January 16, 2020 which will meet at 5:00 PM and July 16, 2020 which will meet at 4:00 PM** in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	15	2019
September	19	2019
October	17	2019
November	21	2019
December	19	2019
January	16	2020
February	20	2020
March	19	2020
April	16	2020
May	21	2020
June	18	2020
July	16	2020

Holly Richards Sorensen
Library Director

Approved



FORMULA FOR DETERMINING NON-RESIDENT FEE*

1. = Library income from local government sources [\$6,192,988]
2. = Population [58,364]
3. = Size of average household [2.62]

$(1 / 2) \times 3 = \text{Fee}$

[Income divided by population multiplied by average household size]

Non-Resident Fees 2018

Arlington Heights	\$439.00
Mount Prospect	\$540.00
Niles	\$261.00
Park Ridge	\$345.00

Des Plaines \$276.00

Non-Resident Fees 2019

Arlington Heights	\$441.00
Mount Prospect	\$500.00
Niles	\$293.00
Park Ridge	\$330.00

Des Plaines \$278.00

* Provided by Illinois State Library.



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, JULY 18, 2019

4:00 PM*

Conference Room – Second Floor

Agenda:

- **Installation of Trustees**
- **Lighting Upgrade Project**
- **2019 Desktop Lifecycle Replacement**

***Note: Special Time**

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
July 18, 2019
4:00 PM

- I. Call to Order. (4:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (4:05 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. [Action Item] (4:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – June 20, 2019.
 - B. Approval of the Minutes of the Nominating Committee Meeting – June 20, 2019.
 - C. Approval of the Minutes of the Special Board Meeting – June 24, 2019.
 - D. Approval of the Minutes of the Special Board Meeting – June 25, 2019.

- VII. Consent Agenda. [Action Item] (continued)
 - E. Approval of the Minutes of the Special Board Meeting – June 27, 2019.
 - F. Approval of the Minutes of the Special Board Meeting – July 8, 2019.
 - G. Acceptance of Financial Reports for June 2019.
 - H. Acceptance of Reports.
 - 1. Director’s Report.
 - 2. Statistics Report.
 - 3. 2019 Cash Budget Projection.

- VIII. Nominating Committee. (4:20 p.m.)
 - A. Election of Officers – President, Vice President, Treasurer and Secretary.
 - B. Oath of Office.

- IX. New Business. (4:35 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$242,014.66. [Action Item]
 - B. Approve Payment to RAILS for OverDrive, July 1, 2019 – June 30, 2020 - \$13,589.00. [Action Item]
 - C. Lighting Upgrade Project. [Action Item]
 - D. Approve Payment to LinkedIn for Lynda - \$13,125.00. [Action Item]
 - E. Approve 2019 Desktop Lifecycle Replacement. [Action Item]

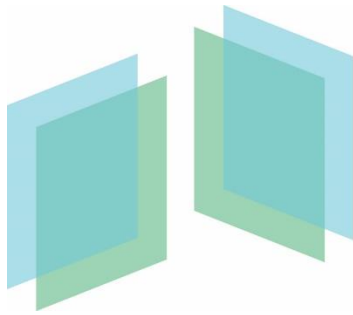
- X. Announcements. (5:00 p.m.)
 - A. New Library Director, Jo Bonell.
 - B. Per Capita Grant Award - \$72,955.00.

- XI. Correspondence.

- XII. Other

- XIII. Adjournment. (5:10 p.m.)

This meeting will be recorded for television broadcast.



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DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 20, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, June 20, 2019. President Gregory Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Umair Qadeer, Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Michelle Meyer Edley, Stephanie Spetter, Gary Valente, Sidney Fitch, John Leach.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Nicholas Harkovich, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Vincent Rangel entered the meeting at 7:04 p.m.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$263,762.29. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$263,762.29 as listed on the vendor checks report of May 2019 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B Approve Payment to Reference USA for Two-Year Contract - \$10,821 Each Year. [Action Item]

MOTION by Vincent Rangel, seconded by Christopher Renkosiak, to approve payment to Reference USA for Two-Year Contract in the amount of \$10,821 for each of two years. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Umair Qadeer entered the meeting at 7:09 p.m.

- C. Lighting Upgrade Project. [Action Item]

President Gregory Sarlo explained to the board that they did not have to vote on the Lighting Upgrade Project. He stated that it was on the agenda for discussion and listed as an action item, if the board was ready to vote.

Roberta Johnson, Assistant Director, explained the lighting proposals and provided a summary sheet to the board that included the vendor names, rebate amounts, final costs and warranty information.

Holly Richards Sorensen, Library Director, also explained that to replace the entire fixture would be more expensive than replacing bulbs only.

The board did not make a decision on this project.

D. Approve Library Board Meeting Dates. [Action Item]

MOTION by Bruce Lester, seconded by Christopher Renkosiak, to approve Library Board Meeting Dates for the period of August 2019 through July 2020. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve Non-Resident Fee. [Action Item]

MOTION by Bruce Lester, seconded by Umair Qadeer, to increase the non-resident fee to \$278.00 for the period 07/01/2019 – 06/30/2020. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Report Out Nominating Committee Action, June 20, 2019 – Bruce Lester. Approve Slate of Officers – President, Vice President, Treasurer and Secretary. [Action Item]

Chair Bruce Lester stated that the Nominating Committee will recommend the current officers for 2019/2020. The board will vote on the slate of officers at the July 18, 2019 board meeting.

IX. ANNOUNCEMENTS.

Carol Kidd, Secretary, stated that the July board meeting will be at 4:00 p.m. and the board will go out for their semi-annual dinner immediately following the meeting.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION – TO DISCUSS

- A. Semi-Annual Review of Executive Session Minutes.
- B. Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.
- C. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to enter into Executive Session at 8:10 p.m. to discuss Semi-Annual Review of Executive Session Minutes, Destruction of Recordings of Closed Executive Sessions Older Than 18 Months, and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:47 p.m. and was called to order by President Gregory Sarlo.

XIII. (REGULAR SESSION) ACTION.

- A. Semi-Annual Review of Executive Session Minutes.
- B. Destruction of Recordings of Closed Executive Sessions Older Than 18 Months.
- C. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the Public Body.

MOTION by Denise Hudec, seconded by Kristen Graack, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

January 17, 2019 - The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the Public Body.

March 21, 2019 - The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the Public Body.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Denise Hudec, seconded by Kristen Graack to approve the Destruction of Recordings of Closed Executive Sessions Older Than 18 Months pursuant to Illinois law.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIV. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to adjourn the regular meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 9:49 p.m.

Minutes prepared Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
June 20, 2019

I CALL TO ORDER

The Nominating Committee was held in the second floor conference room on Thursday, June 20, 2019.

The meeting was called to order at 6:30 p.m.

II, ROLL CALL

Roll call indicated the following committee members were present: Kristen Graack, Bruce Lester, Nicholas Harkovich, Carol Kidd.

Also present: Gregory Sarlo, Christopher Renkosiak, Earl Wilson, John Leach.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

None.

V. NOMINATIONS FOR THE OFFICE OF PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

Chair Bruce Lester reported that he spoke to all current officers and everyone agreed to serve another term. Current officers are: Gregory Sarlo, President, Vincent Rangel, Vice-President, Kristen Graack, Treasurer, and Carol Kidd, Secretary.

Chair Bruce Lester asked if there were any nominations from the floor for the offices of President, Vice President, Treasurer or Secretary. Trustee Earl Wilson nominated himself for President.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to recommend Vincent Rangel, Vice President, Kristen Graack for Treasurer and Carol Kidd for Secretary. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Chair Bruce Lester asked if there were any comments from the board about the office of President.

President Gregory Sarlo stated that he would like to continue as President, because he enjoys it and would like to continue to serve the community in his role as President.

Trustee Earl Wilson stated that there has been no change in leadership for the last decade and that change can be a good thing.

Trustee Kristen Graack stated that it is a difficult time to make a change in leadership when the board is in process of hiring a new library director.

Trustee Nicholas Harkovich stated that the current officers work well together and does not see the need for change.

The committee consensus was to recommend Gregory Sarlo for President.

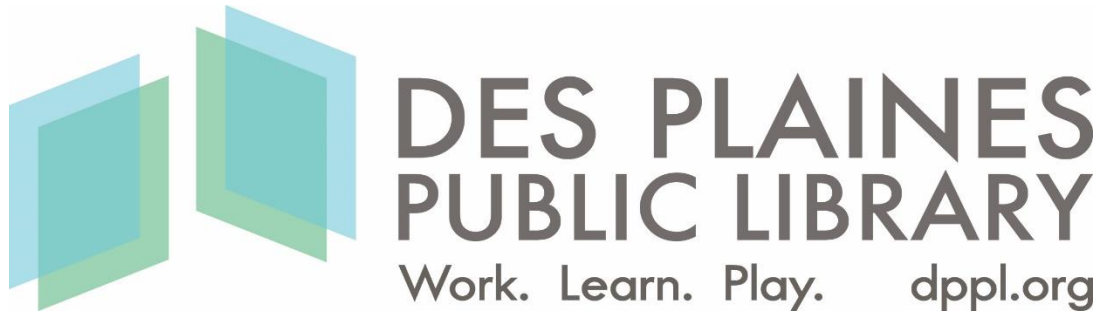
MOTION by Kristen Graack, seconded by Nicholas Harkovich, to recommend Gregory Sarlo for President. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:52 p.m.

Minutes prepared by Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Special Board Meeting
June 24, 2019

I. CALL TO ORDER.

The Special Board meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Monday, June 24, 2019. Vice President Vincent Rangel called the meeting to order at 8:05 a.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Earl Wilson, Carol Kidd.

Absent: Gregory Sarlo.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to enter into Executive Session at 8:06 a.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None.
MOTION CARRIED.

The regular session reconvened at 10:58 a.m. and was called to order by Vice President Vincent Rangel.

VI. (Regular Session) Action.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

No action was taken.

VII. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Kristen Graack, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 10:59 a.m.

Minutes prepared Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Special Board Meeting
June 25, 2019

I. CALL TO ORDER.

The Special Board meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 25, 2019. President Gregory Sarlo called the meeting to order at 8:01 a.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Denise Hudec.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve the agenda, as presented. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

V. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Umair Qadeer, seconded by Kristen Graack, to enter into Executive Session at 8:01 a.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec entered Executive Session at 8:50 a.m.

The regular session reconvened at 10:05 a.m. and was called to order by President Gregory Sarlo.

VI. (Regular Session) Action.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

No action was taken.

VII. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Umair Qadeer, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 10:05 a.m.

Minutes prepared Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Special Board Meeting
June 27, 2019

I. CALL TO ORDER.

The Special Board meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, June 27, 2019. President Gregory Sarlo called the meeting to order at 6:30 pm.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Bruce Lester, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Absent: Denise Hudec, Umair Qadeer, Earl Wilson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the agenda, as presented. **VOTE: AYES: All. NAYS: None. MOTION CARRIED.**

V. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

Trustee Earl Wilson entered the meeting at 6:32 p.m.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to enter into Executive Session at 6:32 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Umair Qadeer entered the Executive Session at 6:37 p.m.

The regular session reconvened at 8:51 p.m. and was called to order by President Gregory Sarlo.

VI. (Regular Session) Action.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

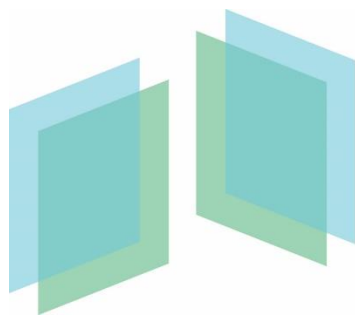
No action was taken.

VII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Kristen Graack, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:51 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Special Board Meeting
July 8, 2019

I. CALL TO ORDER.

The Special Board meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, July 8, 2019. President Gregory Sarlo called the meeting to order at 6:36 pm.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Umair Qadeer to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Denise Hudec left the meeting 6:36 p.m.

V. EXECUTIVE SESSION – TO DISCUSS

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Umair Qadeer, seconded by Earl Wilson, to enter into Executive Session at 6:37 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec entered the Executive Session at 8:30 p.m.

The regular session reconvened at 9:24 p.m. and was called to order by President Gregory Sarlo.

VI. (REGULAR SESSION) ACTION.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Christopher Renkosiak, seconded by Umair Qadeer, to approve the recommendation the board made in Executive Session regarding the appointment of a new library director. ROLL CALL VOTE: AYES: Graack, Harkovich, Lester, Qadeer, Rangel, Renkosiak, Wilson, Sarlo. NAYS: None. ABSTAIN: Hudec. MOTION CARRIED.

MOTION by Nicholas Harkovich, seconded by Vincent Rangel, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 9:26 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
June 30, 2019

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



July 09, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of June 30, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Six Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lauterbach & Amen, LLP".

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of June 30, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,277,989.20	\$ 1,301,416.19	\$ 4,579,405.39
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,351,706.51	\$ 1,301,416.19	\$ 10,653,122.70
LIABILITIES			
Accounts Payable	\$ 178,519.19	\$ 13,582.15	\$ 192,101.34
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	514,003.58	13,582.15	527,585.73
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,583,503.58	13,582.15	6,597,085.73
FUND BALANCE			
Fund Balance - Unreserved	2,733,452.13	1,287,834.04	4,021,286.17
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,768,202.93	1,287,834.04	4,056,036.97
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,351,706.51	\$ 1,301,416.19	\$ 10,653,122.70

Des Plaines Public Library

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

For the 6 Months Ended June 30, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 3,279,476.63	\$ -	\$ 3,279,476.63
Intergovernmental	26,247.00	-	26,247.00
Fines & Fees	33,465.24	-	33,465.24
Interest	37,945.94	13,350.51	51,296.45
Special Events and Programs	886.00	-	886.00
Miscellaneous	56,606.13	-	56,606.13
Total Revenues	<u>3,434,626.94</u>	<u>13,350.51</u>	<u>3,447,977.45</u>
EXPENDITURES			
Personnel	\$ 1,374,617.14	\$ -	\$ 1,374,617.14
Operating	1,050,149.95	-	1,050,149.95
Library Materails	480,642.99	-	480,642.99
Capital Outlay	35,211.62	41,659.61	76,871.23
Other Expenditures	<u>11,842.16</u>	<u>-</u>	<u>11,842.16</u>
Total Expenditures	<u>2,952,463.86</u>	<u>41,659.61</u>	<u>2,994,123.47</u>
Net Change in Fund Balances	<u>482,163.08</u>	<u>(28,309.10)</u>	<u>453,853.98</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 2,768,202.93</u>	<u>\$ 1,287,834.04</u>	<u>\$ 4,056,036.97</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of June 30, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	176,865.95
202-1102015 - First Midwest Operating #8100292260	<u>229,797.73</u>
	<u>406,663.68</u>
201-1102028 - Cash Library Donations	<u>158,984.96</u>
201-1102079 - IL Funds - 151600222591	2,941,638.29
202-1102079 - IL Funds - 151600222591	<u>1,071,618.46</u>
	<u>4,013,256.75</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,579,405.39</u></u>

Des Plaines Public Library
Balance Sheet as of June 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Library Fund <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	159,980.43	16,885.52	176,865.95
1102028 - Cash Library Donations	158,826.43	158.53	158,984.96
1102079 - IL Funds - 151600222591	3,421,461.69	(479,823.40)	2,941,638.29
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
	<u>9,814,485.86</u>	<u>(462,779.35)</u>	<u>9,351,706.51</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	192,115.10	(13,595.91)	178,519.19
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,597,099.49</u>	<u>(13,595.91)</u>	<u>6,583,503.58</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	<u>2,286,039.85</u>	<u>0.00</u>	<u>2,286,039.85</u>
 Total Liabilities and Fund Balance	 <u>8,883,139.34</u>	 <u>(13,595.91)</u>	 <u>8,869,543.43</u>
 Excess Revenues Over Expenses	 <u>931,346.52</u>	 <u>(449,183.44)</u>	 <u>482,163.08</u>

Des Plaines Public Library
Balance Sheet as of June 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	229,608.68	189.05	229,797.73
1102079 - IL Funds - 151600222591	1,083,113.04	(11,494.58)	1,071,618.46
	1,312,721.72	(11,305.53)	1,301,416.19
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	13,393.10	189.05	13,582.15
	13,393.10	189.05	13,582.15
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,329,536.24	189.05	1,329,725.29
Excess Revenues Over Expenses	(16,814.52)	(11,494.58)	(28,309.10)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of June 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,013,902.00)	0.00	(1,013,902.00)
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,643,647.39	0.00	2,643,647.39
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</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 6 Months Ended June 30, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	0.00	3,279,476.63	6,100,000.00	2,820,523.37	53.76
	<u>0.00</u>	<u>3,279,476.63</u>	<u>6,100,000.00</u>	<u>2,820,523.37</u>	<u>53.76</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	23,247.00	92,988.00	69,741.00	25.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	3,000.00	3,000.00	0.00	100.00
	<u>0.00</u>	<u>26,247.00</u>	<u>168,988.00</u>	<u>142,741.00</u>	<u>15.53</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	427.96	3,440.22	9,000.00	5,559.78	38.22
201-4850102 - Library Fines	770.54	14,189.29	50,000.00	35,810.71	28.38
201-4850201 - Copying Fees	2,050.46	13,366.73	25,000.00	11,633.27	53.47
201-4850207 - Non-Res Cards	0.00	1,449.00	2,000.00	551.00	72.45
201-4850208 - Meeting Room Fees	15.00	1,020.00	2,000.00	980.00	51.00
	<u>3,263.96</u>	<u>33,465.24</u>	<u>88,000.00</u>	<u>54,534.76</u>	<u>38.03</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	0.00	886.00	5,000.00	4,114.00	17.72
	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	6,658.32	37,945.94	70,000.00	32,054.06	54.21
	<u>6,658.32</u>	<u>37,945.94</u>	<u>70,000.00</u>	<u>32,054.06</u>	<u>54.21</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	781.99	44,096.12	40,000.00	(4,096.12)	110.24
201-4899910 - Vending Machine Revenue	100.44	590.08	1,500.00	909.92	39.34
201-4899920 - Library Donations	100.00	7,070.00	5,000.00	(2,070.00)	141.40
201-4899940 - Friends Book Sale	739.75	4,849.93	0.00	(4,849.93)	0.00
	<u>1,722.18</u>	<u>56,606.13</u>	<u>46,500.00</u>	<u>(10,106.13)</u>	<u>121.73</u>
Total Library Fund	<u><u>11,644.46</u></u>	<u><u>3,434,626.94</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,043,861.06</u></u>	<u><u>53.02</u></u>

**Des Plaines Public Library
Revenue Report
For the 6 Months Ended June 30, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,087.57</u>	<u>13,350.51</u>	<u>100.00</u>	<u>(13,250.51)</u>	<u>13,350.51</u>
	<u>2,087.57</u>	<u>13,350.51</u>	<u>100.00</u>	<u>(13,250.51)</u>	<u>13,350.51</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,087.57</u></u>	<u><u>13,350.51</u></u>	<u><u>600,100.00</u></u>	<u><u>586,749.49</u></u>	<u><u>2.22</u></u>
Total of All Funds	<u><u>13,732.03</u></u>	<u><u>3,447,977.45</u></u>	<u><u>7,078,588.00</u></u>	<u><u>3,630,610.55</u></u>	<u><u>48.71</u></u>

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	174,758.01	1,021,116.75	2,334,782.00	1,313,665.25	43.73
5910200 - Part-time Salaries	<u>60,346.00</u>	<u>353,500.39</u>	<u>819,513.00</u>	<u>466,012.61</u>	<u>43.14</u>
	<u>235,104.01</u>	<u>1,374,617.14</u>	<u>3,154,295.00</u>	<u>1,779,677.86</u>	<u>43.58</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,406.78	110,880.87	235,573.00	124,692.13	47.07
5918021 - Employer Contribution - IMRF	17,801.61	113,214.44	243,694.00	130,479.56	46.46
5918040 - Life Insurance Premiums	129.48	825.02	1,840.00	1,014.98	44.84
5918050 - PPO Insurance Premiums	18,319.48	89,088.81	267,710.00	178,621.19	33.28
5918051 - HMO Insurance Premiums	14,189.98	60,244.80	197,656.00	137,411.20	30.48
5918055 - Dental Insurance Premiums	1,248.08	8,197.36	20,250.00	12,052.64	40.48
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>69,095.41</u>	<u>382,451.30</u>	<u>989,723.00</u>	<u>607,271.70</u>	<u>38.64</u>
Contractual Services					
5920100 - Legal Fees	800.15	1,441.45	6,000.00	4,558.55	24.02
5920110 - Professional Services	35,846.40	265,316.85	429,394.00	164,077.15	61.79
5920120 - Communication Services	3,567.50	14,091.54	28,850.00	14,758.46	48.84
5920140 - Integrated Library System	8,246.64	49,479.84	97,100.00	47,620.16	50.96
5920202 - Conferences	0.00	2,166.83	5,000.00	2,833.17	43.34
5920220 - Membership Dues	141.46	8,330.62	7,000.00	(1,330.62)	119.01
5920230 - Publication of Notices	(52.65)	0.00	0.00	0.00	0.00
5920990 - Property/Liability Insurance	144.55	39,715.55	35,000.00	(4,715.55)	113.47
5930010 - R&M Equipment	8,553.31	83,290.58	93,890.00	10,599.42	88.71
5930020 - R&M Buildings & Structures	3,430.41	53,106.96	126,600.00	73,493.04	41.95
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,636.57	9,560.67	16,120.00	6,559.33	59.31
5930320 - Cleaning/Custodial Services	5,771.50	36,322.50	67,460.00	31,137.50	53.84
5930490 - Refuse Contract	360.00	2,160.00	4,320.00	2,160.00	50.00
5960040 - Pre-Employment Testing	421.95	1,085.85	3,000.00	1,914.15	36.20
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	6,507.93	42,842.67	68,950.00	26,107.33	62.14
5960990 - Misc. Contractual Services	<u>4,338.35</u>	<u>58,669.74</u>	<u>113,780.00</u>	<u>55,110.26</u>	<u>51.56</u>
	<u>79,714.07</u>	<u>667,698.65</u>	<u>1,104,264.00</u>	<u>436,565.35</u>	<u>60.47</u>
Commodities					
5970100 - Supplies	10,158.09	29,688.83	59,000.00	29,311.17	50.32
5970110 - Meals	461.92	1,004.51	2,000.00	995.49	50.23
5970115 - Supplies - Dept/Other	424.82	2,011.83	6,550.00	4,538.17	30.71
5970170 - Janitorial	1,329.62	3,639.51	20,000.00	16,360.49	18.20
5970260 - Postage & Parcel	1,141.32	2,191.32	6,800.00	4,608.68	32.23
5970270 - Printing	(748.97)	0.00	0.00	0.00	0.00
5970500 - Water Bill	2,127.26	6,306.91	12,000.00	5,693.09	52.56

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 2019**

	<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>
5970600 - Ebooks/Books	25,700.34	169,342.92	377,200.00	207,857.08	44.89
5970610 - E-audio/Audio	5,127.39	35,541.44	83,000.00	47,458.56	42.82
5970620 - E-Subscriptions/Subscriptions	464.68	40,615.09	74,630.00	34,014.91	54.42
5970630 - Visual Materials	5,321.61	65,849.80	163,000.00	97,150.20	40.40
5970640 - Databases	15,546.61	106,505.25	190,000.00	83,494.75	56.06
5970810 - Natural Gas	1,241.99	17,634.06	25,000.00	7,365.94	70.54
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>213.18</u>	<u>213.18</u>	<u>2,000.00</u>	<u>1,786.82</u>	<u>10.66</u>
	<u>68,509.86</u>	<u>480,642.99</u>	<u>1,021,780.00</u>	<u>541,137.01</u>	<u>47.04</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	8.95	1,787.66	7,500.00	5,712.34	23.84
5980420 - Computer Software	6,136.62	27,386.40	34,995.00	7,608.60	78.26
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>(125.44)</u>	<u>2,500.00</u>	<u>2,625.44</u>	<u>(5.02)</u>
	<u>6,145.57</u>	<u>35,211.62</u>	<u>51,705.00</u>	<u>16,493.38</u>	<u>68.10</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,519.23	6,992.23	73,000.00	66,007.77	9.58
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>739.75</u>	<u>4,849.93</u>	<u>0.00</u>	<u>(4,849.93)</u>	<u>0.00</u>
	<u>2,258.98</u>	<u>11,842.16</u>	<u>733,000.00</u>	<u>721,157.84</u>	<u>1.62</u>
Total Library Fund Expenditures	<u>460,827.90</u>	<u>2,952,463.86</u>	<u>7,054,767.00</u>	<u>4,102,303.14</u>	<u>41.85</u>
 _____ Capital Projects Fund _____					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	2,601.56	7,749.56	44,500.00	36,750.44	17.41
5980420 - Computer Software	10,980.59	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>13,582.15</u>	<u>41,659.61</u>	<u>172,000.00</u>	<u>130,340.39</u>	<u>24.22</u>
Total Capital Projects Fund Expenditures	<u>13,582.15</u>	<u>41,659.61</u>	<u>172,000.00</u>	<u>130,340.39</u>	<u>24.22</u>
Total of All Funds	<u>474,410.05</u>	<u>2,994,123.47</u>	<u>7,226,767.00</u>	<u>4,232,643.53</u>	<u>41.43</u>

Des Plaines Public Library

Check List

All Bank Accounts

June 21, 2019 - July 18, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17582	07/18/19	MIDWEST TAPE	10,044.61
17583	07/18/19	ABCORP NA Inc	3,547.33
17584	07/18/19	ALEXIAN BROTHERS CORP HEALTH SERV	200.00
17585	07/18/19	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	747.50
17586	07/18/19	ANDERSON LOCK CO LTD	547.00
17587	07/18/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
17588	07/18/19	BAKER & TAYLOR	6,653.43
17589	07/18/19	BAKER & TAYLOR	8,157.42
17590	07/18/19	BARNES & NOBLE, INC.	1,223.76
17591	07/18/19	BIBLIOTHECA, LLC	3,736.00
17592	07/18/19	BLACKSTONE PUBLISHING	31.91
17593	07/18/19	CDW GOVERNMENT	780.34
17594	07/18/19	CECELIA HOSKINS	400.00
17595	07/18/19	CHILDREN'S PLUS, INC.	1,822.25
17596	07/18/19	CITY OF DES PLAINES	2,127.26
17597	07/18/19	CLAIRVOYANT CENTER OF CHICAGO	450.00
17598	07/18/19	COOPERATIVE COMPUTER SERVICES	8,246.64
17599	07/18/19	CRYSTAL MAINTENANCE SERVICES CORP	5,352.50
17600	07/18/19	D&Z HOUSE OF BOOKS	1,072.96
17601	07/18/19	DE LAGE LANDEN FIANACIAL SERVICES	774.57
17602	07/18/19	DES PLAINES HISTORY CENTER	200.00
17603	07/18/19	EBSCO INFORMATION SERVICES	15.40
17604	07/18/19	EGUIDE TECH ALLIES	275.00
17605	07/18/19	FEDERAL EXPRESS	141.32
17606	07/18/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17607	07/18/19	GARVEY'S OFFICE PRODUCTS	1,329.62
17608	07/18/19	GREGORY ALEXANDER	200.00
17609	07/18/19	HR SOURCE	100.00
17610	07/18/19	ILLINOIS LIBRARY ASSOCIATION	165.00
17611	07/18/19	IMPACT NETWORKING, LLC.	6,296.87
17612	07/18/19	INFOGROUP, LIBRARY DIVISION	10,821.00
17613	07/18/19	INFORMATION TODAY, INC.	301.53
17614	07/18/19	INGRAM LIBRARY SERVICES	585.22
17615	07/18/19	INTERNAL REVENUE SERVICE	144.55
17616	07/18/19	KANOPY	372.00
17617	07/18/19	LAUTERBACH & AMEN, LLP.	1,550.00
17618	07/18/19	LAW BULLETIN PUBLISHING COMPANY	135.00
17619	07/18/19	LECTORUM PUBLICATIONS, INC	407.55
17620	07/18/19	LIMRICC	41,976.58
17621	07/18/19	MAIL FINANCE	204.09
17622	07/18/19	MENARDS	85.91
17623	07/18/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17624	07/18/19	OUTSOURCE SOLUTIONS GROUP, INC.	55,450.65
17625	07/18/19	OVERDRIVE, INC.	5,902.62
17626	07/18/19	RAINBOW BOOK COMPANY	480.69
17627	07/18/19	RECORDED BOOKS, INC	138.89
17628	07/18/19	SCHOLASTIC LIBRARY PUBLISHING	3,656.00
17629	07/18/19	SPEED-E-KLEEN, INC.	419.00
17630	07/18/19	STEVE KURAS	125.00
17631	07/18/19	THOMAS KLISE/CRIMSON MULTIMEDIA	537.94
17632	07/18/19	THOMSON REUTERS-WEST	19.09
17633	07/18/19	TIAA BANK	657.91
17634	07/18/19	TREND ENTERPRISES, INC	13.93
51030	06/30/19	PRO DATA	876.10
51031	06/30/19	IMRF	29,416.01
51032	06/30/19	NEO-POST USA, INC.	1,000.00
51033	06/30/19	VERIZON WIRELESS	756.01

Des Plaines Public Library

Check List

All Bank Accounts

June 21, 2019 - July 18, 2019

Check Number	Check Date	Payee	Amount
51034	06/30/19	COMCAST CABLE	2,811.49
51035	06/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	739.75
51036	06/30/19	NICOR GAS	1,241.99
51037	06/30/19	BANKCARD SERVICES	13,071.97
Vendor Check Total			<u>242,014.66</u>
Check List Total			<u><u>242,014.66</u></u>

Check count = 61

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
MIDWEST TAPE				17582	07/18/19	<u>10,044.61</u>
201-5960990	Misc. Contractual Services	Inv. 97579202	7.40			
201-5970610	E-audio/Audio	Inv. 97579202	137.96			
201-5960990	Misc. Contractual Services	Inv. 97579203	26.95			
201-5970610	E-audio/Audio	Inv. 97579203	81.08			
201-5970630	Visual Materials	Inv. 97582009	183.67			
201-5970610	E-audio/Audio	Inv. 97582006	399.93			
201-5960990	Misc. Contractual Services	Inv. 97571199	81.25			
201-5970630	Visual Materials	Inv. 97571199	433.25			
201-5960990	Misc. Contractual Services	Inv. 97571950	61.75			
201-5970630	Visual Materials	Inv. 97571950	446.08			
201-5960990	Misc. Contractual Services	Inv. 97572433	100.85			
201-5970610	E-audio/Audio	Inv. 97572433	325.69			
201-5960990	Misc. Contractual Services	Inv. 97572590	25.90			
201-5970610	E-audio/Audio	Inv. 97572590	575.86			
201-5960990	Misc. Contractual Services	Inv. 97576809	3.25			
201-5970630	Visual Materials	Inv. 97576809	19.99			
201-5960990	Misc. Contractual Services	Inv. 97576808	30.50			
201-5970630	Visual Materials	Inv. 97576808	117.69			
201-5970610	E-audio/Audio	Inv. 97504854	55.99			
201-5970630	Visual Materials	Inv. 97504856	59.98			
201-5970630	Visual Materials	Inv. 97504855	236.16			
201-5960990	Misc. Contractual Services	Inv. 97506448	12.95			
201-5970610	E-audio/Audio	Inv. 97506448	233.93			
201-5960990	Misc. Contractual Services	Inv. 97506449	58.25			
201-5970610	E-audio/Audio	Inv. 97506449	165.60			
201-5960990	Misc. Contractual Services	Inv. 97516335	53.90			
201-5970610	E-audio/Audio	Inv. 97516335	178.66			
201-5960990	Misc. Contractual Services	Inv. 97516337	5.55			
201-5970610	E-audio/Audio	Inv. 97516337	76.97			
201-5960990	Misc. Contractual Services	Inv. 97485522	75.70			
201-5970630	Visual Materials	Inv. 97485522	248.10			
201-5970610	E-audio/Audio	Inv. 97477414	59.99			
201-5970610	E-audio/Audio	Inv. 97477415	67.49			
201-5970630	Visual Materials	Inv. 97477417	112.46			
201-5960990	Misc. Contractual Services	Inv. 97484034	58.00			
201-5970610	E-audio/Audio	Inv. 97484034	171.45			
201-5960990	Misc. Contractual Services	Inv. 97484033	16.65			
201-5970610	E-audio/Audio	Inv. 97484033	360.91			
201-5960990	Misc. Contractual Services	Inv. 97482167	183.25			
201-5970630	Visual Materials	Inv. 97482167	857.57			
201-5970610	E-audio/Audio	Inv. 97504852	43.49			
201-5970630	Visual Materials	Inv. 97548319	139.93			
201-5960990	Misc. Contractual Services	Inv. 97551863	5.55			
201-5970610	E-audio/Audio	Inv. 97551863	119.97			
201-5960990	Misc. Contractual Services	Inv. 97551864	50.05			
201-5970610	E-audio/Audio	Inv. 97551864	171.17			
201-5960990	Misc. Contractual Services	Inv. 97551496	7.95			
201-5970610	E-audio/Audio	Inv. 97551496	36.73			
201-5960990	Misc. Contractual Services	Inv. 97551498	13.00			
201-5970630	Visual Materials	Inv. 97551498	61.46			
201-5970600	Ebooks/Books	Inv. 97557705	65.22			
201-5970630	Visual Materials	Inv. 97557704	27.99			
201-5970630	Visual Materials	Inv. 97557703	157.44			
201-5970610	E-audio/Audio	Inv. 97557702	39.99			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv. 97557700	9.99			
201-5960990	Misc. Contractual Services	Inv. 97541646	48.25			
201-5970630	Visual Materials	Inv. 97541646	305.86			
201-5960990	Misc. Contractual Services	Inv. 97540473	16.65			
201-5970610	E-audio/Audio	Inv. 97540473	337.91			
201-5960990	Misc. Contractual Services	Inv. 97540471	34.65			
201-5970610	E-audio/Audio	Inv. 97540471	109.26			
201-5970630	Visual Materials	Inv. 97539641	52.48			
201-5970630	Visual Materials	Inv. 97539640	91.46			
201-5970630	Visual Materials	Inv. 97539159	59.98			
201-5970610	E-audio/Audio	Inv. 97539158	29.97			
201-5970610	E-audio/Audio	Inv. 97539157	863.86			
201-5970610	E-audio/Audio	Inv. 97539155	44.99			
201-5960990	Misc. Contractual Services	Inv. 97535690	27.45			
201-5970610	E-audio/Audio	Inv. 97535690	92.78			
201-5960990	Misc. Contractual Services	Inv. 97515561	6.50			
201-5970630	Visual Materials	Inv. 97515561	29.98			
201-5960990	Misc. Contractual Services	Inv. 97546090	50.50			
201-5970630	Visual Materials	Inv. 97546090	318.62			
201-5970610	E-audio/Audio	Inv. 97582007	164.97			
ABCORP NA Inc				17583	07/18/19	<u>3,547.33</u>
201-5970100	Supplies	Inv # IN18000185BS	3,547.33			
ALEXIAN BROTHERS CORP HEALTH SERV				17584	07/18/19	<u>200.00</u>
201-5960040	Pre-Employment Testing	Inv # 681803	150.00			
201-5960040	Pre-Employment Testing	Inv # 682837	50.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				17585	07/18/19	<u>747.50</u>
201-5920100	Legal Fees	Acct # 3094904	747.50			
ANDERSON LOCK CO LTD				17586	07/18/19	<u>547.00</u>
201-5930020	R&M Buildings & Structures	Inv # 7081441	547.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17587	07/18/19	<u>320.00</u>
201-5960990	Misc. Contractual Services	Inv # 8114	320.00			
BAKER & TAYLOR				17588	07/18/19	<u>6,653.43</u>
201-5970600	Ebooks/Books	Inv. 2034632407	714.26			
201-5960990	Misc. Contractual Services	Inv. 2034632408	43.85			
201-5970600	Ebooks/Books	Inv. 2034635602	590.07			
201-5960990	Misc. Contractual Services	Inv. 2034635603	35.55			
201-5970600	Ebooks/Books	Inv. 2034635346	380.45			
201-5970600	Ebooks/Books	Inv. 2034593489	63.93			
201-5960990	Misc. Contractual Services	Inv. 2034595949	48.50			
201-5970600	Ebooks/Books	Inv. 2034595948	747.86			
201-5970600	Ebooks/Books	Inv. 2034602718	158.24			
201-5970600	Ebooks/Books	Inv. 2034598410	526.22			
201-5960990	Misc. Contractual Services	Inv. 2034598411	31.55			
201-5970600	Ebooks/Books	Inv. 2034603129	508.41			
201-5960990	Misc. Contractual Services	Inv. 2034603130	26.85			
201-5970600	Ebooks/Books	Inv, 2034622683	485.93			
201-5960990	Misc. Contractual Services	Inv. 2034622684	40.90			
201-5970600	Ebooks/Books	Inv. 2034625767	607.82			
201-5960990	Misc. Contractual Services	Inv. 2034625768	20.80			
201-5970600	Ebooks/Books	Inv. 2034608472	519.27			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034608473	32.70			
201-5970600	Ebooks/Books	Inv. 2034617602	398.81			
201-5960990	Misc. Contractual Services	Inv. 2034617603	24.40			
201-5960990	Misc. Contractual Services	Inv. 2034615027	8.25			
201-5970600	Ebooks/Books	Inv. 2034615026	143.01			
201-5960990	Misc. Contractual Services	Inv. 2034611316	31.40			
201-5970600	Ebooks/Books	Inv. 2034611315	464.40			
BAKER & TAYLOR				17589	07/18/19	<u>8,157.42</u>
201-5960990	Misc. Contractual Services	Inv. 2034629482	25.65			
201-5970600	Ebooks/Books	Inv. 2034629482	237.86			
201-5960990	Misc. Contractual Services	Inv. 2034626630	2.35			
201-5970600	Ebooks/Books	Inv. 2034626630	22.49			
201-5960990	Misc. Contractual Services	Inv. 2034624243	13.90			
201-5970600	Ebooks/Books	Inv. 2034624243	58.59			
201-5960990	Misc. Contractual Services	Inv. 2034624420	17.76			
201-5970600	Ebooks/Books	Inv. 2034624420	46.63			
201-5960990	Misc. Contractual Services	Inv. 2034624401	18.15			
201-5970600	Ebooks/Books	Inv. 2034624401	291.72			
201-5960990	Misc. Contractual Services	Inv. 2034633899	25.92			
201-5970600	Ebooks/Books	Inv. 2034633899	260.98			
201-5960990	Misc. Contractual Services	Inv. 2034634391	13.95			
201-5970600	Ebooks/Books	Inv. 2034634391	279.14			
201-5960990	Misc. Contractual Services	Inv. 2034633649	9.00			
201-5970600	Ebooks/Books	Inv. 2034633649	79.07			
201-5960990	Misc. Contractual Services	Inv. 2034633871	3.24			
201-5970600	Ebooks/Books	Inv. 2034633871	30.63			
201-5960990	Misc. Contractual Services	Inv. 2034629346	3.00			
201-5970600	Ebooks/Books	Inv. 2034629346	21.57			
201-5960990	Misc. Contractual Services	Inv. 2034633865	5.31			
201-5970600	Ebooks/Books	Inv. 2034633865	46.55			
201-5960990	Misc. Contractual Services	Inv. 2034636256	36.85			
201-5970600	Ebooks/Books	Inv. 2034636256	405.97			
201-5960990	Misc. Contractual Services	Inv. 2034637808	12.20			
201-5970600	Ebooks/Books	Inv. 2034637808	107.04			
201-5960990	Misc. Contractual Services	Inv. 2034597542	17.04			
201-5970600	Ebooks/Books	Inv. 2034597542	59.73			
201-5960990	Misc. Contractual Services	Inv. 2034600528	11.69			
201-5970600	Ebooks/Books	Inv. 2034600528	28.07			
201-5960990	Misc. Contractual Services	Inv. 2034600430	5.77			
201-5970600	Ebooks/Books	Inv. 2034600430	19.12			
201-5960990	Misc. Contractual Services	Inv. 2034604097	0.85			
201-5970600	Ebooks/Books	Inv. 2034604097	9.84			
201-5960990	Misc. Contractual Services	Inv. 2034606058	21.60			
201-5970600	Ebooks/Books	Inv. 2034606058	233.19			
201-5960990	Misc. Contractual Services	Inv. 2034597612	1.40			
201-5970600	Ebooks/Books	Inv. 2034597612	9.55			
201-5960990	Misc. Contractual Services	Inv. 2034600379	6.93			
201-5970600	Ebooks/Books	Inv. 2034600379	61.31			
201-5960990	Misc. Contractual Services	Inv. 5015531671	17.50			
201-5970600	Ebooks/Books	Inv. 5015531671	448.21			
201-5970640	Databases	Inv. 5015531671	139.99			
201-5960990	Misc. Contractual Services	Inv. 2034574309	50.22			
201-5970600	Ebooks/Books	Inv. 2034574309	275.38			
201-5960990	Misc. Contractual Services	Inv. 2034582241	0.85			
201-5970600	Ebooks/Books	Inv. 2034582241	7.63			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034589446	12.36			
201-5970600	Ebooks/Books	Inv. 2034589446	122.58			
201-5960990	Misc. Contractual Services	Inv. 5015512120	11.90			
201-5970600	Ebooks/Books	Inv. 5015512120	325.47			
201-5960990	Misc. Contractual Services	Inv. 2034582289	2.20			
201-5970600	Ebooks/Books	Inv. 2034582289	25.61			
201-5960990	Misc. Contractual Services	Inv. 2034589613	58.05			
201-5970600	Ebooks/Books	Inv. 2034589613	674.73			
201-5960990	Misc. Contractual Services	Inv. 2034589458	8.73			
201-5970600	Ebooks/Books	Inv. 2034589458	28.64			
201-5960990	Misc. Contractual Services	Inv. 2034592288	6.48			
201-5970600	Ebooks/Books	Inv. 2034592288	61.31			
201-5960990	Misc. Contractual Services	Inv. 2034622183	37.90			
201-5970600	Ebooks/Books	Inv. 2034622183	316.97			
201-5960990	Misc. Contractual Services	Inv. 2034619361	3.09			
201-5970600	Ebooks/Books	Inv. 2034619361	30.65			
201-5960990	Misc. Contractual Services	Inv. 2034622025	2.81			
201-5970600	Ebooks/Books	Inv. 2034622025	8.94			
201-5960990	Misc. Contractual Services	Inv. 2034625930	32.28			
201-5970600	Ebooks/Books	Inv. 2034625930	113.35			
201-5960990	Misc. Contractual Services	Inv. 2034612333	2.81			
201-5970600	Ebooks/Books	Inv. 2034612333	9.54			
201-5960990	Misc. Contractual Services	Inv. 2034612436	7.65			
201-5970600	Ebooks/Books	Inv. 2034612436	60.26			
201-5960990	Misc. Contractual Services	Inv. 2034612276	3.20			
201-5970600	Ebooks/Books	Inv. 2034612276	23.29			
201-5960990	Misc. Contractual Services	Inv. 2034612483	5.75			
201-5970600	Ebooks/Books	Inv. 2034612483	56.77			
201-5960990	Misc. Contractual Services	Inv. 2034615189	2.55			
201-5970600	Ebooks/Books	Inv. 2034615189	24.84			
201-5960990	Misc. Contractual Services	Inv. 2034613437	37.95			
201-5970600	Ebooks/Books	Inv. 2034613437	327.73			
201-5960990	Misc. Contractual Services	Inv. 2034613505	29.50			
201-5970600	Ebooks/Books	Inv. 2034613505	283.07			
201-5960990	Misc. Contractual Services	Inv. 2034612282	11.34			
201-5970600	Ebooks/Books	Inv. 2034612282	104.45			
201-5960990	Misc. Contractual Services	Inv. 2034604263	40.35			
201-5970600	Ebooks/Books	Inv. 2034604263	414.33			
201-5960990	Misc. Contractual Services	Inv. 2034606592	15.00			
201-5970600	Ebooks/Books	Inv. 2034606592	151.35			
201-5960990	Misc. Contractual Services	Inv. 2034598494	8.15			
201-5970600	Ebooks/Books	Inv. 2034598494	59.25			
201-5960990	Misc. Contractual Services	Inv. 2034618790	62.15			
201-5970600	Ebooks/Books	Inv. 2034618790	867.88			
201-5960990	Misc. Contractual Services	Inv. 2034618967	16.89			
201-5970600	Ebooks/Books	Inv. 2034618967	65.72			
201-5960990	Misc. Contractual Services	Inv. 2034622092	5.77			
201-5970600	Ebooks/Books	Inv. 2034622092	9.55			
201-5960990	Misc. Contractual Services	Inv. 2034619182	1.40			
201-5970600	Ebooks/Books	Inv. 2034619182	14.99			
201-5960990	Misc. Contractual Services	Inv. 2034618955	6.00			
201-5970600	Ebooks/Books	Inv. 2034618955	42.50			
BARNES & NOBLE, INC.				17590	07/18/19	<u>1,223.76</u>
201-5970600	Ebooks/Books	Inv # 3860994	1,229.74			
201-5970600	Ebooks/Books	CM # 3841298	-5.98			

Des Plaines Public Library

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June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BIBLIOTHECA, LLC 201-5970100	Supplies	Inv # INV-US22290	3,736.00	17591	07/18/19	<u>3,736.00</u>
BLACKSTONE PUBLISHING 201-5970610	E-audio/Audio	Inv # 1122387	31.91	17592	07/18/19	<u>31.91</u>
CDW GOVERNMENT 201-5970100	Supplies	Inv # SSR9852	780.34	17593	07/18/19	<u>780.34</u>
CECELIA HOSKINS 201-5960210	Special Event Programming	7/31/19 - Make Your Own Greener Cleaning Products	400.00	17594	07/18/19	<u>400.00</u>
CHILDREN'S PLUS, INC. 201-5970600	Ebooks/Books	Inv # 173354	185.55	17595	07/18/19	<u>1,822.25</u>
201-5970600	Ebooks/Books	Inv # 172469	35.90			
201-5970600	Ebooks/Books	Inv # 173351	216.23			
201-5970600	Ebooks/Books	Inv # 173373	654.35			
201-5970600	Ebooks/Books	Inv # 172033	98.70			
201-5970600	Ebooks/Books	Inv # 172321	33.90			
201-5970600	Ebooks/Books	Inv # 172549	54.88			
201-5970600	Ebooks/Books	Inv # 172464	542.74			
CITY OF DES PLAINES 201-5970500	Water Bill	Water/Sewer/Storm - 3/25/19 - 5/25/19	2,127.26	17596	07/18/19	<u>2,127.26</u>
CLAIRVOYANT CENTER OF CHICAGO 201-5960210	Special Event Programming	8/9/19 - Aura Readings at The Terrace	450.00	17597	07/18/19	<u>450.00</u>
COOPERATIVE COMPUTER SERVICES 201-5920140	Integrated Library System	Inv # 1576 - June 2019	8,246.64	17598	07/18/19	<u>8,246.64</u>
CRYSTAL MAINTENANCE SERVICES CORP 201-5930320	Cleaning/Custodial Services	Inv # 26097	4,892.50	17599	07/18/19	<u>5,352.50</u>
201-5930320	Cleaning/Custodial Services	Inv # 26079	150.00			
201-5930320	Cleaning/Custodial Services	Inv # 26076	150.00			
201-5930320	Cleaning/Custodial Services	Inv # 26078	160.00			
D&Z HOUSE OF BOOKS 201-5970600	Ebooks/Books	Inv # 2019/I101888	1,050.00	17600	07/18/19	<u>1,072.96</u>
201-5970600	Ebooks/Books	Inv # 2019/I102154	22.96			
DE LAGE LANDEN FIANACIAL SERVICES 201-5930210	Rental of Equipment	Inv # 63983441	774.57	17601	07/18/19	<u>774.57</u>
DES PLAINES HISTORY CENTER 201-5960210	Special Event Programming	City of Roses - 8/1/19	200.00	17602	07/18/19	<u>200.00</u>
EBSCO INFORMATION SERVICES 201-5970620	E-Subscriptions/Subscriptions	Inv # 1907625	15.40	17603	07/18/19	<u>15.40</u>
EGUIDE TECH ALLIES 201-5960210	Special Event Programming	Inv # 1168	275.00	17604	07/18/19	<u>275.00</u>

Des Plaines Public Library**Vendor Checks Report**

First Midwest Operating

June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
FEDERAL EXPRESS				17605	07/18/19	<u>141.32</u>
201-5970260	Postage & Parcel	Inv # 6-531-70181	34.77			
201-5970260	Postage & Parcel	Inv # 6-594-52071	106.55			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17606	07/18/19	<u>360.00</u>
201-5930490	Refuse Contract	Inv # 4412770	360.00			
GARVEY'S OFFICE PRODUCTS				17607	07/18/19	<u>1,329.62</u>
201-5970170	Janitorial	Invoice # PINV1742464	1,329.62			
GREGORY ALEXANDER				17608	07/18/19	<u>200.00</u>
201-5960210	Special Event Programming	8/28/19 - Professor Moptop on Abbey Road	200.00			
HR SOURCE				17609	07/18/19	<u>100.00</u>
201-5920220	Membership Dues	Inv # 9273	100.00			
ILLINOIS LIBRARY ASSOCIATION				17610	07/18/19	<u>165.00</u>
201-5990900	Per Capita Grant Expenditures	2019 Reaching Forward Conference	165.00			
IMPACT NETWORKING, LLC.				17611	07/18/19	<u>6,296.87</u>
201-5930010	R&M Equipment	Inv # 1476898	6,296.87			
INFOGROUP, LIBRARY DIVISION				17612	07/18/19	<u>10,821.00</u>
201-5970640	Databases	Inv # 062819cb01 - 7/3/19 - 7/2/2020	10,821.00			
INFORMATION TODAY, INC.				17613	07/18/19	<u>301.53</u>
201-5970640	Databases	Inv # 1689031-B1	301.53			
INGRAM LIBRARY SERVICES				17614	07/18/19	<u>585.22</u>
201-5970600	Ebooks/Books	Inv # 40359119	13.34			
201-5970600	Ebooks/Books	Inv # 39922524	66.19			
201-5970600	Ebooks/Books	Inv # 39922523	24.26			
201-5970600	Ebooks/Books	Inv # 39912773	35.39			
201-5970600	Ebooks/Books	Inv # 39882547	56.38			
201-5970600	Ebooks/Books	Inv # 40565685	30.90			
201-5970600	Ebooks/Books	Inv # 40565686	44.89			
201-5970600	Ebooks/Books	Inv # 40620246	20.40			
201-5970600	Ebooks/Books	Inv # 40167642	155.34			
201-5970600	Ebooks/Books	Inv # 40434515	10.80			
201-5970600	Ebooks/Books	Inv # 40639829	127.33			
INTERNAL REVENUE SERVICE				17615	07/18/19	<u>144.55</u>
201-5920990	Property/Liability Insurance	Form 720 - PCORI Fee	144.55			
KANOPY				17616	07/18/19	<u>372.00</u>
201-5970630	Visual Materials	Inv # 159877-PPU	372.00			
LAUTERBACH & AMEN, LLP.				17617	07/18/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice No.37424 - May	1,550.00			
LAW BULLETIN PUBLISHING COMPANY				17618	07/18/19	<u>135.00</u>
201-5970640	Databases	Invoice # 2129750	135.00			
LECTORUM PUBLICATIONS, INC				17619	07/18/19	<u>407.55</u>

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv # 825866	407.55			
LIMRICC				17620	07/18/19	<u>41,976.58</u>
201-2401002	Payroll Liabilities	July 2019	41,976.58			
MAIL FINANCE				17621	07/18/19	<u>204.09</u>
201-5930210	Rental of Equipment	Inv # N7775156	204.09			
MENARDS				17622	07/18/19	<u>85.91</u>
201-5930020	R&M Buildings & Structures	Inv # 38740	85.91			
OAKBROOK MECHANICAL SERVICES				17623	07/18/19	<u>2,797.50</u>
201-5930020	R&M Buildings & Structures	Inv # 16500	2,797.50			
OUTSOURCE SOLUTIONS GROUP, INC.				17624	07/18/19	<u>55,450.65</u>
201-5930010	R&M Equipment	Inv # 48002	2,256.44			
201-5980420	Computer Software	Inv # 48047	616.96			
202-5980420	Computer Software	Inv # 48136	10,980.59			
201-5960990	Misc. Contractual Services	Inv # 48134	350.00			
201-5920110	Professional Services	Inv # 48133	33,420.30			
202-5980410	Computer Hardware	Inv # 46869	2,601.56			
201-5980420	Computer Software	Inv # 47741	3,724.80			
201-5960990	Misc. Contractual Services	Inv # 47779	1,500.00			
OVERDRIVE, INC.				17625	07/18/19	<u>5,902.62</u>
201-5970600	Ebooks/Books	Inv # 01018MA19124346	654.20			
201-5970600	Ebooks/Books	Inv # 01018MA19123882	1,709.64			
201-5970600	Ebooks/Books	Inv # 01018MA19103823	1,103.85			
201-5970600	Ebooks/Books	Inv # 01018MA19103406	2,434.93			
RAINBOW BOOK COMPANY				17626	07/18/19	<u>480.69</u>
201-5970600	Ebooks/Books	Inv # 169260	480.69			
RECORDED BOOKS, INC				17627	07/18/19	<u>138.89</u>
201-5970610	E-audio/Audio	Inv # 76226131	7.95			
201-5970610	E-audio/Audio	Inv # 76231625	65.47			
201-5970610	E-audio/Audio	Inv # 76240564	65.47			
SCHOLASTIC LIBRARY PUBLISHING				17628	07/18/19	<u>3,656.00</u>
201-5970640	Databases	Inv # 19510960	3,656.00			
SPEED-E-KLEEN, INC.				17629	07/18/19	<u>419.00</u>
201-5930320	Cleaning/Custodial Services	Inv # 4169	419.00			
STEVE KURAS				17630	07/18/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	6/20/19 - Board Meeting Videography	125.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				17631	07/18/19	<u>537.94</u>
201-5970630	Visual Materials	Inv # 1921	265.67			
201-5970630	Visual Materials	Inv # 1922	50.00			
201-5970630	Visual Materials	Inv # 1923	122.27			
201-5970630	Visual Materials	Inv # 1920	100.00			
THOMSON REUTERS-WEST				17632	07/18/19	<u>19.09</u>
201-5970640	Databases	Inv # 840451648	19.09			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

June 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
TIAA BANK 201-5930210	Rental of Equipment	Inv # 6298338	657.91	17633	07/18/19	<u>657.91</u>
TREND ENTERPRISES, INC 201-5970600	Ebooks/Books	Inv # 2080121 RI	13.93	17634	07/18/19	<u>13.93</u>
Check List Total						<u><u>192,101.34</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

June 1, 2019 - June 30, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51030	06/30/19	PRO DATA	876.10
51031	06/30/19	IMRF	29,416.01
51032	06/30/19	NEO-POST USA, INC.	1,000.00
51033	06/30/19	VERIZON WIRELESS	756.01
51034	06/30/19	COMCAST CABLE	2,811.49
51035	06/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	739.75
51036	06/30/19	NICOR GAS	1,241.99
51037	06/30/19	BANKCARD SERVICES	13,071.97
Vendor Check Total			<u>49,913.32</u>
Check List Total			<u><u>49,913.32</u></u>

Check count = 8

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490	4,579,405						
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793	-						
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732						
	16,564	851,056	2,439,628	64,333	85,912	13,732	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199						
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211						
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407						
	645,775	490,230	473,577	459,183	473,108	487,817	-	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	(474,085)	-	-	-	-	-	-

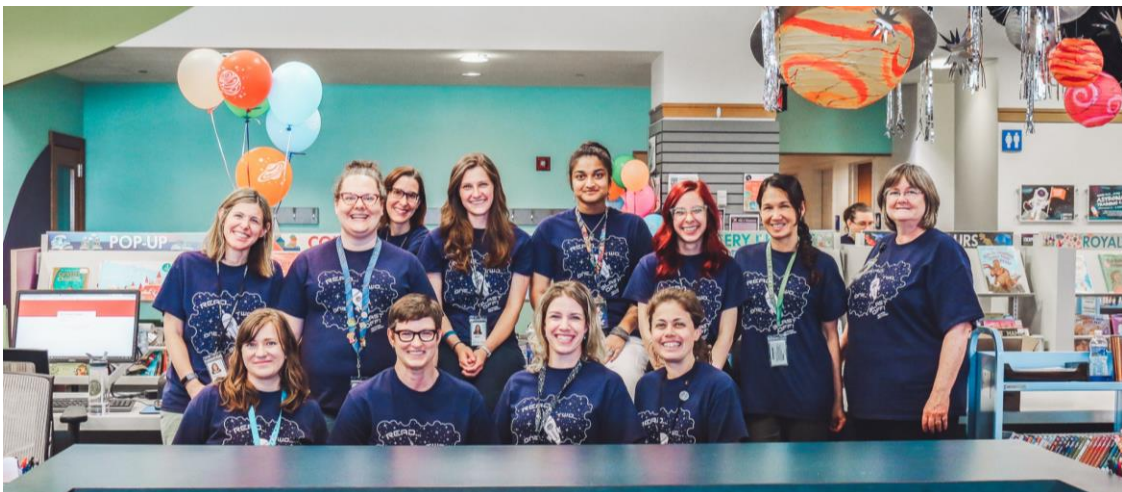
Des Plaines Public Library
 Disbursement Reconciliation
 June 30, 2019

Total Expenses per Expense Report			<u><u>\$474,410.05</u></u>
Gross Payroll	235,104.01		
Benefits Expense	<u>69,095.41</u>		
Total Payroll Expenses		304,199.42	
Check List		242,014.66	
Total Transfers and expenses per payroll and vendor checks reports			<u>546,214.08</u>
		Variance	<u>71,804.03</u>
Less: (disbursements included above)			
IMRF		(29,416.01)	
LIMRICC		(41,976.58)	
Monthly Deposit		(411.44)	
			(71,804.03)
			0.00
		Variance	<u><u>0.00</u></u>



2,003 to date!

2,003 kids have signed up for DPPL's Summer Reading Club for Kids as of July 11, 2019, with 20 more days to go! This is ALREADY a big increase from 2018, when total registration was 1,905.





SRC Kickoff





Summer at DPPL





SCIENCE TELLERS:
ALIENS ESCAPE FROM EARTH

MONDAY | JUNE 24 | 10:30 AM
DON'T MISS THIS ACTION-PACKED ADVENTURE USING SCIENCE EXPERIMENTS, FOR SPECIAL EFFECTS!

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

ESCAPE TO THE LIBRARY!
GRADES 5 - 8

STAR WARS
MON. 6/10 & TUE. 6/11
Work as a team to find clues and solve puzzles to transmit the First Order's evil plans to the Resistance before time runs out!

GHOSTBUSTERS
THURS. 6/27
Work as a team to find clues and solve puzzles to banish the ghost haunting the middle school before time runs out!

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



Summer at DPPL



SNAPOLGY IN SPACE

Thursday, June 13 • Friday, June 21 at 10:30 a.m.
Tuesday, July 9 • Monday, July 15 at 4:00 p.m.

Learn about space exploration through robotics and other hands-on fun! Grades 3 - 6.
Registration required. See card for details.

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



things to do at DPPL This Summer

CHECK OUT A BOARD GAME
FROM OUR NEW COLLECTION AND PLAY IT ON A RAINY DAY

JOIN US AT NERDS ON TAP:
PART PHILOSOPHY, PART TECH TALK, PART NIGHT OUT AT A LOCAL BAR

CAPTURE YOUR UNDERWATER ADVENTURES WHEN YOU BORROW A GO-PRO

ENJOY THE BEST VIEW OF DOWNTOWN DES PLAINES DURING ONE OF OUR SUMMER EVENTS ON THE TERRACE

GET CRAFTY WITH CREATIVEBUG
ARTS & CRAFTS VIDEO CLASSES. SHARE WITH #DPPLMAKER

VENGA A DISFRUTAR UNA NOCHE FAMILIAR CON EL JUEGO, LOTERIA

PARTICIPATE IN OUR SUMMER READING PROGRAMS FOR KIDS, TEENS AND ADULTS JUNE 1 - JULY 28, 2019. ENTER TO WIN PRIZES.



TEENS

Be A MAKER

Wednesdays
June 12, June 26, & July 10

3:00 - 4:30 PM

For Grades 6-12

Explore technology with a different hands-on maker activity each session.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Summer at DPPL

FRIDAY, JUNE 14 • 6:30 - 7:30 PM

Paint Your Own Canvas with Topsy Paint

Join us on The Terrace as Topsy Paint of Glenview provides step by step instruction and supplies for all participants. Everyone will paint pre-chosen image on their own canvas. Registration required. See card for details. Sponsored by the Friends of the Library

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



BATTLE OF THE BANDS

JUNE 21ST | 6 - 9PM

Enjoy live music by local teens and vote for your favorite band! Sponsored by the Friends of the Des Plaines Library, The School of Rock and the City of Des Plaines.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



Episode 56
Now Available



New on the DPPL Blog

D-Day's 75th Anniversary



New on the DPPL Blog

Escape Rooms in the Library

DPPL is Forgiving Fines

Visit DPPL's 1st floor desk in June, July and August and we will clear all fines from your account. *

* Only Not valid on items borrowed from other libraries or fees for lost or damaged materials.

Blog Posts



New on the DPPL Blog

Guide to Pride: Titles Spotlighting the LGBTQ Experience

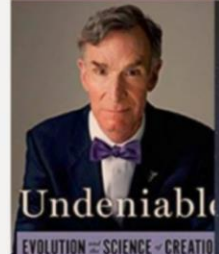


Episode 57
Now Available

STEPHEN HAWKING



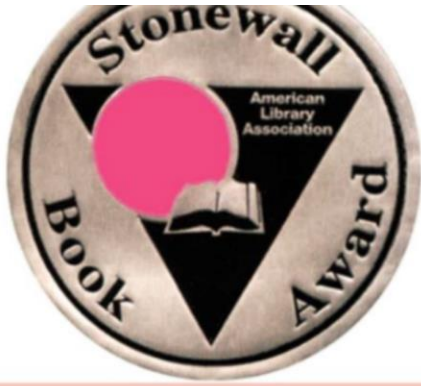
BRIEF ANSWERS TO THE BIG QUESTIONS



Undeniable
EVOLUTION • SCIENCE • CREATION

ARL SAGA
THE MON-HAUNT WORLD

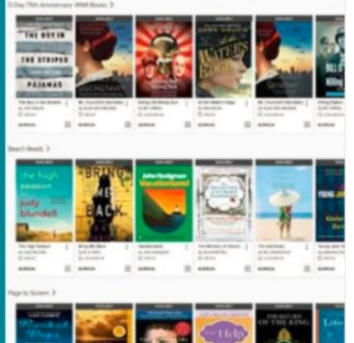




DIGITAL LIBRARY of Illinois

New on the DPPL Blog

Overdrive MyMediaMall is Now Digital Library of Illinois

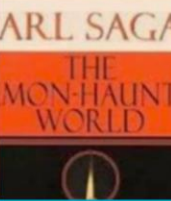
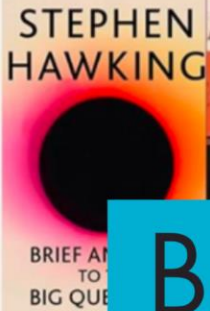


New on the DPPL Blog

LGBTQ Equality Without Exception



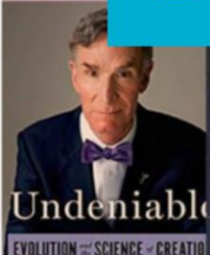
Episode 57 Now Available



Blog Posts

New on the DPPL Blog

A Message from Holly Sorensen



Jo Bonell Appointed Library Director



Parenting Small Humans: There's a Book For That



GOAL #4

DPPL building mechanicals, internal operations and data evaluation tools are up to date, ensuring that Des Plaines residents have a safe, efficient facility that meets both current and anticipated future needs.



STRATEGY 2: Review and enhance internal operations to maximize efficiency / Implement marketing campaign to promote DPPL classes and services to residents.

Tony Hahn, web services manager reports:

813 people opted into texts for weekly summer reminders about Kids events at the library. Parents are given the option to opt-in when they register for Summer Reading. 2795 texts have been sent to these subscribers. You can also opt in by texting DPPLSUMMER to 844-626-7512

446 clicks can be traced back to the last 30 days of this Summer Reading text initiative. This link goes directly to our Youth Events calendar. 16 percent of the texts sent were clicked through!

We do this kind of text promotion throughout the year with Patch Club to keep parents and kids on track with the year-long reading challenge. Special thanks to part-time Youth Services Assistant Sally for managing these successful campaigns! Examples of some of the texts:

DPPL here! Looking for unique summer fun? Check out our Science Tellers show on Monday! See details and more at <http://bit.ly/DPPLkids>. Reply stop to stop

Cool off at the library with detective, craft, & family programs. More info at <http://bit.ly/DPPLkids> & see you at the parade! Reply stop to stop

CREATED MAY 31, 2018, 6:25 PM | @DPPL

Kids Summer Events

[https://calendar.dppl.org/events?r=thisweek&t=youth program&v=list](https://calendar.dppl.org/events?r=thisweek&t=youth+program&v=list)

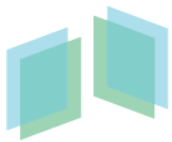
bit.ly/DPPLkids COPY SHARE EDIT

446 clicks

CLICKS



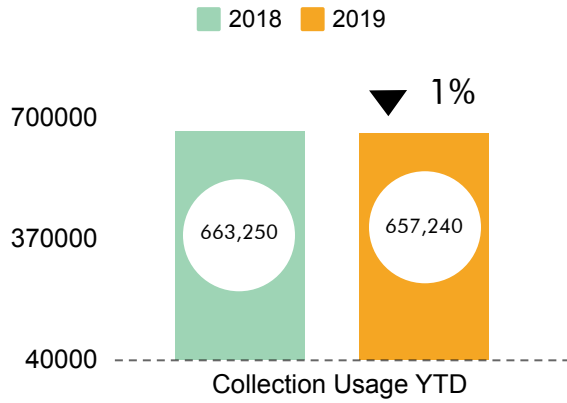
DATA IN UTC



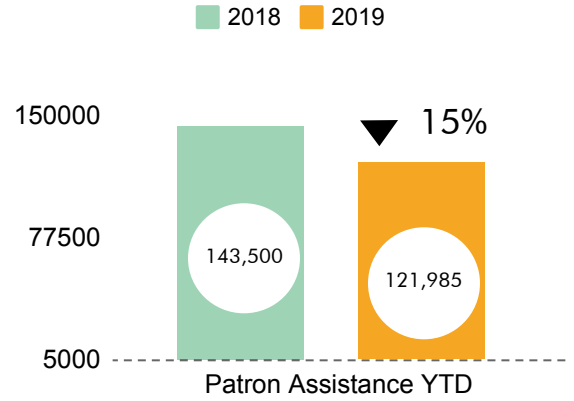
STATISTICS REPORT

June 2019

Collection Usage YTD

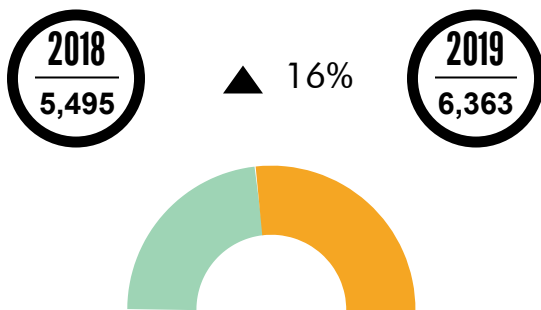


Patron Assistance YTD



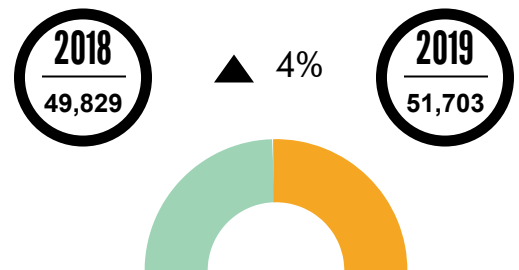
Bookings YTD

Events, Programs & Classes

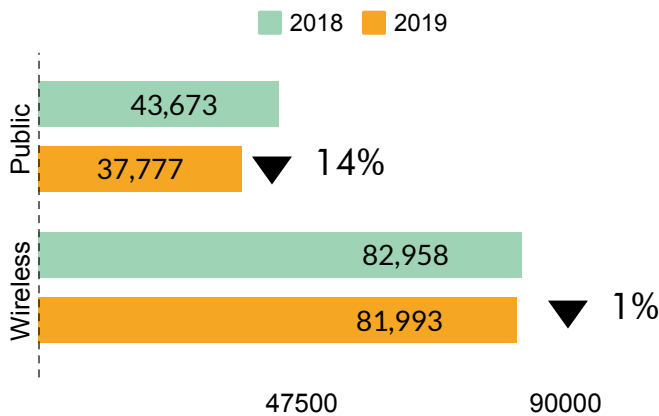


Attendance YTD

Events, Programs, Outreach & Classes

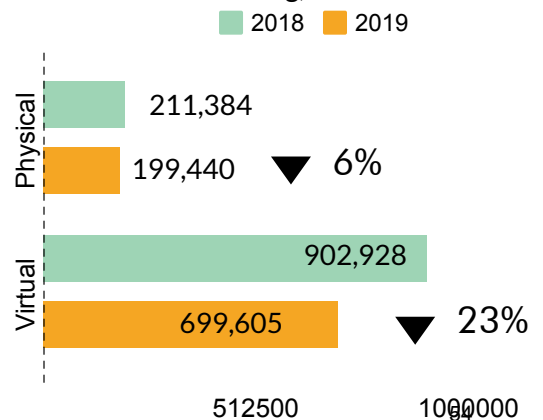


Computer Usage YTD



Traffic YTD

Physical is the gate count.
Virtual includes catalog, website and mobile app.



Board Stats Reporting Form

June 2019

COLLECTION USAGE			
		Year to Date 2019	657,240
		Year to Date 2018	663,250
		% Change	-1%

PATRON ASSISTANCE			
		Year to Date 2019	121,985
		Year to Date 2018	143,500
		% Change	-15%

EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	6,363
		Year to Date 2018	5,495
		% Change	16%

EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	51,703
		Year to Date 2018	49,829
		% Change	4%

TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	199,440
		Year to Date 2018	211,384
		% Change	-6%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	699,605
		Year to Date 2018	902,928
		% Change	-23%

COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	37,777
		Year to Date 2018	43,673
		% Change	-14%
		Wireless	
		Year to Date 2019	81,993
		Year to Date 2018	82,958
		% Change	-1%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	YTD
COLLECTION USAGE								
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	83,832	481,715
	E-materials	11,053	9,213	11,372	10,955	10,883	9,974	63,450
	ILL	138	166	157	191	188	136	976
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	111,099
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	657,240
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	478,783
	ILL	2,470	617	611	3,837	332	136	8,003
	E-materials	6,357	8,822	8,839	8,789	8,302	9,005	50,114
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	126,350
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	663,250
PATRON ASSISTANCE								
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	20,290
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	62,681
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	39,014
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	121,985
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	19,274
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	74,060
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	50,166
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	143,500
EVENTS, PROGRAMS AND CLASSES-BOOKINGS								
	Youth Services	56	87	92	100	29	292	656
	Adult Services	78	77	99	89	103	76	522
	Outside groups	52	59	68	64	63	43	349
	Public study rooms	683	838	887	904	786	738	4,836
2019	Total	869	1,061	1,146	1,157	981	1,149	6,363
	Youth & Adult Services	111	147	150	146	104	112	770
	Outside groups	56	55	75	70	52	40	348
	Public study rooms	807	813	820	620	622	695	4,377
2018	Total	974	1,015	1,045	836	778	847	5,495
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE								
	Youth Services	776	1,396	1,419	1,470	568	2,580	8,209
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	8,758
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	9,214
	Public study rooms	1,296	1,620	1,672	1,733	1,694	1,360	9,375
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	14,375
	Outreach-Adult Services	229	456	425	189	168	305	1,772
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	51,703
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	16,194
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	9,811
	Public study rooms	1,686	1,656	1,669	1,269	1,318	1,157	8,755
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	12,838
	Outreach-Adult Services	447	465	424	268	492	135	2,231
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	49,829
TRAFFIC								
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	199,440
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	39,570	211,384
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	699,605
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	150,899	902,928
COMPUTER USAGE								
	Public computers-Youth Services	819	928	1,352	958	918	1,540	6,515
	Public computers-Adult	4,777	4,847	5,625	5,693	5,381	4,939	31,262
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	37,777
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	7,902
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	5,640	35,771
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	43,673
2019	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	81,993
	Total	11,656	14,000	15,467	14,674	14,732	11,464	81,993
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	82,958
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	82,958

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,055,797	\$ 4,581,712	\$ 5,682,503	\$ 6,283,063	\$ 5,814,995	\$ 5,083,723	\$ 4,628,410			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,985	158,826	158,826	158,826	158,826	158,826	158,826			
	<u>3,981,263</u>	<u>3,351,494</u>	<u>3,711,910</u>	<u>5,676,772</u>	<u>5,281,858</u>	<u>4,896,812</u>	<u>4,422,886</u>	<u>5,523,677</u>	<u>6,124,237</u>	<u>5,656,169</u>	<u>4,924,897</u>	<u>4,469,584</u>			
Revenue (M-T-D)															
Property Taxes		815,295	2,380,960	44,428	38,793	-	1,531,366	1,205,190	40,968	13,559	8,954		6,079,513	6,100,000	(20,487)
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	15,212		14,753	30,843	34,512	704,318	991,386	978,588	12,798
Total Revenue	<u>16,564</u>	<u>851,056</u>	<u>2,439,627</u>	<u>64,333</u>	<u>85,912</u>	<u>13,732</u>	<u>1,546,578</u>	<u>1,205,190</u>	<u>55,721</u>	<u>44,402</u>	<u>43,466</u>	<u>704,318</u>	<u>7,070,899</u>	<u>7,078,588</u>	<u>(7,689)</u>
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	263,790	387,387	434,207	519,884	310,173	344,789	4,142,108	4,144,018	(1,910)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	72,112	93,736	86,874	84,163	73,425	97,563	1,111,535	1,104,264	7,271
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	81,209	75,770	88,288	107,284	111,287	105,874	1,015,290	1,021,780	(6,490)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146		2,798	8,316		1,885	2,205	51,217	51,705	(488)
Other	726	1,118	1,113	2,134	2,312	2,259							673,000	733,000	(60,000)
202		6,286	2,948	2,200	13,393	13,582	30,769	15,416	7,352	38,951	37,302	5,943	174,142	172,000	2,142
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(2,093)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	<u>645,775</u>	<u>490,230</u>	<u>473,578</u>	<u>459,183</u>	<u>470,799</u>	<u>487,817</u>	<u>445,787</u>	<u>604,630</u>	<u>523,789</u>	<u>775,674</u>	<u>498,779</u>	<u>556,374</u>			<u>(59,475)</u>
Net Increase/(Decrease)	<u>(629,211)</u>	<u>360,826</u>	<u>1,966,049</u>	<u>(394,850)</u>	<u>(384,887)</u>	<u>(474,085)</u>	<u>1,100,791</u>	<u>600,560</u>	<u>(468,068)</u>	<u>(731,272)</u>	<u>(455,313)</u>	<u>147,944</u>			
Cash End of Month	<u>3,508,659</u>	<u>3,869,485</u>	<u>5,835,534</u>	<u>5,440,684</u>	<u>5,055,797</u>	<u>4,581,712</u>	<u>5,682,503</u>	<u>6,283,063</u>	<u>5,814,995</u>	<u>5,083,723</u>	<u>4,628,410</u>	<u>4,776,354</u>			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,281,922	4,896,971	4,422,727	5,523,677	6,124,237	5,656,169	4,924,897	4,469,584	4,617,528			

2019 Desktop Lifecycle Replacement

This is for our yearly lifecycle process. The computers due for replacement this year are for the 38 4th floor public PCs and 2 older staff PCs. The quotes provided are forty (40) PCs with the following specs: HP Prodesk 400 G5; Intel i5 3GHz processor; 8GB of memory; 256GB SSD

Vendor	Quote price
Outsource Solutions Group	\$27,202.99
Insight Public Sector	\$28,744.40
CDW-G	\$29,800.00

Quantity	Description	Total
HP REPLACEMENT DESKTOPS		
40	HP PRODESK 400 G5	\$26,944.80
	SMALL FORM FACTOR	
	i5 PROCESSOR	
	8GB MEMORY	
	256GB SSD HARD DRIVE	
	WINDOWS 10 PRO 64BIT	
	3 YEAR NBD ONSITE MANUFACTURER WARRANTY	
1	SHIPPING AND HANDLING - IF LIFTGATE REQUIRED	\$258.19
	Your Price:	\$27,202.99
	Total:	\$27,202.99

Prices are firm until 5/31/2019

Terms: Due Upon Receipt

Quoted by: Don Sofolo, dsfolo@osgusa.com

Date: 5/6/2019

Accepted by: _____

Date: _____

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY. All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted). Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply.Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at Customer's address damaged, customer should refuse to accept delivery from carrier.

SOLD-TO PARTY 10989539

DES PLAINES PUBLIC LIBRARY
 STEVEN KURAS
 1501 ELLINWOOD AVE
 DES PLAINES IL 60016-4553

SHIP-TO PARTY

DES PLAINES PUBLIC LIBRARY
 STEVEN KURAS
 1501 ELLINWOOD AVE
 DES PLAINES IL 60016-4553

Quotation	
Quotation Number	: 221191890
Document Date	: 14-MAY-2019
PO Number	:
PO Release	:
Sales Rep	: Kaitlyn Ballard
Email	: KBALLAR2@INSIGHT.COM
Telephone	: 5015054115
Sales Rep 2	: James Sullivan
Email	: JAMES.SULLIVAN@INSIGHT.COM
Telephone	: 5015054731

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities).
 Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
4DQ09UT#ABA	HP ProDesk 400 G5 - SFF - Core i5 8500 3 GHz - 8 GB - 256 GB - US OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	40	718.61	28,744.40
			Product Subtotal	28,744.40
			TAX	0.00
			Total	28,744.40

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Kaitlyn Ballard
 5015054115
KBALLAR2@INSIGHT.COM

James Sullivan
 5015054731
JAMES.SULLIVAN@INSIGHT.COM

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

The U.S. government has imposed tariffs on technology-related goods. Many of Insight's OEM and distribution partners have notified Insight that these tariffs will result in frequent and significant price increases. Some of our major partners have already provided Insight with cost increases, in some instances multiple times per day, while other providers are still assessing their situations. Due to the situation it is possible this quote may be subject to cost changes for Insight which will necessitate changes to the quoted pricing, or withdrawal of the quote.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: http://www.insight.com/en_US/help/terms-of-sale-products-ips.html

QUOTE CONFIRMATION



DEAR STEVEN KURAS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KQDD722	5/14/2019	HP	0372665	\$29,800.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP SB ProDesk 400 G5 SFF Core i5-8500 8GB RAM 256GB Win 10 Pro	40	5143644	\$745.00	\$29,800.00
Mfg. Part#: 4DQ09UT#ABA UNSPSC: 43211508 Contract: MARKET				

PURCHASER BILLING INFO		SUBTOTAL	\$29,800.00
Billing Address: DES PLAINES PUBLIC LIBRARY ACCTS PAYABLE 1501 ELLINWOOD AVE DES PLAINES, IL 60016-4553 Phone: (847) 827-5551 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$29,800.00
DELIVER TO		Please remit payments to:	
Shipping Address: DES PLAINES PUBLIC LIBRARY STEVEN KURAS 1501 ELLINWOOD AVE DES PLAINES, IL 60016-4553 Phone: (847) 827-5551 Shipping Method: NiteMoves Local Super-Saver		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	CDWG Account Team - Jen and Meagan	(866) 339-7925	jennandmeagan@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager
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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, AUGUST 15, 2019

7:00 P.M.

Conference Room – Second Floor

Agenda –

- **Report Out Finance Committee Action**
- **Executive Session – To discuss**
 - **The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.**

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
August 15, 2019
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. (7:10 p.m.)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. (7:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – July 18, 2019.
 - B. Acceptance of Financial Reports for July 2019.
 - C. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. Unfinished Business.
 - A. Approve Payment to LinkedIn for Lynda - \$13,125.00. [Action Item]
 - B. Lighting Upgrade Project. [Action Item]

- IX. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$245,696.61. [Action Item]
 - B. Report Out Finance Committee Action, August 14, 2019 – Kristen Graack. [Action Item]
 - C. Per Capita Grant Requirements Review – Roberta Johnson.
 - D. Approve Extension to OSG Contract. [Action Item]
 - E. Approve Time Change for All Staff Quarterly Meetings. [Action Item]

- X. Announcements. (7:45 p.m.)

- XI. Correspondence.

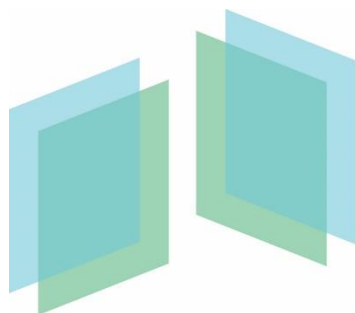
- XII. Other.

- XIII. Executive Session. (7:55 p.m.)
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

- XIV. Executive Session Action.
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

- XV. Adjournment. (8:05 p.m.)

This meeting will be recorded for television broadcast.



DES PLAINES PUBLIC LIBRARY

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DRAFT

BOARD OF TRUSTEES Minutes of the Regular Meeting July 18, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, July 18, 2019. President Gregory Sarlo called the meeting to order at 4:06 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer Edley, Stephanie Spetter, Heather Imhoff, Gary Valente, Sidney Fitch, John Leach, Michael Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, seconded by Christopher Renkosiak, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NOMINATING COMMITTEE.

Chair Bruce Lester reported that the Nominating Committee met and their recommendation to the board for the office of President is Gregory Sarlo, Vice President, Vincent Rangel, Treasurer, Kristen Graack and Secretary, Carol Kidd.

Chair Bruce Lester asked for nominations from the floor for any officer position. Trustee Earl Wilson nominated himself for President.

MOTION by Committee, to approve the proposed slate of officers, Vincent Rangel, Vice President, Kristen Graack for Treasurer and Carol Kidd, for Secretary. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Wilson, Sarlo. NAYS: None. MOTION CARRIED.

Trustees Gregory Sarlo and Earl Wilson were asked to speak about their service on the board.

The board members voted on the two candidates for President and Trustee Gregory Sarlo had the majority of the votes.

MOTION by Committee approve Gregory Sarlo for President. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

A. Oath of Office.

Dr. Gregory Sarlo took the Oath of Office for President, Vincent Rangel took the Oath of Office for Vice President, Kristen Graack took the Oath of Office for Treasurer and Carol Kidd took the Oath of Office for Secretary.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$242,014.66. [Action Item]

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$242,014.66 as listed on the vendor checks report of June 2019 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B Approve Payment to RAILS for OverDrive, July 1, 2019 – June 30, 2020- \$13,589.00. [Action Item]

MOTION by Bruce Lester, seconded by Kristen Graack, to approve payment to RAILS for OverDrive for the period July 1, 2019 – June 30, 2020 in the amount of \$13,589.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Lighting Upgrade Project. [Action Item]

The board discussed the lighting upgrade project and the consensus was to approve the proposal from Verde, which includes the installation of dimmers, LED fixtures and bulbs.

MOTION by Vincent Rangel, seconded by Umair Qadeer, to approve the proposal from Verde for the Des Plaines Public Library LED Project, including the installation of dimmers, LED fixtures and bulbs. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Payment to LinkedIn for Lynda - \$13,589.00. [Action Item]

Library Director Jo Bonell explained that LinkedIn purchased the database Lynda.com. Trustee Denise Hudec stated that she has concerns about patrons having to login with both Lynda and LinkedIn and that system was not user friendly. Trustee Christopher Renkosiak stated that Lynda.com would become LinkedIn Learning and that patrons wanting to use the database would have to create a social media account.

The board consensus was to postpone discussion and voting on LinkedIn for Lynda until the August 15, 2019 board meeting, when more information may be available.

- E. Approve 2019 Desktop Lifecycle Replacement. [Action Item]

Michael Ruter, CEO and Co-owner of Outsource IT Solutions Group, Inc. explained the four-year lifecycle program for computers. The computers being replaced are being used by library patrons and are used 50% of the time the library is open. Michael Ruter

explained that Outsource IT Solutions Group, Inc. bids the project first and then it is sent out to other vendors, so the process is very fair.

MOTION by Christopher Renkosiak, seconded by Vincent Rangel, to approve Outsource Solutions Group, as the lowest bidder for the 2019 Desktop Lifecycle Replacement from Outsource IT Solutions Group, Inc. in the amount of \$27,202.99. VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

X. ANNOUNCEMENTS.

A. New Library Director, Jo Bonell.

President Gregory Sarlo thanked the board for working together and for their participation in all aspects of the hiring process for the library director position. The process was productive, with input from the board and library staff.

Library Director Jo Bonell thanked the board and staff for the opportunity to serve as the new library director at the Des Plaines Public Library.

B. Per Capita Grant Award - \$72,955.00.

The library received a check in the amount of \$72,955 from the State of Illinois for the Per Capita Grant.

The board was invited to attend the ILA Annual Conference in Tinley Park on Thursday, October 24, 2019 for Library Trustee Day.

XI. CORRESPONDENCE.

XII. OTHER.

Trustee Denise Hudec overheard a child say that attending the Unicorn program at the library was “the best day of her life.”

XIII. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Kristen Graack, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 5:01 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
July 31, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



August 02, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of July 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Seven Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of July 31, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,044,953.29	\$ 1,289,862.80	\$ 5,334,816.09
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,118,670.60	\$ 1,289,862.80	\$ 11,408,533.40
LIABILITIES			
Accounts Payable	\$ 204,548.08	\$ 27,202.99	\$ 231,751.07
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	540,032.47	27,202.99	567,235.46
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,609,532.47	27,202.99	6,636,735.46
FUND BALANCE			
Fund Balance - Unreserved	3,474,387.33	1,262,659.81	4,737,047.14
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,509,138.13	1,262,659.81	4,771,797.94
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,118,670.60	\$ 1,289,862.80	\$ 11,408,533.40

Des Plaines Public Library

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

For the 7 Months Ended July 31, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 4,431,623.39	\$ -	\$ 4,431,623.39
Intergovernmental	99,202.00	-	99,202.00
Fines & Fees	37,317.46	-	37,317.46
Interest	43,595.99	15,379.27	58,975.26
Special Events and Programs	886.00	-	886.00
Miscellaneous	58,920.09	-	58,920.09
Total Revenues	<u>4,671,544.93</u>	<u>15,379.27</u>	<u>4,686,924.20</u>
EXPENDITURES			
Personnel	\$ 1,617,878.73	\$ -	\$ 1,617,878.73
Operating	1,210,261.43	-	1,210,261.43
Library Materails	563,056.28	-	563,056.28
Capital Outlay	36,927.91	68,862.60	105,790.51
Other Expenditures	20,322.30	-	20,322.30
Total Expenditures	<u>3,448,446.65</u>	<u>68,862.60</u>	<u>3,517,309.25</u>
Net Change in Fund Balances	<u>1,223,098.28</u>	<u>(53,483.33)</u>	<u>1,169,614.95</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 3,509,138.13</u>	<u>\$ 1,262,659.81</u>	<u>\$ 4,771,797.94</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of July 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	1,310,663.89
202-1102015 - First Midwest Operating #8100292260	<u>243,418.57</u>
	<u>1,554,082.46</u>
201-1102028 - Cash Library Donations	<u>159,379.07</u>
201-1102079 - IL Funds - 151600222591	2,574,410.33
202-1102079 - IL Funds - 151600222591	<u>1,046,444.23</u>
	<u>3,620,854.56</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,334,816.09</u></u>

**Des Plaines Public Library
Balance Sheet as of July 31, 2019**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	176,865.95	1,133,797.94	1,310,663.89
1102028 - Cash Library Donations	158,984.96	394.11	159,379.07
1102079 - IL Funds - 151600222591	2,941,638.29	(367,227.96)	2,574,410.33
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
	<u>9,351,706.51</u>	<u>766,964.09</u>	<u>10,118,670.60</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	178,519.19	(12,493.77)	166,025.42
2401002 - Payroll Liabilities	0.00	38,522.66	38,522.66
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,583,503.58</u>	<u>26,028.89</u>	<u>6,609,532.47</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	<u>2,286,039.85</u>	<u>0.00</u>	<u>2,286,039.85</u>
Total Liabilities and Fund Balance	<u>8,869,543.43</u>	<u>26,028.89</u>	<u>8,895,572.32</u>
Excess Revenues Over Expenses	<u>482,163.08</u>	<u>740,935.20</u>	<u>1,223,098.28</u>

**Des Plaines Public Library
Balance Sheet as of July 31, 2019**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	229,797.73	13,620.84	243,418.57
1102079 - IL Funds - 151600222591	1,071,618.46	(25,174.23)	1,046,444.23
	1,301,416.19	(11,553.39)	1,289,862.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	13,582.15	13,620.84	27,202.99
	13,582.15	13,620.84	27,202.99
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,329,725.29	13,620.84	1,343,346.13
Excess Revenues Over Expenses	(28,309.10)	(25,174.23)	(53,483.33)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

**Des Plaines Public Library
Balance Sheet as of July 31, 2019**

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
_____ Fixed Assets Fund _____			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 7 Months Ended July 31, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	<u>1,152,146.76</u>	<u>4,431,623.39</u>	<u>6,100,000.00</u>	<u>1,668,376.61</u>	<u>72.65</u>
	<u>1,152,146.76</u>	<u>4,431,623.39</u>	<u>6,100,000.00</u>	<u>1,668,376.61</u>	<u>72.65</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	23,247.00	92,988.00	69,741.00	25.00
201-4822040 - State Grant - Per Capita	72,955.00	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>72,955.00</u>	<u>99,202.00</u>	<u>168,988.00</u>	<u>69,786.00</u>	<u>58.70</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	113.54	3,553.76	9,000.00	5,446.24	39.49
201-4850102 - Library Fines	802.95	14,992.24	50,000.00	35,007.76	29.98
201-4850201 - Copying Fees	2,285.73	15,652.46	25,000.00	9,347.54	62.61
201-4850207 - Non-Res Cards	485.00	1,934.00	2,000.00	66.00	96.70
201-4850208 - Meeting Room Fees	<u>165.00</u>	<u>1,185.00</u>	<u>2,000.00</u>	<u>815.00</u>	<u>59.25</u>
	<u>3,852.22</u>	<u>37,317.46</u>	<u>88,000.00</u>	<u>50,682.54</u>	<u>42.41</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>5,650.05</u>	<u>43,595.99</u>	<u>70,000.00</u>	<u>26,404.01</u>	<u>62.28</u>
	<u>5,650.05</u>	<u>43,595.99</u>	<u>70,000.00</u>	<u>26,404.01</u>	<u>62.28</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	1,170.77	45,266.89	40,000.00	(5,266.89)	113.17
201-4899910 - Vending Machine Revenue	88.94	679.02	1,500.00	820.98	45.27
201-4899920 - Library Donations	325.00	7,395.00	5,000.00	(2,395.00)	147.90
201-4899940 - Friends Book Sale	<u>729.25</u>	<u>5,579.18</u>	<u>0.00</u>	<u>(5,579.18)</u>	<u>0.00</u>
	<u>2,313.96</u>	<u>58,920.09</u>	<u>46,500.00</u>	<u>(12,420.09)</u>	<u>126.71</u>
Total Library Fund	<u><u>1,236,917.99</u></u>	<u><u>4,671,544.93</u></u>	<u><u>6,478,488.00</u></u>	<u><u>1,806,943.07</u></u>	<u><u>72.11</u></u>

**Des Plaines Public Library
Revenue Report
For the 7 Months Ended July 31, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,028.76</u>	<u>15,379.27</u>	<u>100.00</u>	<u>(15,279.27)</u>	<u>15,379.27</u>
	<u>2,028.76</u>	<u>15,379.27</u>	<u>100.00</u>	<u>(15,279.27)</u>	<u>15,379.27</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,028.76</u></u>	<u><u>15,379.27</u></u>	<u><u>600,100.00</u></u>	<u><u>584,720.73</u></u>	<u><u>2.56</u></u>
Total of All Funds	<u><u>1,238,946.75</u></u>	<u><u>4,686,924.20</u></u>	<u><u>7,078,588.00</u></u>	<u><u>2,391,663.80</u></u>	<u><u>66.21</u></u>

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	187,514.20	1,208,630.95	2,334,782.00	1,126,151.05	51.77
5910200 - Part-time Salaries	<u>55,747.39</u>	<u>409,247.78</u>	<u>819,513.00</u>	<u>410,265.22</u>	<u>49.94</u>
	<u>243,261.59</u>	<u>1,617,878.73</u>	<u>3,154,295.00</u>	<u>1,536,416.27</u>	<u>51.29</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	18,030.74	128,911.61	235,573.00	106,661.39	54.72
5918021 - Employer Contribution - IMRF	18,553.22	131,767.66	243,694.00	111,926.34	54.07
5918040 - Life Insurance Premiums	129.48	954.50	1,840.00	885.50	51.88
5918050 - PPO Insurance Premiums	18,319.48	107,408.29	267,710.00	160,301.71	40.12
5918051 - HMO Insurance Premiums	10,736.08	70,980.88	197,656.00	126,675.12	35.91
5918055 - Dental Insurance Premiums	1,248.08	9,445.44	20,250.00	10,804.56	46.64
5918070 - Workers Compensation	0.00	0.00	13,000.00	13,000.00	0.00
	<u>67,017.08</u>	<u>449,468.38</u>	<u>989,723.00</u>	<u>540,254.62</u>	<u>45.41</u>
Contractual Services					
5920100 - Legal Fees	856.50	2,297.95	6,000.00	3,702.05	38.30
5920110 - Professional Services	35,858.30	301,175.15	429,394.00	128,218.85	70.14
5920120 - Communication Services	3,561.63	17,653.17	28,850.00	11,196.83	61.19
5920140 - Integrated Library System	22,644.08	72,123.92	97,100.00	24,976.08	74.28
5920202 - Conferences	0.00	2,166.83	5,000.00	2,833.17	43.34
5920204 - Training	239.00	239.00	0.00	(239.00)	0.00
5920220 - Membership Dues	(1,185.00)	7,145.62	7,000.00	(145.62)	102.08
5920990 - Property/Liability Insurance	0.00	39,715.55	35,000.00	(4,715.55)	113.47
5930010 - R&M Equipment	457.76	83,748.34	93,890.00	10,141.66	89.20
5930020 - R&M Buildings & Structures	10,310.44	63,417.40	126,600.00	63,182.60	50.09
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	10,956.99	16,120.00	5,163.01	67.97
5930320 - Cleaning/Custodial Services	5,124.50	41,447.00	67,460.00	26,013.00	61.44
5930490 - Refuse Contract	360.00	2,520.00	4,320.00	1,800.00	58.33
5960040 - Pre-Employment Testing	405.00	1,490.85	3,000.00	1,509.15	49.70
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	7,266.00	50,108.67	68,950.00	18,841.33	72.67
5960990 - Misc. Contractual Services	<u>5,799.87</u>	<u>64,469.61</u>	<u>113,780.00</u>	<u>49,310.39</u>	<u>56.66</u>
	<u>93,094.40</u>	<u>760,793.05</u>	<u>1,104,264.00</u>	<u>343,470.95</u>	<u>68.90</u>
Commodities					
5970100 - Supplies	5,465.41	35,154.24	59,000.00	23,845.76	59.58
5970110 - Meals	0.00	1,004.51	2,000.00	995.49	50.23
5970115 - Supplies - Dept/Other	401.98	2,413.81	6,550.00	4,136.19	36.85
5970170 - Janitorial	1,261.97	4,901.48	20,000.00	15,098.52	24.51
5970260 - Postage & Parcel	0.00	2,191.32	6,800.00	4,608.68	32.23
5970500 - Water Bill	0.00	6,306.91	12,000.00	5,693.09	52.56
5970600 - Ebooks/Books	37,101.72	206,444.64	377,200.00	170,755.36	54.73

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2019**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970610 - E-audio/Audio	13,981.47	49,522.91	83,000.00	33,477.09	59.67
5970620 - E-Subscriptions/Subscriptions	6,873.17	47,488.26	74,630.00	27,141.74	63.63
5970630 - Visual Materials	7,730.67	73,580.47	163,000.00	89,419.53	45.14
5970640 - Databases	9,596.90	116,102.15	190,000.00	73,897.85	61.11
5970810 - Natural Gas	0.00	17,634.06	25,000.00	7,365.94	70.54
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>213.18</u>	<u>2,000.00</u>	<u>1,786.82</u>	<u>10.66</u>
	<u>82,413.29</u>	<u>563,056.28</u>	<u>1,021,780.00</u>	<u>458,723.72</u>	<u>55.11</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	138.44	1,926.10	7,500.00	5,573.90	25.68
5980420 - Computer Software	1,577.85	28,964.25	34,995.00	6,030.75	82.77
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>(125.44)</u>	<u>2,500.00</u>	<u>2,625.44</u>	<u>(5.02)</u>
	<u>1,716.29</u>	<u>36,927.91</u>	<u>51,705.00</u>	<u>14,777.09</u>	<u>71.42</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	7,750.89	14,743.12	73,000.00	58,256.88	20.20
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>729.25</u>	<u>5,579.18</u>	<u>0.00</u>	<u>(5,579.18)</u>	<u>0.00</u>
	<u>8,480.14</u>	<u>20,322.30</u>	<u>733,000.00</u>	<u>712,677.70</u>	<u>2.77</u>
Total Library Fund Expenditures	<u>495,982.79</u>	<u>3,448,446.65</u>	<u>7,054,767.00</u>	<u>3,606,320.35</u>	<u>48.88</u>
 _____ Capital Projects Fund _____					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	27,202.99	34,952.55	44,500.00	9,547.45	78.55
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>27,202.99</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total Capital Projects Fund Expenditures	<u>27,202.99</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total of All Funds	<u>523,185.78</u>	<u>3,517,309.25</u>	<u>7,226,767.00</u>	<u>3,709,457.75</u>	<u>48.67</u>

Des Plaines Public Library

Check List

All Bank Accounts

July 19, 2019 - August 15, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17635	08/15/19	ALEXIAN BROTHERS CORP HEALTH SERV	225.00
17636	08/15/19	AMANDA STANDERFER	1,243.60
17637	08/15/19	ANDERSON SAFFORD	38.70
17638	08/15/19	ANNE B LUCKOSE	150.00
17639	08/15/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
17640	08/15/19	AUTOMATED LOGIC, INC.	4,466.00
17641	08/15/19	BAKER & TAYLOR	8,453.72
17642	08/15/19	BAKER & TAYLOR	10,061.59
17643	08/15/19	CARASOFT TECHNOLOGIES CORPORATION	4,375.00
17644	08/15/19	CHILDREN'S PLUS, INC.	53.89
17645	08/15/19	COOPERATIVE COMPUTER SERVICES	22,644.08
17646	08/15/19	COSTCO MEMBERSHIP	60.00
17647	08/15/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17648	08/15/19	D&Z HOUSE OF BOOKS	1,001.12
17649	08/15/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17650	08/15/19	EBSCO INFORMATION SERVICES	5,473.86
17651	08/15/19	EVANSTON PUBLIC LIBRARY	21.99
17652	08/15/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17653	08/15/19	GALE	2,476.82
17654	08/15/19	GARVEY'S OFFICE PRODUCTS	1,261.97
17655	08/15/19	GERALD HUG	250.00
17656	08/15/19	HOLLY COPELAND AARONSON	500.00
17657	08/15/19	ILLINOIS LIBRARY ASSOCIATION	525.00
17658	08/15/19	INGRAM LIBRARY SERVICES	53.38
17659	08/15/19	JOHN LAVALIE	400.00
17660	08/15/19	KANOPY	403.00
17661	08/15/19	KLEIN, THORPE & JENKINS, LTD.	856.50
17662	08/15/19	LAURA MEZA	152.28
17663	08/15/19	LAURA MEZA	152.28
17664	08/15/19	LAURA MEZA	152.28
17665	08/15/19	LAUTERBACH & AMEN, LLP.	1,550.00
17666	08/15/19	LIBRARY IDEAS LLC	9,343.25
17667	08/15/19	MENARDS	266.87
17668	08/15/19	MICHIGAN STATE UNIVERSITY	20.00
17669	08/15/19	MIDWEST TAPE	12,412.50
17670	08/15/19	OAKBROOK MECHANICAL SERVICES	5,116.50
17671	08/15/19	OAKTON GLASS COMPANY	475.00
17672	08/15/19	ORKIN	95.00
17673	08/15/19	OUTSOURCE SOLUTIONS GROUP, INC.	62,593.28
17674	08/15/19	PROQUEST LLC	7,290.40
17675	08/15/19	RAILS	13,589.00
17676	08/15/19	RECORDED BOOKS, INC	46.57
17677	08/15/19	RUSSIAN PUBLISHING HOUSE LTD	500.00
17678	08/15/19	SHERWIN WILLIAMS	113.95
17679	08/15/19	SIDECAR PUBLICATIONS LLC	348.00
17680	08/15/19	SPEED-E-KLEEN, INC.	232.00
17681	08/15/19	STEVE KURAS	125.00
17682	08/15/19	THOMAS KLISE/CRIMSON MULTIMEDIA	771.26
17683	08/15/19	THOMSON REUTERS-WEST	19.09
17684	08/15/19	TIAA COMMERCIAL FINANCE	657.91
17685	08/15/19	TODAY'S BUSINESS SOLUTIONS INC	457.76
17686	08/15/19	TUMBLEWEED PRESS INC.	550.00
17687	08/15/19	VAHE GHAZARIAN	100.00
17688	08/15/19	VISOGRAPHIC	4,792.10
51038	07/31/19	PRO DATA	888.00
51039	07/31/19	IMRF	30,496.86
51040	07/31/19	COMCAST CABLE	2,815.81

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Check List

All Bank Accounts

July 19, 2019 - August 15, 2019

Check Number	Check Date	Payee	Amount
51041	07/31/19	BANKCARD SERVICES	16,792.46
51042	07/31/19	VERIZON WIRELESS	745.82
51043	07/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	729.25
Vendor Check Total			<u>245,696.61</u>
Check List Total			<u><u>245,696.61</u></u>

Check count = 60

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALEXIAN BROTHERS CORP HEALTH SERV				17635	08/15/19	<u>225.00</u>
201-5960040	Pre-Employment Testing	Inv. 683514	225.00			
AMANDA STANDERFER				17636	08/15/19	<u>1,243.60</u>
201-5990900	Per Capita Grant Expenditures	Inv. 20190119	1,243.60			
ANDERSON SAFFORD				17637	08/15/19	<u>38.70</u>
201-5970100	Supplies	Inv. 11191	38.70			
ANNE B LUCKOSE				17638	08/15/19	<u>150.00</u>
201-5960210	Special Event Programming	Forum Event	150.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17639	08/15/19	<u>320.00</u>
201-5960990	Misc. Contractual Services	Inv. 8290	320.00			
AUTOMATED LOGIC, INC.				17640	08/15/19	<u>4,466.00</u>
201-5930020	R&M Buildings & Structures	Inv. 244117	4,466.00			
BAKER & TAYLOR				17641	08/15/19	<u>8,453.72</u>
201-5960990	Misc. Contractual Services	Inv # 2034696610	20.75			
201-5970600	Ebooks/Books	Inv # 2034696609	479.77			
201-5960990	Misc. Contractual Services	Inv # 2034694739	79.20			
201-5970600	Ebooks/Books	Inv # 2034694738	1,354.06			
201-5960990	Misc. Contractual Services	CM # 0003175108	-31.05			
201-5960990	Misc. Contractual Services	Inv # 2034669838	28.80			
201-5970600	Ebooks/Books	Inv # 2034671680	190.70			
201-5960990	Misc. Contractual Services	Inv # 2034682071	26.95			
201-5970600	Ebooks/Books	Inv # 2034678239	1,338.92			
201-5960990	Misc. Contractual Services	Inv # 2034678240	82.75			
201-5970600	Ebooks/Books	Inv # 2034683813	31.50			
201-5960990	Misc. Contractual Services	Inv # 2034683814	2.05			
201-5970600	Ebooks/Books	Inv # 2034682256	474.21			
201-5960990	Misc. Contractual Services	Inv # 2034682257	30.85			
201-5970600	Ebooks/Books	Inv # 2034669837	429.58			
201-5970600	Ebooks/Books	Inv # 2034682070	514.38			
201-5970600	Ebooks/Books	Inv # 2034664491	804.99			
201-5960990	Misc. Contractual Services	Inv # 2034664492	50.75			
201-5960990	Misc. Contractual Services	Inv # 2034642298	33.45			
201-5970600	Ebooks/Books	Inv # 2034642297	552.23			
201-5970600	Ebooks/Books	Inv # 2034650143	556.43			
201-5960990	Misc. Contractual Services	Inv # 2034650144	31.60			
201-5970600	Ebooks/Books	Inv # 2034644554	228.57			
201-5960990	Misc. Contractual Services	Inv # 2034644555	8.95			
201-5970600	Ebooks/Books	Inv # 2034654623	416.54			
201-5960990	Misc. Contractual Services	Inv # 2034654624	24.45			
201-5970600	Ebooks/Books	Inv # 2034658716	649.84			
201-5960990	Misc. Contractual Services	Inv # 2034658717	42.50			
BAKER & TAYLOR				17642	08/15/19	<u>10,061.59</u>
201-5960990	Misc. Contractual Services	Inv. 2034636453	2.81			
201-5970600	Ebooks/Books	Inv. 2034636453	10.16			
201-5960990	Misc. Contractual Services	Inv. 2034641260	0.70			
201-5970600	Ebooks/Books	Inv. 2034641260	7.50			
201-5960990	Misc. Contractual Services	Inv. 2034641336	44.35			
201-5970600	Ebooks/Books	Inv. 2034641336	462.62			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034641403	29.16			
201-5970600	Ebooks/Books	Inv. 2034641403	284.79			
201-5960990	Misc. Contractual Services	Inv. 2034643728	11.90			
201-5970600	Ebooks/Books	Inv. 2034643728	96.34			
201-5960990	Misc. Contractual Services	Inv. 2034647086	14.65			
201-5970600	Ebooks/Books	Inv. 2034647086	53.79			
201-5960990	Misc. Contractual Services	Inv. 2034647096	22.72			
201-5970600	Ebooks/Books	Inv. 2034647096	114.22			
201-5960990	Misc. Contractual Services	Inv. 2034647127	8.83			
201-5970600	Ebooks/Books	Inv. 2034647127	19.01			
201-5960990	Misc. Contractual Services	Inv. 2034647384	3.00			
201-5970600	Ebooks/Books	Inv. 2034647384	21.56			
201-5960990	Misc. Contractual Services	Inv. 2034649447	3.05			
201-5970600	Ebooks/Books	Inv. 2034649447	42.03			
201-5960990	Misc. Contractual Services	Inv. 2034649496	17.55			
201-5970600	Ebooks/Books	Inv. 2034649496	210.25			
201-5960990	Misc. Contractual Services	Inv. 2034649506	104.85			
201-5970600	Ebooks/Books	Inv. 2034649506	858.96			
201-5960990	Misc. Contractual Services	Inv. 2034649597	0.85			
201-5970600	Ebooks/Books	Inv. 2034649597	22.50			
201-5960990	Misc. Contractual Services	Inv. 2034653585	19.44			
201-5970600	Ebooks/Books	Inv. 2034653585	185.30			
201-5960990	Misc. Contractual Services	Inv. 2034653603	10.62			
201-5970600	Ebooks/Books	Inv. 2034653603	89.12			
201-5960990	Misc. Contractual Services	Inv. 2034653690	50.35			
201-5970600	Ebooks/Books	Inv. 2034653690	524.44			
201-5960990	Misc. Contractual Services	Inv. 2034657276	3.45			
201-5970600	Ebooks/Books	Inv. 2034657276	35.28			
201-5960990	Misc. Contractual Services	Inv. 2034658692	13.45			
201-5970600	Ebooks/Books	Inv. 2034658692	61.59			
201-5960990	Misc. Contractual Services	Inv. 2034659667	0.70			
201-5970600	Ebooks/Books	Inv. 2034659667	6.49			
201-5960990	Misc. Contractual Services	Inv. 2034659790	29.16			
201-5970600	Ebooks/Books	Inv. 2034659790	273.52			
201-5960990	Misc. Contractual Services	Inv. 2034663147	17.35			
201-5970600	Ebooks/Books	Inv. 2034663147	194.95			
201-5960990	Misc. Contractual Services	Inv. 2034665636	14.43			
201-5970600	Ebooks/Books	Inv. 2034665636	134.49			
201-5960990	Misc. Contractual Services	Inv. 2034665733	8.88			
201-5970600	Ebooks/Books	Inv. 2034665733	24.81			
201-5960990	Misc. Contractual Services	Inv. 2034668075	2.84			
201-5970600	Ebooks/Books	Inv. 2034668075	16.74			
201-5960990	Misc. Contractual Services	Inv. 2034669840	28.70			
201-5970600	Ebooks/Books	Inv. 2034669840	349.51			
201-5960990	Misc. Contractual Services	Inv. 2034674515	1.70			
201-5970600	Ebooks/Books	Inv. 2034674515	19.68			
201-5960990	Misc. Contractual Services	Inv. 2034674592	12.30			
201-5970600	Ebooks/Books	Inv. 2034674592	115.53			
201-5960990	Misc. Contractual Services	Inv. 2034674614	5.10			
201-5970600	Ebooks/Books	Inv. 2034674614	102.87			
201-5960990	Misc. Contractual Services	Inv. 2034674714	3.54			
201-5970600	Ebooks/Books	Inv. 2034674714	31.79			
201-5960990	Misc. Contractual Services	Inv. 2034674919	6.33			
201-5970600	Ebooks/Books	Inv. 2034674919	62.99			
201-5960990	Misc. Contractual Services	Inv. 2034674966	5.77			
201-5970600	Ebooks/Books	Inv. 2034674966	19.11			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
July 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034676880	58.35			
201-5970600	Ebooks/Books	Inv. 2034676880	608.20			
201-5960990	Misc. Contractual Services	Inv. 2034678256	52.50			
201-5970600	Ebooks/Books	Inv. 2034678256	574.93			
201-5960990	Misc. Contractual Services	Inv. 2034681222	0.85			
201-5970600	Ebooks/Books	Inv. 2034681222	6.77			
201-5960990	Misc. Contractual Services	Inv. 2034681296	15.62			
201-5970600	Ebooks/Books	Inv. 2034681296	34.62			
201-5960990	Misc. Contractual Services	Inv. 2034681422	64.50			
201-5970600	Ebooks/Books	Inv. 2034681422	670.23			
201-5960990	Misc. Contractual Services	Inv. 2034682228	2.69			
201-5970600	Ebooks/Books	Inv. 2034682228	17.34			
201-5960990	Misc. Contractual Services	Inv. 2034683205	18.70			
201-5970600	Ebooks/Books	Inv. 2034683205	128.54			
201-5960990	Misc. Contractual Services	Inv. 2034683274	0.85			
201-5970600	Ebooks/Books	Inv. 2034683274	25.77			
201-5960990	Misc. Contractual Services	Inv. 2034683300	32.85			
201-5970600	Ebooks/Books	Inv. 2034683300	331.82			
201-5960990	Misc. Contractual Services	Inv. 2034683357	30.79			
201-5970600	Ebooks/Books	Inv. 2034683357	142.88			
201-5960990	Misc. Contractual Services	Inv. 2034683613	20.00			
201-5970600	Ebooks/Books	Inv. 2034683613	384.28			
201-5960990	Misc. Contractual Services	Inv. 2034686918	4.86			
201-5970600	Ebooks/Books	Inv. 2034686918	47.61			
201-5960990	Misc. Contractual Services	Inv. 2034689056	2.96			
201-5970600	Ebooks/Books	Inv. 2034689056	9.54			
201-5960990	Misc. Contractual Services	Inv. 2034690185	10.40			
201-5970600	Ebooks/Books	Inv. 2034690185	148.94			
201-5960990	Misc. Contractual Services	Inv. 2034693646	20.58			
201-5970600	Ebooks/Books	Inv. 2034693646	92.19			
201-5960990	Misc. Contractual Services	Inv. 2034696022	19.70			
201-5970600	Ebooks/Books	Inv. 2034696022	207.83			
201-5960990	Misc. Contractual Services	Inv. 2034696326	28.55			
201-5970600	Ebooks/Books	Inv. 2034696326	242.17			
201-5960990	Misc. Contractual Services	Inv. 2036465633	2.69			
201-5970600	Ebooks/Books	Inv. 2036465633	17.94			
201-5960990	Misc. Contractual Services	Inv. 5015584908	29.40			
201-5970600	Ebooks/Books	Inv. 5015584908	730.46			
201-5970640	Databases	Inv. 5015584908	189.59			
201-5960990	Misc. Contractual Services	Inv. 5015602489	2.10			
201-5970600	Ebooks/Books	Inv. 5015602489	80.53			
CARASOFT TECHNOLOGIES CORPORATION				17643	08/15/19	<u>4,375.00</u>
201-5970640	Databases	Inv. 16641212INV	4,375.00			
CHILDREN'S PLUS, INC.				17644	08/15/19	<u>53.89</u>
201-5970600	Ebooks/Books	Inv. 174037	53.89			
COOPERATIVE COMPUTER SERVICES				17645	08/15/19	<u>22,644.08</u>
201-5920140	Integrated Library System	Inv. 1602	22,644.08			
COSTCO MEMBERSHIP				17646	08/15/19	<u>60.00</u>
201-5920220	Membership Dues	Member 000111860700988	60.00			
CRYSTAL MAINTENANCE SERVICES CORP				17647	08/15/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv. 26153	4,892.50			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
D&Z HOUSE OF BOOKS				17648	08/15/19	<u>1,001.12</u>
201-5970600	Ebooks/Books	Inv. 2019/I103416	1,001.12			
DE LAGE LANDEN FIANACIAL SERVICES				17649	08/15/19	<u>738.41</u>
201-5930210	Rental of Equipment	Inv. 64341753	738.41			
EBSCO INFORMATION SERVICES				17650	08/15/19	<u>5,473.86</u>
201-5970620	E-Subscriptions/Subscriptions	Inv. 2000027	9.90			
201-5970620	E-Subscriptions/Subscriptions	Inv. 1577230	6,181.33			
201-5970620	E-Subscriptions/Subscriptions	Credit memo # 1907963	-83.90			
201-5970620	E-Subscriptions/Subscriptions	Credit memo # 1907331	-50.00			
201-5970620	E-Subscriptions/Subscriptions	Credit memo # 1906016	-470.47			
201-5970620	E-Subscriptions/Subscriptions	Credit memo # 1551623	-113.00			
EVANSTON PUBLIC LIBRARY				17651	08/15/19	<u>21.99</u>
201-5960990	Misc. Contractual Services	Inv. #DPK - Processing Fee	5.00			
201-5970600	Ebooks/Books	Inv. #DPK	16.99			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17652	08/15/19	<u>360.00</u>
201-5930490	Refuse Contract	Inv. 4455105	360.00			
GALE				17653	08/15/19	<u>2,476.82</u>
201-5970640	Databases	Inv. 67357549	2,476.82			
GARVEY'S OFFICE PRODUCTS				17654	08/15/19	<u>1,261.97</u>
201-5970170	Janitorial	Invoice # PINV1758108	1,261.97			
GERALD HUG				17655	08/15/19	<u>250.00</u>
201-5960210	Special Event Programming	Presenter fee Cellphone Photography	250.00			
HOLLY COPELAND AARONSON				17656	08/15/19	<u>500.00</u>
201-5960210	Special Event Programming	From Bach to the Beatles and Beyond	500.00			
ILLINOIS LIBRARY ASSOCIATION				17657	08/15/19	<u>525.00</u>
201-5920220	Membership Dues	Inv. 166577	525.00			
INGRAM LIBRARY SERVICES				17658	08/15/19	<u>53.38</u>
201-5970600	Ebooks/Books	Inv. 40722765	22.19			
201-5970600	Ebooks/Books	Inv. 40722766	31.19			
JOHN LAVALIE				17659	08/15/19	<u>400.00</u>
201-5960210	Special Event Programming	Beatles Terrace Concert	400.00			
KANOPY				17660	08/15/19	<u>403.00</u>
201-5970630	Visual Materials	Inv. 162414 - PPU	403.00			
KLEIN, THORPE & JENKINS, LTD.				17661	08/15/19	<u>856.50</u>
201-5920100	Legal Fees	Statement #203927	856.50			
LAURA MEZA				17662	08/15/19	<u>152.28</u>
201-5960210	Special Event Programming	September 2019 Programs	152.28			
LAURA MEZA				17663	08/15/19	<u>152.28</u>
201-5960210	Special Event Programming	October 2019 Programs	152.28			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
LAURA MEZA				17664	08/15/19	<u>152.28</u>
201-5960210	Special Event Programming	November 2019 Programs	152.28			
LAUTERBACH & AMEN, LLP.				17665	08/15/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice No. 38121	1,550.00			
LIBRARY IDEAS LLC				17666	08/15/19	<u>9,343.25</u>
201-5970610	E-audio/Audio	Inv. 67113	9,158.50			
201-5970610	E-audio/Audio	Inv. 70902	184.75			
MENARDS				17667	08/15/19	<u>266.87</u>
201-5970115	Supplies - Dept/Other	Inv. 39935	127.88			
201-5930020	R&M Buildings & Structures	Inv. 39285	62.55			
201-5930020	R&M Buildings & Structures	Inv. 39077	76.44			
MICHIGAN STATE UNIVERSITY				17668	08/15/19	<u>20.00</u>
201-5970600	Ebooks/Books	Inv. 10424	20.00			
MIDWEST TAPE				17669	08/15/19	<u>12,412.50</u>
201-5960990	Misc. Contractual Services	Inv # 97720846	32.50			
201-5970630	Visual Materials	Inv # 97720846	147.04			
201-5960990	Misc. Contractual Services	Inv # 97720845	168.40			
201-5970630	Visual Materials	Inv # 97720845	994.77			
201-5960990	Misc. Contractual Services	Inv # 97725442	50.70			
201-5970630	Visual Materials	Inv # 97725442	235.37			
201-5960990	Misc. Contractual Services	Inv # 97723727	16.25			
201-5970630	Visual Materials	Inv # 97723727	88.45			
201-5960990	Misc. Contractual Services	Inv # 97723726	50.00			
201-5970630	Visual Materials	Inv # 97723726	272.13			
201-5960990	Misc. Contractual Services	Inv # 97724735	9.25			
201-5970610	E-audio/Audio	Inv # 97724735	185.95			
201-5960990	Misc. Contractual Services	Inv # 97724736	11.55			
201-5970610	E-audio/Audio	Inv # 97724736	45.57			
201-5960990	Misc. Contractual Services	Inv # 97693024	3.25			
201-5970630	Visual Materials	Inv # 97693024	19.99			
201-5960990	Misc. Contractual Services	Inv # 97693023	52.20			
201-5970630	Visual Materials	Inv # 97693023	206.09			
201-5970610	E-audio/Audio	Inv # 97698678	507.91			
201-5970630	Visual Materials	Inv # 97698679	80.97			
201-5970630	Visual Materials	Inv # 97699190	202.67			
201-5960990	Misc. Contractual Services	Inv # 97690205	14.80			
201-5970610	E-audio/Audio	Inv # 97690205	296.92			
201-5960990	Misc. Contractual Services	Inv # 97690206	15.40			
201-5970610	E-audio/Audio	Inv # 97690206	42.71			
201-5960990	Misc. Contractual Services	Inv # 97691968	28.75			
201-5970630	Visual Materials	Inv # 97691968	147.45			
201-5960990	Misc. Contractual Services	Inv # 97691377	32.00			
201-5970630	Visual Materials	Inv # 97691377	176.16			
201-5960990	Misc. Contractual Services	Inv # 97693190	7.40			
201-5970610	E-audio/Audio	Inv # 97693190	99.96			
201-5960990	Misc. Contractual Services	Inv # 97689915	32.50			
201-5970630	Visual Materials	Inv # 97689915	199.52			
201-5960990	Misc. Contractual Services	Inv # 97689914	92.20			
201-5970630	Visual Materials	Inv # 97689914	577.97			
201-5970610	E-audio/Audio	Inv # 97655493	28.49			

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
July 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv # 97655495	52.48			
201-5970630	Visual Materials	Inv # 97655496	52.48			
201-5960990	Misc. Contractual Services	Inv # 97655424	26.00			
201-5970630	Visual Materials	Inv # 97655424	119.96			
201-5960990	Misc. Contractual Services	Inv # 97655423	45.50			
201-5970630	Visual Materials	Inv # 97655423	254.86			
201-5960990	Misc. Contractual Services	Inv # 97658896	26.95			
201-5970610	E-audio/Audio	Inv # 97658896	95.03			
201-5960990	Misc. Contractual Services	Inv # 97658895	7.40			
201-5970610	E-audio/Audio	Inv # 97658895	164.96			
201-5960990	Misc. Contractual Services	Inv # 97664114	5.55			
201-5970610	E-audio/Audio	Inv # 97664114	99.97			
201-5960990	Misc. Contractual Services	Inv # 97664113	27.70			
201-5970610	E-audio/Audio	Inv # 97664113	96.83			
201-5970630	Visual Materials	Inv # 97667746	97.46			
201-5970630	Visual Materials	Inv # 97667745	26.24			
201-5970610	E-audio/Audio	Inv # 97667744	411.93			
201-5960990	Misc. Contractual Services	Inv # 97665043	6.70			
201-5970630	Visual Materials	Inv # 97665043	42.73			
201-5960990	Misc. Contractual Services	Inv # 97639011	3.70			
201-5970610	E-audio/Audio	Inv # 97639011	79.98			
201-5960990	Misc. Contractual Services	Inv # 97639010	42.35			
201-5970610	E-audio/Audio	Inv # 97639010	121.24			
201-5960990	Misc. Contractual Services	Inv # 97637018	45.90			
201-5970630	Visual Materials	Inv # 97637018	302.11			
201-5960990	Misc. Contractual Services	Inv # 97637019	6.50			
201-5970630	Visual Materials	Inv # 97637019	39.98			
201-5960990	Misc. Contractual Services	Inv # 97631376	214.80			
201-5970630	Visual Materials	Inv # 97631376	1,224.12			
201-5960990	Misc. Contractual Services	Inv # 97631377	103.60			
201-5970630	Visual Materials	Inv # 97631377	615.01			
201-5960990	Misc. Contractual Services	Inv # 97629106	13.00			
201-5970630	Visual Materials	Inv # 97629106	52.48			
201-5960990	Misc. Contractual Services	Inv # 97629105	9.75			
201-5970630	Visual Materials	Inv # 97629105	67.47			
201-5960990	Misc. Contractual Services	Inv # 97631653	66.60			
201-5970610	E-audio/Audio	Inv # 97631653	1,414.64			
201-5960990	Misc. Contractual Services	Inv # 97631652	233.25			
201-5970610	E-audio/Audio	Inv # 97631652	675.60			
201-5970610	E-audio/Audio	Inv # 97623347	223.96			
201-5970630	Visual Materials	Inv # 97623348	22.49			
OAKBROOK MECHANICAL SERVICES				17670	08/15/19	<u>5,116.50</u>
201-5930020	R&M Buildings & Structures	Inv. 14423	2,319.00			
201-5930020	R&M Buildings & Structures	Inv. 16993	2,797.50			
OAKTON GLASS COMPANY				17671	08/15/19	<u>475.00</u>
201-5930020	R&M Buildings & Structures	Inv. 21685	475.00			
ORKIN				17672	08/15/19	<u>95.00</u>
201-5960990	Misc. Contractual Services	Acct. 32734222	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17673	08/15/19	<u>62,593.28</u>
202-5980410	Computer Hardware	Inv. 48514	27,202.99			
201-5980420	Computer Software	Inv. 48389	119.99			
201-5960990	Misc. Contractual Services	Inv. 48529	350.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 48314	1,500.00			
201-5920110	Professional Services	Inv. 48528	33,420.30			
PROQUEST LLC				17674	08/15/19	<u>7,290.40</u>
201-5970640	Databases	Inv. 70585904	1,986.40			
201-5970600	Ebooks/Books	Inv. 70584062	5,304.00			
RAILS				17675	08/15/19	<u>13,589.00</u>
201-5970600	Ebooks/Books	Inv. 5741	13,589.00			
RECORDED BOOKS, INC				17676	08/15/19	<u>46.57</u>
201-5970610	E-audio/Audio	Inv. 76451722	46.57			
RUSSIAN PUBLISHING HOUSE LTD				17677	08/15/19	<u>500.00</u>
201-5970600	Ebooks/Books	Inv. 149371	500.00			
SHERWIN WILLIAMS				17678	08/15/19	<u>113.95</u>
201-5930020	R&M Buildings & Structures	8/1/19 - Painting	113.95			
SIDECAR PUBLICATIONS LLC				17679	08/15/19	<u>348.00</u>
201-5980420	Computer Software	INV - 1764 Gimlet Account Service - August	348.00			
SPEED-E-KLEEN, INC.				17680	08/15/19	<u>232.00</u>
201-5930320	Cleaning/Custodial Services	Inv. 4175	232.00			
STEVE KURAS				17681	08/15/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	Inv. 07182019	125.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				17682	08/15/19	<u>771.26</u>
201-5970630	Visual Materials	Inv. 002038	204.67			
201-5970630	Visual Materials	Inv. 002037	120.00			
201-5970630	Visual Materials	Inv. 001968	121.32			
201-5970630	Visual Materials	Inv. 001967	325.27			
THOMSON REUTERS-WEST				17683	08/15/19	<u>19.09</u>
201-5970640	Databases	Inv. 840622509	19.09			
TIAA COMMERCIAL FINANCE				17684	08/15/19	<u>657.91</u>
201-5930210	Rental of Equipment	Inv. 6380879	657.91			
TODAY'S BUSINESS SOLUTIONS INC				17685	08/15/19	<u>457.76</u>
201-5930010	R&M Equipment	Inv.9659	300.00			
201-5930010	R&M Equipment	Inv. 070819-40	157.76			
TUMBLEWEED PRESS INC.				17686	08/15/19	<u>550.00</u>
201-5970640	Databases	Inv. 95569	550.00			
VAHE GHAZARIAN				17687	08/15/19	<u>100.00</u>
201-5960990	Misc. Contractual Services	Inv.312305 Piano Tuning 7/12/19	100.00			
VISOGRAPHIC				17688	08/15/19	<u>4,792.10</u>
201-5990900	Per Capita Grant Expenditures	Inv. 219701	4,792.10			

Check List Total 193,228.41

Des Plaines Public Library

ACH Register

All Bank Accounts

July 1, 2019 - July 31, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51038	07/31/19	PRO DATA	888.00
51039	07/31/19	IMRF	30,496.86
51040	07/31/19	COMCAST CABLE	2,815.81
51041	07/31/19	BANKCARD SERVICES	16,792.46
51042	07/31/19	VERIZON WIRELESS	745.82
51043	07/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	729.25
Vendor Check Total			<u>52,468.20</u>
Check List Total			<u><u>52,468.20</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490	4,579,405	5,334,816					
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147					
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800					
	16,564	851,056	2,439,628	64,333	85,912	13,732	1,238,947	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279					
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907					
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)					
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	-	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	(474,085)	755,411	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 July 31, 2019

Total Expenses per Expense Report			<u><u>\$523,185.78</u></u>
Gross Payroll	243,261.59		
Benefits Expense	<u>67,017.08</u>		
Total Payroll Expenses		310,278.67	
Check List		245,696.61	
Total Transfers and expenses per payroll and vendor checks reports			<u>555,975.28</u>
		Variance	<u>32,789.50</u>
Less: (disbursements included above)			
IMRF		(30,496.86)	
VOID CHECK		(2,292.64)	
			(32,789.50)
			0.00
		Variance	<u><u>0.00</u></u>

WEDNESDAY
JULY 17 - 7 PM

ÉDOUARD MANET
PAINTER OF MODERN LIFE



ART HISTORIAN JEFF MISHUR PRESENTS A SLIDE LECTURE ON THE WORK OF ÉDOUARD MANET. THIS PROGRAM RELATES TO THE EXHIBITION MANET AND MODERN BEAUTY AT THE ART INSTITUTE OF CHICAGO MAY 26, 2019 - SEPTEMBER 8, 2019.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

CURIOSITY CAFE
THE PLACE TO LEARN ABOUT INNOVATIVE IDEAS

TUESDAYS 10:30 - 11:15 AM • THE FORUM
7/9, 7/16, & 7/23

COME VIEW A TED VIDEO TALK AND JOIN IN A GROUP DISCUSSION ON THE TOPIC. STAY ON TO ASK YOUR OWN QUESTIONS ABOUT LIBRARY RESOURCES AND TECHNOLOGY. REGISTER FOR ONE, TWO OR ALL THREE. COFFEE INCLUDED!



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Tabletop Games Takeover!

TUESDAY, JULY 16
6:30-8:30PM

TAP HOUSE GRILL

AGES 21+

Meet at Tap House Grill (1472 Main St.) for socializing with old friends or new, on hand, but feel free to bring your own. Registration required. See card for details.



TEENS

Henna Workshop

Saturday, July 13
2 - 3:30 pm

Learn the history and significance of the art of henna and then get a beautiful tattoo done by Hennamore Henna. For details, visit DPPL.ORG.



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

July at DPPL

FRIDAY NIGHT FILMS
"The best in international, independent and documentary film"

JUNE 28 6:30 PM **IF BEALE STREET COULD TALK**
Independent Film
119 minutes • Rated R
Kiki Layne, Stephan James, Regina King

JULY 19 6:30 PM **SHOPLIFTERS**
International Film (Japan)
121 minutes • Rated R



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

MAKE YOUR OWN **GREENER CLEANING PRODUCTS**

Make your own nontoxic cleaning supplies. Each participant makes two cleaners to take home. Presented by Cecilia Ungari Hopkins. Registration Required.

Wednesday, July 31
7 - 8:30 pm



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

MOBILE **ESCAPE ROOM**

ADULTS

SATURDAY, JULY 13
12:45 - 2:00 PM
2:15 - 3:30 PM

ADULT PARTICIPANTS WORK TOGETHER TO SOLVE CHALLENGING PUZZLES AGAINST A TICKING CLOCK.

TEENS

TEEN PARTICIPANTS WORK TOGETHER TO SOLVE CHALLENGING PUZZLES AGAINST A TICKING CLOCK.

3:45 - 4:45 PM
SATURDAY, JULY 13

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Piano Concert
SUNDAY, JULY 21 • 2 P.M.



Pianist Mark Damisch will play selections from Beethoven, Chopin, Copland and Gershwin. Please register. See card for details.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



ADULT SUMMER READING:
 1,948 entries were submitted for the Adult Summer Reading contest. The grand prize was a \$100 Lettuce Entertain You Gift Card.

Summer Reading Wraps Up



YOUTH SUMMER READING:
 2,076 kids registered for Summer Reading as of July 29th, a 9% increase over 2018. 1,074 completed the program this year, a 52% completion rate.

TEEN SUMMER READING:
 We had 262 teens register and 139 unique finishers who completed 771 reading logs and book reviews. Some of our highest participation rates ever!



BLAST OFF TO FUN!
TWO STELLAR WAYS TO PLAY THIS SUMMER

1
SKY HIGH TRAMPOLINE PARK
THURSDAY, 7/11
11 AM - 12 PM
FUN FOR AGES 7 - 12

2
BALL FACTORY
MONDAY, 7/15
10 AM - 1 PM
FUN FOR ALL AGES

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



235 of our closest friends had an awesome time celebrating unicorns on Thursday July 18. They made unicorn crafts, unicorn horns, unicorn boogers, and some lucky people even got to adopt their very own unicorn to take home with them!

July Kids

SNAPOLOGY IN SPACE

Thursday, June 13 • Friday, June 21 at 10:30 a.m.
Tuesday, July 9 • Monday, July 15 at 4:00 p.m.

Learn about space exploration through robotics and other hands-on fun! Grades 3 - 6.
Registration required. See card for details.

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



A great time was had at Block Parties in July! Families enjoyed escaping the heat and building some special creations.



225 people created some pretty bling-y Space Craft on July 10 and 12.

FAMILY PAJAMA STORYTIME
YOGA
AT 7 PM

Tues. 6/18 7/2-7/8
Wear cozy jammies and visit the library for a yoga session with an instructor from Twisted Tree Yoga

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



PSA: Galaxy Dough turns your hands (temporarily) blue!



In July, the youth services outreach team saw 868 people for storytimes. 20 schools participated in the outreach version of the summer reading program! 946 books were rewarded to all the students of these programs. The majority of the children visited were babies through preschoolers. LEFT: Interns in action at Lattof YMCA.

TEENS

WINTER/SPRING 2019

20GAYTEEN + FRIENDS

JAN. 9 | FEB. 20 | MAR. 27 | APR. 17 | MAY 15
4 - 5 PM • IN THE COMMONS



The **LG2BQ BOOK CLUB** is for LG2BQ teens and their allies who are interested in reading fiction and graphic novels by LG2BQ authors and/or featuring LG2BQ characters. It's a place for teens to read stories that resemble their own or provide a new perspective.

Come for good books, snacks, and to meet new people. Copies of books will be available at the Readers Services' Desk one month prior to each discussion.

Please register at the 3rd Floor Information Desk.

LEARN MORE AT DPPL.ORG



TEENS

Cupcake Wars

WEDNESDAY, JULY 24TH • 4 - 5 P.M.

Put your decorating skills to the test. Compete against other teens to create the best cupcake and wow the judges! Grades 7 - 12



LEARN MORE AT DPPL.ORG



July Teens

TEENS



Enjoy relaxing evening yoga classes in the Commons and at Twisted Tree Yoga Studio. You will explore fun poses and learn about the healing power of yoga.

7 - 8 PM
Thursday, June 20 • The Commons
Friday, July 12 • Twisted Tree Yoga
Register • Meet in The Common at 6:30 PM
Thursday, July 25 • The Commons

LEARN MORE AT DPPL.ORG



TEENS

COLLEGE ESSAY WORKSHOP

Saturday, 6/29
11 - 12:30 pm

Get started on your college application essay. You will learn what to include, how to make your essay stand out and have time to start writing and get feedback.

LEARN MORE AT DPPL.ORG



TEENS



Wednesdays
June 12, June 26, & July 10

3:00 - 4:30 PM

For Grades 6-12

Explore technology with a different hands-on maker activity each session. Registration required.

LEARN MORE AT DPPL.ORG



TEENS

ANIME CLUB

FOR TEENS IN GRADES 7 - 12

Anime club is for teens who want to get together with other fans of anime and manga. Join us to watch your favorite anime, read and discuss manga, create your own artwork, and treat yourself to some Japanese snacks.

The club meets Thursdays from 4 - 5pm in The Commons on the 3rd floor.

JUNE 13 | JULY 11 | AUGUST 8 |

HEY ANIME + MANGA FANS!

LEARN MORE AT DPPL.ORG



TEENS

SAT & ACT PRACTICE TESTS

SATURDAYS | 9:30a - 1:30p

MEETS IN ROOM B, 1ST FLOOR

Find out your starting score and identify your strengths and weaknesses by taking the ACT or SAT Practice Test presented by Achieve Learning. You will experience what test day will be like with a proctored full length test from ACT or the College Board. Following the practice test, you will receive an emailed score report containing a detailed item analysis.

Students may take the ACT and SAT practice test once during their junior or senior year.

ACT Practice Test

4/20 • 6/15 • 7/13

SAT Practice Test

5/18 • 6/22 • 7/27

Please bring a calculator and two #2 pencils

LEARN MORE AT DPPL.ORG





Episode 58
Now Available



BLOG
POSTS
& FEATURED
SERVICES

**Bags Back In Stock.
Get Yours Today!**
One per customer, please.

DETACH ON THE DOTTED LINE & BRING IN THIS SLIP TO THE FIRST-FLOOR DESK TO
PICK UP A FREE TOTE BAG
WHILE SUPPLIES LAST. THE ILLUSTRATION BELOW BECOMES A PIECE OF ART FOR YOU TO KEEP AND ENJOY.

COME TO THE FIRST-FLOOR DESK
IN JUNE, JULY, & AUGUST AND
**WE WILL CLEAR ALL
OVERDUE FINES**
FROM YOUR ACCOUNT. DPPL MATERIALS ONLY.

SHARE WHAT YOU'RE UP TO WITH
#DPPLSUMMER

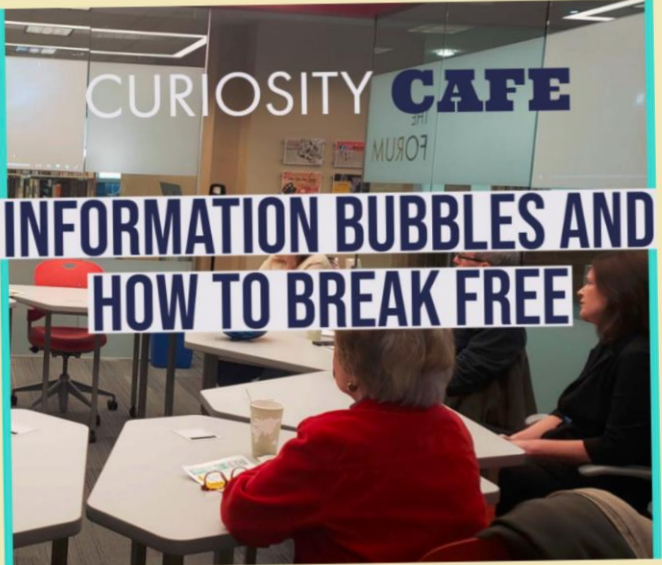
DON'T HAVE A LIBRARY CARD?
VISIT THE FIRST-FLOOR INFORMATION DESK
TO PICK UP YOURS TODAY!

 DES PLAINES MEMORY



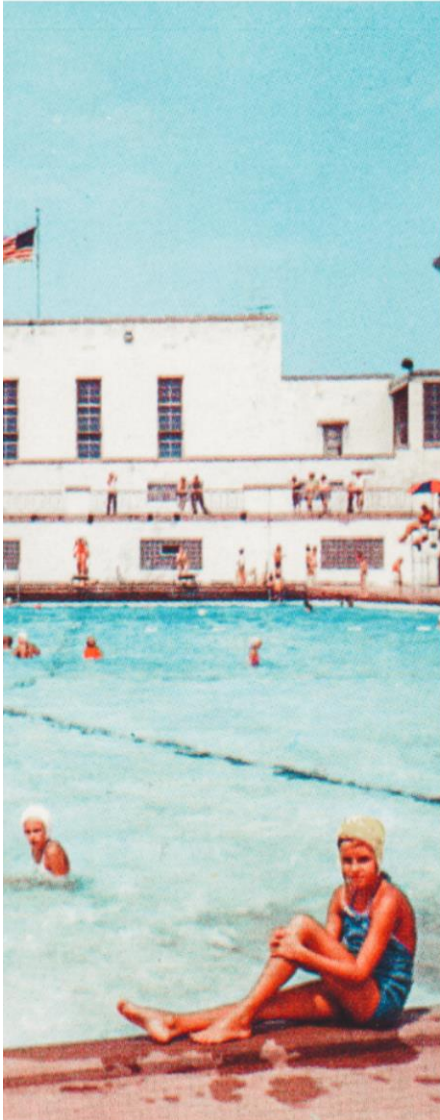


JULY FEATURES ON SOCIAL MEDIA





DES PLAINES MEMORY



DP MEMORY NEWSLETTER LAUNCH

In July we launched the Des Plaines Memory monthly eNewsletter, the first of DPPL's planned marketing channel communication vehicles. We saw a huge spike in usage when the first edition was sent (see below).

What is Des Plaines Memory (DPM)? It is a special online collection of photographs, documents and memorabilia from the Civil War era up to the present day related to the city of Des Plaines, curated by DPPL reference librarian Steven Giese in collaboration with the Des Plaines History Center.

Everything in Des Plaines Memory is locally sourced! Contributions come from the archives of the Des Plaines History Center, the library, community organizations, and individuals, too!

You can contribute your own family history photos by uploading them directly to the collection. Residents can also leave comments and information on anything they find in Des Plaines Memory. Many people have identified relatives and shared their memories about the people, places and things in the collection.

All 1,239 items on DPM are also accessible through the Digital Public Library of America (DPLA), a free, online search tool that gathers all-digital collections from libraries, archives, and museums across the United States. Participants in DPLA "represent the richness and diversity of America itself, from the smallest local history museum to our nation's largest cultural institutions."

Find DPM at desplainesmemory.org and DPLA at <https://dp.la/>



COME TO THE FIRST-FLOOR DESK
IN JUNE, JULY, & AUGUST AND
**WE WILL CLEAR ALL
OVERDUE FINES**
FROM YOUR ACCOUNT. DPPL MATERIALS ONLY.

Fine Forgiveness Summer

DPPL is Forgiving Fines

Visit DPPL's 1st floor desk in June, July
and August and we will clear all
overdue fines from your account. *

* DPPL materials only. Not valid on items borrowed from
other libraries or for fees for lost or damaged materials.



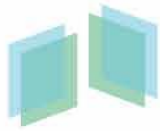
DPPL is waiving fines this summer as part of our Summer at DPPL promotion. In the months of June and July we waived thousands of dollars of noncollectable fines and have gained a thousand grateful and thrilled customers, who are now back using the library.

Library Card Signups shot up this summer as well. We issued 723 residents a new Des Plaines Library card during these 2 months and renewed 552 cards.

Here are just two stories we want to share:

"A patron returned 3 Picture Books that had gone to "Lost" status. I checked them in and waived the fines related to the items and called the patron to explain Fine Forgiveness Summer, let her know that her child's library card had no balance due, and that we wanted her to come back and use the library. Crying, she explained that she was going through a difficult divorce and unbeknownst to her, her husband had checked out these items for their child. Until she received the billing notice, she had no idea that these items were on a library card for which she was responsible. She said that the divorce has caused them to struggle financially and she did not know how she was going to pay the fines. She was incredibly grateful for the library's generosity."

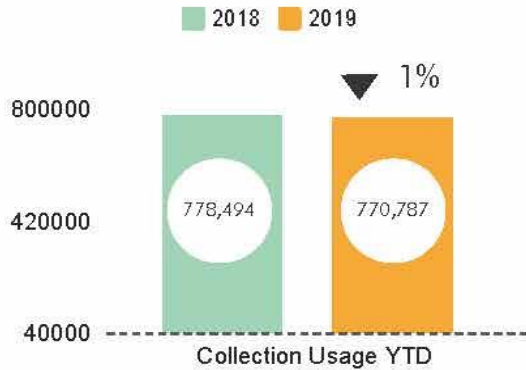
"A man came up to the customer service desk with four children in tow. He said they needed to check out a high school summer reading book, but he knew they had fines. He handed me 4 or 5 cards and asked if I could see if one of the cards was okay to check out the book. I told him he was in luck because it's fine forgiveness summer and I cleared the fines off all the cards. He turned to the kids with a smile and said, "Now you can all pick out books!" and they went back upstairs."



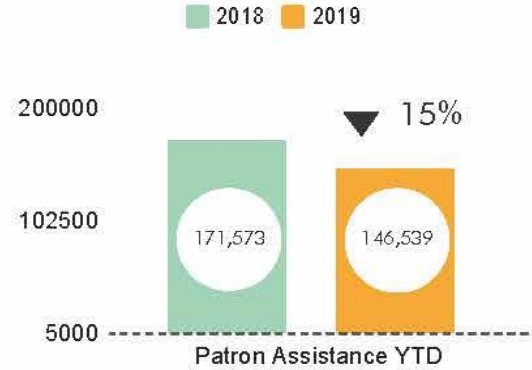
STATISTICS REPORT

JULY 2019

Collection Usage YTD

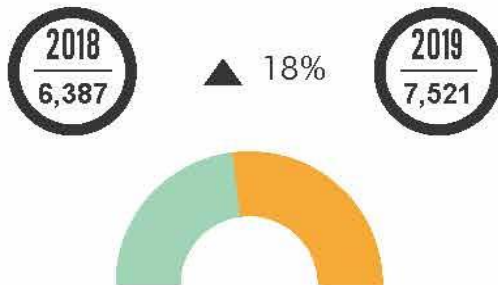


Patron Assistance YTD



Bookings YTD

Events, Programs & Classes

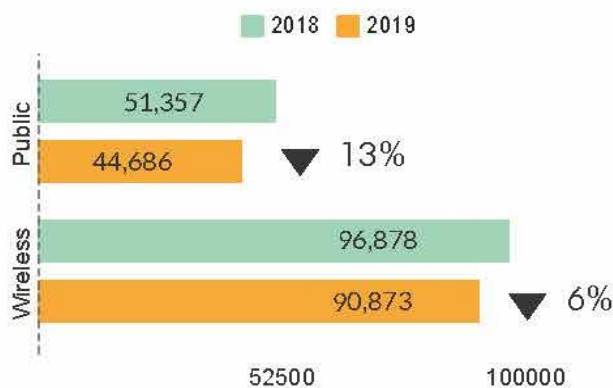


Attendance YTD

Events, Programs, Outreach & Classes

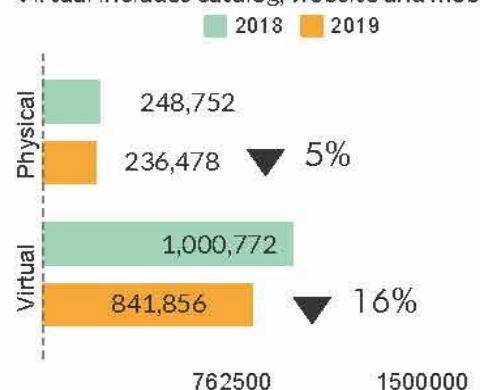


Computer Usage YTD



Traffic YTD

Physical is the gate count.
Virtual includes catalog, website and mobile app.



Board Stats Reporting Form

July 2019

COLLECTION USAGE		
	Year to Date 2019	770,787
	Year to Date 2018	778,494
	% Change	-1%

PATRON ASSISTANCE		
	Year to Date 2019	146,539
	Year to Date 2018	171,573
	% Change	-15%

EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2019	7,521
	Year to Date 2018	6,387
	% Change	18%

EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2019	61,409
	Year to Date 2018	56,858
	% Change	8%

TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2019	236,478
	Year to Date 2018	248,752
	% Change	-5%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2019	841,856
	Year to Date 2018	1,000,772
	% Change	-16%

COMPUTER USAGE		
	Public Computers	
	Year to Date 2019	44,686
	Year to Date 2018	51,357
	% Change	-13%
	Wireless	
	Year to Date 2019	90,783
	Year to Date 2018	96,878
	% Change	-6%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	JULY	YTD
COLLECTION USAGE									
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	83,832	87,142	568,857
	E-materials	11,053	9,213	11,372	10,955	10,883	9,974	10,623	74,073
	ILL	138	166	157	191	188	136	77	1,053
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	15,705	126,804
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,547	770,787
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	89,970	568,753
	E-materials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	58,780
	ILL	2,470	617	611	3,837	332	136	172	8,175
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	16,436	142,786
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	115,244	778,494
PATRON ASSISTANCE									
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	5,890	26,180
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	73,477
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	7,868	46,882
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	24,554	146,539
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	4,964	24,238
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	12,908	86,968
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	10,201	60,367
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	28,073	171,573
EVENTS, PROGRAMS AND CLASSES-BOOKINGS									
	Youth Services	56	87	92	100	29	292	297	953
	Adult Services	78	77	99	89	103	76	70	592
	Outside groups	52	59	68	64	63	43	42	391
	Public study rooms	683	838	887	904	786	738	749	5,585
2019	Total	869	1,061	1,146	1,157	981	1,149	1,158	7,521
	Youth & Adult Services	111	147	150	146	104	112	133	903
	Outside groups	56	55	75	70	52	40	39	387
	Public study rooms	807	813	820	620	622	695	720	5,097
2018	Total	974	1,015	1,045	836	778	847	892	6,387
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE									
	Youth Services	776	1,396	1,419	1,470	568	2,580	2,106	10,315
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	4,151	12,909
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	986	10,200
	Public study rooms	1,296	1,620	1,672	1,733	1,694	1,360	1,310	10,685
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	970	15,345
	Outreach-Adult Services	229	456	425	189	168	305	183	1,955
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	9,706	61,409
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	3,753	19,947
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	753	10,564
	Public study rooms	1,686	1,656	1,669	1,269	1,318	1,157	1,212	9,967
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	1,052	13,890
	Outreach-Adult Services	447	465	424	268	492	135	259	2,490
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	7,029	56,858
TRAFFIC									
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	236,478
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	39,570	37,368	248,752
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	142,251	841,856
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	150,899	97,844	1,000,772
COMPUTER USAGE									
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	8,222
	Public computers-Adult	4,777	4,847	5,625	5,693	5,381	4,939	5,202	36,464
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	44,686
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	2,006	9,908
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	5,640	5,678	41,449
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	7,684	51,357
2019	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	90,783
	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	90,783
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	13,920	96,878
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	13,920	96,878

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,055,797	\$ 4,581,712	\$ 5,337,123	\$ 5,937,683	\$ 5,469,615	\$ 4,738,343	\$ 4,283,030			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,985	159,379	158,826	158,826	158,826	158,826	158,826			
	3,981,263	3,351,494	3,711,910	5,676,772	5,281,858	4,896,812	4,422,333	5,178,297	5,778,857	5,310,789	4,579,517	4,124,204			
Revenue (M-T-D)															
Property Taxes		815,295	2,380,960	44,428	38,793	-	1,152,147	1,205,190	40,968	13,559	8,954		5,700,294	6,100,000	(399,706)
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	14,753	30,843	34,512	704,318		1,062,974	978,588	84,386
Total Revenue	16,564	851,056	2,439,627	64,333	85,912	13,732	1,238,947	1,205,190	55,721	44,402	43,466	704,318	6,763,268	7,078,588	(315,320)
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	387,387	434,207	519,884	310,173	344,789	4,188,597	4,144,018	44,579
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	93,736	86,874	84,163	73,425	97,563	1,132,517	1,104,264	28,253
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	75,770	88,288	107,284	111,287	105,874	1,016,494	1,021,780	(5,286)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	2,798	8,316		1,885	2,205	52,933	51,705	1,228
Other	726	1,118	1,113	2,134	2,312	2,259	8,480						673,000	733,000	(60,000)
202		6,286	2,948	2,200	13,393	13,582	27,203	15,416	7,352	38,951	37,302	5,943	170,576	172,000	(1,424)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	29,523	(101,248)	25,392	(35,293)				
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	604,630	523,789	775,674	498,779	556,374			7,351
Net Increase/(Decrease)	(629,211)	360,826	1,966,049	(394,850)	(384,887)	(474,085)	755,411	600,560	(468,068)	(731,272)	(455,313)	147,944			
Cash End of Month	3,508,659	3,869,485	5,835,534	5,440,684	5,055,797	4,581,712	5,337,123	5,937,683	5,469,615	4,738,343	4,283,030	4,430,974			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,281,922	4,896,971	4,422,727	5,177,744	5,778,857	5,310,789	4,579,517	4,124,204	4,272,148			



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, SEPTEMBER 19, 2019

7:00 PM

Conference Room – Second Floor

Agenda:

- **Award Proposal for HVAC**
- **Executive Session – To Discuss**
 - **Probable or Imminent Litigation**

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 847-376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
September 19, 2019
7:00 PM

- I. Call to Order. 7:00 p.m.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. 7:05 p.m.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – August 15, 2019.
 - B. Approval of the Minutes of the Finance Committee Meeting – August 14, 2019.
 - C. Acceptance of Financial Reports for August 2019.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. 7:20 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$310,418.85. [Action Item]
 - B. Approve Payment to Ebsco - \$27,164.62. [Action Item]
 - C. Award Proposal for HVAC. [Action Item]
 - D. Per Capita Grant Requirements Review – Roberta Johnson.

- IX. Announcements. 7:35 p.m.

- X. Correspondence.

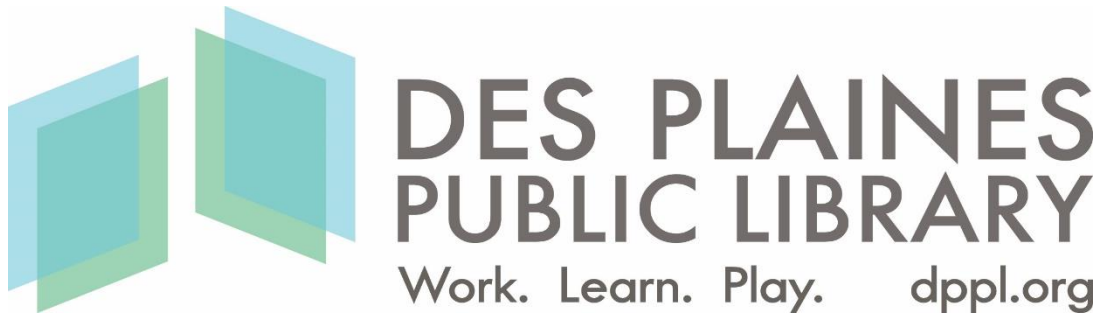
- XI. Other.

- XII. Executive Session. (7:45 p.m.)
 - A. Probable or Imminent Litigation.

- XIII. Executive Session Action.
 - A. Probable or Imminent Litigation.

- XIV. Adjournment. 8:00 p.m.

This meeting will be recorded for television broadcast.



DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 15, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, August 15, 2019. President Gregory Sarlo called the meeting to order at 7:03 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Earl Wilson, Carol Kidd.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff, Don Sofolo.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Umair Qadeer, seconded by Bruce Lester, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. UNFINISHED BUSINESS.

- A. Approve Payment to LinkedIn for Lynda.com - \$13,125.00. [Action Item]

Library Director Jo Bonell explained that LinkedIn had purchased the database Lynda.com and was requiring patrons to enter personal information before being able to login to Lynda.com. Library Director Jo Bonell also explained that LinkedIn had recently changed their policy regarding logging into Lynda.com and that patrons could opt out of logging into LinkedIn. LinkedIn has offered the library until January 1, 2020 to renew their proposal. This contract will be reviewed at the December 19, 2019 board meeting.

- B. Lighting Upgrade Project. [Action Item]

President Gregory Sarlo stated that the Lighting Upgrade Project discussion will be tabled until the September board meeting.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$245,696.61. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$245,696.61 as listed on the vendor checks report of July 2019 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B Report Out Finance Committee Action, August 14, 2019 – Kristen Graack. [Action Item]

Treasurer Kristen Graack reported that the Finance Committee met on August 14, 2019 to review the 2020 draft library budget.

Trustee Umair Qadeer stated that the amount budgeted for salaries had increased and asked if that had to do with the Illinois minimum wage increases. Library Director Jo Bonell responded that two full-time staff were added to the draft budget. The Adult teen program has grown substantially requiring additional staff and Youth Services was

requesting a Manager because of the work load in that busy department. The additional costs for the increase to the minimum wage has been included in this draft budget.

President Gregory Sarlo thanked the Finance committee and library staff for their work in preparing the budget and reviewing the budget documents.

MOTION by Committee to approve the 2020 budget, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

C. Per Capita Grant Requirements Review – Roberta Johnson.

Assistant Director Roberta Johnson reported that the Per Capita Grant requirements for Library Trustees for the 2019 grant application are to review Chapters 11 – 14 and Appendices of the Illinois Library Association Trustee Facts File and discuss at the September board meeting. Assistant Director Roberta Johnson also reported that the Per Capita Grant application will not be available until December 2019.

D. Approve Extension to OSG Contract. [Action Item]

Library Director Jo Bonell reported that the E-Rate rebate received by the library for providing internet services to patrons and regulated by the Federal Communications Commission (FCC) is on a calendar year of July 1 through June 30 and the library's contract with Outsource Solutions Group (OSG) ends on December 31, 2019. Library Director Jo Bonell stated that since our contract with OSG will end on December 31, 2019, the library will not be eligible to apply for the E-Rate rebate. Don Sofolo, President of OSG, agreed to extend the library contract for IT services through June 30, 2021, with no increase in price.

MOTION by Bruce Lester, seconded by Vincent Rangel to approve the extension of the Outsource Solutions Group (OSG) contract through June 30, 2021, with no increase in price. VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

E. Approve Time Change for All Staff Quarterly Meeting. [Action Item]

Library Director Jo Bonell asked the Board to approve a change to the time of the library All Staff quarterly meetings to 9:00 a.m. – 11:00 a.m.

MOTION by Vincent Rangel, seconded by Umair Qadeer, to approve a change in time for all staff quarterly meetings to 9:00 a.m. – 11:00 a.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

Library Director Jo Bonell introduced Joanie Sebastian as the new Head of Adult Services.

XI. CORRESPONDENCE.

Library Director Jo Bonell invited the board to a Beatles Rooftop Concert on Friday, August 23, 2019 beginning at 5:30 p.m.

XII. OTHER.

XIII. EXECUTIVE SESSION.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Bruce Lester, seconded by Vincent Rangel to enter into Executive Session at 7:27 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

The regular session reconvened at 7:50 p.m. and was called to order by President Gregory Sarlo.

XIV. EXECUTIVE SESSION ACTION.

- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

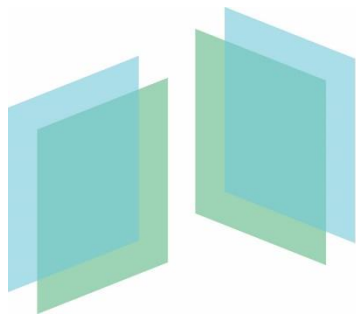
No action was taken.

XV. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Vincent Rangel, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:52 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Finance Committee
August 14, 2019

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, August 14, 2019. Chair Kristen Graack called the meeting to order at 5:03 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Kristen Graack, Denise Hudec, Bruce Lester, Carol Kidd.

Also present: Earl Wilson, Jo Bonell, Roberta Johnson, Christopher Renkosiak, Earl Wilson, Nicholas Harkovich.

III. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Bruce Lester, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No comments or questions from the public.

V. Review 2020 Draft Library Budget

Trustee Nicholas Harkovich asked if the 2020 draft budget included additional staff and Library Director Jo Bonell responded that two additional full-time staff for Youth Services and Adult Services were included in this budget.

Trustee Bruce Lester asked why revenue line items for library fees and fines were separated and Library Director Jo Bonell responded that the library is anticipating waving fines in the future. She also explained that library fees includes lost and damaged materials.

Trustee Earl Wilson asked why the revenue line item for interest was not reduced and Library Director Jo Bonell responded that there is no way of knowing whether interest income will be reduced, so it will remain the same as 2019.

Trustee Nicholas Harkovich asked why PAMS has a line item for supplies and Library Director Jo Bonell responded that this line item will include the purchase of library cards and library bags and will be easier to track.

Trustee Earl Wilson asked why the line item for Special Events Programming in 2130 Per Capita Grant increased from \$25,000 in 2019 to \$28,000 in 2020. He also asked if the library's marketing campaign was successful in 2019. Library Director Jo Bonell stated that additional newsletters will be mailed to residents in 2020 and the library will be promoted in other ways to bring more people into the library.

Trustee Bruce Lester asked why no Youth Services programming was included in the newsletter that was sent to residents. He stated that we need to get the children into the library and that Youth Services offers many programs for families.

Trustee Christopher Renkosiak asked if funding for staff attendance at conferences and training would be adequate and Library Director Jo Bonell responded that the line items for conferences and training were in fund 201-2110 Expenditures and 201-2130 Per Capita Grant. These funds will be enough to send staff to conferences and training.

MOTION by Bruce Lester, seconded by Denise Hudec, to recommend to the board the proposed draft 2019 budget, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Kristen Graack, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 5:36 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
August 31, 2019

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



September 06, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of August 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Eight Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of August 31, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 5,139,573.46	\$ 1,265,378.35	\$ 6,404,951.81
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 11,213,290.77	\$ 1,265,378.35	\$ 12,478,669.12
LIABILITIES			
Accounts Payable	\$ 245,548.83	\$ -	\$ 245,548.83
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	581,033.22	-	581,033.22
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,650,533.22	-	6,650,533.22
FUND BALANCE			
Fund Balance - Unreserved	4,528,006.75	1,265,378.35	5,793,385.10
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	4,562,757.55	1,265,378.35	5,828,135.90
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 11,213,290.77	\$ 1,265,378.35	\$ 12,478,669.12

Des Plaines Public Library

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

For the 8 Months Ended August 31, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 6,049,043.98	\$ -	\$ 6,049,043.98
Intergovernmental	122,449.00	-	122,449.00
Fines & Fees	41,890.02	-	41,890.02
Interest	50,368.79	18,097.81	68,466.60
Special Events and Programs	886.00	-	886.00
Miscellaneous	65,876.18	-	65,876.18
Total Revenues	<u>6,330,513.97</u>	<u>18,097.81</u>	<u>6,348,611.78</u>
EXPENDITURES			
Personnel	\$ 1,953,930.36	\$ -	\$ 1,953,930.36
Operating	1,375,635.20	-	1,375,635.20
Library Materails	663,860.15	-	663,860.15
Capital Outlay	37,777.81	68,862.60	106,640.41
Other Expenditures	<u>22,592.75</u>	<u>-</u>	<u>22,592.75</u>
Total Expenditures	<u>4,053,796.27</u>	<u>68,862.60</u>	<u>4,122,658.87</u>
Net Change in Fund Balances	<u>2,276,717.70</u>	<u>(50,764.79)</u>	<u>2,225,952.91</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 4,562,757.55</u>	<u>\$ 1,265,378.35</u>	<u>\$ 5,828,135.90</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of August 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	298,433.14
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>514,648.72</u>
201-1102028 - Cash Library Donations	<u>159,541.97</u>
201-1102079 - IL Funds - 151600222591	4,681,098.35
202-1102079 - IL Funds - 151600222591	<u>1,049,162.77</u>
	<u>5,730,261.12</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>6,404,951.81</u></u>

Des Plaines Public Library
Balance Sheet as of August 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <u>Library Fund</u> <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	1,310,663.89	(1,012,230.75)	298,433.14
1102028 - Cash Library Donations	159,379.07	162.90	159,541.97
1102079 - IL Funds - 151600222591	2,574,410.33	2,106,688.02	4,681,098.35
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
	10,118,670.60	1,094,620.17	11,213,290.77
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	166,025.42	79,523.41	245,548.83
2401002 - Payroll Liabilities	38,522.66	(38,522.66)	0.00
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,609,532.47	41,000.75	6,650,533.22
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	2,286,039.85	0.00	2,286,039.85
 Total Liabilities and Fund Balance	8,895,572.32	41,000.75	8,936,573.07
 Excess Revenues Over Expenses	1,223,098.28	1,053,619.42	2,276,717.70

Des Plaines Public Library
Balance Sheet as of August 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	243,418.57	(27,202.99)	216,215.58
1102079 - IL Funds - 151600222591	1,046,444.23	2,718.54	1,049,162.77
	1,289,862.80	(24,484.45)	1,265,378.35
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	27,202.99	(27,202.99)	0.00
	27,202.99	(27,202.99)	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,343,346.13	(27,202.99)	1,316,143.14
Excess Revenues Over Expenses	(53,483.33)	2,718.54	(50,764.79)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of August 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 8 Months Ended August 31, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	<u>1,617,420.59</u>	<u>6,049,043.98</u>	<u>6,100,000.00</u>	<u>50,956.02</u>	<u>99.16</u>
	<u>1,617,420.59</u>	<u>6,049,043.98</u>	<u>6,100,000.00</u>	<u>50,956.02</u>	<u>99.16</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>23,247.00</u>	<u>122,449.00</u>	<u>168,988.00</u>	<u>46,539.00</u>	<u>72.46</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	237.70	3,791.46	9,000.00	5,208.54	42.13
201-4850102 - Library Fines	997.45	15,989.69	50,000.00	34,010.31	31.98
201-4850201 - Copying Fees	1,967.61	17,620.07	25,000.00	7,379.93	70.48
201-4850207 - Non-Res Cards	1,112.00	3,046.00	2,000.00	(1,046.00)	152.30
201-4850208 - Meeting Room Fees	<u>257.80</u>	<u>1,442.80</u>	<u>2,000.00</u>	<u>557.20</u>	<u>72.14</u>
	<u>4,572.56</u>	<u>41,890.02</u>	<u>88,000.00</u>	<u>46,109.98</u>	<u>47.60</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>6,772.80</u>	<u>50,368.79</u>	<u>70,000.00</u>	<u>19,631.21</u>	<u>71.96</u>
	<u>6,772.80</u>	<u>50,368.79</u>	<u>70,000.00</u>	<u>19,631.21</u>	<u>71.96</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	6,011.13	51,278.02	40,000.00	(11,278.02)	128.20
201-4899910 - Vending Machine Revenue	98.51	777.53	1,500.00	722.47	51.84
201-4899920 - Library Donations	100.00	7,495.00	5,000.00	(2,495.00)	149.90
201-4899940 - Friends Book Sale	<u>746.45</u>	<u>6,325.63</u>	<u>0.00</u>	<u>(6,325.63)</u>	<u>0.00</u>
	<u>6,956.09</u>	<u>65,876.18</u>	<u>46,500.00</u>	<u>(19,376.18)</u>	<u>141.67</u>
Total Library Fund	<u><u>1,658,969.04</u></u>	<u><u>6,330,513.97</u></u>	<u><u>6,478,488.00</u></u>	<u><u>147,974.03</u></u>	<u><u>97.72</u></u>

**Des Plaines Public Library
Revenue Report
For the 8 Months Ended August 31, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,718.54</u>	<u>18,097.81</u>	<u>100.00</u>	<u>(17,997.81)</u>	<u>18,097.81</u>
	<u>2,718.54</u>	<u>18,097.81</u>	<u>100.00</u>	<u>(17,997.81)</u>	<u>18,097.81</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,718.54</u></u>	<u><u>18,097.81</u></u>	<u><u>600,100.00</u></u>	<u><u>582,002.19</u></u>	<u><u>3.02</u></u>
Total of All Funds	<u><u>1,661,687.58</u></u>	<u><u>6,348,611.78</u></u>	<u><u>7,078,588.00</u></u>	<u><u>729,976.22</u></u>	<u><u>89.69</u></u>

**Des Plaines Public Library
Expense Report
For the 8 Months Ended August 31, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	250,872.26	1,459,503.21	2,334,782.00	875,278.79	62.51
5910200 - Part-time Salaries	<u>85,179.37</u>	<u>494,427.15</u>	<u>819,513.00</u>	<u>325,085.85</u>	<u>60.33</u>
	<u>336,051.63</u>	<u>1,953,930.36</u>	<u>3,154,295.00</u>	<u>1,200,364.64</u>	<u>61.95</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	24,894.71	153,806.32	235,573.00	81,766.68	65.29
5918021 - Employer Contribution - IMRF	25,583.30	157,350.96	243,694.00	86,343.04	64.57
5918040 - Life Insurance Premiums	184.26	1,138.76	1,840.00	701.24	61.89
5918050 - PPO Insurance Premiums	13,633.19	121,041.48	267,710.00	146,668.52	45.21
5918051 - HMO Insurance Premiums	15,208.68	86,189.56	197,656.00	111,466.44	43.61
5918055 - Dental Insurance Premiums	1,726.44	11,171.88	20,250.00	9,078.12	55.17
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>81,230.58</u>	<u>530,698.96</u>	<u>989,723.00</u>	<u>459,024.04</u>	<u>53.62</u>
Contractual Services					
5920100 - Legal Fees	71.55	2,369.50	6,000.00	3,630.50	39.49
5920110 - Professional Services	38,495.50	339,670.65	429,394.00	89,723.35	79.10
5920120 - Communication Services	1,532.74	19,185.91	28,850.00	9,664.09	66.50
5920140 - Integrated Library System	0.00	72,123.92	97,100.00	24,976.08	74.28
5920202 - Conferences	597.00	2,763.83	5,000.00	2,236.17	55.28
5920204 - Training	30.00	269.00	0.00	(269.00)	0.00
5920220 - Membership Dues	0.00	7,145.62	7,000.00	(145.62)	102.08
5920990 - Property/Liability Insurance	3,145.00	42,860.55	35,000.00	(7,860.55)	122.46
5930010 - R&M Equipment	0.00	83,748.34	93,890.00	10,141.66	89.20
5930020 - R&M Buildings & Structures	9,278.47	72,695.87	126,600.00	53,904.13	57.42
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	12,353.31	16,120.00	3,766.69	76.63
5930320 - Cleaning/Custodial Services	14,947.50	56,394.50	67,460.00	11,065.50	83.60
5930490 - Refuse Contract	360.00	2,880.00	4,320.00	1,440.00	66.67
5960040 - Pre-Employment Testing	707.80	2,198.65	3,000.00	801.35	73.29
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	6,425.21	56,533.88	68,950.00	12,416.12	81.99
5960990 - Misc. Contractual Services	<u>7,156.10</u>	<u>71,625.71</u>	<u>113,780.00</u>	<u>42,154.29</u>	<u>62.95</u>
	<u>84,143.19</u>	<u>844,936.24</u>	<u>1,104,264.00</u>	<u>259,327.76</u>	<u>76.52</u>
Commodities					
5970100 - Supplies	4,645.49	39,799.73	59,000.00	19,200.27	67.46
5970110 - Meals	142.94	1,147.45	2,000.00	852.55	57.37
5970115 - Supplies - Dept/Other	76.17	2,489.98	6,550.00	4,060.02	38.01
5970170 - Janitorial	1,973.05	6,874.53	20,000.00	13,125.47	34.37
5970260 - Postage & Parcel	0.00	2,191.32	6,800.00	4,608.68	32.23
5970500 - Water Bill	1,907.26	8,214.17	12,000.00	3,785.83	68.45
5970600 - Ebooks/Books	28,616.66	235,061.30	377,200.00	142,138.70	62.32

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 8 Months Ended August 31, 2019**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970610 - E-audio/Audio	8,202.39	57,725.30	83,000.00	25,274.70	69.55
5970620 - E-Subscriptions/Subscriptions	28,210.42	75,698.68	74,630.00	(1,068.68)	101.43
5970630 - Visual Materials	17,947.13	91,527.60	163,000.00	71,472.40	56.15
5970640 - Databases	6,381.66	122,483.81	190,000.00	67,516.19	64.47
5970810 - Natural Gas	1,098.03	18,732.09	25,000.00	6,267.91	74.93
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>1,602.67</u>	<u>1,815.85</u>	<u>2,000.00</u>	<u>184.15</u>	<u>90.79</u>
	<u>100,803.87</u>	<u>663,860.15</u>	<u>1,021,780.00</u>	<u>357,919.85</u>	<u>64.97</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	0.00	1,926.10	7,500.00	5,573.90	25.68
5980420 - Computer Software	849.90	29,814.15	34,995.00	5,180.85	85.20
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>(125.44)</u>	<u>2,500.00</u>	<u>2,625.44</u>	<u>(5.02)</u>
	<u>849.90</u>	<u>37,777.81</u>	<u>51,705.00</u>	<u>13,927.19</u>	<u>73.06</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,524.00	16,267.12	73,000.00	56,732.88	22.28
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>746.45</u>	<u>6,325.63</u>	<u>0.00</u>	<u>(6,325.63)</u>	<u>0.00</u>
	<u>2,270.45</u>	<u>22,592.75</u>	<u>733,000.00</u>	<u>710,407.25</u>	<u>3.08</u>
Total Library Fund Expenditures	<u>605,349.62</u>	<u>4,053,796.27</u>	<u>7,054,767.00</u>	<u>3,000,970.73</u>	<u>57.46</u>
 _____ Capital Projects Fund _____					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	0.00	34,952.55	44,500.00	9,547.45	78.55
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>0.00</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total of All Funds	<u>605,349.62</u>	<u>4,122,658.87</u>	<u>7,226,767.00</u>	<u>3,104,108.13</u>	<u>57.05</u>

Des Plaines Public Library

Check List

All Bank Accounts

August 16, 2019 - September 19, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17689	08/27/19	JOHN KEISTER & ASSOCIATES LLC	6,500.00
17690	09/19/19	ALARM SECURITY INCORPORATED	516.50
17691	09/19/19	ALEXIAN BROTHERS CORP HEALTH SERV	300.00
17692	09/19/19	ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	41.90
17693	09/19/19	ANDERSON LOCK CO LTD	166.70
17694	09/19/19	ANDREW LANGLIE	125.00
17695	09/19/19	ANETTE ISAACS	400.00
17696	09/19/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
17697	09/19/19	ART EXCURSIONS INCORPORATED	335.00
17698	09/19/19	ARTHUR J. GALLAGHER RISK MANAGEMENT	3,145.00
17699	09/19/19	ATI TECHNOLOGY PARTNERS	520.27
17700	09/19/19	BAKER & TAYLOR	8,279.24
17701	09/19/19	BAKER & TAYLOR	15,448.60
17702	09/19/19	BAKER & TAYLOR	515.91
17703	09/19/19	BARNES & NOBLE, INC.	399.96
17704	09/19/19	CENTER FOR THE STUDY OF SERV - CONSUMERS CHECKBOOK	350.00
17705	09/19/19	CHILDREN'S PLUS, INC.	1,282.91
17706	09/19/19	CITY OF DES PLAINES	1,755.85
17707	09/19/19	CITY OF DES PLAINES,	151.41
17708	09/19/19	CRYSTAL MAINTENANCE SERVICES CORP	12,652.50
17709	09/19/19	D&Z HOUSE OF BOOKS	3,973.79
17710	09/19/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17711	09/19/19	DINA AMICO	1,080.00
17712	09/19/19	EBSCO INFORMATION SERVICES	26,888.18
17713	09/19/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17714	09/19/19	FOX VALLEY FIRE & SAFETY	1,200.00
17715	09/19/19	FRANCES DELLAR	74.99
17716	09/19/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	125.00
17717	09/19/19	GARVEY'S OFFICE PRODUCTS	1,973.05
17718	09/19/19	GLENCOE PUBLIC LIBRARY	27.00
17719	09/19/19	GLENVIEW PUBLIC LIBRARY	16.99
17720	09/19/19	INGRAM LIBRARY SERVICES	433.44
17721	09/19/19	JULIE R HECKSEL	500.00
17722	09/19/19	KANOPY	471.00
17723	09/19/19	KOS HOME IMPROVEMENT	4,490.00
17724	09/19/19	LAKE FOREST LIBRARY	20.00
17725	09/19/19	LAURA FREEMAN	400.00
17726	09/19/19	LAUTERBACH & AMEN, LLP.	1,550.00
17727	09/19/19	LIMRICC	80,429.56
17728	09/19/19	MARK ANDERSON	500.00
17729	09/19/19	MATTHEW BENDER & CO, INC	147.43
17730	09/19/19	MCGRAW-HILL GLOBAL EDUCATION HOLDINGS LLC	1,394.59
17731	09/19/19	MENARDS	76.17
17732	09/19/19	MICROSYSTEMS, INC.	1,281.26
17733	09/19/19	MIDWEST TAPE	16,225.90
17734	09/19/19	MIDWEST TAPE	9,000.00
17735	09/19/19	MORTON GROVE PUBLIC LIBRARY	29.95
17736	09/19/19	NICHE ACADEMY LLC	2,040.00
17737	09/19/19	NILES PUBLIC LIBRARY DISTRICT	2.99
17738	09/19/19	NORTHBROOK PUBLIC LIBRARY	27.99
17739	09/19/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17740	09/19/19	OFFICE DEPOT	378.16
17741	09/19/19	ORKIN	95.00
17742	09/19/19	OUTSOURCE SOLUTIONS GROUP, INC.	31,255.50
17743	09/19/19	PADDOCK PUBLICATIONS, INC.	71.55
17744	09/19/19	PROGRAM ONE PROF BUILDING SERVC, INC	1,565.00
17745	09/19/19	PRONUNCIATOR	1,850.00

Des Plaines Public Library

Check List

All Bank Accounts

August 16, 2019 - September 19, 2019

Check Number	Check Date	Payee	Amount
17746	09/19/19	PROSPECT HEIGHTS PUBLIC LIBRARY	28.00
17747	09/19/19	ROUND LAKE ARE PUBLIC LIBRARY	18.00
17748	09/19/19	RUSSIAN PUBLISHING HOUSE LTD	500.24
17749	09/19/19	SAGE PUBLICATIONS, INC.	266.54
17750	09/19/19	SEAMUS LENIHAN	13.99
17751	09/19/19	SIELLA IMAGING	825.00
17752	09/19/19	SPEED-E-KLEEN, INC.	730.00
17753	09/19/19	THE SHERWIN WILLIAMS CO.	624.27
17754	09/19/19	THOMAS KLISE/CRIMSON MULTIMEDIA	1,678.78
17755	09/19/19	TIAA COMMERCIAL FINANCE	657.91
17756	09/19/19	WINNETKA-NORTHFIELD LIBRARY DISTRICT	8.95
51044	08/31/19	PRO DATA	1,100.00
51045	08/31/19	IMRF	41,921.88
51046	08/31/19	VERIZON WIRELESS	1,012.47
51047	08/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	746.45
51048	08/31/19	NICOR GAS	803.20
51049	08/31/19	NICOR GAS	294.83
51050	08/31/19	BANKCARD SERVICES	12,491.19
Vendor Check Total			<u>310,418.85</u>
Check List Total			<u><u>310,418.85</u></u>

Check count = 75

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALARM SECURITY INCORPORATED				17690	09/19/19	<u>516.50</u>
201-5960990	Misc. Contractual Services	Invoice # 12215	384.00			
201-5960990	Misc. Contractual Services	Invoice # 11982	132.50			
ALEXIAN BROTHERS CORP HEALTH SERV				17691	09/19/19	<u>300.00</u>
201-5960040	Pre-Employment Testing	Invoice # 685951	300.00			
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT				17692	09/19/19	<u>41.90</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	41.90			
ANDERSON LOCK CO LTD				17693	09/19/19	<u>166.70</u>
201-5930020	R&M Buildings & Structures	Invoice # 1018162	166.70			
ANDREW LANGLIE				17694	09/19/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	8/15/19 Videography service	125.00			
ANETTE ISAACS				17695	09/19/19	<u>400.00</u>
201-5960210	Special Event Programming	10/9/19 Germany's Liquid Bread - A refreshing look at the history of beer	400.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17696	09/19/19	<u>320.00</u>
201-5960990	Misc. Contractual Services	Invoice # 8414	320.00			
ART EXCURSIONS INCORPORATED				17697	09/19/19	<u>335.00</u>
201-5960210	Special Event Programming	11/6/19 Andy Warhol: Pop Art is for Everyone	335.00			
ARTHUR J. GALLAGHER RISK MANAGEMENT				17698	09/19/19	<u>3,145.00</u>
201-5920990	Property/Liability Insurance	Invoice # 3148189	3,145.00			
ATI TECHNOLOGY PARTNERS				17699	09/19/19	<u>520.27</u>
201-5920120	Communication Services	Invoice # 74193	520.27			
BAKER & TAYLOR				17700	09/19/19	<u>8,279.24</u>
201-5970600	Ebooks/Books	Inv. 20347550108	524.81			
201-5960990	Misc. Contractual Services	Inv. 20347550109	38.10			
201-5970600	Ebooks/Books	Inv. 20347552803	893.91			
201-5960990	Misc. Contractual Services	Inv. 20347552804	45.45			
201-5970600	Ebooks/Books	Inv. 2034607904	11.93			
201-5970600	Ebooks/Books	INv. 2034743627	1,128.47			
201-5960990	Misc. Contractual Services	INv. 2034743628	67.80			
201-5970600	Ebooks/Books	INv. 2034743847	666.24			
201-5960990	Misc. Contractual Services	INv. 2034743848	40.65			
201-5970600	Ebooks/Books	Credit # 0003175693	-16.95			
201-5970600	Ebooks/Books	INv. 2034725582	1,134.09			
201-5960990	Misc. Contractual Services	INv. 2034725583	64.85			
201-5970600	Ebooks/Books	INv 4012599113	15.54			
201-5970600	Ebooks/Books	Inv. 2034717460	583.69			
201-5960990	Misc. Contractual Services	Inv. 2034717461	36.85			
201-5970600	Ebooks/Books	Inv. 2034733878	748.90			
201-5960990	Misc. Contractual Services	Inv. 2034733879	28.85			
201-5970600	Ebooks/Books	Inv. 2034730921	534.01			
201-5960990	Misc. Contractual Services	Inv. 2034730922	31.55			
201-5970600	Ebooks/Books	Inv. 2034700555	534.95			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034700556	24.20			
201-5970600	Ebooks/Books	Inv. 2034709228	893.20			
201-5960990	Misc. Contractual Services	Inv. 2034709229	57.45			
201-5970600	Ebooks/Books	Inv. 2034708405	190.70			
BAKER & TAYLOR				17701	09/19/19	<u>15,448.60</u>
201-5960990	Misc. Contractual Services	Inv. 2034743955	4.15			
201-5970600	Ebooks/Books	Inv. 2034743955	61.19			
201-5960990	Misc. Contractual Services	Inv. 2034742042	2.81			
201-5970600	Ebooks/Books	Inv. 2034742042	9.54			
201-5960990	Misc. Contractual Services	Inv. 2034743913	76.60			
201-5970600	Ebooks/Books	Inv. 2034743913	754.62			
201-5960990	Misc. Contractual Services	Inv. 2034743939	169.47			
201-5970600	Ebooks/Books	Inv. 2034743939	420.93			
201-5960990	Misc. Contractual Services	Inv. 2034748118	35.35			
201-5970600	Ebooks/Books	Inv. 2034748118	281.84			
201-5960990	Misc. Contractual Services	Inv. 2034748665	43.40			
201-5970600	Ebooks/Books	Inv. 2034748665	359.25			
201-5960990	Misc. Contractual Services	Inv. 2034752806	14.25			
201-5970600	Ebooks/Books	Inv. 2034752806	132.32			
201-5960990	Misc. Contractual Services	Inv. 2034751474	15.70			
201-5970600	Ebooks/Books	Inv. 2034751474	145.31			
201-5960990	Misc. Contractual Services	Inv. 2034735370	32.40			
201-5970600	Ebooks/Books	Inv. 2034735370	321.48			
201-5960990	Misc. Contractual Services	Inv. 2034723845	6.60			
201-5970600	Ebooks/Books	Inv. 2034723845	84.67			
201-5960990	Misc. Contractual Services	Inv. 2034727354	2.35			
201-5970600	Ebooks/Books	Inv. 2034727354	24.34			
201-5960990	Misc. Contractual Services	Inv. 2034726935	11.84			
201-5970600	Ebooks/Books	Inv. 2034726935	38.58			
201-5960990	Misc. Contractual Services	Inv. 2034735442	31.50			
201-5970600	Ebooks/Books	Inv. 2034735442	323.89			
201-5960990	Misc. Contractual Services	Inv. 2034735047	2.24			
201-5970600	Ebooks/Books	Inv. 2034735047	15.84			
201-5960990	Misc. Contractual Services	Inv. 2034741421	31.80			
201-5970600	Ebooks/Books	Inv. 2034741421	271.26			
201-5960990	Misc. Contractual Services	Inv. 2034735502	8.37			
201-5970600	Ebooks/Books	Inv. 2034735502	50.83			
201-5960990	Misc. Contractual Services	Inv. 2034702093	32.10			
201-5970600	Ebooks/Books	Inv. 2034702093	308.02			
201-5960990	Misc. Contractual Services	Inv. 2034716181	54.60			
201-5970600	Ebooks/Books	Inv. 2034716181	467.16			
201-5960990	Misc. Contractual Services	Inv. 2034718029	129.12			
201-5970600	Ebooks/Books	Inv. 2034718029	201.72			
201-5960990	Misc. Contractual Services	Inv. 2034713825	1.77			
201-5970600	Ebooks/Books	Inv. 2034713825	17.02			
201-5960990	Misc. Contractual Services	Inv. 2034713465	8.73			
201-5970600	Ebooks/Books	Inv. 2034713465	31.69			
201-5960990	Misc. Contractual Services	Inv. 0000142621	17.38			
201-5970600	Ebooks/Books	Inv. 0000142621	102.33			
201-5960990	Misc. Contractual Services	Inv. 2034713839	1.50			
201-5970600	Ebooks/Books	Inv. 2034713839	10.21			
201-5960990	Misc. Contractual Services	Inv. 2034713628	43.85			
201-5970600	Ebooks/Books	Inv. 2034713628	614.48			
201-5960990	Misc. Contractual Services	Inv. 5015634539	46.20			
201-5970600	Ebooks/Books	Inv. 5015634539	872.31			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034714405	5.38			
201-5970600	Ebooks/Books	Inv. 2034714405	35.78			
201-5960990	Misc. Contractual Services	Inv. 2034716288	29.25			
201-5970600	Ebooks/Books	Inv. 2034716288	308.45			
201-5960990	Misc. Contractual Services	Inv. 2034707911	24.05			
201-5970600	Ebooks/Books	Inv. 2034707911	257.08			
201-5960990	Misc. Contractual Services	Inv. 2034713712	4.86			
201-5970600	Ebooks/Books	Inv. 2034713712	45.99			
201-5960990	Misc. Contractual Services	Inv. 2034725643	10.76			
201-5970600	Ebooks/Books	Inv. 2034725643	11.94			
201-5960990	Misc. Contractual Services	Inv. 2034725636	18.60			
201-5970600	Ebooks/Books	Inv. 2034725636	227.75			
201-5960990	Misc. Contractual Services	Inv. 2034721018	5.80			
201-5970600	Ebooks/Books	Inv. 2034721018	45.15			
201-5960990	Misc. Contractual Services	Inv. 2034713535	3.55			
201-5970600	Ebooks/Books	Inv. 2034713535	40.38			
201-5960990	Misc. Contractual Services	Inv. 2034729568	9.12			
201-5970600	Ebooks/Books	Inv. 2034729568	93.08			
201-5960990	Misc. Contractual Services	Inv. 2034726871	36.77			
201-5970600	Ebooks/Books	Inv. 2034726871	200.98			
201-5960990	Misc. Contractual Services	Inv. 2034727112	47.55			
201-5970600	Ebooks/Books	Inv. 2034727112	564.98			
201-5960990	Misc. Contractual Services	Inv. 2034729648	34.45			
201-5970600	Ebooks/Books	Inv. 2034729648	304.24			
201-5960990	Misc. Contractual Services	Inv. 2034726787	31.95			
201-5970600	Ebooks/Books	Inv. 2034726787	312.57			
201-5960990	Misc. Contractual Services	Inv. 2034727242	6.48			
201-5970600	Ebooks/Books	Inv. 2034727242	61.31			
201-5960990	Misc. Contractual Services	Inv. 2034694797	16.14			
201-5970600	Ebooks/Books	Inv. 2034694797	46.61			
201-5960990	Misc. Contractual Services	Inv. 2034693437	7.65			
201-5970600	Ebooks/Books	Inv. 2034693437	60.32			
201-5960990	Misc. Contractual Services	Inv. 2034693350	5.77			
201-5970600	Ebooks/Books	Inv. 2034693350	13.74			
201-5960990	Misc. Contractual Services	Inv. 2034694782	31.45			
201-5970600	Ebooks/Books	Inv. 2034694782	737.48			
201-5960990	Misc. Contractual Services	Inv. 2034693388	11.59			
201-5970600	Ebooks/Books	Inv. 2034693388	125.65			
201-5960990	Misc. Contractual Services	Inv. 2034681221	12.01			
201-5970600	Ebooks/Books	Inv. 2034681221	123.10			
201-5960990	Misc. Contractual Services	Inv. 2034699733	3.40			
201-5970600	Ebooks/Books	Inv. 2034699733	85.13			
201-5960990	Misc. Contractual Services	Inv. 2034699585	17.46			
201-5970600	Ebooks/Books	Inv. 2034699585	38.82			
201-5960990	Misc. Contractual Services	Inv. 2034707659	8.88			
201-5970600	Ebooks/Books	Inv. 2034707659	22.71			
201-5960990	Misc. Contractual Services	Inv. 2034699453	82.75			
201-5970600	Ebooks/Books	Inv. 2034699453	1,415.06			
201-5960990	Misc. Contractual Services	Inv. 2034707528	47.83			
201-5970600	Ebooks/Books	Inv. 2034707528	249.34			
201-5960990	Misc. Contractual Services	Inv. 2034702339	12.60			
201-5970600	Ebooks/Books	Inv. 2034702339	122.07			
201-5960990	Misc. Contractual Services	Inv. 0000142623	17.38			
201-5970600	Ebooks/Books	Inv. 0000142623	102.33			
201-5960990	Misc. Contractual Services	Inv. 2034710497	19.10			
201-5970600	Ebooks/Books	Inv. 2034710497	206.87			

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 0000142622	17.38			
201-5970600	Ebooks/Books	Inv. 0000142622	102.33			
201-5960990	Misc. Contractual Services	Inv. 2034750150	31.65			
201-5970600	Ebooks/Books	Inv. 2034750150	347.74			
201-5960990	Misc. Contractual Services	Inv. 2034751492	23.53			
201-5970600	Ebooks/Books	Inv. 2034751492	41.80			
201-5960990	Misc. Contractual Services	Inv. 2034754504	43.50			
201-5970600	Ebooks/Books	Inv. 2034754504	656.44			
201-5960990	Misc. Contractual Services	Inv. 2034754425	13.13			
201-5970600	Ebooks/Books	Inv. 2034754425	168.09			
201-5960990	Misc. Contractual Services	Inv. 2034754769	14.80			
201-5970600	Ebooks/Books	Inv. 2034754769	45.14			
201-5960990	Misc. Contractual Services	Inv. 2034758110	4.25			
201-5970600	Ebooks/Books	Inv. 2034758110	52.46			
201-5960990	Misc. Contractual Services	Inv. 2034754212	15.20			
201-5970600	Ebooks/Books	Inv. 2034754212	110.06			
201-5960990	Misc. Contractual Services	Inv. 2034741564	4.25			
201-5970600	Ebooks/Books	Inv. 2034741564	31.61			
201-5960990	Misc. Contractual Services	Inv. 2034742012	2.55			
201-5970600	Ebooks/Books	Inv. 2034742012	55.63			
201-5960990	Misc. Contractual Services	Inv. 2034747975	35.95			
201-5970600	Ebooks/Books	Inv. 2034747975	464.71			
BAKER & TAYLOR				17702	09/19/19	<u>515.91</u>
201-5960990	Misc. Contractual Services	Inv. 5015660188	4.10			
201-5970600	Ebooks/Books	Inv. 5015660188	10.51			
201-5960990	Misc. Contractual Services	Inv. 5015550032	2.80			
201-5970600	Ebooks/Books	Inv. 5015550032	17.97			
201-5970640	Databases	Inv. 5015660188	152.11			
201-5970640	Databases	Inv. 5015550032	328.42			
BARNES & NOBLE, INC.				17703	09/19/19	<u>399.96</u>
201-5970610	E-audio/Audio	Invoice # 3889028	399.96			
CENTER FOR THE STUDY OF SERV - CONSUMERS CHECKBOOK				17704	09/19/19	<u>350.00</u>
201-5970640	Databases	Invoice # CHI1170172E2019	350.00			
CHILDREN'S PLUS, INC.				17705	09/19/19	<u>1,282.91</u>
201-5970600	Ebooks/Books	Invoice # 175317	154.82			
201-5970600	Ebooks/Books	Invoice # 172466	321.40			
201-5970600	Ebooks/Books	Invoice # 172467	160.65			
201-5970600	Ebooks/Books	Invoice # 172465	492.78			
201-5970600	Ebooks/Books	Invoice # 175059	119.28			
201-5970600	Ebooks/Books	Invoice # 174756	33.98			
CITY OF DES PLAINES				17706	09/19/19	<u>1,755.85</u>
201-5970500	Water Bill	Acct # 71080763-001 - 1501 Ellinwood st	1,755.85			
CITY OF DES PLAINES,				17707	09/19/19	<u>151.41</u>
201-5970500	Water Bill	Invoice # 2019-00000006	151.41			
CRYSTAL MAINTENANCE SERVICES CORP				17708	09/19/19	<u>12,652.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 26211	4,892.50			
201-5930320	Cleaning/Custodial Services	Invoice # 26246	6,910.00			
201-5930320	Cleaning/Custodial Services	Invoice # 26247	850.00			

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
D&Z HOUSE OF BOOKS				17709	09/19/19	<u>3,973.79</u>
201-5970600	Ebooks/Books	Invoice # 2019/I104015	46.32			
201-5970600	Ebooks/Books	Invoice # 2019/I103953	3,014.95			
201-5970600	Ebooks/Books	Invoice # 2019/I103924	118.96			
201-5970610	E-audio/Audio	Invoice # 2019/I103923	230.64			
201-5970600	Ebooks/Books	Invoice # 2019/I103922	98.16			
201-5970600	Ebooks/Books	Invoice # 2019/I103995	464.76			
DE LAGE LANDEN FIANACIAL SERVICES				17710	09/19/19	<u>738.41</u>
201-5930210	Rental of Equipment	Invoice # 64698799	738.41			
DINA AMICO				17711	09/19/19	<u>1,080.00</u>
201-5960210	Special Event Programming	Event: Stuffed Animal Workshop	1,080.00			
EBSCO INFORMATION SERVICES				17712	09/19/19	<u>26,888.18</u>
201-5970620	E-Subscriptions/Subscriptions	Inv. 1587494	27,164.62			
201-5970620	E-Subscriptions/Subscriptions	Credit Memo 2000353	-197.44			
201-5970620	E-Subscriptions/Subscriptions	Credit Memo 2000986	-79.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17713	09/19/19	<u>360.00</u>
201-5930490	Refuse Contract	Invoice # 4497965	360.00			
FOX VALLEY FIRE & SAFETY				17714	09/19/19	<u>1,200.00</u>
201-5930020	R&M Buildings & Structures	Invoice # IN00291334	650.00			
201-5930020	R&M Buildings & Structures	Invoice # IN00289932	550.00			
FRANCES DELLAR				17715	09/19/19	<u>74.99</u>
201-5970600	Ebooks/Books	Refund for found Playaway	74.99			
FRIENDS OF THE DES PLAINES PUBLIC LIBRARY				17716	09/19/19	<u>125.00</u>
201-5970110	Meals	10/24 Attend Friends anniversary dinner	125.00			
GARVEY'S OFFICE PRODUCTS				17717	09/19/19	<u>1,973.05</u>
201-5970170	Janitorial	Invoice # PINV1772181	1,915.33			
201-5970170	Janitorial	Invoice # PINV1742512	57.72			
GLENCOE PUBLIC LIBRARY				17718	09/19/19	<u>27.00</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	27.00			
GLENVIEW PUBLIC LIBRARY				17719	09/19/19	<u>16.99</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	16.99			
INGRAM LIBRARY SERVICES				17720	09/19/19	<u>433.44</u>
201-5960990	Misc. Contractual Services	Invoice # 41409357	1.20			
201-5970600	Ebooks/Books	Invoice # 41409357	34.95			
201-5960990	Misc. Contractual Services	Invoice # 41367641	3.60			
201-5970600	Ebooks/Books	Invoice # 41323198	62.38			
201-5970600	Ebooks/Books	Invoice # 41367639	29.94			
201-5970600	Ebooks/Books	Invoice # 41367640	41.99			
201-5960990	Misc. Contractual Services	Invoice # 41166248	4.80			
201-5970600	Ebooks/Books	Invoice # 41166248	52.95			
201-5960990	Misc. Contractual Services	Invoice # 41084929	6.00			
201-5960990	Misc. Contractual Services	Invoice # 41120911	1.20			

**Des Plaines Public Library
Vendor Checks Report**

First Midwest Operating
August 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice # 41120911	26.99			
201-5970600	Ebooks/Books	Invoice # 41084931	70.99			
201-5970600	Ebooks/Books	Invoice # 41585191	20.00			
201-5970600	Ebooks/Books	Invoice # 41084928	13.50			
201-5970600	Ebooks/Books	Invoice # 41084927	14.97			
201-5970600	Ebooks/Books	Invoice # 41084930	47.98			
JULIE R HECKSEL				17721	09/19/19	<u>500.00</u>
201-5960210	Special Event Programming	10/20/19 Patchouli & Terra Guitarra	500.00			
KANOPY				17722	09/19/19	<u>471.00</u>
201-5970630	Visual Materials	Invoice # 165572	471.00			
KOS HOME IMPROVEMENT				17723	09/19/19	<u>4,490.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 547	4,490.00			
LAKE FOREST LIBRARY				17724	09/19/19	<u>20.00</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	20.00			
LAURA FREEMAN				17725	09/19/19	<u>400.00</u>
201-5960210	Special Event Programming	9/22/19 Sentimental Journey - The Music of Doris Day	400.00			
LAUTERBACH & AMEN, LLP.				17726	09/19/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice # 38838 - July 2019	1,550.00			
LIMRICC				17727	09/19/19	<u>80,429.56</u>
201-2401002	Payroll Liabilities	September 2019 Monthly Billing - PHIP	40,212.98			
201-2401002	Payroll Liabilities	August 2019 Monthly Billing - PHIP	40,216.58			
MARK ANDERSON				17728	09/19/19	<u>500.00</u>
201-5960210	Special Event Programming	MARK ANDERSON	500.00			
MATTHEW BENDER & CO, INC				17729	09/19/19	<u>147.43</u>
201-5970600	Ebooks/Books	Invoice # 12561118	147.43			
MCGRAW-HILL GLOBAL EDUCATION HOLDINGS LLC				17730	09/19/19	<u>1,394.59</u>
201-5970640	Databases	Invoice # 108932791001	1,394.59			
MENARDS				17731	09/19/19	<u>76.17</u>
201-5970115	Supplies - Dept/Other	Invoice # 42557	76.17			
MICROSYSTEMS, INC.				17732	09/19/19	<u>1,281.26</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice # 081415	1,281.26			
MIDWEST TAPE				17733	09/19/19	<u>16,225.90</u>
201-5960990	Misc. Contractual Services	Inv. 97859509	9.25			
201-5970610	E-audio/Audio	Inv. 97859509	197.95			
201-5960990	Misc. Contractual Services	Inv. 97859507	92.90			
201-5970610	E-audio/Audio	Inv. 97859507	301.41			
201-5970610	E-audio/Audio	Inv. 97798536	97.48			
201-5960990	Misc. Contractual Services	Inv. 97822454	68.55			
201-5970630	Visual Materials	Inv. 97822454	357.56			
201-5960990	Misc. Contractual Services	Inv. 97821471	40.70			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv. 97821471	865.78			
201-5970610	E-audio/Audio	Inv. 97798538	303.95			
201-5960990	Misc. Contractual Services	Inv. 97820431	293.85			
201-5970630	Visual Materials	Inv. 97820431	1,537.61			
201-5960990	Misc. Contractual Services	Inv. 97827795	15.65			
201-5970610	E-audio/Audio	Inv. 97827795	60.26			
201-5960990	Misc. Contractual Services	Inv. 97795559	7.70			
201-5970610	E-audio/Audio	Inv. 97795559	19.48			
201-5970610	E-audio/Audio	Inv. 97828297	1,235.80			
201-5970630	Visual Materials	Inv. 97828298	7.49			
201-5970610	E-audio/Audio	Inv. 97828294	14.99			
201-5970610	E-audio/Audio	Inv. 97828295	63.73			
201-5960990	Misc. Contractual Services	Inv. 97853672	47.95			
201-5970630	Visual Materials	Inv. 97853672	303.62			
201-5960990	Misc. Contractual Services	Inv. 97852008	179.90			
201-5970630	Visual Materials	Inv. 97852008	1,150.10			
201-5960990	Misc. Contractual Services	Inv. 97852009	99.25			
201-5970630	Visual Materials	Inv. 97852009	493.33			
201-5960990	Misc. Contractual Services	Inv. 97853819	38.50			
201-5970610	E-audio/Audio	Inv. 97853819	114.95			
201-5960990	Misc. Contractual Services	Inv. 97853818	48.10			
201-5970610	E-audio/Audio	Inv. 97853818	1,016.74			
201-5960990	Misc. Contractual Services	Inv. 97824051	7.70			
201-5970610	E-audio/Audio	Inv. 97824051	20.08			
201-5960990	Misc. Contractual Services	Inv. 97824050	7.40			
201-5970610	E-audio/Audio	Inv. 97824050	139.96			
201-5960990	Misc. Contractual Services	Inv. 97821409	74.40			
201-5970610	E-audio/Audio	Inv. 97821409	241.91			
201-5970630	Visual Materials	Inv. 97798550	59.98			
201-5960990	Misc. Contractual Services	Inv. 97820432	9.75			
201-5970630	Visual Materials	Inv. 97820432	51.72			
201-5960990	Misc. Contractual Services	Inv. 97760608	95.20			
201-5970630	Visual Materials	Inv. 97760608	286.25			
201-5960990	Misc. Contractual Services	Inv. 97757229	16.65			
201-5970610	E-audio/Audio	Inv. 97757229	302.91			
201-5960990	Misc. Contractual Services	Inv. 97757227	30.80			
201-5970610	E-audio/Audio	Inv. 97757227	102.52			
201-5960990	Misc. Contractual Services	Inv. 97783026	25.90			
201-5970610	E-audio/Audio	Inv. 97783026	584.86			
201-5960990	Misc. Contractual Services	Inv. 97783024	88.55			
201-5970610	E-audio/Audio	Inv. 97783024	265.27			
201-5960990	Misc. Contractual Services	Inv. 97782938	97.50			
201-5970630	Visual Materials	Inv. 97782938	474.14			
201-5960990	Misc. Contractual Services	Inv. 97782937	66.10			
201-5970630	Visual Materials	Inv. 97782937	428.06			
201-5960990	Misc. Contractual Services	Inv. 97788001	39.00			
201-5970630	Visual Materials	Inv. 97788001	259.38			
201-5960990	Misc. Contractual Services	Inv. 97788002	45.50			
201-5970630	Visual Materials	Inv. 97788002	183.68			
201-5960990	Misc. Contractual Services	Inv. 97794737	62.10			
201-5970610	E-audio/Audio	Inv. 97794737	196.19			
201-5960990	Misc. Contractual Services	Inv. 97794739	14.80			
201-5970610	E-audio/Audio	Inv. 97794739	301.92			
201-5960990	Misc. Contractual Services	Inv. 97794738	26.20			
201-5970630	Visual Materials	Inv. 97794738	114.67			
201-5970630	Visual Materials	Inv. 97746947	78.72			

Des Plaines Public Library Vendor Checks Report

First Midwest Operating
August 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 97725527	7.70			
201-5970610	E-audio/Audio	Inv. 97725527	24.73			
201-5960990	Misc. Contractual Services	Inv. 97697177	4.10			
201-5970610	E-audio/Audio	Inv. 97697177	14.99			
201-5960990	Misc. Contractual Services	Inv. 97724450	15.40			
201-5970610	E-audio/Audio	Inv. 97724450	48.56			
201-5960990	Misc. Contractual Services	Inv. 97724089	12.95			
201-5970610	E-audio/Audio	Inv. 97724089	247.93			
201-5970610	E-audio/Audio	Inv. 97746945	65.08			
201-5960990	Misc. Contractual Services	Inv. 97753878	69.30			
201-5970610	E-audio/Audio	Inv. 97753878	211.92			
201-5960990	Misc. Contractual Services	Inv. 97754900	22.20			
201-5970610	E-audio/Audio	Inv. 97754900	464.88			
201-5960990	Misc. Contractual Services	Inv. 97754681	105.25			
201-5970630	Visual Materials	Inv. 97754681	574.21			
201-5960990	Misc. Contractual Services	Inv. 97754682	49.55			
201-5970630	Visual Materials	Inv. 97754682	368.87			
201-5970630	Visual Materials	Inv. 97746948	23.99			
201-5970610	E-audio/Audio	Inv. 97798539	9.99			
MIDWEST TAPE				17734	09/19/19	<u>9,000.00</u>
201-5970630	Visual Materials	Doc # 97817212	9,000.00			
MORTON GROVE PUBLIC LIBRARY				17735	09/19/19	<u>29.95</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	29.95			
NICHE ACADEMY LLC				17736	09/19/19	<u>2,040.00</u>
201-5970640	Databases	Invoice # 3876	2,040.00			
NILES PUBLIC LIBRARY DISTRICT				17737	09/19/19	<u>2.99</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	2.99			
NORTHBROOK PUBLIC LIBRARY				17738	09/19/19	<u>27.99</u>
201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	27.99			
OAKBROOK MECHANICAL SERVICES				17739	09/19/19	<u>2,797.50</u>
201-5930020	R&M Buildings & Structures	Invoice # 17366	2,797.50			
OFFICE DEPOT				17740	09/19/19	<u>378.16</u>
201-5970100	Supplies	Invoice # 324329310001	378.16			
ORKIN				17741	09/19/19	<u>95.00</u>
201-5960990	Misc. Contractual Services	Acct # 32734222 - Invoice # 184566813	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17742	09/19/19	<u>31,255.50</u>
201-5960990	Misc. Contractual Services	Invoice # 49127	350.00			
201-5920110	Professional Services	Invoice # 49065	29,345.50			
201-5980420	Computer Software	Invoice # 49128	60.00			
201-5960990	Misc. Contractual Services	Invoice # 48817	1,500.00			
PADDOCK PUBLICATIONS, INC.				17743	09/19/19	<u>71.55</u>
201-5920100	Legal Fees	Invoice # 24642	71.55			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
August 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
PROGRAM ONE PROF BUILDING SERVC, INC 201-5930320	Cleaning/Custodial Services	Invoice # 124741	1,565.00	17744	09/19/19	<u>1,565.00</u>
PRONUNCIATOR 201-5970640	Databases	Invoice # 25075	1,850.00	17745	09/19/19	<u>1,850.00</u>
PROSPECT HEIGHTS PUBLIC LIBRARY 201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	28.00	17746	09/19/19	<u>28.00</u>
ROUND LAKE ARE PUBLIC LIBRARY 201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	18.00	17747	09/19/19	<u>18.00</u>
RUSSIAN PUBLISHING HOUSE LTD 201-5970600	Ebooks/Books	Invoice # 149408	500.24	17748	09/19/19	<u>500.24</u>
SAGE PUBLICATIONS, INC. 201-5970640	Databases	Invoice # 293839KI	266.54	17749	09/19/19	<u>266.54</u>
SEAMUS LENIHAN 201-5970600	Ebooks/Books	Item found refund	13.99	17750	09/19/19	<u>13.99</u>
SIELLA IMAGING 201-5970100	Supplies	Invoice # 2019 203 08262019	825.00	17751	09/19/19	<u>825.00</u>
SPEED-E-KLEEN, INC. 201-5930320 201-5930320	Cleaning/Custodial Services Cleaning/Custodial Services	Invoice # 4184 Invoice # 4179	257.00 473.00	17752	09/19/19	<u>730.00</u>
THE SHERWIN WILLIAMS CO. 201-5930020 201-5930020 201-5930020 201-5930020 201-5930020 201-5930020	R&M Buildings & Structures R&M Buildings & Structures R&M Buildings & Structures R&M Buildings & Structures R&M Buildings & Structures R&M Buildings & Structures	Invoice # 5154-0 Invoice # 5915-4 Invoice # 6028-5 Invoice # 6004-6 Invoice # 5896-6 Invoice # 5783-6	113.95 51.98 51.98 114.19 137.34 154.83	17753	09/19/19	<u>624.27</u>
THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630 201-5970630 201-5970630 201-5970630 201-5970630 201-5970630 201-5970630	Visual Materials Visual Materials Visual Materials Visual Materials Visual Materials Visual Materials Visual Materials	Invoice # 002036 Invoice # 002084 Invoice # 002120 Invoice # 002118 Invoice # 002119 Invoice # 002082 Invoice # 002083	181.18 181.32 604.92 125.18 40.00 120.00 426.18	17754	09/19/19	<u>1,678.78</u>
TIAA COMMERCIAL FINANCE 201-5930210	Rental of Equipment	Invoice # 6461833	657.91	17755	09/19/19	<u>657.91</u>
WINNETKA-NORTHFIELD LIBRARY DISTRICT 201-5970600	Ebooks/Books	Quarterly Billing Report 4/1/19 - 6/30/19	8.95	17756	09/19/19	<u>8.95</u>
Check List Total						<u><u>245,548.83</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

August 1, 2019 - August 31, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51044	08/31/19	PRO DATA	1,100.00
51045	08/31/19	IMRF	41,921.88
51046	08/31/19	VERIZON WIRELESS	1,012.47
51047	08/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	746.45
51048	08/31/19	NICOR GAS	803.20
51049	08/31/19	NICOR GAS	294.83
51050	08/31/19	BANKCARD SERVICES	12,491.19
Vendor Check Total			<u>58,370.02</u>
Check List Total			<u><u>58,370.02</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490	4,579,405	5,334,816	6,404,952				
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421				
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267				
	16,564	851,056	2,439,628	64,333	85,912	13,732	1,238,947	1,661,688	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282				
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067				
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)				
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	-	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	(474,085)	755,411	1,070,136	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 August 31, 2019

Total Expenses per Expense Report			<u><u>\$605,349.62</u></u>
Gross Payroll	336,051.63		
Benefits Expense	<u>81,230.58</u>		
Total Payroll Expenses		417,282.21	
Check List		310,418.85	
Total Transfers and expenses per payroll and vendor checks reports			<u>727,701.06</u>
		Variance	<u>122,351.44</u>
Less: (disbursements included above)			
IMRF		(41,921.88)	
LIMRICC		(80,429.56)	
			(122,351.44)
			<u>0.00</u>
		Variance	<u><u>0.00</u></u>



DIRECTOR'S REPORT

AUGUST 2019

SUMMER WITH THE BEATLES
FRIDAY, AUGUST 23
FROM 5:30 - 9:00



AUGUST AT DPPL

More than 250 people attended DPPL's first annual Terrace concert series, Summer With the Beatles.

Also last month 200+ residents learned about local non profit volunteer opportunities at the DPCC's Social Impact After Hours hosted at DPPL.

DES PLAINES CHAMBER OF COMMERCE & INDUSTRY

SOCIAL IMPACT RESOURCE FAIR & BUSINESS AFTER HOURS

Tuesday, August 13th
4-7 pm

Des Plaines Public Library
1501 Ellinwood Ave.

Learn about exciting volunteer opportunities available for you and your company as well as other ways you can give back to these wonderful organizations.
At 5 p.m. Members will enjoy tasty treats from Katie's Kitchen & Giuseppe's Pizzeria & Catering.
REGISTER at <http://business.dpchamber.com/events/details/resource-fair-networking-after-hours-3185>

The Middle School Project

In July and August, the Acquisitions and Cataloging staff reclassified and relabeled 5,200 items (books, CD audiobooks, and magazines) from Young Adult, or YA, to Middle School, or MS. (Strategic Plan Goal 2/Strategy 2)

Cheryl Gladfelter in Youth Services initiated the change. The meaning of “Young Adult” is ambiguous and often confusing for patrons. Renaming the collection “Middle School” makes the intended audience clear.



Smile



2010

16. Smile

by **Telgemeier, Raina**, author, illustrator.

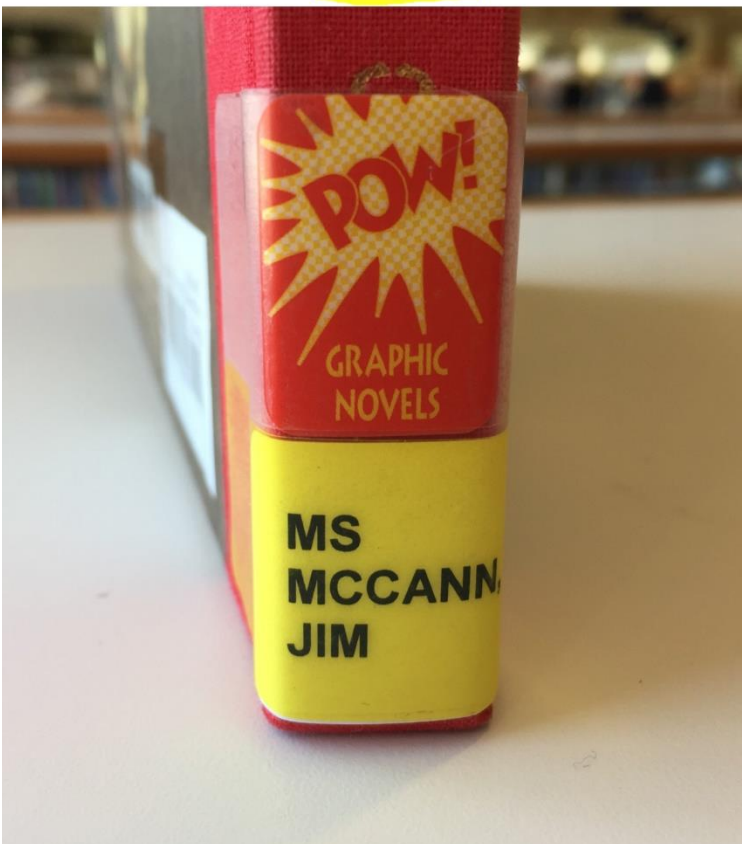
Format: Book

Edition: First edition.

Copies available at Des Plaines: 2 (of 4)

Copies available at all member libraries: 35 (of 182)

Call Number: MIDDLE SCHOOL GRAPHIC NOVELS TELGEMEIER



Fans are saying:

“I still can’t believe the name change happened!! I’ve been wanting this for so many years. Finally, the name will make sense to patrons. Thank you so much to everyone involved in making this dream a reality!!!”

“This is a VERY big deal.”

“This is so awesome! I am so excited that it will be a middle school collection now; that name makes so much more sense!!!”

COME TO THE FIRST-FLOOR DESK
IN JUNE, JULY, & AUGUST AND
**WE WILL CLEAR ALL
OVERDUE FINES**
FROM YOUR ACCOUNT. DPPL MATERIALS ONLY.

FINE FREE SUMMER FINAL NUMBERS

760 Library Cards Renewed!

1,069 Library Cards Issued

\$11,460 in Noncollectable
Fines Waived



HAMILTON AT DPPL



In July, we partnered with Hamilton: The Exhibition to give away two tickets to the Hamilton: The Exhibition pop up on Northerly Island. We ran a raffle from July 16-29th . 246 people participated in the raffle. Some patrons said they came in just to enter.

Along with the ballot box, there was a display of Hamilton related materials from each floor that patrons could check out. The materials were checked out so quickly that we had to double the original amount of items.

This goes along with the Strategic Plan Goal 2, #4 “Deliver quality events on trending cultural, recreational and topical current events interests.”



DPM Joins Digital Public Library of America (DPLA)

Des Plaines Memory is now accessible through the Digital Public Library of America (DPLA).

DPLA is a free, online search tool that gathers all-digital collections from libraries, archives, and museums across the United States. Participants in DPLA “represent the richness and diversity of America itself, from the smallest local history museum to our nation’s largest cultural institutions.”

DPLA is actively involved in ongoing educational initiatives to bring partner content to classrooms in K-12 and higher education, as well as supporting professional development and scholarly research.

Des Plaines Memory currently contains 1,279 items, all of which are discoverable via search on DPLA or at <https://dp.la/>

Choose a Video to Feature



Summer with the Beatles...
1,774 views



Happening I...
416 views



Astronaut Training Camp...
2,714 views



What's your...
1,297 views

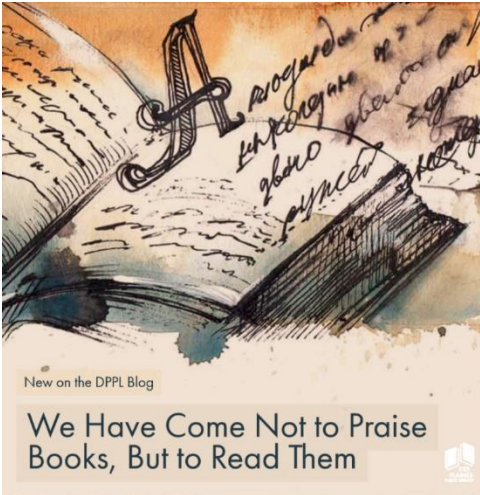
Web Services Snapshot

Left, recent DPPL Facebook videos. Highlighted ones were boosted with a Facebook Ad, the others were organic traffic.

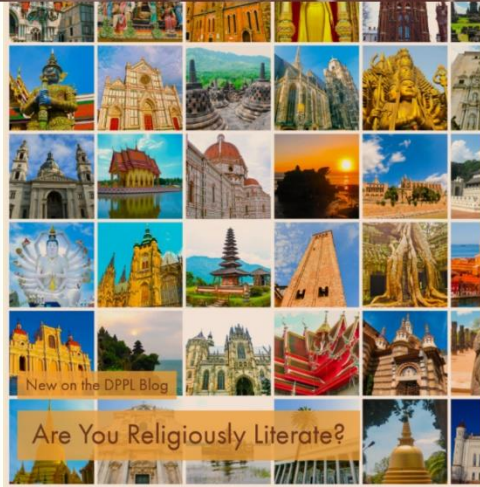
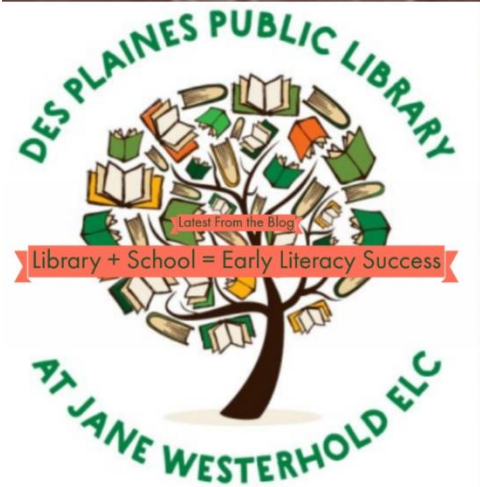
DPPL videos were viewed 879 times in August (up 34%).

Patrons spent 856 minutes watching them (down 4%).

We had 3 new YouTube subscribers in August (up 200%).



AUGUST BLOG POSTS





Family Craft Night



August Kids



Kindergarten Story Time at Devonshire School

This month, DPPL's 1KB4K program reached 67,000 books read!!!!

CALLING ALL SUPER READERS!

JOIN ONE OF OUR READING CLUBS DURING THE SCHOOL YEAR!

1KB4K: Read 1,000 books before Kindergarten to your little one.

PATCH CLUB: If you're in Kindergarten - 8th grade, earn fantastic patches by reading stories.

PSA: Galaxy Dough turns your hands (temporarily) blue!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

UNIVERSAL CLASS

**LEARN...
Anything.
Anytime.
Anywhere.**

Find it at dppl.org

AURA READING at the terrace

Friday, August 9
6:30 - 8:30 p.m.

A reader from the Clairvoyant Center of Chicago will read your aura. Readings will be given in the order that you checkin at the event. Enjoy a glass of wine and light refreshment while you wait.
Registration Required. See card for details.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

AUGUST ADULTS

MANAGING YOUR DIGITAL AFTERLIFE

and Digital Estate Planning

Thursday, August 15
7 p.m.

What will happen to your online bank accounts, social media, and other digital assets after you are gone? In today's world, it is more important than ever to create a plan for managing and accessing your Digital Afterlife. Presented by eGuide Tech Allies

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

City of Roses

Around the 1900s, Des Plaines was home to a major greenhouse industry that produced more than two million roses and other flowers each year. Join us to learn more about this unique part of Des Plaines history that once inspired the nickname "The City of Roses." Presented by Emma Marston, Interpretive Curator, Des Plaines History Center.

Thursday, August 7
7 pm
The Forum

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

HURRICANE SAXOPHONE QUARTET

SUNDAY • 8.18 • 2 PM

FROM BACH TO THE BEATLES AND BEYOND...

JOIN THE HURRICANES FOR A MUSICAL PERFORMANCE COVERING EVERYTHING FROM CLASSICAL TO POP! PLEASE REGISTER. SEE CARD FOR DETAILS.

AMY INMON ON SOPRANO SAXOPHONE
DEBRA SCHWERS ON ALTO SAXOPHONE
LAURA KIDD PRZYBY ON TENOR SAXOPHONE
HOLLY COPELAND AARONSON ON BARITONE SAXOPHONE

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

PROFESSOR MOPTOP ON ABBEY ROAD

WEDNESDAY, AUGUST 28 • 7 - 8:30 PM

THE BEATLES' ALBUM ABBEY ROAD WAS FIRST RELEASED ON SEPTEMBER 26, 1969. JOIN GREGORY ALEXANDER (AKA PROFESSOR MOPTOP) OF WXRT'S BREAKFAST WITH THE BEATLES TO DISCUSS 50 YEARS OF ABBEY ROAD!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Art on Vegetables

Friday, August 9
6:30 - 7:30 pm

Enjoy a demonstration on how to turn a vegetable into a piece of art. See how to make a beautiful masterpiece on a bell pepper while learning the tips and tricks of vegetable carving. Registration required. See card for details.

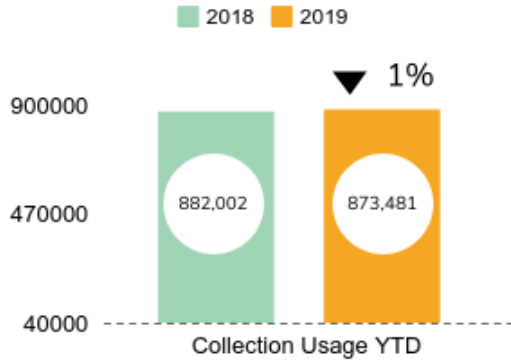
LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

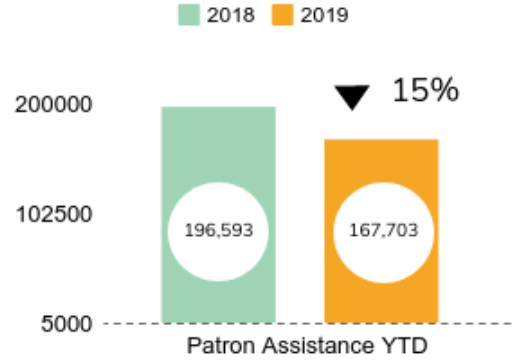
STATISTICS REPORT

August 2019

Collection Usage YTD

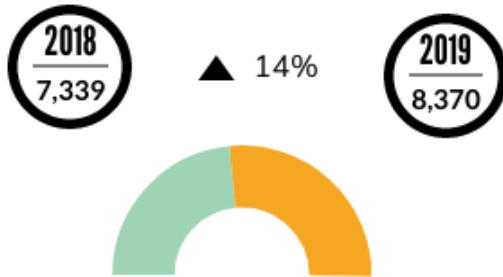


Patron Assistance YTD



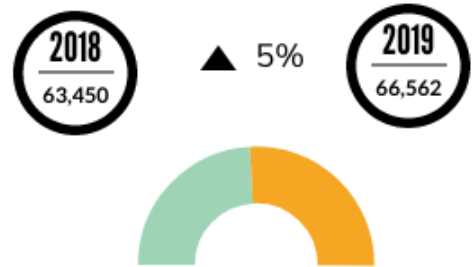
Bookings YTD

Events, Programs & Classes

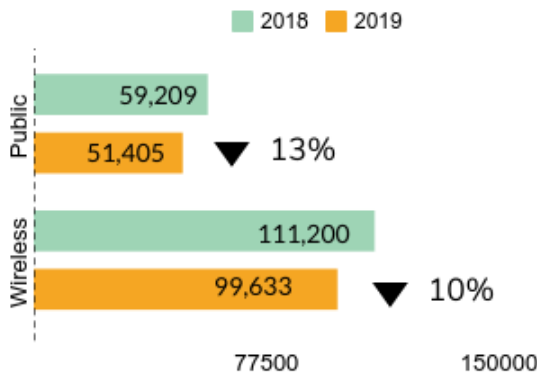


Attendance YTD

Events, Programs, Outreach & Classes

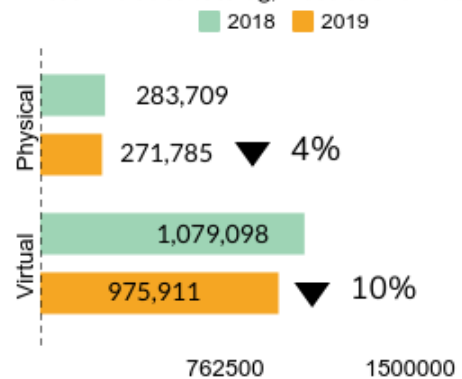


Computer Usage YTD



Traffic YTD

Physical is the gate count. Virtual includes catalog, website and mobile app.

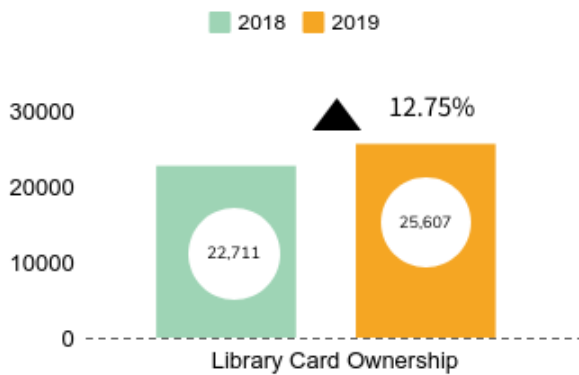




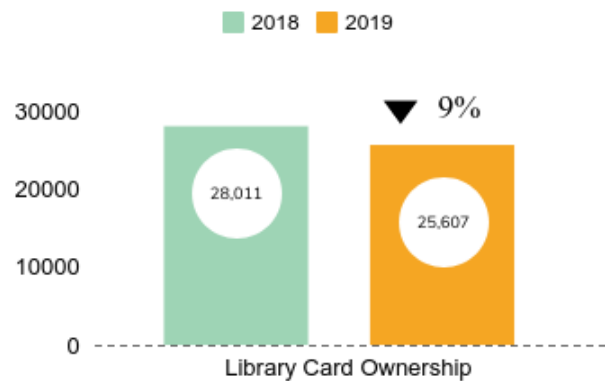
STATISTICS REPORT

August 2019

Adjusted Library Card Ownership Month to Month



Library Card Ownership Month to Month



The Adjusted Library Card Number

Please note that the 9% decrease month to month is not reflective of a true decrease in "active" card ownership. DPPL has actually seen a 12.75% increase in active library card ownership over the last 12 months.

Since August 2018, Michelle Meyer-Edley and PAMS staff have worked to clean up the patron database and remove inactive cards and cards with old, noncollectable fines.

Based on those efforts, the "apples to apples" adjusted August 2018 number is 22,711. This number is derived from the following actions begun in September 2018:

- The removal of 4,000 cards/patrons still in the database with cards that expired **before** 2014 with less than \$50 in fines. Those fines will never be paid, the cards aren't being used and these records were no longer valid.
- The removal of all noncollectable bills older than 7 years (a CCS Governing Policy) and deletion of those expired cards.
- Monthly ongoing maintenance through an automated report issued by CCS detailing cards that are expired with less than \$15 fines, which are then purged. This ensures that the patron database will remain "clean" going forward.

Board Stats Reporting Form

August 2019

COLLECTION USAGE			
		Year to Date 2019	873,481
		Year to Date 2018	882,002
		% Change	-1%
PATRON ASSISTANCE			
		Year to Date 2019	167,703
		Year to Date 2018	196,593
		% Change	-15%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	8,370
		Year to Date 2018	7,339
		% Change	14%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	66,562
		Year to Date 2018	63,450
		% Change	5%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	271,785
		Year to Date 2018	283,709
		% Change	-4%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	975,911
		Year to Date 2018	1,079,098
		% Change	-10%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2019	25,607
		Current month valid library cards 2018	28,011
		% Change	-9%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	51,405
		Year to Date 2018	59,209
		% Change	-13%
		Wireless	
		Year to Date 2019	99,633
		Year to Date 2018	111,200
		% Change	-10%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	YTD
COLLECTION USAGE										
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	83,832	87,142	77,881	646,738
	E-materials	11,053	9,213	11,372	10,955	10,883	9,974	10,623	11,241	85,314
	ILL	138	166	157	191	188	136	77	95	1,148
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	15,787	13,395	140,281
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,629	102,612	873,481
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	89,970	83,005	651,758
	E-materials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	5,451	64,231
	ILL	2,470	617	611	3,837	332	136	172	211	8,386
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	16,436	14,841	157,627
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	115,244	103,508	882,002
PATRON ASSISTANCE										
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	5,890	3,404	29,584
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	11,162	84,639
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	7,868	6,598	53,480
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	24,554	21,164	167,703
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	4,964	2,277	26,515
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	12,908	12,319	99,287
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	10,201	10,424	70,791
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	28,073	25,020	196,593
EVENTS, PROGRAMS AND CLASSES-BOOKINGS										
	Youth Services	56	87	92	100	29	292	297	2	955
	Adult Services	78	77	99	89	103	76	70	68	660
	Outside groups	52	59	68	64	63	43	42	61	452
	Public study rooms	683	838	887	904	786	738	749	718	6,303
2019	Total	869	1,061	1,146	1,157	981	1,149	1,158	849	8,370
	Youth & Adult Services	111	147	150	146	104	112	133	77	980
	Outside groups	56	55	75	70	52	40	39	54	441
	Public study rooms	807	813	820	620	622	695	720	821	5,918
2018	Total	974	1,015	1,045	836	778	847	892	952	7,339
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE										
	Youth Services	776	1,396	1,419	1,470	568	2,580	2,106	28	10,343
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	4,151	1,447	14,356
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	986	1,413	11,613
	Public study rooms	1,296	1,620	1,672	1,733	1,694	1,360	1,310	1,355	12,040
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	970	504	15,849
	Outreach-Adult Services	229	456	425	189	168	305	183	406	2,361
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	9,706	5,153	66,562
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	3,753	3,561	23,508
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	753	1,101	11,665
	Public study rooms	1,686	1,656	1,669	1,269	1,318	1,157	1,212	1,405	11,372
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	1,052	423	14,313
	Outreach-Adult Services	447	465	424	268	492	135	259	102	2,592
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	7,029	6,592	63,450
TRAFFIC										
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	35,307	271,785
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	39,570	37,368	34,957	283,709
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	142,251	134,055	975,911
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	150,899	97,844	78,326	1,079,098
LIBRARY CARD OWNERSHIP-report the latest month										
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	25,100	25,388	25,607	25,776	25,607
2018	Number of valid library cards held by DPPL residents	32,673	32,699	28,250	28,011	28,011	28,527	28,011	27,647	28,011
COMPUTER USAGE										
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	9,393
	Public computers Adult	4,777	4,847	5,625	5,693	5,381	4,939	5,202	5,548	42,012
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	51,405
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	2,006	1,426	11,334
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	5,640	5,678	6,426	47,875
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	7,684	7,852	59,209
2019	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	99,633
	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	99,633
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	111,200
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	111,200

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

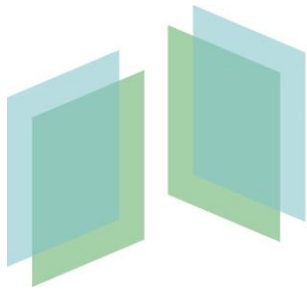
For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,055,797	\$ 4,581,712	\$ 5,337,123	\$ 6,406,513	\$ 5,938,445	\$ 5,207,173	\$ 4,751,860			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,985	159,379	159,542	158,826	158,826	158,826	158,826			
	3,981,263	3,351,494	3,711,910	5,676,772	5,281,858	4,896,812	4,422,333	5,177,581	6,247,687	5,779,619	5,048,347	4,593,034			
Revenue (M-T-D)															
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	40,968	13,559	8,954		6,112,524	6,100,000	12,524
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	43,521	14,753	30,843	34,512	704,318	1,106,495	978,588	127,907
Total Revenue	16,564	851,056	2,439,627	64,333	85,912	13,732	1,238,947	1,660,941	55,721	44,402	43,466	704,318	7,219,019	7,078,588	140,431
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	434,207	519,884	310,173	344,789	4,218,492	4,144,018	74,474
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	86,874	84,163	73,425	97,563	1,122,924	1,104,264	18,660
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	100,804	88,288	107,284	111,287	105,874	1,041,528	1,021,780	19,748
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	8,316		1,885	2,205	50,985	51,705	(720)
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270					673,000	733,000	(60,000)
202	-	6,286	2,948	2,200	13,393	13,582	27,203	-	7,352	38,951	37,302	5,943	155,160	172,000	(16,840)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	(101,248)	25,392	(35,293)				
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	523,789	775,674	498,779	556,374			35,323
Net Increase/(Decrease)	(629,211)	360,826	1,966,049	(394,850)	(384,887)	(474,085)	755,411	1,069,390	(468,068)	(731,272)	(455,313)	147,944			
Cash End of Month	3,508,659	3,869,485	5,835,534	5,440,684	5,055,797	4,581,712	5,337,123	6,406,513	5,938,445	5,207,173	4,751,860	4,899,804			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,281,922	4,896,971	4,422,727	5,177,744	6,246,971	5,779,619	5,048,347	4,593,034	4,740,978			

DPPL HVAC Maintenance Agreement, Bid Opening, August 29, 2019

	Vendor	Contact Person	Phone	At Pre-Bid Meeting	3 Yr. Total Cost	Labor costs M - F	Labor costs evenings and weekends	Insurance	List of items to be replaced	List of contractors if any	References
1	Mechanical Inc.	Wendy Krescheck	708-295-7562	X	\$ 142,000	X	X	X	Lined out humidifiers in Exhibit A	X	X
2	Oakbrook Mechanical	Mike Hoy	630-941-3555	X	\$ 106,364	X	X	X		X	X
3											
4											
5											
6											
7											
8											
10											

Notes:



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, OCTOBER 17, 2019

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Service Contract for Lyngsoe Sorter**
- **Approval of Library Closings through January 2020**
- **Executive Session – To Discuss**
 - **Probable or Imminent Litigation**

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 847-376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
October 17, 2019
7:00 PM

- I. Call to Order. 7:00 p.m.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. 7:05 p.m.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – September 19, 2019.
 - B. Acceptance of Financial Reports for September 2019.
 - C. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. 7:20 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$232,788.06. [Action Item]
 - B. Approve Service Contract for Lyngsoe Sorter - \$30,000. [Action Item]
 - C. Approval of Library Closings through January 2020. [Action Item]
 - D. Approve Payment to RAILS for Communico Cloud Platform - \$15,000. [Action Item]

- IX. Announcements. 7:40 p.m.

- X. Correspondence.

- XI. Other.

- XII. Executive Session. (7:50 p.m.)
 - A. Probable or Imminent Litigation.

- XIII. Executive Session Action.
 - A. Probable or Imminent Litigation.

- XIV. Adjournment. 8:10 p.m.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 19, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, September 19, 2019. Vice President Vincent Rangel called the meeting to order at 7:04 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Christopher Renkosiak, Earl Wilson, Carol Kidd.

Absent: Gregory Sarlo

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff, Gary Valente.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Umair Qadeer, seconded by Denise Hudec, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

John Leach, President, Friends of the Library, invited the board to attend the Friends book sale beginning on Friday, October 4, 2019.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$310,418.85. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$310,418.85 as listed on the vendor checks report of August 2019 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B Approve Payment to Ebsco - \$27,164.62. [Action Item]

MOTION by Bruce Lester, seconded by Umari Qadeer, to approve payment to Ebsco in the amount of \$27,164.62. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Award Proposal for HVAC. [Action Item]

Jo Bonell, Library Director, explained that the lowest bid for HVAC was from Oakbrook Mechanical in the amount of \$106,364 for three years.

MOTION by Kristen Graack, seconded by Bruce Lester, to approve the proposal from Oakbrook Mechanical for HVAC in the amount of \$106,364 for three years. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Per Capita Grant Requirements Review – Roberta Johnson.

Assistant Library Director Roberta Johnson reported that the requirements for the Per Capita Grant application have been met including reviewing Chapters 11 -14 including the Appendices

Trustee Bruce Lester thanked Assistant Library Director Roberta Johnson for her work in preparing the application for the Per Capita Grant.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER.

Jo Bonell, Library Director, explained that the original LED lighting project did not include all hardware requested by the library. The library will solicit bids for this project.

XII. EXECUTIVE SESSION.

A. To Discuss Probable or Imminent Litigation.

MOTION by Bruce Lester, seconded by Kristen Graack, to enter into Executive Session at 7:30 p.m. to discuss Probable or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:05 p.m. and was called to order by Vice President Vincent Rangel.

XIII. EXECUTIVE SESSION ACTION.

A. To Discuss Probable or Imminent Litigation.

No action was taken.

XIV. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:06 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
September 30, 2019

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



October 04, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of September 30, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Nine Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of September 30, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,643,803.06	\$ 1,267,171.96	\$ 5,910,975.02
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	30,245.22	-	30,245.22
Total Assets	\$ 10,747,765.59	\$ 1,267,171.96	\$ 12,014,937.55
LIABILITIES			
Accounts Payable	\$ 180,534.87	\$ -	\$ 180,534.87
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	516,019.26	-	516,019.26
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,585,519.26	-	6,585,519.26
FUND BALANCE			
Fund Balance - Unreserved	4,127,495.53	1,267,171.96	5,394,667.49
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	4,162,246.33	1,267,171.96	5,429,418.29
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,747,765.59	\$ 1,267,171.96	\$ 12,014,937.55

Des Plaines Public Library

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

For the 9 Months Ended September 30, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 6,059,333.09	\$ -	\$ 6,059,333.09
Intergovernmental	122,449.00	-	122,449.00
Fines & Fees	47,486.90	-	47,486.90
Interest	58,447.49	19,891.42	78,338.91
Special Events and Programs	886.00	-	886.00
Miscellaneous	105,179.95	-	105,179.95
Total Revenues	<u>6,393,782.43</u>	<u>19,891.42</u>	<u>6,413,673.85</u>
EXPENDITURES			
Personnel	\$ 2,186,839.70	\$ -	\$ 2,186,839.70
Operating	1,532,690.72	-	1,532,690.72
Library Materials	721,856.85	-	721,856.85
Capital Outlay	40,157.67	68,862.60	109,020.27
Other Expenditures	<u>36,031.01</u>	<u>-</u>	<u>36,031.01</u>
Total Expenditures	<u>4,517,575.95</u>	<u>68,862.60</u>	<u>4,586,438.55</u>
Net Change in Fund Balances	<u>1,876,206.48</u>	<u>(48,971.18)</u>	<u>1,827,235.30</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 4,162,246.33</u>	<u>\$ 1,267,171.96</u>	<u>\$ 5,429,418.29</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of September 30, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	65,055.45
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>281,271.03</u>
201-1102028 - Cash Library Donations	<u>189,146.60</u>
201-1102079 - IL Funds - 151600222591	4,389,101.01
202-1102079 - IL Funds - 151600222591	<u>1,050,956.38</u>
	<u>5,440,057.39</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,910,975.02</u></u>

Des Plaines Public Library
Balance Sheet as of September 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <u>Library Fund</u> <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	298,433.14	(233,377.69)	65,055.45
1102028 - Cash Library Donations	159,541.97	29,604.63	189,146.60
1102079 - IL Funds - 151600222591	4,681,098.35	(291,997.34)	4,389,101.01
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
1119200 - Receivable - Miscellaneous	0.00	30,245.22	30,245.22
	<u>11,213,290.77</u>	<u>(465,525.18)</u>	<u>10,747,765.59</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	245,548.83	(65,013.96)	180,534.87
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,650,533.22</u>	<u>(65,013.96)</u>	<u>6,585,519.26</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	<u>2,286,039.85</u>	<u>0.00</u>	<u>2,286,039.85</u>
 Total Liabilities and Fund Balance	<u>8,936,573.07</u>	<u>(65,013.96)</u>	<u>8,871,559.11</u>
 Excess Revenues Over Expenses	<u>2,276,717.70</u>	<u>(400,511.22)</u>	<u>1,876,206.48</u>

Des Plaines Public Library
Balance Sheet as of September 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	216,215.58	0.00	216,215.58
1102079 - IL Funds - 151600222591	1,049,162.77	1,793.61	1,050,956.38
	1,265,378.35	1,793.61	1,267,171.96
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,316,143.14	0.00	1,316,143.14
Excess Revenues Over Expenses	(50,764.79)	1,793.61	(48,971.18)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of September 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,013,902.00)	0.00	(1,013,902.00)
	2,643,647.39	0.00	2,643,647.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,643,647.39	0.00	2,643,647.39
	2,643,647.39	0.00	2,643,647.39
Total Liabilities and Net Capital Assets	2,643,647.39	0.00	2,643,647.39
Excess Revenues Over Expenses	0.00	0.00	0.00

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 30, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	<u>10,289.11</u>	<u>6,059,333.09</u>	<u>6,100,000.00</u>	<u>40,666.91</u>	<u>99.33</u>
	<u>10,289.11</u>	<u>6,059,333.09</u>	<u>6,100,000.00</u>	<u>40,666.91</u>	<u>99.33</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>122,449.00</u>	<u>168,988.00</u>	<u>46,539.00</u>	<u>72.46</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	363.86	4,155.32	9,000.00	4,844.68	46.17
201-4850102 - Library Fines	2,109.18	18,098.87	50,000.00	31,901.13	36.20
201-4850201 - Copying Fees	1,702.34	19,322.41	25,000.00	5,677.59	77.29
201-4850207 - Non-Res Cards	1,181.50	4,227.50	2,000.00	(2,227.50)	211.38
201-4850208 - Meeting Room Fees	<u>240.00</u>	<u>1,682.80</u>	<u>2,000.00</u>	<u>317.20</u>	<u>84.14</u>
	<u>5,596.88</u>	<u>47,486.90</u>	<u>88,000.00</u>	<u>40,513.10</u>	<u>53.96</u>
<u>Special Programs & Events</u>					
201-4850215 - Special Programs & Events	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
	<u>0.00</u>	<u>886.00</u>	<u>5,000.00</u>	<u>4,114.00</u>	<u>17.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>8,078.70</u>	<u>58,447.49</u>	<u>70,000.00</u>	<u>11,552.51</u>	<u>83.50</u>
	<u>8,078.70</u>	<u>58,447.49</u>	<u>70,000.00</u>	<u>11,552.51</u>	<u>83.50</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	8,956.96	60,234.98	40,000.00	(20,234.98)	150.59
201-4899910 - Vending Machine Revenue	85.01	862.54	1,500.00	637.46	57.50
201-4899920 - Library Donations	29,537.25	37,032.25	5,000.00	(32,032.25)	740.65
201-4899940 - Friends Book Sale	<u>724.55</u>	<u>7,050.18</u>	<u>0.00</u>	<u>(7,050.18)</u>	<u>0.00</u>
	<u>39,303.77</u>	<u>105,179.95</u>	<u>46,500.00</u>	<u>(58,679.95)</u>	<u>226.19</u>
Total Library Fund	<u><u>63,268.46</u></u>	<u><u>6,393,782.43</u></u>	<u><u>6,478,488.00</u></u>	<u><u>84,705.57</u></u>	<u><u>98.69</u></u>

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 30, 2019**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
_____ Capital Projects Fund _____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>1,793.61</u>	<u>19,891.42</u>	<u>100.00</u>	<u>(19,791.42)</u>	<u>19,891.42</u>
	<u>1,793.61</u>	<u>19,891.42</u>	<u>100.00</u>	<u>(19,791.42)</u>	<u>19,891.42</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,793.61</u></u>	<u><u>19,891.42</u></u>	<u><u>600,100.00</u></u>	<u><u>580,208.58</u></u>	<u><u>3.31</u></u>
Total of All Funds	<u><u>65,062.07</u></u>	<u><u>6,413,673.85</u></u>	<u><u>7,078,588.00</u></u>	<u><u>664,914.15</u></u>	<u><u>90.61</u></u>

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	175,585.36	1,635,088.57	2,334,782.00	699,693.43	70.03
5910200 - Part-time Salaries	<u>57,323.98</u>	<u>551,751.13</u>	<u>819,513.00</u>	<u>267,761.87</u>	<u>67.33</u>
	<u>232,909.34</u>	<u>2,186,839.70</u>	<u>3,154,295.00</u>	<u>967,455.30</u>	<u>69.33</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,265.41	171,071.73	235,573.00	64,501.27	72.62
5918021 - Employer Contribution - IMRF	17,801.77	175,152.73	243,694.00	68,541.27	71.87
5918040 - Life Insurance Premiums	126.16	1,264.92	1,840.00	575.08	68.75
5918050 - PPO Insurance Premiums	17,592.82	138,634.30	267,710.00	129,075.70	51.79
5918051 - HMO Insurance Premiums	15,212.08	101,401.64	197,656.00	96,254.36	51.30
5918055 - Dental Insurance Premiums	1,177.56	12,349.44	20,250.00	7,900.56	60.98
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>69,175.80</u>	<u>599,874.76</u>	<u>989,723.00</u>	<u>389,848.24</u>	<u>60.61</u>
Contractual Services					
5920100 - Legal Fees	75.60	2,445.10	6,000.00	3,554.90	40.75
5920110 - Professional Services	40,446.35	380,117.00	429,394.00	49,277.00	88.52
5920120 - Communication Services	1,496.12	20,682.03	28,850.00	8,167.97	71.69
5920140 - Integrated Library System	0.00	72,123.92	97,100.00	24,976.08	74.28
5920202 - Conferences	290.00	3,053.83	5,000.00	1,946.17	61.08
5920204 - Training	0.00	269.00	0.00	(269.00)	0.00
5920220 - Membership Dues	1,885.00	9,030.62	7,000.00	(2,030.62)	129.01
5920990 - Property/Liability Insurance	0.00	42,860.55	35,000.00	(7,860.55)	122.46
5930010 - R&M Equipment	9,236.45	92,984.79	93,890.00	905.21	99.04
5930020 - R&M Buildings & Structures	13,416.36	86,112.23	126,600.00	40,487.77	68.02
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	2,258.32	14,611.63	16,120.00	1,508.37	90.64
5930320 - Cleaning/Custodial Services	5,365.50	61,760.00	67,460.00	5,700.00	91.55
5930490 - Refuse Contract	360.00	3,240.00	4,320.00	1,080.00	75.00
5960040 - Pre-Employment Testing	426.00	2,624.65	3,000.00	375.35	87.49
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	4,583.50	61,117.38	68,950.00	7,832.62	88.64
5960990 - Misc. Contractual Services	<u>8,040.52</u>	<u>79,666.23</u>	<u>113,780.00</u>	<u>34,113.77</u>	<u>70.02</u>
	<u>87,879.72</u>	<u>932,815.96</u>	<u>1,104,264.00</u>	<u>171,448.04</u>	<u>84.47</u>
Commodities					
5970100 - Supplies	4,431.25	44,230.98	59,000.00	14,769.02	74.97
5970110 - Meals	69.68	1,217.13	2,000.00	782.87	60.86
5970115 - Supplies - Dept/Other	1,059.28	3,549.26	6,550.00	3,000.74	54.19
5970170 - Janitorial	0.00	6,874.53	20,000.00	13,125.47	34.37
5970260 - Postage & Parcel	74.70	2,266.02	6,800.00	4,533.98	33.32
5970270 - Printing	25.41	25.41	0.00	(25.41)	0.00
5970500 - Water Bill	0.00	8,214.17	12,000.00	3,785.83	68.45

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2019**

	<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>
5970600 - Ebooks/Books	23,919.71	258,981.01	377,200.00	118,218.99	68.66
5970610 - E-audio/Audio	6,494.07	64,219.37	83,000.00	18,780.63	77.37
5970620 - E-Subscriptions/Subscriptions	1,040.31	76,738.99	74,630.00	(2,108.99)	102.83
5970630 - Visual Materials	10,858.93	102,386.53	163,000.00	60,613.47	62.81
5970640 - Databases	9,842.23	132,326.04	190,000.00	57,673.96	69.65
5970810 - Natural Gas	181.13	18,913.22	25,000.00	6,086.78	75.65
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>1,815.85</u>	<u>2,000.00</u>	<u>184.15</u>	<u>90.79</u>
	<u>57,996.70</u>	<u>721,856.85</u>	<u>1,021,780.00</u>	<u>299,923.15</u>	<u>70.65</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	69.96	1,996.06	7,500.00	5,503.94	26.61
5980420 - Computer Software	2,309.90	32,124.05	34,995.00	2,870.95	91.80
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>(125.44)</u>	<u>2,500.00</u>	<u>2,625.44</u>	<u>(5.02)</u>
	<u>2,379.86</u>	<u>40,157.67</u>	<u>51,705.00</u>	<u>11,547.33</u>	<u>77.67</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	12,713.71	28,980.83	73,000.00	44,019.17	39.70
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>724.55</u>	<u>7,050.18</u>	<u>0.00</u>	<u>(7,050.18)</u>	<u>0.00</u>
	<u>13,438.26</u>	<u>36,031.01</u>	<u>733,000.00</u>	<u>696,968.99</u>	<u>4.92</u>
Total Library Fund Expenditures	<u>463,779.68</u>	<u>4,517,575.95</u>	<u>7,054,767.00</u>	<u>2,537,191.05</u>	<u>64.04</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	0.00	34,952.55	44,500.00	9,547.45	78.55
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>0.00</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total of All Funds	<u>463,779.68</u>	<u>4,586,438.55</u>	<u>7,226,767.00</u>	<u>2,640,328.45</u>	<u>63.46</u>

Des Plaines Public Library

Check List

All Bank Accounts

September 20, 2019 - October 17, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17757	10/17/19	ADVENT SYSTEMS, INC	390.00
17758	10/17/19	ALEXIAN BROTHERS CORP HEALTH SERV	306.00
17759	10/17/19	ANDERSON LOCK CO LTD	460.00
17760	10/17/19	ANDREW LANGLIE	125.00
17761	10/17/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	380.00
17762	10/17/19	BAKER & TAYLOR	8,666.41
17763	10/17/19	BAKER & TAYLOR	9,181.90
17764	10/17/19	BAKER & TAYLOR	1,076.68
17765	10/17/19	BAKER & TAYLOR	1,101.98
17766	10/17/19	CELIA PEREZ	1,200.00
17767	10/17/19	CFRA	7,200.00
17768	10/17/19	CHILDREN'S PLUS, INC.	109.15
17769	10/17/19	CITY OF DES PLAINES,	4,600.00
17770	10/17/19	CRYSTAL MAINTENANCE SERVICES CORP	12,652.50
17771	10/17/19	D&Z HOUSE OF BOOKS	73.88
17772	10/17/19	D.K. AGENCIES (P) LTD.	467.20
17773	10/17/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17774	10/17/19	DES PLAINES CHAMBER OF COMMERCE	77.00
17775	10/17/19	EBSCO INFORMATION SERVICES	105.68
17776	10/17/19	FEDERAL EXPRESS	74.70
17777	10/17/19	FIRST SECURITY SYSTEMS, INC.	535.90
17778	10/17/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17779	10/17/19	FOX VALLEY FIRE & SAFETY	1,075.00
17780	10/17/19	GARVEY'S OFFICE PRODUCTS	1,157.93
17781	10/17/19	Harrison Regional Library	18.95
17782	10/17/19	ILLINOIS LIBRARY ASSOCIATION	1,825.00
17783	10/17/19	IMPACT NETWORKING, LLC.	6,069.41
17784	10/17/19	JAMIE MARTIN	650.00
17785	10/17/19	KANOPIY	296.00
17786	10/17/19	LAMP RECYCLERS	178.31
17787	10/17/19	LAUTERBACH & AMEN, LLP.	1,550.00
17788	10/17/19	LIMRICC	41,850.18
17789	10/17/19	MAIL FINANCE	204.09
17790	10/17/19	MARTINA MATHISEN	300.00
17791	10/17/19	MENARDS	143.79
17792	10/17/19	MIDWEST TAPE	14,065.90
17793	10/17/19	Neighborhood Networks Publishing	6,799.00
17794	10/17/19	OAKBROOK MECHANICAL SERVICES	2,797.50
17795	10/17/19	ORKIN	95.00
17796	10/17/19	OUTSOURCE SOLUTIONS GROUP, INC.	35,270.30
17797	10/17/19	OVERDRIVE, INC.	3,338.05
17798	10/17/19	PADDOCK PUBLICATIONS, INC.	75.60
17799	10/17/19	PROQUEST LLC	1,817.92
17800	10/17/19	SCHINDLER ELEVATOR CORPORATION	500.00
17801	10/17/19	SPEED-E-KLEEN, INC.	473.00
17802	10/17/19	STEVE SZABADOS	200.00
17803	10/17/19	STEVE SZABADOS	200.00
17804	10/17/19	THOMAS KLISE/CRIMSON MULTIMEDIA	4,193.64
17805	10/17/19	THOMSON REUTERS-WEST	19.09
17806	10/17/19	TIAA COMMERCIAL FINANCE	1,315.82
17807	10/17/19	TODAY'S BUSINESS SOLUTIONS INC	3,763.00
17808	10/17/19	VAHE GHAZARIAN	110.00
17809	10/17/19	WILLIAM BUCHHOLTZ	300.00
51051	09/30/19	Payroll Data	876.05
51052	09/30/19	IMRF	29,118.34
51053	09/30/19	VERIZON WIRELESS	784.50
51054	09/30/19	COMCAST CABLE	711.62

Des Plaines Public Library

Check List

All Bank Accounts

September 20, 2019 - October 17, 2019

Check Number	Check Date	Payee	Amount
51055	09/30/19	NICOR GAS	181.13
51056	09/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	724.55
51057	09/30/19	BANKCARD SERVICES	19,857.00
Vendor Check Total			<u>232,788.06</u>
Check List Total			<u><u>232,788.06</u></u>

Check count = 60

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ADVENT SYSTEMS, INC				17757	10/17/19	<u>390.00</u>
201-5960990	Misc. Contractual Services	Inv. 56552	390.00			
ALEXIAN BROTHERS CORP HEALTH SERV				17758	10/17/19	<u>306.00</u>
201-5960040	Pre-Employment Testing	Inv. 689258	153.00			
201-5960040	Pre-Employment Testing	Inv. 688461	75.00			
201-5960040	Pre-Employment Testing	Inv. 690338	78.00			
ANDERSON LOCK CO LTD				17759	10/17/19	<u>460.00</u>
201-5930020	R&M Buildings & Structures	Inv. 7082996	460.00			
ANDREW LANGLIE				17760	10/17/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	Inv. 9/19/19	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17761	10/17/19	<u>380.00</u>
201-5960990	Misc. Contractual Services	INV. 8551	380.00			
BAKER & TAYLOR				17762	10/17/19	<u>8,666.41</u>
201-5970600	Ebooks/Books	Inv. 2034765375	1,735.95			
201-5960990	Misc. Contractual Services	Inv. 2034765376	96.40			
201-5970600	Ebooks/Books	Inv. 2034786076	444.84			
201-5960990	Misc. Contractual Services	Inv. 2034786077	30.75			
201-5970600	Ebooks/Books	Inv. 2034777413	711.00			
201-5960990	Misc. Contractual Services	Inv. 2034777414	45.30			
201-5960990	Misc. Contractual Services	Inv. 2034781409	52.35			
201-5970600	Ebooks/Books	Inv. 2034781408	786.75			
201-5970600	Ebooks/Books	Inv. 2034820796	438.88			
201-5960990	Misc. Contractual Services	Inv. 2034820797	26.85			
201-5970600	Ebooks/Books	Inv. 2034813820	1,425.66			
201-5960990	Misc. Contractual Services	Inv. 2034813821	85.90			
201-5960990	Misc. Contractual Services	Inv. 2034807321	49.90			
201-5970600	Ebooks/Books	Inv. 2034807320	864.02			
201-5970600	Ebooks/Books	Inv. 2034792271	1,241.15			
201-5960990	Misc. Contractual Services	Inv. 2034792272	52.35			
201-5970600	Ebooks/Books	Inv. 2034798468	549.51			
201-5960990	Misc. Contractual Services	Inv. 2034798469	28.85			
BAKER & TAYLOR				17763	10/17/19	<u>9,181.90</u>
201-5960990	Misc. Contractual Services	Inv. 2034820731	42.75			
201-5970600	Ebooks/Books	Inv. 2034820731	427.01			
201-5960990	Misc. Contractual Services	Inv. 2034818367	53.90			
201-5970600	Ebooks/Books	Inv. 2034818367	592.22			
201-5960990	Misc. Contractual Services	Inv. 2034808585	1.50			
201-5970600	Ebooks/Books	Inv. 2034808585	12.80			
201-5960990	Misc. Contractual Services	Inv. 2034808594	4.05			
201-5970600	Ebooks/Books	Inv. 2034808594	31.78			
201-5960990	Misc. Contractual Services	Inv. 2034807521	30.90			
201-5970600	Ebooks/Books	Inv. 2034807521	371.77			
201-5960990	Misc. Contractual Services	Inv. 2034805248	8.55			
201-5970600	Ebooks/Books	Inv. 2034805248	132.00			
201-5960990	Misc. Contractual Services	Inv. 2034805361	15.90			
201-5970600	Ebooks/Books	Inv. 2034805361	141.20			
201-5960990	Misc. Contractual Services	Inv. 2034804929	26.64			
201-5970600	Ebooks/Books	Inv. 2034804929	52.53			
201-5960990	Misc. Contractual Services	Inv. 2034804857	26.20			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv. 2034804857	220.82			
201-5960990	Misc. Contractual Services	Inv. 2034822736	21.06			
201-5970600	Ebooks/Books	Inv. 2034822736	146.43			
201-5960990	Misc. Contractual Services	Inv. 2034796130	21.52			
201-5970600	Ebooks/Books	Inv. 2034796130	85.98			
201-5960990	Misc. Contractual Services	Inv. 2034782862	2.96			
201-5970600	Ebooks/Books	Inv. 2034782862	9.57			
201-5960990	Misc. Contractual Services	Inv. 2034782922	52.98			
201-5970600	Ebooks/Books	Inv. 2034782922	156.17			
201-5960990	Misc. Contractual Services	Inv. 2034779846	32.40			
201-5970600	Ebooks/Books	Inv. 2034779846	312.14			
201-5960990	Misc. Contractual Services	Inv. 2034780095	39.10			
201-5970600	Ebooks/Books	Inv. 2034780095	364.40			
201-5960990	Misc. Contractual Services	Inv. 2034787231	20.95			
201-5970600	Ebooks/Books	Inv. 2034787231	176.92			
201-5960990	Misc. Contractual Services	Inv. 2034757898	16.59			
201-5970600	Ebooks/Books	Inv. 2034757898	87.29			
201-5960990	Misc. Contractual Services	Inv. 2034757899	4.66			
201-5970600	Ebooks/Books	Inv. 2034757899	61.59			
201-5960990	Misc. Contractual Services	Inv. 2034757841	32.42			
201-5970600	Ebooks/Books	Inv. 2034757841	359.14			
201-5960990	Misc. Contractual Services	Inv. 2034770287	13.45			
201-5970600	Ebooks/Books	Inv. 2034770287	29.27			
201-5960990	Misc. Contractual Services	Inv. 2034771973	8.10			
201-5970600	Ebooks/Books	Inv. 2034771973	78.74			
201-5960990	Misc. Contractual Services	Inv. 2034766918	5.62			
201-5970600	Ebooks/Books	Inv. 2034766918	14.93			
201-5960990	Misc. Contractual Services	Inv. 2034766939	3.40			
201-5970600	Ebooks/Books	Inv. 2034766939	140.31			
201-5960990	Misc. Contractual Services	Inv. 2034766838	29.75			
201-5970600	Ebooks/Books	Inv. 2034766838	193.86			
201-5960990	Misc. Contractual Services	Inv. 2034782953	26.40			
201-5970600	Ebooks/Books	Inv. 2034782953	240.11			
201-5960990	Misc. Contractual Services	Inv. 2034786265	80.70			
201-5970600	Ebooks/Books	Inv. 2034786265	136.90			
201-5960990	Misc. Contractual Services	Inv. 2034780026	7.08			
201-5970600	Ebooks/Books	Inv. 2034780026	47.69			
201-5960990	Misc. Contractual Services	Inv. 2034779891	16.89			
201-5970600	Ebooks/Books	Inv. 2034779891	100.45			
201-5960990	Misc. Contractual Services	Inv. 2034781260	26.45			
201-5970600	Ebooks/Books	Inv. 2034781260	207.32			
201-5960990	Misc. Contractual Services	Inv. 2034775118	14.55			
201-5970600	Ebooks/Books	Inv. 2034775118	187.81			
201-5960990	Misc. Contractual Services	Inv. 2034779984	1.70			
201-5970600	Ebooks/Books	Inv. 2034779984	38.57			
201-5960990	Misc. Contractual Services	Inv. 2034786284	43.15			
201-5970600	Ebooks/Books	Inv. 2034786284	317.40			
201-5960990	Misc. Contractual Services	Inv. 2034766836	30.40			
201-5970600	Ebooks/Books	Inv. 2034766836	265.27			
201-5960990	Misc. Contractual Services	Inv. 2034767398	28.55			
201-5970600	Ebooks/Books	Inv. 2034767398	316.58			
201-5960990	Misc. Contractual Services	Inv. 2034771833	7.35			
201-5970600	Ebooks/Books	Inv. 2034771833	49.93			
201-5960990	Misc. Contractual Services	Inv. 2034797515	11.85			
201-5970600	Ebooks/Books	Inv. 2034797515	81.70			
201-5960990	Misc. Contractual Services	Inv. 2034798039	42.40			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv. 2034798039	604.52			
201-5960990	Misc. Contractual Services	Inv. 2034797413	13.80			
201-5970600	Ebooks/Books	Inv. 2034797413	131.97			
201-5960990	Misc. Contractual Services	Inv. 2034790449	22.72			
201-5970600	Ebooks/Books	Inv. 2034790449	87.58			
201-5960990	Misc. Contractual Services	Inv. 2034782952	5.68			
201-5970600	Ebooks/Books	Inv. 2034782952	19.15			
201-5960990	Misc. Contractual Services	Inv. 2034790382	14.13			
201-5970600	Ebooks/Books	Inv. 2034790382	140.19			
201-5960990	Misc. Contractual Services	Inv. 2034787368	21.06			
201-5970600	Ebooks/Books	Inv. 2034787368	202.48			
201-5960990	Misc. Contractual Services	Inv. 2034790390	40.50			
201-5970600	Ebooks/Books	Inv. 2034790390	417.45			
201-5960990	Misc. Contractual Services	Inv. 2034783245	30.70			
201-5970600	Ebooks/Books	Inv. 2034783245	388.55			
BAKER & TAYLOR				17764	10/17/19	<u>1,076.68</u>
201-5960990	Misc. Contractual Services	Inv. 5015719139	4.10			
201-5970600	Ebooks/Books	Inv. 5015719139	64.39			
201-5960990	Misc. Contractual Services	Inv. 5015689016	15.35			
201-5970600	Ebooks/Books	Inv. 5015689016	379.14			
201-5970640	Databases	Inv. 5015719139	303.95			
201-5970640	Databases	Inv. 5015689016	309.75			
BAKER & TAYLOR				17765	10/17/19	<u>1,101.98</u>
201-5960990	Misc. Contractual Services	Inv. 2034772982	10.45			
201-5970600	Ebooks/Books	Inv. 2034772982	206.62			
201-5960990	Misc. Contractual Services	Inv. 2034778829	31.90			
201-5970600	Ebooks/Books	Inv. 2034778829	377.72			
201-5960990	Misc. Contractual Services	Inv. 2034771895	39.85			
201-5970600	Ebooks/Books	Inv. 2034771895	427.71			
201-5960990	Misc. Contractual Services	Inv. 2034774208	2.96			
201-5970600	Ebooks/Books	Inv. 2034774208	4.77			
CELIA PEREZ				17766	10/17/19	<u>1,200.00</u>
201-5960210	Special Event Programming	Author visit 10/24/19	1,200.00			
CFRA				17767	10/17/19	<u>7,200.00</u>
201-5970640	Databases	INV111888	7,200.00			
CHILDREN'S PLUS, INC.				17768	10/17/19	<u>109.15</u>
201-5970600	Ebooks/Books	Inv. 176022	109.15			
CITY OF DES PLAINES,				17769	10/17/19	<u>4,600.00</u>
201-5920110	Professional Services	Inv. 2019-00000021	4,600.00			
CRYSTAL MAINTENANCE SERVICES CORP				17770	10/17/19	<u>12,652.50</u>
201-5930020	R&M Buildings & Structures	Inv. 26246	6,910.00			
201-5930320	Cleaning/Custodial Services	Inv. 26271	4,892.50			
201-5930020	R&M Buildings & Structures	Inv. 26247	850.00			
D&Z HOUSE OF BOOKS				17771	10/17/19	<u>73.88</u>
201-5970600	Ebooks/Books	Inv. 2019/I105282	21.96			
201-5970600	Ebooks/Books	Inv. 2019/I105283	51.92			
D.K. AGENCIES (P) LTD.				17772	10/17/19	<u>467.20</u>

**Des Plaines Public Library
Vendor Checks Report**

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	DKBF-1440-18	467.20			
DE LAGE LANDEN FIANACIAL SERVICES				17773	10/17/19	<u>738.41</u>
201-5930210	Rental of Equipment	Inv. 65090638	738.41			
DES PLAINES CHAMBER OF COMMERCE				17774	10/17/19	<u>77.00</u>
201-5960210	Special Event Programming	Invoice #17955	7.00			
201-5960210	Special Event Programming	Invoice #17983	35.00			
201-5960210	Special Event Programming	Invoice #17984	35.00			
EBSCO INFORMATION SERVICES				17775	10/17/19	<u>105.68</u>
201-5970620	E-Subscriptions/Subscriptions	Credit Memo 2001496	-36.51			
201-5970620	E-Subscriptions/Subscriptions	Credit Memo 2001495	-18.00			
201-5970620	E-Subscriptions/Subscriptions	Inv. 2001239	5.49			
201-5970620	E-Subscriptions/Subscriptions	Inv. 2001240	154.70			
FEDERAL EXPRESS				17776	10/17/19	<u>74.70</u>
201-5970260	Postage & Parcel	Inv. 6-747-94946	74.70			
FIRST SECURITY SYSTEMS, INC.				17777	10/17/19	<u>535.90</u>
201-5930020	R&M Buildings & Structures	Inv. S88592	535.90			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17778	10/17/19	<u>360.00</u>
201-5930490	Refuse Contract	Inv. 4540887	360.00			
FOX VALLEY FIRE & SAFETY				17779	10/17/19	<u>1,075.00</u>
201-5930020	R&M Buildings & Structures	IN002946047	1,075.00			
GARVEY'S OFFICE PRODUCTS				17780	10/17/19	<u>1,157.93</u>
201-5970100	Supplies	Invoice # PINV1797387	1,157.93			
Harrison Regional Library				17781	10/17/19	<u>18.95</u>
201-5970600	Ebooks/Books	ILL: 197225937	18.95			
ILLINOIS LIBRARY ASSOCIATION				17782	10/17/19	<u>1,825.00</u>
201-5920220	Membership Dues	iNV. 166663	75.00			
201-5920220	Membership Dues	iNV. 166648	75.00			
201-5920220	Membership Dues	iNV. 167106	75.00			
201-5920220	Membership Dues	iNV. 166584	75.00			
201-5920220	Membership Dues	iNV. 166974	75.00			
201-5920220	Membership Dues	iNV. 170526	1,450.00			
IMPACT NETWORKING, LLC.				17783	10/17/19	<u>6,069.41</u>
201-5930010	R&M Equipment	Inv. 1546264	5,473.45			
201-5970100	Supplies	Inv. 1533554	446.97			
201-5970100	Supplies	Inv. 1532455	148.99			
JAMIE MARTIN				17784	10/17/19	<u>650.00</u>
201-5960210	Special Event Programming	Miss Jamies Farm 1/7/20	650.00			
KANOPY				17785	10/17/19	<u>296.00</u>
201-5970630	Visual Materials	Inv. 169093	296.00			
LAMP RECYCLERS				17786	10/17/19	<u>178.31</u>
201-5930020	R&M Buildings & Structures	Inv. 102792	178.31			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
LAUTERBACH & AMEN, LLP.				17787	10/17/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice No. 39604	1,550.00			
LIMRICC				17788	10/17/19	<u>41,850.18</u>
201-2401002	Payroll Liabilities	October 2019	41,850.18			
MAIL FINANCE				17789	10/17/19	<u>204.09</u>
201-5930210	Rental of Equipment	Inv. N7911969	204.09			
MARTINA MATHISEN				17790	10/17/19	<u>300.00</u>
201-5960210	Special Event Programming	Six wives of Henry VII - 11/11/19	300.00			
MENARDS				17791	10/17/19	<u>143.79</u>
201-5970115	Supplies - Dept/Other	Inv. 43537	115.58			
201-5970115	Supplies - Dept/Other	Inv. 43701	28.21			
MIDWEST TAPE				17792	10/17/19	<u>14,065.90</u>
201-5970630	Visual Materials	Inv. 98000264	197.93			
201-5970610	E-audio/Audio	Inv. 98000263	531.91			
201-5970630	Visual Materials	Inv. 97983965	91.44			
201-5960990	Misc. Contractual Services	Inv. 97983965	19.50			
201-5970610	E-audio/Audio	Inv. 97980584	9.74			
201-5960990	Misc. Contractual Services	Inv. 97980584	3.85			
201-5960990	Misc. Contractual Services	Inv. 97980583	1.85			
201-5970610	E-audio/Audio	Inv. 97980583	39.99			
201-5970610	E-audio/Audio	Inv. 97882794	471.92			
201-5970630	Visual Materials	Inv. 97882800	47.22			
201-5970630	Visual Materials	Inv. 97882795	14.99			
201-5970630	Visual Materials	Inv. 97882798	59.98			
201-5970630	Visual Materials	Inv. 97882799	22.49			
201-5960990	Misc. Contractual Services	Inv. 97885862	73.15			
201-5970610	E-audio/Audio	Inv. 97885862	215.51			
201-5960990	Misc. Contractual Services	Inv. 97885864	31.45			
201-5970610	E-audio/Audio	Inv. 97885864	639.83			
201-5960990	Misc. Contractual Services	Inv. 97887452	177.50			
201-5970630	Visual Materials	Inv. 97887452	1,002.30			
201-5960990	Misc. Contractual Services	Inv. 97887453	39.00			
201-5970630	Visual Materials	Inv. 97887453	202.43			
201-5970610	E-audio/Audio	Inv. 97907926	44.99			
201-5970610	E-audio/Audio	Inv. 97907925	859.84			
201-5960990	Misc. Contractual Services	Inv. 97888916	3.85			
201-5970610	E-audio/Audio	Inv. 97888916	9.74			
201-5960990	Misc. Contractual Services	Inv. 97916590	19.50			
201-5970630	Visual Materials	Inv. 97916590	87.72			
201-5960990	Misc. Contractual Services	Inv. 97916009	64.70			
201-5970630	Visual Materials	Inv. 97916009	389.06			
201-5960990	Misc. Contractual Services	Inv. 97916313	15.65			
201-5970610	E-audio/Audio	Inv. 97916313	50.96			
201-5960990	Misc. Contractual Services	Inv. 97916315	22.20			
201-5970610	E-audio/Audio	Inv. 97916315	429.88			
201-5960990	Misc. Contractual Services	Inv. 97826240	3.45			
201-5970630	Visual Materials	Inv. 97826240	28.49			
201-5960990	Misc. Contractual Services	Inv. 97918509	7.40			
201-5970610	E-audio/Audio	Inv. 97918509	144.96			
201-5970610	E-audio/Audio	Inv. 97882797	9.99			
201-5960990	Misc. Contractual Services	Inv. 97918507	46.20			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv. 97918507	141.63			
201-5960990	Misc. Contractual Services	Inv. 97978962	58.50			
201-5970630	Visual Materials	Inv. 97978962	370.32			
201-5960990	Misc. Contractual Services	Inv. 97978963	45.50			
201-5970630	Visual Materials	Inv. 97978963	204.68			
201-5960990	Misc. Contractual Services	Inv. 97977031	49.15			
201-5970630	Visual Materials	Inv. 97977031	344.85			
201-5960990	Misc. Contractual Services	Inv. 97979094	61.85			
201-5970610	E-audio/Audio	Inv. 97979094	170.39			
201-5960990	Misc. Contractual Services	Inv. 97979096	18.50			
201-5970610	E-audio/Audio	Inv. 97979096	341.90			
201-5960990	Misc. Contractual Services	Inv. 97951752	31.05			
201-5970610	E-audio/Audio	Inv. 97951752	97.72			
201-5960990	Misc. Contractual Services	Inv. 97951754	9.25			
201-5970610	E-audio/Audio	Inv. 97951754	164.95			
201-5970610	E-audio/Audio	Inv. 97974972	1,335.78			
201-5960990	Misc. Contractual Services	Inv. 97946891	16.65			
201-5970610	E-audio/Audio	Inv. 97946891	380.91			
201-5960990	Misc. Contractual Services	Inv. 97946059	73.40			
201-5970610	E-audio/Audio	Inv. 97946059	206.66			
201-5960990	Misc. Contractual Services	Inv. 97945596	233.90			
201-5970630	Visual Materials	Inv. 97945596	1,296.90			
201-5970610	E-audio/Audio	Inv. 97942020	89.96			
201-5970630	Visual Materials	Inv. 97942023	33.73			
201-5970630	Visual Materials	Inv. 97942022	299.88			
201-5960990	Misc. Contractual Services	Inv. 97891800	6.50			
201-5970630	Visual Materials	Inv. 97891800	15.73			
201-5960990	Misc. Contractual Services	Inv. 97949482	19.00			
201-5970630	Visual Materials	Inv. 97949482	76.45			
201-5960990	Misc. Contractual Services	Inv. 97916407	19.90			
201-5970630	Visual Materials	Inv. 97916407	173.94			
201-5960990	Misc. Contractual Services	Inv. 97916406	249.95			
201-5970630	Visual Materials	Inv. 97916406	1,293.86			
Neighborhood Networks Publishing				17793	10/17/19	<u>6,799.00</u>
201-5990900	Per Capita Grant Expenditures	Inv. N10910206	6,799.00			
OAKBROOK MECHANICAL SERVICES				17794	10/17/19	<u>2,797.50</u>
201-5930020	R&M Buildings & Structures	Inv. 17758	2,797.50			
ORKIN				17795	10/17/19	<u>95.00</u>
201-5960990	Misc. Contractual Services	Acct. 32734222	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17796	10/17/19	<u>35,270.30</u>
201-5920110	Professional Services	Inv. 49622	33,420.30			
201-5960990	Misc. Contractual Services	Inv. 49623	350.00			
201-5960990	Misc. Contractual Services	Inv. 49306	1,500.00			
OVERDRIVE, INC.				17797	10/17/19	<u>3,338.05</u>
201-5970600	Ebooks/Books	01018MA19162619	2,122.26			
201-5970600	Ebooks/Books	01018MA19163055	277.95			
201-5970600	Ebooks/Books	01018MA19142934	748.88			
201-5970600	Ebooks/Books	01018MA19144269	188.96			
PADDOCK PUBLICATIONS, INC.				17798	10/17/19	<u>75.60</u>
201-5920100	Legal Fees	Inv. 27681	75.60			

**Des Plaines Public Library
Vendor Checks Report**

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
PROQUEST LLC 201-5970640	Databases	Inv. 70594968	1,817.92	17799	10/17/19	<u>1,817.92</u>
SCHINDLER ELEVATOR CORPORATION 201-5930020	R&M Buildings & Structures	Invoice #7100408200	500.00	17800	10/17/19	<u>500.00</u>
SPEED-E-KLEEN, INC. 201-5930320	Cleaning/Custodial Services	Inv. 4190	473.00	17801	10/17/19	<u>473.00</u>
STEVE SZABADOS 201-5960210	Special Event Programming	Presenter fee - Polish Immigration to America - 11/9/19	200.00	17802	10/17/19	<u>200.00</u>
STEVE SZABADOS 201-5960210	Special Event Programming	Presenter Fee - Polish Genealogy - 11/16/19	200.00	17803	10/17/19	<u>200.00</u>
THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630	Visual Materials	Inv. 002398	362.18	17804	10/17/19	<u>4,193.64</u>
201-5970630	Visual Materials	Inv. 002397	181.11			
201-5970630	Visual Materials	Inv. 002396	121.43			
201-5970630	Visual Materials	Inv. 002395	245.02			
201-5970630	Visual Materials	Inv. 002357	60.00			
201-5970630	Visual Materials	Inv. 002356	121.22			
201-5970630	Visual Materials	Inv. 002355	224.18			
201-5970630	Visual Materials	Inv. 002353	80.00			
201-5970630	Visual Materials	Inv. 002322	484.23			
201-5970630	Visual Materials	Inv. 002324	121.01			
201-5970630	Visual Materials	Inv. 002323	121.01			
201-5970630	Visual Materials	Inv. 002215	30.00			
201-5970630	Visual Materials	Inv. 002285	60.00			
201-5970630	Visual Materials	Inv. 002288	301.64			
201-5970630	Visual Materials	Inv. 002287	302.14			
201-5970630	Visual Materials	Inv. 002286	727.02			
201-5970630	Visual Materials	Inv. 002224	185.22			
201-5970630	Visual Materials	Inv. 002185	181.21			
201-5970630	Visual Materials	Inv. 002184	40.00			
201-5970630	Visual Materials	Inv. 002186	245.02			
THOMSON REUTERS-WEST 201-5970640	Databases	Inv. 840955766	19.09	17805	10/17/19	<u>19.09</u>
TIAA COMMERCIAL FINANCE 201-5930210	Rental of Equipment	Contract # 20199690	1,315.82	17806	10/17/19	<u>1,315.82</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5930010	R&M Equipment	Inv 8112	3,763.00	17807	10/17/19	<u>3,763.00</u>
VAHE GHAZARIAN 201-5960990	Misc. Contractual Services	9/19/19 - PIANO TUNING	110.00	17808	10/17/19	<u>110.00</u>
WILLIAM BUCHHOLTZ 201-5960210	Special Event Programming	Native Flute Concert on 11/17/19	300.00	17809	10/17/19	<u>300.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
September 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
					Check List Total	<u>180,534.87</u>

Des Plaines Public Library
ACH Register

All Bank Accounts

September 1, 2019 - September 30, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51051	09/30/19	Payroll Data	876.05
51052	09/30/19	IMRF	29,118.34
51053	09/30/19	VERIZON WIRELESS	784.50
51054	09/30/19	COMCAST CABLE	711.62
51055	09/30/19	NICOR GAS	181.13
51056	09/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	724.55
51057	09/30/19	BANKCARD SERVICES	19,857.00
Vendor Check Total			<u>52,253.19</u>
Check List Total			<u><u>52,253.19</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490	4,579,405	5,334,816	6,404,952	5,910,975			
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	10,289			
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773			
	16,564	851,056	2,439,628	64,333	85,912	13,732	1,238,947	1,661,688	65,062	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	302,085			
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067	161,695			
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259			
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	559,039	-	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	(474,085)	755,411	1,070,136	(493,977)	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 September 30, 2019

Total Expenses per Expense Report			<u><u>\$463,779.68</u></u>
Gross Payroll	232,909.34		
Benefits Expense	<u>69,175.80</u>		
Total Payroll Expenses		302,085.14	
Check List		232,788.06	
Total Transfers and expenses per payroll and vendor checks reports			<u>534,873.20</u>
		Variance	<u>71,093.52</u>
Less: (disbursements included above)			
IMRF		(29,118.34)	
LIMRICC		(41,850.18)	
VOID CHECK		(125.00)	
			(71,093.52)
			0.00
		Variance	<u><u>(0.00)</u></u>



DIRECTOR'S REPORT

September 2019



September Was National Library Card Sign Up Month

In the month of September we participated in National Library Card Sign Up Month. 329 people entered a raffle for a weekly prize of a \$20 gift card and a grand prize \$50 gift card to the local business, Amazing Breads and Cakes. The Park District also donated vouchers for eight families to win various prizes.

Each new patron who signed up for a library card in September was automatically entered into the raffle. Patrons who already had a library card could enter by filling out a ballot with their contact information and why they came to the library.

Patrons were excited by the Toy Story theme this year and even more excited for the Toy Story bookmarks we gave away.

We had a total of 500 new library cards, renewals, and non-CCS cards, registered for National Library Card Sign Up Month!

DES PLAINES PUBLIC LIBRARY DONORS

Recognition of Contributions \$10,000+	Recognition of Contributions \$5,000-\$9,999	Recognition of Contributions \$2,500-\$4,999	Recognition of Contributions \$500-\$2,499	Recognition of Contributions \$500-\$2,499
Friends of the Des Plaines Public Library	Scott and Wilcox Skerrey	Erika and Mayer Campione	H. Ronald B. Terry, J. Kathleen Karlson, M. Elizabeth, Sr. Amy and Brian Amodeo	
Steen L. Good Family	Des Plaines Rowing Club	PlumBank of Illinois	The Estate of Sylvia Alice Carlisle Sandra and Dennis Norton	
Norma Wang and Family	Anne H. Evans		Frank, Anne & Kenneth Betty Kellan	
Rotary Club of Des Plaines	Jane Moore		Immanuel Lutheran Church	
Maize and Douglas Hubbard	John L. Baczynski		John and Barber Cho	
			Bank for Major Campaign Committee	
			Whitman and Louise Skelton	
			Robert E. Boskey	
			Susan & Clarence Casman	



"Andra, my younger daughter, aspired to be an educator. She hoped to use her abilities as an artist and her music skills to further that goal.

Her sister, Erika, was working on a graduate degree in library science with the goal of being a library staff leader. Both girls were active in church activities and youth group and were known for their volunteer efforts. Andra was scheduled to start her studies at Garrett-Evangelical after graduating summa cum laude from the University of Minnesota's honors program. She intended to teach at the University level.

Two weeks before Andra was to start seminary, she and her sister were killed in Indiana on their way to visit their only grandparent for Grandparents Day. En route, a man passed a semi; the girls avoided a head-on collision, but in so doing were killed in the resulting accident.

Our church at that time, the Des Plaines (Illinois) United Methodist Church was a major support to me. Without their input, the input of my community, my colleagues, and the girls' friends, dealing with this event would have been much more difficult. For about two years, I attended group meetings of Compassionate Friends.

There, as I observed how people dealt with their losses, it seemed that those with a church affiliation, a faith, seemed to cope far better.

- Interview in Aware Magazine, April 2011

\$29,000 Donation to DPPL

Inara (Mencis) Brubaker, 81, died at 8:35 PM on July 2, 2019 at the Mennonite Memorial Home, Bluffton, Ohio, after a battle with pancreatic cancer.

Inara was an active DPPL board trustee for many years. In her will she bequeathed \$29,000 to Des Plaines Public Library in memory of her daughters Erika J. Brubaker and Andra E. Brubaker, who preceded her in death in 1993. They will be honored on the DPPL Donor wall located in the library's north hallway.

Inara was born in Riga, Latvia on May 1, 1938. She emigrated to the United States when she was 12 years old, and graduated from Shawnee High School in Lima, Ohio. She retired in 2002 from the UOP/AlliedSignal (now Honeywell International) Research Center where she was a senior research associate.



SEPTEMBER
KIDS

Sensory Artsperience,
Family Build
Night, Craft
Night and More!



Join the Summer Reading Challenge!
READ... TWO... ONE... BLAST OFF!

June 1 - July 28, 2019
Sign up at the 2nd floor



KIDS SRC RECAP

We saw notable increases in both reading participation and goal completion this summer.

Total participation 2019: 2066
Total participation 2018: 1905

Total goal completion 2019: 1074
Total goal completion 2018: 941

Completion rate 2019: 52%
Completion rate 2018: 49%

Ami Patel and Liz Bialobrzewski report about participation at the Youth Services desk: This year's SRC scavenger hunt, entitled Track It, featured alien characters. Swarms of excited children ambushed the YS floor for their chance to take the challenge! 638 children successfully completed the hunt and received a prize for their hard work. This is TWICE last year's completions of 325. Also, we had thousands of entries into our weekly Guessing Jar activity.

Cheryl Gladfelter and Meg Ramsland report on Teen and Tween volunteers, without whom this program does not run: 59 volunteers worked a total of 1138 hours during the 8 weeks of the program. Some comments from the volunteer survey:

"Des Plaines Public Library is always friendly and fun to come to; the reading challenge makes it even better!"
"The Librarians are so helpful and welcoming!"
"The volunteer program is excellent and well run."
"I loved doing it every year. It was well organized with the signing up of shifts before the program began."
"I really appreciate the service hour letter at the end of the year, but also the opportunity to meet new people!"
"Thank you for having such a great program and allowing teens to volunteer their time!"

Stephanie Wolferman reports that the Summer Reading Preschool Outreach Interns visited 1754 children in June and July, and awarded 946 books to Des Plaines area preschool children at the end of the summer.

Elizabeth Majka and Sally Battle report that program attendance was through the roof! 75 total programs over 8 weeks with a combined attendance of 4,140, and one day in June when 452 people showed up for SLIME TIME!



ADULT SRC RECAP

Adult Summer Reading 2019 was a huge success. There were 4 distinct space-themed contests; a reading contest, trivia, an e-music challenge and the very popular Star Slam tournament. We had a total of 2020 entrees over 8 weeks which included 1232 books read. The prizes were paid for out of the generosity of the Friends of the Library.

TEEN SRC RECAP

Teen Summer In the Commons 2019 was also a huge success. We had 50 teen programs with a total attendance of 674. 262 teens registered for our Teen Book Review Contest. 139 finished, completing 771 reading logs and book reviews. One contest winner, Grace Yu, impressed us so much we invited her to guest blog on the DPPL website. As a high school senior, she's giving us her insider's knowledge on college applications in her August 11th post "College Applications are the Bane of Every High School Senior's Career. How to Write a Good One."



TEENS

Tutoring @ Des Plaines Public Library



Tuesdays from 6 - 8 pm
Meets in The Commons
Whenever Maine West is in session
(with the exception of finals week)

You've got homework. We've got help. Peer tutors from Maine West High School will be available to tutor students in grades 6-12 in all subject areas.

LEARN MORE AT DPPL.ORG



TEENS



THURSDAYS
from 4 - 5 pm in The Commons

September 19, October 17, November 21, December 12

Go ahead, boss us around! Come to our Teen Advisory Board (TAB) meetings and help make the library a better place for teens like you.

LEARN MORE AT DPPL.ORG



TEENS



happy tails

Drop in and make a posh no-sew fleece tug toy for a pup or feline in need.

Thursdays • 4 - 6 p.m.
October 10, November 14, December 5

LEARN MORE AT DPPL.ORG



TEENS



HAPPY NOTES

Search for inspirational facts and stories. Make uplifting cards. Materials provided.

4 - 5 pm
Thursdays 9/26 and 10/24
10 am - 12 pm
Saturdays 9/7, 10/3, 11/2, 12/14

LEARN MORE AT DPPL.ORG



TEENS



girls who code Club

For girls in 6th - 12th grade

Girls Who Code was founded with a single mission: to close the gender gap in technology. The Des Plaines Library is proud to be a host site.

Tuesday, August 27 | 4 - 5 pm

Would you like to learn about the Girls Who Code club? Come to this session to hear about club's goals and activities and see if it's right for you.

Tuesdays | 4 - 5:45pm

September 2019 - April 2020
Register for Girls Who Code club by emailing friedman@dppl.org or online at <https://dppl.org/guides/teens/girls-who-code>

LEARN MORE AT DPPL.ORG



TEENS

SAT & ACT PRACTICE TESTS

SATURDAYS | 9:30a - 1:30p

MEETS IN ROOM B, 1ST FLOOR

Find out your starting score and identify your strengths and weaknesses by taking the ACT or SAT Practice Test presented by Achieve Learning. You will experience what test day will be like with a proctored full length test from ACT or the College Board. Following the practice test, you will receive an emailed score report containing a detailed item analysis.

Students may take the ACT and SAT practice test once during their junior or senior year.

ACT Practice Test

8/24 • 10/19 • 12/14

SAT Practice Test

9/14 • 11/16

Please bring a calculator and two #2 pencils

LEARN MORE AT DPPL.ORG



TEENS



ANIME CLUB

FOR TEENS IN GRADES 7 - 12

Anime club is for teens who want to get together with other fans of anime and manga. Join us to watch your favorite anime, read and discuss manga, create your own artwork, and treat yourself to some Japanese snacks.

The club meets Wednesdays from 4 - 5pm in The Commons on the 3rd floor.

SEPTEMBER 4 | OCTOBER 2 | NOVEMBER 6 | DECEMBER 4

HEY ANIME + MANGA FANS!

LEARN MORE AT DPPL.ORG





DISCOVER YOUR
Swedish Heritage
USING ARKIVDIGITAL

MONDAY, SEPTEMBER 16
2 - 3:30 PM

If you have Swedish ancestry – this database is for you! Learn how to access church books, probate records, passenger ship manifests and more.

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY



*Sentimental Journey...
the music of*

DORIS DAY

with laura freeman


SUNDAY, SEPTEMBER 22
2 pm

Laura Freeman will sing songs made famous by Doris Day. Piano accompaniment by George Howe. Registration Required.

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

**SEPTEMBER
ADULTS**




**FILM SCREENING
PILLOW TALK**

THURSDAY, SEPTEMBER 26 1:00 PM

DORIS DAY, ROCK HUDSON, TONY RANDALL

A playboy songwriter and a career girl feud over a telephone party line until they meet and fall in love. No Rating. 102 Minutes



LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

Tabletop Games Takeover!



WED., SEPTEMBER 18
6:30-8:30PM

TAP HOUSE GRILL

AGES 21+

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

Meet at Tap House Grill (1472 Market St, Des Plaines) for an evening of board games and socializing with old friends or new. We'll have a variety of unique and easy to learn games on hand, but feel free to bring your own favorite game to share. Ages 21+ Registration required.



**CELLPHONE PHOTOGRAPHY
WITH JERRY HUG**

SEPTEMBER 14
1 - 4 P.M.

YOU'LL TAKE PHOTOGRAPHS OUTSIDE AND THEN RETURN TO THE LIBRARY TO LEARN ABOUT EDITING TOOLS TO ENHANCE YOUR IMAGES. PRESENTED BY AWARD WINNING, LOCAL PHOTOGRAPHER JERRY HUG. REGISTRATION REQUIRED.

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY



9/18 AT 6 P.M.

Des Plaines History Center Book Club
**KRAKATOA
THE DAY THE
WORLD EXPLODED**

A staff member will lead a book discussion on Krakatoa: The Day the World Exploded by Simon Winchester at the Des Plaines History Center. Books are available at the 3rd floor Information desk in the Des Plaines Public Library.



LEARN MORE AT
DPPL.ORG



CURIOSITY CAFE
THE PLACE TO LEARN ABOUT INNOVATIVE IDEAS

TUESDAYS 10:30 - 11:15 AM • THE FORUM
9/10, 9/17, & 9/24

COME VIEW A TED VIDEO TALK AND JOIN IN A GROUP DISCUSSION ON THE TOPIC. STAY ON TO ASK YOUR OWN QUESTIONS ABOUT LIBRARY RESOURCES AND TECHNOLOGY. REGISTER FOR ONE, TWO OR ALL THREE. COFFEE INCLUDED!

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

BE KIND

World Kindness Day is November 13th

Books for Kids About Being Kind



New on the Blog

How to Write a Great College Application

SEPTEMBER BLOG POSTS



Episode 60
Now Available

Celebrating National Hispanic
Heritage Month with DPPL



SEPTEMBER ON SOCIAL MEDIA



Des Plaines Public Library
Published by Later [?] · October 1 at 2:11 PM · 🌐
ought for a Tuesday. ❤️👍

Des Plaines Public Library
Published by Later [?] · September 23 at 10:00 AM · 🌐
Watching the PBS series and falling in love (again) with country music. Download and stream the soundtrack for free with your DPPL library and Freegal. 🎧📺 <http://bit.ly/2kCShwi>

"You are a reader, and therefore a thinker, an observer, a living soul who wants more out of this human experience."

- Salil Jha



50 people Reached 31 Engagements [Boost Post](#)
👍 12 1 Comment 5 Shares



des.plaines.library ...

des.plaines.library Looking for the hot new book and don't want to wait? Want to pop in and out of the library as quickly as possible?

Quick Pick Fiction located in the 1st floor lobby is for you! Find multiple copies of the latest bestsellers just waiting for you to grab, check out



Magazines at DPPL and Neighboring Libraries

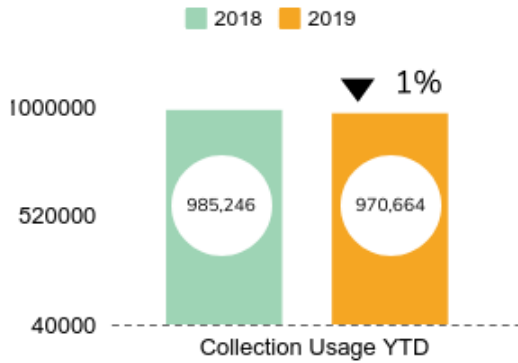
library	magazine titles	population	magazines per capita
Glencoe Public Library	200	8,723	0.022928
Wilmette Public Library District	431	27,087	0.015912
Lake Forest Library	292	19,375	0.015071
Northbrook Public Library	462	33,170	0.013928
Prospect Heights Public Library District	189	14,073	0.013430
Glenview Public Library	506	44,692	0.011322
Downers Grove	547	49,213	0.011115
Morton Grove Public Library	250	23,270	0.010743
Ela Area Public Library District	341	34,462	0.009895
Mount Prospect	525	54,167	0.009692
Highland Park Public Library	280	29,763	0.009408
Winnetka (Winnetka-Northfield PLD)	160	17,357	0.009218
Des Plaines Public Library	488	58,364	0.008361
Algonquin Area Public Library	312	40,809	0.007645
Crystal Lake Public Library	307	40,743	0.007535
Park Ridge Public Library	253	37,480	0.006750
McHenry Public Library District	248	42,023	0.005902
Cary Area Public Library District	158	28,245	0.005594
Niles-Maine District Library	310	57,248	0.005415
Round Lake Area Public Library District	203	40,400	0.005025
Lincolnwood Public Library District	63	12,590	0.005004
Fremont Public Library (Mundelein)	161	37,499	0.004293
Lake Villa District Library	167	40,276	0.004146
Evanston Public Library Main	275	74,468	0.003693
Huntley Area Public Library	128	39,233	0.003263
Zion-Benton	119	42,403	0.002806
Naperville	287	141,853	0.002023
Fox River Valley (Dundee)	131	69,338	0.001889



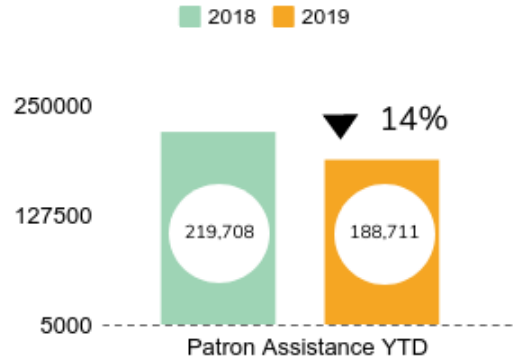
STATISTICS REPORT

September 2019

Collection Usage YTD

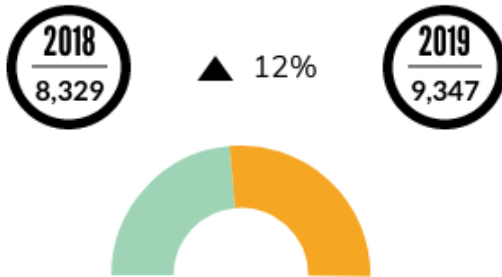


Patron Assistance YTD



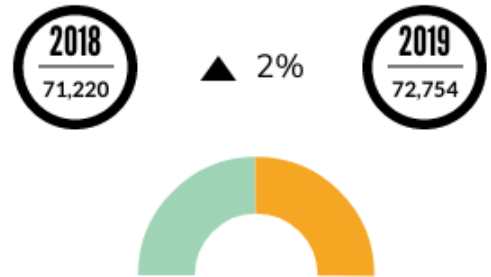
Bookings YTD

Events, Programs & Classes

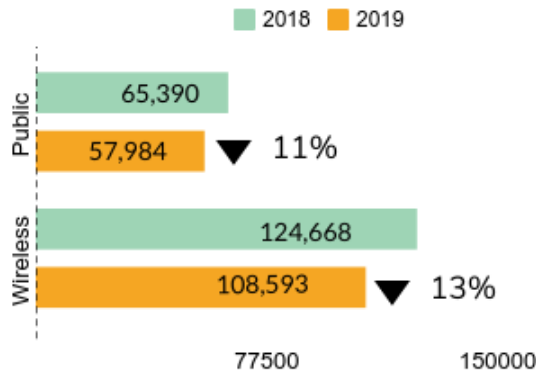


Attendance YTD

Events, Programs, Outreach & Classes

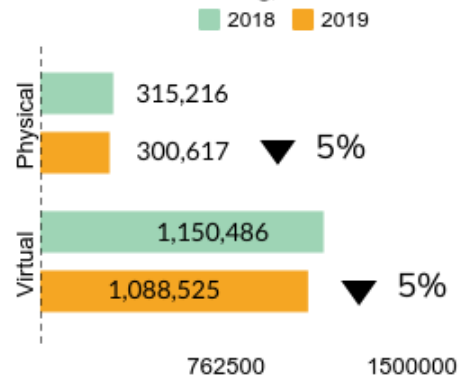


Computer Usage YTD



Traffic YTD

Physical is the gate count. Virtual includes catalog, website and mobile app.

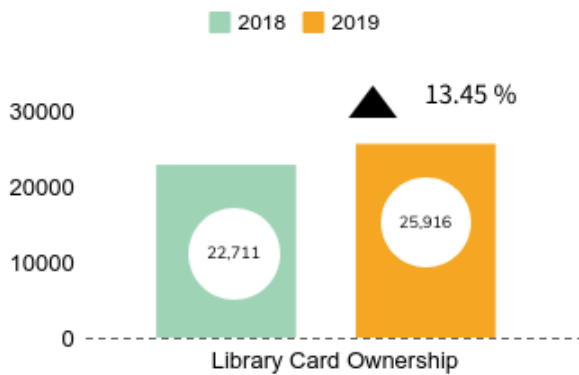




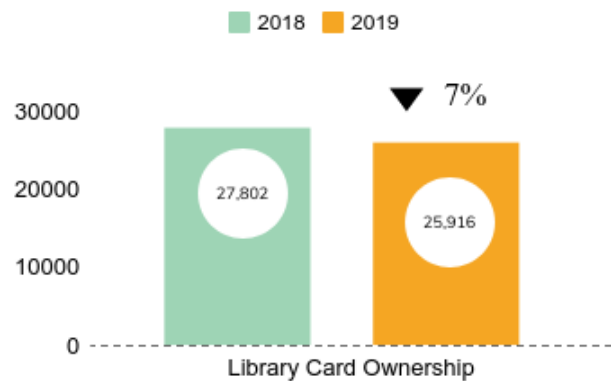
STATISTICS REPORT

September 2019

Adjusted Library Card Ownership Month to Month



Library Card Ownership Month to Month



The Adjusted Library Card Number

Please note that the 7% decrease month to month is not reflective of a true decrease in "active" card ownership. DPPL has actually seen a 13.45% increase in active library card ownership over the last 12 months.

Since August 2018, Michelle Meyer-Edley and PAMS staff have worked to clean up the patron database and remove inactive cards and cards with old, noncollectable fines.

Based on those efforts, the "apples to apples" adjusted September 2018 number is 22,842. This number is derived from the following actions begun in September 2018:

- The removal of 4,000 cards/patrons still in the database with cards that expired **before** 2014 with less than \$50 in fines. Those fines will never be paid, the cards aren't being used and these records were no longer valid.
- The removal of all noncollectable bills older than 7 years (a CCS Governing Policy) and deletion of those expired cards.
- Monthly ongoing maintenance through an automated report issued by CCS detailing cards that are expired with less than \$15 fines, which are then purged. This ensures that the patron database will remain "clean" going forward.

Board Stats Reporting Form

August 2019

COLLECTION USAGE			
		Year to Date 2019	970,664
		Year to Date 2018	985,246
		% Change	-1%
PATRON ASSISTANCE			
		Year to Date 2019	188,711
		Year to Date 2018	219,708
		% Change	-14%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	9,347
		Year to Date 2018	8,329
		% Change	12%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	72,754
		Year to Date 2018	71,220
		% Change	2%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	303,153
		Year to Date 2018	315,216
		% Change	-4%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	1,088,525
		Year to Date 2018	1,150,486
		% Change	-5%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2019	25,916
		Current month valid library cards 2018	27,802
		% Change	-7%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	57,984
		Year to Date 2018	65,390
		% Change	-11%
		Wireless	
		Year to Date 2019	108,593
		Year to Date 2018	124,668
		% Change	-13%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
COLLECTION USAGE											
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	83,832	87,142	77,881	71,705	718,443
	Ematerials	11,053	9,213	11,372	10,955	10,883	9,974	10,623	11,241	12,163	97,477
	ILL	138	166	157	191	188	136	77	95	98	1,246
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	15,787	13,395	13,217	153,498
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,629	102,612	97,183	970,664
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	89,970	83,005	79,409	731,167
	Ematerials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	5,451	6,670	70,901
	ILL	2,470	617	611	3,837	332	136	172	211	131	8,517
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	16,436	14,841	17,034	174,661
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	115,244	103,508	103,244	985,246
PATRON ASSISTANCE											
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	5,890	3,404	2,722	32,306
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	11,162	10,732	95,371
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	7,868	6,598	7,554	61,034
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	24,554	21,164	21,008	188,711
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	4,964	2,277	2,184	28,699
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	12,908	12,319	11,442	110,729
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	10,201	10,424	9,489	80,280
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	28,073	25,020	23,115	219,708
EVENTS, PROGRAMS AND CLASSES-BOOKINGS											
	Youth Services	56	87	92	100	29	292	297	2	51	1,006
	Adult Services	78	77	99	89	103	76	70	68	67	727
	Outside groups	52	59	68	64	63	43	42	61	57	509
	Public study rooms	683	838	887	904	786	738	749	718	802	7,105
2019	Total	869	1,061	1,146	1,157	981	1,149	1,158	849	977	9,347
	Youth & Adult Services	111	147	150	146	104	112	133	77	138	1,118
	Outside groups	56	55	75	70	52	40	39	54	49	490
	Public study rooms	807	813	820	620	622	695	720	821	803	6,721
2018	Total	974	1,015	1,045	836	778	847	892	952	990	8,329
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE											
	Youth Services	776	1,396	1,419	1,470	568	2,580	2,106	28	896	11,239
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	4,151	1,447	1,193	15,549
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	986	1,413	1,475	13,088
	Public study rooms	1,296	1,620	1,672	1,733	1,694	1,360	1,310	1,355	1,540	13,580
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	970	504	915	16,764
	Outreach-Adult Services	229	456	425	189	168	305	183	406	173	2,534
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	9,706	5,153	6,192	72,754
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	3,753	3,561	4,374	27,882
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	753	1,101	936	12,601
	Public study rooms	1,686	1,656	1,669	1,269	1,318	1,157	1,212	1,405	1,527	12,899
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	1,052	423	786	15,099
	Outreach-Adult Services	447	465	424	268	492	135	259	102	147	2,739
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	7,029	6,592	7,770	71,220
TRAFFIC											
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	35,307	31,368	303,153
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	39,570	37,368	34,957	31,507	315,216
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	142,251	134,055	112,614	1,088,525
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	150,899	97,844	78,326	71,388	1,150,486
LIBRARY CARD OWNERSHIP-report the latest month											
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	25,100	25,388	25,607	25,776	25,916	25,916
2018	Number of valid library cards held by DPPL residents	32,673	32,699	28,250	28,011	28,011	28,527	28,011	27,647	27,802	27,802
COMPUTER USAGE											
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	1,043	10,436
	Public computers Adult-	4,777	4,847	5,625	5,693	5,381	4,939	5,202	5,548	5,536	47,548
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	6,579	57,984
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	2,006	1,426	1,105	12,439
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	5,640	5,678	6,426	5,076	52,951
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	7,684	7,852	6,181	65,390
2019	Wireless IT	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	108,593
	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	108,593
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	124,668
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	124,668

2019 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,055,797	\$ 4,581,712	\$ 5,337,123	\$ 6,407,259	\$ 5,913,282	\$ 5,182,010	\$ 4,726,697			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,985	159,379	159,542	189,147	156,373	156,455	156,544			
	3,981,263	3,351,494	3,711,910	5,676,772	5,281,858	4,896,812	4,422,333	5,177,581	6,218,112	5,756,909	5,025,555	4,570,153			
Revenue (M-T-D)															
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	10,289	13,559	8,954	704,318	6,081,845	6,100,000	(18,155)
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	30,843	34,512	704,318	1,147,261	978,588	168,673
Total Revenue	16,564	851,056	2,439,627	64,333	85,912	13,732	1,238,947	1,661,688	65,062	44,402	43,466	704,318	7,229,106	7,078,588	150,518
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	302,085	519,884	310,173	344,789	4,086,370	4,144,018	(57,648)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	84,163	73,425	97,563	1,123,930	1,104,264	19,666
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	107,284	111,287	105,874	1,011,237	1,021,780	(10,543)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380		1,885	2,205	45,049	51,705	(6,656)
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438				673,000	733,000	(60,000)
202	-	6,286	2,948	2,200	13,393	13,582	27,203	-	-	38,951	37,302	5,943	147,808	172,000	(24,192)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	25,392	(35,293)				
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	559,039	775,674	498,779	556,374			(139,373)
Net Increase/(Decrease)	(629,211)	360,826	1,966,049	(394,850)	(384,887)	(474,085)	755,411	1,070,136	(493,977)	(731,272)	(455,313)	147,944			
Cash End of Month	3,508,659	3,869,485	5,835,534	5,440,684	5,055,797	4,581,712	5,337,123	6,407,259	5,913,282	5,182,010	4,726,697	4,874,641			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,281,922	4,896,971	4,422,727	5,177,744	6,247,717	5,724,136	5,025,637	4,570,242	4,718,097			



January, 2020 – January, 2021 Library Closings

Wednesday, January 1, 2020	New Year's Day
Tuesday, March 31, 2020	Late Opening for All Staff Meeting
Sunday, April 12, 2020	Easter
Sunday, May 24, 2020	Memorial Day Holiday
Monday, May 25, 2020	Memorial Day
Friday, June 26, 2020	All Staff Day
Friday, July 3, 2020	Independence Day Holiday
Saturday, July 4, 2020	Independence Day
Sunday, September 6, 2020	Labor Day Holiday
Monday, September 7, 2020	Labor Day
Thursday, September 10, 2020	Late Opening for All Staff Meeting
Thursday, November 26, 2020	Thanksgiving
Friday, December 11, 2020	Late Opening for All Staff Meeting
Thursday, December 24, 2020	Christmas Eve
Friday, December 25, 2020	Christmas Day
Thursday, December 31, 2020	New Year's Eve
Friday, January 1, 2021	New Year's Day

Approved _____



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

MANAGEMENT COMMITTEE MEETING

TUESDAY, NOVEMBER 19, 2019

6:30 p.m.

Conference Room – Second Floor

Agenda:

- **Review Job Descriptions**
- **Library Policy Review**
- **Review Salary and Classification Schedule**

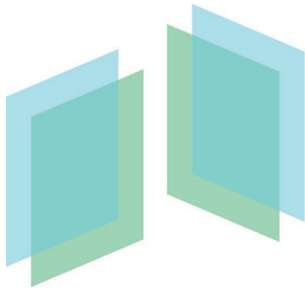
The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2801 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee
November 19, 2019
6:30 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review Job Descriptions. [Action Item]
- VI. Library Policy Review. [Action Item]
- VII. Review Salary and Classification Schedule. [Action Item]
- VIII. Adjournment.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, NOVEMBER 21, 2019

7:00 PM

Conference Room – Second Floor

Agenda:

- **Report Out Management Committee Action – November 19, 2019**
- **Approve LED Lighting Proposal**
- **Approve 2020 Per Capita Grant Application**

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DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
November 21, 2019
7:00 PM

- I. Call to Order. 7:00 p.m.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. 7:05 p.m.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – October 17, 2019.
 - B. Acceptance of Financial Reports for October 2019.
 - C. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. 7:20 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$286,549.65. [Action Item]
 - B. Report Out Management Committee Action, November 19, 2019 – Denise Hudec. [Action Item]
 - C. Approve LED Lighting Proposal. [Action Item]
 - D. Approve Lynda for Library Customers - \$13,125.00. [Action Item]
 - E. Approve 2020 Per Capita Grant Application. [Action Item]
 - F. Review Strategic Plan.

- IX. Announcements. 8:00 p.m.

- X. Correspondence.

- XI. Other.

- XII. Adjournment. 8:10 p.m.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 October 17, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, October 17, 2019. President Gregory Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Denise Hudec, Bruce Lester, Vincent Rangel, Earl Wilson, Gregory Sarlo, Carol Kidd.

Absent: Nicholas Harkovich, Umair Qadeer, Christopher Renkosiak.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

Trustee Denise Hudec asked to remove C.1. Director’s Report from the Consent Agenda.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – September 19, 2019.
- B. Acceptance of Financial Reports for September 2019.
- C. Acceptance of Reports.
 - 2. Statistics Report.
 - 3. 2019 Cash Budget Projection.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec asked that staff employment changes be included in the Director’s Report. The consensus of the board was that any employment changes, including new hires, resignations and promotions would be included in the Director’s Report, without names, but by position.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the following Consent Agenda items:

- C. Acceptance of Reports.
 - 1. Director’s Report.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$232,788.06. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$232,788.06 as listed on the vendor checks report of September 2019 and authorize Library Director Jo Bonell to have transferred the amount required to the library’s operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

B. Approve Service Contract for Lyngsoe Sorter - \$30,000. [Action Item]

Trustee Bruce Lester thanked Michelle Meyer Edley, Head of Patron and Accounts Services and Jennifer Steurer, Administrative Assistant, for negotiating a reduced price for the Lyngsoe Sorter.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the service contract for Lyngsoe Sorter in the amount of \$30,000.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Library Closings through January 2020. [Action Item]

MOTION by Vincent Rangel, seconded by Bruce Lester, to approve Library Closing through January 2020, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Payment to RAILS for Communico Cloud Platform - \$15,000. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve payment to RAILS for Communico Cloud Platform in the amount of \$15,000.00, as presented. VOTE: VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Marketing and Communications Services stated that in celebration of the Friends 65th Anniversary, cake was served to patrons in the library from 10:00 a.m. – 6:00 p.m. on October 15, 2019.

John Leach, President of the Friends of the Library, reported that their recent booksale raised over \$7,000.00.

Stephanie Spetter, Head of Youth Services, reported that the library received a check for \$10,000 from Maxine Hubbard, to honor her husband, the late Douglas Hubbard. The donation is to be used for the upkeep of the poetry corner in Youth Services.

Joanie Sebastian, Head of Adult Services, reported that the library received \$5,000.00 from Age Options to be used for programming for older adults.

X. CORRESPONDENCE.

XI. OTHER.

President Gregory Sarlo stated that since the LED lighting project was changed a number of times, it was decided to rebid the project. The board will be asked to vote on the proposal at the November board meeting.

Library Director Jo Bonell stated that she presented the library's 2020 budget to the City of Des Plaines and it was accepted, as presented.

Library Director Jo Bonell stated that magazine statistics have been added to the Director's report, as requested by Trustee Nicholas Harkovich.

XII. EXECUTIVE SESSION.

- A. To Discuss Probable or Imminent Litigation.

MOTION by Kristen Graack, seconded by Vincent Rangel, to enter into Executive Session at 7:31 p.m. to discuss Probable or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:45p.m. and was called to order by President Gregory Sarlo.

XIII. EXECUTIVE SESSION ACTION.

- A. To Discuss Probable or Imminent Litigation.

No action was taken.

XIV. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Kristen Graack, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:46p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
October 31, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



November 08, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of October 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Ten Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lauterbach & Amen, LLP".

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of October 31, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,219,886.99	\$ 1,268,794.93	\$ 5,488,681.92
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	30,245.22	-	30,245.22
Total Assets	\$ 10,323,849.52	\$ 1,268,794.93	\$ 11,592,644.45
LIABILITIES			
Accounts Payable	\$ 236,276.01	\$ -	\$ 236,276.01
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	571,760.40	-	571,760.40
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,641,260.40	-	6,641,260.40
FUND BALANCE			
Fund Balance - Unreserved	3,647,838.32	1,268,794.93	4,916,633.25
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,682,589.12	1,268,794.93	4,951,384.05
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,323,849.52	\$ 1,268,794.93	\$ 11,592,644.45

Des Plaines Public Library

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

For the 10 Months Ended October 31, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 6,063,218.72	\$ -	\$ 6,063,218.72
Intergovernmental	122,449.00	-	122,449.00
Fines & Fees	52,844.23	-	52,844.23
Interest	65,311.65	21,514.39	86,826.04
Special Events and Programs	15,591.26	-	15,591.26
Miscellaneous	108,297.51	-	108,297.51
Total Revenues	<u>6,427,712.37</u>	<u>21,514.39</u>	<u>6,449,226.76</u>
EXPENDITURES			
Personnel	\$ 2,416,620.22	\$ -	\$ 2,416,620.22
Operating	1,699,959.93	-	1,699,959.93
Library Materails	806,543.43	-	806,543.43
Capital Outlay	63,034.70	68,862.60	131,897.30
Other Expenditures	45,004.82	-	45,004.82
Total Expenditures	<u>5,031,163.10</u>	<u>68,862.60</u>	<u>5,100,025.70</u>
Net Change in Fund Balances	<u>1,396,549.27</u>	<u>(47,348.21)</u>	<u>1,349,201.06</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 3,682,589.12</u>	<u>\$ 1,268,794.93</u>	<u>\$ 4,951,384.05</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of October 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	124,282.42
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>340,498.00</u>
201-1102028 - Cash Library Donations	<u>199,225.57</u>
201-1102079 - IL Funds - 151600222591	3,895,879.00
202-1102079 - IL Funds - 151600222591	<u>1,052,579.35</u>
	<u>4,948,458.35</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,488,681.92</u></u>

Des Plaines Public Library
Balance Sheet as of October 31, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Library Fund <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	65,055.45	59,226.97	124,282.42
1102028 - Cash Library Donations	189,146.60	10,078.97	199,225.57
1102079 - IL Funds - 151600222591	4,389,101.01	(493,222.01)	3,895,879.00
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
1119200 - Receivable - Miscellaneous	30,245.22	0.00	30,245.22
	10,747,765.59	(423,916.07)	10,323,849.52
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	180,534.87	55,741.14	236,276.01
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,585,519.26	55,741.14	6,641,260.40
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	2,286,039.85	0.00	2,286,039.85
 Total Liabilities and Fund Balance	8,871,559.11	55,741.14	8,927,300.25
 Excess Revenues Over Expenses	1,876,206.48	(479,657.21)	1,396,549.27

Des Plaines Public Library
Balance Sheet as of October 31, 2019

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	216,215.58	0.00	216,215.58
1102079 - IL Funds - 151600222591	1,050,956.38	1,622.97	1,052,579.35
	1,267,171.96	1,622.97	1,268,794.93
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,316,143.14	0.00	1,316,143.14
Excess Revenues Over Expenses	(48,971.18)	1,622.97	(47,348.21)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

**Des Plaines Public Library
Balance Sheet as of October 31, 2019**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 31, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	3,885.63	6,063,218.72	6,100,000.00	36,781.28	99.40
	<u>3,885.63</u>	<u>6,063,218.72</u>	<u>6,100,000.00</u>	<u>36,781.28</u>	<u>99.40</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	3,000.00	3,000.00	0.00	100.00
	<u>0.00</u>	<u>122,449.00</u>	<u>168,988.00</u>	<u>46,539.00</u>	<u>72.46</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	336.34	4,491.66	9,000.00	4,508.34	49.91
201-4850102 - Library Fines	1,784.51	19,883.38	50,000.00	30,116.62	39.77
201-4850201 - Copying Fees	2,366.98	21,689.39	25,000.00	3,310.61	86.76
201-4850207 - Non-Res Cards	764.50	4,992.00	2,000.00	(2,992.00)	249.60
201-4850208 - Meeting Room Fees	105.00	1,787.80	2,000.00	212.20	89.39
	<u>5,357.33</u>	<u>52,844.23</u>	<u>88,000.00</u>	<u>35,155.77</u>	<u>60.05</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	14,705.26	15,591.26	5,000.00	(10,591.26)	311.83
	<u>14,705.26</u>	<u>15,591.26</u>	<u>5,000.00</u>	<u>(10,591.26)</u>	<u>311.83</u>
<u>Interest</u>					
201-4890010 - Interest Income	6,864.16	65,311.65	70,000.00	4,688.35	93.30
	<u>6,864.16</u>	<u>65,311.65</u>	<u>70,000.00</u>	<u>4,688.35</u>	<u>93.30</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	(7,724.17)	52,510.81	40,000.00	(12,510.81)	131.28
201-4899910 - Vending Machine Revenue	84.28	946.82	1,500.00	553.18	63.12
201-4899920 - Library Donations	10,000.00	47,032.25	5,000.00	(42,032.25)	940.65
201-4899940 - Friends Book Sale	757.45	7,807.63	0.00	(7,807.63)	0.00
	<u>3,117.56</u>	<u>108,297.51</u>	<u>46,500.00</u>	<u>(61,797.51)</u>	<u>232.90</u>
Total Library Fund	<u><u>33,929.94</u></u>	<u><u>6,427,712.37</u></u>	<u><u>6,478,488.00</u></u>	<u><u>50,775.63</u></u>	<u><u>99.22</u></u>

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 31, 2019**

	<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>1,622.97</u>	<u>21,514.39</u>	<u>100.00</u>	<u>(21,414.39)</u>	<u>21,514.39</u>
	<u>1,622.97</u>	<u>21,514.39</u>	<u>100.00</u>	<u>(21,414.39)</u>	<u>21,514.39</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,622.97</u></u>	<u><u>21,514.39</u></u>	<u><u>600,100.00</u></u>	<u><u>578,585.61</u></u>	<u><u>3.59</u></u>
Total of All Funds	<u><u>35,552.91</u></u>	<u><u>6,449,226.76</u></u>	<u><u>7,078,588.00</u></u>	<u><u>629,361.24</u></u>	<u><u>91.11</u></u>

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	170,023.42	1,805,111.99	2,334,782.00	529,670.01	77.31
5910200 - Part-time Salaries	<u>59,757.10</u>	<u>611,508.23</u>	<u>819,513.00</u>	<u>208,004.77</u>	<u>74.62</u>
	<u>229,780.52</u>	<u>2,416,620.22</u>	<u>3,154,295.00</u>	<u>737,674.78</u>	<u>76.61</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	16,322.63	187,394.36	235,573.00	48,178.64	79.55
5918021 - Employer Contribution - IMRF	17,437.26	192,589.99	243,694.00	51,104.01	79.03
5918040 - Life Insurance Premiums	126.16	1,391.08	1,840.00	448.92	75.60
5918050 - PPO Insurance Premiums	18,403.38	157,037.68	267,710.00	110,672.32	58.66
5918051 - HMO Insurance Premiums	13,418.27	114,819.91	197,656.00	82,836.09	58.09
5918055 - Dental Insurance Premiums	1,177.56	13,527.00	20,250.00	6,723.00	66.80
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>66,885.26</u>	<u>666,760.02</u>	<u>989,723.00</u>	<u>322,962.98</u>	<u>67.37</u>
Contractual Services					
5920100 - Legal Fees	1,225.50	3,670.60	6,000.00	2,329.40	61.18
5920110 - Professional Services	35,890.10	416,007.10	429,394.00	13,386.90	96.88
5920120 - Communication Services	2,097.23	22,779.26	28,850.00	6,070.74	78.96
5920140 - Integrated Library System	22,644.08	94,768.00	97,100.00	2,332.00	97.60
5920202 - Conferences	2,144.90	5,198.73	5,000.00	(198.73)	103.97
5920204 - Training	0.00	269.00	0.00	(269.00)	0.00
5920220 - Membership Dues	420.00	9,450.62	7,000.00	(2,450.62)	135.01
5920990 - Property/Liability Insurance	2,788.00	45,648.55	35,000.00	(10,648.55)	130.42
5930010 - R&M Equipment	952.28	93,937.07	93,890.00	(47.07)	100.05
5930020 - R&M Buildings & Structures	11,867.23	97,979.46	126,600.00	28,620.54	77.39
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	738.41	15,350.04	16,120.00	769.96	95.22
5930320 - Cleaning/Custodial Services	4,892.50	66,652.50	67,460.00	807.50	98.80
5930490 - Refuse Contract	360.00	3,600.00	4,320.00	720.00	83.33
5960040 - Pre-Employment Testing	276.00	2,900.65	3,000.00	99.35	96.69
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	218.84	299.84	500.00	200.16	59.97
5960210 - Special Event Programming	6,922.01	68,039.39	68,950.00	910.61	98.68
5960990 - Misc. Contractual Services	<u>6,946.87</u>	<u>86,613.10</u>	<u>113,780.00</u>	<u>27,166.90</u>	<u>76.12</u>
	<u>100,383.95</u>	<u>1,033,199.91</u>	<u>1,104,264.00</u>	<u>71,064.09</u>	<u>93.56</u>
Commodities					
5970100 - Supplies	3,047.18	47,278.16	59,000.00	11,721.84	80.13
5970110 - Meals	156.65	1,373.78	2,000.00	626.22	68.69
5970115 - Supplies - Dept/Other	206.10	3,755.36	6,550.00	2,794.64	57.33
5970170 - Janitorial	0.00	6,874.53	20,000.00	13,125.47	34.37
5970260 - Postage & Parcel	2,006.85	4,272.87	6,800.00	2,527.13	62.84
5970270 - Printing	0.00	25.41	0.00	(25.41)	0.00
5970500 - Water Bill	1,757.06	9,971.23	12,000.00	2,028.77	83.09

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2019**

	<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>Expnd.</u>
5970600 - Ebooks/Books	30,289.71	289,270.72	377,200.00	87,929.28	76.69
5970610 - E-audio/Audio	5,241.16	69,460.53	83,000.00	13,539.47	83.69
5970620 - E-Subscriptions/Subscriptions	8,725.42	85,464.41	74,630.00	(10,834.41)	114.52
5970630 - Visual Materials	26,416.71	128,803.24	163,000.00	34,196.76	79.02
5970640 - Databases	6,356.49	138,682.53	190,000.00	51,317.47	72.99
5970810 - Natural Gas	261.68	19,174.90	25,000.00	5,825.10	76.70
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>221.57</u>	<u>2,037.42</u>	<u>2,000.00</u>	<u>(37.42)</u>	<u>101.87</u>
	<u>84,686.58</u>	<u>806,543.43</u>	<u>1,021,780.00</u>	<u>215,236.57</u>	<u>78.94</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	0.00	1,996.06	7,500.00	5,503.94	26.61
5980420 - Computer Software	22,427.92	54,551.97	34,995.00	(19,556.97)	155.89
5980600 - Furniture & Fixtures	<u>449.11</u>	<u>323.67</u>	<u>2,500.00</u>	<u>2,176.33</u>	<u>12.95</u>
	<u>22,877.03</u>	<u>63,034.70</u>	<u>51,705.00</u>	<u>(11,329.70)</u>	<u>121.91</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	8,214.06	37,194.89	73,000.00	35,805.11	50.95
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>759.75</u>	<u>7,809.93</u>	<u>0.00</u>	<u>(7,809.93)</u>	<u>0.00</u>
	<u>8,973.81</u>	<u>45,004.82</u>	<u>733,000.00</u>	<u>687,995.18</u>	<u>6.14</u>
Total Library Fund Expenditures	<u>513,587.15</u>	<u>5,031,163.10</u>	<u>7,054,767.00</u>	<u>2,023,603.90</u>	<u>71.32</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	0.00	34,952.55	44,500.00	9,547.45	78.55
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>0.00</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>68,862.60</u>	<u>172,000.00</u>	<u>103,137.40</u>	<u>40.04</u>
Total of All Funds	<u>513,587.15</u>	<u>5,100,025.70</u>	<u>7,226,767.00</u>	<u>2,126,741.30</u>	<u>70.57</u>

Des Plaines Public Library

Check List

All Bank Accounts

October 18, 2019 - November 21, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17810	11/21/19	ABLE CARD, LLC	1,412.57
17811	11/21/19	ALEXIAN BROTHERS CORP HEALTH SERV	156.00
17812	11/21/19	ALLDATA LLC	1,500.00
17813	11/21/19	AMERICAN BANKERS INSURANCE CO. of FL	2,788.00
17814	11/21/19	ANDERSON LOCK CO LTD	937.50
17815	11/21/19	ANDREW LANGLIE	125.00
17816	11/21/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	800.00
17817	11/21/19	ARIANA HAZE	157.79
17818	11/21/19	AUTOMATED LOGIC, INC.	4,466.00
17819	11/21/19	BAKER & TAYLOR	9,825.05
17820	11/21/19	BAKER & TAYLOR	12,635.12
17821	11/21/19	BAKER & TAYLOR	258.92
17822	11/21/19	CHILDREN'S PLUS, INC.	2,079.41
17823	11/21/19	CITY OF DES PLAINES	1,757.06
17824	11/21/19	COOPERATIVE COMPUTER SERVICES	22,644.08
17825	11/21/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17826	11/21/19	D&Z HOUSE OF BOOKS	1,629.64
17827	11/21/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17828	11/21/19	DES PLAINES ARTS COUNCIL	100.00
17829	11/21/19	DES PLAINES CHAMBER OF COMMERCE	230.00
17830	11/21/19	ERIC LITWIN	2,323.50
17831	11/21/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17832	11/21/19	GREG BORZO	300.00
17833	11/21/19	HR SPECIALIST: EMPLOYMENT LAW	199.00
17834	11/21/19	ILLINOIS LIBRARY ASSOCIATION	175.00
17835	11/21/19	IMAGING OFFICE SYSTEMS, INC.	750.00
17836	11/21/19	JENNIFER STEURER - PETTY CASH	388.35
17837	11/21/19	JOANN STORES LLC	1,839.00
17838	11/21/19	KANOPIY	313.00
17839	11/21/19	KLEIN, THORPE & JENKINS, LTD.	1,225.50
17840	11/21/19	LAUTERBACH & AMEN, LLP.	1,550.00
17841	11/21/19	MARTINA MATHISEN	300.00
17842	11/21/19	MATTHEW BENDER & CO, INC	210.18
17843	11/21/19	MENARDS	157.41
17844	11/21/19	MIDWEST ANTENNA AND SATELLITE, INC	700.00
17845	11/21/19	MIDWEST TAPE	16,748.85
17846	11/21/19	MIDWEST TAPE	15,500.00
17847	11/21/19	OAKBROOK MECHANICAL SERVICES	5,693.75
17848	11/21/19	OCLC, INC.	6,171.42
17849	11/21/19	ORKIN	95.00
17850	11/21/19	OUTSOURCE SOLUTIONS GROUP, INC.	35,270.30
17851	11/21/19	OVERDRIVE, INC.	3,860.81
17852	11/21/19	RAILS	15,082.50
17853	11/21/19	RAINBOW BOOK COMPANY	1,084.70
17854	11/21/19	RANDOM RINGERS	400.00
17855	11/21/19	RECORDED BOOKS, INC	10,887.27
17856	11/21/19	SCHOLASTIC INC	470.59
17857	11/21/19	THOMAS KLISE/CRIMSON MULTIMEDIA	1,204.03
17858	11/21/19	TONY HAHN	337.22
17859	11/21/19	UNITED STATES POSTAL SERVICE	2,500.00
17860	11/21/19	LIMRICC	41,045.58
51058	10/31/19	NEO-POST USA, INC.	1,000.00
51059	10/31/19	NEO-POST USA, INC.	1,000.00
51060	10/31/19	VERIZON WIRELESS	916.99
51061	10/31/19	COMCAST CABLE	1,180.24
51062	10/31/19	NICOR GAS	261.68
51063	10/31/19	IMRF	28,582.70

Des Plaines Public Library

Check List

All Bank Accounts

October 18, 2019 - November 21, 2019

Check Number	Check Date	Payee	Amount
51064	10/31/19	PRO DATA	919.80
51065	10/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	759.75
51066	10/31/19	BANKCARD SERVICES	15,652.48
Vendor Check Total			<u>286,549.65</u>
Check List Total			<u><u>286,549.65</u></u>

Check count = 60

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ABLE CARD, LLC				17810	11/21/19	<u>1,412.57</u>
201-5990900	Per Capita Grant Expenditures	Inv. 3910020 - Per Capita	1,412.57			
ALEXIAN BROTHERS CORP HEALTH SERV				17811	11/21/19	<u>156.00</u>
201-5960040	Pre-Employment Testing	Inv. 691239	78.00			
201-5960040	Pre-Employment Testing	Inv. 692692	78.00			
ALLDATA LLC				17812	11/21/19	<u>1,500.00</u>
201-5970640	Databases	Inv. 20191024-420939	1,500.00			
AMERICAN BANKERS INSURANCE CO. of FL				17813	11/21/19	<u>2,788.00</u>
201-5920990	Property/Liability Insurance	Policy 69001322352019	2,788.00			
ANDERSON LOCK CO LTD				17814	11/21/19	<u>937.50</u>
201-5930020	R&M Buildings & Structures	Inv. 1023761	937.50			
ANDREW LANGLIE				17815	11/21/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	Inv 10/17/2019	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17816	11/21/19	<u>800.00</u>
201-5960990	Misc. Contractual Services	Inv. 8820	480.00			
201-5960990	Misc. Contractual Services	Inv. 8697	320.00			
ARIANA HAZE				17817	11/21/19	<u>157.79</u>
201-5990900	Per Capita Grant Expenditures	PER CAPITA - reimbursement for YALSA - 11/2019	157.79			
AUTOMATED LOGIC, INC.				17818	11/21/19	<u>4,466.00</u>
201-5930020	R&M Buildings & Structures	Inv. 257517	4,466.00			
BAKER & TAYLOR				17819	11/21/19	<u>9,825.05</u>
201-5960990	Misc. Contractual Services	Inv. 2034863157	25.55			
201-5970600	Ebooks/Books	Inv. 2034863156	402.91			
201-5960990	Misc. Contractual Services	Inv. 2034893201	51.35			
201-5970600	Ebooks/Books	Inv. 2034893200	842.10			
201-5970600	Ebooks/Books	Inv. 2034899410	863.95			
201-5960990	Misc. Contractual Services	Inv. 2034899411	53.15			
201-5970600	Ebooks/Books	Inv. 2034857663	783.49			
201-5960990	Misc. Contractual Services	Inv. 2034857664	48.95			
201-5960990	Misc. Contractual Services	Inv. 2034869042	83.05			
201-5970600	Ebooks/Books	Inv. 2034869041	1,500.85			
201-5970600	Ebooks/Books	Inv. 2034889240	1,149.02			
201-5960990	Misc. Contractual Services	Inv. 2034889241	73.25			
201-5970600	Ebooks/Books	Inv. 2034845632	951.43			
201-5960990	Misc. Contractual Services	Inv. 2034845633	46.60			
201-5970600	Ebooks/Books	Inv. 2034830666	547.08			
201-5960990	Misc. Contractual Services	Inv. 2034830667	28.85			
201-5970600	Ebooks/Books	Inv. 2034839257	1,261.66			
201-5960990	Misc. Contractual Services	Inv. 2034839258	70.65			
201-5970600	Ebooks/Books	Inv. 2034852822	987.81			
201-5960990	Misc. Contractual Services	Inv. 2034852823	53.35			
BAKER & TAYLOR				17820	11/21/19	<u>12,635.12</u>
201-5960990	Misc. Contractual Services	Inv. 2034889323	43.55			
201-5970600	Ebooks/Books	Inv. 2034889323	447.76			
201-5960990	Misc. Contractual Services	Inv. 2034808400	62.15			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv. 2034808400	495.32			
201-5960990	Misc. Contractual Services	Inv. 2034907909	21.75			
201-5970600	Ebooks/Books	Inv. 2034907909	299.10			
201-5960990	Misc. Contractual Services	Inv. 00001428	17.38			
201-5970600	Ebooks/Books	Inv. 00001428	102.33			
201-5960990	Misc. Contractual Services	Inv. 2034854451	11.84			
201-5970600	Ebooks/Books	Inv. 2034854451	33.46			
201-5960990	Misc. Contractual Services	Inv. 2034891416	6.33			
201-5970600	Ebooks/Books	Inv. 2034891416	63.56			
201-5960990	Misc. Contractual Services	Inv. 2034900587	23.00			
201-5970600	Ebooks/Books	Inv. 2034900587	214.41			
201-5960990	Misc. Contractual Services	Inv. 2034908091	21.97			
201-5970600	Ebooks/Books	Inv. 2034908091	88.37			
201-5960990	Misc. Contractual Services	Inv. 2034822397	6.00			
201-5970600	Ebooks/Books	Inv. 2034822397	41.99			
201-5960990	Misc. Contractual Services	Inv. 2034895090	17.76			
201-5970600	Ebooks/Books	Inv. 2034895090	38.23			
201-5960990	Misc. Contractual Services	Inv. 0000142799	17.38			
201-5970600	Ebooks/Books	Inv. 0000142799	102.33			
201-5960990	Misc. Contractual Services	Inv. 2034805014	2.81			
201-5970600	Ebooks/Books	Inv. 2034805014	10.16			
201-5960990	Misc. Contractual Services	Inv. 2034867550	29.16			
201-5970600	Ebooks/Books	Inv. 2034867550	280.36			
201-5960990	Misc. Contractual Services	Inv. 2034822929	1.50			
201-5970600	Ebooks/Books	Inv. 2034822929	9.65			
201-5960990	Misc. Contractual Services	Inv. 2034874600	1.62			
201-5970600	Ebooks/Books	Inv. 2034874600	15.33			
201-5960990	Misc. Contractual Services	Inv. 2034804977	5.16			
201-5970600	Ebooks/Books	Inv. 2034804977	40.87			
201-5960990	Misc. Contractual Services	Inv. 2034854473	14.20			
201-5970600	Ebooks/Books	Inv. 2034854473	68.13			
201-5960990	Misc. Contractual Services	Inv. 2034820712	25.61			
201-5970600	Ebooks/Books	Inv. 2034820712	152.38			
201-5960990	Misc. Contractual Services	Inv. 2034804963	14.65			
201-5970600	Ebooks/Books	Inv. 2034804963	48.66			
201-5960990	Misc. Contractual Services	Inv. 2034866189	16.60			
201-5970600	Ebooks/Books	Inv. 2034866189	266.79			
201-5960990	Misc. Contractual Services	Inv. 5015780731	4.90			
201-5970600	Ebooks/Books	Inv. 5015780731	150.68			
201-5960990	Misc. Contractual Services	Inv. 2034808480	39.70			
201-5970600	Ebooks/Books	Inv. 2034808480	438.74			
201-5960990	Misc. Contractual Services	Inv. 2034857694	23.25			
201-5970600	Ebooks/Books	Inv. 2034857694	275.93			
201-5960990	Misc. Contractual Services	Inv. 2034870888	15.60			
201-5970600	Ebooks/Books	Inv. 2034870888	152.81			
201-5960990	Misc. Contractual Services	Inv. 2034875041	8.07			
201-5970600	Ebooks/Books	Inv. 2034875041	45.23			
201-5960990	Misc. Contractual Services	Inv. 2034877407	2.96			
201-5970600	Ebooks/Books	Inv. 2034877407	4.77			
201-5960990	Misc. Contractual Services	Inv. 2034814561	35.49			
201-5970600	Ebooks/Books	Inv. 2034814561	328.75			
201-5960990	Misc. Contractual Services	Inv. 2034873816	31.45			
201-5970600	Ebooks/Books	Inv. 2034873816	434.24			
201-5960990	Misc. Contractual Services	Inv. 2034891437	24.00			
201-5970600	Ebooks/Books	Inv. 2034891437	245.66			
201-5970600	Ebooks/Books	Inv. 2034896245	78.79			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034886790	11.54			
201-5970600	Ebooks/Books	Inv. 2034886790	23.27			
201-5960990	Misc. Contractual Services	Inv. 2034887006	2.69			
201-5970600	Ebooks/Books	Inv. 2034887006	15.23			
201-5960990	Misc. Contractual Services	Inv. 2034818291	14.65			
201-5970600	Ebooks/Books	Inv. 2034818291	28.66			
201-5960990	Misc. Contractual Services	Inv. 2034867579	3.30			
201-5970600	Ebooks/Books	Inv. 2034867579	27.87			
201-5960990	Misc. Contractual Services	Inv. 2034867658	2.85			
201-5970600	Ebooks/Books	Inv. 2034867658	19.30			
201-5960990	Misc. Contractual Services	Inv. 2034886805	14.95			
201-5970600	Ebooks/Books	Inv. 2034886805	173.46			
201-5960990	Misc. Contractual Services	Inv. 2034889239	29.40			
201-5970600	Ebooks/Books	Inv. 2034889239	326.06			
201-5960990	Misc. Contractual Services	Inv. 2034891471	9.35			
201-5970600	Ebooks/Books	Inv. 2034891471	378.38			
201-5960990	Misc. Contractual Services	Inv. 2034894503	51.95			
201-5970600	Ebooks/Books	Inv. 2034894503	394.23			
201-5960990	Misc. Contractual Services	Inv. 2034891472	2.35			
201-5970600	Ebooks/Books	Inv. 2034891472	26.83			
201-5960990	Misc. Contractual Services	Inv. 2034894869	1.55			
201-5970600	Ebooks/Books	Inv. 2034894869	12.79			
201-5960990	Misc. Contractual Services	Inv. 2034869312	35.50			
201-5970600	Ebooks/Books	Inv. 2034869312	516.50			
201-5960990	Misc. Contractual Services	Inv. 2034858922	8.73			
201-5970600	Ebooks/Books	Inv. 2034858922	28.08			
201-5960990	Misc. Contractual Services	Inv. 2034840449	8.50			
201-5970600	Ebooks/Books	Inv. 2034840449	143.46			
201-5960990	Misc. Contractual Services	Inv. 2034832227	5.92			
201-5970600	Ebooks/Books	Inv. 2034832227	19.73			
201-5960990	Misc. Contractual Services	Inv. 2034825035	8.07			
201-5970600	Ebooks/Books	Inv. 2034825035	44.80			
201-5960990	Misc. Contractual Services	Inv. 2034837082	33.45			
201-5970600	Ebooks/Books	Inv. 2034837082	369.66			
201-5960990	Misc. Contractual Services	Inv. 2034832305	8.70			
201-5970600	Ebooks/Books	Inv. 2034832305	77.77			
201-5960990	Misc. Contractual Services	Inv. 2034822300	33.78			
201-5970600	Ebooks/Books	Inv. 2034822300	183.52			
201-5960990	Misc. Contractual Services	Inv. 2034822714	11.75			
201-5970600	Ebooks/Books	Inv. 2034822714	430.62			
201-5960990	Misc. Contractual Services	Inv. 2034859111	24.00			
201-5970600	Ebooks/Books	Inv. 2034859111	263.59			
201-5960990	Misc. Contractual Services	Inv. 2034845624	15.30			
201-5970600	Ebooks/Books	Inv. 2034845624	212.78			
201-5960990	Misc. Contractual Services	Inv. 2034832252	14.80			
201-5970600	Ebooks/Books	Inv. 2034832252	45.44			
201-5960990	Misc. Contractual Services	Inv. 2034854453	1.62			
201-5970600	Ebooks/Books	Inv. 2034854453	10.21			
201-5960990	Misc. Contractual Services	Inv. 2034854911	5.55			
201-5970600	Ebooks/Books	Inv. 2034854911	104.75			
201-5960990	Misc. Contractual Services	Inv. 2034835549	4.25			
201-5970600	Ebooks/Books	Inv. 2034835549	130.08			
201-5960990	Misc. Contractual Services	Inv. 2034840487	23.50			
201-5970600	Ebooks/Books	Inv. 2034840487	253.82			
201-5960990	Misc. Contractual Services	Inv. 2034808801	32.80			
201-5970600	Ebooks/Books	Inv. 2034808801	272.21			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 2034831995	51.05			
201-5970600	Ebooks/Books	Inv. 2034831995	584.08			
201-5960990	Misc. Contractual Services	Inv. 2034826206	39.15			
201-5970600	Ebooks/Books	Inv. 2034826206	283.99			
201-5960990	Misc. Contractual Services	Inv. 2034824310	28.85			
201-5970600	Ebooks/Books	Inv. 2034824309	537.33			
201-5960990	Misc. Contractual Services	Inv. 2034850866	35.05			
201-5970600	Ebooks/Books	Inv. 2034850866	376.92			
201-5960990	Misc. Contractual Services	Inv. 2034850835	19.43			
201-5970600	Ebooks/Books	Inv. 2034850835	109.74			
201-5970640	Databases	Inv. 5015780731	95.00			
BAKER & TAYLOR				17821	11/21/19	<u>258.92</u>
201-5960990	Misc. Contractual Services	Inv. 5015750026	4.15			
201-5970600	Ebooks/Books	Inv. 5015750026	114.78			
201-5970640	Databases	Inv. 5015750026	139.99			
CHILDREN'S PLUS, INC.				17822	11/21/19	<u>2,079.41</u>
201-5970600	Ebooks/Books	Inv. 178267	299.00			
201-5970600	Ebooks/Books	Inv. 177917	77.96			
201-5970600	Ebooks/Books	Inv. 177912	164.76			
201-5970600	Ebooks/Books	Inv. 177913	33.90			
201-5970600	Ebooks/Books	Inv. 177911	19.99			
201-5970600	Ebooks/Books	Inv. 177289	439.95			
201-5970600	Ebooks/Books	Inv. 177342	102.44			
201-5970600	Ebooks/Books	Inv. 177341	438.34			
201-5970600	Ebooks/Books	Inv. 177913	503.07			
CITY OF DES PLAINES				17823	11/21/19	<u>1,757.06</u>
201-5970500	Water Bill	Acct. 71080763-001	1,757.06			
COOPERATIVE COMPUTER SERVICES				17824	11/21/19	<u>22,644.08</u>
201-5920140	Integrated Library System	Inv. 1628	22,644.08			
CRYSTAL MAINTENANCE SERVICES CORP				17825	11/21/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv. 26331	4,892.50			
D&Z HOUSE OF BOOKS				17826	11/21/19	<u>1,629.64</u>
201-5970600	Ebooks/Books	Inv. 2019/I107844	394.24			
201-5970600	Ebooks/Books	Inv. 2019/I107771	39.72			
201-5970600	Ebooks/Books	Inv. 2019/I106679	38.32			
201-5970600	Ebooks/Books	Inv. 2019/I106492	1,157.36			
DE LAGE LANDEN FIANACIAL SERVICES				17827	11/21/19	<u>738.41</u>
201-5930210	Rental of Equipment	Inv 65465368	738.41			
DES PLAINES ARTS COUNCIL				17828	11/21/19	<u>100.00</u>
201-5920202	Conferences	Yearly membership dues 10/19 to 10/20	100.00			
DES PLAINES CHAMBER OF COMMERCE				17829	11/21/19	<u>230.00</u>
201-5920220	Membership Dues	Invoice #18019	230.00			
ERIC LITWIN				17830	11/21/19	<u>2,323.50</u>
201-5960210	Special Event Programming	11/5/19 - AUTHOR VISIT	2,323.50			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17831	11/21/19	<u>360.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930490	Refuse Contract	Inv. 4583015	360.00			
GREG BORZO				17832	11/21/19	<u>300.00</u>
201-5960210	Special Event Programming	12/15/19 - Lost Restaraunts of Chicago	300.00			
HR SPECIALIST: EMPLOYMENT LAW				17833	11/21/19	<u>199.00</u>
201-5970100	Supplies	LT1063	199.00			
ILLINOIS LIBRARY ASSOCIATION				17834	11/21/19	<u>175.00</u>
201-5920220	Membership Dues	Inv. 170430	175.00			
IMAGING OFFICE SYSTEMS, INC.				17835	11/21/19	<u>750.00</u>
201-5930010	R&M Equipment	Inv. CONT015629	750.00			
JENNIFER STEURER - PETTY CASH				17836	11/21/19	<u>388.35</u>
201-5990900	Per Capita Grant Expenditures	Petty Cash Reimbursement	20.00			
201-5920220	Membership Dues	Petty Cash Reimbursement	15.00			
201-5960070	Mileage	Petty Cash Reimbursement	218.84			
201-5960210	Special Event Programming	Petty Cash Reimbursement	75.07			
201-5970100	Supplies	Petty Cash Reimbursement	59.44			
JOANN STORES LLC				17837	11/21/19	<u>1,839.00</u>
201-5970640	Databases	Inv. DMARVA20-177	1,839.00			
KANOPI				17838	11/21/19	<u>313.00</u>
201-5970630	Visual Materials	Inv. 172639-PPU	313.00			
KLEIN, THORPE & JENKINS, LTD.				17839	11/21/19	<u>1,225.50</u>
201-5920100	Legal Fees	Stmt 205738	1,225.50			
LAUTERBACH & AMEN, LLP.				17840	11/21/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice No.40679	1,550.00			
MARTINA MATHISEN				17841	11/21/19	<u>300.00</u>
201-5960210	Special Event Programming	11/11/19 - Portrayal of Six wives of Henry VIII	300.00			
MATTHEW BENDER & CO, INC				17842	11/21/19	<u>210.18</u>
201-5970600	Ebooks/Books	Inv. 14142937	210.18			
MENARDS				17843	11/21/19	<u>157.41</u>
201-5970115	Supplies - Dept/Other	Inv. 45344	157.41			
MIDWEST ANTENNA AND SATELLITE, INC				17844	11/21/19	<u>700.00</u>
201-5930020	R&M Buildings & Structures	Inv. 2278	700.00			
MIDWEST TAPE				17845	11/21/19	<u>16,748.85</u>
201-5970610	E-audio/Audio	Inv. 98157100	19.98			
201-5970630	Visual Materials	Inv. 98157102	213.67			
201-5960990	Misc. Contractual Services	Inv. 98156185	52.20			
201-5970630	Visual Materials	Inv. 98156185	258.59			
201-5960990	Misc. Contractual Services	Inv. 98163601	3.70			
201-5970610	E-audio/Audio	Inv. 98163601	89.98			
201-5960990	Misc. Contractual Services	Inv. 98163602	73.65			
201-5970610	E-audio/Audio	Inv. 98163602	229.76			
201-5970630	Visual Materials	Inv. 98128708	335.13			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 98134672	39.00			
201-5970630	Visual Materials	Inv. 98134672	272.39			
201-5960990	Misc. Contractual Services	Inv. 98134671	120.85			
201-5970630	Visual Materials	Inv. 98134671	757.13			
201-5960990	Misc. Contractual Services	Inv. 98136116	5.55			
201-5970610	E-audio/Audio	Inv. 98136116	99.97			
201-5960990	Misc. Contractual Services	Inv. 98136114	80.85			
201-5970610	E-audio/Audio	Inv. 98136114	271.29			
201-5960990	Misc. Contractual Services	Inv. 98139110	5.55			
201-5970610	E-audio/Audio	Inv. 98139110	114.97			
201-5960990	Misc. Contractual Services	Inv. 98138838	53.90			
201-5970610	E-audio/Audio	Inv. 98138838	161.26			
201-5960990	Misc. Contractual Services	Inv. 98141400	13.00			
201-5970630	Visual Materials	Inv. 98141400	96.71			
201-5960990	Misc. Contractual Services	Inv. 98140599	129.20			
201-5970630	Visual Materials	Inv. 98140599	671.70			
201-5960990	Misc. Contractual Services	Inv. 98071436	29.45			
201-5970630	Visual Materials	Inv. 98071436	146.91			
201-5960990	Misc. Contractual Services	Inv. 98072259	45.60			
201-5970630	Visual Materials	Inv. 98072259	279.62			
201-5960990	Misc. Contractual Services	Inv. 98071775	11.10			
201-5970610	E-audio/Audio	Inv. 98071775	204.94			
201-5960990	Misc. Contractual Services	Inv. 98071773	77.75			
201-5970610	E-audio/Audio	Inv. 98071773	239.65			
201-5960990	Misc. Contractual Services	Inv. 98079720	287.90			
201-5970630	Visual Materials	Inv. 98079720	844.62			
201-5960990	Misc. Contractual Services	Inv. 98079688	6.50			
201-5970630	Visual Materials	Inv. 98079688	28.33			
201-5970610	E-audio/Audio	Inv. 98067262	49.48			
201-5970610	E-audio/Audio	Inv. 98074881	23.99			
201-5960990	Misc. Contractual Services	Inv. 98062882	3.85			
201-5970610	E-audio/Audio	Inv. 98062882	5.24			
201-5960990	Misc. Contractual Services	Inv. 98076206	19.25			
201-5970610	E-audio/Audio	Inv. 98076206	58.75			
201-5960990	Misc. Contractual Services	Inv. 98076205	1.85			
201-5970610	E-audio/Audio	Inv. 98076205	39.99			
201-5960990	Misc. Contractual Services	Inv. 98101699	103.40			
201-5970630	Visual Materials	Inv. 98101699	502.95			
201-5970630	Visual Materials	Inv. 98099962	296.11			
201-5970610	E-audio/Audio	Inv. 98099960	48.74			
201-5960990	Misc. Contractual Services	Inv. 98104964	82.50			
201-5970630	Visual Materials	Inv. 98104964	673.48			
201-5960990	Misc. Contractual Services	Inv. 98104963	92.25			
201-5970630	Visual Materials	Inv. 98104963	529.25			
201-5960990	Misc. Contractual Services	Inv. 97757121	3.25			
201-5970630	Visual Materials	Inv. 97757121	19.99			
201-5970610	E-audio/Audio	Inv. 97105455	34.97			
201-5970630	Visual Materials	Inv. 96947642	37.48			
201-5960990	Misc. Contractual Services	Inv. 97509292	132.85			
201-5970630	Visual Materials	Inv. 97509292	861.36			
201-5960990	Misc. Contractual Services	Inv. 98107606	19.50			
201-5970610	E-audio/Audio	Inv. 98107606	62.95			
201-5960990	Misc. Contractual Services	Inv. 98107383	7.40			
201-5970610	E-audio/Audio	Inv. 98107383	129.96			
201-5960990	Misc. Contractual Services	Inv. 98107381	23.35			
201-5970610	E-audio/Audio	Inv. 98107381	71.79			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv. 98127865	40.95			
201-5970630	Visual Materials	Inv. 98127865	202.40			
201-5960990	Misc. Contractual Services	Inv. 98048537	5.55			
201-5970610	E-audio/Audio	Inv. 98048537	106.97			
201-5960990	Misc. Contractual Services	Inv. 98048535	53.90			
201-5970610	E-audio/Audio	Inv. 98048535	179.86			
201-5960990	Misc. Contractual Services	Inv. 98047724	25.20			
201-5970630	Visual Materials	Inv. 98047724	91.44			
201-5960990	Misc. Contractual Services	Inv. 98041818	11.10			
201-5970610	E-audio/Audio	Inv. 98041818	224.94			
201-5960990	Misc. Contractual Services	Inv. 98041816	165.80			
201-5970610	E-audio/Audio	Inv. 98041816	520.37			
201-5960990	Misc. Contractual Services	Inv. 98044006	13.00			
201-5970630	Visual Materials	Inv. 98044006	59.98			
201-5960990	Misc. Contractual Services	Inv. 98044005	103.50			
201-5970630	Visual Materials	Inv. 98044005	635.71			
201-5960990	Misc. Contractual Services	Inv. 98031621	32.20			
201-5970630	Visual Materials	Inv. 98031621	103.42			
201-5970610	E-audio/Audio	Inv. 98034225	1,479.74			
201-5960990	Misc. Contractual Services	Inv. 98034728	74.95			
201-5970630	Visual Materials	Inv. 98034728	452.77			
201-5960990	Misc. Contractual Services	Inv. 98021253	26.95			
201-5970610	E-audio/Audio	Inv. 98021253	76.43			
201-5960990	Misc. Contractual Services	Inv. 98021255	7.40			
201-5970610	E-audio/Audio	Inv. 98021255	170.96			
201-5960990	Misc. Contractual Services	Inv. 98018971	61.15			
201-5970630	Visual Materials	Inv. 98018971	196.37			
201-5960990	Misc. Contractual Services	Inv. 98018689	9.25			
201-5970610	E-audio/Audio	Inv. 98018689	174.95			
201-5960990	Misc. Contractual Services	Inv. 98018687	42.35			
201-5970610	E-audio/Audio	Inv. 98018687	128.59			
201-5960990	Misc. Contractual Services	Inv. 98018053	20.10			
201-5970630	Visual Materials	Inv. 98018053	89.97			
201-5960990	Misc. Contractual Services	Inv. 98018052	137.25			
201-5970630	Visual Materials	Inv. 98018052	647.62			
201-5970610	E-audio/Audio	Inv. 98034226	67.48			
MIDWEST TAPE				17846	11/21/19	<u>15,500.00</u>
201-5970630	Visual Materials	Doc. 98075128	9,000.00			
201-5970630	Visual Materials	Doc. 98108630	6,500.00			
OAKBROOK MECHANICAL SERVICES				17847	11/21/19	<u>5,693.75</u>
201-5930020	R&M Buildings & Structures	Inv. 18491	2,896.25			
201-5930020	R&M Buildings & Structures	Inv. 18291	2,797.50			
OCLC, INC.				17848	11/21/19	<u>6,171.42</u>
201-5980420	Computer Software	Inv. 0000687768	6,171.42			
ORKIN				17849	11/21/19	<u>95.00</u>
201-5960990	Misc. Contractual Services	Acct. 32734222	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17850	11/21/19	<u>35,270.30</u>
201-5960990	Misc. Contractual Services	Inv. 50166	350.00			
201-5920110	Professional Services	Inv. 50167	33,420.30			
201-5960990	Misc. Contractual Services	Inv. 49790	1,500.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OVERDRIVE, INC.				17851	11/21/19	<u>3,860.81</u>
201-5970600	Ebooks/Books	Inv. 01018MA19185451	1,896.46			
201-5970600	Ebooks/Books	Inv. 01018MA19185833	212.45			
201-5970600	Ebooks/Books	Inv. 01018MA19209832	1,166.92			
201-5970600	Ebooks/Books	Inv. 01018MA19210318	584.98			
RAILS				17852	11/21/19	<u>15,082.50</u>
201-5980420	Computer Software	10/14/19 - Communico subscription	15,000.00			
201-5970640	Databases	Inv. 6357	82.50			
RAINBOW BOOK COMPANY				17853	11/21/19	<u>1,084.70</u>
201-5970600	Ebooks/Books	Inv. 178206	38.89			
201-5970600	Ebooks/Books	Inv. 177908	76.29			
201-5970600	Ebooks/Books	Inv. 177907	169.55			
201-5970600	Ebooks/Books	Inv. 177345	187.48			
201-5970600	Ebooks/Books	Inv. 177344	179.53			
201-5970600	Ebooks/Books	Inv. 177914	432.96			
RANDOM RINGERS				17854	11/21/19	<u>400.00</u>
201-5960210	Special Event Programming	12/13/19 - Holiday Bell Concert	400.00			
RECORDED BOOKS, INC				17855	11/21/19	<u>10,887.27</u>
201-5970610	E-audio/Audio	Inv 76523529	125.54			
201-5970620	E-Subscriptions/Subscriptions	Inv 76525067	1,000.00			
201-5970620	E-Subscriptions/Subscriptions	Inv 76524672	7,034.06			
201-5970640	Databases	Inv 76524581	2,700.00			
201-5970610	E-audio/Audio	Inv 76519908	27.67			
SCHOLASTIC INC				17856	11/21/19	<u>470.59</u>
201-5960210	Special Event Programming	Inv. 20213970	470.59			
THOMAS KLISE/CRIMSON MULTIMEDIA				17857	11/21/19	<u>1,204.03</u>
201-5970630	Visual Materials	Inv 002430	225.22			
201-5970630	Visual Materials	Inv.002517	301.42			
201-5970630	Visual Materials	Inv.002468	30.00			
201-5970630	Visual Materials	Inv.002516	356.37			
201-5970630	Visual Materials	Inv.002518	191.02			
201-5970630	Visual Materials	Inv.002519	100.00			
TONY HAHN				17858	11/21/19	<u>337.22</u>
201-5990900	Per Capita Grant Expenditures	10/28/19 - Internet Librarian Conference - CA	337.22			
UNITED STATES POSTAL SERVICE				17859	11/21/19	<u>2,500.00</u>
201-5990900	Per Capita Grant Expenditures	Winter mailing - 26,700 piece bulk - 10/14	2,500.00			
LIMRICC				17860	11/21/19	<u>41,045.58</u>
201-2401002	Payroll Liabilities	LIMRICC	41,045.58			
Check List Total						<u><u>236,276.01</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

October 1, 2019 - October 31, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
51058	10/31/19	NEO-POST USA, INC.	1,000.00
51059	10/31/19	NEO-POST USA, INC.	1,000.00
51060	10/31/19	VERIZON WIRELESS	916.99
51061	10/31/19	COMCAST CABLE	1,180.24
51062	10/31/19	NICOR GAS	261.68
51063	10/31/19	IMRF	28,582.70
51064	10/31/19	PRO DATA	919.80
51065	10/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	759.75
51066	10/31/19	BANKCARD SERVICES	15,652.48
Vendor Check Total			<u>50,273.64</u>
Check List Total			<u><u>50,273.64</u></u>

Check count = 9

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490	4,579,405	5,334,816	6,404,952	5,910,975	5,488,682		
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	10,289	3,886		
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	31,667		
	16,564	851,056	2,439,628	64,333	85,912	13,732	1,238,947	1,661,688	65,062	35,553	-	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	302,085	296,666		
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067	161,695	216,921		
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)		
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	559,039	457,846	-	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	(474,085)	755,411	1,070,136	(493,977)	(422,293)	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 October 31, 2019

Total Expenses per Expense Report			<u><u>\$513,587.15</u></u>
Gross Payroll	229,780.52		
Benefits Expense	<u>66,885.26</u>		
Total Payroll Expenses		296,665.78	
Check List		286,549.65	
Total Transfers and expenses per payroll and vendor checks reports			<u>583,215.43</u>
		Variance	<u>69,628.28</u>
Less: (disbursements included above)			
IMRF		(28,582.70)	
LIMRICC		(41,045.58)	
			(69,628.28)
		Variance	<u><u>(0.00)</u></u>



DIRECTOR'S REPORT

AROUND THE LIBRARY

Staff Comings & Goings

HIRED:
2 Pages PT

PROMOTED:
Ref librarian 1 from PT to FT; Processing clerk PT to materials services clerk PT

DEPARTED:
None



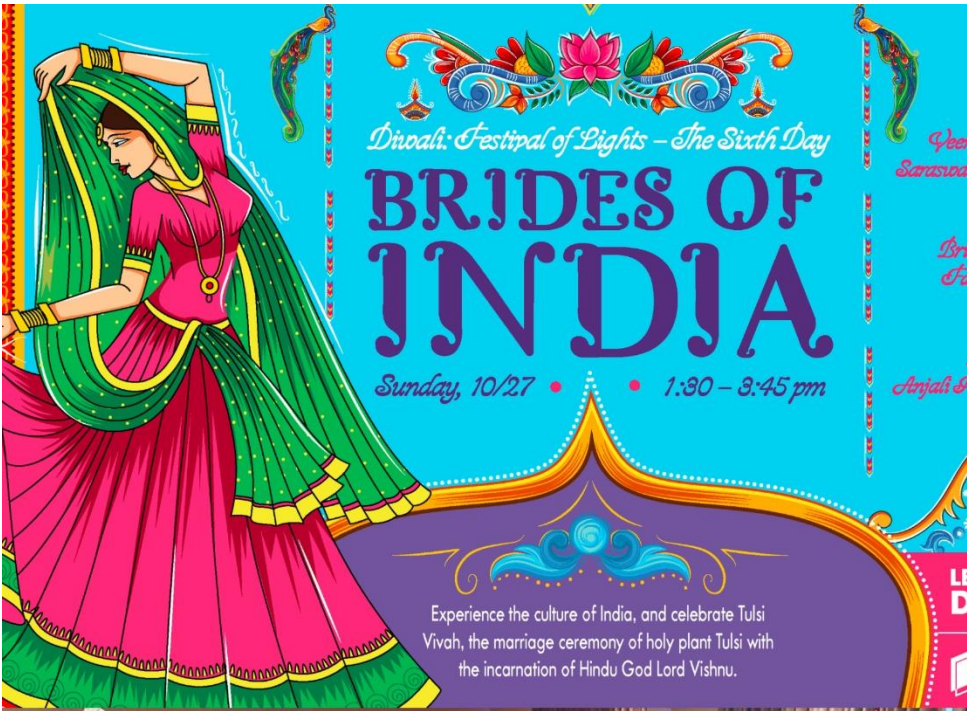
Tuesday, October 22
10am - 6pm

*Join Us in the Lobby for a Slice
of Cake to Celebrate*

ILA 2019

DPPL's Carol Kidd, Stephanie Spetter and Michelle Meyer-Edley presented *You're Doing a Great Job! Performance Evaluation and Improvement Plans (When Necessary)* at the Illinois Library Association conference on October 22nd.





Diwali: Festival of Lights – The Sixth Day

BRIDES OF INDIA

Sunday, 10/27 • 1:30 – 3:45 pm

Experience the culture of India, and celebrate Tulsi Vivah, the marriage ceremony of holy plant Tulsi with the incarnation of Hindu God Lord Vishnu.

DIWALI AT DPPL IN OCTOBER




DHANTERAS • 10/21 • 4 - 5 PM
Learn how to search Consumer Reports and other resources at the library.

CHOTI DIWALI • 10/22 • 5 - 6:30 PM
Teens in grades 7 - 12 can make colorful paper lanterns.

DIWALI • 10/23 • 6:30 - 8:30 PM
Watch *Bride and Prejudice*, a Bollywood adaptation of the classic, *Pride & Prejudice*.

PADVA • 10/24 • 7 - 8 PM
Learn the significance of Diwali in the religions of India. Paid for by the Friends of the Library.

BAI DOOJ • 10/25 • 2 - 3 PM
Celebrate brotherhood while making a lantern with a partner. Register as a pair.

Diwali
festival of lights
a weeklong celebration!

LEARN MORE AT DPPL.ORG

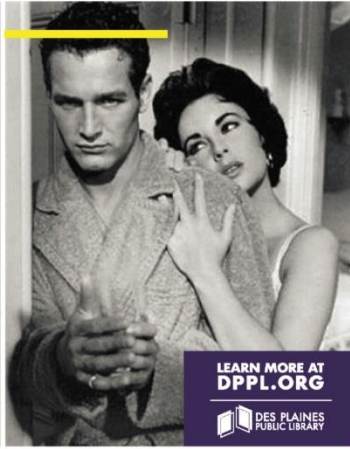
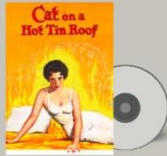
DES PLAINES PUBLIC LIBRARY



BOOKS 2 FILM

CAT ON A HOT TIN ROOF

OCTOBER 10 • 2 PM



Join us for a screening of the film *Cat on a Hot Tin Roof* followed by a discussion of it compared to the play by Tennessee Williams. Copies of the book will be available at the 3rd floor information desk.

LEARN MORE AT DPPL.ORG



POWER EMPLOYMENT WORKSHOP

Discover proven strategies to land a job, and learn what's working and what's not in today's job market.

Monday, 10/21
9:30am - 3:30pm
in The Forum, 4th floor

Registration Required

ILLINOIS WORKNET



Results! Nine jobseekers in October, reporting they left "in a better state of mind, with hope and confidence".

ALL IN ONE COMPREHENSIVE WORKSHOP:

- Goal Setting
- Job Search and Technique
- Resumes and Cover Letters
- Interviewing

LEARN MORE AT DPPL.ORG



OCTOBER ADULTS

GERMANY'S LIQUID BREAD

OCTOBER 9 AT 7:00 P.M.

GERMAN HISTORIAN ANETTE ISAACS WILL EXPLORE THE FASCINATING HISTORY OF GERMAN BEER! ONCE SO ESSENTIAL TO DAILY DIETS THAT IS WAS REFERRED TO AS LIQUID BREAD, GERMAN BEER TO THIS DAY IS A SOURCE OF GREAT CULTURAL AND NATIONAL PRIDE. SAMPLE TWO STYLES OF GERMAN BEER. REGISTRATION REQUIRED • AGES 21+

LEARN MORE AT DPPL.ORG



PATCHOULI & TERRA GUITARRA

Sunday, October 20 • 2:00 - 3:15 pm • Please Register

LEARN MORE AT DPPL.ORG



THE SHAKESPEARE PROJECT OF CHICAGO PRESENTS
HAMLET, PRINCE OF DENMARK

WEDNESDAY, OCTOBER 16
6:15 p.m. - 9:00 p.m. (with intermission)

Join The Shakespeare Project of Chicago for a theatrical reading of *Hamlet*. Performers are members of Actors' Equity Association. Directed by J.R. Sullivan. Artistic director Peter Garino. Sponsored by Friends of the Library. Registration is required. Registration opens September 16, 2019.

LEARN MORE AT DPPL.ORG

MONSTER MOVIE MARATHON

WEDNESDAY, OCTOBER 30
4:30 - 8:45 PM

BACK TO BACK TO BACK VIEWINGS OF THE MONSTER MOVIE CLASSICS OF DRACULA, FRANKENSTEIN, AND THE WOLF MAN WITH BRIEF INTERMISSIONS IN BETWEEN. REFRESHMENTS WILL BE SERVED.

LEARN MORE AT DPPL.ORG

Results! 54 Medigap reports run in October using DPPL database.

CHOOSE YOUR MEDIGAP INSURANCE WISELY

THURSDAY, OCTOBER 10 • 10:30 - 11:30 AM

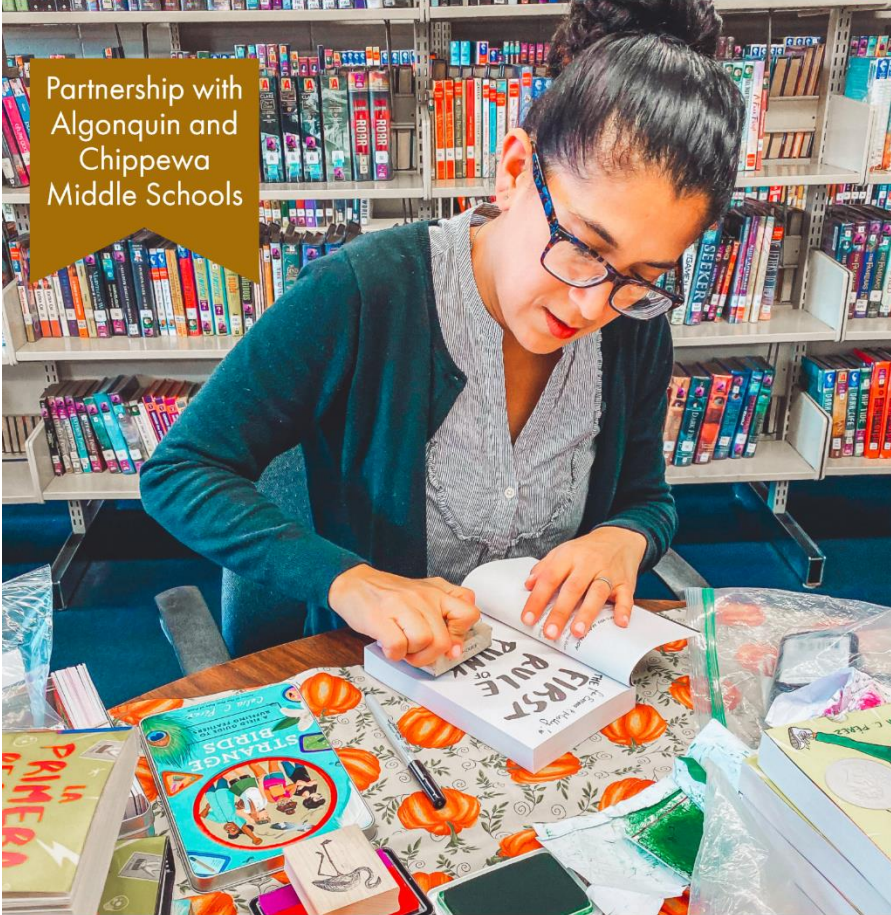
LEARN ABOUT:
Major expenses that Medicare does not cover
How to pick the BEST supplemental insurance policy
How you can lower your insurance premiums

Participants will create a personalized report based on age, gender and zip code using the Medigap Tool. Presented by a representative from Weiss Ratings.

LEARN MORE AT DPPL.ORG

A VISIT WITH
CELIA C. PÉREZ
 THURSDAY, OCTOBER 24 • 7PM

MEET AWARD WINNING AUTHOR CELIA PÉREZ AS SHE SHARES HER MOST RECENT BOOK, STRANGE BIRDS. REGISTRATION REQUIRED. SEE CARD FOR DETAILS.



Partnership with
 Algonquin and
 Chippewa
 Middle Schools

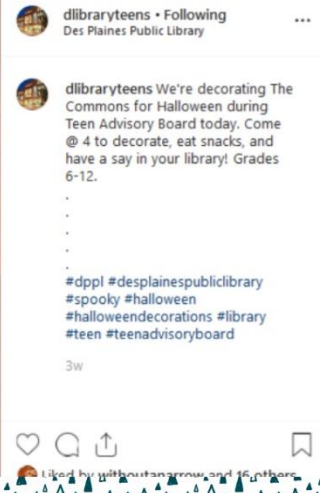
OCTOBER
 KIDS

**HALLOWEEN
 HOOPLA**
 SATURDAY, OCTOBER 26
 • 3 PM •
 Silly-Scary Balance Extraordinaire!
 Laugh yourself silly as our performer juggles and



Partnership with
 Des
 Plaines
 Park District

OCTOBER TEENS



THURSDAYS
from 4 - 5 pm in The Commons



TEENS

happy tails

Drop in and make a posh no-sew fleece tug toy for a pup or feline in need.

Thursdays • 4 - 6 p.m.

Family Reading Night 2019
We Are Family!



DES PLAINES MEMORY

Des Plaines Public Library's monthly eNewsletter devoted to Des Plaines history and culture.



October 2019 Edition

OCTOBER BLOG POSTS



Latest from the DPPL blog

Scary is
Always
in Season

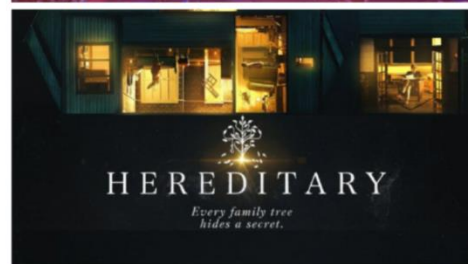


Latest from the DPPL blog

Crafting on the Cheap



Episode 61
Now Available



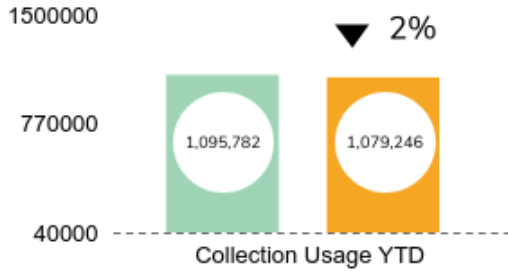


STATISTICS REPORT

October 2019

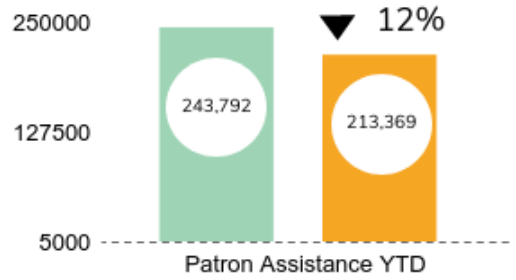
Collection Usage YTD

2018 2019



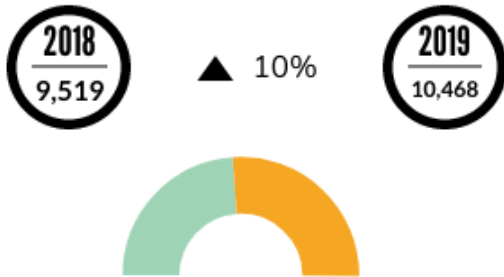
Patron Assistance YTD

2018 2019



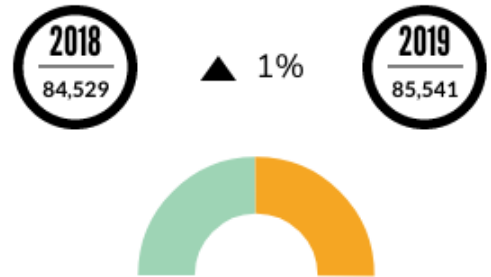
Bookings YTD

Events, Programs & Classes



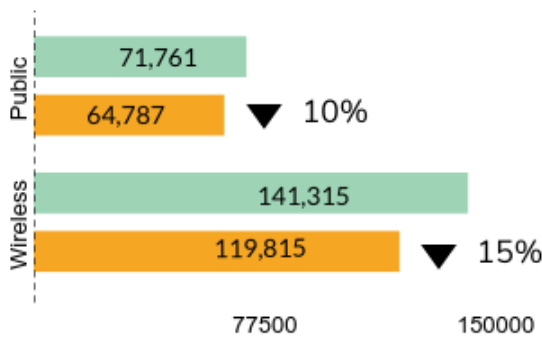
Attendance YTD

Events, Programs, Outreach & Classes



Computer Usage YTD

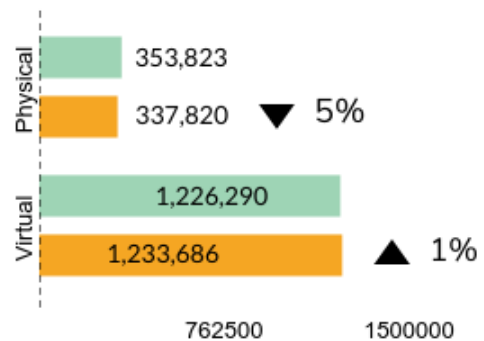
2018 2019



Traffic YTD

Physical is the gate count. Virtual includes catalog, website and mobile app.

2018 2019

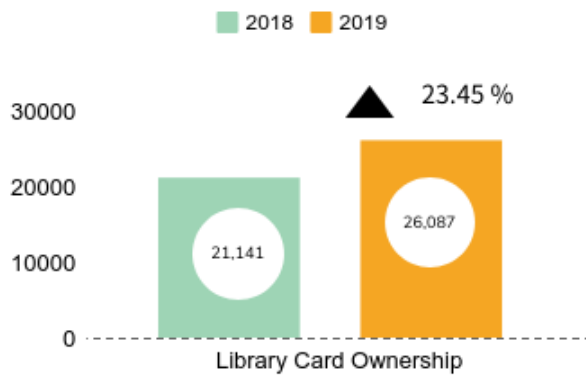




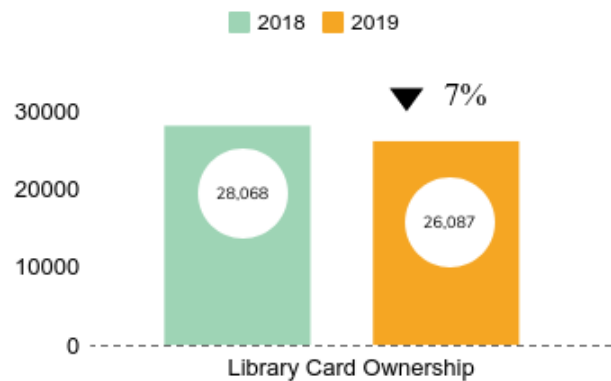
STATISTICS REPORT

October 2019

Adjusted Library Card Ownership Month to Month



Library Card Ownership Month to Month



The Adjusted Library Card Number

Please note that the 7% decrease month to month is not reflective of a true decrease in "active" card ownership. DPPL has actually seen a 23.45% increase in active library card ownership over the last 12 months.

Based on those efforts, the "apples to apples" adjusted October 2018 number is 21,141. This number is derived from the following actions begun in September 2018:

- The removal of 4,000 cards/patrons still in the database with cards that expired **before** 2014 with less than \$50 in fines. Those fines will never be paid, the cards aren't being used and these records were no longer valid.
- The removal of all noncollectable bills older than 7 years (a CCS Governing Policy) and deletion of those expired cards.
- Monthly ongoing maintenance through an automated report issued by CCS detailing cards that are expired with less than \$15 fines, which are then purged. This ensures that the patron database will remain "clean" going forward.

Board Stats Reporting Form

October 2019

COLLECTION USAGE			
		Year to Date 2019	1,079,246
		Year to Date 2018	1,095,782
		% Change	-2%
PATRON ASSISTANCE			
		Year to Date 2019	213,369
		Year to Date 2018	243,792
		% Change	-12%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	10,468
		Year to Date 2018	9,519
		% Change	10%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	85,541
		Year to Date 2018	84,529
		% Change	1%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	337,820
		Year to Date 2018	353,823
		% Change	-5%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	1,233,686
		Year to Date 2018	1,226,290
		% Change	1%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2019	26,087
		Current month valid library cards 2018	28,068
		% Change	-7%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	64,787
		Year to Date 2018	71,761
		% Change	-10%
		Wireless	
		Year to Date 2019	119,815
		Year to Date 2018	141,315
		% Change	-15%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	YTD
COLLECTION USAGE												
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	83,832	87,142	77,881	71,705	77,604	796,047
	E-materials	11,053	9,213	11,372	10,955	10,883	9,974	10,623	11,241	12,163	10,001	107,478
	ILL	138	166	157	191	188	136	77	95	98	245	1,491
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	15,787	13,395	13,217	20,732	174,230
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,629	102,612	97,183	108,582	1,079,246
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	89,970	83,005	79,409	81,419	812,586
	E-materials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	5,451	6,670	9,556	80,457
	ILL	2,470	617	611	3,837	332	136	172	211	131	157	8,674
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	16,436	14,841	17,034	19,404	194,065
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	115,244	103,508	103,244	110,536	1,095,782
PATRON ASSISTANCE												
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	5,890	3,404	2,722	2,953	35,259
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	11,162	10,732	14,756	110,127
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	7,868	6,598	7,554	6,949	67,983
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	24,554	21,164	21,008	24,658	213,369
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	4,964	2,277	2,184	1,281	29,980
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	12,908	12,319	11,442	12,662	123,391
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	10,201	10,424	9,489	10,141	90,421
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	28,073	25,020	23,115	24,084	243,792
EVENTS, PROGRAMS AND CLASSES-BOOKINGS												
	Youth Services	56	87	92	100	29	292	297	2	51	83	1,089
	Adult Services	78	77	99	89	103	76	70	68	67	125	852
	Outside groups	52	59	68	64	63	43	42	61	57	22	531
	Public study rooms	683	838	887	904	786	738	749	718	802	891	7,996
2019	Total	869	1,061	1,146	1,157	981	1,149	1,158	849	977	1,121	10,468
	Youth & Adult Services	111	147	150	146	104	112	133	77	138	85	1,203
	Outside groups	56	55	75	70	52	40	39	54	49	86	576
	Public study rooms	807	813	820	620	622	695	720	821	803	1,019	7,740
2018	Total	974	1,015	1,045	836	778	847	892	952	990	1,190	9,519
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE												
	Youth Services	776	1,396	1,419	1,470	568	2,580	2,106	28	896	1,616	12,855
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	4,151	1,447	1,193	3,874	19,423
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	986	1,413	1,475	501	13,589
	Public study rooms	1,296	1,620	1,672	1,733	1,694	1,360	1,310	1,355	1,540	1,809	15,389
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	970	504	915	4,813	21,577
	Outreach-Adult Services	229	456	425	189	168	305	183	406	173	174	2,708
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	9,706	5,153	6,192	12,787	85,541
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	3,753	3,561	4,374	874	28,756
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	753	1,101	936	5,703	18,304
	Public study rooms	1,686	1,656	1,669	1,269	1,318	1,157	1,212	1,405	1,527	3,531	16,430
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	1,052	423	786	3,071	18,170
	Outreach-Adult Services	447	465	424	268	492	135	259	102	147	130	2,869
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	7,029	6,592	7,770	13,309	84,529
TRAFFIC												
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	35,307	31,368	34,667	337,820
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	39,570	37,368	34,957	31,507	38,607	353,823
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	142,251	134,055	112,614	145,161	1,233,686
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	150,899	97,844	78,326	71,388	75,804	1,226,290
LIBRARY CARD OWNERSHIP-report the latest month												
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	25,100	25,388	25,607	25,776	25,916	26,087	26,087
2018	Number of valid library cards held by DPPL residents	32,673	32,699	28,250	28,011	28,011	28,527	28,011	27,647	27,802	28,068	28,068

COMPUTER USAGE												
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	1,043	1,270	11,706
	Public computers Adult-	4,777	4,847	5,625	5,693	5,381	4,939	5,202	5,548	5,536	5,533	53,081
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	6,579	6,803	64,787
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	2,006	1,426	1,105	936	13,375
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	5,640	5,678	6,426	5,076	5,435	58,386
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	7,684	7,852	6,181	6,371	71,761
2019	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	119,815
	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	119,815
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	16,647	141,315
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	16,647	141,315

2019 Cash Budget Projection

VII.C.3.

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,055,797	\$ 4,581,712	\$ 5,337,123	\$ 6,407,259	\$ 5,913,282	\$ 5,490,989	\$ 5,035,676			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,985	159,379	159,542	189,147	199,256	156,455	156,544			
	3,981,263	3,351,494	3,711,910	5,676,772	5,281,858	4,896,812	4,422,333	5,177,581	6,218,112	5,714,027	5,334,534	4,879,132			
Revenue (M-T-D)															
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	10,289	3,886	8,954	704,318	6,072,172	6,100,000	(27,828)
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	31,667	34,512	704,318	1,148,085	978,588	169,497
Total Revenue	16,564	851,056	2,439,627	64,333	85,912	13,732	1,238,947	1,661,688	65,062	35,553	43,466	704,318	7,220,257	7,078,588	141,669
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	302,085	296,666	310,173	344,789	3,863,152	4,144,018	(280,866)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	100,384	73,425	97,563	1,140,151	1,104,264	35,887
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	84,687	111,287	105,874	988,639	1,021,780	(33,141)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380	22,877	1,885	2,205	67,926	51,705	16,221
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438	8,974	-	-	673,000	733,000	(60,000)
202	-	6,286	2,948	2,200	13,393	13,582	27,203	-	-	-	37,302	5,943	108,857	172,000	(63,143)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(35,293)	-			
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	559,039	457,846	498,779	556,374			(385,042)
Net Increase/(Decrease)	(629,211)	360,826	1,966,049	(394,850)	(384,887)	(474,085)	755,411	1,070,136	(493,977)	(422,293)	(455,313)	147,944			
Cash End of Month	3,508,659	3,869,485	5,835,534	5,440,684	5,055,797	4,581,712	5,337,123	6,407,259	5,913,282	5,490,989	5,035,676	5,183,620			
Cash End of Month less restricted cash donations	3,352,052	3,712,320	5,677,959	5,281,922	4,896,971	4,422,727	5,177,744	6,247,717	5,724,136	5,291,734	4,879,221	5,027,076			

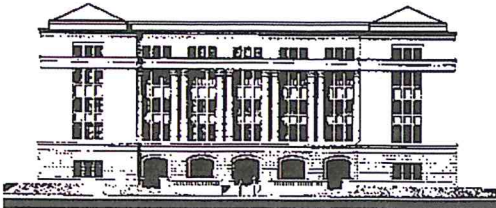
DPPL LED Conversion 09-2019

Bid Opening, October 15, 2019, 3 p.m.

	Company	Phillips proposal	Non-Phillips proposal	Prev. Wage and Apprenticeship	Ref.	Ins.	Bid Bond
1	Verde	\$ 145,078.62	not provided	X	X	X	X
2	All Tech Energy	\$ 275,775.00	\$ 216,560.00	X	X	X	X
3	Ensol Energy	\$ 362,307.00	\$ 340,264.00	not provided	X	X	X
4							
5							
6							
7							

\$18,000 cashier's check

This document lives in the DH Drive, Projects and Contracts folder, LED Refit 2019 folder



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Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Des Plaines Public Library

2. Library's control number: 30226 Branch number: 00

3. Contact information of the person completing this grant application:

Preparer's name: Roberta Johnson
(First name) (Last name)

Preparer's title: Assistant Director

Preparer's phone number: (847) 376-2816

Preparer's email: rjohnson@dppl.org

4. **Population Served:** 58,364

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. Standards Chapter Review, Public Service: The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

Director Jo Bonell and the Board of Trustees reviewed Chapter 3, "Personnel", and concluded that the library met all the standards.

The Des Plaines Public Library puts significant resources toward attracting and retaining excellent staff, devoting over \$30,000 annually to employment testing and training. All staff are encouraged to discover and attend webinars, workshops and conferences.

Our onboarding process ensures new staff become familiar with library policies and procedures. Staff are reviewed annually and receive a copy of their evaluation before meeting with their supervisor.

Our Personnel and other policies are available on the library intranet to all staff and are regularly reviewed and updated by senior staff and legal counsel. The library regularly reviews job descriptions and updates them as needed.

6. Trustees Fact File: The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

The DPPL Trustees reviewed chapters 11 - 14 and the appendices of the Trustee Facts File Third edition at the September 19th board meeting. The Trustees concluded we were up to date with these aspects of trustee and library service. The Trustees are strong advocates for the library in our community and pursue applicable continuing education opportunities. The ALA statements included in the appendices are included in our library policies and our web site.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

DPPL Department Heads and Managers attended a RAILS webinar on Employment Law in April 2019 and a LLAMA Project Management webinar in August 2019. Library staff also attended multiple webinars or workshops on management topics such as sexual harrassment, preventing retaliation, and library budgets.

DPPL Trustee Christopher Renkosiak attended HR Source's "Evolving Manager Bootcamp" and the RAILS Trustee Workshop: Keys to Running a More Successful Board Meeting. DPPL Trustee Denise Hudec watched the RAILS webinar "Communication Strategies for Managing Change".

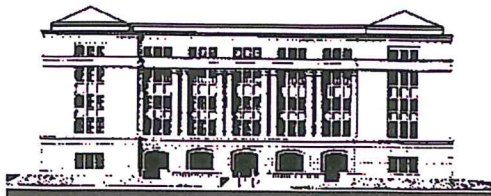
8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes No

Describe the library's role in the collection, exhibition and promotion of local history in your community.

DPPL has 54 historic images in the Illinois Digital Archives and has supported local history via digitization for many years. The Des Plaines Memory web site, www.desplainsmemory.org, is a joint effort by DPPL and The Des Plaines History Center which offers images and other documents from the 1800s to the present day. Des Plaines Memory was recently accepted into the Digital Public Library of America and we currently have over 1,200 images or articles in the DPLA.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

The Des Plaines Public Library plans to use Per Capita Grant funds to increase the skills, abilities, and knowledge of staff by supporting their attendance at conferences, workshops and webinars (Chapter 3, Personnel). We will further expand our local marketing campaign in area newspapers, social media, and other media outlets, including a Google AdWords ongoing promotion, to highlight our technology-related services such as databases and other new e-content (Chapter 10, Marketing, Promotion, and Collaboration). Finally we will enhance our successful Adult and Teen Summer Reading Challenge program by hiring a seasonal staff person to support Summer Reading Challenge events and activities. (Chapter 9, Programming).



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Des Plaines Public Library City: Des Plaines
Control Number: 30226 Branch Number: 00
Fiscal Year: 2018 Exact amount of Per Capita Grant received: \$72,955.00

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Early Literacy partnership School District 62. Storytimes and other literacy activities are regularly held at the Early Learning Center in Des Plaines and at the Des Plaines Public Library.

Personnel

Four Early Literacy interns and a bilingual storytime leader.

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Staff attended ALA, ILA, and YALSA conferences, LACONI and RAILS workshops, and a variety of local programs and online training.

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Travel expenses to ALA and ILA conferences, . . .

Public Relations (newsletters, media ads, etc.)

Spring/summer mailer to all residents to raise awareness of the range of library events and programs for all ages. This included a promotion for a free library bag for new or renewed library with an attached coupon. Library staff gave out over XXX bags to

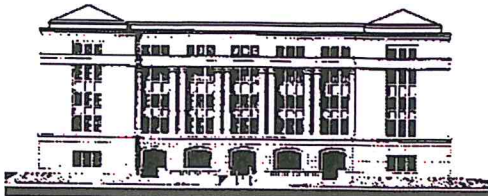
Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

New banners for Library Card Signup Month and our bi-annual book sale.



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Illinois Public Library Equalization Aid Grant Expenditures Report

Equalization Aid Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Des Plaines Public Library City: Des Plaines

Control Number: 30226 Branch Number: 00

Fiscal Year: 2018 Exact amount of Equalization Grant received: \$0.00

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

Programs (Summer Reading, Mom & Tot, educational, instructional etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, DECEMBER 19, 2019

7:00 PM

Conference Room – Second Floor

Agenda:

- **Annual Budget Resolutions**
- **Executive Session – To Discuss**
 - **Semi-Annual Review of Executive Session Minutes**
 - **The Appointment, Employment, Compensation, Discipline, Performance of Dismissal of Specific Employees**

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
December 19, 2019
7:00 PM

- I. Call to Order. 7:00 p.m.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda. 7:05 p.m.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Malcolm Chester.
- VII. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – November 21, 2019.
 - B. Approval of the Minutes of the Management Committee Meeting – November 19, 2019.
 - C. Acceptance of Financial Reports for November 2019.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
 3. 2019 Cash Budget Projection.

- VIII. New Business. 7:20 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$488,810.68. [Action Item]
 - B. Approve Annual Support and Maintenance Renewal Contract for Bibliotheca. [Action Item]
 - C. Resolutions. [Action Item]
 - 1. Appropriation and Levy.

- IX. Announcements. 7:45 p.m.

- X. Correspondence.

- XI. Other.

- XII. Executive Session. (7:50 p.m.)
 - A. Semi-Annual Review of Executive Session Minutes.
 - B. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

- XIII. Executive Session Action.
 - A. Semi-Annual Review of Executive Session Minutes.
 - B. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

- XIV. Adjournment. 8:10 p.m.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 November 21, 2019

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, November 21, 2019. President Gregory Sarlo called the meeting to order at 7:04 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Denise Hudec, Umair Qadeer, Christopher Renkosiak, Earl Wilson, Gregory Sarlo, Carol Kidd.

Absent: Kristen Graack, Nicholas Harkovich, Bruce Lester, Vincent Rangel.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer Edley, Stephanie Spetter, Joanie Sebastian, Fernando Martin, Gary Valente, Heather Imhoff, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Christopher Renkosiak, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Nicholas Harkovich and Trustee Kristen Graack entered the meeting at 7:05 p.m.

V. PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, Des Plaines resident, stated that the library is a great place for learning and information.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Malcom Chester was not in attendance.

VII. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve the Consent Agenda, as presented.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$286,549.65. [Action Item]

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to approve payment of vendor checks and ACH Payments in the amount of \$286,549.65 as listed on the vendor checks report of October 2019 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B Report Out Management Committee Meeting

Chair of the Management Committee, Denise Hudec, reported that the Management committee met and approved changes to the following sections of the library's Personnel Policy:

- D – 6 Leaves with pay
- D – 7 Leaves without pay
- D – 8 General Benefits and Allowances
- D – 9 General Rules and Regulations

And approved changes to the following job descriptions:

- Teen Services Librarian
- Production Clerk
- Reference Librarian
- Reference Services Librarian II
- Reference Services Assistant
- School Liaison Librarian
- Seasonal Preschool Outreach Intern
- Seasonal Summer Reading Associate
- Creative Services Manager
- Youth Services Assistant Manager

And approved changes to the Salary and Classification Schedule and approved proposed merit increases.

MOTION by Committee, to approve changes to the following job descriptions:

Teen Services Librarian
Production Clerk
Reference Librarian
Reference Services Librarian II
Reference Services Assistant
School Liaison Librarian
Seasonal Preschool Outreach Intern
Seasonal Summer Reading Associate
Creative Services Manager
Youth Services Assistant Manager

And to approve changes to Personnel Policy Section D as follows:

D – 6 Leaves with pay
D – 7 Leaves without pay
D – 8 General Benefits and Allowances
D – 9 General Rules and Regulations

And to approve proposed changes to the Salary and Classification Schedule and proposed merit increases, as presented.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve LED Lighting Proposal. [Action Item]

President Gregory Sarlo stated that the LED lighting proposal changed considerably and therefore; the library requested bids for this project. President Gregory Sarlo also stated that Verde, the lowest bidder for the LED lighting proposal, has an apprenticeship program and will pay prevailing wage

Trustee Kristen Graack stated that Verde did not include the Commonwealth Edison rebate in their proposal and Library Director Jo Bonell responded that Verde did include the rebate in their proposal, but also guaranteed that if Commonwealth Edison changed the rebate program, Verde would cover it.

Trustee Earl Wilson stated that the library's existing fixtures are fluorescent and 90% efficient. Trustee Earl Wilson suggested a phased- in approach for the lighting project.

President Gregory Sarlo responded that if the project was done in stages that the automated lighting system would not work.

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve Verde for the LED Conversion in the amount of \$145,078.62. VOTE: AYES: Graack, Harkovich, Hudec, Qadeer, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Approve Payment to Lynda for Library Customers - \$13,125.00 [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment to Lynda for Library Customers in the amount of \$13,125.00, as presented. VOTE: VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve 2020 Per Capita Grant Application. [Action Item]

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to approve the 2020 Per Capita Grant application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Review Strategic Plan.

Library Director Jo Bonell talked about how the Strategic Plan document has been updated for 2019 with goals and activities.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

XI. OTHER.

XII. EXECUTIVE SESSION.

A. To Discuss Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public or Public Property.

MOTION by Umair Qadeer, seconded by Denise Hudec, to enter into Executive Session at 7:36 p.m. to discuss Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public or Public Property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Bruce Lester entered Executive Session at 8:00 p.m.

The regular session reconvened at 8:24 p.m. and was called to order by President Gregory Sarlo.

XIII. EXECUTIVE SESSION ACTION.

- A. To Discuss Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public or Public Property.

MOTION by Umair Qadeer, seconded by Bruce Lester, to authorizes Library Director Jo Bonell to take the necessary steps to correct the problem even if such steps would result in costs more than \$20,000.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIV. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Nicholas Harkovich, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:25 p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES
Minutes of the Management Committee
November 19, 2019

I. CALL TO ORDER.

The Management Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 19, 2019. Chair Denise Hudec called the meeting to order at 6:41 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Denise Hudec, Kristen Graack, Christopher Renkosiak, Carol Kidd.

Absent: Umair Qadeer.

Also present: Jo Bonell, Roberta Johnson, Stephanie Spetter.

III. CONSIDERATION OF THE AGENDA.

MOTION by Christopher Renkosiak, seconded by Kristen Graack, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

Trustee Umair Qadeer entered the meeting at 6:49 p.m.

V. REVIEW JOB DESCRIPTIONS. [Action Item]

The Committee reviewed, discussed and made slight revisions to the following job descriptions:

Teen Services Librarian
Production Clerk
Reference Librarian
Reference Services Librarian II
Reference Services Assistant
School Liaison Librarian
Seasonal Preschool Outreach Intern
Seasonal Summer Reading Associate
Creative Services Manager
Youth Services Assistant Manager

VI. LIBRARY POLICY REVIEW. [Action Item]

Library Director Jo Bonell explained changes to following sections of the Personnel Policy:

D – 6 Leaves with pay
D – 7 Leaves without pay
D – 8 General Benefits and Allowances
D – 9 General Rules and Regulations

VII. REVIEW SALARY AND CLASSIFICATION SCHEDULE. [Action Item]

Library Director Jo Bonell stated that the salary and classification schedule will be increasing each year due to the increase in the Illinois minimum wage. Library Director Jo Bonell also stated that merit increases would go up slightly to offset the increase to the minimum wage so that salary compression can be avoided.

MOTION by Umair Qadeer, seconded Kristen Graack, to approve changes to the following job descriptions:

Teen Services Librarian
Production Clerk
Reference Librarian
Reference Services Librarian II
Reference Services Assistant
School Liaison Librarian
Seasonal Preschool Outreach Intern
Seasonal Summer Reading Associate
Creative Services Manager
Youth Services Assistant Manager

And to approve changes to Personnel Policy Section D as follows:

D – 6 Leaves with pay

D – 7 Leaves without pay

D – 8 General Benefits and Allowances

D – 9 General Rules and Regulations

And to approve proposed changes to the Salary and Classification Schedule and merit increases, as presented.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to adjourn the meeting.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:52 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
November 30, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



December 11, 2019

Members of the Board of Trustees:

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of November 30, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Eleven Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of November 30, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,109,111.76	\$ 1,870,223.66	\$ 4,979,335.42
Prepays	92,248.31	0.00	92,248.31
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	30,245.22	-	30,245.22
Total Assets	\$ 9,305,322.60	\$ 1,870,223.66	\$ 11,175,546.26
LIABILITIES			
Accounts Payable	\$ 323,346.66	\$ 100,000.00	\$ 423,346.66
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	658,831.05	100,000.00	758,831.05
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,728,331.05	100,000.00	6,828,331.05
FUND BALANCE			
Fund Balance - Unreserved	2,542,240.75	1,770,223.66	4,312,464.41
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,576,991.55	1,770,223.66	4,347,215.21
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,305,322.60	\$ 1,870,223.66	\$ 11,175,546.26

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2019

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 6,067,108.62	\$ -	\$ 6,067,108.62
Intergovernmental	122,449.00	-	122,449.00
Fines & Fees	58,858.45	-	58,858.45
Interest	70,683.51	22,943.12	93,626.63
Special Events and Programs	16,391.26	-	16,391.26
Miscellaneous	111,324.31	600,000.00	711,324.31
Total Revenues	<u>6,446,815.15</u>	<u>622,943.12</u>	<u>7,069,758.27</u>
EXPENDITURES			
Personnel	\$ 2,647,237.04	\$ -	\$ 2,647,237.04
Operating	1,874,524.74	-	1,874,524.74
Library Materials	901,138.81	-	901,138.81
Capital Outlay	51,143.60	168,862.60	220,006.20
Other Expenditures	<u>681,819.26</u>	<u>-</u>	<u>681,819.26</u>
Total Expenditures	<u>6,155,863.45</u>	<u>168,862.60</u>	<u>6,324,726.05</u>
Net Change in Fund Balances	<u>290,951.70</u>	<u>454,080.52</u>	<u>745,032.22</u>
FUND BALANCES			
Beginning of the year	<u>2,286,039.85</u>	<u>1,316,143.14</u>	<u>3,602,182.99</u>
End of the period	<u>\$ 2,576,991.55</u>	<u>\$ 1,770,223.66</u>	<u>\$ 4,347,215.21</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	108,143.10
202-1102015 - First Midwest Operating #8100292260	<u>316,215.58</u>
	<u>424,358.68</u>
201-1102028 - Cash Library Donations	<u>199,301.55</u>
201-1102079 - IL Funds - 151600222591	2,801,167.11
202-1102079 - IL Funds - 151600222591	<u>1,554,008.08</u>
	<u>4,355,175.19</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,979,335.42</u></u>

Des Plaines Public Library
Balance Sheet as of November 30, 2019

	<u>Beginning</u>	<u>M.T.D.</u>	<u>Ending</u>
	<u>Balance</u>	<u>Changes</u>	<u>Balance</u>
<hr/> Library Fund <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	124,329.62	(16,186.52)	108,143.10
1102028 - Cash Library Donations	199,225.57	75.98	199,301.55
1102079 - IL Funds - 151600222591	3,895,879.00	(1,094,711.89)	2,801,167.11
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
1119200 - Receivable - Miscellaneous	30,245.22	0.00	30,245.22
1119301 - Prepaid Expense	0.00	92,248.31	92,248.31
	<u>10,323,896.72</u>	<u>(1,018,574.12)</u>	<u>9,305,322.60</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	236,276.01	87,070.65	323,346.66
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,641,260.40</u>	<u>87,070.65</u>	<u>6,728,331.05</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	<u>2,286,039.85</u>	<u>0.00</u>	<u>2,286,039.85</u>
 Total Liabilities and Fund Balance	<u>8,927,300.25</u>	<u>87,070.65</u>	<u>9,014,370.90</u>
 Excess Revenues Over Expenses	<u>1,396,596.47</u>	<u>(1,105,644.77)</u>	<u>290,951.70</u>

Des Plaines Public Library
Balance Sheet as of November 30, 2019

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	216,215.58	100,000.00	316,215.58
1102079 - IL Funds - 151600222591	1,052,579.35	501,428.73	1,554,008.08
	1,268,794.93	601,428.73	1,870,223.66
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	100,000.00	100,000.00
	0.00	100,000.00	100,000.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	<u>1,316,143.14</u>	<u>100,000.00</u>	<u>1,416,143.14</u>
Excess Revenues Over Expenses	<u>(47,348.21)</u>	<u>501,428.73</u>	<u>454,080.52</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
3740000 - Fund Balance - Unrestricted	0.00	0.00	0.00
3750000 - Fund Balance - Temporarily Restricted	0.00	0.00	0.00
	0.00	0.00	0.00
Total Liabilities and Fund Balance	<u>335,484.39</u>	<u>0.00</u>	<u>335,484.39</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 November 30, 2019

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,013,902.00)</u>	<u>0.00</u>	<u>(1,013,902.00)</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
	<u>2,643,647.39</u>	<u>0.00</u>	<u>2,643,647.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,643,647.39</u></u>	<u><u>0.00</u></u>	<u><u>2,643,647.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 11 Months Ended November 30, 2019**

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	3,889.90	6,067,108.62	6,100,000.00	32,891.38	99.46
	<u>3,889.90</u>	<u>6,067,108.62</u>	<u>6,100,000.00</u>	<u>32,891.38</u>	<u>99.46</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	3,000.00	3,000.00	0.00	100.00
	<u>0.00</u>	<u>122,449.00</u>	<u>168,988.00</u>	<u>46,539.00</u>	<u>72.46</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	381.56	4,873.22	9,000.00	4,126.78	54.15
201-4850102 - Library Fines	3,661.82	23,545.20	50,000.00	26,454.80	47.09
201-4850201 - Copying Fees	1,856.34	23,545.73	25,000.00	1,454.27	94.18
201-4850207 - Non-Res Cards	69.50	5,061.50	2,000.00	(3,061.50)	253.08
201-4850208 - Meeting Room Fees	45.00	1,832.80	2,000.00	167.20	91.64
	<u>6,014.22</u>	<u>58,858.45</u>	<u>88,000.00</u>	<u>29,141.55</u>	<u>66.88</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	800.00	16,391.26	5,000.00	(11,391.26)	327.83
	<u>800.00</u>	<u>16,391.26</u>	<u>5,000.00</u>	<u>(11,391.26)</u>	<u>327.83</u>
<u>Interest</u>					
201-4890010 - Interest Income	5,371.86	70,683.51	70,000.00	(683.51)	100.98
	<u>5,371.86</u>	<u>70,683.51</u>	<u>70,000.00</u>	<u>(683.51)</u>	<u>100.98</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	2,225.39	54,736.20	40,000.00	(14,736.20)	136.84
201-4899910 - Vending Machine Revenue	121.91	1,068.73	1,500.00	431.27	71.25
201-4899920 - Library Donations	0.00	47,032.25	5,000.00	(42,032.25)	940.65
201-4899940 - Friends Book Sale	679.50	8,487.13	0.00	(8,487.13)	0.00
	<u>3,026.80</u>	<u>111,324.31</u>	<u>46,500.00</u>	<u>(64,824.31)</u>	<u>239.41</u>
Total Library Fund	<u>19,102.78</u>	<u>6,446,815.15</u>	<u>6,478,488.00</u>	<u>31,672.85</u>	<u>99.51</u>

**Des Plaines Public Library
Revenue Report
For the 11 Months Ended November 30, 2019**

	<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>1,428.73</u>	<u>22,943.12</u>	<u>100.00</u>	<u>(22,843.12)</u>	<u>22,943.12</u>
	<u>1,428.73</u>	<u>22,943.12</u>	<u>100.00</u>	<u>(22,843.12)</u>	<u>22,943.12</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>600,000.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>600,000.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>601,428.73</u>	<u>622,943.12</u>	<u>600,100.00</u>	<u>(22,843.12)</u>	<u>103.81</u>
Total Capital Projects Fund					
Total of All Funds	<u>620,531.51</u>	<u>7,069,758.27</u>	<u>7,078,588.00</u>	<u>8,829.73</u>	<u>99.88</u>

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2019**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Full-time Salaries	171,552.27	1,976,617.06	2,334,782.00	358,164.94	84.66
5910200 - Part-time Salaries	<u>59,111.75</u>	<u>670,619.98</u>	<u>819,513.00</u>	<u>148,893.02</u>	<u>81.83</u>
	<u>230,664.02</u>	<u>2,647,237.04</u>	<u>3,154,295.00</u>	<u>507,057.96</u>	<u>83.92</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,093.73	204,488.09	235,573.00	31,084.91	86.80
5918021 - Employer Contribution - IMRF	17,504.10	210,094.09	243,694.00	33,599.91	86.21
5918040 - Life Insurance Premiums	126.16	1,517.24	1,840.00	322.76	82.46
5918050 - PPO Insurance Premiums	44,442.86	201,480.54	267,710.00	66,229.46	75.26
5918051 - HMO Insurance Premiums	29,844.65	144,664.56	197,656.00	52,991.44	73.19
5918055 - Dental Insurance Premiums	1,177.56	14,704.56	20,250.00	5,545.44	72.62
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>110,189.06</u>	<u>776,949.08</u>	<u>989,723.00</u>	<u>212,773.92</u>	<u>78.50</u>
Contractual Services					
5920100 - Legal Fees	0.00	3,670.60	6,000.00	2,329.40	61.18
5920110 - Professional Services	35,872.15	451,879.25	429,394.00	(22,485.25)	105.24
5920120 - Communication Services	614.28	23,393.54	28,850.00	5,456.46	81.09
5920140 - Integrated Library System	0.00	94,768.00	97,100.00	2,332.00	97.60
5920202 - Conferences	216.67	5,415.40	5,000.00	(415.40)	108.31
5920204 - Training	0.00	269.00	0.00	(269.00)	0.00
5920220 - Membership Dues	(57.25)	9,393.37	7,000.00	(2,393.37)	134.19
5920990 - Property/Liability Insurance	0.00	45,648.55	35,000.00	(10,648.55)	130.42
5930010 - R&M Equipment	0.00	93,937.07	93,890.00	(47.07)	100.05
5930020 - R&M Buildings & Structures	4,956.77	102,936.23	126,600.00	23,663.77	81.31
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	16,746.36	16,120.00	(626.36)	103.89
5930320 - Cleaning/Custodial Services	4,892.50	71,545.00	67,460.00	(4,085.00)	106.06
5930490 - Refuse Contract	360.00	3,960.00	4,320.00	360.00	91.67
5960040 - Pre-Employment Testing	138.00	3,038.65	3,000.00	(38.65)	101.29
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	299.84	500.00	200.16	59.97
5960210 - Special Event Programming	3,565.79	71,605.18	68,950.00	(2,655.18)	103.85
5960990 - Misc. Contractual Services	<u>(2,579.48)</u>	<u>99,033.62</u>	<u>113,780.00</u>	<u>14,746.38</u>	<u>87.04</u>
	<u>49,375.75</u>	<u>1,097,575.66</u>	<u>1,104,264.00</u>	<u>6,688.34</u>	<u>99.39</u>
Commodities					
5970100 - Supplies	5,271.69	52,549.85	59,000.00	6,450.15	89.07
5970110 - Meals	55.96	1,429.74	2,000.00	570.26	71.49
5970115 - Supplies - Dept/Other	249.98	4,005.34	6,550.00	2,544.66	61.15
5970170 - Janitorial	0.00	6,874.53	20,000.00	13,125.47	34.37
5970260 - Postage & Parcel	49.33	4,322.20	6,800.00	2,477.80	63.56
5970270 - Printing	0.00	25.41	0.00	(25.41)	0.00
5970500 - Water Bill	117.70	10,088.93	12,000.00	1,911.07	84.07

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2019**

	<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>
5970600 - Ebooks/Books	45,408.70	334,679.42	377,200.00	42,520.58	88.73
5970610 - E-audio/Audio	2,872.81	72,333.34	83,000.00	10,666.66	87.15
5970620 - E-Subscriptions/Subscriptions	2,327.68	87,792.09	74,630.00	(13,162.09)	117.64
5970630 - Visual Materials	13,854.01	142,657.25	163,000.00	20,342.75	87.52
5970640 - Databases	23,249.25	161,931.78	190,000.00	28,068.22	85.23
5970810 - Natural Gas	569.37	19,744.27	25,000.00	5,255.73	78.98
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	<u>568.90</u>	<u>2,606.32</u>	<u>2,000.00</u>	<u>(606.32)</u>	<u>130.32</u>
	<u>94,595.38</u>	<u>901,138.81</u>	<u>1,021,780.00</u>	<u>120,641.19</u>	<u>88.19</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	249.39	6,412.39	6,710.00	297.61	95.56
5980410 - Computer Hardware	1,885.67	3,881.73	7,500.00	3,618.27	51.76
5980420 - Computer Software	973.84	40,525.81	34,995.00	(5,530.81)	115.80
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>323.67</u>	<u>2,500.00</u>	<u>2,176.33</u>	<u>12.95</u>
	<u>3,108.90</u>	<u>51,143.60</u>	<u>51,705.00</u>	<u>561.40</u>	<u>98.91</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	13,634.94	50,829.83	73,000.00	22,170.17	69.63
5990940 - Trans to Library Capital Proj. Fund	600,000.00	600,000.00	600,000.00	0.00	100.00
5993000 - Contingency Reserve	22,500.00	22,500.00	60,000.00	37,500.00	37.50
5999940 - Friends Books Sale	<u>679.50</u>	<u>8,489.43</u>	<u>0.00</u>	<u>(8,489.43)</u>	<u>0.00</u>
	<u>636,814.44</u>	<u>681,819.26</u>	<u>733,000.00</u>	<u>51,180.74</u>	<u>93.02</u>
Total Library Fund Expenditures	<u>1,124,747.55</u>	<u>6,155,863.45</u>	<u>7,054,767.00</u>	<u>898,903.55</u>	<u>87.26</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	81,000.00	81,000.00	81,000.00	0.00	100.00
5980400 - Equipment	7,000.00	17,056.36	17,000.00	(56.36)	100.33
5980410 - Computer Hardware	12,000.00	46,952.55	44,500.00	(2,452.55)	105.51
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>12,873.10</u>	<u>18,500.00</u>	<u>5,626.90</u>	<u>69.58</u>
	<u>100,000.00</u>	<u>168,862.60</u>	<u>172,000.00</u>	<u>3,137.40</u>	<u>98.18</u>
Total Capital Projects Fund Expenditures	<u>100,000.00</u>	<u>168,862.60</u>	<u>172,000.00</u>	<u>3,137.40</u>	<u>98.18</u>
Total of All Funds	<u>1,224,747.55</u>	<u>6,324,726.05</u>	<u>7,226,767.00</u>	<u>902,040.95</u>	<u>87.52</u>

Des Plaines Public Library

Check List

All Bank Accounts

November 22, 2019 - December 19, 2019

Check Number	Check Date	Payee	Amount
Vendor Checks			
17861	11/22/19	NATIONWIDE RETIREMENT SOLUTIONS	500.00
17862	12/19/19	ALEXIAN BROTHERS CORP HEALTH SERV	78.00
17863	12/19/19	ANDREW LANGLIE	125.00
17864	12/19/19	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
17865	12/19/19	ATI TECHNOLOGY PARTNERS	3,732.00
17866	12/19/19	BAKER & TAYLOR	15,195.50
17867	12/19/19	BAKER & TAYLOR	11,971.57
17868	12/19/19	BOOKBROWSE LLC	1,020.00
17869	12/19/19	CHILDREN'S PLUS, INC.	5,330.23
17870	12/19/19	CITY OF DES PLAINES	117.70
17871	12/19/19	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17872	12/19/19	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17873	12/19/19	EBSCO INFORMATION SERVICES	2,310.00
17874	12/19/19	ENCYCLOPAEDIA BRITANNICA, INC	2,600.00
17875	12/19/19	FE Moran	1,535.00
17876	12/19/19	FINDAWAY WORLD LLC	659.95
17877	12/19/19	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17878	12/19/19	GALE	10,764.78
17879	12/19/19	GARVEY'S OFFICE PRODUCTS	1,858.56
17880	12/19/19	Jefferson County Public Library	17.99
17881	12/19/19	KANOPY	7,420.00
17882	12/19/19	KIWANIS CLUB OF DES PLAINES	150.00
17883	12/19/19	LAUTERBACH & AMEN, LLP.	1,550.00
17884	12/19/19	LIBRARY FURNITURE INTERNTL	483.00
17885	12/19/19	LIMRICC	41,064.06
17886	12/19/19	MENARDS	706.07
17887	12/19/19	MIDWEST TAPE	9,390.66
17888	12/19/19	OAKBROOK MECHANICAL SERVICES	2,896.25
17889	12/19/19	ORKIN	22,785.00
17890	12/19/19	OUTSOURCE SOLUTIONS GROUP, INC.	36,994.21
17891	12/19/19	OVERDRIVE, INC.	10,820.06
17892	12/19/19	RAINBOW BOOK COMPANY	704.17
17893	12/19/19	RECORDED BOOKS, INC	3,200.00
17894	12/19/19	ROTARY CLUB OF RIVER CITIES	164.00
17895	12/19/19	SAGE PUBLICATIONS, INC.	282.94
17896	12/19/19	SHERWIN WILLIAMS	69.43
17897	12/19/19	THOMAS KLISE/CRIMSON MULTIMEDIA	4,897.55
17898	12/19/19	THOMSON REUTERS-WEST	19.09
17899	12/19/19	TIAA COMMERCIAL FINANCE	657.91
17900	12/19/19	West Walker Publishing House	337.00
17901	12/19/19	WOLTERS KLUWER LAW & BUSINESS	172.41
17902	12/19/19	WORLD BOOK INC	2,274.70
17903	12/19/19	ABT ELECTRONIC	6,319.00
17904	12/19/19	JOURNAL AND TOPICS NEWSPAPERS	499.00
17905	12/19/19	OUTSOURCE SOLUTIONS GROUP, INC.	489.23
17906	12/19/19	AMERICAN BANKERS INSURANCE CO. of FL	2,788.00
17907	12/19/19	CRYSTAL CLEAR MUSIC PRODUCTIONS LLC	895.00
17908	12/19/19	EBSCO INFORMATION SERVICES	9,832.00
17909	12/19/19	EMPLOYEE BENEFITS CORPORATION	250.00
17910	12/19/19	LAURA MEZA	152.28
17911	12/19/19	LAURA MEZA	50.76
17912	12/19/19	LAURA MEZA	152.28
17913	12/19/19	LAURA MEZA	152.28
17914	12/19/19	LIBRARY IDEAS LLC	1,300.00
17915	12/19/19	MORNINGSTAR INCORPORATED	6,796.00
17916	12/19/19	NATIONAL ASSOCIATION OF PARLIAMENTARIANS	104.00
17917	12/19/19	Verde Energy Efficient Experts	100,000.00

Des Plaines Public Library

Check List

All Bank Accounts

November 22, 2019 - December 19, 2019

Check Number	Check Date	Payee	Amount
17918	12/19/19	ARTHUR J. GALLAGHER RISK MANAGEMENT	12,055.00
17919	12/19/19	LIBRARIES OF ILLINOIS RISK AGENCY	28,900.00
17920	12/19/19	LIMRICC	41,946.13
51067	11/30/19	PRO DATA	901.85
51068	11/30/19	IMRF	28,592.17
51069	11/30/19	IMRF	65.54
51070	11/30/19	VERIZON WIRELESS	953.17
51071	11/30/19	COMCAST CABLE	1,180.24
51072	11/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	679.50
51073	11/30/19	NICOR GAS	569.37
51074	11/30/19	BANKCARD SERVICES	32,022.18
		Vendor Check Total	<u>488,810.68</u>
		Check List Total	<u><u>488,810.68</u></u>

Check count = 68

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
NATIONWIDE RETIREMENT SOLUTIONS				17861	11/22/19	<u>500.00</u>
201-2401002	Payroll Liabilities	David Whittingham	500.00			
ALEXIAN BROTHERS CORP HEALTH SERV				17862	12/19/19	<u>78.00</u>
201-5960040	Pre-Employment Testing	Inv 10/31/19	78.00			
ANDREW LANGLIE				17863	12/19/19	<u>125.00</u>
201-5960990	Misc. Contractual Services	Inv 11/21/19	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17864	12/19/19	<u>320.00</u>
201-5960990	Misc. Contractual Services	Inv 9040	320.00			
ATI TECHNOLOGY PARTNERS				17865	12/19/19	<u>3,732.00</u>
201-5960990	Misc. Contractual Services	Inv 75513	3,732.00			
BAKER & TAYLOR				17866	12/19/19	<u>15,195.50</u>
201-5960990	Misc. Contractual Services	Inv 2034944422	180.43			
201-5970600	Ebooks/Books	Inv 2034944421	2,365.15			
201-5970600	Ebooks/Books	Inv 2034944152	494.80			
201-5960990	Misc. Contractual Services	Inv 2034944153	33.35			
201-5970600	Ebooks/Books	Inv 2034879168	890.46			
201-5960990	Misc. Contractual Services	Inv 2034879169	55.15			
201-5970600	Ebooks/Books	Inv 2034953747	681.86			
201-5960990	Misc. Contractual Services	Inv 2034953748	39.35			
201-5970600	Ebooks/Books	Inv 2034938530	827.13			
201-5960990	Misc. Contractual Services	Inv 2034938531	27.55			
201-5970600	Ebooks/Books	Inv 2034938644	769.30			
201-5960990	Misc. Contractual Services	Inv 2034938645	32.50			
201-5960990	Misc. Contractual Services	Inv 2034912708	83.55			
201-5970600	Ebooks/Books	Inv 2034912707	1,507.03			
201-5960990	Misc. Contractual Services	Inv 2034918594	68.20			
201-5970600	Ebooks/Books	Inv 2034918593	1,016.13			
201-5960990	Misc. Contractual Services	Inv 2034928848	36.95			
201-5970600	Ebooks/Books	Inv 2034928847	708.78			
201-5960990	Misc. Contractual Services	Inv 2034875709	71.00			
201-5970600	Ebooks/Books	Inv 2034875708	1,141.81			
201-5960990	Misc. Contractual Services	Inv 2034909960	78.05			
201-5970600	Ebooks/Books	Inv 2034909959	1,414.05			
201-5960990	Misc. Contractual Services	Inv 2034929356	29.45			
201-5970600	Ebooks/Books	Inv 2034929355	589.87			
201-5960990	Misc. Contractual Services	Inv NS19110246	1,495.00			
201-5960990	Misc. Contractual Services	Inv 2034934998	26.85			
201-5970600	Ebooks/Books	Inv 2034934997	531.75			
BAKER & TAYLOR				17867	12/19/19	<u>11,971.57</u>
201-5960990	Misc. Contractual Services	Inv 2034840304	17.22			
201-5970600	Ebooks/Books	Inv 2034840304	161.23			
201-5960990	Misc. Contractual Services	Inv 2034924357	14.60			
201-5970600	Ebooks/Books	Inv 2034924357	134.63			
201-5960990	Misc. Contractual Services	Inv 2034840120	20.45			
201-5970600	Ebooks/Books	Inv 2034840120	209.05			
201-5960990	Misc. Contractual Services	Inv 2034920776	37.45			
201-5970600	Ebooks/Books	Inv 2034920776	472.81			
201-5960990	Misc. Contractual Services	Inv 2034840102	2.20			
201-5970600	Ebooks/Books	Inv 2034840102	31.34			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034924339	6.00			
201-5970600	Ebooks/Books	Inv 2034924339	41.43			
201-5960990	Misc. Contractual Services	Inv 2034927414	74.30			
201-5970600	Ebooks/Books	Inv 2034927414	697.43			
201-5960990	Misc. Contractual Services	Inv 2034934796	20.15			
201-5970600	Ebooks/Books	Inv 2034934796	271.41			
201-5960990	Misc. Contractual Services	Inv 2034916868	12.00			
201-5970600	Ebooks/Books	Inv 2034916868	127.61			
201-5960990	Misc. Contractual Services	Inv 2034840543	8.88			
201-5970600	Ebooks/Books	Inv 2034840543	29.61			
201-5960990	Misc. Contractual Services	Inv 2034936357	7.05			
201-5970600	Ebooks/Books	Inv 2034936357	150.18			
201-5960990	Misc. Contractual Services	Inv 2034945537	72.30			
201-5970600	Ebooks/Books	Inv 2034945537	661.21			
201-5960990	Misc. Contractual Services	Inv 2034938606	27.95			
201-5970600	Ebooks/Books	Inv 2034938606	502.80			
201-5960990	Misc. Contractual Services	Inv 2034879098	10.25			
201-5970600	Ebooks/Books	Inv 2034879098	120.09			
201-5960990	Misc. Contractual Services	Inv 2034939496	19.29			
201-5970600	Ebooks/Books	Inv 2034939496	185.07			
201-5960990	Misc. Contractual Services	Inv 2034855226	16.05			
201-5970600	Ebooks/Books	Inv 2034855226	371.36			
201-5960990	Misc. Contractual Services	Inv 2034858639	15.70			
201-5970600	Ebooks/Books	Inv 2034858639	155.82			
201-5960990	Misc. Contractual Services	Inv 2034953813	49.70			
201-5970600	Ebooks/Books	Inv 2034953813	466.01			
201-5960990	Misc. Contractual Services	Inv 2034858506	70.10			
201-5970600	Ebooks/Books	Inv 2034858506	247.86			
201-5960990	Misc. Contractual Services	Inv 2034852791	24.21			
201-5970600	Ebooks/Books	Inv 2034852791	57.34			
201-5960990	Misc. Contractual Services	Inv 2034891221	12.96			
201-5970600	Ebooks/Books	Inv 2034891221	118.67			
201-5960990	Misc. Contractual Services	Inv 2034947058	11.05			
201-5970600	Ebooks/Books	Inv 2034947058	163.61			
201-5960990	Misc. Contractual Services	Inv 2034883141	5.78			
201-5970600	Ebooks/Books	Inv 2034883141	47.62			
201-5960990	Misc. Contractual Services	Inv 2034953506	17.50			
201-5970600	Ebooks/Books	Inv 2034953506	206.59			
201-5960990	Misc. Contractual Services	Inv 2034861906	22.70			
201-5970600	Ebooks/Books	Inv 2034861906	192.43			
201-5960990	Misc. Contractual Services	Inv 2034880032	19.65			
201-5970600	Ebooks/Books	Inv 2034880032	174.70			
201-5960990	Misc. Contractual Services	Inv 2034945667	24.10			
201-5970600	Ebooks/Books	Inv 2034945667	235.72			
201-5960990	Misc. Contractual Services	Inv 2034862346	13.20			
201-5970600	Ebooks/Books	Inv 2034862346	133.89			
201-5960990	Misc. Contractual Services	Inv 2034861938	29.95			
201-5970600	Ebooks/Books	Inv 2034861938	252.50			
201-5960990	Misc. Contractual Services	Inv 2034940203	1.70			
201-5970600	Ebooks/Books	Inv 2034940203	19.30			
201-5960990	Misc. Contractual Services	Inv 2034850761	4.50			
201-5970600	Ebooks/Books	Inv 2034850761	30.63			
201-5960990	Misc. Contractual Services	Inv 2034883019	36.02			
201-5970600	Ebooks/Books	Inv 2034883019	145.22			
201-5960990	Misc. Contractual Services	Inv 2034961740	1.62			
201-5970600	Ebooks/Books	Inv 2034961740	11.36			

Des Plaines Public Library

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034877527	0.85			
201-5970600	Ebooks/Books	Inv 2034877527	18.54			
201-5960990	Misc. Contractual Services	Inv 2034883293	25.05			
201-5970600	Ebooks/Books	Inv 2034883293	309.60			
201-5960990	Misc. Contractual Services	Inv 2034859299	5.92			
201-5970600	Ebooks/Books	Inv 2034859299	19.73			
201-5960990	Misc. Contractual Services	Inv 2034951467	31.05			
201-5970600	Ebooks/Books	Inv 2034951467	308.15			
201-5960990	Misc. Contractual Services	Inv 2034908434	11.34			
201-5970600	Ebooks/Books	Inv 2034908434	95.37			
201-5960990	Misc. Contractual Services	Inv 2034821045	3.50			
201-5970600	Ebooks/Books	Inv 2034821045	78.39			
201-5960990	Misc. Contractual Services	Inv 5015813467	7.70			
201-5970600	Ebooks/Books	Inv 5015813467	228.90			
201-5960990	Misc. Contractual Services	Inv 2034916972	16.20			
201-5970600	Ebooks/Books	Inv 2034916972	131.79			
201-5960990	Misc. Contractual Services	Inv 2034912657	27.40			
201-5970600	Ebooks/Books	Inv 2034912657	386.72			
201-5960990	Misc. Contractual Services	Inv 2034917027	12.65			
201-5970600	Ebooks/Books	Inv 2034917027	152.97			
201-5960990	Misc. Contractual Services	Inv 2034928888	68.40			
201-5970600	Ebooks/Books	Inv 2034928888	1,191.69			
201-5960990	Misc. Contractual Services	Inv 2034918600	22.90			
201-5970600	Ebooks/Books	Inv 2034918600	321.61			
201-5960990	Misc. Contractual Services	Inv 2034920128	78.12			
201-5970600	Ebooks/Books	Inv 2034920128	276.69			
201-5960990	Misc. Contractual Services	Inv 2034916928	23.38			
201-5970600	Ebooks/Books	Inv 2034916928	45.95			
201-5960990	Misc. Contractual Services	Inv 2034902100	21.10			
201-5970600	Ebooks/Books	Inv 2034902100	252.08			
201-5960990	Misc. Contractual Services	Inv 2034924520	8.35			
201-5970600	Ebooks/Books	Inv 2034924520	69.93			
201-5960990	Misc. Contractual Services	Inv 2034924332	0.85			
201-5970600	Ebooks/Books	Inv 2034924332	6.02			
201-5960990	Misc. Contractual Services	Inv 2034933123	15.10			
201-5970600	Ebooks/Books	Inv 2034933123	144.47			
BOOKBROWSE LLC				17868	12/19/19	<u>1,020.00</u>
201-5970640	Databases	Inv 3231	1,020.00			
CHILDREN'S PLUS, INC.				17869	12/19/19	<u>5,330.23</u>
201-5970600	Ebooks/Books	Inv 178102	119.70			
201-5970600	Ebooks/Books	Inv 178995	34.98			
201-5970600	Ebooks/Books	Inv 178913	191.88			
201-5970600	Ebooks/Books	Inv 174036	20.95			
201-5970600	Ebooks/Books	Inv 178763	79.60			
201-5970600	Ebooks/Books	Inv 178696	239.40			
201-5970600	Ebooks/Books	Inv 178762	159.60			
201-5970600	Ebooks/Books	Inv 178761	17.99			
201-5970600	Ebooks/Books	Inv 178908	125.94			
201-5970600	Ebooks/Books	Inv 178101	2,762.39			
201-5970600	Ebooks/Books	Inv 178343	33.98			
201-5970600	Ebooks/Books	Inv 178281	445.32			
201-5970600	Ebooks/Books	Inv 178290	416.24			
201-5970600	Ebooks/Books	Inv 178147	128.94			
201-5970600	Ebooks/Books	Inv 178179	59.97			

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201-5970600	Ebooks/Books	Inv 178955	493.35			
CITY OF DES PLAINES				17870	12/19/19	<u>117.70</u>
201-5970500	Water Bill	Inv 2019-000000008	117.70			
CRYSTAL MAINTENANCE SERVICES CORP				17871	12/19/19	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv 26391	4,892.50			
DE LAGE LANDEN FIANACIAL SERVICES				17872	12/19/19	<u>738.41</u>
201-5930210	Rental of Equipment	Inv 65842375	738.41			
EBSCO INFORMATION SERVICES				17873	12/19/19	<u>2,310.00</u>
201-5970640	Databases	Inv 1000114967-1	2,310.00			
ENCYCLOPAEDIA BRITANNICA, INC				17874	12/19/19	<u>2,600.00</u>
201-5970640	Databases	Inv 46085	2,600.00			
FE Moran				17875	12/19/19	<u>1,535.00</u>
201-5930020	R&M Buildings & Structures	Inv 001-301911088	1,535.00			
FINDAWAY WORLD LLC				17876	12/19/19	<u>659.95</u>
201-5970610	E-audio/Audio	Inv 298751	659.95			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17877	12/19/19	<u>360.00</u>
201-5930490	Refuse Contract	Inv 4648399	360.00			
GALE				17878	12/19/19	<u>10,764.78</u>
201-5970640	Databases	Inv 68922810	2,500.00			
201-5970640	Databases	Inv 69012510	2,795.00			
201-5970640	Databases	Inv 69012533	5,469.78			
GARVEY'S OFFICE PRODUCTS				17879	12/19/19	<u>1,858.56</u>
201-5970100	Supplies	Invoice # PINV1817757	1,858.56			
Jefferson County Public Library				17880	12/19/19	<u>17.99</u>
201-5970600	Ebooks/Books	Replacement cost - Author Stephanie Laurens	17.99			
KANOPI				17881	12/19/19	<u>7,420.00</u>
201-5970640	Databases	Inv KDEP - 5402	7,000.00			
201-5970630	Visual Materials	Inv 176119 - PPU	420.00			
KIWANIS CLUB OF DES PLAINES				17882	12/19/19	<u>150.00</u>
201-5920220	Membership Dues	11/18/19 - corporate membership	150.00			
LAUTERBACH & AMEN, LLP.				17883	12/19/19	<u>1,550.00</u>
201-5920110	Professional Services	Invoice No. 41571	1,550.00			
LIBRARY FURNITURE INTERNTL				17884	12/19/19	<u>483.00</u>
201-5970600	Ebooks/Books	Inv 6703	483.00			
LIMRICC				17885	12/19/19	<u>41,064.06</u>
201-2401002	Payroll Liabilities	Monthly billing 12/19	41,064.06			
MENARDS				17886	12/19/19	<u>706.07</u>
201-5930020	R&M Buildings & Structures	Inv 45756	79.52			

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201-5930020	R&M Buildings & Structures	Inv 46535	79.91			
201-5930020	R&M Buildings & Structures	Inv 46478	70.34			
201-5970115	Supplies - Dept/Other	Inv 47382	249.98			
201-5930020	R&M Buildings & Structures	Inv 47381	226.32			
MIDWEST TAPE				17887	12/19/19	<u>9,390.66</u>
201-5960990	Misc. Contractual Services	Inv 98234252	19.90			
201-5970630	Visual Materials	Inv 98234252	113.20			
201-5960990	Misc. Contractual Services	Inv 98232061	9.75			
201-5970630	Visual Materials	Inv 98232061	67.97			
201-5960990	Misc. Contractual Services	Inv 98232063	136.90			
201-5970630	Visual Materials	Inv 98232063	863.58			
201-5960990	Misc. Contractual Services	Inv 98234505	14.80			
201-5970610	E-audio/Audio	Inv 98234505	274.92			
201-5960990	Misc. Contractual Services	Inv 98234503	3.85			
201-5970610	E-audio/Audio	Inv 98234503	12.59			
201-5970610	E-audio/Audio	Inv 98225441	9.99			
201-5960990	Misc. Contractual Services	Inv 98228666	32.50			
201-5970630	Visual Materials	Inv 98228666	199.40			
201-5960990	Misc. Contractual Services	Inv 98228667	13.00			
201-5970630	Visual Materials	Inv 98228667	104.96			
201-5960990	Misc. Contractual Services	Inv 98229379	1.85			
201-5970610	E-audio/Audio	Inv 98229379	29.99			
201-5960990	Misc. Contractual Services	Inv 98229377	65.70			
201-5970610	E-audio/Audio	Inv 98229377	188.38			
201-5970610	E-audio/Audio	Inv 98196416	19.49			
201-5970630	Visual Materials	Inv 98196418	23.99			
201-5960990	Misc. Contractual Services	Inv 98169386	26.95			
201-5970610	E-audio/Audio	Inv 98169386	65.18			
201-5960990	Misc. Contractual Services	Inv 98170049	13.00			
201-5970630	Visual Materials	Inv 98170049	107.96			
201-5960990	Misc. Contractual Services	Inv 98170048	35.75			
201-5970630	Visual Materials	Inv 98170048	239.89			
201-5960990	Misc. Contractual Services	Inv 98168172	146.70			
201-5970630	Visual Materials	Inv 98168172	810.35			
201-5960990	Misc. Contractual Services	Inv 98168173	78.40			
201-5970630	Visual Materials	Inv 98168173	463.27			
201-5960990	Misc. Contractual Services	Inv 98196152	23.10			
201-5970610	E-audio/Audio	Inv 98196152	59.94			
201-5960990	Misc. Contractual Services	Inv 98196155	9.75			
201-5970630	Visual Materials	Inv 98196155	51.73			
201-5960990	Misc. Contractual Services	Inv 98196156	3.70			
201-5970610	E-audio/Audio	Inv 98196156	59.98			
201-5960990	Misc. Contractual Services	Inv 98196154	32.70			
201-5970630	Visual Materials	Inv 98196154	200.15			
201-5960990	Misc. Contractual Services	Inv 98203909	3.45			
201-5970630	Visual Materials	Inv 98203909	18.74			
201-5960990	Misc. Contractual Services	Inv 98204930	34.90			
201-5970610	E-audio/Audio	Inv 98204930	100.41			
201-5960990	Misc. Contractual Services	Inv 98205235	6.50			
201-5970630	Visual Materials	Inv 98205235	53.58			
201-5960990	Misc. Contractual Services	Inv 98205234	145.50			
201-5970630	Visual Materials	Inv 98205234	487.96			
201-5960990	Misc. Contractual Services	Inv 98262757	48.25			
201-5970630	Visual Materials	Inv 98262757	256.36			
201-5960990	Misc. Contractual Services	Inv 98269220	110.50			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 98269220	578.68			
201-5960990	Misc. Contractual Services	Inv 98269439	363.65			
201-5970630	Visual Materials	Inv 98269439	1,399.42			
201-5970610	E-audio/Audio	Inv 98288053	35.24			
201-5970630	Visual Materials	Inv 98288055	47.98			
201-5970630	Visual Materials	Inv 98288056	19.49			
201-5970610	E-audio/Audio	Inv 98243923	26.24			
201-5970610	E-audio/Audio	Inv 98243925	59.99			
201-5960990	Misc. Contractual Services	Inv 98262758	34.65			
201-5970610	E-audio/Audio	Inv 98262758	98.16			
201-5960990	Misc. Contractual Services	Inv 98263470	37.00			
201-5970610	E-audio/Audio	Inv 98263470	788.80			
OAKBROOK MECHANICAL SERVICES				17888	12/19/19	<u>2,896.25</u>
201-5930020	R&M Buildings & Structures	Inv 18942	2,896.25			
ORKIN				17889	12/19/19	<u>22,785.00</u>
201-5993000	Contingency Reserve	Inv 194570746	22,500.00			
201-5960990	Misc. Contractual Services	Acct 32734222	190.00			
201-5960990	Misc. Contractual Services	Inv 186942697	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17890	12/19/19	<u>36,994.21</u>
201-5960990	Misc. Contractual Services	Inv 50284	1,500.00			
201-5960990	Misc. Contractual Services	Inv 50673	350.00			
201-5920110	Professional Services	Monthly hassle free invoice - 50674	33,420.30			
201-5980410	Computer Hardware	Inv 50552	1,723.91			
OVERDRIVE, INC.				17891	12/19/19	<u>10,820.06</u>
201-5970600	Ebooks/Books	Inv 01018MA19231855	221.98			
201-5970600	Ebooks/Books	Inv 01018MA19231435	10,231.38			
201-5970610	E-audio/Audio	Inv 01018MA19231435	366.70			
RAINBOW BOOK COMPANY				17892	12/19/19	<u>704.17</u>
201-5970600	Ebooks/Books	Inv 179270	13.95			
201-5970600	Ebooks/Books	Inv 178373	103.32			
201-5970600	Ebooks/Books	Inv 178447	586.90			
RECORDED BOOKS, INC				17893	12/19/19	<u>3,200.00</u>
201-5970640	Databases	Inv 76583427	1,200.00			
201-5970640	Databases	Inv 0096	2,000.00			
ROTARY CLUB OF RIVER CITIES				17894	12/19/19	<u>164.00</u>
201-5920220	Membership Dues	Inv 593 - Quarterly billing	164.00			
SAGE PUBLICATIONS, INC.				17895	12/19/19	<u>282.94</u>
201-5970640	Databases	Invoice #378319KI	282.94			
SHERWIN WILLIAMS				17896	12/19/19	<u>69.43</u>
201-5930020	R&M Buildings & Structures	Inv 7882-9	69.43			
THOMAS KLISE/CRIMSON MULTIMEDIA				17897	12/19/19	<u>4,897.55</u>
201-5970630	Visual Materials	Inv 002701	40.00			
201-5970630	Visual Materials	Inv 002720	241.35			
201-5970630	Visual Materials	Inv 002719	604.36			
201-5970630	Visual Materials	Inv 002718	283.21			
201-5970630	Visual Materials	Inv 002649	120.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 002651	291.42			
201-5970630	Visual Materials	Inv 002652	251.01			
201-5970630	Visual Materials	Inv 002650	486.32			
201-5970630	Visual Materials	Inv 002584	364.02			
201-5970630	Visual Materials	Inv 002586	60.00			
201-5970630	Visual Materials	Inv 002587	60.00			
201-5970630	Visual Materials	Inv 002585	302.66			
201-5970630	Visual Materials	Inv 002782	894.79			
201-5970630	Visual Materials	Inv 002781	140.00			
201-5970630	Visual Materials	Inv 002780	91.22			
201-5970630	Visual Materials	Inv 002779	285.18			
201-5970630	Visual Materials	Inv 002783	382.01			
THOMSON REUTERS-WEST				17898	12/19/19	<u>19.09</u>
201-5970640	Databases	Inv 841314659	19.09			
TIAA COMMERCIAL FINANCE				17899	12/19/19	<u>657.91</u>
201-5930210	Rental of Equipment	Inv 20199690	657.91			
West Walker Publishing House				17900	12/19/19	<u>337.00</u>
201-5960210	Special Event Programming	Inv 00250	337.00			
WOLTERS KLUWER LAW & BUSINESS				17901	12/19/19	<u>172.41</u>
201-5970600	Ebooks/Books	Inv 4804550922	172.41			
WORLD BOOK INC				17902	12/19/19	<u>2,274.70</u>
201-5970600	Ebooks/Books	Inv 0001602496	999.00			
201-5970640	Databases	One year sub 12/19 - 12/20	1,275.70			
ABT ELECTRONIC				17903	12/19/19	<u>6,319.00</u>
201-5990900	Per Capita Grant Expenditures	Invoice # 1105901PREV	6,319.00			
JOURNAL AND TOPICS NEWSPAPERS				17904	12/19/19	<u>499.00</u>
201-5960210	Special Event Programming	Invoice # 182001	499.00			
OUTSOURCE SOLUTIONS GROUP, INC.				17905	12/19/19	<u>489.23</u>
201-5970100	Supplies	Invoice # 50762	489.23			
AMERICAN BANKERS INSURANCE CO. of FL				17906	12/19/19	<u>2,788.00</u>
201-5920990	Property/Liability Insurance	Policy # 69001322352019 - renewal	2,788.00			
CRYSTAL CLEAR MUSIC PRODUCTIONS LLC				17907	12/19/19	<u>895.00</u>
201-5960210	Special Event Programming	1/26/2020 - Ain't Misbehavin	895.00			
EBSCO INFORMATION SERVICES				17908	12/19/19	<u>9,832.00</u>
201-5970640	Databases	Invoice # 1000115859-1	9,832.00			
EMPLOYEE BENEFITS CORPORATION				17909	12/19/19	<u>250.00</u>
201-5920990	Property/Liability Insurance	Invoice # 2715393 - renewal fee	250.00			
LAURA MEZA				17910	12/19/19	<u>152.28</u>
201-5960210	Special Event Programming	2/6, 2/13, 2/20/20 - spanish storytime	152.28			
LAURA MEZA				17911	12/19/19	<u>50.76</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960210	Special Event Programming	4/30/20 - Celebrate El dia de los ninos	50.76			
LAURA MEZA				17912	12/19/19	<u>152.28</u>
201-5960210	Special Event Programming	3/5, 3/12, 3/19/20 - spanish storytime	152.28			
LAURA MEZA				17913	12/19/19	<u>152.28</u>
201-5960210	Special Event Programming	4/9, 4/16, 4/23/20 - spanish storytime	152.28			
LIBRARY IDEAS LLC				17914	12/19/19	<u>1,300.00</u>
201-5970610	E-audio/Audio	Invoice # 72888A - 2/1/20 - 7/31/20	1,300.00			
MORNINGSTAR INCORPORATED				17915	12/19/19	<u>6,796.00</u>
201-5970640	Databases	ID # 6533993 - 1/2/20 - 1/1/21	6,796.00			
NATIONAL ASSOCIATION OF PARLIAMENTARIANS				17916	12/19/19	<u>104.00</u>
201-5920220	Membership Dues	Customer # 188110 - 2020 dues	104.00			
Verde Energy Efficient Experts				17917	12/19/19	<u>100,000.00</u>
202-5980410	Computer Hardware	INV114838	12,000.00			
202-5980300	Improvements	INV114838	81,000.00			
202-5980400	Equipment	INV114838	7,000.00			
ARTHUR J. GALLAGHER RISK MANAGEMENT				17918	12/19/19	<u>12,055.00</u>
201-5918070	Workers Compensation	Invoice # 3248199 - Renewal	12,055.00			
LIBRARIES OF ILLINOIS RISK AGENCY				17919	12/19/19	<u>28,900.00</u>
201-5920990	Property/Liability Insurance	Property/Casualty Program - 12/31/19 - 12/31/20	28,900.00			
LIMRICC				17920	12/19/19	<u>41,946.13</u>
201-2401002	Payroll Liabilities	April 2019 Monthly Billing – PHIP	41,946.13			
Check List Total						<u><u>423,846.66</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

November 1, 2019 - November 30, 2019

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51067	11/30/19	PRO DATA	901.85
51068	11/30/19	IMRF	28,592.17
51069	11/30/19	IMRF	65.54
51070	11/30/19	VERIZON WIRELESS	953.17
51071	11/30/19	COMCAST CABLE	1,180.24
51072	11/30/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	679.50
51073	11/30/19	NICOR GAS	569.37
51074	11/30/19	BANKCARD SERVICES	32,022.18
		Vendor Check Total	<u>64,964.02</u>
		Check List Total	<u><u>64,964.02</u></u>

Check count = 8

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,508,658	3,869,484	5,835,535	5,440,686	5,053,490	4,579,405	5,334,816	6,404,952	5,910,975	5,488,682	4,979,335	
Revenue (M-T-D)												
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	10,289	3,886	3,890	
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	31,667	616,642	
	16,564	851,056	2,439,628	64,333	85,912	13,732	1,238,947	1,661,688	65,062	35,553	620,532	-
Expenses (M-T-D)												
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	302,085	296,666	340,853	
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067	161,695	216,921	883,894	
Change in A/P & AJE's	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(94,870)	
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	559,039	457,846	1,129,878	-
Net Increase/(Decrease)	(629,212)	360,826	1,966,051	(394,849)	(387,196)	(474,085)	755,411	1,070,136	(493,977)	(422,293)	(509,346)	-

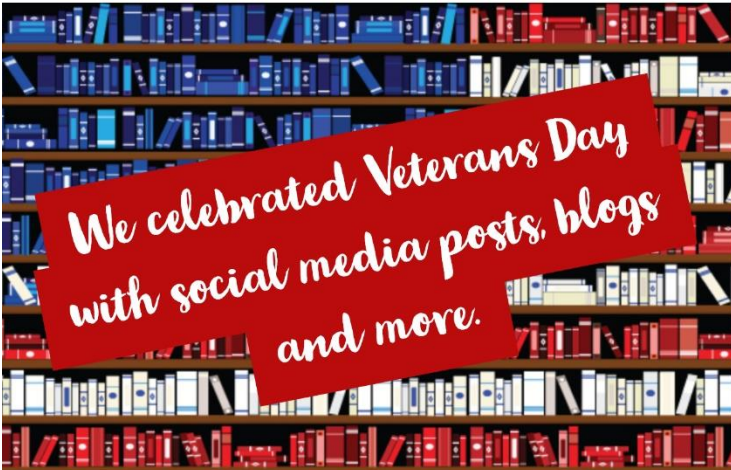
Des Plaines Public Library
 Disbursement Reconciliation
 November 30, 2019

Total Expenses per Expense Report			<u><u>\$1,224,747.55</u></u>
Gross Payroll	230,664.02		
Benefits Expense	<u>110,189.06</u>		
Total Payroll Expenses		340,853.08	
Check List		488,810.68	
Total Transfers and expenses per payroll and vendor checks reports			<u>829,663.76</u>
		Variance	<u>(395,083.79)</u>
Less: (disbursements included above)			
IMRF		(28,657.71)	
LIMRICC		(41,946.13)	
LIMRICC		(41,064.06)	
Nationwide		(500.00)	
Transfer to Capital Projects		600,000.00	
FY20 prepaids		(92,248.31)	
VOID CHECK 17790		(300.00)	
VOID CHECK 17234		(200.00)	
			395,083.79
		Variance	<u><u>(0.00)</u></u>

DIRECTOR'S REPORT

November 2019

DES PLAINES MEMC
Des Plaines Public Library's monthly eNewsletter devoted to Des Plaines history



DIY WRITING

NaNoWriMo Write Ins

80 Participants

Every November, thousands of aspiring writers participate in National Novel Writing Month (NaNoWriMo).

NaNoWriMo Kickoff Party
Tuesday, Oct. 29
6:30 - 9pm

Learn how the library can help you write your 50,000 word novel. Setup your NaNoWriMo profile, meet past participants, and get started.

NaNoWriMo Write Ins
Tuesdays • 6:30 - 9pm
Nov. 5, 12, 19, 26

Racing to write 50,000 words National Novel Writing Month? Come to the library for a NaNoWriMo write in! Bring your laptop for writing sprints.

Refreshments and Prizes

National Novel Writing Month
Visit NaNoWriMo.org for more information about National Novel Writing Month

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

NATIVE FLUTE CONCERT
Sunday, November 17
2:00 p.m.

75 attendees

Listen to the soulful sounds of the Native Flute, Chicago musician William Buchholtz Allison will play a selection of traditional songs on a Woodlands style flute. November is Native American Heritage Month. Registration Required.

Andy Warhol
Pop Art is for Everyone

54 attendees

Wednesday, November 6 • 7:00 p.m.

Art historian Jeff Mishur presents an art slide lecture on the work of Andy Warhol. This program relates to the exhibition Andy Warhol - From A to B and Back Again at the Art Institute of Chicago October 20, 2019 - January 26, 2020.

DES PLAINES PUBLIC LIBRARY

TRIVIA NIGHT AT THE LIBRARY

60 attendees

Friday, November 15
7:00 p.m. | Room B/C

Test your knowledge of things you should have learned in school while socializing with new or old friends!
Registration opens October 14

REGISTRATION IS REQUIRED • SEE CARD FOR DETAILS

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

Jumpstart
READ
for the
RECORD
THURSDAY, NOVEMBER 7TH

Visit the library to read *Thank You, Omu!* Those who participate can enter a raffle to win a free copy of the book!

You can also hear the book, read by a librarian, at Mariano's in Des Plaines between 4:30 - 5:30 p.m.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



Comings & Goings

RESIGNATIONS:

- Part-time Reference Services Assistant 11/22/2019
- Part-time Patron Accounts Assistant 11/15/2019

NEW HIRES

None

DES PLAINES PUBLIC LIBRARY

Every kindergarten student at Central Elementary School received a library card in November.

The SIX WIVES of HENRY VIII

MONDAY, NOVEMBER 11 • 1:30 PM

Living history entertainer Martina Mathisen weaves the true stories of six fascinating women in a world of passion, power and politics. Registration required.

Sponsored by Age Options

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



TEENS & PARENTS

COLLEGE PLANNING

DEVELOPING A 4-YEAR PLAN FOR SUCCESS

12 families attended

WEDNESDAY
11.13.19
6:30 - 7:30PM
MEETING ROOM B/C

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

SATURDAY, NOVEMBER 9

POLISH IMMIGRATION TO AMERICA

Learn how to find out when your Polish ancestors immigrated, why they left Poland, and how they got here.

10:30 A

60 attendees

SATURDAY, NOVEMBER 16

POLISH GENEALOGY ASSISTANCE

Learn how to search for Polish documents, where to find Polish documents, and the best way to translate documents you find.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

a very
**HUNGRY CATERPILLAR
CELEBRATION!**

Wednesday, December 4
10-11:30 am or 3-4:30 pm

Drop in to celebrate the 50th birthday of the beloved children's classic by Eric Carle!

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY



100 families participated!

FAMILY READING NIGHT • 11.21.19

Stop by the youth desk to pick up a Family Reading Night packet starting on November 1st. Materials available in both English and Spanish. While supplies last.

TAKE TIME TO SIT AND READ AS A FAMILY!

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

TUESDAY, NOVEMBER 26

DINOSAURS VS. ROBOTS & SHARKS VS. TRUCKS!

Draw these wild duos along with cartoonist Mark Anderson and see what happens next!

DINOS (GRADES K - 3) • 1:30 PM
SHARKS (GRADES 4 - 6) • 3:00 PM

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY



North Elementary School brought 80 fifth grade students to tour the library in November.

Overheard:

"I didn't know the library had a fourth floor."

"I learned there is a funny librarian on the third floor who tells jokes."

"I learned there was a time when we did not have the Internet."

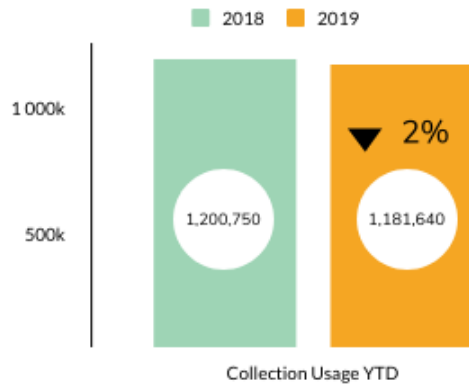
"I can't wait to come back."



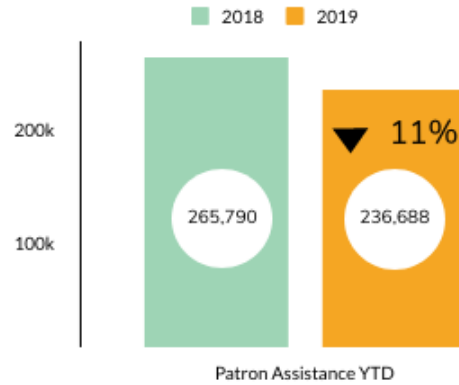
STATISTICS REPORT

November 2019

Collection Usage YTD

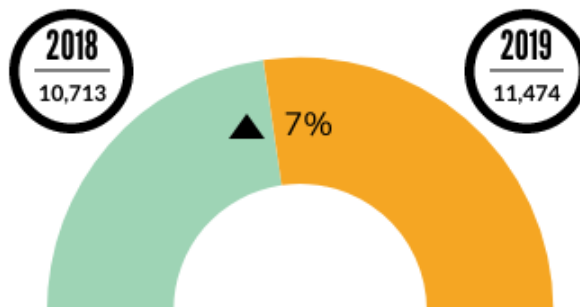


Patron Assistance YTD



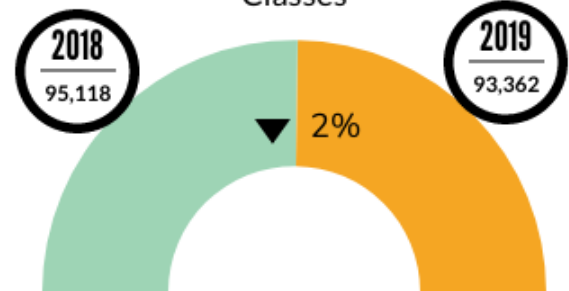
Bookings YTD

Events, Programs & Classes



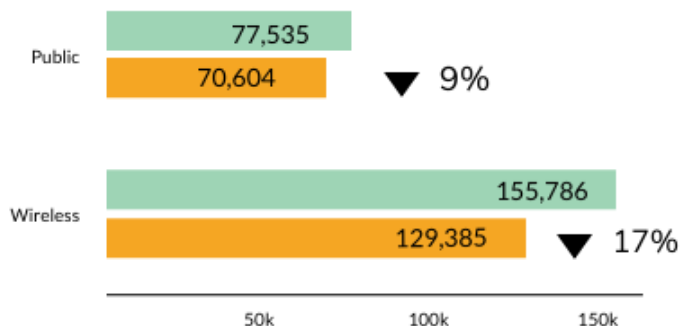
Attendance YTD

Events, Programs, Outreach & Classes



Computer Usage YTD

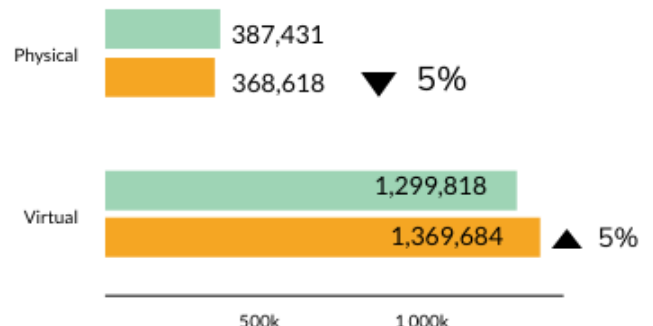
2018 2019



Traffic YTD

Physical is the gate count. Virtual includes catalog, website and mobile app.

2018 2019

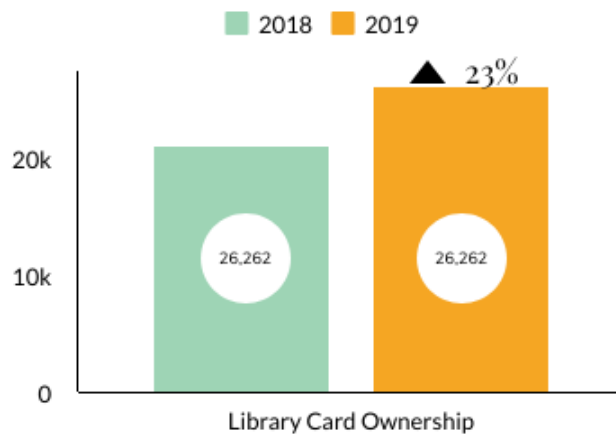




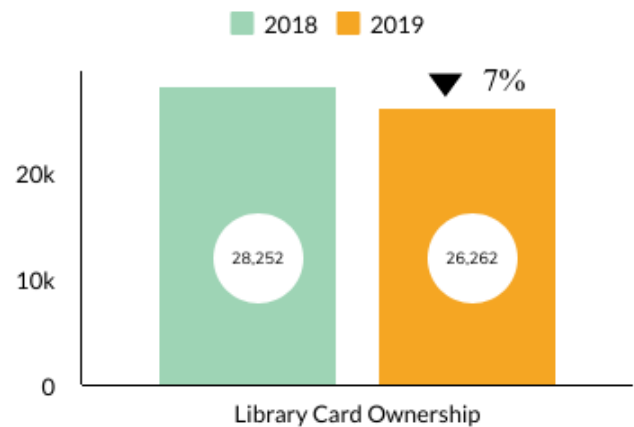
STATISTICS REPORT

November 2019

Adjusted Library Card Ownership Month to Month



Library Card Ownership Month to Month



The Adjusted Library Card Number

Please note that the 7% decrease month to month is not reflective of a true decrease in "active" card ownership. DPPL has actually seen a 23.45% increase in active library card ownership over the last 12 months.

Based on those efforts, the "apples to apples" adjusted November 2018 number is 21,298.

This number is derived from the following actions begun in September 2018:

- The removal of 4,000 cards/patrons still in the database with cards that expired **before** 2014 with less than \$50 in fines. Those fines will never be paid, the cards aren't being used and these records were no longer valid.
- The removal of all noncollectable bills older than 7 years (a CCS Governing Policy) and deletion of those expired cards.
- Monthly ongoing maintenance through an automated report issued by CCS detailing cards that are expired with less than \$15 fines, which are then purged. This ensures that the patron database will remain "clean" going forward.

Board Stats Reporting Form

November 2019

COLLECTION USAGE			
		Year to Date 2019	1,181,640
		Year to Date 2018	1,200,750
		% Change	-2%
PATRON ASSISTANCE			
		Year to Date 2019	236,688
		Year to Date 2018	265,790
		% Change	-11%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	11,474
		Year to Date 2018	10,713
		% Change	7%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	93,362
		Year to Date 2018	95,118
		% Change	-2%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	368,618
		Year to Date 2018	387,431
		% Change	-5%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	1,369,684
		Year to Date 2018	1,299,818
		% Change	5%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2019	26,262
		Current month valid library cards 2018	28,252
		% Change	-7%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	70,604
		Year to Date 2018	77,535
		% Change	-9%
		Wireless	
		Year to Date 2019	129,385
		Year to Date 2018	155,786
		% Change	-17%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD
COLLECTION USAGE													
	Physical materials (Circ. General)	78,712	81,829	86,834	77,296	73,212	83,832	87,142	77,881	71,705	77,604	75,264	871,311
	E-materials	11,053	9,213	11,372	10,955	10,883	9,974	10,623	11,241	12,163	10,001	10,628	118,106
	ILL	138	166	157	191	188	136	77	95	98	245	349	1,840
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	15,787	13,395	13,217	20,732	16,153	190,383
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,629	102,612	97,183	108,582	102,394	1,181,640
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	89,970	83,005	79,409	81,419	77,563	890,149
	E-materials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	5,451	6,670	9,556	9,861	90,318
	ILL	2,470	617	611	3,837	332	136	172	211	131	157	219	8,893
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	16,436	14,841	17,034	19,404	17,325	211,390
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	115,244	103,508	103,244	110,536	104,968	1,200,750
PATRON ASSISTANCE													
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	5,890	3,404	2,722	2,953	2,883	38,142
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	11,162	10,732	14,756	12,265	122,392
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	7,868	6,598	7,554	6,949	8,171	76,154
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	24,554	21,164	21,008	24,658	23,319	236,688
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	4,964	2,277	2,184	1,281	1,977	31,957
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	12,908	12,319	11,442	12,662	11,124	134,515
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	10,201	10,424	9,489	10,141	8,897	99,318
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	28,073	25,020	23,115	24,084	21,998	265,790
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
	Youth Services	56	87	92	100	29	292	297	2	51	83	61	1,150
	Adult Services	78	77	99	89	103	76	70	68	67	125	123	975
	Outside groups	52	59	68	64	63	43	42	61	57	22	24	555
	Public study rooms	683	838	887	904	786	738	749	718	802	891	798	8,794
2019	Total	869	1,061	1,146	1,157	981	1,149	1,158	849	977	1,121	1,006	11,474
	Youth & Adult Services	111	147	150	146	104	112	133	77	138	85	201	1,404
	Outside groups	56	55	75	70	52	40	39	54	49	86	69	645
	Public study rooms	807	813	820	620	622	695	720	821	803	1,019	924	8,664
2018	Total	974	1,015	1,045	836	778	847	892	952	990	1,190	1,194	10,713
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
	Youth Services	776	1,396	1,419	1,470	568	2,580	2,106	28	896	1,616	1,665	14,520
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	4,151	1,447	1,193	3,874	1,351	20,774
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	986	1,413	1,475	501	431	14,020
	Public study rooms	1,296	1,620	1,672	1,733	1,694	1,360	1,310	1,355	1,540	1,809	1,632	17,021
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	970	504	915	4,813	2,576	24,153
	Outreach-Adult Services	229	456	425	189	168	305	183	406	173	174	166	2,874
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	9,706	5,153	6,192	12,787	7,821	93,362
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	3,753	3,561	4,374	874	2,812	31,568
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	753	1,101	936	5,703	4,373	22,677
	Public study rooms	1,686	1,656	1,669	1,269	1,318	1,157	1,212	1,405	1,527	3,531	1,816	18,246
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	1,052	423	786	3,071	1,294	19,464
	Outreach-Adult Services	447	465	424	268	492	135	259	102	147	130	294	3,163
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	7,029	6,592	7,770	13,309	10,589	95,118
TRAFFIC													
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	35,307	31,368	34,667	30,798	368,618
2018	Physical Visits (gate count)	34,866	32,170	40,258	31,588	32,932	39,570	37,368	34,957	31,507	38,607	33,608	387,431
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	142,251	134,055	112,614	145,161	135,998	1,369,684
2018	Virtual visits (catalog, website, mobile app)	155,278	145,848	140,323	126,692	183,888	150,899	97,844	78,326	71,388	75,804	73,528	1,299,818
LIBRARY CARD OWNERSHIP-report the latest month													
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	25,100	25,388	25,607	25,776	25,916	26,087	26,262	26,262
2018	Number of valid library cards held by DPPL residents	32,673	32,699	28,250	28,011	28,011	46,282	28,011	27,647	27,802	28,068	28,252	28,252

COMPUTER USAGE													
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	1,043	1,270	1,133	12,839
	Public computers Adult-	4,777	4,847	5,625	5,693	5,381	4,939	5,202	5,548	5,536	5,533	4,684	57,765
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	6,579	6,803	5,817	70,604
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	2,006	1,426	1,105	936	963	14,338
	Public computers-Adult	5,885	6,543	6,503	5,589	5,611	5,640	5,678	6,426	5,076	5,435	4,811	63,197
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	7,684	7,852	6,181	6,371	5,774	77,535
2019	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	9,570	129,385
	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	9,570	129,385
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	16,647	14,471	155,786
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	16,647	14,471	155,786

2019 Cash Budget Projection

VII.D.3.

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ending December 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,137,870	\$ 3,508,659	\$ 3,869,485	\$ 5,835,534	\$ 5,440,684	\$ 5,055,797	\$ 4,581,712	\$ 5,337,123	\$ 6,407,259	\$ 5,913,282	\$ 5,490,989	\$ 4,981,644			
Restricted cash donations	156,607	157,165	157,575	158,762	158,826	158,985	159,379	159,542	189,147	199,256	199,302	156,544			
	<u>3,981,263</u>	<u>3,351,494</u>	<u>3,711,910</u>	<u>5,676,772</u>	<u>5,281,858</u>	<u>4,896,812</u>	<u>4,422,333</u>	<u>5,177,581</u>	<u>6,218,112</u>	<u>5,714,027</u>	<u>5,291,688</u>	<u>4,825,100</u>			
Revenue (M-T-D)															
Property Taxes	-	815,295	2,380,960	44,428	38,793	-	1,152,147	1,617,421	10,289	3,886	3,890		6,067,108	6,100,000	(32,892)
Other Revenue	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	31,667	616,642	704,318	1,730,215	978,588	751,627
Total Revenue	<u>16,564</u>	<u>851,056</u>	<u>2,439,627</u>	<u>64,333</u>	<u>85,912</u>	<u>13,732</u>	<u>1,238,947</u>	<u>1,661,688</u>	<u>65,062</u>	<u>35,553</u>	<u>620,532</u>	<u>704,318</u>	<u>7,797,323</u>	<u>7,078,588</u>	<u>718,735</u>
Expenses															
Payroll & Benefits	241,731	299,145	430,055	304,439	302,309	304,199	310,279	417,282	302,085	296,666	340,853	344,789	3,893,832	4,144,018	(250,186)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	100,384	49,376	97,563	1,116,102	1,104,264	11,838
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	84,687	94,595	105,874	971,948	1,021,780	(49,832)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380	22,877	3,109	2,205	69,150	51,705	17,445
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438	8,974	636,814		673,000	733,000	(60,000)
202	-	6,286	2,948	2,200	13,393	13,582	27,203	-	-	-	100,000	5,943	171,555	172,000	(445)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(94,870)				
Total Expenses	<u>645,775</u>	<u>490,230</u>	<u>473,578</u>	<u>459,183</u>	<u>470,799</u>	<u>487,817</u>	<u>483,536</u>	<u>591,552</u>	<u>559,039</u>	<u>457,846</u>	<u>1,129,878</u>	<u>556,374</u>			<u>(331,180)</u>
Net Increase/(Decrease)	<u>(629,211)</u>	<u>360,826</u>	<u>1,966,049</u>	<u>(394,850)</u>	<u>(384,887)</u>	<u>(474,085)</u>	<u>755,411</u>	<u>1,070,136</u>	<u>(493,977)</u>	<u>(422,293)</u>	<u>(509,346)</u>	<u>147,944</u>			
Cash End of Month	<u>3,508,659</u>	<u>3,869,485</u>	<u>5,835,534</u>	<u>5,440,684</u>	<u>5,055,797</u>	<u>4,581,712</u>	<u>5,337,123</u>	<u>6,407,259</u>	<u>5,913,282</u>	<u>5,490,989</u>	<u>4,981,644</u>	<u>5,129,588</u>			
Cash End of Month less restricted cash donations	<u>3,352,052</u>	<u>3,712,320</u>	<u>5,677,959</u>	<u>5,281,922</u>	<u>4,896,971</u>	<u>4,422,727</u>	<u>5,177,744</u>	<u>6,247,717</u>	<u>5,724,136</u>	<u>5,291,734</u>	<u>4,782,342</u>	<u>4,973,044</u>			



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

STATE OF ILLINOIS

(COUNTY OF COOK)

I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 19th day of December 2019, pursuant to written and posted notice, at the Des Plaines Public Library, that Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was all voting Aye, Nay,. In Witness Whereof, I do set hereunder my name this 19st day of December, 2018.

Signed _____
Secretary

Subscribed and sworn by me

This _____ day of _____ 2019.

Notary Public



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

RESOLUTION

2020 Appropriation and 2019 Levy for Library Purposes Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on August 15, 2019 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2020; and

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2019 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2017 annual tax levy ordinance and for collection and deposit in the library fund is \$6,100,000.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2020.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

Exhibit A					
Des Plaines Public Library Budget					
Fund 201		Revenue - Fund 2110 & 2130			
Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed
TAXES					
810026	Property Taxes 2016				
810027	Property Taxes 2017	5,993,622			
810028	Property Taxes 2018		6,100,000	6,100,000	
810028	Property Taxes 2019				6,100,000
TOTAL TAXES		5,993,622	6,100,000	6,100,000	6,100,000
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	118,271	73,000	72,995	73,000
822095	Grants	1,500	3,000	3,000	3,000
TOTAL INTERGOVERNMENTAL REVENUE		212,759	168,988	168,983	168,988
FINES & FEES					
850101	Library Fees	7,596	9,000	9,000	9,000
850102	Library Fines	37,094	50,000	30,000	30,000
850201	Copying and Printing Fees	23,622	25,000	27,000	27,000
850207	Non-Resident Cards	5,891	2,000	2,000	3,000
850208	Meeting Room Fees	2,940	2,000	2,000	3,000
TOTAL FINES & FEES		77,143	88,000	70,000	72,000
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events	3,794	5,000	6,000	5,000
TOTAL SPECIAL PROGRAMS & EVENTS		3,794	5,000	6,000	5,000
OTHER REVENUE					
890010	Interest Income	79,915	70,000	76,000	76,000
890050	Sale of Fixed Assets	0	0	0	0
899900	Miscellaneous Revenue	56,341	40,000	50,000	50,000
899910	Vending Machine	1,327	1,500	1,500	1,500
899920	Library Donations	568	5,000	7,000	5,000
TOTAL OTHER REVENUE		138,151	116,500	134,500	132,500
FUND TOTAL		6,425,469	6,478,488	6,479,483	6,478,488

Exhibit A**Des Plaines Public Library Budget**

Fund 202

Revenue - Capital Projects Fund

Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed
OTHER REVENUE					
890010	Interest Income	134	100	100	100
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		134	100	100	100
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund	1,300,000	600,000	600,000	500,000
TOTAL OTHER FINANCING SOURCES		1,300,000	600,000	600,000	500,000
FUND TOTAL					
		1,300,134	600,100	600,100	500,100

Exhibit A							
Des Plaines Public Library Budget							
Fund 201							
Expenditures - Fund 2110 & 2130							
Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	2,224,364	2,334,782	2,334,782	2,410,733		
910200	Part-time Salaries	728,401	819,513	819,513	834,840		
910400	Non-Supervisory Overtime						
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium						
910970	Compensated Absences	25,187					
TOTAL SALARIES		2,977,952	3,154,295	3,154,295	3,245,573		
BENEFITS							
918010	Unemployment Compensation		10,000		11,000		
918020	Employer Contr - FICA	217,722	235,573	235,573	241,013		
918021	Employer Contr - IMRF	273,367	243,694	243,694	309,489		
918040	Life Insurance Premiums	1,678	1,840	1,840	1,932		
918050	PPO Insurance Premiums	247,704	267,710	267,710	321,453		
918051	HMO Insurance Premiums	213,596	197,656	197,656	236,951		
918055	Dental Insurance Premiums	18,318	20,250	20,250	20,485		
918070	Workers Compensation	12,546	13,000	13,000	14,000		
TOTAL BENEFITS		984,931	989,723	979,723	1,156,323		
CONTRACTUAL SERVICES							
920100	Legal Fees and Notices	3,265	6,000	6,000	6,000		
920110	Professional Services	432,379	429,394	448,894	431,416	Accounting Service	21,970
						Audit	5,000
						IT Management Service	389,364
						Payroll Service	15,082
920120	Communication Services	25,324	28,850	28,850	22,000	Comcast	14,000
						Verizon	8,000
920140	Integrated Library System	97,554	97,100	97,100	90,600	CCS/OCLC	
920202	Conferences	2,941	5,000	5,000	5,000		
920204	Training	24	0	0	0		
920220	Membership Dues	6,882	7,000	7,000	7,000		
920230	Publication of Notices	186	0	0	0		
920990	Property/Liability Insurance	30,377	35,000	40,000	44,000		
930010	R & M Equipment	94,423	93,890	93,890	84,475	Bibliotheca Annual Maintenance (security/checkout/workstations, stats, fines & fees)	9,850
						Appliance Repair	1,000
						ATI - ShoreTel	4,500
						AV Maintenance	1,000
						Backflow Device Testing	1,500
						Exacqvision	350
						WebTitan	2,810
						Impact Copier Support	16,270
						Juniper Fire Wall	575
						Lyngsoe (sorter)	30,750
						Microfilm Reader Maintenance	1,000
						Network Maintenance - Cisco Routers & Switches	6,520
						UPS Annual Agreement	2,500

						TBS	5,850
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Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed	Details	Amount
930020	R & M Bldgs & Structures	133,242	126,600	126,600	128,890	Access Card Reader Maintenance	1,000
						Carpeting/Entrance Mats	1,000
						Door Maintenance	3,700
						Elevator Maintenance	9,700
						Fire Protection Equipment Testing	5,225
						Furniture/Carpet/Draperies Cleaning	20,400
						HVAC Controls	17,865
						HVAC Maintenance Agreement	39,000
						HVAC Water Treatment	1,000
						Lighting/Electrical	4,000
						Meeting Room Partition Maintenance	2,000
						Orkin	1,500
						Painting	10,000
						Plumbing Repairs/Water Fountains	4,000
						Powerwashing	1,000
						Security Alarm Panel	2,000
						Security Camera Repair	3,000
						Woodwork Repair/Carpentry	2,500
930030	R & M Vehicles	2,214	1,000	500	1,000	Library Van Maintenance	
930210	Rental of Equipment	16,867	16,120	19,000	19,300	Copier/Printer Lease	18,200
						Postage Machine	1,100
930320	Cleaning: Custodial Services	58,782	67,460	70,000	69,460	Housekeeping Contract	58,710
						Additional Housekeeping	2,500
						Window/Glass Cleaning	8,250
930490	Refuse Contract	4,682	4,320	4,320	4,320		
960040	Pre-Employment Testing	2,327	3,000	3,000	3,000		
960065	Bank Fees	155	300	300	300		
960070	Mileage	526	500	500	500		
960210	Special Event Programming	64,227	68,950	68,950	70,450	Adult Services Programming	28,000
						Community Outreach Activities	10,150
						PAMS Outreach Activities	1,500
						Web Services Programming	1,500
						Youth Services Programming	29,300
960990	Misc. Contractual Services	106,819	113,780	113,780	102,145	Aquarium Service	5,000
						Backup Disaster Recovery Off-Site Storage	18,000
						Baker & Taylor Processing	25,000
						Baker & Taylor Title Source	1,495
						Building Alarm Monitoring	400
						Communico	15,000
						Mfactor ticketing system	2,400
						Ingram Processing	1,000
						Mad Mimi	750
						Midwest Tape Processing	24,000
						Server Monitoring and Annual Maintenance	4,200
						Adobe Stock	2,400
						Skillshare	100
						Web Hosting (WebFaction, Amazon, GitHub)	400
						Website development	2,000

TOTAL CONTRACTUAL SERVICES	1,083,196	1,104,264	1,133,684	1,089,856	
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Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed	Details	Amount
COMMODITIES							
970100	Supplies	59,527	59,000	59,000	49,000	Disk Cleaning Supplies	5,500
						Earbuds, Vend Cards, Thumbdrives, Device supplies, Mice, Keyboards, Mousepads	6,000
						Materials Processing	26,000
						Office Supplies	10,000
						Toner	1,500
970110	Meals	1,965	2,000	2,000	2,000	Library Hosted Meetings & All Staff	
970115	Supplies: Departments	4,697	6,550	6,550	17,700	Building & Security Services	2,650
						IT Services	3,500
						Marketing and Communications Services	1,550
						PAMS	10,000
970170	Janitorial	16,952	20,000	20,000	19,000	Housekeeping Supplies	14,000
						HVAC Filters	2,500
						Lighting	500
						Plumbing supplies and parts	2,000
970260	Postage and Parcel	5,664	6,800	6,800	6,000	Interlibrary Loan, Mail, FedEx	
970500	Water Bill	13,387	12,000	12,000	12,000	Water Bill	
970600	Ebooks/Books	390,174	377,200	377,200	368,000	Ebooks/Books	
970610	Eaudio/Audio	86,843	83,000	83,000	80,000	Eaudio/Audio	
970620	Esubscriptions/Subscriptions	38,518	74,630	74,630	68,430	Esubscriptions/Magazines/Newspapers/Microfilm	
970630	Visual Materials	145,399	163,000	163,000	167,000	Streaming Movies/DVDs/Video Games	
970640	Databases	196,607	190,000	190,000	185,000	Databases/Print Reference	
970810	Natural Gas	20,304	25,000	25,000	25,000		
970850	Gasoline	640	600	600	500		
970900	Equipment < \$10,000	0	2,000	2,000	6,000	Cart lifecycle (PAMS)	6,000
TOTAL COMMODITIES		980,677	1,021,780	1,021,780	1,005,630		

Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed	Details	Amount
CAPITAL EXPENDITURES							
980300	Improvements	0	0	0	0		
980400	Equipment	0	6,710	6,710	8,110	TBS Hardware	6,310
						Cellphone lifecycle	1,800
980410	Computer Hardware	4,352	7,500	7,500	7,500	Monitor replacements	2,000
						Printer replacements	4,000
						Devices (In house use and training)	1,500
980420	Computer Software	43,720	34,995	34,995	39,265	Adobe Creative Cloud Suite (11) Acrobat Pro (2)	10,600
						Beanstack	1,300
						Cataloger Desk	700
						Content DM	6,000
						Cricut	120
						DeepFreeze	1,600
						Dell Desktop Authority	2,200
						ETRN (Spam filtering, DNS)	4,150

						EZProxy	720
						Gimlet	650
						Absolute (LoJack) for laptops	1,100
						Phishing Test Service	1,200
						Public Web Browser	125
						Shopkeep	1,200
						SSL	350
						Stackmap	1,800
						Web Dewey	700
						Webroot	3,000
						Website Software (Vimeo, Adobe XD, EE plugins, PodOmatic, Meetup, Simple Texting, Jotform, Motion Array Stock)	1,750
980600	Furniture & Fixtures	8,832	2,500	2,500	3,500	Signage	2,500
						YS Display case refurbish	1,000
	TOTAL CAPITAL EXPENDITURES	56,904	51,705	51,705	58,375		
	TOTAL OPERATING EXPENDITURES	6,185,031	6,454,767	6,474,187	6,688,757		
	OTHER FUNDING ACTIVITIES						
990900	Per Capita Grant Expenditure	72,955	73,000	73,000	73,000		
990901	State Grant Expenditures	1,457					
990940	Transfer to Cap Proj Fund 202	1,300,000	600,000	600,000	500,000		
993000	Contingency Reserve	28,416	60,000	60,000	60,000		
	TOTAL OTHER FUNDING ACTIVITIES	1,402,828	733,000	733,000	633,000		
	FUND TOTAL	7,486,488	7,054,767	7,074,187	7,188,757		

Exhibit A
FUND 201

Des Plaines Public Library
2130 Expenditures - IL Library Per Capita Grant

Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences	28,283	19,000	19,000	22,000		
920204	Training	7,133	5,200	5,200	5,700		
920210	In-Service Training						
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog		33,000	33,000	36,000	Marketing Campaign	28,000
						Promotional Items	8,000
960990	Misc Contractual Svcs	537	10,800	10,800	4,300	Koios for Adwords	1,800
						SRC Seasonal staff	2,500
TOTAL CONTRACTUAL SERVICES		35,953	68,000	68,000	68,000		
COMMODITIES							
970260	Postage and Parcel						
970270	Printing	8,147	5,000	5,000	5,000		
TOTAL COMMODITIES		8,147	5,000	5,000	5,000		
CAPITAL EXPENDITURES							
980400	Equipment	2,852					
980410	Computer Hardware	645					
980600	Furniture and Fixtures	429					
TOTAL CAPITAL EXPENDITURES		3,926	0	0	0		
PER CAPITA TOTAL		48,026	73,000	73,000	73,000		

Exhibit A		Des Plaines Public Library					
Fund 202		Expenditures - Capital Projects Fund					
Account		2018 Actual	2019 Budget	2019 Projected	2020 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920110	Professional Services				40,000	Space Audit and Design	40,000
960990	Misc Contractual Svcs						
TOTAL CONTRACTUAL SERVICES		0	0	0	40,000		
CAPITAL EXPENDITURES							
980300	Improvements	24,387	81,000	81,000	54,500	LED Project	20,000
						Board Room teleconferencing	6,500
						MEP Audit	8,000
						Program, Board, and Meeting Room sound upgrade	20,000
980400	Equipment	29,963	17,000	17,000	52,000	Building humidifiers (2)	52,000
980410	Computer Hardware	40,236	44,500	44,500	152,750	Lifecycle (desktops, laptops and ELS iPads)	71,500
						Server lifecycle	58,000
						Self-check upgrade	16,050
						Additional YS and AS laptops (2 Mac, 6 PC)	7,200
980420	Computer Software	4,323	11,000	11,000	11,000	Licenses	
980600	Furniture & Fixtures	25,304	18,500	18,500	13,000	PAMS Workroom reorg.	6,000
						4 YS	7,000
TOTAL CAPITAL EXPENDITURES		124,213	172,000	172,000	283,250		
FUND TOTAL		124,213	212,000	172,000	323,250		