



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

MANAGEMENT COMMITTEE MEETING

TUESDAY, JANUARY 21, 2020

7:00 p.m.

Conference Room – Second Floor

Agenda:

- Review Job Descriptions**

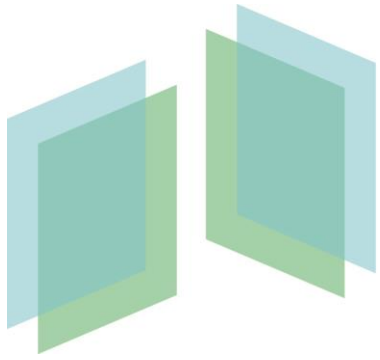
The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact 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
January 21, 2020
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. [Action Item]
- VI. Adjournment.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

RESCHEDULED

REGULAR BOARD MEETING

THURSDAY, JANUARY 23, 2020

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Elevator Contract**
- **Server Lifecycle**

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
January 23, 2020
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Oath of Office – Mindy Capper, Trustee.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Malcolm Chester.
- VIII. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – December 19, 2019.
 - B. Acceptance of Financial Reports for December 2019.
 - C. Acceptance of Reports.
 1. December 2019 Statistics Report
 2. 2019 Circulation by Month
 3. Director’s Report on Strategic Goals
 4. 2019 Cash Budget Projection

- IX. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$258,401.03. [Action Item]
 - B. Approve Elevator Contract. [Action Item]
 - C. Approve Server Lifecycle Contract. [Action Item]
 - D. Report Out Management Committee Meeting, January 21, 2020 – Denise Hudec. [Action Item]

- X. Announcements. (7:55 p.m.)
 - A. President’s Day Library Legislative Breakfast, Monday, February 17, 2020.
 - B. Library Trustee Forum Workshop, Saturday, March 14, 2020.
 - C. Filing Statement of Economic Interest begins March 2020.
 - D. February 20, 2020 Board of Trustee Meeting – 5:00 p.m.
 - E. Semi-Annual Board Dinner, February 20, 2020.

- XI. Correspondence.

- XII. Other.

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

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 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, December 19, 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, Denise Hudec, Nicholas Harkovich, Bruce Lester, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Umair Qadeer.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff, Earl Wilson, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

Earl Wilson, Des Plaines resident, stated that he served as a library trustee for the last five years and liked helping other people. He also stated that he was extremely disappointed that he had not been reappointed to the board.

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 - \$488,810.68. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$488,810.68 as listed on the vendor checks report of November 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 Annual Support and Maintenance Renewal Contract for Bibliotheca. [Action Item]

Trustee Umair Qadeer entered the meeting at 7:09 p.m.

Library Director Jo Bonell explained the services that are provided by Bibliotheca. Trustee Kristen Graack stated that the gate counter has not worked correctly since being installed. Library Director Jo Bonell stated that she negotiated a \$2,000.00 reduction in the contract cost for one year due to the inefficiencies of the equipment. The board discussed the proposed contract.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the Annual Support and Maintenance Renewal for Bibliotheca in the amount of \$18,417.00. VOTE: AYES: Graack, Harkovich, Hudec, Qadeer, Rangel, Sarlo. NAYS: Lester. MOTION CARRIED.

MOTION by Umair Qadeer, seconded by Bruce Lester, to reconsider the previous motion by giving Library Director Jo Bonell consent to negotiate or reject Bibliotheca's offer of a negotiated contract, with the board's consent. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Resolutions. [Action Item]

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the 2020 Appropriations and 2019 Levy for Library Purposes for Des Plaines Public Library. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

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 Nicholas Harkovich, seconded by Umair Qadeer, to enter into Executive Session at 7:32 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

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 require confidential treatment and will not be released:

June 20, 2019 – The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the public body and Semi-Annual Review of Executive Session Minutes.

August 15, 2019 – The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

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

XIII. ADJOURNMENT.

MOTION by Umair Qadeer, 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, 2019

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



January 13, 2020

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, 2019 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, 2019

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,520,531.63	\$ 1,772,357.18	\$ 4,292,888.81
Prepays	104,209.69	0.00	104,209.69
Receivables			
Receivable - Property Taxes	6,073,717.31	-	6,073,717.31
Receivable - Grants	-	-	-
Receivable - Miscellaneous	30,245.22	-	30,245.22
Total Assets	\$ 8,728,703.85	\$ 1,772,357.18	\$ 10,501,061.03
LIABILITIES			
Accounts Payable	\$ 201,832.31	\$ -	\$ 201,832.31
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	537,316.70	-	537,316.70
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,606,816.70	-	6,606,816.70
FUND BALANCE			
Fund Balance - Unreserved	2,087,136.35	1,772,357.18	3,859,493.53
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,121,887.15	1,772,357.18	3,894,244.33
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,728,703.85	\$ 1,772,357.18	\$ 10,501,061.03

Des Plaines Public Library

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

For the 12 Months Ended December 31, 2019

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 6,067,108.62	\$ -	\$ 6,067,108.62
Intergovernmental	122,449.00	-	122,449.00
Fines & Fees	64,391.83	-	64,391.83
Interest	74,623.28	25,076.64	99,699.92
Special Events and Programs	17,391.26	-	17,391.26
Miscellaneous	116,957.77	600,000.00	716,957.77
Total Revenues	6,462,921.76	625,076.64	7,087,998.40
EXPENDITURES			
Personnel	\$ 2,874,443.02	\$ -	\$ 2,874,443.02
Operating	2,008,463.11	-	2,008,463.11
Library Materials	983,428.42	-	983,428.42
Capital Outlay	56,047.23	168,862.60	224,909.83
Other Expenditures	704,692.68	-	704,692.68
Total Expenditures	6,627,074.46	168,862.60	6,795,937.06
Net Change in Fund Balances	(164,152.70)	456,214.04	292,061.34
FUND BALANCES			
Beginning of the year	2,286,039.85	1,316,143.14	3,602,182.99
End of the period	\$ 2,121,887.15	\$ 1,772,357.18	\$ 3,894,244.33

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of December 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	110,631.90
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>326,847.48</u>
201-1102028 - Cash Library Donations	<u>204,386.87</u>
201-1102079 - IL Funds - 151600222591	2,205,012.86
202-1102079 - IL Funds - 151600222591	<u>1,556,141.60</u>
	<u>3,761,154.46</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,292,888.81</u></u>

Des Plaines Public Library
Balance Sheet as of December 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	108,143.10	2,488.80	110,631.90
1102028 - Cash Library Donations	199,301.55	5,085.32	204,386.87
1102079 - IL Funds - 151600222591	2,801,167.11	(596,154.25)	2,205,012.86
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	92,248.31	11,961.38	104,209.69
	<u>9,305,322.60</u>	<u>(576,618.75)</u>	<u>8,728,703.85</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	323,346.66	(121,514.35)	201,832.31
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>6,728,331.05</u>	<u>(121,514.35)</u>	<u>6,606,816.70</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>9,014,370.90</u>	<u>(121,514.35)</u>	<u>8,892,856.55</u>
 Excess Revenues Over Expenses	<u>290,951.70</u>	<u>(455,104.40)</u>	<u>(164,152.70)</u>

Des Plaines Public Library
Balance Sheet as of December 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	316,215.58	(100,000.00)	216,215.58
1102079 - IL Funds - 151600222591	1,554,008.08	2,133.52	1,556,141.60
	<u>1,870,223.66</u>	<u>(97,866.48)</u>	<u>1,772,357.18</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	100,000.00	(100,000.00)	0.00
	<u>100,000.00</u>	<u>(100,000.00)</u>	<u>0.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	<u>1,416,143.14</u>	<u>(100,000.00)</u>	<u>1,316,143.14</u>
Excess Revenues Over Expenses	<u>454,080.52</u>	<u>2,133.52</u>	<u>456,214.04</u>
<hr/> Compensated Absences Fund <hr/>			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	<u>335,484.39</u>	<u>0.00</u>	<u>335,484.39</u>
 <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
	<u>335,484.39</u>	<u>0.00</u>	<u>335,484.39</u>
 <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
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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>

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of December 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 12 Months Ended December 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	6,067,108.62	6,100,000.00	32,891.38	99.46
	<u>0.00</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	291.00	5,164.22	9,000.00	3,835.78	57.38
201-4850102 - Library Fines	1,943.99	25,489.19	50,000.00	24,510.81	50.98
201-4850201 - Copying Fees	1,748.39	25,294.12	25,000.00	(294.12)	101.18
201-4850207 - Non-Res Cards	695.00	5,756.50	2,000.00	(3,756.50)	287.83
201-4850208 - Meeting Room Fees	855.00	2,687.80	2,000.00	(687.80)	134.39
	<u>5,533.38</u>	<u>64,391.83</u>	<u>88,000.00</u>	<u>23,608.17</u>	<u>73.17</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	1,000.00	17,391.26	5,000.00	(12,391.26)	347.83
	<u>1,000.00</u>	<u>17,391.26</u>	<u>5,000.00</u>	<u>(12,391.26)</u>	<u>347.83</u>
<u>Interest</u>					
201-4890010 - Interest Income	3,939.77	74,623.28	70,000.00	(4,623.28)	106.60
	<u>3,939.77</u>	<u>74,623.28</u>	<u>70,000.00</u>	<u>(4,623.28)</u>	<u>106.60</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	4,885.21	59,621.41	40,000.00	(19,621.41)	149.05
201-4899910 - Vending Machine Revenue	0.00	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	748.25	9,235.38	0.00	(9,235.38)	0.00
	<u>5,633.46</u>	<u>116,957.77</u>	<u>46,500.00</u>	<u>(70,457.77)</u>	<u>251.52</u>
Total Library Fund	<u>16,106.61</u>	<u>6,462,921.76</u>	<u>6,478,488.00</u>	<u>15,566.24</u>	<u>99.76</u>

**Des Plaines Public Library
Revenue Report
For the 12 Months Ended December 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>2,133.52</u>	<u>25,076.64</u>	<u>100.00</u>	<u>(24,976.64)</u>	<u>25,076.64</u>
	<u>2,133.52</u>	<u>25,076.64</u>	<u>100.00</u>	<u>(24,976.64)</u>	<u>25,076.64</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>2,133.52</u>	<u>625,076.64</u>	<u>600,100.00</u>	<u>(24,976.64)</u>	<u>104.16</u>
Total Capital Projects Fund					
Total of All Funds	<u>18,240.13</u>	<u>7,087,998.40</u>	<u>7,078,588.00</u>	<u>(9,410.40)</u>	<u>100.13</u>

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 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	170,818.24	2,147,435.30	2,334,782.00	187,346.70	91.98
5910200 - Part-time Salaries	<u>56,387.74</u>	<u>727,007.72</u>	<u>819,513.00</u>	<u>92,505.28</u>	<u>88.71</u>
	<u>227,205.98</u>	<u>2,874,443.02</u>	<u>3,154,295.00</u>	<u>279,851.98</u>	<u>91.13</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	16,829.06	221,317.15	235,573.00	14,255.85	93.95
5918021 - Employer Contribution - IMRF	17,130.66	227,224.75	243,694.00	16,469.25	93.24
5918040 - Life Insurance Premiums	126.16	1,643.40	1,840.00	196.60	89.32
5918050 - PPO Insurance Premiums	23,207.82	224,688.36	267,710.00	43,021.64	83.93
5918051 - HMO Insurance Premiums	16,173.97	160,838.53	197,656.00	36,817.47	81.37
5918055 - Dental Insurance Premiums	1,177.56	15,882.12	20,250.00	4,367.88	78.43
5918070 - Workers Compensation	0.00	0.00	13,000.00	13,000.00	0.00
	<u>74,645.23</u>	<u>851,594.31</u>	<u>989,723.00</u>	<u>138,128.69</u>	<u>86.04</u>
Contractual Services					
5920100 - Legal Fees	68.65	3,739.25	6,000.00	2,260.75	62.32
5920110 - Professional Services	34,308.25	486,187.50	429,394.00	(56,793.50)	113.23
5920120 - Communication Services	1,688.02	25,081.56	28,850.00	3,768.44	86.94
5920140 - Integrated Library System	0.00	94,768.00	97,100.00	2,332.00	97.60
5920202 - Conferences	0.00	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	500.00	9,893.37	7,000.00	(2,893.37)	141.33
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	2,610.56	105,546.79	126,600.00	21,053.21	83.37
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,600.41	18,346.77	16,120.00	(2,226.77)	113.81
5930320 - Cleaning/Custodial Services	7,153.50	78,698.50	67,460.00	(11,238.50)	116.66
5930490 - Refuse Contract	360.00	4,320.00	4,320.00	0.00	100.00
5960040 - Pre-Employment Testing	378.00	3,416.65	3,000.00	(416.65)	113.89
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	12,254.11	83,859.29	68,950.00	(14,909.29)	121.62
5960990 - Misc. Contractual Services	<u>(1,628.36)</u>	<u>97,405.26</u>	<u>113,780.00</u>	<u>16,374.74</u>	<u>85.61</u>
	<u>59,293.14</u>	<u>1,156,868.80</u>	<u>1,104,264.00</u>	<u>(52,604.80)</u>	<u>104.76</u>
Commodities					
5970100 - Supplies	11,462.55	64,012.40	59,000.00	(5,012.40)	108.50
5970110 - Meals	753.18	2,182.92	2,000.00	(182.92)	109.15
5970115 - Supplies - Dept/Other	165.88	4,171.22	6,550.00	2,378.78	63.68
5970170 - Janitorial	466.06	7,340.59	20,000.00	12,659.41	36.70
5970260 - Postage & Parcel	0.00	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	1,762.38	11,851.31	12,000.00	148.69	98.76

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 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	31,139.96	365,819.38	377,200.00	11,380.62	96.98
5970610 - E-audio/Audio	6,888.93	79,222.27	83,000.00	3,777.73	95.45
5970620 - E-Subscriptions/Subscriptions	(12,527.82)	75,264.27	74,630.00	(634.27)	100.85
5970630 - Visual Materials	13,095.98	155,753.23	163,000.00	7,246.77	95.55
5970640 - Databases	27,276.75	189,208.53	190,000.00	791.47	99.58
5970810 - Natural Gas	1,805.76	21,550.03	25,000.00	3,449.97	86.20
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	0.00	<u>2,606.32</u>	<u>2,000.00</u>	<u>(606.32)</u>	<u>130.32</u>
	<u>82,289.61</u>	<u>983,428.42</u>	<u>1,021,780.00</u>	<u>38,351.58</u>	<u>96.25</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,412.39	6,710.00	297.61	95.56
5980410 - Computer Hardware	3,804.47	7,686.20	7,500.00	(186.20)	102.48
5980420 - Computer Software	1,099.16	41,624.97	34,995.00	(6,629.97)	118.95
5980600 - Furniture & Fixtures	0.00	<u>323.67</u>	<u>2,500.00</u>	<u>2,176.33</u>	<u>12.95</u>
	<u>4,903.63</u>	<u>56,047.23</u>	<u>51,705.00</u>	<u>(4,342.23)</u>	<u>108.40</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	22,125.17	72,955.00	73,000.00	45.00	99.94
5990940 - Trans to Library Capital Proj. Fund	0.00	600,000.00	600,000.00	0.00	100.00
5993000 - Contingency Reserve	0.00	22,500.00	60,000.00	37,500.00	37.50
5999940 - Friends Books Sale	<u>748.25</u>	<u>9,237.68</u>	<u>0.00</u>	<u>(9,237.68)</u>	<u>0.00</u>
	<u>22,873.42</u>	<u>704,692.68</u>	<u>733,000.00</u>	<u>28,307.32</u>	<u>96.14</u>
Total Library Fund Expenditures	<u>471,211.01</u>	<u>6,627,074.46</u>	<u>7,054,767.00</u>	<u>427,692.54</u>	<u>93.94</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	81,000.00	81,000.00	0.00	100.00
5980400 - Equipment	0.00	17,056.36	17,000.00	(56.36)	100.33
5980410 - Computer Hardware	0.00	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>0.00</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>0.00</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>471,211.01</u>	<u>6,795,937.06</u>	<u>7,226,767.00</u>	<u>430,829.94</u>	<u>94.04</u>

Des Plaines Public Library

Check List

All Bank Accounts

December 20, 2019 - January 16, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
17921	01/16/20	ALEXIAN BROTHERS CORP HEALTH SERV	78.00
17922	01/16/20	ANDREW LANGLEI	125.00
17923	01/16/20	BAKER & TAYLOR	2,490.02
17924	01/16/20	BAKER & TAYLOR	10,756.72
17925	01/16/20	BAKER & TAYLOR	13,991.01
17926	01/16/20	BLACKSTONE PUBLISHING	27.94
17927	01/16/20	CHILDREN'S PLUS, INC.	3,592.65
17928	01/16/20	CITY OF DES PLAINES,	1,762.38
17929	01/16/20	D & Z HOUSE OF BOOKS INCORPORATED	143.64
17930	01/16/20	DAILY HERALD	68.65
17931	01/16/20	EVOLUTION MARKETING GROUP INC	204.70
17932	01/16/20	FINDAWAY WORLD LLC	3,895.90
17932	01/16/20	FINDAWAY WORLD LLC	(3,895.90)
17933	01/16/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
17934	01/16/20	GARVEY'S OFFICE PRODUCTS	119.40
17935	01/16/20	HOH Water Technology, Inc.	1,004.18
17936	01/16/20	INGRAM LIBRARY SERVICES	171.50
17937	01/16/20	ITOUCH BIOMETRICS	60.00
17938	01/16/20	KANOPY	389.00
17939	01/16/20	LIBRARY IDEAS LLC	428.77
17940	01/16/20	LORITO BOOKS	295.00
17941	01/16/20	MANUFACTURERS' NEWS, INC.	226.90
17942	01/16/20	MENARDS	119.05
17943	01/16/20	MIDWEST TAPE	18,085.91
17944	01/16/20	MULTICULTURAL BOOKS & VIDEOS	1,002.30
17945	01/16/20	NRP DIRECT	355.65
17946	01/16/20	OUTSOURCE SOLUTIONS GROUP, INC.	3,713.14
17947	01/16/20	PENGUIN RANDOM HOUSE	37.50
17948	01/16/20	PROGRAMOne	1,565.00
17949	01/16/20	RAINBOW BOOK COMPANY	245.84
17950	01/16/20	RECORDED BOOKS, INC	153.21
17951	01/16/20	SCHOLASTIC INC	1,311.00
17952	01/16/20	SPEED-E-KLEEN, INC.	696.00
17953	01/16/20	Sphero Inc.	13.73
17954	01/16/20	STANLEY ACCESS TECH	168.28
17955	01/16/20	DEMCO	763.44
17956	01/16/20	THE RISK MANAGEMENT ASSOC.	414.60
17957	01/16/20	THOMAS KLISE/CRIMSON MULTIMEDIA	1,897.94
17958	01/16/20	THOMSON REUTERS-WEST	38.18
17959	01/16/20	TIAA COMMERCIAL FINANCE	657.91
17960	01/16/20	WAREHOUSE DIRECT, INC.	1,665.71
17961	01/16/20	WESTON WOODS STUDIOS	149.75
17962	01/16/20	ART EXCURSIONS INCORPORATED	350.00
17963	01/16/20	BRAINFUSE INCORPORATED	5,050.00
17964	01/16/20	CARASOFT TECHNOLOGY CORPORATION	13,125.00
17965	01/16/20	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
17966	01/16/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
17967	01/16/20	LIBRARIESFIRST	500.00
17968	01/16/20	MAIL FINANCE	204.09
17969	01/16/20	MANGO LANGUAGES	3,924.71
17970	01/16/20	MLD Writes	500.00
17971	01/16/20	OUTSOURCE SOLUTIONS GROUP, INC.	34,594.46
17972	01/16/20	PROQUEST LLC	7,526.93
17973	01/16/20	The Shakespeare Project of Chicago	1,000.00
17974	01/16/20	Will Branch	500.00
17975	01/16/20	BIBLIOTHECA, LLC	6,698.64
17976	01/16/20	EBSCO INFORMATION SERVICES	3,181.05

Des Plaines Public Library

Check List

All Bank Accounts

December 20, 2019 - January 16, 2020

Check Number	Check Date	Payee	Amount
17977	01/16/20	FINDAWAY WORLD LLC	714.85
17978	01/16/20	LIMRICC	48,982.07
51075	12/31/19	Payroll Data Services, Inc	887.95
51076	12/31/19	IMRF	28,097.78
51077	12/31/19	VERIZON WIRELESS	955.66
51078	12/31/19	COMCAST CABLE	1,180.24
51079	12/31/19	NICOR GAS	1,805.76
51080	12/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	748.25
51081	12/31/19	BANKCARD SERVICES	22,893.08
Vendor Check Total			<u>258,401.03</u>
Check List Total			<u><u>258,401.03</u></u>

Check count = 66

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
December 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALEXIAN BROTHERS CORP HEALTH SERV				17921	01/16/20	<u>78.00</u>
201-5960040	Pre-Employment Testing	Inv # 696315	78.00			
ANDREW LANGLIE				17922	01/16/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	Videography Services	125.00			
BAKER & TAYLOR				17923	01/16/20	<u>2,490.02</u>
201-5960990	Misc. Contractual Services	Inv 5015873413	27.30			
201-5970600	Ebooks/Books	Inv 5015873413	583.24			
201-5970640	Databases	Inv 5015873413	562.15			
201-5960990	Misc. Contractual Services	Inv 5015896263	14.00			
201-5970600	Ebooks/Books	Inv 5015896263	497.30			
201-5970640	Databases	Inv 5015896263	66.49			
201-5960990	Misc. Contractual Services	Inv 5015843243	6.30			
201-5970600	Ebooks/Books	Inv 5015843243	343.25			
201-5970640	Databases	Inv 5015843243	389.99			
BAKER & TAYLOR				17924	01/16/20	<u>10,756.72</u>
201-5960990	Misc. Contractual Services	Inv 2034999788	22.05			
201-5970600	Ebooks/Books	Inv 2034999841	482.16			
201-5960990	Misc. Contractual Services	Inv 2034999842	16.00			
201-5970600	Ebooks/Books	Inv 2034980302	3,068.04			
201-5960990	Misc. Contractual Services	Inv 2034980303	243.28			
201-5970600	Ebooks/Books	Inv 2034979553	18.87			
201-5970600	Ebooks/Books	Inv 2034999787	242.71			
201-5970600	Ebooks/Books	Inv 2034994277	295.20			
201-5970600	Ebooks/Books	Inv 2034984942	23.74			
201-5970600	Ebooks/Books	Inv 2034964917	653.08			
201-5960990	Misc. Contractual Services	Inv 2034964918	35.15			
201-5970600	Ebooks/Books	Inv 2034974556	569.65			
201-5960990	Misc. Contractual Services	Inv 2034974557	32.85			
201-5970600	Ebooks/Books	Inv 2034977601	929.16			
201-5960990	Misc. Contractual Services	Inv 2034977602	44.35			
201-5960990	Misc. Contractual Services	Inv 2034985593	514.41			
201-5960990	Misc. Contractual Services	Inv 2034985594	20.80			
201-5970600	Ebooks/Books	Inv 2034949612	485.79			
201-5960990	Misc. Contractual Services	Inv 2034949613	22.95			
201-5970600	Ebooks/Books	Inv 2034946863	524.01			
201-5960990	Misc. Contractual Services	Inv 2034946864	29.60			
201-5970600	Ebooks/Books	Inv 2034969681	595.58			
201-5960990	Misc. Contractual Services	Inv 2034969682	26.95			
201-5970600	Ebooks/Books	Inv 2034957583	759.99			
201-5960990	Misc. Contractual Services	Inv 2034957584	46.55			
201-5970600	Ebooks/Books	Inv 2034972213	108.58			
201-5960990	Misc. Contractual Services	Inv 2034949613	22.95			
201-5970600	Ebooks/Books	Inv 2034977608	86.57			
201-5960990	Misc. Contractual Services	Inv 2034979555	38.70			
201-5970600	Ebooks/Books	Inv 2034979554	725.83			
201-5960990	Misc. Contractual Services	Inv 2035018146	1.94			
201-5970600	Ebooks/Books	Inv 2035018145	25.83			
201-5970600	Ebooks/Books	Inv 2035014758	43.40			
BAKER & TAYLOR				17925	01/16/20	<u>13,991.01</u>
201-5960990	Misc. Contractual Services	Inv 2034958303	53.28			
201-5970600	Ebooks/Books	Inv 2034958303	104.45			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
December 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034978454	9.05			
201-5970600	Ebooks/Books	Inv 2034978454	72.46			
201-5960990	Misc. Contractual Services	Inv 2034978437	15.75			
201-5970600	Ebooks/Books	Inv 2034978437	278.63			
201-5960990	Misc. Contractual Services	Inv 2034995262	6.75			
201-5970600	Ebooks/Books	Inv 2034995262	142.75			
201-5960990	Misc. Contractual Services	Inv 2034981441	32.26			
201-5970600	Ebooks/Books	Inv 2034981441	77.05			
201-5960990	Misc. Contractual Services	Inv 2034942865	14.35			
201-5970600	Ebooks/Books	Inv 2034942865	44.70			
201-5960990	Misc. Contractual Services	Inv 2034978557	78.55			
201-5970600	Ebooks/Books	Inv 2034978557	635.68			
201-5960990	Misc. Contractual Services	Inv 2034940027	3.09			
201-5970600	Ebooks/Books	Inv 2034940027	31.22			
201-5960990	Misc. Contractual Services	Inv 2034942753	5.92			
201-5970600	Ebooks/Books	Inv 2034942753	14.33			
201-5960990	Misc. Contractual Services	Inv 2034948397	2.00			
201-5970600	Ebooks/Books	Inv 2034948397	28.12			
201-5960990	Misc. Contractual Services	Inv 2034942763	5.77			
201-5970600	Ebooks/Books	Inv 2034942763	18.53			
201-5960990	Misc. Contractual Services	Inv 2035004731	9.10			
201-5970600	Ebooks/Books	Inv 2035004731	79.75			
201-5960990	Misc. Contractual Services	Inv 2034978473	27.95			
201-5970600	Ebooks/Books	Inv 2034978473	384.68			
201-5960990	Misc. Contractual Services	Inv 2034977607	28.65			
201-5970600	Ebooks/Books	Inv 2034977607	310.18			
201-5960990	Misc. Contractual Services	Inv 2034976647	31.65			
201-5970600	Ebooks/Books	Inv 2034976647	327.48			
201-5960990	Misc. Contractual Services	Inv 2034970526	1.65			
201-5970600	Ebooks/Books	Inv 2034970526	12.05			
201-5960990	Misc. Contractual Services	Inv 2034967238	5.53			
201-5970600	Ebooks/Books	Inv 2034967238	26.87			
201-5960990	Misc. Contractual Services	Inv 2034966698	34.75			
201-5970600	Ebooks/Books	Inv 2034966698	294.57			
201-5960990	Misc. Contractual Services	Inv 2035011544	14.00			
201-5970600	Ebooks/Books	Inv 2035011544	249.79			
201-5960990	Misc. Contractual Services	Inv 2034948426	24.90			
201-5970600	Ebooks/Books	Inv 2034948426	322.69			
201-5960990	Misc. Contractual Services	Inv 2034945962	46.83			
201-5970600	Ebooks/Books	Inv 2034945962	472.60			
201-5960990	Misc. Contractual Services	Inv 2034961355	30.50			
201-5970600	Ebooks/Books	Inv 2034961355	513.87			
201-5960990	Misc. Contractual Services	Inv 2034970584	19.29			
201-5970600	Ebooks/Books	Inv 2034970584	182.78			
201-5960990	Misc. Contractual Services	Inv 2034967123	24.30			
201-5970600	Ebooks/Books	Inv 2034967123	402.12			
201-5960990	Misc. Contractual Services	Inv 2034961274	22.45			
201-5970600	Ebooks/Books	Inv 2034961274	179.80			
201-5960990	Misc. Contractual Services	Inv 2034943126	1.77			
201-5970600	Ebooks/Books	Inv 2034943126	16.46			
201-5960990	Misc. Contractual Services	Inv 2034999719	6.78			
201-5970600	Ebooks/Books	Inv 2034999719	58.35			
201-5960990	Misc. Contractual Services	Inv 2034970660	0.70			
201-5970600	Ebooks/Books	Inv 2034970660	10.19			
201-5960990	Misc. Contractual Services	Inv 2034936486	17.76			
201-5970600	Ebooks/Books	Inv 2034936486	38.22			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating
December 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034984122	94.15			
201-5970600	Ebooks/Books	Inv 2034984122	1,025.81			
201-5960990	Misc. Contractual Services	Inv 2034976529	52.68			
201-5970600	Ebooks/Books	Inv 2034976529	187.97			
201-5960990	Misc. Contractual Services	Inv 2034980295	8.07			
201-5970600	Ebooks/Books	Inv 2034980295	20.91			
201-5960990	Misc. Contractual Services	Inv 2034936773	19.73			
201-5970600	Ebooks/Books	Inv 2034936773	101.05			
201-5960990	Misc. Contractual Services	Inv 2034974558	37.66			
201-5970600	Ebooks/Books	Inv 2034974558	122.99			
201-5960990	Misc. Contractual Services	Inv 2034963879	12.00			
201-5970600	Ebooks/Books	Inv 2034963879	122.95			
201-5960990	Misc. Contractual Services	Inv 2034990560	31.40			
201-5970600	Ebooks/Books	Inv 2034990560	653.16			
201-5960990	Misc. Contractual Services	Inv 2034974530	38.30			
201-5970600	Ebooks/Books	Inv 2034974530	388.13			
201-5960990	Misc. Contractual Services	Inv 2034970380	23.23			
201-5970600	Ebooks/Books	Inv 2034970380	75.85			
201-5960990	Misc. Contractual Services	Inv 2034902096	10.76			
201-5970600	Ebooks/Books	Inv 2034902096	14.31			
201-5960990	Misc. Contractual Services	Inv 2034894530	4.50			
201-5970600	Ebooks/Books	Inv 2034894530	28.94			
201-5960990	Misc. Contractual Services	Inv 2034957597	16.80			
201-5970600	Ebooks/Books	Inv 2034957597	311.36			
201-5960990	Misc. Contractual Services	Inv 2034977727	19.60			
201-5970600	Ebooks/Books	Inv 2034977727	182.16			
201-5960990	Misc. Contractual Services	Inv 2034942861	23.90			
201-5970600	Ebooks/Books	Inv 2034942861	296.07			
201-5960990	Misc. Contractual Services	Inv 2034939653	45.00			
201-5970600	Ebooks/Books	Inv 2034939653	483.41			
201-5960990	Misc. Contractual Services	Inv 2034980296	9.50			
201-5970600	Ebooks/Books	Inv 2034980296	82.70			
201-5960990	Misc. Contractual Services	Inv 2034983902	32.80			
201-5970600	Ebooks/Books	Inv 2034983902	239.09			
201-5960990	Misc. Contractual Services	Inv 2034966804	3.54			
201-5970600	Ebooks/Books	Inv 2034966804	29.54			
201-5960990	Misc. Contractual Services	Inv 2034907937	5.31			
201-5970600	Ebooks/Books	Inv 2034907937	47.70			
201-5960990	Misc. Contractual Services	Inv 2034925501	18.83			
201-5970600	Ebooks/Books	Inv 2034925501	27.44			
201-5960990	Misc. Contractual Services	Inv 2034931452	16.84			
201-5970600	Ebooks/Books	Inv 2034931452	66.62			
201-5960990	Misc. Contractual Services	Inv 2034908439	0.85			
201-5970600	Ebooks/Books	Inv 2034908439	19.29			
201-5960990	Misc. Contractual Services	Inv 2034987882	2.94			
201-5970600	Ebooks/Books	Inv 2034987882	32.92			
201-5960990	Misc. Contractual Services	Inv 2034908001	5.92			
201-5970600	Ebooks/Books	Inv 2034908001	14.34			
201-5960990	Misc. Contractual Services	Inv 2034976549	14.18			
201-5970600	Ebooks/Books	Inv 2034976549	143.09			
201-5960990	Misc. Contractual Services	Inv 2034961630	55.45			
201-5970600	Ebooks/Books	Inv 2034961630	195.22			
201-5960990	Misc. Contractual Services	Inv 2034969405	59.80			
201-5970600	Ebooks/Books	Inv 2034969405	869.33			
201-5960990	Misc. Contractual Services	Inv 2034859048	3.54			
201-5970600	Ebooks/Books	Inv 2034859048	31.24			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2034959527	43.60			
201-5970600	Ebooks/Books	Inv 2034959527	481.23			
201-5960990	Misc. Contractual Services	Inv 2034953540	1.40			
201-5970600	Ebooks/Books	Inv 2034953540	31.22			
201-5960990	Misc. Contractual Services	Inv 2034968582	2.69			
201-5970600	Ebooks/Books	Inv 2034968582	17.35			
201-5960990	Misc. Contractual Services	Inv 2034941285	10.76			
201-5970600	Ebooks/Books	Inv 2034941285	25.33			
201-5960990	Misc. Contractual Services	Inv 2034943956	24.21			
201-5970600	Ebooks/Books	Inv 2034943956	31.01			
201-5960990	Misc. Contractual Services	Inv 2034883133	2.81			
201-5970600	Ebooks/Books	Inv 2034883133	8.94			
201-5960990	Misc. Contractual Services	Inv 2034890981	4.50			
201-5970600	Ebooks/Books	Inv 2034890981	31.21			
201-5960990	Misc. Contractual Services	Inv 2034898045	2.96			
201-5970600	Ebooks/Books	Inv 2034898045	11.36			
201-5960990	Misc. Contractual Services	Inv 2034955875	2.55			
201-5970600	Ebooks/Books	Inv 2034955875	55.63			
201-5960990	Misc. Contractual Services	Inv 2034891022	8.95			
201-5970600	Ebooks/Books	Inv 2034891022	79.29			
201-5960990	Misc. Contractual Services	Inv 2034955533	13.90			
201-5970600	Ebooks/Books	Inv 2034955533	50.37			
201-5960990	Misc. Contractual Services	Inv 2034899025	64.56			
201-5970600	Ebooks/Books	Inv 2034899025	116.39			
201-5960990	Misc. Contractual Services	Inv 2034920769	67.41			
201-5970600	Ebooks/Books	Inv 2034920769	269.86			
201-5960990	Misc. Contractual Services	Inv 2034995290	7.30			
201-5970600	Ebooks/Books	Inv 2034995290	137.65			
BLACKSTONE PUBLISHING				17926	01/16/20	<u>27.94</u>
201-5970610	E-audio/Audio	Inv # 1153089	27.94			
CHILDREN'S PLUS, INC.				17927	01/16/20	<u>3,592.65</u>
201-5970600	Ebooks/Books	Inv # 179904	74.75			
201-5970600	Ebooks/Books	Inv # 180247	101.90			
201-5970600	Ebooks/Books	Inv # 177911	19.99			
201-5970600	Ebooks/Books	Inv # 177913	33.90			
201-5970600	Ebooks/Books	Inv # 179269	118.20			
201-5970600	Ebooks/Books	Inv # 178099	318.10			
201-5970600	Ebooks/Books	Inv # 179616	610.40			
201-5970600	Ebooks/Books	Inv # 179696	584.00			
201-5970600	Ebooks/Books	Inv # 178956	418.60			
201-5970600	Ebooks/Books	Inv # 179773	466.90			
201-5970600	Ebooks/Books	Inv # 177917	77.96			
201-5970600	Ebooks/Books	Inv # 177912	164.76			
201-5970600	Ebooks/Books	Inv # 178097	603.19			
CITY OF DES PLAINES,				17928	01/16/20	<u>1,762.38</u>
201-5970500	Water Bill	Acct # 71080763-001	1,762.38			
D & Z HOUSE OF BOOKS INCORPORATED				17929	01/16/20	<u>143.64</u>
201-5970630	Visual Materials	Inv # 2019/I108372	143.64			
DAILY HERALD				17930	01/16/20	<u>68.65</u>
201-5920100	Legal Fees	Inv # 34717	68.65			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
EVOLUTION MARKETING GROUP INC				17931	01/16/20	<u>204.70</u>
201-5970100	Supplies	Inv # 615383	204.70			
FINDAWAY WORLD LLC				17932	01/16/20	<u>3,895.90</u>
201-5970620	E-Subscriptions/Subscriptions	Credit Memo # 2002367	-40.00			
201-5970620	E-Subscriptions/Subscriptions	Credit Memo # 2003621	-79.00			
201-5970620	E-Subscriptions/Subscriptions	Inv # 2002593	2,315.25			
201-5970620	E-Subscriptions/Subscriptions	Inv # 2003152	99.49			
201-5970620	E-Subscriptions/Subscriptions	Inv # 2003153	885.31			
201-5970610	E-audio/Audio	Inv # 307749	459.90			
201-5970610	E-audio/Audio	Inv # 308259	254.95			
FINDAWAY WORLD LLC				17932	01/16/20	<u>(3,895.90)</u>
201-5970620	E-Subscriptions/Subscriptions	FINDAWAY WORLD LLC	40.00			
201-5970620	E-Subscriptions/Subscriptions	FINDAWAY WORLD LLC	79.00			
201-5970620	E-Subscriptions/Subscriptions	FINDAWAY WORLD LLC	-2,315.25			
201-5970620	E-Subscriptions/Subscriptions	FINDAWAY WORLD LLC	-99.49			
201-5970620	E-Subscriptions/Subscriptions	FINDAWAY WORLD LLC	-885.31			
201-5970610	E-audio/Audio	FINDAWAY WORLD LLC	-459.90			
201-5970610	E-audio/Audio	FINDAWAY WORLD LLC	-254.95			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				17933	01/16/20	<u>360.00</u>
201-5930490	Refuse Contract	Inv # 4708037	360.00			
GARVEY'S OFFICE PRODUCTS				17934	01/16/20	<u>119.40</u>
201-5930020	R&M Buildings & Structures	Inv # 1830464	119.40			
HOH Water Technology, Inc.				17935	01/16/20	<u>1,004.18</u>
201-5930020	R&M Buildings & Structures	Inv # 570500	1,004.18			
INGRAM LIBRARY SERVICES				17936	01/16/20	<u>171.50</u>
201-5970600	Ebooks/Books	Inv # 42984669	171.50			
ITOUCH BIOMETRICS				17937	01/16/20	<u>60.00</u>
201-5960040	Pre-Employment Testing	Lynne Wolfberg	60.00			
KANOPY				17938	01/16/20	<u>389.00</u>
201-5970630	Visual Materials	Video Materials	389.00			
LIBRARY IDEAS LLC				17939	01/16/20	<u>428.77</u>
201-5970610	E-audio/Audio	Inv # 73482	428.77			
LORITO BOOKS				17940	01/16/20	<u>295.00</u>
201-5970600	Ebooks/Books	Inv # 5211	295.00			
MANUFACTURERS' NEWS, INC.				17941	01/16/20	<u>226.90</u>
201-5970600	Ebooks/Books	Inv # 851737-00	226.90			
MENARDS				17942	01/16/20	<u>119.05</u>
201-5930020	R&M Buildings & Structures	Inv # 48643	119.05			
MIDWEST TAPE				17943	01/16/20	<u>18,085.91</u>
201-5960990	Misc. Contractual Services	Inv 98263748	84.00			
201-5970630	Visual Materials	Inv 98263748	629.86			
201-5960990	Misc. Contractual Services	Inv 98263749	30.00			
201-5970630	Visual Materials	Inv 98263749	281.20			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 98360907	43.50			
201-5970630	Visual Materials	Inv 98360907	191.90			
201-5960990	Misc. Contractual Services	Inv 98361417	5.55			
201-5970610	E-audio/Audio	Inv 98361417	95.97			
201-5960990	Misc. Contractual Services	Inv 98361415	38.50			
201-5970610	E-audio/Audio	Inv 98361415	121.40			
201-5960990	Misc. Contractual Services	Inv 98359038	123.20			
201-5970630	Visual Materials	Inv 98359038	664.94			
201-5960990	Misc. Contractual Services	Inv 98359037	472.35			
201-5970630	Visual Materials	Inv 98359037	1,280.72			
201-5960990	Misc. Contractual Services	Inv 98358816	111.65			
201-5970610	E-audio/Audio	Inv 98358816	353.56			
201-5960990	Misc. Contractual Services	Inv 98358818	18.50			
201-5970610	E-audio/Audio	Inv 98358818	329.90			
201-5970630	Visual Materials	Inv 98243926	15.99			
201-5970630	Visual Materials	Inv 98243927	91.81			
201-5960990	Misc. Contractual Services	Inv 98239082	22.95			
201-5970630	Visual Materials	Inv 98239082	112.43			
201-5960990	Misc. Contractual Services	Inv 98297083	15.40			
201-5970610	E-audio/Audio	Inv 98297083	46.46			
201-5960990	Misc. Contractual Services	Inv 98297085	42.55			
201-5970610	E-audio/Audio	Inv 98297085	892.77			
201-5960990	Misc. Contractual Services	Inv 98296457	133.15			
201-5970630	Visual Materials	Inv 98296457	769.86			
201-5970630	Visual Materials	Inv 98296005	665.47			
201-5960990	Misc. Contractual Services	Inv 98302095	11.10			
201-5970610	E-audio/Audio	Inv 98302095	218.94			
201-5960990	Misc. Contractual Services	Inv 98302096	26.95			
201-5970610	E-audio/Audio	Inv 98302096	94.28			
201-5960990	Misc. Contractual Services	Inv 98302574	32.50			
201-5970630	Visual Materials	Inv 98302574	243.92			
201-5960990	Misc. Contractual Services	Inv 98302573	102.95			
201-5970630	Visual Materials	Inv 98302573	624.45			
201-5960990	Misc. Contractual Services	Inv 98286134	1.85			
201-5970610	E-audio/Audio	Inv 98286134	39.99			
201-5970610	E-audio/Audio	Inv 98317949	119.98			
201-5970630	Visual Materials	Inv 98317973	59.98			
201-5970630	Visual Materials	Inv 98317970	91.54			
201-5970630	Visual Materials	Inv 98317972	206.42			
201-5970610	E-audio/Audio	Inv 98349597	112.48			
201-5970630	Visual Materials	Inv 98350620	37.48			
201-5970630	Visual Materials	Inv 98349599	174.33			
201-5960990	Misc. Contractual Services	Inv 98354478	19.50			
201-5970630	Visual Materials	Inv 98354478	132.69			
201-5960990	Misc. Contractual Services	Inv 98354477	52.60			
201-5970630	Visual Materials	Inv 98354477	241.34			
201-5960990	Misc. Contractual Services	Inv 98326852	110.80			
201-5970630	Visual Materials	Inv 98326852	437.69			
201-5960990	Misc. Contractual Services	Inv 98324163	127.50			
201-5970630	Visual Materials	Inv 98324163	708.44			
201-5960990	Misc. Contractual Services	Inv 98324164	60.15			
201-5970630	Visual Materials	Inv 98324164	366.91			
201-5960990	Misc. Contractual Services	Inv 98326269	27.20			
201-5970610	E-audio/Audio	Inv 98326269	80.93			
201-5960990	Misc. Contractual Services	Inv 98331064	81.45			
201-5970630	Visual Materials	Inv 98331064	389.01			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 98327071	77.00			
201-5970610	E-audio/Audio	Inv 98327071	241.00			
201-5960990	Misc. Contractual Services	Inv 98326711	38.85			
201-5970610	E-audio/Audio	Inv 98326711	823.79			
201-5960990	Misc. Contractual Services	Inv 98327073	24.05			
201-5970610	E-audio/Audio	Inv 98327073	574.87			
201-5960990	Misc. Contractual Services	Inv 98327268	22.75			
201-5970630	Visual Materials	Inv 98327268	113.97			
201-5960990	Misc. Contractual Services	Inv 98327267	32.20			
201-5970630	Visual Materials	Inv 98327267	141.66			
201-5960990	Misc. Contractual Services	Inv 98331063	364.15			
201-5970630	Visual Materials	Inv 98331063	1,333.28			
201-5970630	Visual Materials	Inv 98392705	37.48			
201-5970610	E-audio/Audio	Inv 98392704	451.93			
201-5960990	Misc. Contractual Services	Inv 98386525	12.95			
201-5970610	E-audio/Audio	Inv 98386525	249.93			
201-5960990	Misc. Contractual Services	Inv 98386523	58.00			
201-5970610	E-audio/Audio	Inv 98386523	208.50			
201-5960990	Misc. Contractual Services	Inv 98384493	3.25			
201-5970630	Visual Materials	Inv 98384493	27.99			
201-5960990	Misc. Contractual Services	Inv 98384492	30.50			
201-5970630	Visual Materials	Inv 98384492	107.21			
201-5970630	Visual Materials	Inv 98381731	31.98			
201-5970610	E-audio/Audio	Inv 98381730	295.95			
201-5970610	E-audio/Audio	Inv 98381328	61.78			
MULTICULTURAL BOOKS & VIDEOS				17944	01/16/20	<u>1,002.30</u>
201-5970600	Ebooks/Books	Inv # 19-1733A	1,002.30			
NRP DIRECT				17945	01/16/20	<u>355.65</u>
201-5970640	Databases	Inv # 0128936	355.65			
OUTSOURCE SOLUTIONS GROUP, INC.				17946	01/16/20	<u>3,713.14</u>
201-5970100	Supplies	Inv # 50762	489.23			
201-5960990	Misc. Contractual Services	Inv # 50818	1,500.00			
201-5980410	Computer Hardware	Inv # 11202019A	1,723.91			
PENGUIN RANDOM HOUSE				17947	01/16/20	<u>37.50</u>
201-5970600	Ebooks/Books	Inv # 1082391777	37.50			
PROGRAMOne				17948	01/16/20	<u>1,565.00</u>
201-5930320	Cleaning/Custodial Services	2 Floor Window Cleaning - Inv # 129609	1,565.00			
RAINBOW BOOK COMPANY				17949	01/16/20	<u>245.84</u>
201-5970600	Ebooks/Books	Inv # 177908	76.29			
201-5970600	Ebooks/Books	Inv # 177907	169.55			
RECORDED BOOKS, INC				17950	01/16/20	<u>153.21</u>
201-5970610	E-audio/Audio	Inv # 76523529	125.54			
201-5970610	E-audio/Audio	Inv # 76519908	27.67			
SCHOLASTIC INC				17951	01/16/20	<u>1,311.00</u>
201-5970640	Databases	Inv # 20599028	1,311.00			
SPEED-E-KLEEN, INC.				17952	01/16/20	<u>696.00</u>
201-5930320	Cleaning/Custodial Services	Inv # 4198	439.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930320	Cleaning/Custodial Services	Inv # 4197	257.00			
Sphero Inc.				17953	01/16/20	<u>13.73</u>
201-5970600	Ebooks/Books	Inv # 102635	13.73			
STANLEY ACCESS TECH				17954	01/16/20	<u>168.28</u>
201-5930020	R&M Buildings & Structures	Inv # 0905767822	168.28			
DEMCO				17955	01/16/20	<u>763.44</u>
201-5960210	Special Event Programming	Replacement Program Cart	763.44			
THE RISK MANAGEMENT ASSOC.				17956	01/16/20	<u>414.60</u>
201-5970640	Databases	Order # 1000492385	414.60			
THOMAS KLISE/CRIMSON MULTIMEDIA				17957	01/16/20	<u>1,897.94</u>
201-5970630	Visual Materials	Inv # 002823	171.03			
201-5970630	Visual Materials	Inv # 002836	70.00			
201-5970630	Visual Materials	Inv # 002835	845.02			
201-5970630	Visual Materials	Inv # 002821	120.00			
201-5970630	Visual Materials	Inv # 002822	286.22			
201-5970630	Visual Materials	Inv # 002884	345.67			
201-5970630	Visual Materials	Inv # 002853	30.00			
201-5970630	Visual Materials	Inv # 002885	30.00			
THOMSON REUTERS-WEST				17958	01/16/20	<u>38.18</u>
201-5970640	Databases	Inv # 841136282	19.09			
201-5970640	Databases	Inv # 841490980	19.09			
TIAA COMMERCIAL FINANCE				17959	01/16/20	<u>657.91</u>
201-5930210	Rental of Equipment	Inv # 20199690	657.91			
WAREHOUSE DIRECT, INC.				17960	01/16/20	<u>1,665.71</u>
201-5930020	R&M Buildings & Structures	Inv # 4501288-0	225.00			
201-5970170	Janitorial	Inv # 4509944-0	466.06			
201-5930020	R&M Buildings & Structures	Inv 4528612-0	974.65			
WESTON WOODS STUDIOS				17961	01/16/20	<u>149.75</u>
201-5970610	E-audio/Audio	Inv # 20751072	149.75			
ART EXCURSIONS INCORPORATED				17962	01/16/20	<u>350.00</u>
201-5960210	Special Event Programming	Roaring Twenties (March 11, 2020)	350.00			
BRAINFUSE INCORPORATED				17963	01/16/20	<u>5,050.00</u>
201-5970640	Databases	Online Tutoring Service - (Feb 2020 - Jan 2021)	5,050.00			
CARASOFT TECHNOLOGY CORPORATION				17964	01/16/20	<u>13,125.00</u>
201-5970640	Databases	Inv # 720325R (Jan 2020 - Dec 2020)	13,125.00			
CRYSTAL MAINTENANCE SERVICES CORP				17965	01/16/20	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv # 26448 (January 2020 Monthly Service)	4,892.50			
DE LAGE LANDEN FIANACIAL SERVICES				17966	01/16/20	<u>738.41</u>
201-5930210	Rental of Equipment	Inv # 66216813 - (Jan 2020 Monthly Service Period)	738.41			

Des Plaines Public Library Vendor Checks Report

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
LIBRARIESFIRST 201-5920220	Membership Dues	Inv # 7437 (2020 Annual Access)	500.00	17967	01/16/20	<u>500.00</u>
MAIL FINANCE 201-5930210	Rental of Equipment	Inv # 8055278 (Oct 19 - Jan 2020)	204.09	17968	01/16/20	<u>204.09</u>
MANGO LANGUAGES 201-5970640	Databases	Inv # 006083 (02/01/2020 - 01/30/2021)	3,924.71	17969	01/16/20	<u>3,924.71</u>
MLD Writes 201-5960210	Special Event Programming	Program Play (Feb 22, 2020)	500.00	17970	01/16/20	<u>500.00</u>
OUTSOURCE SOLUTIONS GROUP, INC. 201-5980420	Computer Software	Inv # 50777 - (Jan 2020 - Dec 2020)	824.16	17971	01/16/20	<u>34,594.46</u>
201-5920110	Professional Services	Inv # 51096 - (Jan 2020 - June 2021)	33,420.30			
201-5960990	Misc. Contractual Services	Inv # 51097 - (Jan 2020 - Dec 2020)	350.00			
PROQUEST LLC 201-5970640	Databases	Inv # 70609108 - January 2020	5,764.93	17972	01/16/20	<u>7,526.93</u>
201-5970640	Databases	Inv # 70605197 - January 2020	1,762.00			
The Shakespeare Project of Chicago 201-5960210	Special Event Programming	January 15th, 2020 - Richard III play	1,000.00	17973	01/16/20	<u>1,000.00</u>
Will Branch 201-5960210	Special Event Programming	Musical Performance (3/27/2020)	500.00	17974	01/16/20	<u>500.00</u>
BIBLIOTHECA, LLC 201-5970100	Supplies	Invoice # INV-US28111	3,646.39	17975	01/16/20	<u>6,698.64</u>
201-5970100	Supplies	Invoice # INV-US28110	3,052.25			
EBSCO INFORMATION SERVICES 201-5970620	E-Subscriptions/Subscriptions	Credit Memo # 2002367	-40.00	17976	01/16/20	<u>3,181.05</u>
201-5970620	E-Subscriptions/Subscriptions	Inv # 2002593	2,315.25			
201-5970620	E-Subscriptions/Subscriptions	Inv # 2003153	885.31			
201-5970620	E-Subscriptions/Subscriptions	Inv # 2003152	99.49			
201-5970620	E-Subscriptions/Subscriptions	Credit Memo # 2003621	-79.00			
FINDAWAY WORLD LLC 201-5970610	E-audio/Audio	Invoice # 307749	459.90	17977	01/16/20	<u>714.85</u>
201-5970610	E-audio/Audio	Invoice # 308259	254.95			
LIMRICC 201-2401002	Payroll Liabilities	January 2020 Monthly Billing - PHIP	48,982.07	17978	01/16/20	<u>48,982.07</u>
Check List Total						<u><u>201,832.31</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

December 1, 2019 - December 31, 2019

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51075	12/31/19	Payroll Data Services, Inc	887.95
51076	12/31/19	IMRF	28,097.78
51077	12/31/19	VERIZON WIRELESS	955.66
51078	12/31/19	COMCAST CABLE	1,180.24
51079	12/31/19	NICOR GAS	1,805.76
51080	12/31/19	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	748.25
51081	12/31/19	BANKCARD SERVICES	22,893.08
Vendor Check Total			<u>56,568.72</u>
Check List Total			<u><u>56,568.72</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	5,488,682	4,979,335	4,292,889
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	18,240
	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	18,240
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	301,851
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067	161,695	216,921	883,894	169,360
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)	233,476
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	559,039	457,846	1,129,878	704,687
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)	(686,447)

Des Plaines Public Library
 Disbursement Reconciliation
 December 31, 2019

Total Expenses per Expense Report			<u><u>\$471,211.01</u></u>
Gross Payroll	227,205.98		
Benefits Expense	<u>74,645.23</u>		
Total Payroll Expenses		301,851.21	
Check List		258,401.03	
Total Transfers and expenses per payroll and vendor checks reports			<u>560,252.24</u>
		Variance	<u>89,041.23</u>
Less: (disbursements included above)			
IMRF		(28,097.78)	
LIMRICC		(48,982.07)	
Additional FY20 prepaids		(11,961.38)	
			(89,041.23)
		Variance	<u><u>(0.00)</u></u>

Board Stats Reporting Form

December 2019

COLLECTION USAGE			
		Year to Date 2019	1,282,549
		Year to Date 2018	1,303,098
		% Change	-2%
PATRON ASSISTANCE			
		Year to Date 2019	258,931
		Year to Date 2018	287,742
		% Change	-10%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2019	12,343
		Year to Date 2018	11,608
		% Change	6%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2019	104,688
		Year to Date 2018	101,893
		% Change	3%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2019	399,001
		Year to Date 2018	417,030
		% Change	-4%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2019	1,505,682
		Year to Date 2018	1,373,346
		% Change	10%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2019	26,471
		Current month valid library cards 2018	28,404
		% Change	-7%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2019	76,373
		Year to Date 2018	82,716
		% Change	-8%
		Wireless	
		Year to Date 2019	138,345
		Year to Date 2018	168,750
		% Change	-18%

STATISTICS REPORT		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	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	72,588	943,899
	E-materials	11,053	9,213	11,372	10,955	10,883	9,974	10,623	11,241	12,163	10,001	10,628	11,336	129,442
	ILL	138	166	157	191	188	136	77	95	98	245	349	315	2,155
	Databases	15,079	21,008	19,974	21,945	19,284	13,809	15,787	13,395	13,217	20,732	16,153	16,670	207,053
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,629	102,612	97,183	108,582	102,394	100,909	1,282,549
	Physical materials	81,636	75,251	86,324	55,355	87,621	92,596	89,970	83,005	79,409	81,419	77,563	75,103	965,252
	E-materials	6,357	8,822	8,839	8,789	8,302	9,005	8,666	5,451	6,670	9,556	9,861	10,162	100,480
	ILL	2,470	617	611	3,837	332	136	172	211	131	157	219	208	9,101
	Databases	26,909	21,129	21,371	22,137	20,819	13,985	16,436	14,841	17,034	19,404	17,325	16,875	228,265
2018	Total	117,372	105,819	117,145	90,118	117,074	115,722	115,244	103,508	103,244	110,536	104,968	102,348	1,303,098
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	2,077	40,219
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	11,162	10,732	14,756	12,265	8,285	130,677
	PAMS	4,536	5,933	7,623	6,579	6,314	8,029	7,868	6,598	7,554	6,949	8,171	11,881	88,035
2019	Total	15,662	19,038	23,572	19,941	19,123	24,649	24,554	21,164	21,008	24,658	23,319	22,243	258,931
	Youth Services	2,670	2,454	3,404	2,814	2,148	5,784	4,964	2,277	2,184	1,281	2,267	1,977	34,224
	Adult Services	13,163	12,402	13,642	11,603	11,625	11,625	12,908	12,319	11,442	12,662	10,464	11,124	144,979
	PAMS	5,256	6,743	10,758	8,297	9,173	9,939	10,201	10,424	9,489	10,141	9,221	8,897	108,539
2018	Total	21,089	21,599	27,804	22,714	22,946	27,348	28,073	25,020	23,115	24,084	21,952	21,998	287,742
EVENTS, PROGRAMS AND CLASSES-BOOKINGS														
	Youth Services	56	87	92	100	29	292	297	2	51	83	61	42	1,192
	Adult Services	78	77	99	89	103	76	70	68	67	125	123	112	1,087
	Outside groups	52	59	68	64	63	43	42	61	57	22	24	16	571
	Public study rooms	683	838	887	904	786	738	749	718	802	891	798	699	9,493
2019	Total	869	1,061	1,146	1,157	981	1,149	1,158	849	977	1,121	1,006	869	12,343
	Youth & Adult Services	111	147	150	146	104	112	133	77	138	85	201	131	1,535
	Outside groups	56	55	75	70	52	40	39	54	49	86	69	43	688
	Public study rooms	807	813	820	620	622	695	720	821	803	1,019	924	721	9,385
2018	Total	974	1,015	1,045	836	778	847	892	952	990	1,190	1,194	895	11,608
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	600	15,120
	Adult Services	1,132	1,107	1,737	1,184	2,326	1,272	4,151	1,447	1,193	3,874	1,351	7,209	27,983
	Outside groups	1,114	1,160	2,165	2,256	1,611	908	986	1,413	1,475	501	431	339	14,359
	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	1,566	18,587
	Outreach- Youth Services	479	3,032	3,011	1,906	4,864	1,083	970	504	915	4,813	2,576	632	24,785
	Outreach-Adult Services	229	456	425	189	168	305	183	406	173	174	166	980	3,854
2019	Total	5,026	8,771	10,429	8,738	11,231	7,508	9,706	5,153	6,192	12,787	7,821	11,326	104,688
	Youth & Adult Services	1,756	2,924	3,426	2,611	2,464	3,013	3,753	3,561	4,374	874	2,812	3,312	34,880
	Outside groups	1,229	1,053	3,650	1,982	1,085	812	753	1,101	936	5,703	4,373	1,069	23,746
	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	1,506	19,752
	Outreach- Youth Services	1,287	2,450	2,524	1,363	4,414	800	1,052	423	786	3,071	1,294	586	20,050
	Outreach-Adult Services	447	465	424	268	492	135	259	102	147	130	294	302	3,465
2018	Total	6,405	8,548	11,693	7,493	9,773	5,917	7,029	6,592	7,770	13,309	10,589	6,775	101,893
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	30,383	399,001
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	29,599	417,030
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	135,998	1,505,682
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	73,528	1,373,346
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	26,471	26,471
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	28,252	28,404	28,404

COMPUTER USAGE														
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	1,043	1,270	1,133	1,064	13,903
	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	4,705	62,470
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	6,579	6,803	5,817	5,769	76,373
	Public computers-Youth Services	1,362	1,043	1,468	989	879	2,161	2,006	1,426	1,105	936	963	844	15,182
	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	4,337	67,534
2018	Total	7,247	7,586	7,971	6,578	6,490	7,801	7,684	7,852	6,181	6,371	5,774	5,181	82,716
2019	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	9,570	8,960	138,345
	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	9,570	8,960	138,345
	Wireless	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	16,647	14,471	12,964	168,750
2018	Total	13,170	13,216	15,314	13,244	14,181	13,833	13,920	14,322	13,468	16,647	14,471	12,964	168,750

**Virtual visits are the same number in Dec and Nov. We could not collect the data.



DIRECTOR'S REPORT

December 2019

TWO COUPONS FOR YOU!
 Detach on the dotted line & bring to the 1st Floor desk to pick up.

Don't have a library card? Visit the 1st Floor Information Desk to pick up yours today.

FREE
 limited edition DPPL coffee mug & hot cocoa pouch*



*Limited to the first 500 to present coupon. Valid DPPL library card required, one per library card, while supplies last.

FREE
 limited edition library card wallet*



*While supplies last.

Things To Do, Indeed!

In December 2019:

1,800 Des Plaines residents came to the library to collect their "members-only" limited edition mug and cocoa.

DPPL issued 332 new cards and 283 renewal cards. In December 2018 we issued 218 new cards and 143 renewals.

DPPL increased the number of cards issued in over December 2018 by 68%.





Latest from the DPPL blog
**We Can Do Anything,
Right Barbie?**

December On The Blog

New on the DPPL Blog
**Love Me,
Love My
Guinea Pigs**



The State of Library



New on the DPPL Blog
Youth Services Staff Picks for 2019



DP PL
NER REOS
PODCAST
On the new episode
What Does It Mean To Be a Fan Today



Staff Comings & Goings

NEW EMPLOYEES

- Youth Services Assistant * Part-time Reference Librarian *
- Part-time Reference Assistant *
- Seasonal Preschool Outreach Intern *
- Seasonal Preschool Outreach Intern * Patron Accounts Assistant

PROMOTIONS

- Readers' Services Assistant

DEPARTURES

- Part-time Reference Librarian * Creative Services Manager * Page * Web Services Manager

HOLIDAY BELL CONCERT

Random Ringers

FRIDAY, DECEMBER 13
at 7 PM

Listen to the unique, beautiful tones of handbells as the Random Ringers present a special program of holiday music. Registration required. See [dppl.org](#) for details.

Sold Out!
110 Attendees

LEARN MORE AT [DPPL.ORG](#)

DES PLAINES PUBLIC LIBRARY

BEER TASTING

OP SOCIAL

EVENTS FOR 20 & 30 SOMETHING

WEDNESDAY, DEC. 4 • 6:30 - 8:30 PM

Join us for a night of socializing and craft beer tasting. Each person will receive a complimentary tasting flight and one pint of your choice.

PLEASE REGISTER AT [DPPL.ORG](#)

24 Attendees

AT FIBS BREWING CO. OF DES PLAINES
260 HOWARD AVENUE
DES PLAINES, IL 60018
AGES 21+

LEARN MORE AT [DPPL.ORG](#)

DES PLAINES PUBLIC LIBRARY

Lost Restaurants
OF
CHICAGO

SUNDAY, 12/15 AT 2 PM

Chicago historian and author Greg Borzo explores the city's bygone restaurants. Stretching across almost two centuries, this presentation revisits some of Chicago's favorite dining spots.

Please Register at [dppl.org](#)

62 Attendees

DES PLAINES PUBLIC LIBRARY

Open Mic
NanoWriMo
Showcase

TUESDAY, DECEMBER 3 • 6:30 - 9 PM

READERS AND LISTENERS WELCOME!
NANOWRIMO IS OVER! IT'S TIME TO BRING YOUR WRITING SAMPLES TO SHARE. SIGN IN AT THE FRONT TO SECURE A READING SPOT.

20 Attendees

DES PLAINES PUBLIC LIBRARY

December Adults



Holiday Book Swap
at Tap House Grill

Meet us at Tap House Grill (1472 Market St, Des Plaines) to grab a bite, get a drink, and enjoy our 6th annual White Elephant book swap. Bring a memorable, wrapped book from your collection (new or slightly used) to swap with others.

TUESDAY DEC. 17
7:00 - 8:30 PM

LEARN MORE AT [DPPL.ORG](#)

DES PLAINES PUBLIC LIBRARY



• POET TREE CORNER •

MOVIE NIGHT!

6 PM

Fridays
December 16

35 Attendees

ENJOY A FAMILY FILM AT THE POET TREE CORNER

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



I MADE IT MYSELF!

Tuesday, December 17
10:30 a.m. - 12 p.m.

Drop in with your 3 - 6 year old to make a craft to give as a gift to someone special!

52 Attendees

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



December Kids

HOLIDAY houses


FRIDAY, DECEMBER 20
AT 6:00 OR 6:45 PM

200 Attendees

ALL AGES ARE INVITED TO CELEBRATE THE SEASON

LEARN MORE AT DPPL.ORG





Finals Café

3 - 9 pm

Monday, December 16 -
Thursday, December 19

Hit the books and feed your face!
We've reserved the Commons and 3rd Floor Study Rooms for you during finals. Drinks and snacks will be provided while you study for exams.

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY



SATURDAY, DECEMBER 21 AT 1:00 PM

Yule Ball




December Teens

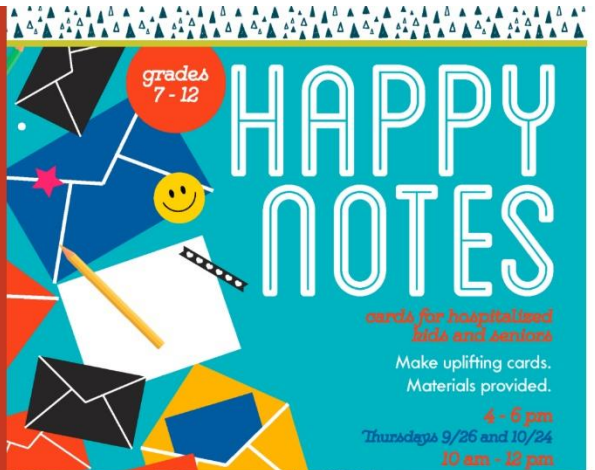
grades 7-12

HAPPY NOTES

cards for hospitalized kids and seniors

Make uplifting cards. Materials provided.

4 - 6 pm
Thursdays 9/26 and 10/24
10 am - 12 pm




TEENS

Learn to sew:

WINTER HATS

monday, 12/30
2 - 4 p.m.

Learn how to use a sewing machine to make and take a fleece hat!

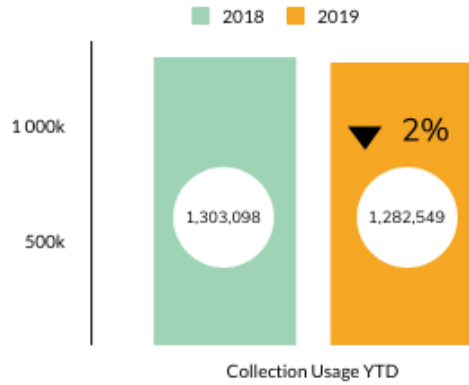




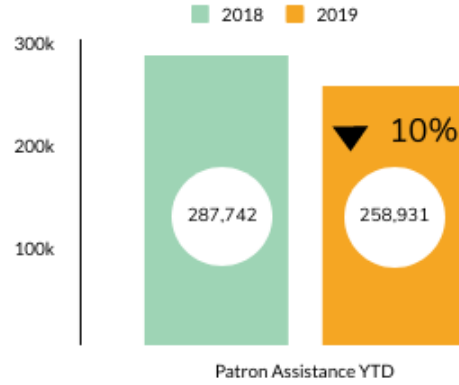

STATISTICS REPORT

December 2019

Collection Usage YTD

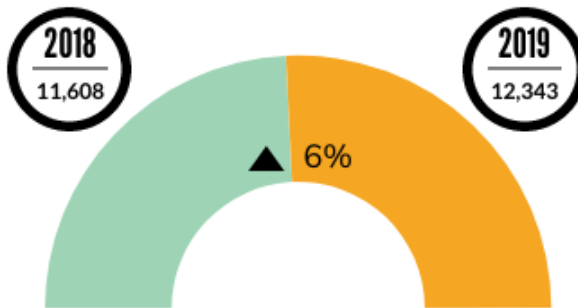


Patron Assistance YTD



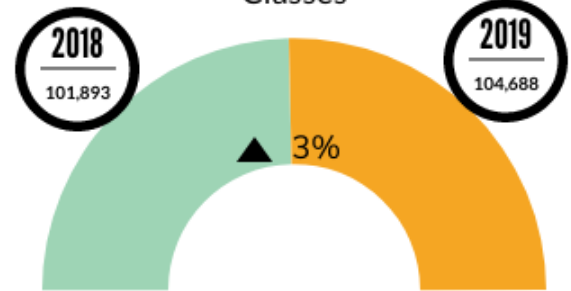
Bookings YTD

Events, Programs & Classes

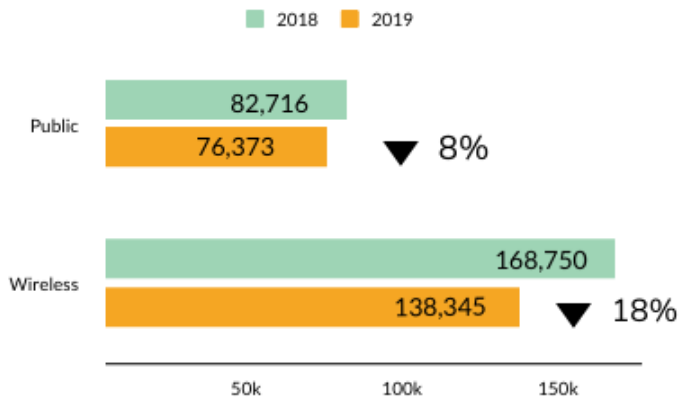


Attendance YTD

Events, Programs, Outreach & Classes

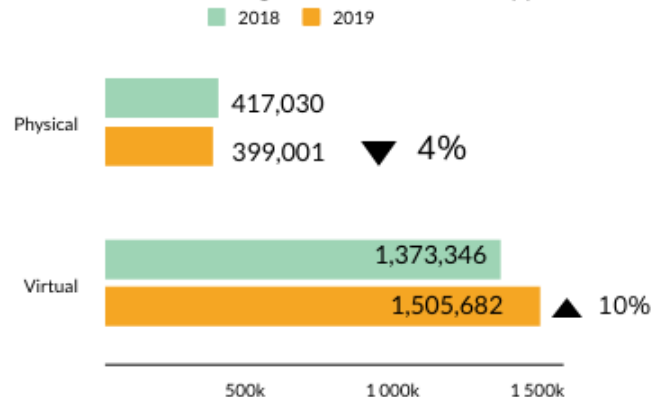


Computer Usage YTD



Traffic YTD

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

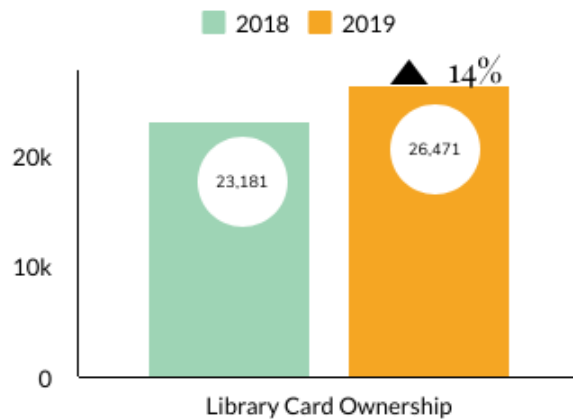




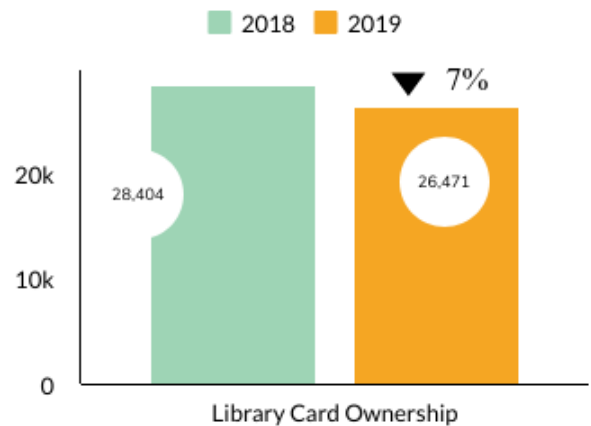
STATISTICS REPORT

December 2019

Adjusted Library Card Year To Year



Library Card Ownership Year to Year



The Adjusted Library Card Number

Please note that the 7% decrease from 2018 to 2019 is not reflective of a true decrease in "active" card ownership.

DPPL has actually seen a 14% increase in active library card ownership in 2019 due to the the "apples to apples" adjustments made in to the database in 2018, including:

- 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.

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	\$ 5,490,989	\$ 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	204,387			
	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	5,291,688	4,777,257			
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	18,240	1,044,137	978,588	65,549
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	620,532	18,240	7,111,245	7,078,588	32,657
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	301,851	3,850,894	4,144,018	(293,124)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	100,384	49,376	59,293	1,077,832	1,104,264	(26,432)
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	84,687	94,595	82,290	948,363	1,021,780	(73,417)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380	22,877	3,109	4,904	71,849	51,705	20,144
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438	8,974	636,814	22,873	673,000	733,000	(60,000)
202	-	6,286	2,948	2,200	13,393	13,582	27,203	-	-	-	100,000	-	165,612	172,000	(6,388)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(94,870)	233,476	136,856		
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	559,039	457,846	1,129,878	704,686			(439,217)
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)	(509,346)	(686,446)			
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	4,981,644	4,295,197			
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	4,782,342	4,090,810			

**Three Year Elevator Comprehensive Maintenance Service Agreement Contract for the
Des Plaines Public Library
Board Summary, January 23, 2020**

The library posted the Elevator Maintenance Contract RFP in the *Daily Herald* and on the library web site.

The only company that submitted a proposal was Schindler Elevator Corporation, our current vendor.

The library director recommends that we contract with Schindler Elevator Corporation, for a **total cost over three years of \$28,098.40** (see below).

First year:	\$9,000.00
Second year:	\$9,360.00
Third year:	\$9,734.40

2020 Schindler Custom Year Total: \$9,000.00

2021 Schindler Custom Year Total: \$9,360.00

2022 Schindler Custom Year Total: \$9,734.40

Please note, *2021 and 2022 Schindler Custom Year Total Amounts are projected as per the contract on page 4 of 8 under "Price Adjustment" and these are estimated amounts.

Schindler Elevator Billing Rates

Each year these rates are subject to increase.

Schindler Elevator	Straight Time	1.5 Over Time	1.7 Over Time	Double Time (2.0)
Mechanic	\$350.00	\$525.00	\$595.00	\$700.00
Helper	\$280.00	\$420.00	\$476.00	\$560.00
Adjustor	\$392.00	\$588.00	\$666.40	\$784.00

Three References:

George Barth, 847-367-1968

Guy Monzel, 847-318-0550

Tony Fiore, 847-663-4685

2020 Virtual Host Servers Lifecycle Replacement

The two servers due for replacement this year are the primary computing resource for both the Patron and Staff networks – enabling file sharing, emails, and network access. The quotes provided are for two HPE ProLiant DL380 Gen10 Servers, setup as redundant replicas for high availability, each with the following specs:

192 GB of memory; Two 480 GB SSDs mirrored (Hyper-V OS); Six 1.8 TB Hard Drives (Data); Two Xeon-G 5220 CPUs (2.2 GHz at 18-cores), and HPE 5-year extended service agreement with 24x7x4 hour support.

The computing resources the servers provide are 17 Virtual Machines (VMs) and deliver the following critical library & network functions:

- Domain Controllers – Patron and Staff DCs for DHCP/DNS and AD/Group Policy.
- File Server VM – serving up all Staff network and shared drives.
- Email Server VM – providing management and flow for internal and external email.
- Applications Server VMs – used for Staff group policy via Desktop Authority. Patron application servers managed the PC reservation login system, printing, and Deep Freeze.
- EZ Proxy – provides library card holder access to vendor sites like LinkedIn.
- Terminal Server – for hosting the remote desktop for Catalog computer thin clients.
- Internet Information Services – for hosting internal resource websites.
- Web Filter – for managing the WebTitan web filter.
- Automated scheduling for the nightly closing announcements.
- Windows Deployment Services (WDS) – for efficient imaging of new computers.
- Windows Update Services (WSUS) – for updating computers to the latest security patches.

The following quotes deliver the same features and are basically equivalent in function.

Vendor Quote price	
Outsource Solutions Group	\$45,334.75
ITsavvy	\$36,995.00
SHI	\$42,357.17



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND®

ITsavvy LLC
 313 South Rohlwing Road
 Addison, IL 60101
 www.ITsavvy.com

Quote Details	
Quote #:	3317867
Date:	01/10/2020
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Bill To:
 ACCT #: 647358
 Des Plaines Public Library
 150 Ellinwood Street
 Des Plaines, IL 60016
 United States

Ship To:
 Des Plaines Public Library
 150 Ellinwood Street
 Des Plaines, IL 60016
 United States

Client Contact:
 Holly Richards Sorenson
 (P) 847-376-2801
 hsorensen@dppl.org

Client Executive:
 Matt Butler
 (P) 630.396.6307
 (F) 630.396.6322
 mbutler@ITsavvy.com

Description: HP DL380 Gen 10

Item Description	Part #	Qty	Unit Price	Total
1 HP DL380 Gen 10 8SFF SVR	22216418	1	\$36,995.00	\$36,995.00
Qty Mfr # Description 2 868703-B21 CTO DL380 GEN10 8SFF SVR 2 P02499-L21 FIO DL380 GEN10 XEON-G 5220 KIT 2 P02499-B21 DL380 GEN10 XEON-G 5220 KIT 24 P00922-B21 16GB 2RX8 PC4-2933Y-R SMART KIT 2 826691-B21 DL380 GEN10 BOX1/2 CAGE BCKPL KIT 12 872481-B21 1.8TB SAS 10K SFF SC 512E DS HD 4 P05976-B21 480GB SATA MU SFF SC DS SSD 2 870548-B21 DL GEN10 X8 X16 X8 RISER KIT 2 870549-B21 DL38X GEN10 12GB SAS EXPANDER 2 647594-B21 HP ETHERNET 1GB 4PT 331T ADPT 2 P01366-B21 96W SMART STOR BATT 145MM CBL 2 804331-B21 SMART ARRAY P408I-A SR GEN10 CTRL 2 629135-B22 1GB ETH 4P 331FLR ADPT 2 867810-B21 DL38X GEN10 HIGH PERFORMANCE FAN 2 389692-B21 CUSTOMER DEFINED RAID SETTING SVC 4 865414-B21 800W FLEX SLOT PLAT HPLUG LH P/S KIT 2 BD505A HP ILO ADV 3YR TS U SVR LIC 2 P00614-B21 D38X 580 560 ML350 24P CBL 2 733660-B21 2U SFF EASY INST RAIL KIT 2 H7J34A5#R2M FIO CAREPACK ILO ADV NON BLADE 3YR S/W 2 H7J34A5#WAH FIO CAREPACK DL380 GEN10 SUP				

Fair Market Value		\$1 Buy Out		Subtotal:	\$36,995.00
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year	Shipping:	\$0.00
\$12,245.32	\$8,205.23	\$13,362.39	\$8,427.62	TOTAL:	\$36,995.00

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.



Outsource Solutions Group, Inc
P.O. Box 309
Itasca, IL 60143
Phone: (630) 236-6625
Fax: (630) 428-0524

Prepared especially for
Des Plaines Public Library

On Friday, January 3, 2020

Prepared by Don Sofolo

dsofolo@osgusa.com

(630) 236-6625 x 221

Proposal: 29092
Created: 11/26/2019
Printed: 1/3/2020

Quantity	Description	Total
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HYPER V HOST AND REPLICIA RACK SERVER, (2) 18 CORE PROCESSORS, 192 GB RAM, (12) 1 GB NIC PORTS, 480 GB USABLE SPACE SSD FOR OS IN RAID 1, 5 TB USABLE SPACE IN RAID 10, REDUNDANT FAN AND POWER SUPPLY
HP 24X7X4 ONSITE SUPPORT 5 YEARS, ILO PORT ADVANCED 3 YEARS

2	HPE DL380 GEN 10 8SFF CTO SERVER	\$2,811.44
2	HPE DL380 GEN10 XXEON-G 5220 FIO KIT	\$3,729.94
2	HPE DL380 GEN10 XEON-G 5220 KIT	\$3,451.58
24	HPE 16GB 1Rx4 PC4-2933Y-R SMART KIT	\$7,585.68
2	HPE DL38X GEN 10 2SFF HDD SAS/SATA RISER KIT	\$370.52
2	HP DL38X G10 SFF BOX 1/2 CAGE BACKPLANE KIT	\$397.08
12	HP 1.8TB 2.5" INTERNAL HARD DRIVE SAS	\$9,123.60
4	HPE 480GB SATA MU SFF SC DS SSD	\$1,537.88
2	HP DL38X G10 12GB SAS EXPANDER	\$928.30
2	HPE Smart Array P408i-a SR Gen10	\$756.98
2	HP 1GBE 4PORT 331T ADAPTER	\$650.74
2	HPE BATTERY FOR RAID CONTROLLER	\$185.94
2	1GB ETHERNET 4P 331FLR ADAPTER	\$597.62
2	HPE DL38X GEN10 HIGH PERF FAN	\$317.40
4	HP 800W HOT PLUG POWER SUPPLY KIT - 230 V AC KIT	\$956.16
2	HPE ILO ADV 1-SVR LIC 3 YEAR SUPPORT	\$673.08
2	HPE 2U SFF RAIL KIT	\$132.80
2	HPE D38X/580/560/ML350 24P CBL KIT	\$304.12
2	HPE ILO ADVANCED NON BLADE - 3 YEAR SUPPORT	\$104.76
2	HPE 24X7X4 HOUR ONSITE SUPPORT 5 YEARS	\$9,872.94
SERVER TOTAL		\$44,488.56
1	SHIPPING AND HANDLING	\$846.19
120 HOURS OF INSTALLATION INCLUDED IN HASSLE FREE AGREEMENT		
120.00	ESTIMATED INSTALLATION SERVICES	\$21,000.00
120.00	ESTIMATED INSTALLATION SERVICES	(\$21,000.00)
Your Price:		\$45,334.75
Total:		\$45,334.75

Prices are firm until 6/1/2020

Terms: Due Upon Receipt

Quoted by: Don Sofolo, dsfolo@osgusa.com

Date: 11/26/2019

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.



Pricing Proposal
Quotation #: 18318381
Created On: Jan-16-2020
Valid Until: Feb-14-2020

Des Plaines Public Library

Mari Ferdinando

1501 Ellinwood Street
Des Plaines
IL
60016-4553
Phone: 847-376-2827
Fax:
Email: MFerdinando@dppl.org

Inside Account Manager

Jenna Criscuolo

290 Davidson Ave
Somerset, NJ 08873
Phone: (888) 591-3400
Fax:
Email: TeamSHI@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Retail	Your Price	Total
1 HPE DL380 Gen10 8SFF CTO Server Hewlett Packard Enterprise - Part#: 868703-B21 Contract Name: Open Market Contract #: Open Market	2	\$1,959.00	\$1,279.18	\$2,558.36
2 U.S. - English localization Hewlett Packard Enterprise - Part#: 868703-B21 ABA Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
3 HPE DL380 Gen10 Xeon-G 5220 FIO Kit Hewlett Packard Enterprise - Part#: P02499-L21 Contract Name: Open Market Contract #: Open Market	2	\$2,599.00	\$1,697.10	\$3,394.20
4 HPE DL380 Gen10 Xeon-G 5220 Kit Hewlett Packard Enterprise - Part#: P02499-B21 Contract Name: Open Market Contract #: Open Market	2	\$2,599.00	\$1,560.23	\$3,120.46
5 Factory integrated Hewlett Packard Enterprise - Part#: P02499-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
6 HPE 16GB 1Rx4 PC4-2933Y-R Smart Kit Hewlett Packard Enterprise - Part#: P00920-B21 Contract Name: Open Market Contract #: Open Market	24	\$425.00	\$255.14	\$6,123.36
7 Factory integrated Hewlett Packard Enterprise - Part#: P00920-B21 0D1 Contract Name: Open Market Contract #: Open Market	24	\$0.00	\$0.00	\$0.00
8 HPE DL38X Gen10 2SFF HDD Riser Kit	2	\$279.00	\$167.49	\$374.98

Hewlett Packard Enterprise - Part#: 826688-B21
Contract Name: Open Market
Contract #: Open Market

9	Factory integrated Hewlett Packard Enterprise - Part#: 826688-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
<hr/>					
10	HPE 1.8TB SAS 10K SFF SC 512e DS HDD Hewlett Packard Enterprise - Part#: 872481-B21 Contract Name: Open Market Contract #: Open Market	12	\$1,145.00	\$687.36	\$8,248.32
<hr/>					
11	Factory integrated Hewlett Packard Enterprise - Part#: 872481-B21 0D1 Contract Name: Open Market Contract #: Open Market	12	\$0.00	\$0.00	\$0.00
<hr/>					
12	HPE 480GB SATA MU SFF SC MV SSD Hewlett Packard Enterprise - Part#: P18432-B21 Contract Name: Open Market Contract #: Open Market	4	\$389.00	\$233.52	\$934.08
<hr/>					
13	Factory integrated Hewlett Packard Enterprise - Part#: P18432-B21 0D1 Contract Name: Open Market Contract #: Open Market	4	\$0.00	\$0.00	\$0.00
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14	HPE DL38X Gen10 12Gb SAS Expander Hewlett Packard Enterprise - Part#: 870549-B21 Contract Name: Open Market Contract #: Open Market	2	\$699.00	\$419.63	\$839.26
<hr/>					
15	Factory integrated Hewlett Packard Enterprise - Part#: 870549-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
<hr/>					
16	HPE Ethernet 1Gb 4-port 331T Adapter Hewlett Packard Enterprise - Part#: 647594-B21 Contract Name: Open Market Contract #: Open Market	2	\$490.00	\$294.16	\$588.32
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17	Factory integrated Hewlett Packard Enterprise - Part#: 647594-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
<hr/>					
18	HPE 96W Smart Storage Battery 145mm Cbl Hewlett Packard Enterprise - Part#: P01366-B21 Contract Name: Open Market Contract #: Open Market	2	\$140.00	\$84.04	\$168.08
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19	Factory integrated Hewlett Packard Enterprise - Part#: P01366-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
<hr/>					
20	HPE Smart Array P408i-a SR Gen10 Ctrlr	2	\$570.00	\$342.18	\$684.36

21	Factory integrated Hewlett Packard Enterprise - Part#: 804331-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
22	HPE Ethernet 1Gb 4P 331FLR Adptr Hewlett Packard Enterprise - Part#: 629135-B22 Contract Name: Open Market Contract #: Open Market	2	\$450.00	\$270.15	\$540.30
23	Factory integrated HP, Inc. - Part#: 629135-B22 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
24	HPE DL38X Gen10 High Perf Fan Hewlett Packard Enterprise - Part#: 867810-B21 Contract Name: Open Market Contract #: Open Market	2	\$239.00	\$143.48	\$286.96
25	Factory integrated Hewlett Packard Enterprise - Part#: 867810-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
26	HPE 800W FS Plat Ht Plg LH Pwr Sply Kit Hewlett Packard Enterprise - Part#: 865414-B21 Contract Name: Open Market Contract #: Open Market	4	\$360.00	\$216.12	\$864.48
27	Factory integrated Hewlett Packard Enterprise - Part#: 865414-B21 0D1 Contract Name: Open Market Contract #: Open Market	4	\$0.00	\$0.00	\$0.00
28	HPE iLO Adv 1-svr Lic 3yr Support Hewlett Packard Enterprise - Part#: BD505A Contract Name: Open Market Contract #: Open Market	2	\$469.00	\$306.24	\$612.48
29	Factory integrated Hewlett Packard Enterprise - Part#: BD505A 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00
30	HPE 2U SFF Easy Install Rail Kit Hewlett Packard Enterprise - Part#: 733660-B21 Contract Name: Open Market Contract #: Open Market	2	\$100.00	\$60.03	\$120.06
31	Factory integrated Hewlett Packard Enterprise - Part#: 733660-B21 0D1 Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00	\$0.00

32	HPE 5Y Proactive Care 24x7 Service Hewlett Packard Enterprise - Part#: H1K92A5 Contract Name: Open Market Contract #: Open Market	1	\$0.00	\$0.00	\$0.00
33	HPE iLO Advanced Non Blade Support Hewlett Packard Enterprise - Part#: H1K92A5 R2M Contract Name: Open Market Contract #: Open Market	2	\$109.00	\$82.66	\$165.32
34	HPE DL38x Gen10 Support Hewlett Packard Enterprise - Part#: H1K92A5 WAH Contract Name: Open Market Contract #: Open Market	2	\$8,320.00	\$6,309.04	\$12,618.08
				Shipping	\$155.71
				Total	\$42,357.17

Additional Comments

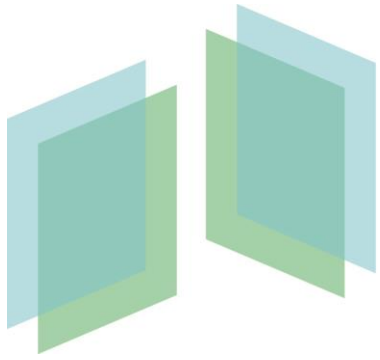
Please Note: HP, Inc. has a zero returns policy on custom build PCs. Ink and toner are also considered non-returnable

Please Note: Hewlett Packard Enterprise has a zero returns policy on custom build machines.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, FEBRUARY 20, 2020

5:00 PM*

Conference Room – Second Floor

Agenda:

- **Approve Illinois Public Library Annual Report**

***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 376-2789 to allow the Library to make reasonable accommodations.



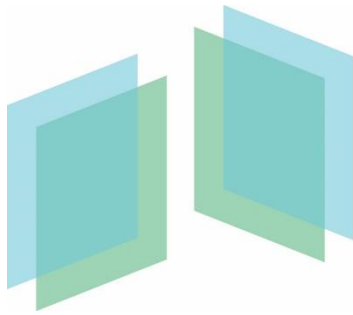
DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
February 20, 2020
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 Andrew Goczkowski.
- VII. Consent Agenda. [Action Item] (5:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – January 23, 2020.
 - B. Approval of the Minutes of the Management Committee Meeting – January 21, 2020.
 - C. Acceptance of Financial Reports for January 2020.
 - D. Acceptance of Reports.
 1. Director’s Report
 2. Statistics Report

- VIII. New Business. (5:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$310,247.40. [Action Item]
 - B. Approve Illinois Public Library Annual Report. [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.



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PUBLIC LIBRARY**
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DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 23, 2020

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 23, 2020. Treasurer Kristen Graack called the meeting to order at 7:09 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel, Gregory Sarlo.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff, Jonathan Quinosa, Mindy Capper, Earl Wilson, Abby Wilson, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE – Mindy Capper, Trustee.

Mindy Capper took the Oath of Office.

VI. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern regarding the purchase of a new server and the former bed bug problem.

Treasurer Kristen Graack thanked Mr. Wilson for his continued interest in the welfare of the library and for the people of Des Plaines.

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

Alderman Malcom Chester was not in attendance.

VIII. CONSENT AGENDA.

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

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$258,401.03. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$258,401.03 as listed on the vendor checks report of December 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 Elevator Contract [Action Item]

Library Director Jo Bonell stated that a Request for Proposals was posted on the library website and emailed to vendors for a 3-Year Elevator Comprehensive Maintenance Service Agreement. One proposal was received from Schindler Elevator Corporation in the amount of \$28,094.40 for three years.

Trustee Kristen Graack stated that she remembered that there had been problems with Schindler Elevator Corporation in the past and Library Director Jo Bonell stated that the contract is worded so that a specific repair person will be assigned to the library's account.

MOTION by Umair Qadeer, seconded by Bruce Lester, to approve Schindler Elevator Corporation as the successful bidder for a three-year Elevator Comprehensive Maintenance Service Agreement, Year 1 - \$9,000.00, Year 2 - \$9,360.00, Year 3 - \$9,734.40. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Approve Server Lifecycle Contract. [Action Item]

Library Director Jo Bonell stated that board approval was required for the replacement of a server that is at the end of its life cycle and that this was a 2020 budgeted expense.

Don Sofolo, Owner and President of Outsource Solutions Group stated that OSG has had a business relationship with the library since 2006. Mr. Sofolo stated that any equipment the library requests through OSG goes through a very competitive bidding process. Mr. Sofolo also stated that the server being replaced is 6 years old and no longer supported.

Trustee Umair Qadeer stated that he wanted to address the public comments made by former board member, Earl Wilson. Trustee Umair Qadeer stated that it is much easier to replace older equipment before it is absolutely necessary, than to wait for the equipment to fail, since downtime for library users and staff can be several days.

MOTION by Denise Hudec, seconded by Umair Qadeer, to approve IT Savvy as the successful bidder for the server lifecycle in the amount of \$36,995.00. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer. NAYS: None. MOTION CARRIED.

D. Report Out Management Committee Meeting, January 21, 2020 – Denise Hudec. [Action Item]

Management Committee Chair, Denise Hudec, reported that the committee reviewed four job descriptions and is making a recommendation to the board for approval of the following job descriptions:

Creative Services Coordinator

Digital Designer

Head of Marketing and Communication Services

Web Services Specialist

MOTION by Committee, to approve the following job descriptions:

Creative Services Coordinator

Digital Designer

Head of Marketing and Communication Services

Web Services Specialist

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

X. Announcements.

A. President's Day Library Legislative Breakfast, Monday, February 17, 2020.

B. Library Trustee Forum Workshop, Saturday, March 14, 2020.

C. Filing Statement of Economic Interest begins March 2020.

D. February 20, 2020 Board of Trustee Meeting – 5:00 p.m.

E. Semi-Annual Board Dinner, February 20, 2020.

Secretary Carol Kidd invited the board to attend the President's Day Legislative Breakfast, Library Trustee Forum Workshop and reminded them to complete their Statement of Economic Interest. She also stated that the February Board Meeting will be at 5:00 p.m., with the Board dinner immediately following the meeting.

XI. CORRESPONDENCE.

Library Director Jo Bonell invited the Board to participate in the Des Plaines Chamber of Commerce Food Fight, which will benefit the Des Plaines Food Pantry. Donations will be accepted through February 29, 2020.

XII. OTHER.

XIII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Denise Hudec, to adjourn the regular meeting.

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

Meeting adjourned at 7:53 p.m.

Minutes prepared Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Management Committee
January 21, 2020

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, January 21, 2020. Chair Denise Hudec called the meeting to order at 7:09 p.m.

II. ROLL CALL.

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

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff.

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

III. Review Job Descriptions.

Library Director Jo Bonell stated that the committee would review the following job descriptions:

Head of Marketing and Communications Services
Creative Services Coordinator
Web Services Specialist
Digital Designer

Trustee Kristen Graack asked that the positions that were being replaced by another position be removed from the Salary Schedule.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve the following job descriptions with changes:

Head of Marketing and Communications Services

Creative Services Coordinator

Web Services Specialist

Digital Designer

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

IV. ADJOURNMENT.

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

Meeting adjourned at 7:39 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
January 31, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



February 11, 2020

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, 2020 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,

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 January 31, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 1,930,489.75	\$ 1,773,509.92	\$ 3,703,999.67
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	\$ 8,034,452.28	\$ 1,773,509.92	\$ 9,807,962.20
LIABILITIES			
Accounts Payable	\$ 239,910.67	\$ -	\$ 239,910.67
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	575,395.06	-	575,395.06
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,644,895.06	-	6,644,895.06
FUND BALANCE			
Fund Balance - Unreserved	1,354,806.42	1,773,509.92	3,128,316.34
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	1,389,557.22	1,773,509.92	3,163,067.14
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,034,452.28	\$ 1,773,509.92	\$ 9,807,962.20

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Fines & Fees	5,674.31	-	5,674.31
Interest	3,059.63	2,095.87	5,155.50
Special Events and Programs	700.00	-	700.00
Miscellaneous	8,747.07	-	8,747.07
Total Revenues	18,181.01	2,095.87	20,276.88
EXPENDITURES			
Personnel	\$ 342,477.50	\$ -	\$ 342,477.50
Operating	265,145.38	-	265,145.38
Library Materials	114,472.76	-	114,472.76
Capital Outlay	10,796.77	943.13	11,739.90
Other Expenditures	16,303.53	-	16,303.53
Total Expenditures	750,510.94	943.13	751,454.07
Net Change in Fund Balances	(732,329.93)	1,152.74	(731,177.19)
FUND BALANCES			
Beginning of the year	2,121,887.15	1,772,357.18	3,894,244.33
End of the period	\$ 1,389,557.22	\$ 1,773,509.92	\$ 3,163,067.14

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of January 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	15,650.64
202-1102015 - First Midwest Operating #8100292260	<u>217,158.71</u>
	<u>232,809.35</u>
201-1102028 - Cash Library Donations	<u>204,470.19</u>
201-1102079 - IL Funds - 151600222591	1,709,868.92
202-1102079 - IL Funds - 151600222591	<u>1,556,351.21</u>
	<u>3,266,220.13</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>3,703,999.67</u></u>

Des Plaines Public Library
Balance Sheet as of January 31, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
<hr/> Library Fund <hr/>			
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	110,631.90	(94,981.26)	15,650.64
1102028 - Cash Library Donations	204,386.87	83.32	204,470.19
1102079 - IL Funds - 151600222591	2,205,012.86	(495,143.94)	1,709,868.92
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	104,209.69	(104,209.69)	0.00
	<u>8,728,703.85</u>	<u>(694,251.57)</u>	<u>8,034,452.28</u>
 Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	201,832.31	38,078.36	239,910.67
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>6,606,816.70</u>	<u>38,078.36</u>	<u>6,644,895.06</u>
 Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,087,136.35	0.00	2,087,136.35
	<u>2,121,887.15</u>	<u>0.00</u>	<u>2,121,887.15</u>
 Total Liabilities and Fund Balance	<u>8,728,703.85</u>	<u>38,078.36</u>	<u>8,766,782.21</u>
 Excess Revenues Over Expenses	<u>0.00</u>	<u>(732,329.93)</u>	<u>(732,329.93)</u>

**Des Plaines Public Library
Balance Sheet as of January 31, 2020**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <u>Capital Projects Fund</u> <hr/>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	216,215.58	943.13	217,158.71
1102079 - IL Funds - 151600222591	1,556,141.60	209.61	1,556,351.21
	<u>1,772,357.18</u>	<u>1,152.74</u>	<u>1,773,509.92</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>1,772,357.18</u>	0.00	<u>1,772,357.18</u>
Total Liabilities and Fund Balance	<u>1,772,357.18</u>	<u>0.00</u>	<u>1,772,357.18</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>1,152.74</u>	<u>1,152.74</u>
 <hr/> <u>Compensated Absences Fund</u> <hr/>			
<u>Assets</u>			
1120201 - Due From Library	<u>335,484.39</u>	0.00	<u>335,484.39</u>
	<u>335,484.39</u>	<u>0.00</u>	<u>335,484.39</u>
 <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	<u>224,642.07</u>	0.00	<u>224,642.07</u>
	<u>335,484.39</u>	<u>0.00</u>	<u>335,484.39</u>
 <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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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 January 31, 2020**

	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 1 Month Ended January 31, 2020**

<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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	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	0.00	0.00	3,000.00	3,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>168,988.00</u>	<u>168,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	660.87	660.87	9,000.00	8,339.13	7.34
201-4850102 - Library Fines	3,692.34	3,692.34	30,000.00	26,307.66	12.31
201-4850201 - Copying Fees	1,176.60	1,176.60	27,000.00	25,823.40	4.36
201-4850207 - Non-Res Cards	69.50	69.50	3,000.00	2,930.50	2.32
201-4850208 - Meeting Room Fees	75.00	75.00	3,000.00	2,925.00	2.50
	<u>5,674.31</u>	<u>5,674.31</u>	<u>72,000.00</u>	<u>66,325.69</u>	<u>7.88</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	700.00	700.00	5,000.00	4,300.00	14.00
	<u>700.00</u>	<u>700.00</u>	<u>5,000.00</u>	<u>4,300.00</u>	<u>14.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	3,059.63	3,059.63	76,000.00	72,940.37	4.03
	<u>3,059.63</u>	<u>3,059.63</u>	<u>76,000.00</u>	<u>72,940.37</u>	<u>4.03</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	7,788.00	7,788.00	50,000.00	42,212.00	15.58
201-4899910 - Vending Machine Revenue	99.57	99.57	1,500.00	1,400.43	6.64
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	859.50	859.50	0.00	(859.50)	0.00
	<u>8,747.07</u>	<u>8,747.07</u>	<u>56,500.00</u>	<u>47,752.93</u>	<u>15.48</u>
Total Library Fund	<u>18,181.01</u>	<u>18,181.01</u>	<u>6,478,488.00</u>	<u>6,460,306.99</u>	<u>0.28</u>

**Des Plaines Public Library
Revenue Report
For the 1 Month Ended January 31, 2020**

	<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>2,095.87</u>	<u>2,095.87</u>	<u>100.00</u>	<u>(1,995.87)</u>	<u>2,095.87</u>
	<u>2,095.87</u>	<u>2,095.87</u>	<u>100.00</u>	<u>(1,995.87)</u>	<u>2,095.87</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,095.87</u></u>	<u><u>2,095.87</u></u>	<u><u>500,100.00</u></u>	<u><u>498,004.13</u></u>	<u><u>0.42</u></u>
Total of All Funds	<u><u>20,276.88</u></u>	<u><u>20,276.88</u></u>	<u><u>6,978,588.00</u></u>	<u><u>6,958,311.12</u></u>	<u><u>0.29</u></u>

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2020**

<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	262,790.33	262,790.33	2,410,733.00	2,147,942.67	10.90
5910200 - Part-time Salaries	<u>79,687.17</u>	<u>79,687.17</u>	<u>834,840.00</u>	<u>755,152.83</u>	<u>9.55</u>
	<u>342,477.50</u>	<u>342,477.50</u>	<u>3,245,573.00</u>	<u>2,903,095.50</u>	<u>10.55</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	25,001.67	25,001.67	241,013.00	216,011.33	10.37
5918021 - Employer Contribution - IMRF	33,521.69	33,521.69	309,489.00	275,967.31	10.83
5918040 - Life Insurance Premiums	194.22	194.22	1,932.00	1,737.78	10.05
5918050 - PPO Insurance Premiums	24,225.38	24,225.38	321,453.00	297,227.62	7.54
5918051 - HMO Insurance Premiums	9,275.17	9,275.17	236,951.00	227,675.83	3.91
5918055 - Dental Insurance Premiums	2,012.69	2,012.69	20,485.00	18,472.31	9.83
5918070 - Workers Compensation	<u>12,055.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>106,285.82</u>	<u>106,285.82</u>	<u>1,156,323.00</u>	<u>1,050,037.18</u>	<u>9.19</u>
Contractual Services					
5920100 - Legal Fees	115.00	115.00	6,000.00	5,885.00	1.92
5920110 - Professional Services	4,927.90	4,927.90	431,416.00	426,488.10	1.14
5920120 - Communication Services	1,608.13	1,608.13	22,000.00	20,391.87	7.31
5920140 - Integrated Library System	22,644.08	22,644.08	90,600.00	67,955.92	24.99
5920202 - Conferences	83.33	83.33	5,000.00	4,916.67	1.67
5920220 - Membership Dues	1,844.25	1,844.25	7,000.00	5,155.75	26.35
5920990 - Property/Liability Insurance	31,938.00	31,938.00	44,000.00	12,062.00	72.59
5930010 - R&M Equipment	49,005.90	49,005.90	84,475.00	35,469.10	58.01
5930020 - R&M Buildings & Structures	12,858.23	12,858.23	128,890.00	116,031.77	9.98
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,396.32	1,396.32	19,300.00	17,903.68	7.23
5930320 - Cleaning/Custodial Services	5,091.50	5,091.50	69,460.00	64,368.50	7.33
5930490 - Refuse Contract	360.00	360.00	4,320.00	3,960.00	8.33
5960040 - Pre-Employment Testing	478.25	478.25	3,000.00	2,521.75	15.94
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	7,257.75	7,257.75	70,450.00	63,192.25	10.30
5960990 - Misc. Contractual Services	<u>19,250.92</u>	<u>19,250.92</u>	<u>102,145.00</u>	<u>82,894.08</u>	<u>18.85</u>
	<u>158,859.56</u>	<u>158,859.56</u>	<u>1,089,856.00</u>	<u>930,996.44</u>	<u>14.58</u>
Commodities					
5970100 - Supplies	1,259.69	1,259.69	49,000.00	47,740.31	2.57
5970110 - Meals	0.00	0.00	2,000.00	2,000.00	0.00
5970115 - Supplies - Dept/Other	2,974.15	2,974.15	17,700.00	14,725.85	16.80
5970170 - Janitorial	0.00	0.00	19,000.00	19,000.00	0.00
5970260 - Postage & Parcel	6.85	6.85	6,000.00	5,993.15	0.11
5970500 - Water Bill	0.00	0.00	12,000.00	12,000.00	0.00
5970600 - Ebooks/Books	35,192.26	35,192.26	368,000.00	332,807.74	9.56
5970610 - E-audio/Audio	13,350.07	13,350.07	80,000.00	66,649.93	16.69

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2020**

	<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>
5970620 - E-Subscriptions/Subscriptions	12,382.69	12,382.69	68,430.00	56,047.31	18.10
5970630 - Visual Materials	7,012.17	7,012.17	167,000.00	159,987.83	4.20
5970640 - Databases	40,137.34	40,137.34	185,000.00	144,862.66	21.70
5970810 - Natural Gas	2,067.07	2,067.07	25,000.00	22,932.93	8.27
5970850 - Gasoline	90.47	90.47	500.00	409.53	18.09
5970900 - Equipment < \$5,000	0.00	0.00	6,000.00	6,000.00	0.00
	<u>114,472.76</u>	<u>114,472.76</u>	<u>1,005,630.00</u>	<u>891,157.24</u>	<u>11.38</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	1,108.60	1,108.60	8,110.00	7,001.40	13.67
5980410 - Computer Hardware	(455.03)	(455.03)	7,500.00	7,955.03	(6.07)
5980420 - Computer Software	10,143.20	10,143.20	39,265.00	29,121.80	25.83
5980600 - Furniture & Fixtures	0.00	0.00	3,500.00	3,500.00	0.00
	<u>10,796.77</u>	<u>10,796.77</u>	<u>58,375.00</u>	<u>47,578.23</u>	<u>18.50</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	15,444.03	15,444.03	73,000.00	57,555.97	21.16
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	859.50	859.50	0.00	(859.50)	0.00
	<u>16,303.53</u>	<u>16,303.53</u>	<u>633,000.00</u>	<u>616,696.47</u>	<u>2.58</u>
Total Library Fund Expenditures	<u>750,510.94</u>	<u>750,510.94</u>	<u>7,188,757.00</u>	<u>6,438,246.06</u>	<u>10.44</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	943.13	943.13	152,750.00	151,806.87	0.62
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	0.00	0.00	13,000.00	13,000.00	0.00
	<u>943.13</u>	<u>943.13</u>	<u>283,250.00</u>	<u>282,306.87</u>	<u>0.33</u>
Total Capital Projects Fund Expenditures	<u>943.13</u>	<u>943.13</u>	<u>323,250.00</u>	<u>322,306.87</u>	<u>0.29</u>
Total of All Funds	<u>751,454.07</u>	<u>751,454.07</u>	<u>7,512,007.00</u>	<u>6,760,552.93</u>	<u>10.00</u>

Des Plaines Public Library

Check List

All Bank Accounts

January 22, 2020 - February 20, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
17980	02/20/20	ALEXIAN BROTHERS CORP HEALTH SERV	390.00
17981	02/20/20	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	115.00
17982	02/20/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
17983	02/20/20	BAKER & TAYLOR	1,796.93
17984	02/20/20	BARNES & NOBLE, INC.	4,799.90
17985	02/20/20	CARROT-TOP INDUSTRIES	189.77
17986	02/20/20	CCH	172.41
17987	02/20/20	CITY OF DES PLAINES, PUBLIC WORKS	90.47
17988	02/20/20	D & Z HOUSE OF BOOKS INCORPORATED	4,258.03
17989	02/20/20	DEMCO EDUCATIONAL CORP	1,315.00
17990	02/20/20	ELLISON EDUCATIONAL EQUIPMENT, INC.	519.46
17991	02/20/20	FACILITY GATEWAY CORPORATION	1,500.00
17992	02/20/20	LAUTERBACH & AMEN, LLP.	1,550.00
17993	02/20/20	MIDWEST TAPE	489.98
17994	02/20/20	OUTSOURCE SOLUTIONS GROUP, INC.	1,953.90
17995	02/20/20	OVERDRIVE, INC.	878.91
17996	02/20/20	SEN SOURCE	1,285.00
17997	02/20/20	SPEED-E-KLEEN, INC.	199.00
17998	02/20/20	TODAY'S BUSINESS SOLUTIONS INC	887.96
17999	02/20/20	VISOGRAPHIC	4,792.10
18000	02/20/20	AMERICAN LIBRARY ASSOCIATION	469.00
18001	02/20/20	ANDREW LANGLIE	125.00
18002	02/20/20	ASI	214.80
18003	02/20/20	AUTOMATED LOGIC, INC.	4,600.00
18004	02/20/20	BAKER & TAYLOR	10,578.08
18005	02/20/20	BAKER & TAYLOR	14,033.04
18006	02/20/20	BIBLIOTHECA, LLC	17,228.20
18007	02/20/20	BLACKSTONE PUBLISHING	101.85
18008	02/20/20	BRITTANY E. SMITH	850.00
18009	02/20/20	CDW GOVERNMENT	39.21
18010	02/20/20	CHILDREN'S PLUS, INC.	566.56
18011	02/20/20	CHRISTINE THORNTON	325.00
18012	02/20/20	COOPERATIVE COMPUTER SERVICES	22,644.08
18013	02/20/20	CRYSTAL MAINTENANCE SERVICES CORP	5,392.50
18014	02/20/20	D&Z HOUSE OF BOOKS	481.25
18015	02/20/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18016	02/20/20	EBSCO INFORMATION SERVICES	110.42
18017	02/20/20	EVOLUTION MARKETING GROUP INC	204.70
18018	02/20/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18019	02/20/20	FLUID TECHNOLOGIES INC	390.00
18020	02/20/20	GRAINGER	59.68
18021	02/20/20	ILLINOIS LIBRARY ASSOCIATION	890.00
18022	02/20/20	INGRAM LIBRARY SERVICES	27.06
18023	02/20/20	JENNIFER STEURER - PETTY CASH	137.45
18024	02/20/20	KFM CONSULTING	100.00
18025	02/20/20	KOIOS	900.00
18026	02/20/20	KOS HOME IMPROVEMENT	1,895.00
18027	02/20/20	LACONI	100.00
18028	02/20/20	LAMP RECYCLERS	191.19
18029	02/20/20	LAUTERBACH & AMEN, LLP.	1,550.00
18030	02/20/20	LIBRARY IDEAS LLC	7,893.45
18031	02/20/20	LIMRICC	48,826.92
18032	02/20/20	LYNGSOE SYSTEMS, INC	30,000.00
18033	02/20/20	MANUFACTURERS' NEWS, INC.	231.90
18034	02/20/20	MENARDS	132.10
18035	02/20/20	MESSAGE MOVERS	206.49
18036	02/20/20	MIDWEST ANTENNA AND SATELLITE, INC	1,300.00

Des Plaines Public Library

Check List

All Bank Accounts

January 22, 2020 - February 20, 2020

Check Number	Check Date	Payee	Amount
18037	02/20/20	MIDWEST TAPE	10,180.86
18038	02/20/20	MOUNT PROSPECT PUBLIC LIBRARY	32.92
18039	02/20/20	OAKBROOK MECHANICAL SERVICES	2,896.25
18040	02/20/20	OUTSOURCE SOLUTIONS GROUP, INC.	6,174.01
18041	02/20/20	PORTLAND STATE UNIVERSITY	15.00
18042	02/20/20	PROQUEST LLC	3,993.60
18043	02/20/20	RAILS	100.00
18044	02/20/20	RICK PICKREN	375.00
18045	02/20/20	SCHOLASTIC LIBRARY PUBLISHING	8,773.00
18046	02/20/20	THOMAS INTERIOR SYSTEMS, INC.	1,705.23
18047	02/20/20	THOMSON REUTERS-WEST	19.09
18048	02/20/20	TIAA COMMERCIAL FINANCE	657.91
18049	02/20/20	TODAY'S BUSINESS SOLUTIONS INC	220.64
18050	02/20/20	UNITED STATES POSTAL SERVICE	2,600.00
18051	02/20/20	VAHE GHAZARIAN	130.00
18052	02/20/20	VIKING PLUMBING SERVICES, LLC	640.00
51082	01/31/20	Payroll Data Services, Inc	1,827.90
51083	01/31/20	IMRF	49,884.42
51084	01/31/20	VERIZON WIRELESS	878.92
51085	01/31/20	COMCAST CABLE	1,177.09
51086	01/31/20	NICOR GAS	2,067.07
51087	01/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	859.50
51088	01/31/20	BANKCARD SERVICES	13,641.83
Vendor Check Total			310,247.40
Check List Total			310,247.40

Check count = 80

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALEXIAN BROTHERS CORP HEALTH SERV				17980	02/20/20	<u>390.00</u>
201-5960040	Pre-Employment Testing	INV 697784	156.00			
201-5960040	Pre-Employment Testing	INV 698343	234.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				17981	02/20/20	<u>115.00</u>
201-5920100	Legal Fees	Statement # 73765	115.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				17982	02/20/20	<u>320.00</u>
201-5960990	Misc. Contractual Services	INV 9151	320.00			
BAKER & TAYLOR				17983	02/20/20	<u>1,796.93</u>
201-5960990	Misc. Contractual Services	INV 2035019462	1.62			
201-5970600	Ebooks/Books	INV 2035019462	15.33			
201-5960990	Misc. Contractual Services	INV 2035018262	5.38			
201-5970600	Ebooks/Books	INV 2035018262	13.14			
201-5960990	Misc. Contractual Services	INV 5015923829	10.50			
201-5970600	Ebooks/Books	INV 5015923829	259.78			
201-5960990	Misc. Contractual Services	INV 2034993331	1.50			
201-5970600	Ebooks/Books	INV 2034993331	10.21			
201-5960990	Misc. Contractual Services	INV 2035004545	6.50			
201-5970630	Visual Materials	INV 2035004545	49.39			
201-5970600	Ebooks/Books	INV 2034531412	2.46			
201-5960990	Misc. Contractual Services	INV 2034541834	22.90			
201-5960990	Misc. Contractual Services	INV 0000141915	17.38			
201-5970600	Ebooks/Books	INV 0000141915	102.33			
201-5960990	Misc. Contractual Services	INV 2034272067	30.40			
201-5970600	Ebooks/Books	INV 2034272067	251.70			
201-5960990	Misc. Contractual Services	INV 2034475959	10.70			
201-5970600	Ebooks/Books	INV 2034475959	88.55			
201-5960990	Misc. Contractual Services	INV 5015336545	4.20			
201-5970600	Ebooks/Books	INV 5015336545	81.30			
201-5970600	Ebooks/Books	INV 2034541833	438.66			
201-5970640	Databases	INV 5015336545	373.00			
BARNES & NOBLE, INC.				17984	02/20/20	<u>4,799.90</u>
201-5970600	Ebooks/Books	Invoice # 3937780	2,000.71			
201-5970610	E-audio/Audio	Invoice # 3937781	1,276.39			
201-5970600	Ebooks/Books	Invoice # 3933525	1,509.84			
201-5970600	Ebooks/Books	Invoice # 3937783	12.96			
CARROT-TOP INDUSTRIES				17985	02/20/20	<u>189.77</u>
201-5970100	Supplies	INV 44590500	189.77			
CCH				17986	02/20/20	<u>172.41</u>
201-5970640	Databases	INV 4804644704	172.41			
CITY OF DES PLAINES, PUBLIC WORKS				17987	02/20/20	<u>90.47</u>
201-5970850	Gasoline	inv 2020-00000001	90.47			
D & Z HOUSE OF BOOKS INCORPORATED				17988	02/20/20	<u>4,258.03</u>
201-5970600	Ebooks/Books	INV 2018/I087911	534.20			
201-5970620	E-Subscriptions/Subscriptions	INV 2019/I107857	470.40			
201-5970600	Ebooks/Books	INV 2019/I108367	69.40			
201-5970600	Ebooks/Books	INV 2019/I108373	2,124.03			
201-5970600	Ebooks/Books	INV 2019/I108469	1,060.00			

Des Plaines Public Library

Vendor Checks Report

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DEMCO EDUCATIONAL CORP				17989	02/20/20	<u>1,315.00</u>
201-5899920	Expended Donations	INV 6737580	1,315.00			
ELLISON EDUCATIONAL EQUIPMENT, INC.				17990	02/20/20	<u>519.46</u>
201-5970600	Ebooks/Books	INV 3272147	519.46			
FACILITY GATEWAY CORPORATION				17991	02/20/20	<u>1,500.00</u>
201-5930010	R&M Equipment	INV 084218	1,500.00			
LAUTERBACH & AMEN, LLP.				17992	02/20/20	<u>1,550.00</u>
201-5920110	Professional Services	INV 42130	1,550.00			
MIDWEST TAPE				17993	02/20/20	<u>489.98</u>
201-5960990	Misc. Contractual Services	INV 98412495	9.75			
201-5970630	Visual Materials	INV 98412495	68.97			
201-5960990	Misc. Contractual Services	INV 98412496	3.25			
201-5970630	Visual Materials	INV 98412496	29.99			
201-5960990	Misc. Contractual Services	INV 98394125	65.45			
201-5970610	E-audio/Audio	INV 98394125	184.63			
201-5960990	Misc. Contractual Services	INV 98387232	9.95			
201-5970630	Visual Materials	INV 98387232	72.72			
201-5960990	Misc. Contractual Services	INV 98414338	11.55			
201-5970610	E-audio/Audio	INV 98414338	33.72			
OUTSOURCE SOLUTIONS GROUP, INC.				17994	02/20/20	<u>1,953.90</u>
201-5960990	Misc. Contractual Services	INV 51308	1,500.00			
202-5980410	Computer Hardware	INV 50478	943.13			
201-5970100	Supplies	CREDIT MEMO 1316	-489.23			
OVERDRIVE, INC.				17995	02/20/20	<u>878.91</u>
201-5970600	Ebooks/Books	INV 01018MA19251254	728.93			
201-5970600	Ebooks/Books	INV 01018MA19251416	149.98			
SEN SOURCE				17996	02/20/20	<u>1,285.00</u>
201-5980410	Computer Hardware	INV 42883	1,285.00			
SPEED-E-KLEEN, INC.				17997	02/20/20	<u>199.00</u>
201-5930320	Cleaning/Custodial Services	INV 4205	199.00			
TODAY'S BUSINESS SOLUTIONS INC				17998	02/20/20	<u>887.96</u>
201-5980400	Equipment	INV 100719-33	236.96			
201-5980400	Equipment	INV 9514	651.00			
VISOGRAPHIC				17999	02/20/20	<u>4,792.10</u>
201-5990900	Per Capita Grant Expenditures	INV 221975	4,792.10			
AMERICAN LIBRARY ASSOCIATION				18000	02/20/20	<u>469.00</u>
201-5920220	Membership Dues	MEMBERSHIP RENEWAL- CAPPER	67.00			
201-5920220	Membership Dues	MEMBERSHIP RENEWAL- UMAIR	67.00			
201-5920220	Membership Dues	MEMBERSHIP RENEWAL- HARKOVICH	67.00			
201-5920220	Membership Dues	MEMBERSHIP RENEWAL- LESTER	67.00			
201-5920220	Membership Dues	MEMBERSHIP RENEWAL- GRAACK	67.00			
201-5920220	Membership Dues	MEMBERSHIP RENEWAL- SARLO	67.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5920220	Membership Dues	MEMBERSHIP RENEWAL-RANGER	67.00			
ANDREW LANGLIE				18001	02/20/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	INV Jan 23	125.00			
ASI				18002	02/20/20	<u>214.80</u>
201-5930020	R&M Buildings & Structures	INV 12743	214.80			
AUTOMATED LOGIC, INC.				18003	02/20/20	<u>4,600.00</u>
201-5930020	R&M Buildings & Structures	INV 269869	4,600.00			
BAKER & TAYLOR				18004	02/20/20	<u>10,578.08</u>
201-5960990	Misc. Contractual Services	Credit 0003197664	-15.00			
201-5970600	Ebooks/Books	Inv 2035065557	546.48			
201-5960990	Misc. Contractual Services	Inv 2035065558	36.95			
201-5970600	Ebooks/Books	Inv 2035068515	794.35			
201-5960990	Misc. Contractual Services	Inv 2035068516	44.40			
201-5970600	Ebooks/Books	Inv 2035059226	376.71			
201-5960990	Misc. Contractual Services	Inv 2035059227	23.65			
201-5970600	Ebooks/Books	Inv 2035086695	535.41			
201-5960990	Misc. Contractual Services	Inv 2035086696	26.95			
201-5970600	Ebooks/Books	Inv 2035080267	455.13			
201-5960990	Misc. Contractual Services	Inv 2035080268	30.20			
201-5960990	Misc. Contractual Services	Inv 2035082876	35.90			
201-5970600	Ebooks/Books	Inv 2035082875	708.91			
201-5970600	Ebooks/Books	Inv 2035031026	1,255.82			
201-5960990	Misc. Contractual Services	Inv 2035031027	79.40			
201-5970600	Ebooks/Books	Inv 2035036444	551.21			
201-5960990	Misc. Contractual Services	Inv 2035036445	34.05			
201-5960990	Misc. Contractual Services	Inv 2035073186	26.85			
201-5970600	Ebooks/Books	Inv 2035073185	472.28			
201-5960990	Misc. Contractual Services	Inv 2035076056	4.80			
201-5960990	Misc. Contractual Services	Inv 2035076055	89.26			
201-5970600	Ebooks/Books	Inv 2035077299	61.35			
201-5960990	Misc. Contractual Services	Credit 0003197974	-1.08			
201-5960990	Misc. Contractual Services	Inv COA102793576	-35.00			
201-5970600	Ebooks/Books	Inv COA102793575	-113.69			
201-5970600	Ebooks/Books	Inv COA102793709	-131.08			
201-5970600	Ebooks/Books	Inv COA102805080	-97.45			
201-5970600	Ebooks/Books	Inv COA102817940	-337.37			
201-5970600	Ebooks/Books	Inv COA102812537	-305.79			
201-5970600	Ebooks/Books	Inv 2035048937	13.56			
201-5970600	Ebooks/Books	Inv 2035056658	81.34			
201-5970600	Ebooks/Books	Inv 2035052436	544.41			
201-5960990	Misc. Contractual Services	Inv 2035052437	28.15			
201-5970600	Ebooks/Books	Inv 2035058988	487.87			
201-5960990	Misc. Contractual Services	Inv 2035058989	28.15			
201-5970600	Ebooks/Books	Inv 2035059075	524.21			
201-5970600	Ebooks/Books	Inv 2035061792	85.37			
201-5960990	Misc. Contractual Services	Inv 2035061793	6.85			
201-5970600	Ebooks/Books	Inv 2035048157	237.83			
201-5960990	Misc. Contractual Services	Inv 2035048158	16.40			
201-5970600	Ebooks/Books	Inv 2035045117	625.57			
201-5960990	Misc. Contractual Services	Inv 2035045118	30.85			
201-5960990	Misc. Contractual Services	Inv 2035018274	6.25			
201-5970600	Ebooks/Books	Inv 2035018273	115.04			

Des Plaines Public Library

Vendor Checks Report

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2035031140	32.97			
201-5970600	Ebooks/Books	Inv 2035030396	79.83			
201-5960990	Misc. Contractual Services	Inv 2035030397	4.15			
201-5970600	Ebooks/Books	Inv 2035036481	553.10			
201-5960990	Misc. Contractual Services	Inv 2035036482	35.20			
201-5970600	Ebooks/Books	Inv 2035036843	860.00			
201-5960990	Misc. Contractual Services	Inv 2035036844	53.80			
201-5970600	Ebooks/Books	Inv 2035041165	680.96			
201-5960990	Misc. Contractual Services	Inv 2035041166	33.60			
201-5960990	Misc. Contractual Services	inv 5015977135	1.40			
201-5970600	Ebooks/Books	inv 5015977135	63.62			
201-5970640	Databases	inv 5015977135	194.00			
BAKER & TAYLOR				18005	02/20/20	<u>14,033.04</u>
201-5960990	Misc. Contractual Services	Inv 2035056750	1.35			
201-5970600	Ebooks/Books	Inv 2035056750	15.90			
201-5960990	Misc. Contractual Services	Inv 2035060976	36.32			
201-5970600	Ebooks/Books	Inv 2035060976	123.18			
201-5960990	Misc. Contractual Services	Inv 2035051227	2.96			
201-5970600	Ebooks/Books	Inv 2035051227	25.77			
201-5960990	Misc. Contractual Services	Inv 2035031038	4.90			
201-5970600	Ebooks/Books	Inv 2035031038	86.36			
201-5960990	Misc. Contractual Services	Inv 2035040080	8.07			
201-5970600	Ebooks/Books	Inv 2035040080	53.82			
201-5960990	Misc. Contractual Services	Inv 2035040305	87.55			
201-5970600	Ebooks/Books	Inv 2035040305	940.34			
201-5960990	Misc. Contractual Services	Inv 2035031217	5.38			
201-5970600	Ebooks/Books	Inv 2035031217	10.20			
201-5960990	Misc. Contractual Services	Inv 2035040104	12.40			
201-5970600	Ebooks/Books	Inv 2035040104	123.45			
201-5960990	Misc. Contractual Services	Inv 2035040215	4.70			
201-5970600	Ebooks/Books	Inv 2035040215	27.70			
201-5960990	Misc. Contractual Services	Inv 2035034676	7.60			
201-5970600	Ebooks/Books	Inv 2035034676	109.22			
201-5960990	Misc. Contractual Services	Inv 2035050997	5.85			
201-5970600	Ebooks/Books	Inv 2035050997	43.44			
201-5960990	Misc. Contractual Services	Inv 2035054560	14.45			
201-5970600	Ebooks/Books	Inv 2035054560	198.20			
201-5960990	Misc. Contractual Services	Inv 2035034288	2.91			
201-5970600	Ebooks/Books	Inv 2035034288	98.31			
201-5960990	Misc. Contractual Services	Inv 2035004801	8.58			
201-5970600	Ebooks/Books	Inv 2035004801	39.52			
201-5960990	Misc. Contractual Services	Inv 2035051640	4.85			
201-5970600	Ebooks/Books	Inv 2035051640	82.46			
201-5960990	Misc. Contractual Services	Inv 5015946609	12.60			
201-5970600	Ebooks/Books	Inv 5015946609	373.90			
201-5960990	Misc. Contractual Services	Inv 2035042009	17.95			
201-5970600	Ebooks/Books	Inv 2035042009	226.21			
201-5960990	Misc. Contractual Services	Inv 2035044095	12.96			
201-5970600	Ebooks/Books	Inv 2035044095	126.07			
201-5960990	Misc. Contractual Services	Inv 2035056708	26.35			
201-5970600	Ebooks/Books	Inv 2035056708	214.82			
201-5960990	Misc. Contractual Services	Inv 2035053448	71.60			
201-5970600	Ebooks/Books	Inv 2035053448	598.33			
201-5960990	Misc. Contractual Services	Inv 2035047603	36.05			
201-5970600	Ebooks/Books	Inv 2035047603	402.58			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2035040061	53.40			
201-5970600	Ebooks/Books	Inv 2035040061	549.14			
201-5960990	Misc. Contractual Services	Inv 2035040109	18.20			
201-5970600	Ebooks/Books	Inv 2035040109	182.53			
201-5960990	Misc. Contractual Services	Inv 2035022116	21.70			
201-5970600	Ebooks/Books	Inv 2035022116	641.25			
201-5960990	Misc. Contractual Services	Inv 2034978480	69.65			
201-5970600	Ebooks/Books	Inv 2034978480	274.84			
201-5960990	Misc. Contractual Services	Inv 2034970538	5.92			
201-5970600	Ebooks/Books	Inv 2034970538	19.73			
201-5960990	Misc. Contractual Services	Inv 2035024243	4.25			
201-5970600	Ebooks/Books	Inv 2035024243	39.35			
201-5960990	Misc. Contractual Services	Inv 2035019470	0.70			
201-5970600	Ebooks/Books	Inv 2035019470	7.38			
201-5960990	Misc. Contractual Services	Inv 2035034263	29.16			
201-5970600	Ebooks/Books	Inv 2035034263	280.40			
201-5960990	Misc. Contractual Services	Inv 2035034317	84.80			
201-5970600	Ebooks/Books	Inv 2035034317	988.61			
201-5960990	Misc. Contractual Services	Inv 2035034278	28.35			
201-5970600	Ebooks/Books	Inv 2035034278	249.81			
201-5960990	Misc. Contractual Services	Inv 2035034345	7.60			
201-5970600	Ebooks/Books	Inv 2035034345	61.41			
201-5960990	Misc. Contractual Services	Inv 2034986000	16.74			
201-5970600	Ebooks/Books	Inv 2034986000	62.23			
201-5960990	Misc. Contractual Services	Inv 2034987947	2.81			
201-5970600	Ebooks/Books	Inv 2034987947	16.18			
201-5960990	Misc. Contractual Services	Inv 2035021718	2.69			
201-5970600	Ebooks/Books	Inv 2035021718	17.18			
201-5960990	Misc. Contractual Services	Inv 2035032947	16.50			
201-5970600	Ebooks/Books	Inv 2035032947	244.60			
201-5960990	Misc. Contractual Services	Inv 2035017026	5.95			
201-5970600	Ebooks/Books	Inv 2035017026	179.30			
201-5960990	Misc. Contractual Services	Inv 2035034291	7.05			
201-5970600	Ebooks/Books	Inv 2035034291	160.68			
201-5960990	Misc. Contractual Services	Inv 2035034277	9.55			
201-5970600	Ebooks/Books	Inv 2035034277	91.84			
201-5960990	Misc. Contractual Services	Inv 2035034295	6.48			
201-5970600	Ebooks/Books	Inv 2035034295	61.31			
201-5960990	Misc. Contractual Services	Inv 2035017016	5.75			
201-5970600	Ebooks/Books	Inv 2035017016	110.78			
201-5960990	Misc. Contractual Services	Inv 2035034555	8.22			
201-5970600	Ebooks/Books	Inv 2035034555	43.63			
201-5960990	Misc. Contractual Services	Inv 2035021754	2.00			
201-5970600	Ebooks/Books	Inv 2035021754	32.39			
201-5960990	Misc. Contractual Services	Inv 2035037876	0.70			
201-5970600	Ebooks/Books	Inv 2035037876	9.46			
201-5960990	Misc. Contractual Services	Inv 2035021688	5.10			
201-5970600	Ebooks/Books	Inv 2035021688	43.54			
201-5960990	Misc. Contractual Services	Inv 2035053540	6.05			
201-5970600	Ebooks/Books	Inv 2035053540	61.08			
201-5960990	Misc. Contractual Services	Inv 2035051316	4.86			
201-5970600	Ebooks/Books	Inv 2035051316	47.67			
201-5960990	Misc. Contractual Services	Inv 2035034304	26.64			
201-5970600	Ebooks/Books	Inv 2035034304	60.90			
201-5960990	Misc. Contractual Services	Inv 2035004592	19.13			
201-5970600	Ebooks/Books	Inv 2035004592	82.18			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2035058987	10.76			
201-5970600	Ebooks/Books	Inv 2035058987	44.58			
201-5960990	Misc. Contractual Services	Inv 2035069860	39.25			
201-5970600	Ebooks/Books	Inv 2035069860	351.06			
201-5960990	Misc. Contractual Services	Inv 2035064334	3.00			
201-5970600	Ebooks/Books	Inv 2035064334	20.42			
201-5960990	Misc. Contractual Services	Inv 2035034670	11.21			
201-5970600	Ebooks/Books	Inv 2035034670	72.37			
201-5960990	Misc. Contractual Services	Inv 2035078630	19.60			
201-5970600	Ebooks/Books	Inv 2035078630	232.31			
201-5960990	Misc. Contractual Services	Inv 2035078629	26.35			
201-5970600	Ebooks/Books	Inv 2035078629	388.39			
201-5960990	Misc. Contractual Services	Inv 2035075620	25.30			
201-5970600	Ebooks/Books	Inv 2035075620	461.18			
201-5960990	Misc. Contractual Services	Inv 2035075310	25.77			
201-5970600	Ebooks/Books	Inv 2035075310	254.76			
201-5960990	Misc. Contractual Services	Inv 2035061094	15.90			
201-5970600	Ebooks/Books	Inv 2035061094	152.70			
201-5960990	Misc. Contractual Services	Inv 2035061087	54.40			
201-5970600	Ebooks/Books	Inv 2035061087	721.35			
201-5960990	Misc. Contractual Services	Inv 2035067264	46.05			
201-5970600	Ebooks/Books	Inv 2035067264	477.56			
201-5960990	Misc. Contractual Services	Inv 2035084890	19.45			
201-5970600	Ebooks/Books	Inv 2035084890	284.44			
201-5960990	Misc. Contractual Services	Inv 2035071342	37.55			
201-5970600	Ebooks/Books	Inv 2035071342	354.50			
201-5960990	Misc. Contractual Services	Inv 2035080067	22.90			
201-5970600	Ebooks/Books	Inv 2035080067	413.89			
201-5960990	Misc. Contractual Services	Inv 2035064267	5.35			
201-5970600	Ebooks/Books	Inv 2035064267	31.39			
201-5960990	Misc. Contractual Services	Inv 2035047905	2.84			
201-5970600	Ebooks/Books	Inv 2035047905	11.95			
BIBLIOTHECA, LLC				18006	02/20/20	<u>17,228.20</u>
201-5930010	R&M Equipment	INV - US27642	17,228.20			
BLACKSTONE PUBLISHING				18007	02/20/20	<u>101.85</u>
201-5970610	E-audio/Audio	INV 1157734	101.85			
BRITTANY E. SMITH				18008	02/20/20	<u>850.00</u>
201-5960210	Special Event Programming	March 22 performance	850.00			
CDW GOVERNMENT				18009	02/20/20	<u>39.21</u>
201-5930020	R&M Buildings & Structures	INV WMP0050	19.00			
201-5930020	R&M Buildings & Structures	INV WKR1447	20.21			
CHILDREN'S PLUS, INC.				18010	02/20/20	<u>566.56</u>
201-5970600	Ebooks/Books	INV 181825	185.89			
201-5970600	Ebooks/Books	INV 182059	380.67			
CHRISTINE THORNTON				18011	02/20/20	<u>325.00</u>
201-5960210	Special Event Programming	March 25 workshop	325.00			
COOPERATIVE COMPUTER SERVICES				18012	02/20/20	<u>22,644.08</u>
201-5920140	Integrated Library System	INV 1659	22,644.08			

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
CRYSTAL MAINTENANCE SERVICES CORP				18013	02/20/20	<u>5,392.50</u>
201-5930020	R&M Buildings & Structures	INV 26483	180.00			
201-5930020	R&M Buildings & Structures	INV 26428	320.00			
201-5930320	Cleaning/Custodial Services	INV 26506	4,892.50			
D&Z HOUSE OF BOOKS				18014	02/20/20	<u>481.25</u>
201-5970620	E-Subscriptions/Subscriptions	INV 2020/I114808	481.25			
DE LAGE LANDEN FIANACIAL SERVICES				18015	02/20/20	<u>738.41</u>
201-5930210	Rental of Equipment	INV 66573793	738.41			
EBSCO INFORMATION SERVICES				18016	02/20/20	<u>110.42</u>
201-5970620	E-Subscriptions/Subscriptions	CR 2004665	-99.00			
201-5970620	E-Subscriptions/Subscriptions	INV 2004043	12.10			
201-5970640	Databases	INV 1000120052-1	70.00			
201-5970620	E-Subscriptions/Subscriptions	INV 1593814	100.92			
201-5970620	E-Subscriptions/Subscriptions	INV 2004042	26.40			
EVOLUTION MARKETING GROUP INC				18017	02/20/20	<u>204.70</u>
201-5970100	Supplies	INV 615383	204.70			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18018	02/20/20	<u>360.00</u>
201-5930490	Refuse Contract	INV 4751297	360.00			
FLUID TECHNOLOGIES INC				18019	02/20/20	<u>390.00</u>
201-5930020	R&M Buildings & Structures	INV 191256	390.00			
GRAINGER				18020	02/20/20	<u>59.68</u>
201-5930020	R&M Buildings & Structures	INV 9415835322	59.68			
ILLINOIS LIBRARY ASSOCIATION				18021	02/20/20	<u>890.00</u>
201-5990900	Per Capita Grant Expenditures	INV 173235	30.00			
201-5990900	Per Capita Grant Expenditures	INV 173903	30.00			
201-5990900	Per Capita Grant Expenditures	INV 173902	30.00			
201-5920220	Membership Dues	INV 172860	800.00			
INGRAM LIBRARY SERVICES				18022	02/20/20	<u>27.06</u>
201-5970600	Ebooks/Books	INV 43731077	14.17			
201-5970600	Ebooks/Books	INV 43740759	12.89			
JENNIFER STEURER - PETTY CASH				18023	02/20/20	<u>137.45</u>
201-5990900	Per Capita Grant Expenditures	Book reimbursement	137.45			
KFM CONSULTING				18024	02/20/20	<u>100.00</u>
201-5960210	Special Event Programming	Payment for presentation on March 30, 2020	100.00			
KOIOS				18025	02/20/20	<u>900.00</u>
201-5990900	Per Capita Grant Expenditures	INV 1070	900.00			
KOS HOME IMPROVEMENT				18026	02/20/20	<u>1,895.00</u>
201-5930020	R&M Buildings & Structures	INV 619	860.00			
201-5930020	R&M Buildings & Structures	INV 583	1,035.00			
LACONI				18027	02/20/20	<u>100.00</u>
201-5920220	Membership Dues	2020 Membership	100.00			

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
LAMP RECYCLERS				18028	02/20/20	<u>191.19</u>
201-5930020	R&M Buildings & Structures	INV 104572	191.19			
LAUTERBACH & AMEN, LLP.				18029	02/20/20	<u>1,550.00</u>
201-5920110	Professional Services	Invoice No. 42718	1,550.00			
LIBRARY IDEAS LLC				18030	02/20/20	<u>7,893.45</u>
201-5970610	E-audio/Audio	Invoice # 73606	34.95			
201-5970610	E-audio/Audio	Invoice # 72888	7,858.50			
LIMRICC				18031	02/20/20	<u>48,826.92</u>
201-2401002	Payroll Liabilities	Monthly Billing Feb 2020	48,826.92			
LYNGSOE SYSTEMS, INC				18032	02/20/20	<u>30,000.00</u>
201-5930010	R&M Equipment	INV 003436	30,000.00			
MANUFACTURERS' NEWS, INC.				18033	02/20/20	<u>231.90</u>
201-5970600	Ebooks/Books	INV 527552-00	231.90			
MENARDS				18034	02/20/20	<u>132.10</u>
201-5930020	R&M Buildings & Structures	INV 49569	106.88			
201-5930020	R&M Buildings & Structures	INV 49736	25.22			
MESSAGE MOVERS				18035	02/20/20	<u>206.49</u>
201-5970100	Supplies	INV 1911006	206.49			
MIDWEST ANTENNA AND SATELLITE, INC				18036	02/20/20	<u>1,300.00</u>
201-5930020	R&M Buildings & Structures	INV 8425	700.00			
201-5930020	R&M Buildings & Structures	INV 8420	600.00			
MIDWEST TAPE				18037	02/20/20	<u>10,180.86</u>
201-5970630	Visual Materials	Inv 98507904	496.32			
201-5960990	Misc. Contractual Services	Inv 98509476	22.75			
201-5970630	Visual Materials	Inv 98509476	162.68			
201-5970610	E-audio/Audio	Inv 98453388	22.49			
201-5960990	Misc. Contractual Services	Inv 98511591	23.35			
201-5970610	E-audio/Audio	Inv 98511591	83.64			
201-5960990	Misc. Contractual Services	Inv 98511593	14.80			
201-5970610	E-audio/Audio	Inv 98511593	307.92			
201-5970610	E-audio/Audio	Inv 98515031	107.98			
201-5970630	Visual Materials	Inv 98515032	215.62			
201-5970630	Visual Materials	Inv 98515034	52.48			
201-5970630	Visual Materials	Inv 98515035	38.98			
201-5960990	Misc. Contractual Services	Inv 98512452	52.40			
201-5970630	Visual Materials	Inv 98512452	271.09			
201-5960990	Misc. Contractual Services	Inv 98502869	16.25			
201-5970630	Visual Materials	Inv 98502869	112.45			
201-5960990	Misc. Contractual Services	Inv 98502867	22.75			
201-5970630	Visual Materials	Inv 98502867	187.93			
201-5960990	Misc. Contractual Services	Inv 98502569	3.85			
201-5970610	E-audio/Audio	Inv 98502569	9.74			
201-5960990	Misc. Contractual Services	Inv 98502701	20.35			
201-5970610	E-audio/Audio	Inv 98502701	419.89			
201-5960990	Misc. Contractual Services	Inv 98481839	6.70			
201-5970630	Visual Materials	Inv 98481839	22.48			
201-5960990	Misc. Contractual Services	Inv 98449016	6.50			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 98449016	49.48			
201-5960990	Misc. Contractual Services	Inv 98475246	52.00			
201-5970630	Visual Materials	Inv 98475246	364.34			
201-5960990	Misc. Contractual Services	Inv 98475247	6.50			
201-5970630	Visual Materials	Inv 98475247	42.48			
201-5960990	Misc. Contractual Services	Inv 98477226	12.95			
201-5970610	E-audio/Audio	Inv 98477226	274.93			
201-5960990	Misc. Contractual Services	Inv 98477224	85.20			
201-5970610	E-audio/Audio	Inv 98477224	239.03			
201-5960990	Misc. Contractual Services	Inv 98477967	6.50			
201-5970630	Visual Materials	Inv 98477967	41.23			
201-5960990	Misc. Contractual Services	Inv 98477968	94.25			
201-5970630	Visual Materials	Inv 98477968	673.96			
201-5970630	Visual Materials	Inv 98483462	884.68			
201-5970610	E-audio/Audio	Inv 98483460	44.99			
201-5960990	Misc. Contractual Services	Inv 98425550	13.00			
201-5970630	Visual Materials	Inv 98425550	78.71			
201-5960990	Misc. Contractual Services	Inv 98425088	16.25			
201-5970630	Visual Materials	Inv 98425088	112.75			
201-5960990	Misc. Contractual Services	Inv 98415855	30.80			
201-5970610	E-audio/Audio	Inv 98415855	91.87			
201-5960990	Misc. Contractual Services	Inv 98438863	22.75			
201-5970630	Visual Materials	Inv 98438863	167.93			
201-5960990	Misc. Contractual Services	Inv 98439830	6.50			
201-5970630	Visual Materials	Inv 98439830	29.98			
201-5960990	Misc. Contractual Services	Inv 98440262	1.85			
201-5970610	E-audio/Audio	Inv 98440262	34.99			
201-5960990	Misc. Contractual Services	Inv 98440260	11.80			
201-5970610	E-audio/Audio	Inv 98440260	36.72			
201-5970610	E-audio/Audio	Inv 98428353	879.85			
201-5960990	Misc. Contractual Services	Inv 98438862	63.00			
201-5970630	Visual Materials	Inv 98438862	288.60			
201-5960990	Misc. Contractual Services	Inv 98445905	332.25			
201-5970630	Visual Materials	Inv 98445905	2,207.74			
201-5960990	Misc. Contractual Services	Inv 98447212	3.25			
201-5970630	Visual Materials	Inv 98447212	29.99			
201-5960990	Misc. Contractual Services	Inv 98447211	23.35			
201-5970630	Visual Materials	Inv 98447211	113.18			
201-5960990	Misc. Contractual Services	Inv 98445778	3.85			
201-5970610	E-audio/Audio	Inv 98445778	5.99			
MOUNT PROSPECT PUBLIC LIBRARY				18038	02/20/20	<u>32.92</u>
201-5970600	Ebooks/Books	Interlibrary Loan	32.92			
OAKBROOK MECHANICAL SERVICES				18039	02/20/20	<u>2,896.25</u>
201-5930020	R&M Buildings & Structures	INV 19407	2,896.25			
OUTSOURCE SOLUTIONS GROUP, INC.				18040	02/20/20	<u>6,174.01</u>
201-5960990	Misc. Contractual Services	INV 51837	350.00			
201-5980420	Computer Software	INV 51621	4,952.25			
201-5980420	Computer Software	INV 51382	2,807.20			
201-5930010	R&M Equipment	INV 50799	277.70			
201-5980410	Computer Hardware	CR 92276	-1,723.91			
201-5970100	Supplies	CR 92276	-489.23			
PORTLAND STATE UNIVERSITY				18041	02/20/20	<u>15.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

January 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV 2155	15.00			
PROQUEST LLC				18042	02/20/20	<u>3,993.60</u>
201-5970620	E-Subscriptions/Subscriptions	INV 70612256	3,993.60			
RAILS				18043	02/20/20	<u>100.00</u>
201-5970600	Ebooks/Books	ILA Library Standards books	100.00			
RICK PICKREN				18044	02/20/20	<u>375.00</u>
201-5960210	Special Event Programming	Feb 23 performance	375.00			
SCHOLASTIC LIBRARY PUBLISHING				18045	02/20/20	<u>8,773.00</u>
201-5970640	Databases	INV 20804454	5,796.00			
201-5970640	Databases	INV 20872580	2,977.00			
THOMAS INTERIOR SYSTEMS, INC.				18046	02/20/20	<u>1,705.23</u>
201-5990900	Per Capita Grant Expenditures	012020	1,705.23			
THOMSON REUTERS-WEST				18047	02/20/20	<u>19.09</u>
201-5970640	Databases	INV 841665050	19.09			
TIAA COMMERCIAL FINANCE				18048	02/20/20	<u>657.91</u>
201-5930210	Rental of Equipment	INV 6882878	657.91			
TODAY'S BUSINESS SOLUTIONS INC				18049	02/20/20	<u>220.64</u>
201-5980400	Equipment	INV 111119-26	220.64			
UNITED STATES POSTAL SERVICE				18050	02/20/20	<u>2,600.00</u>
201-5990900	Per Capita Grant Expenditures	Mailing / Postage	2,600.00			
VAHE GHAZARIAN				18051	02/20/20	<u>130.00</u>
201-5960990	Misc. Contractual Services	INV 312330	130.00			
VIKING PLUMBING SERVICES, LLC				18052	02/20/20	<u>640.00</u>
201-5930020	R&M Buildings & Structures	INV 2261	640.00			
Check List Total						<u><u>239,910.67</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

January 1, 2020 - January 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51082	01/31/20	Payroll Data Services, Inc	1,827.90
51083	01/31/20	IMRF	49,884.42
51084	01/31/20	VERIZON WIRELESS	878.92
51085	01/31/20	COMCAST CABLE	1,177.09
51086	01/31/20	NICOR GAS	2,067.07
51087	01/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	859.50
51088	01/31/20	BANKCARD SERVICES	13,641.83
Vendor Check Total			<u>70,336.73</u>
Check List Total			<u><u>70,336.73</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000											
Revenue (M-T-D)												
Property Taxes	-											
Other Revenue	20,277											
	20,277	-	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763											
Other Expense	302,691											
Change in A/P & AJE's	(297,307)											
	454,147	-	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(433,870)	-	-	-	-	-	-	-	-	-	-	-

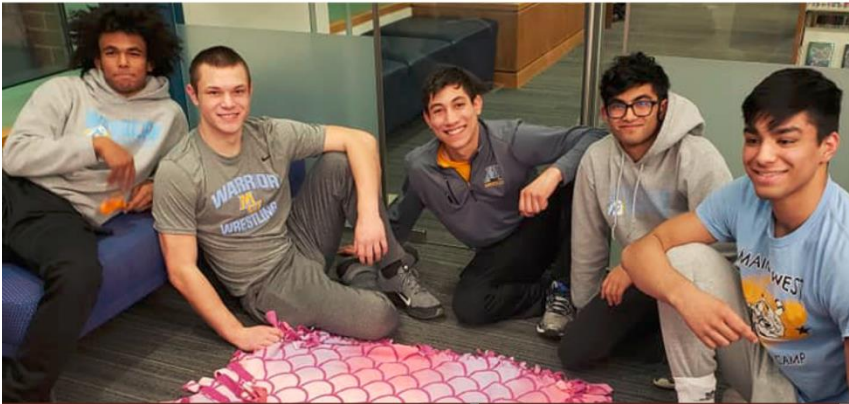
Des Plaines Public Library
 Disbursement Reconciliation
 January 31, 2020

Total Expenses per Expense Report			<u><u>\$751,454.07</u></u>
Gross Payroll	342,477.50		
Benefits Expense	<u>106,285.82</u>		
Total Payroll Expenses		448,763.32	
Check List		310,247.40	
Total Transfers and expenses per payroll and vendor checks reports			<u>759,010.72</u>
		Variance	<u>7,556.65</u>
Less: (disbursements included above)			
IMRF		(49,884.42)	
LIMRICC		(48,826.92)	
VOID CHECK 17973		(1,000.00)	
FY20 prepaids reversal		92,154.69	
			(7,556.65)
		Variance	<u><u>0.00</u></u>



DIRECTOR'S REPORT

JANUARY 2020



January Teens



Neither snow, nor ice, nor wind, nor CRAZY traffic could stop the Maine West Wrestling team from serving our community making blankets for Project Linus at the library in January.



NEW ON THE DPPL BLOG

Windows, Doors and Mirrors of Beautiful Diversity at DPPL



New on the DPPL Blog

Shakespeare At the Library

JANUARY ON THE BLOG

New on the DPPL Blog

What Makes a Film Classic?



Episode 63
Now Available

NETFLIX ?

? Disney+

hulu ?

STAFF COMINGS & GOINGS

PROMOTIONS
PT Youth Services
Assistant to FT Readers' Services Assistant

PRESCHOOL FAIR

FOR PARENTS

TUESDAY, JANUARY 7
6:30 - 8 PM

MEET PRESCHOOL REPRESENTATIVES AND GATHER INFORMATION ABOUT PRESCHOOLS AND PRESCHOOL ACTIVITIES IN THE AREA. THE FIRST 50 FAMILIES TO ENTER THE FAIR WILL RECEIVE A FREE BOOK.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Miss Jamie's Farm

87 Attendees

TUESDAY, JANUARY 7
6 - 6:45 PM

Learn about life on the farm through music and dancing with Miss Jamie. Be sure to check out our Preschool Fair on the first floor until 8 p.m.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

FAMILY FRIDAY

Bring the family for a night of fun at the library

161 Attendees

NIGHT January 3
 GAME NIGHT January 24
 BUILD NIGHT January 10
 MOVIE NIGHT January 31

PROGRAM ROOM
6-8 PM
2ND FLOOR

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



Pequeños Clásicos at Orchard School

January Kids



118 Attendees

Stuffed Animal Workshop

Friday, January 11 · 6 pm or 7 PM

155 Attendees

Hand stuff a cuddly snow owl to warm up your winter!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

MAKE A JOURNAL

THURSDAY, JANUARY 2
2 P.M.

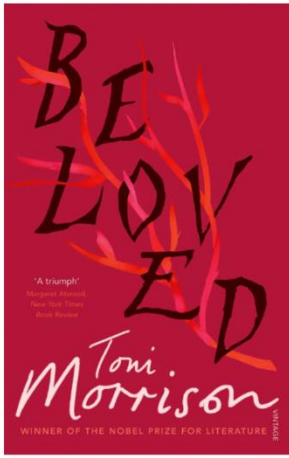
Celebrate the new year by designing yourself a new journal!
Grades 4 - 8

10 Attendees

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



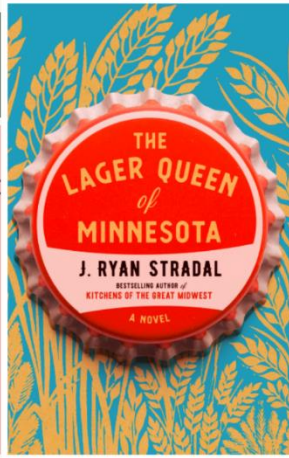


Book Groups

Thursday Evening Book Disc

Thursday, January 09
7:30pm - 8:30pm

Beloved by Toni Morris



Book Groups

Tuesday Morning Book Dis

Tuesday, January 07
10:00am - 11:00am

The Lager Queen of Minn
by J. Ryan Stradal

60 Attendees

The Shakespeare Project
of Chicago Presents
RICHARD III
Wednesday, January 15
6:15 - 9:00 p.m. (with intermission)

Join the Shakespeare Project of Chicago for a theatrical reading of Richard III. Performers are members of Actors' Equity Association. Directed by Peter Garino. Registration Required. Sponsored by Friends of the Library.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

130 Attendees

Ain't Misbehavin': Songs of the
ROARING 20s
SUNDAY, JANUARY 26 at 2:00 P.M.

The Maureen Christina Trio will play songs of the Roaring 20's
Maureen Christine • Vocals | Don Stille • Piano
Michael Bazan • Saxophone, Clarinet, Flute
Please Register

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

CURIOSITY C
THE PLACE TO LEARN ABOUT INNO

Nir Eyal:
Habit Forming
Technology

Thursday, January 23

SUNDAY AFTERNOON
Film

Sunday, January 03
1:30pm - 3:35pm

Downton Abbey.
122 minutes, Rated P

January Adults



FRIDAY NIGHT
"The best in international, independent and docu"

Friday, January 10
6:30pm - 8:15pm

The Farewell.
100 minutes, Rated P

Awkwafina, Tzi Ma, Zhao Shuzhen. Mandarin/Engl
A Chinese family learns that their beloved grandmothe
to live. They decide to keep the news from her and pla
an excuse to bring everyone together. This comedy/d
to rave reviews at the Sundance Film Fest

CURIOSITY C
THE PLACE TO LEARN ABOUT INNO

Ann Morgan | TEDGlobal>London
My year reading a book from every country in the w

Ann Morgan: My
Year of World
Literature

Thursday, January
16: 10:30am - 11:30am

Come view a TED talk
and join the group discussion.

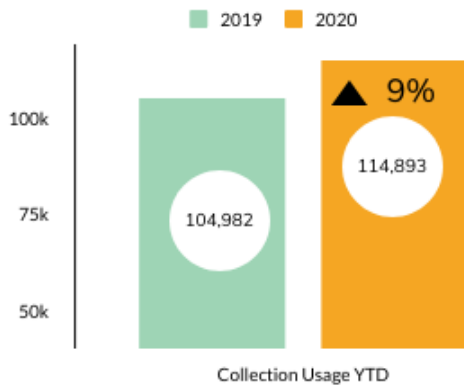
ANNMORGAN



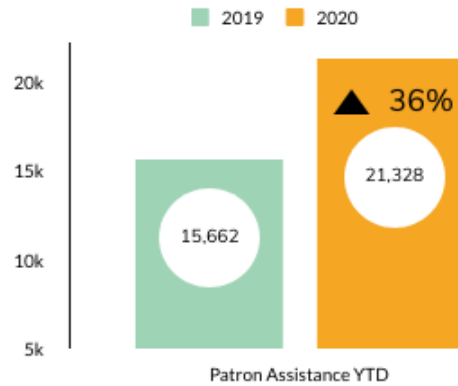
STATISTICS REPORT

January 2020

Collection Usage YTD

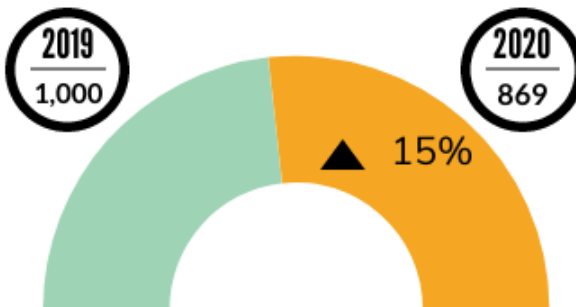


Patron Assistance YTD



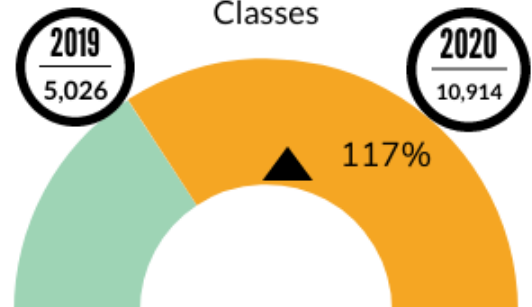
Bookings YTD

Events, Programs & Classes

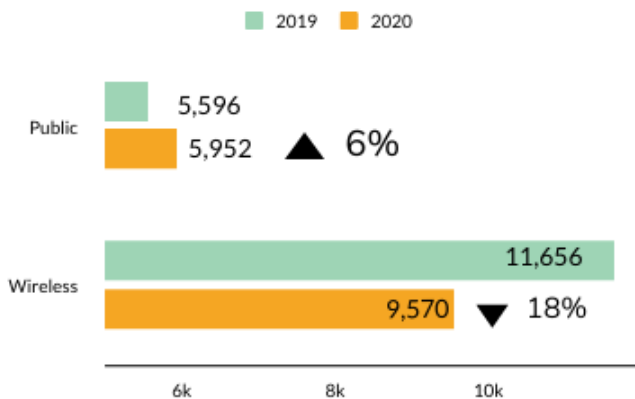


Attendance YTD

Events, Programs, Outreach & Classes

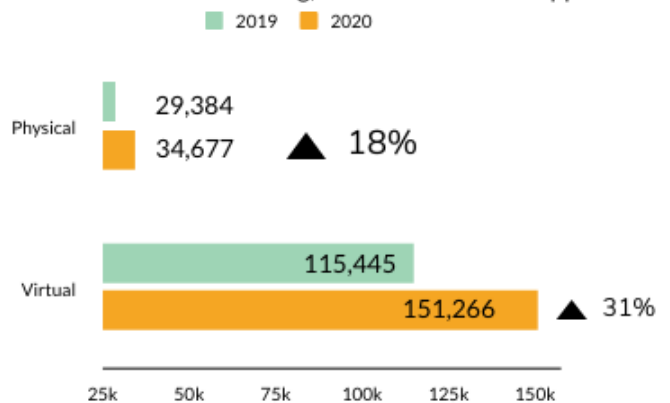


Computer Usage YTD



Traffic YTD

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

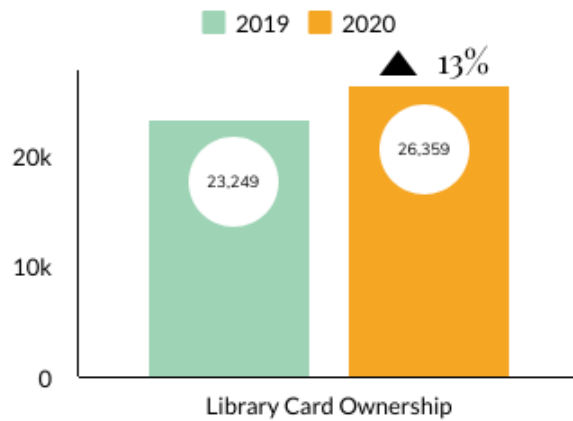




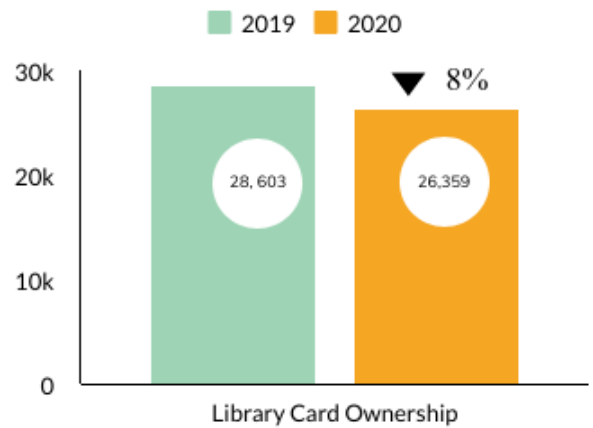
STATISTICS REPORT

January 2020

Adjusted Library Card Year To Year



Library Card Ownership Year to Year



The Adjusted Library Card Number

Please note that the 8% decrease from 2019 to 2020 is not reflective of a true decrease in "active" card ownership.

DPPL has actually seen a 13% increase in active library card ownership in 2019 due to the the "apples to apples" adjustments made in to the database in August 2018.

Board Stats Reporting Form

JANUARY 2020

COLLECTION USAGE			
		Year to Date 2020	114,893
		Year to Date 2019	104,982
		% Change	9%
PATRON ASSISTANCE			
		Year to Date 2020	21,328
		Year to Date 2019	15,662
		% Change	36%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	1,000
		Year to Date 2019	869
		% Change	15%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	10,914
		Year to Date 2019	5,026
		% Change	117%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	34,677
		Year to Date 2019	29,384
		% Change	18%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	151,266
		Year to Date 2019	115,445
		% Change	31%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,359
		Current month valid library cards 2019	28,603
		% Change	-8%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	5,952
		Year to Date 2019	5,596
		% Change	6%
		Wireless	
		Year to Date 2020	9,570
		Year to Date 2019	11,656
		% Change	-18%

STATISTICS REPORT		JAN	YTD
COLLECTION USAGE			
	Physical materials (Circ. General)	82,594	82,594
	E-materials	11,367	11,367
	ILL	549	549
	Databases	20,383	20,383
2020	Total	114,893	114,893
	Physical materials	78,712	78,712
	E-materials	11,053	11,053
	ILL	138	138
	Databases	15,079	15,079
2019	Total	104,982	104,982
PATRON ASSISTANCE			
	Youth Services	2,466	2,466
	Adult Services	9,051	9,051
	PAMS	9,811	9,811
2020	Total	21,328	21,328
	Youth Services	2,398	2,398
	Adult Services	8,728	8,728
	PAMS	4,536	4,536
2019	Total	15,662	15,662
EVENTS, PROGRAMS AND CLASSES-BOOKINGS			
	Youth Services	82	82
	Adult Services	124	124
	Outside groups	15	15
	Public study rooms	779	779
2020	Total	1,000	1,000
	Youth & Adult Services	134	134
	Outside groups	52	52
	Public study rooms	683	683
2019	Total	869	869
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE			
	Youth Services	913	913
	Adult Services	6,793	6,793
	Outside groups	321	321
	Public study rooms	1,459	1,459
	Outreach- Youth Services	842	842
	Outreach-Adult Services	586	586
2020	Total	10,914	10,914
	Youth & Adult Services	1,908	1,908
	Outside groups	1,114	1,114
	Public study rooms	1,296	1,296
	Outreach- Youth Services	479	479
	Outreach-Adult Services	229	229
2019	Total	5,026	5,026
TRAFFIC			
2020	Physical Visits (gate count)	34,677	34,677
2019	Physical Visits (gate count)	29,384	29,384
2020	Virtual visits (catalog, website, mobile app)	151,266	151,266
2019	Virtual visits (catalog, website, mobile app)	115,445	115,445
LIBRARY CARD OWNERSHIP-report the latest month			
2020	Number of valid library cards held by DPPL residents	26,359	26,359
2019	Number of valid library cards held by DPPL residents	28,603	28,603
COMPUTER USAGE			
	Public computers-Youth Services	916	916
	Public computers Adult	5,036	5,036
2020	Total	5,952	5,952
	Public computers-Youth Services	819	819
	Public computers-Adult	4,777	4,777
2019	Total	5,596	5,596
2020	Wireless	9,570	9,570
	Total	9,570	9,570
	Wireless	11,656	11,656
2019	Total	11,656	11,656

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]	0
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	Jo Bonell
1.15 Title	Library Director
1.16 Library Director's E-mail	jbonell@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]	01/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2019
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	847-376-8216
3.6 FAX Number	847-827-7974
3.7 E-Mail Address	rjohnson@dpl.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	4.3 If Other, what was the	4.4 Referendum Date	4.5 Passed or	4.6 Effective Date	4.7 Referendum ballot language
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Type	referendum type?	(mm/dd/year)	Failed?	(mm/dd/year)	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					
<p>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.</p>					
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)	
<p>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.</p> <p>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.</p> <p>Report the most current information available.</p>	
5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.2b Please explain	One trustee recently resigned their position, and the Mayor of Des Plaines has not yet appointed a replacement.
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)	06/2022 50
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	Mindy Capper
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	mcapper@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	

Fifth member

5.5 Name	Dr. Gregory Sarlo
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2022
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	blester@dppl.org
5.10 Home Address	
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

Seventh member

5.5 Name	
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

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)	06/2022
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?	Yes
6.2b If so, please describe	We regularly present sensory-friendly activities and programs for families with autism.
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 ¹	2,850
6.4a Total Number of Study Rooms	7
6.4b Total number of times study room(s) used by the public during the fiscal year	9,493

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 accumulations.	At the June 2012 board meeting, the trustees voted to establish policy requiring \$1,500,000 in cash reserves. As of December 31, 2019, the reserve amount was 3,859,493.53.

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)(9), 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)	\$6,067,109
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	\$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	\$3,000
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$168,943

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	\$35,040
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$35,040

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	\$47,032
8.14 Other receipts intended to be used for operating expenditures	\$160,639
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$207,671
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]	\$6,478,763
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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	DesPlainesPublicLibrary_insurance policy.pdf 54
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	Yes

law?	
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]	\$2,874,443
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$851,594
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]	\$3,726,037

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]	\$392,891
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$288,589
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$183,786
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, CDs, Videogames, STEM kits, devices such as hotspots, realia
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$865,266

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]	\$1,604,633
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$6,195,936

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]	\$625,077
12.5 If Other, please specify	Capital interest income and revenue transferred from operating fund for 2019 capital projects.
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$625,077

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]	\$168,863
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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	21	21	\$718.17	735.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$58.97	37.50
	Assistant Director	Assistant Library Director	\$48.31	37.50
	Web Services Manager	Other Type of Librarian	\$29.70	37.50
	Head of Adult Services	Adult Services	\$39.36	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	\$30.39	37.50
	Teen Services Librarian	Adult Services	\$26.67	37.50
	PT Reference Librarian	Adult Services	\$30.98	20.00
	PT Reference Librarian	Adult Services	\$22.36	20.00
	Head of Patron Accounts/Materials	Other Type of Librarian	\$41.39	37.50
	Acquisitions/Cataloging Mgr.	Collection Development Acquisitions	\$27.83	37.50
	Metadata and Cataloging	Cataloging	\$33.55	37.50
	Readers' Services Manager	Adult Services	\$27.99	37.50

Head of Youth Services	Children's Services	\$43.92	37.50
School Liaison Librarian	Children's Services	\$29.00	37.50
School Liaison Librarian	Children's Services	\$25.72	37.50
Youth Services Librarian	Children's Services	\$29.63	37.50
PT Youth Services Librarian	Children's Services	\$33.55	20.00
Reference Librarian	Adult Services	\$23.08	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	18.38
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Group A hidden group hours

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]	18.38

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	1,292.00
13.14 Minimum hourly rate actually paid	\$11.13
13.15 Maximum hourly rate actually paid	\$41.81
13.16 Total FTE Group C employees (13.13 / 40)	32.30

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	247.00
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)	6.18

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	\$13.17
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]	42.98
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	61.36

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					
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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
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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	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)
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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 will automatically appear once data is entered in the current row.

Summary	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
1	PT Reference Librarian	Adult Services	Master's Degree (ALA accredited)	6.00	01/2019	\$7,185	position converted to Reference Assistant

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]	399,001

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	1,192	40,048	-1 Unknown	-1 Unknown
Young Adult	236	5,250	-1 Unknown	-1 Unknown
Other	1,422	31,837	-1 Unknown	-1 Unknown
Total	2,850	77,135		
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	We offer Sensory Storytimes, "Artsperiences" (hands on art projects), and Playdates at least once a month. All events are designed for children and families with Autism.			

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	26,471
16.2a Total Number of Unexpired Non-resident Users Cards	140
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?	\$5,756.50
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	26,611
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]	241,430
17.2 Current Print Serial Subscriptions [PLSC 460]	487
17.3 Total Print Materials (17.1+17.2)	241,917
17.4 E-books Held at end of the fiscal year [PLSC 451]	58,719
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	26,278
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	35,631
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	39,113
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	4,076

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]	66
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	79

USE OF RESOURCES (18.1 - 18.17)

Libraries are require 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	663,485
18.2 Number of young adult materials loaned	32,870
18.3 Number of children's materials loaned [PLSC 551]	376,986
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,073,341

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	498,673
18.6 Videos/DVDs- Physical	321,347
18.7 Audios (include music)- Physical	58,168
18.8 Magazines/Periodicals- Physical	35,629
18.9 Other Items- Physical	27,907

18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	941,724
18.11 Use of Electronic Materials [PLSC 552]	129,442
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,071,166
18.13 Successful Retrieval of Electronic Information [PLSC 554]	281,460
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	410,902
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,352,626
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	61,889
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	38,518

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]	194,896
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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	92
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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	342
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	230
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	1 Gbps
21.3 What is the monthly cost of the library's internet access?	\$766
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	111
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	76,373
21.6 Wireless Sessions Per Year [PLSC 652]	138,345
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]	353,397 --Select--

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?	\$35,040
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.)	\$22,394
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	889.00
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?	Our security/people counter gates had multiple failures in 2019; we believe our library visits (item 14.3) to be significantly undercounted as a result. New people counter software should address this problem in 2020.
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?	In partnership with the Des Plaines Chamber of Commerce, DPPL hosted a Veteran's job fair for over 300 participants. Youth Services staff made slime with 258 sticky participants in two sessions (in one day). Adult Services coordinated five days of Diwali events for over 150 attendees. The Library organized ten Census-related events for 554 attendees.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	It would be great if we could attach a few pictures of these events. You could use them in the ILA newsletter.

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.

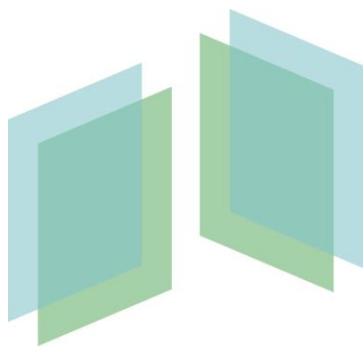
	Electronic Signature	Date
Library Director	Jo Bonell	02/20/2020
President	Dr. Gregory Sarlo	02/20/2020
Secretary	Carol Kidd	02/20/2020

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, 6.3b Last year (in error) we reported the ATTENDANCE, not the bookings. (0-2020-01-20)



DES PLAINES PUBLIC LIBRARY

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SUPPLEMENTAL NOTICE

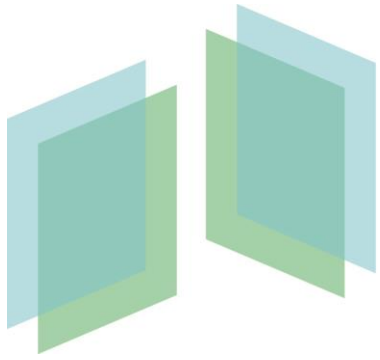
Pursuant to Governor Pritzker's Executive Order 2020-07 of March 18, 2020, the meeting of the Des Plaines Public Library Board of Trustees on March 26, 2020 at 7 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, March 25 at 5pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, March 26 at 5 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



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NOTICE

* SUPPLEMENTAL NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

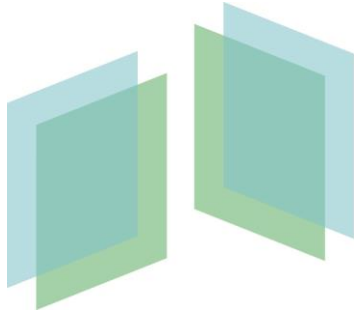
THURSDAY, MARCH 26, 2020

7:00 PM

By Electronic Remote

***Supplemental Notice is an addendum to this notice.**

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

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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting March 26, 2020 7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (7:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – February 20, 2020.
 - B. Acceptance of Financial Reports for February 2020.
 - C. Acceptance of Reports.
 1. Statistics Report
- VI. New Business. (7:10 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$186,239.80. [Action Item]
- VII. Other
- VIII. Adjournment. (7:15 p.m.)

This meeting will be recorded for television broadcast.



DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 20, 2020

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 20, 2020. President Gregory Sarlo called the meeting to order at 5:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Mindy Capper, Kristen Graack, Denise Hudec, Bruce Lester, Gregory Sarlo, Carol Kidd.

Absent: Vincent Rangel, Umair Qadeer, Nicholas Harkovich.

Also present: Jo Bonell, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Heather Imhoff, Earl Wilson, Wayne Serbin. Fred Olk, Harry Puouezzah, Margot Collins, John Maag, Richard Fran Miller, Julia Sutter, James J. Schaffroth, Mary Lannon.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

Trustee Vincent Rangel entered the meeting at 5:03 p.m.

Trustee Nicholas Harkovich entered the meeting at 5:04 p.m.

V. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern regarding the age requirement for entrance into the library's Teen Room.

Resident John Maag expressed his concern regarding another library patron.

Resident Wayne Serbin expressed his concern regarding another library patron.

Trustee Umair Qadeer entered the meeting at 5:08 p.m.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Andrew Goczkowski.

Alderman Andrew Goczkowski was not in attendance.

VII. CONSENT AGENDA.

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 – January 23, 2020.
- B. Approval of the Minutes of the Management Committee Meeting – January 21, 2020.
- C. Acceptance of Financial Reports for January 2020.
- D. Acceptance of Reports.
 - 1. Director's Report

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

Trustee Denise Hudec asked to remove D,2. Statistics Report from the Consent Agenda.

Trustee Denise Hudec asked why the events and programs attendance numbers had greatly increased and Library Director Jo Bonell responded that it is due to the addition of the library's podcast that is listened to by thousands of people.

Trustee Denise Hudec also asked that the following statement in the statistics report be removed:

Des Plaines Public Library has actually seen a 13% increase in active library card ownership in 2019 due to the "apples to apples" adjustment made in the database in August 2018.

MOTION by Denise Hudec, seconded by Vincent Rangel to approve the following Consent Agenda item:

- D. Acceptance of Reports.
 - 1. Statistics Report

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$310,247.40. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$310,247.40 as listed on the vendor checks report of January 2020 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 Illinois Public Library Annual Report. [Action Item]

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

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

Xi. OTHER.

Xii. ADJOURNMENT.

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

Meeting adjourned at 5:27 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
February 29, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



March 12, 2020

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 29, 2020 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,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of February 29, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,098,475.38	\$ 1,775,483.55	\$ 3,873,958.93
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	\$ 8,202,437.91	\$ 1,775,483.55	\$ 9,977,921.46
LIABILITIES			
Accounts Payable	\$ 130,276.64	\$ -	\$ 130,276.64
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	465,761.03	-	465,761.03
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,535,261.03	-	6,535,261.03
FUND BALANCE			
Fund Balance - Unreserved	1,632,426.08	1,775,483.55	3,407,909.63
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	1,667,176.88	1,775,483.55	3,442,660.43
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,202,437.91	\$ 1,775,483.55	\$ 9,977,921.46

Des Plaines Public Library

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

For the 2 Months Ended February 29, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 635,653.07	\$ -	\$ 635,653.07
Intergovernmental	-	-	-
Fines & Fees	9,372.69	-	9,372.69
Interest	5,310.88	4,069.50	9,380.38
Special Events and Programs	889.77	-	889.77
Miscellaneous	14,091.35	-	14,091.35
Total Revenues	665,317.76	4,069.50	669,387.26
EXPENDITURES			
Personnel	\$ 440,704.99	\$ -	\$ 440,704.99
Operating	370,135.12	-	370,135.12
Library Materials	175,676.49	-	175,676.49
Capital Outlay	15,240.22	943.13	16,183.35
Other Expenditures	18,839.66	-	18,839.66
Total Expenditures	1,029,425.48	943.13	1,030,368.61
Net Change in Fund Balances	(364,107.72)	3,126.37	(360,981.35)
FUND BALANCES			
Beginning of the year	2,031,284.60	1,772,357.18	3,803,641.78
End of the period	\$ 1,667,176.88	\$ 1,775,483.55	\$ 3,442,660.43

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of February 29, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	132,335.81
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>348,551.39</u>
201-1102028 - Cash Library Donations	<u>204,545.48</u>
201-1102079 - IL Funds - 151600222591	1,761,094.09
202-1102079 - IL Funds - 151600222591	<u>1,559,267.97</u>
	<u>3,320,362.06</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>3,873,958.93</u></u>

Des Plaines Public Library
Balance Sheet as of February 29, 2020

	<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	15,650.64	116,685.17	132,335.81
1102028 - Cash Library Donations	204,470.19	75.29	204,545.48
1102079 - IL Funds - 151600222591	1,709,868.92	51,225.17	1,761,094.09
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
	<u>8,034,452.28</u>	<u>167,985.63</u>	<u>8,202,437.91</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	239,910.67	(109,634.03)	130,276.64
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>6,644,895.06</u>	<u>(109,634.03)</u>	<u>6,535,261.03</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,996,533.80	0.00	1,996,533.80
	<u>2,031,284.60</u>	<u>0.00</u>	<u>2,031,284.60</u>
 Total Liabilities and Fund Balance	<u>8,676,179.66</u>	<u>(109,634.03)</u>	<u>8,566,545.63</u>
 Excess Revenues Over Expenses	<u>(641,727.38)</u>	<u>277,619.66</u>	<u>(364,107.72)</u>

Des Plaines Public Library
Balance Sheet as of February 29, 2020

	<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	217,158.71	(943.13)	216,215.58
1102079 - IL Funds - 151600222591	1,556,351.21	2,916.76	1,559,267.97
	1,773,509.92	1,973.63	1,775,483.55
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,772,357.18	0.00	1,772,357.18
Total Liabilities and Fund Balance	1,772,357.18	0.00	1,772,357.18
Excess Revenues Over Expenses	1,152.74	1,973.63	3,126.37

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
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	335,484.39	0.00	335,484.39

Des Plaines Public Library
Balance Sheet as of February 29, 2020

Excess Revenues Over Expenses

0.00 0.00 0.00

Des Plaines Public Library
Balance Sheet as of February 29, 2020

	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 2 Months Ended February 29, 2020**

<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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	635,653.07	635,653.07	6,100,000.00	5,464,346.93	10.42
	<u>635,653.07</u>	<u>635,653.07</u>	<u>6,100,000.00</u>	<u>5,464,346.93</u>	<u>10.42</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	46,494.00	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	0.00	3,000.00	3,000.00	0.00
	<u>46,494.00</u>	<u>0.00</u>	<u>168,988.00</u>	<u>168,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	318.75	979.62	9,000.00	8,020.38	10.88
201-4850102 - Library Fines	1,406.37	5,098.71	30,000.00	24,901.29	17.00
201-4850201 - Copying Fees	1,650.26	2,826.86	27,000.00	24,173.14	10.47
201-4850207 - Non-Res Cards	278.00	347.50	3,000.00	2,652.50	11.58
201-4850208 - Meeting Room Fees	45.00	120.00	3,000.00	2,880.00	4.00
	<u>3,698.38</u>	<u>9,372.69</u>	<u>72,000.00</u>	<u>62,627.31</u>	<u>13.02</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	189.77	889.77	5,000.00	4,110.23	17.80
	<u>189.77</u>	<u>889.77</u>	<u>5,000.00</u>	<u>4,110.23</u>	<u>17.80</u>
<u>Interest</u>					
201-4890010 - Interest Income	2,251.25	5,310.88	76,000.00	70,689.12	6.99
	<u>2,251.25</u>	<u>5,310.88</u>	<u>76,000.00</u>	<u>70,689.12</u>	<u>6.99</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	4,410.92	12,198.92	50,000.00	37,801.08	24.40
201-4899910 - Vending Machine Revenue	98.56	198.13	1,500.00	1,301.87	13.21
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	834.80	1,694.30	0.00	(1,694.30)	0.00
	<u>5,344.28</u>	<u>14,091.35</u>	<u>56,500.00</u>	<u>42,408.65</u>	<u>24.94</u>
Total Library Fund	<u>693,630.75</u>	<u>665,317.76</u>	<u>6,478,488.00</u>	<u>5,813,170.24</u>	<u>10.27</u>

**Des Plaines Public Library
Revenue Report
For the 2 Months Ended February 29, 2020**

	<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>1,973.63</u>	<u>4,069.50</u>	<u>100.00</u>	<u>(3,969.50)</u>	<u>4,069.50</u>
	<u>1,973.63</u>	<u>4,069.50</u>	<u>100.00</u>	<u>(3,969.50)</u>	<u>4,069.50</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,973.63</u></u>	<u><u>4,069.50</u></u>	<u><u>500,100.00</u></u>	<u><u>496,030.50</u></u>	<u><u>0.81</u></u>
Total of All Funds	<u><u>695,604.38</u></u>	<u><u>669,387.26</u></u>	<u><u>6,978,588.00</u></u>	<u><u>6,309,200.74</u></u>	<u><u>9.59</u></u>

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 29, 2020**

<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	172,558.06	328,180.67	2,410,733.00	2,082,552.33	13.61
5910200 - Part-time Salaries	<u>62,765.98</u>	<u>112,524.32</u>	<u>834,840.00</u>	<u>722,315.68</u>	<u>13.48</u>
	<u>235,324.04</u>	<u>440,704.99</u>	<u>3,245,573.00</u>	<u>2,804,868.01</u>	<u>13.58</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	17,331.68	42,333.35	241,013.00	198,679.65	17.56
5918021 - Employer Contribution - IMRF	22,868.02	56,389.71	309,489.00	253,099.29	18.22
5918040 - Life Insurance Premiums	126.16	320.38	1,932.00	1,611.62	16.58
5918050 - PPO Insurance Premiums	(6,647.24)	17,578.14	321,453.00	303,874.86	5.47
5918051 - HMO Insurance Premiums	(4,150.80)	5,124.37	236,951.00	231,826.63	2.16
5918055 - Dental Insurance Premiums	1,350.66	3,363.35	20,485.00	17,121.65	16.42
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>30,878.48</u>	<u>137,164.30</u>	<u>1,156,323.00</u>	<u>1,019,158.70</u>	<u>11.86</u>
Contractual Services					
5920100 - Legal Fees	0.00	115.00	6,000.00	5,885.00	1.92
5920110 - Professional Services	36,538.94	41,466.84	431,416.00	389,949.16	9.61
5920120 - Communication Services	1,619.27	3,227.40	22,000.00	18,772.60	14.67
5920140 - Integrated Library System	0.00	22,644.08	90,600.00	67,955.92	24.99
5920202 - Conferences	1,069.59	1,152.92	5,000.00	3,847.08	23.06
5920220 - Membership Dues	380.00	2,224.25	7,000.00	4,775.75	31.78
5920990 - Property/Liability Insurance	1,490.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	646.51	49,652.41	84,475.00	34,822.59	58.78
5930020 - R&M Buildings & Structures	14,485.50	27,343.73	128,890.00	101,546.27	21.21
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,396.32	2,792.64	19,300.00	16,507.36	14.47
5930320 - Cleaning/Custodial Services	5,331.50	10,423.00	69,460.00	59,037.00	15.01
5930490 - Refuse Contract	360.00	720.00	4,320.00	3,600.00	16.67
5960040 - Pre-Employment Testing	143.90	622.15	3,000.00	2,377.85	20.74
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	40.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	4,700.29	11,958.04	70,450.00	58,491.96	16.97
5960990 - Misc. Contractual Services	<u>5,909.44</u>	<u>25,160.36</u>	<u>102,145.00</u>	<u>76,984.64</u>	<u>24.63</u>
	<u>74,111.26</u>	<u>232,970.82</u>	<u>1,089,856.00</u>	<u>856,885.18</u>	<u>21.38</u>
Commodities					
5970100 - Supplies	2,513.60	3,773.29	49,000.00	45,226.71	7.70
5970110 - Meals	60.52	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	660.95	3,635.10	17,700.00	14,064.90	20.54
5970170 - Janitorial	3,216.12	3,216.12	19,000.00	15,783.88	16.93
5970260 - Postage & Parcel	1,055.91	1,062.76	6,000.00	4,937.24	17.71
5970500 - Water Bill	1,756.73	1,756.73	12,000.00	10,243.27	14.64
5970600 - Ebooks/Books	20,322.38	55,514.64	368,000.00	312,485.36	15.09
5970610 - E-audio/Audio	5,523.16	18,873.23	80,000.00	61,126.77	23.59

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 29, 2020**

	<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	678.66	13,061.35	68,430.00	55,368.65	19.09
5970630 - Visual Materials	11,806.56	18,818.73	167,000.00	148,181.27	11.27
5970640 - Databases	11,075.44	51,212.78	185,000.00	133,787.22	27.68
5970810 - Natural Gas	2,533.70	4,600.77	25,000.00	20,399.23	18.40
5970850 - Gasoline	0.00	90.47	500.00	409.53	18.09
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
	<u>61,203.73</u>	<u>175,676.49</u>	<u>1,005,630.00</u>	<u>829,953.51</u>	<u>17.47</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	1,108.60	8,110.00	7,001.40	13.67
5980410 - Computer Hardware	534.45	79.42	7,500.00	7,420.58	1.06
5980420 - Computer Software	3,909.00	14,052.20	39,265.00	25,212.80	35.79
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>3,500.00</u>	<u>0.00</u>
	<u>4,443.45</u>	<u>15,240.22</u>	<u>58,375.00</u>	<u>43,134.78</u>	<u>26.11</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,701.33	17,145.36	73,000.00	55,854.64	23.49
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>834.80</u>	<u>1,694.30</u>	<u>0.00</u>	<u>(1,694.30)</u>	<u>0.00</u>
	<u>2,536.13</u>	<u>18,839.66</u>	<u>633,000.00</u>	<u>614,160.34</u>	<u>2.98</u>
Total Library Fund Expenditures	<u>416,011.09</u>	<u>1,029,425.48</u>	<u>7,188,757.00</u>	<u>6,159,331.52</u>	<u>14.32</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	0.00	943.13	152,750.00	151,806.87	0.62
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>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>943.13</u>	<u>283,250.00</u>	<u>282,306.87</u>	<u>0.33</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>943.13</u>	<u>323,250.00</u>	<u>322,306.87</u>	<u>0.29</u>
Total of All Funds	<u>416,011.09</u>	<u>1,030,368.61</u>	<u>7,512,007.00</u>	<u>6,481,638.39</u>	<u>13.72</u>

Des Plaines Public Library

Check List

All Bank Accounts

February 21, 2020 - March 19, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
17979	01/21/20	INTERNAL REVENUE SERVICE	2,538.84
18053	03/19/20	ANDREW LANGLIE	125.00
18054	03/19/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
18055	03/19/20	ATI TECHNOLOGY PARTNERS	273.00
18056	03/19/20	AUTOMATED LOGIC, INC.	4,600.00
18057	03/19/20	BAKER & TAYLOR	7,863.91
18058	03/19/20	BAKER & TAYLOR	5,205.92
18059	03/19/20	BAKER & TAYLOR	3,256.73
18060	03/19/20	BRET NICHOLAUS	325.00
18061	03/19/20	CHICAGO RIDGE PUBLIC LIBRARY	25.00
18062	03/19/20	CHILDREN'S PLUS, INC.	934.80
18063	03/19/20	CITY OF DES PLAINES -	1.00
18064	03/19/20	COMPLIANCE SIGNS	136.00
18065	03/19/20	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18066	03/19/20	Cynthia Gallaher	300.00
18067	03/19/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18068	03/19/20	EBSCO INFORMATION SERVICES	175.28
18069	03/19/20	ERIC LITWIN	7,514.00
18070	03/19/20	FEDERAL EXPRESS	49.92
18071	03/19/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18072	03/19/20	GARVEY'S OFFICE PRODUCTS	2,205.13
18073	03/19/20	IMPACT NETWORKING, LLC.	409.00
18074	03/19/20	JOANIE SEBASTIAN	116.79
18075	03/19/20	JOEL SAWYER	222.47
18076	03/19/20	LAUTERBACH & AMEN, LLP.	2,025.00
18077	03/19/20	LIBBY FISCHER HELLMANN	350.00
18078	03/19/20	LIBRARIES OF ILLINOIS RISK AGENCY	1,490.00
18079	03/19/20	LYNN RYMARZ	300.00
18080	03/19/20	MATTHEW BENDER & CO, INC	159.43
18081	03/19/20	Meg Ramsland	197.62
18082	03/19/20	MENARDS	107.82
18083	03/19/20	MIDWEST ANTENNA AND SATELLITE, INC	353.00
18084	03/19/20	MIDWEST TAPE	15,799.28
18085	03/19/20	MIDWEST TAPE	1,341.44
18086	03/19/20	OAKBROOK MECHANICAL SERVICES	5,792.50
18087	03/19/20	ORKIN LLC	95.00
18088	03/19/20	OUTSOURCE SOLUTIONS GROUP, INC.	38,643.81
18089	03/19/20	OVERDRIVE, INC.	3,508.18
18090	03/19/20	PROQUEST LLC	9,900.00
18091	03/19/20	ROBERTA S. JOHNSON	318.81
18092	03/19/20	SPEED-E-KLEEN, INC.	439.00
18093	03/19/20	STEVE SZABADOS	200.00
18094	03/19/20	The Gateway Science Project, Inc	450.00
18095	03/19/20	THOMAS KLISE/CRIMSON MULTIMEDIA	1,855.74
18096	03/19/20	THOMSON REUTERS-WEST	20.43
18097	03/19/20	TIAA COMMERCIAL FINANCE	657.91
18098	03/19/20	UNITED STATES POSTAL SERVICE	240.00
18099	03/19/20	WORLD BOOK INC	54.90
18100	03/19/20	BLACKSTONE PUBLISHING	7.95
18101	03/19/20	CITY OF DES PLAINES	1,756.73
18102	03/19/20	FINDAWAY WORLD LLC	49.99
18103	03/19/20	RAINBOW BOOK COMPANY	372.24
18104	03/19/20	STANLEY ACCESS TECH	3,740.00
51089	02/29/20	Payroll Data Services, Inc	1,093.64
51090	02/29/20	IMRF	33,987.69
51091	02/29/20	VERIZON WIRELESS	890.06
51092	02/29/20	COMCAST CABLE	1,177.09
51093	02/29/20	NEO-POST USA, INC.	500.00

Des Plaines Public Library

Check List

All Bank Accounts

February 21, 2020 - March 19, 2020

Check Number	Check Date	Payee	Amount
51094	02/29/20	NEO-POST USA, INC.	500.00
51095	02/29/20	NICOR GAS	2,533.70
51096	02/29/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	834.80
51097	02/29/20	BANKCARD SERVICES	11,907.34
		Vendor Check Total	<u>186,239.80</u>
		Check List Total	<u><u>186,239.80</u></u>

Check count = 61

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18053	03/19/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	Feb 20 videography services	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18054	03/19/20	<u>320.00</u>
201-5960990	Misc. Contractual Services	INV# 9264	320.00			
ATI TECHNOLOGY PARTNERS				18055	03/19/20	<u>273.00</u>
201-5930010	R&M Equipment	INV# 76554	273.00			
AUTOMATED LOGIC, INC.				18056	03/19/20	<u>4,600.00</u>
201-5930020	R&M Buildings & Structures	Invoice 269869	4,600.00			
BAKER & TAYLOR				18057	03/19/20	<u>7,863.91</u>
201-5960990	Misc. Contractual Services	Inv 5016023369	4.90			
201-5970600	Ebooks/Books	Inv 5016023369	140.82			
201-5960990	Misc. Contractual Services	Inv 2035099929	15.60			
201-5970600	Ebooks/Books	Inv 2035099929	237.43			
201-5960990	Misc. Contractual Services	Inv 2035099895	15.40			
201-5970600	Ebooks/Books	Inv 2035099895	136.10			
201-5960990	Misc. Contractual Services	Inv 2035110059	42.15			
201-5970600	Ebooks/Books	Inv 2035110059	511.81			
201-5960990	Misc. Contractual Services	Inv 2035095371	3.24			
201-5970600	Ebooks/Books	Inv 2035095371	31.78			
201-5960990	Misc. Contractual Services	Inv 2035101127	11.57			
201-5970600	Ebooks/Books	Inv 2035101127	92.78			
201-5970600	Ebooks/Books	Inv 2035104938	1,196.08			
201-5970640	Databases	Inv 2035104938	219.00			
201-5960990	Misc. Contractual Services	Inv 2035106817	1.70			
201-5970600	Ebooks/Books	Inv 2035106817	28.12			
201-5960990	Misc. Contractual Services	Inv 2035102751	5.92			
201-5970600	Ebooks/Books	Inv 2035102751	19.11			
201-5960990	Misc. Contractual Services	Inv 2035113010	33.27			
201-5970600	Ebooks/Books	Inv 2035113010	321.91			
201-5960990	Misc. Contractual Services	Inv 2035095467	26.40			
201-5970600	Ebooks/Books	Inv 2035095467	290.87			
201-5960990	Misc. Contractual Services	Inv 2035106625	47.83			
201-5970600	Ebooks/Books	Inv 2035106625	207.95			
201-5960990	Misc. Contractual Services	Inv 2035115164	1.70			
201-5970600	Ebooks/Books	Inv 2035115164	9.53			
201-5960990	Misc. Contractual Services	Inv 2035106566	6.33			
201-5970600	Ebooks/Books	Inv 2035106566	61.31			
201-5960990	Misc. Contractual Services	Inv 2035120291	32.55			
201-5970600	Ebooks/Books	Inv 2035120291	284.06			
201-5960990	Misc. Contractual Services	Inv 2035110448	4.86			
201-5970600	Ebooks/Books	Inv 2035110448	47.67			
201-5960990	Misc. Contractual Services	Inv 2035124747	49.58			
201-5970600	Ebooks/Books	Inv 2035124747	428.44			
201-5960990	Misc. Contractual Services	Inv 2035101131	56.15			
201-5970600	Ebooks/Books	Inv 2035101131	489.02			
201-5960990	Misc. Contractual Services	Inv 2035066988	29.45			
201-5970600	Ebooks/Books	Inv 2035066988	61.49			
201-5960990	Misc. Contractual Services	Inv 2035092562	2.85			
201-5970600	Ebooks/Books	Inv 2035092562	38.31			
201-5960990	Misc. Contractual Services	Inv 2035088771	49.47			
201-5970600	Ebooks/Books	Inv 2035088771	195.40			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2035064272	2.55			
201-5970600	Ebooks/Books	Inv 2035064272	28.31			
201-5960990	Misc. Contractual Services	Inv 2035066959	30.64			
201-5970600	Ebooks/Books	Inv 2035066959	108.71			
201-5960990	Misc. Contractual Services	Inv 2035072156	5.70			
201-5970600	Ebooks/Books	Inv 2035072156	42.55			
201-5960990	Misc. Contractual Services	Inv 2035064658	4.71			
201-5970600	Ebooks/Books	Inv 2035064658	47.67			
201-5960990	Misc. Contractual Services	Inv 2035047406	11.69			
201-5970600	Ebooks/Books	Inv 2035047406	25.69			
201-5960990	Misc. Contractual Services	Inv 2035044529	13.75			
201-5970600	Ebooks/Books	Inv 2035044529	79.77			
201-5960990	Misc. Contractual Services	Inv 2035085983	9.59			
201-5970600	Ebooks/Books	Inv 2035085983	139.05			
201-5960990	Misc. Contractual Services	Inv 2035085756	29.85			
201-5970600	Ebooks/Books	Inv 2035085756	318.34			
201-5960990	Misc. Contractual Services	Inv 0000143160	17.38			
201-5970600	Ebooks/Books	Inv 0000143160	102.33			
201-5960990	Misc. Contractual Services	Inv 2035085916	4.35			
201-5970600	Ebooks/Books	Inv 2035085916	66.57			
201-5960990	Misc. Contractual Services	Inv 2035081601	2.81			
201-5970600	Ebooks/Books	Inv 2035081601	18.53			
201-5960990	Misc. Contractual Services	Inv 2035085887	0.85			
201-5970600	Ebooks/Books	Inv 2035085887	15.06			
201-5960990	Misc. Contractual Services	Inv 2035081580	1.47			
201-5970600	Ebooks/Books	Inv 2035081580	15.34			
201-5960990	Misc. Contractual Services	Inv 2035090970	45.73			
201-5970600	Ebooks/Books	Inv 2035090970	106.86			
201-5970600	Ebooks/Books	Inv 2035100522	63.56			
201-5960990	Misc. Contractual Services	Inv 2035096135	12.30			
201-5970600	Ebooks/Books	Inv 2035096135	137.75			
201-5960990	Misc. Contractual Services	Inv 2035077367	4.09			
201-5970600	Ebooks/Books	Inv 2035077367	26.72			
201-5960990	Misc. Contractual Services	Inv 2035092594	2.20			
201-5970600	Ebooks/Books	Inv 2035092594	30.64			
201-5960990	Misc. Contractual Services	Inv 2035097593	60.25			
201-5970600	Ebooks/Books	Inv 2035097593	663.16			
201-5960990	Misc. Contractual Services	Inv 2035092506	20.12			
201-5970600	Ebooks/Books	Inv 2035092506	57.36			
BAKER & TAYLOR				18058	03/19/20	<u>5,205.92</u>
201-5970600	Ebooks/Books	inv 2035093622	1,117.04			
201-5960990	Misc. Contractual Services	inv 2035104939	53.25			
201-5960990	Misc. Contractual Services	inv 2035093623	68.35			
201-5970600	Ebooks/Books	inv 2035123109	627.46			
201-5960990	Misc. Contractual Services	inv 2035123110	35.00			
201-5970600	Ebooks/Books	inv 2035128741	97.89			
201-5970600	Ebooks/Books	inv 2035101876	1,088.94			
201-5960990	Misc. Contractual Services	inv 2035101877	63.75			
201-5970600	Ebooks/Books	inv 2035108046	519.83			
201-5960990	Misc. Contractual Services	inv 2035108047	29.55			
201-5970600	Ebooks/Books	inv 2035120320	1,419.96			
201-5960990	Misc. Contractual Services	inv 2035120321	84.90			
BAKER & TAYLOR				18059	03/19/20	<u>3,256.73</u>
201-5960990	Misc. Contractual Services	Inv 2035122081	1.47			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2035122081	15.89			
201-5960990	Misc. Contractual Services	Inv 2035122039	8.88			
201-5970600	Ebooks/Books	Inv 2035122039	14.32			
201-5960990	Misc. Contractual Services	Inv 2035122030	0.70			
201-5970600	Ebooks/Books	Inv 2035122030	20.99			
201-5960990	Misc. Contractual Services	Inv 2035105919	13.45			
201-5970600	Ebooks/Books	Inv 2035105919	44.78			
201-5960990	Misc. Contractual Services	Inv 2035124892	30.00			
201-5970600	Ebooks/Books	Inv 2035124892	258.07			
201-5960990	Misc. Contractual Services	Inv 2035127519	32.65			
201-5970600	Ebooks/Books	Inv 2035127519	259.60			
201-5960990	Misc. Contractual Services	Inv 2035130132	35.34			
201-5970600	Ebooks/Books	Inv 2035130132	350.77			
201-5960990	Misc. Contractual Services	Inv 2035108523	153.33			
201-5970600	Ebooks/Books	Inv 2035108523	360.14			
201-5960990	Misc. Contractual Services	Inv 2035120295	66.66			
201-5970600	Ebooks/Books	Inv 2035120295	149.57			
201-5960990	Misc. Contractual Services	Inv 2035113145	9.70			
201-5970600	Ebooks/Books	Inv 2035113145	71.50			
201-5960990	Misc. Contractual Services	Inv 2035121774	9.05			
201-5970600	Ebooks/Books	Inv 2035121774	96.16			
201-5960990	Misc. Contractual Services	Inv 2035113119	11.05			
201-5970600	Ebooks/Books	Inv 2035121774	145.82			
201-5960990	Misc. Contractual Services	Inv 2035124777	50.17			
201-5970600	Ebooks/Books	Inv 2035124777	169.74			
201-5960990	Misc. Contractual Services	Inv 2035112764	8.88			
201-5970600	Ebooks/Books	Inv 2035112764	35.31			
201-5960990	Misc. Contractual Services	Inv 2035120314	34.97			
201-5970600	Ebooks/Books	Inv 2035120314	138.58			
201-5960990	Misc. Contractual Services	Inv 2035124874	31.55			
201-5970600	Ebooks/Books	Inv 2035124874	469.42			
201-5960990	Misc. Contractual Services	Inv 2035129884	27.35			
201-5970600	Ebooks/Books	Inv 2035129884	130.87			
Bret Nicholas				18060	03/19/20	<u>325.00</u>
201-5960210	Special Event Programming	Presenter Fee - So You Want to Publish Your Book	325.00			
CHICAGO RIDGE PUBLIC LIBRARY				18061	03/19/20	<u>25.00</u>
201-5970100	Supplies	Outreach Delivery 2/18 - Zappbugg Heater	25.00			
CHILDREN'S PLUS, INC.				18062	03/19/20	<u>934.80</u>
201-5970600	Ebooks/Books	Invoice 183618	248.76			
201-5970600	Ebooks/Books	Invoice 183617	686.04			
CITY OF DES PLAINES -				18063	03/19/20	<u>1.00</u>
201-5960990	Misc. Contractual Services	Des Plaines PL Lease payment	1.00			
COMPLIANCE SIGNS				18064	03/19/20	<u>136.00</u>
201-5970115	Supplies - Dept/Other	Invoice 90187	136.00			
CRYSTAL MAINTENANCE SERVICES CORP				18065	03/19/20	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice 26572	4,892.50			
Cynthia Gallaher				18066	03/19/20	<u>300.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960210	Special Event Programming	Presenter Fee - Poetry Writing Workshop May 2	300.00			
DE LAGE LANDEN FIANACIAL SERVICES				18067	03/19/20	<u>738.41</u>
201-5930210	Rental of Equipment	Invoice 66958255	738.41			
EBSCO INFORMATION SERVICES				18068	03/19/20	<u>175.28</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice 2005178	83.23			
201-5970620	E-Subscriptions/Subscriptions	Invoice 1594982	28.00			
201-5970620	E-Subscriptions/Subscriptions	Invoice 1595057	64.05			
ERIC LITWIN				18069	03/19/20	<u>7,514.00</u>
201-5899920	Expended Donations	Eric Litwin Author Visit	7,514.00			
FEDERAL EXPRESS				18070	03/19/20	<u>49.92</u>
201-5970260	Postage & Parcel	Invoice 6-940-29183	49.92			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18071	03/19/20	<u>360.00</u>
201-5930490	Refuse Contract	Invoice 4799477	360.00			
GARVEY'S OFFICE PRODUCTS				18072	03/19/20	<u>2,205.13</u>
201-5970170	Janitorial	Invoice PINV1871245	1,455.29			
201-5970170	Janitorial	PINV1885266	399.92			
201-5970170	Janitorial	PINV1883008	349.92			
IMPACT NETWORKING, LLC.				18073	03/19/20	<u>409.00</u>
201-5970100	Supplies	Invoice 1698629	409.00			
JOANIE SEBASTIAN				18074	03/19/20	<u>116.79</u>
201-5990900	Per Capita Grant Expenditures	PLA Conference - Nashville	116.79			
JOEL SAWYER				18075	03/19/20	<u>222.47</u>
201-5990900	Per Capita Grant Expenditures	PLA Conference - Nashville	222.47			
LAUTERBACH & AMEN, LLP.				18076	03/19/20	<u>2,025.00</u>
201-5920110	Professional Services	Invoice No. 43189	1,575.00			
201-5920110	Professional Services	Invoice No. 43312	450.00			
LIBBY FISCHER HELLMANN				18077	03/19/20	<u>350.00</u>
201-5960210	Special Event Programming	Presenter Fee - Building Suspense, May 6	350.00			
LIBRARIES OF ILLINOIS RISK AGENCY				18078	03/19/20	<u>1,490.00</u>
201-5920990	Property/Liability Insurance	Gallagher Crisis Protection Program	1,490.00			
LYNN RYMARZ				18079	03/19/20	<u>300.00</u>
201-5960210	Special Event Programming	Presenter Fee - April 20	300.00			
MATTHEW BENDER & CO, INC				18080	03/19/20	<u>159.43</u>
201-5970640	Databases	Invoice 17315417	159.43			
Meg Ramsland				18081	03/19/20	<u>197.62</u>
201-5990900	Per Capita Grant Expenditures	PLA reimbursement	197.62			
MENARDS				18082	03/19/20	<u>107.82</u>
201-5970115	Supplies - Dept/Other	Invoice 51474	44.72			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970115	Supplies - Dept/Other	Invoice 52643	63.10			
MIDWEST ANTENNA AND SATELLITE, INC				18083	03/19/20	<u>353.00</u>
201-5930020	R&M Buildings & Structures	Invoice 8432	353.00			
MIDWEST TAPE				18084	03/19/20	<u>15,799.28</u>
201-5970610	E-audio/Audio	Inv 98548967	311.95			
201-5970630	Visual Materials	Inv 98548968	204.69			
201-5970630	Visual Materials	Inv 98548969	45.73			
201-5970630	Visual Materials	Inv 98565340	26.99			
201-5970630	Visual Materials	Inv 98565341	22.49			
201-5970610	E-audio/Audio	Inv 98565342	19.98			
201-5960990	Misc. Contractual Services	Inv 98604732	103.60			
201-5970610	E-audio/Audio	Inv 98604732	2,204.44			
201-5960990	Misc. Contractual Services	Inv 98605649	55.25			
201-5970630	Visual Materials	Inv 98605649	394.33			
201-5960990	Misc. Contractual Services	Inv 98604731	131.65			
201-5970610	E-audio/Audio	Inv 98604731	413.36			
201-5960990	Misc. Contractual Services	Inv 98601733	221.60			
201-5970630	Visual Materials	Inv 98601733	1,488.07			
201-5960990	Misc. Contractual Services	Inv 98601731	19.50			
201-5970630	Visual Materials	Inv 98601731	169.14			
201-5970610	E-audio/Audio	Inv 98596201	155.97			
201-5970630	Visual Materials	Inv 98596202	403.35			
201-5970610	E-audio/Audio	Inv 98596204	19.98			
201-5970630	Visual Materials	Inv 98596203	23.24			
201-5960990	Misc. Contractual Services	Inv 98605648	722.00			
201-5970630	Visual Materials	Inv 98605648	4,269.10			
201-5960990	Misc. Contractual Services	Inv 98610695	9.25			
201-5970610	E-audio/Audio	Inv 98610695	184.95			
201-5960990	Misc. Contractual Services	Inv 98610774	19.25			
201-5970610	E-audio/Audio	Inv 98610774	61.75			
201-5960990	Misc. Contractual Services	Inv 98627548	74.95			
201-5970630	Visual Materials	Inv 98627548	193.30			
201-5960990	Misc. Contractual Services	Inv 98635237	133.45			
201-5970630	Visual Materials	Inv 98635237	813.34			
201-5970610	E-audio/Audio	Inv 98632771	59.99			
201-5970630	Visual Materials	Inv 98632772	119.96			
201-5970630	Visual Materials	Inv 98632774	239.92			
201-5960990	Misc. Contractual Services	Inv 98636823	11.55			
201-5970610	E-audio/Audio	Inv 98636823	38.67			
201-5960990	Misc. Contractual Services	Inv 98636825	25.90			
201-5970610	E-audio/Audio	Inv 98636825	524.86			
201-5960990	Misc. Contractual Services	Inv 98643077	19.40			
201-5970630	Visual Materials	Inv 98643077	119.95			
201-5960990	Misc. Contractual Services	Inv 98642174	75.55			
201-5970630	Visual Materials	Inv 98642174	419.79			
201-5960990	Misc. Contractual Services	Inv 98639451	58.00			
201-5970610	E-audio/Audio	Inv 98639451	235.05			
201-5970630	Visual Materials	Inv 98660557	39.98			
201-5970630	Visual Materials	Inv 98660556	183.68			
201-5970610	E-audio/Audio	Inv 98660554	22.49			
201-5970610	E-audio/Audio	Inv 98660553	687.89			
MIDWEST TAPE				18085	03/19/20	<u>1,341.44</u>
201-5960990	Misc. Contractual Services	Invoice 98671652	19.50			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Invoice 98671652	139.44			
201-5960990	Misc. Contractual Services	Invoice 98669701	5.55			
201-5970610	E-audio/Audio	Invoice 98669701	89.97			
201-5960990	Misc. Contractual Services	Invoice 98664024	56.45			
201-5970630	Visual Materials	Invoice 98664024	337.33			
201-5960990	Misc. Contractual Services	Invoice 98662892	7.40			
201-5970610	E-audio/Audio	Invoice 98662892	147.96			
201-5960990	Misc. Contractual Services	Invoice 98662890	81.85			
201-5970610	E-audio/Audio	Invoice 98662890	232.74			
201-5960990	Misc. Contractual Services	Invoice 98643166	3.85			
201-5970610	E-audio/Audio	Invoice 98643166	11.24			
201-5970610	E-audio/Audio	Invoice 98697012	19.98			
201-5970630	Visual Materials	Invoice 98697014	131.20			
201-5970630	Visual Materials	Invoice 98697015	56.98			
OAKBROOK MECHANICAL SERVICES				18086	03/19/20	<u>5,792.50</u>
201-5930020	R&M Buildings & Structures	Invoice 19847	2,896.25			
201-5930020	R&M Buildings & Structures	Invoice 20224	2,896.25			
ORKIN LLC				18087	03/19/20	<u>95.00</u>
201-5960990	Misc. Contractual Services	Invoice 194939793	95.00			
OUTSOURCE SOLUTIONS GROUP, INC.				18088	03/19/20	<u>38,643.81</u>
201-5980420	Computer Software	Invoice 51924	3,000.00			
201-5960990	Misc. Contractual Services	Invoice 51911	1,500.00			
201-5930010	R&M Equipment	Invoice 52161	373.51			
201-5920110	Professional Services	Invoice 52384	33,420.30			
201-5960990	Misc. Contractual Services	Invoice 52383	350.00			
OVERDRIVE, INC.				18089	03/19/20	<u>3,508.18</u>
201-5970600	Ebooks/Books	Invoice 01018MA20020572	1,739.28			
201-5970600	Ebooks/Books	Invoice 01018MA20041484	1,768.90			
PROQUEST LLC				18090	03/19/20	<u>9,900.00</u>
201-5970640	Databases	Invoice 70617070	9,900.00			
ROBERTA S. JOHNSON				18091	03/19/20	<u>318.81</u>
201-5990900	Per Capita Grant Expenditures	2020 PLA Conference	318.81			
SPEED-E-KLEEN, INC.				18092	03/19/20	<u>439.00</u>
201-5930320	Cleaning/Custodial Services	Invoice 4211	439.00			
STEVE SZABADOS				18093	03/19/20	<u>200.00</u>
201-5960210	Special Event Programming	Presenter Fee - May 9	200.00			
The Gateway Science Project, Inc				18094	03/19/20	<u>450.00</u>
201-5960210	Special Event Programming	Program Fee - Tony's Creepy Crawly Zoo	450.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18095	03/19/20	<u>1,855.74</u>
201-5970630	Visual Materials	Invoice 003086	81.67			
201-5970630	Visual Materials	Invoice 003087	20.00			
201-5970630	Visual Materials	Invoice 003085	455.40			
201-5970630	Visual Materials	Invoice 003147	1,278.67			
201-5970630	Visual Materials	Invoice 003148	20.00			
THOMSON REUTERS-WEST				18096	03/19/20	<u>20.43</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970640	Databases	Invoice 841842567	20.43			
TIAA COMMERCIAL FINANCE				18097	03/19/20	<u>657.91</u>
201-5930210	Rental of Equipment	Invoice 6968149	657.91			
UNITED STATES POSTAL SERVICE				18098	03/19/20	<u>240.00</u>
201-5960210	Special Event Programming	USPS Bulk Mail Permit Annual Fee	240.00			
WORLD BOOK INC				18099	03/19/20	<u>54.90</u>
201-5970640	Databases	Invoice # DM - 100086230	54.90			
BLACKSTONE PUBLISHING				18100	03/19/20	<u>7.95</u>
201-5970610	E-audio/Audio	Invoice # 1151805	7.95			
CITY OF DES PLAINES				18101	03/19/20	<u>1,756.73</u>
201-5970500	Water Bill	Acct # 71080763-001	1,756.73			
FINDAWAY WORLD LLC				18102	03/19/20	<u>49.99</u>
201-5970610	E-audio/Audio	Invoice # 308740	49.99			
RAINBOW BOOK COMPANY				18103	03/19/20	<u>372.24</u>
201-5970600	Ebooks/Books	Invoice # 180407	372.24			
STANLEY ACCESS TECH				18104	03/19/20	<u>3,740.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 905838343	3,740.00			
					Check List Total	<u><u>130,276.64</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

February 1, 2020 - February 29, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51089	02/29/20	Payroll Data Services, Inc	1,093.64
51090	02/29/20	IMRF	33,987.69
51091	02/29/20	VERIZON WIRELESS	890.06
51092	02/29/20	COMCAST CABLE	1,177.09
51093	02/29/20	NEO-POST USA, INC.	500.00
51094	02/29/20	NEO-POST USA, INC.	500.00
51095	02/29/20	NICOR GAS	2,533.70
51096	02/29/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	834.80
51097	02/29/20	BANKCARD SERVICES	11,907.34
Vendor Check Total			<u>53,424.32</u>
Check List Total			<u><u>53,424.32</u></u>

Check count = 9

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959										
Revenue (M-T-D)												
Property Taxes	-	635,653										
Other Revenue	20,277	59,951										
	20,277	695,604	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203										
Other Expense	302,691	149,809										
Change in A/P & AJE's	(297,307)	109,634										
	454,147	525,645	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	-	-	-	-	-	-	-	-	-	-

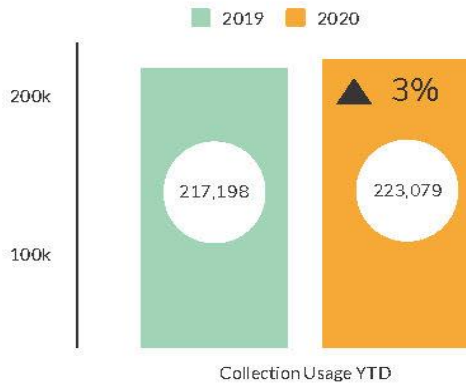
Des Plaines Public Library
 Disbursement Reconciliation
 February 29, 2020

Total Expenses per Expense Report			<u><u>\$416,011.09</u></u>
Gross Payroll	235,324.04		
Benefits Expense	<u>30,878.48</u>		
Total Payroll Expenses		266,202.52	
Check List		183,700.96	
Total Transfers and expenses per payroll and vendor checks reports			<u>449,903.48</u>
		Variance	<u>33,892.39</u>
Less: (disbursements included above)			
IMRF		(33,987.69)	
VOID CHECK 18017		(204.70)	
CHECK 17790 WAS VOIDED BUT CASHED		300.00	
			(33,892.39)
		Variance	<u><u>(0.00)</u></u>

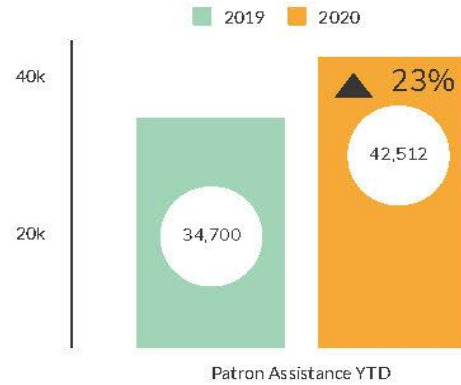
STATISTICS REPORT

February 2020

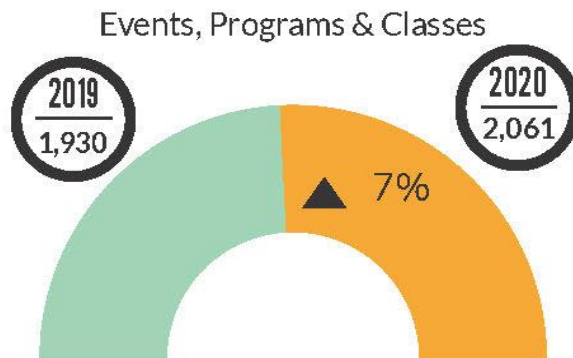
Collection Usage YTD



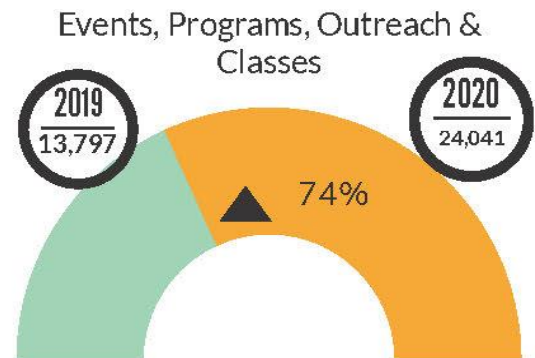
Patron Assistance YTD



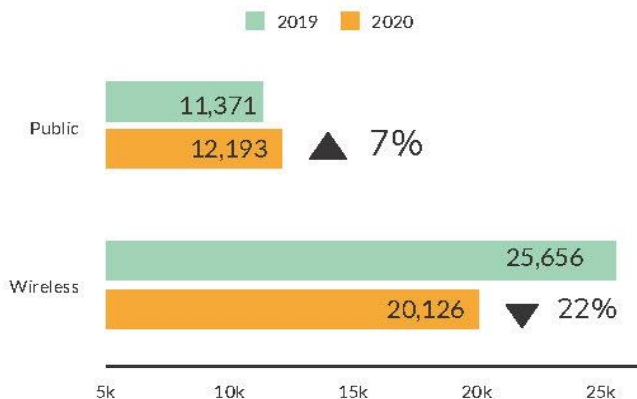
Bookings YTD



Attendance YTD

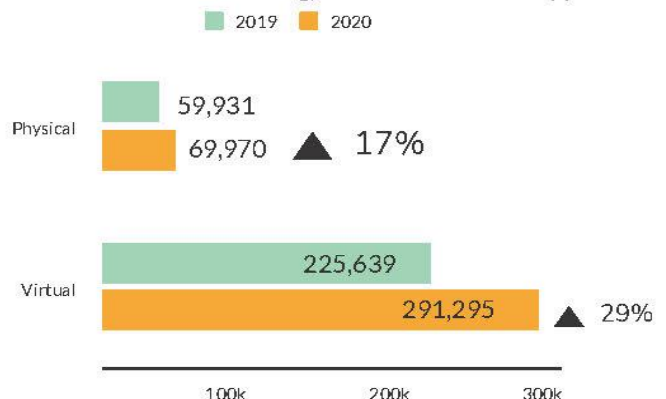


Computer Usage YTD



Traffic YTD

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

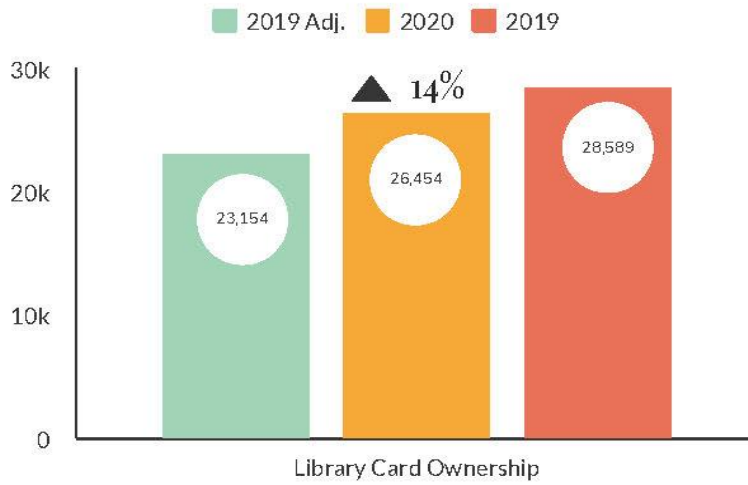




STATISTICS REPORT

February 2020

Library Card Year To Year

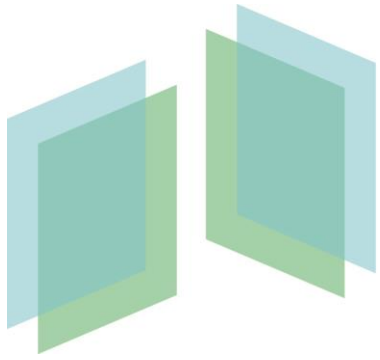


Board Stats Reporting Form

FEBRUARY 2020

COLLECTION USAGE			
		Year to Date 2020	223,079
		Year to Date 2019	217,198
		% Change	3%
PATRON ASSISTANCE			
		Year to Date 2020	42,512
		Year to Date 2019	34,700
		% Change	23%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	2,061
		Year to Date 2019	1,930
		% Change	7%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	24,041
		Year to Date 2019	13,797
		% Change	74%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	69,970
		Year to Date 2019	59,931
		% Change	17%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	291,295
		Year to Date 2019	225,639
		% Change	29%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,454
		Current month valid library cards 2019	28,589
		% Change	-7%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	12,193
		Year to Date 2019	11,371
		% Change	7%
		Wireless	
		Year to Date 2020	20,126
		Year to Date 2019	25,656
		% Change	-22%

STATISTICS REPORT		JAN	FEB	YTD
COLLECTION USAGE				
	Physical materials (Circ. General)	82,594	80,353	162,947
	E-materials	11,367	10,857	22,224
	ILL	549	598	1,147
	Databases	20,383	16,378	36,761
2020	Total	114,893	108,186	223,079
	Physical materials	78,712	81,829	160,541
	E-materials	11,053	9,213	20,266
	ILL	138	166	304
	Databases	15,079	21,008	36,087
2019	Total	104,982	112,216	217,198
PATRON ASSISTANCE				
	Youth Services	2,466	2,130	4,596
	Adult Services	9,051	9,505	18,556
	PAMS	9,811	9,549	19,360
2020	Total	21,328	21,184	42,512
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS				
	Youth Services	82	93	175
	Adult Services	124	142	266
	Outside groups	15	26	41
	Public study rooms	779	800	1,579
2020	Total	1,000	1,061	2,061
	Youth & Adult Services	134	164	298
	Outside groups	52	59	111
	Public study rooms	683	838	1,521
2019	Total	869	1,061	1,930
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE				
	Youth Services	913	1,070	1,983
	Adult Services	6,793	6,804	13,597
	Outside groups	321	235	556
	Public study rooms	1,459	1,664	3,123
	Outreach- Youth Services	842	3,071	3,913
	Outreach-Adult Services	586	283	869
2020	Total	10,914	13,127	24,041
	Youth & Adult Services	1,908	2,503	4,411
	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
TRAFFIC				
2020	Physical Visits (gate count)	34,677	35,293	69,970
2019	Physical Visits (gate count)	29,384	30,547	59,931
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	291,295
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	225,639
LIBRARY CARD OWNERSHIP-report the latest month				
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,454
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,589
COMPUTER USAGE				
	Public computers-Youth Services	916	926	1,842
	Public computers Adult	5,036	5,315	10,351
2020	Total	5,952	6,241	12,193
	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
2020	Wireless	9,570	10,556	20,126
	Total	9,570	10,556	20,126
	Wireless	11,656	14,000	25,656
2019	Total	11,656	14,000	25,656



DES PLAINES PUBLIC LIBRARY

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NOTICE

* SUPPLEMENTAL NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

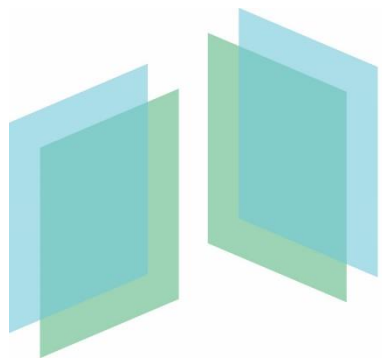
THURSDAY, APRIL 16, 2020

7:00 PM

By Electronic Remote

***Supplemental Notice is an addendum to this notice.**

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.



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PUBLIC LIBRARY**
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SUPPLEMENTAL NOTICE

Pursuant to Governor Pritzker's Executive Order 2020-07 of March 18, 2020, the meeting of the Des Plaines Public Library Board of Trustees on April 16, 2020 at 7:00 p.m. will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, April 15 at 5pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, April 16 at 5 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 16, 2020
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (7:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – March 26, 2020.
 - B. Acceptance of Financial Reports for March 2020.
 - C. Acceptance of Reports.
 1. Statistics Report
- VI. Unfinished Business.
 - A. Discuss Financial Reports for February 2020.
- VII. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$236,825.81. [Action Item]
- VIII. Other.
- IX. Correspondence. (7:20 p.m.)

X. Adjournment. (7:30 p.m.)

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 26, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, March 26, 2020. President Gregory Sarlo called the meeting to order at 7:07 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Mindy Capper, Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Gregory Sarlo, Carol Kidd.

Absent: Umair Qadeer.

Also present: Jo Bonell.

III. 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.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern about the library's board meeting being held by electronic remote participation.

V. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – February 20, 2020.
- C. Acceptance of Reports.
 - 1. Statistics Report.

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

Trustee Kristen Graack asked to remove B. Acceptance of Financial Reports for February 2020 from the Consent Agenda.

Trustee Kristen Graack asked why the Interest Income in the Capital Projects Fund was budgeted for \$100.00 for 2020, but the amount received from interest for January and February totaled \$4,069.50.

Library Director Jo Bonell responded that she would reach out to the library accountants and report out at the April board meeting.

MOTION by Kristen Graack, seconded by Nicholas Harkovich to approve the following Consent Agenda item:

- B. Acceptance of Financial Reports for February 2020.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$186,239.80. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$186,239.80 as listed on the vendor checks report of February 2020 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.

Xi. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:16 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
March 31, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



April 08, 2020

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, 2020 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,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of March 31, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,227,558.77	\$ 1,777,560.20	\$ 6,005,118.97
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	1,000.00	-	1,000.00
Total Assets	\$ 10,305,046.49	\$ 1,777,560.20	\$ 12,082,606.69
LIABILITIES			
Accounts Payable	\$ 184,398.95	\$ 2,425.00	\$ 186,823.95
Accrued Payroll	-	-	-
Due to other funds	335,484.39	-	335,484.39
Total Liabilities	519,883.34	2,425.00	522,308.34
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,589,383.34	2,425.00	6,591,808.34
FUND BALANCE			
Fund Balance - Unreserved	3,680,912.35	1,775,135.20	5,456,047.55
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,715,663.15	1,775,135.20	5,490,798.35
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,305,046.49	\$ 1,777,560.20	\$ 12,082,606.69

Des Plaines Public Library

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

For the 3 Months Ended March 31, 2020

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 3,126,305.52	\$ -	\$ 3,126,305.52
Intergovernmental	-	-	-
Fines & Fees	12,640.14	-	12,640.14
Interest	7,722.32	6,146.15	13,868.47
Special Events and Programs	889.77	-	889.77
Miscellaneous	16,469.50	-	16,469.50
Total Revenues	<u>3,164,027.25</u>	<u>6,146.15</u>	<u>3,170,173.40</u>
EXPENDITURES			
Personnel	\$ 670,994.71	\$ -	\$ 670,994.71
Operating	644,639.47	-	644,639.47
Library Materails	226,198.35	-	226,198.35
Capital Outlay	15,506.09	2,425.00	17,931.09
Other Expenditures	<u>14,481.06</u>	<u>-</u>	<u>14,481.06</u>
Total Expenditures	<u>1,571,819.68</u>	<u>2,425.00</u>	<u>1,574,244.68</u>
Net Change in Fund Balances	<u>1,592,207.57</u>	<u>3,721.15</u>	<u>1,595,928.72</u>
FUND BALANCES			
Beginning of the year	<u>2,123,455.58</u>	<u>1,771,414.05</u>	<u>3,894,869.63</u>
End of the period	<u>\$ 3,715,663.15</u>	<u>\$ 1,775,135.20</u>	<u>\$ 5,490,798.35</u>

Supplementary Information

Des Plaines Public Library
 Treasurer's Report as of March 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	156,602.13
202-1102015 - First Midwest Operating #8100292260	<u>218,640.58</u>
	<u>375,242.71</u>
201-1102028 - Cash Library Donations	<u>204,592.11</u>
201-1102079 - IL Funds - 151600222591	3,865,864.53
202-1102079 - IL Funds - 151600222591	<u>1,558,919.62</u>
	<u>5,424,784.15</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>6,005,118.97</u></u>

Des Plaines Public Library
Balance Sheet as of March 31, 2020

	<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	132,335.81	24,266.32	156,602.13
1102028 - Cash Library Donations	204,545.48	46.63	204,592.11
1102079 - IL Funds - 151600222591	1,761,094.09	2,104,770.44	3,865,864.53
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119200 - Receivable - Miscellaneous	30,245.22	(29,245.22)	1,000.00
	<u>8,205,208.32</u>	<u>2,099,838.17</u>	<u>10,305,046.49</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	130,276.64	54,122.31	184,398.95
2401002 - Payroll Liabilities	(48,982.07)	48,982.07	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
	<u>6,486,278.96</u>	<u>103,104.38</u>	<u>6,589,383.34</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,088,704.78	0.00	2,088,704.78
	<u>2,123,455.58</u>	<u>0.00</u>	<u>2,123,455.58</u>
 Total Liabilities and Fund Balance	<u>8,609,734.54</u>	<u>103,104.38</u>	<u>8,712,838.92</u>
 Excess Revenues Over Expenses	<u>(404,526.22)</u>	<u>1,996,733.79</u>	<u>1,592,207.57</u>

Des Plaines Public Library
Balance Sheet as of March 31, 2020

	<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	2,425.00	218,640.58
1102079 - IL Funds - 151600222591	1,559,267.97	(348.35)	1,558,919.62
	1,775,483.55	2,076.65	1,777,560.20
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	2,425.00	2,425.00
	0.00	2,425.00	2,425.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,771,414.05	2,425.00	1,773,839.05
Excess Revenues Over Expenses	4,069.50	(348.35)	3,721.15
<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	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 March 31, 2020**

	<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>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,479,808.39</u>	<u>0.00</u>	<u>2,479,808.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,479,808.39</u>	<u>0.00</u>	<u>2,479,808.39</u>
	<u>2,479,808.39</u>	<u>0.00</u>	<u>2,479,808.39</u>
Total Liabilities and Net Capital Assets	<u><u>2,479,808.39</u></u>	<u><u>0.00</u></u>	<u><u>2,479,808.39</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, 2020**

<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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	<u>2,490,652.45</u>	<u>3,126,305.52</u>	<u>6,100,000.00</u>	<u>2,973,694.48</u>	<u>51.25</u>
	<u>2,490,652.45</u>	<u>3,126,305.52</u>	<u>6,100,000.00</u>	<u>2,973,694.48</u>	<u>51.25</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>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>168,988.00</u>	<u>168,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	1,058.31	2,037.93	9,000.00	6,962.07	22.64
201-4850102 - Library Fines	1,292.74	6,391.45	30,000.00	23,608.55	21.30
201-4850201 - Copying Fees	830.90	3,657.76	27,000.00	23,342.24	13.55
201-4850207 - Non-Res Cards	69.50	417.00	3,000.00	2,583.00	13.90
201-4850208 - Meeting Room Fees	<u>16.00</u>	<u>136.00</u>	<u>3,000.00</u>	<u>2,864.00</u>	<u>4.53</u>
	<u>3,267.45</u>	<u>12,640.14</u>	<u>72,000.00</u>	<u>59,359.86</u>	<u>17.56</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>889.77</u>	<u>5,000.00</u>	<u>4,110.23</u>	<u>17.80</u>
	<u>0.00</u>	<u>889.77</u>	<u>5,000.00</u>	<u>4,110.23</u>	<u>17.80</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>2,411.44</u>	<u>7,722.32</u>	<u>76,000.00</u>	<u>68,277.68</u>	<u>10.16</u>
	<u>2,411.44</u>	<u>7,722.32</u>	<u>76,000.00</u>	<u>68,277.68</u>	<u>10.16</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	1,838.73	14,037.65	50,000.00	35,962.35	28.08
201-4899910 - Vending Machine Revenue	105.92	304.05	1,500.00	1,195.95	20.27
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	<u>433.50</u>	<u>2,127.80</u>	<u>0.00</u>	<u>(2,127.80)</u>	<u>0.00</u>
	<u>2,378.15</u>	<u>16,469.50</u>	<u>56,500.00</u>	<u>40,030.50</u>	<u>29.15</u>
Total Library Fund	<u><u>2,498,709.49</u></u>	<u><u>3,164,027.25</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,314,460.75</u></u>	<u><u>48.84</u></u>

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2020**

	<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>2,076.65</u>	<u>6,146.15</u>	<u>100.00</u>	<u>(6,046.15)</u>	<u>6,146.15</u>
	<u>2,076.65</u>	<u>6,146.15</u>	<u>100.00</u>	<u>(6,046.15)</u>	<u>6,146.15</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2,076.65</u></u>	<u><u>6,146.15</u></u>	<u><u>500,100.00</u></u>	<u><u>493,953.85</u></u>	<u><u>1.23</u></u>
Total of All Funds	<u><u>2,500,786.14</u></u>	<u><u>3,170,173.40</u></u>	<u><u>6,978,588.00</u></u>	<u><u>3,808,414.60</u></u>	<u><u>45.43</u></u>

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2020**

<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	172,343.30	500,523.97	2,410,733.00	1,910,209.03	20.76
5910200 - Part-time Salaries	<u>57,946.42</u>	<u>170,470.74</u>	<u>834,840.00</u>	<u>664,369.26</u>	<u>20.42</u>
	<u>230,289.72</u>	<u>670,994.71</u>	<u>3,245,573.00</u>	<u>2,574,578.29</u>	<u>20.67</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,920.90	59,254.25	241,013.00	181,758.75	24.59
5918021 - Employer Contribution - IMRF	22,868.02	79,257.73	309,489.00	230,231.27	25.61
5918040 - Life Insurance Premiums	131.14	451.52	1,932.00	1,480.48	23.37
5918050 - PPO Insurance Premiums	77,792.50	95,370.64	321,453.00	226,082.36	29.67
5918051 - HMO Insurance Premiums	61,115.48	66,239.85	236,951.00	170,711.15	27.96
5918055 - Dental Insurance Premiums	1,398.56	4,761.91	20,485.00	15,723.09	23.25
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>180,226.60</u>	<u>317,390.90</u>	<u>1,156,323.00</u>	<u>838,932.10</u>	<u>27.45</u>
Contractual Services					
5920100 - Legal Fees	346.00	346.00	6,000.00	5,654.00	5.77
5920110 - Professional Services	36,226.45	109,563.59	431,416.00	321,852.41	25.40
5920120 - Communication Services	1,661.49	4,888.89	22,000.00	17,111.11	22.22
5920140 - Integrated Library System	0.00	22,644.08	90,600.00	67,955.92	24.99
5920202 - Conferences	3,253.56	4,406.48	5,000.00	593.52	88.13
5920204 - Training	59.99	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	198.00	2,922.25	7,000.00	4,077.75	41.75
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	5,518.48	53,670.89	84,475.00	30,804.11	63.53
5930020 - R&M Buildings & Structures	3,036.25	26,639.98	128,890.00	102,250.02	20.67
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,600.41	5,335.55	19,300.00	13,964.45	27.65
5930320 - Cleaning/Custodial Services	515.20	15,631.70	69,460.00	53,828.30	22.50
5930490 - Refuse Contract	468.00	1,188.00	4,320.00	3,132.00	27.50
5960040 - Pre-Employment Testing	60.00	292.15	3,000.00	2,707.85	9.74
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	4,548.29	18,856.33	70,450.00	51,593.67	26.77
5960990 - Misc. Contractual Services	<u>3,855.36</u>	<u>27,334.69</u>	<u>102,145.00</u>	<u>74,810.31</u>	<u>26.76</u>
	<u>61,347.48</u>	<u>327,248.57</u>	<u>1,089,856.00</u>	<u>762,607.43</u>	<u>30.03</u>
Commodities					
5970100 - Supplies	2,533.01	6,605.76	49,000.00	42,394.24	13.48
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	441.66	4,076.76	17,700.00	13,623.24	23.03
5970170 - Janitorial	468.87	3,684.99	19,000.00	15,315.01	19.39
5970260 - Postage & Parcel	556.95	1,619.71	6,000.00	4,380.29	27.00
5970500 - Water Bill	0.00	0.00	12,000.00	12,000.00	0.00
5970600 - Ebooks/Books	4,819.00	49,988.43	368,000.00	318,011.57	13.58

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2020**

	<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	9,259.96	26,580.51	80,000.00	53,419.49	33.23
5970620 - E-Subscriptions/Subscriptions	3,266.71	15,857.66	68,430.00	52,572.34	23.17
5970630 - Visual Materials	7,109.29	25,706.95	167,000.00	141,293.05	15.39
5970640 - Databases	7,122.28	87,416.29	185,000.00	97,583.71	47.25
5970810 - Natural Gas	0.00	4,600.77	25,000.00	20,399.23	18.40
5970850 - Gasoline	0.00	0.00	500.00	500.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
	<u>35,577.73</u>	<u>226,198.35</u>	<u>1,005,630.00</u>	<u>779,431.65</u>	<u>22.49</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	220.64	8,110.00	7,889.36	2.72
5980410 - Computer Hardware	0.00	(1,205.58)	7,500.00	8,705.58	(16.07)
5980420 - Computer Software	1,586.03	16,462.39	39,265.00	22,802.61	41.93
5980600 - Furniture & Fixtures	<u>28.64</u>	<u>28.64</u>	<u>3,500.00</u>	<u>3,471.36</u>	<u>0.82</u>
	<u>1,614.67</u>	<u>15,506.09</u>	<u>58,375.00</u>	<u>42,868.91</u>	<u>26.56</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	12,353.26	73,000.00	60,646.74	16.92
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>433.50</u>	<u>2,127.80</u>	<u>0.00</u>	<u>(2,127.80)</u>	<u>0.00</u>
	<u>433.50</u>	<u>14,481.06</u>	<u>633,000.00</u>	<u>618,518.94</u>	<u>2.29</u>
Total Library Fund Expenditures	<u>501,975.70</u>	<u>1,571,819.68</u>	<u>7,188,757.00</u>	<u>5,616,937.32</u>	<u>21.86</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	2,425.00	2,425.00	152,750.00	150,325.00	1.59
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>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>
	<u>2,425.00</u>	<u>2,425.00</u>	<u>283,250.00</u>	<u>280,825.00</u>	<u>0.86</u>
Total Capital Projects Fund Expenditures	<u>2,425.00</u>	<u>2,425.00</u>	<u>323,250.00</u>	<u>320,825.00</u>	<u>0.75</u>
Total of All Funds	<u>504,400.70</u>	<u>1,574,244.68</u>	<u>7,512,007.00</u>	<u>5,937,762.32</u>	<u>20.96</u>

Des Plaines Public Library

Check List

All Bank Accounts

March 20, 2020 - April 16, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18105	04/16/20	ANDREW LANGLEIE	125.00
18106	04/16/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	480.00
18107	04/16/20	BAKER & TAYLOR	3,151.19
18108	04/16/20	BAKER & TAYLOR	2,077.63
18109	04/16/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18110	04/16/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	468.00
18111	04/16/20	GARVEY'S OFFICE PRODUCTS	559.70
18112	04/16/20	ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	140.00
18113	04/16/20	IMPACT NETWORKING, LLC.	5,518.48
18114	04/16/20	KLEIN, THORPE & JENKINS, LTD.	346.00
18115	04/16/20	LAUTERBACH & AMEN, LLP.	1,575.00
18116	04/16/20	LIMRICC	100,989.74
18117	04/16/20	MICROSYSTEMS, INC.	3,223.32
18118	04/16/20	MIDWEST TAPE	5,660.13
18119	04/16/20	MIDWEST TAPE	9,000.00
18120	04/16/20	MITYLITE, INC.	887.76
18121	04/16/20	OAKBROOK MECHANICAL SERVICES	2,896.25
18122	04/16/20	OUTSOURCE SOLUTIONS GROUP, INC.	36,180.34
18123	04/16/20	PROQUEST LLC	2,433.60
18124	04/16/20	Quadient Leasing USA, Inc.	204.09
18125	04/16/20	ROTARY CLUB OF RIVER CITIES	198.00
18126	04/16/20	SEN SOURCE	2,425.00
18127	04/16/20	SPEED-E-KLEEN, INC.	199.00
18128	04/16/20	THE NEW YORK TIMES	1,674.40
18129	04/16/20	TIAA COMMERCIAL FINANCE	657.91
18130	04/16/20	University of Nebraska Lincoln	15.00
18131	04/16/20	VALUE LINE PUBLISHING, LLC.	5,000.00
51098	03/31/20	Payroll Data Services, Inc	1,231.15
51099	03/31/20	IMRF	33,987.69
51100	03/31/20	COMCAST CABLE	1,177.09
51101	03/31/20	VERIZON WIRELESS	932.28
51102	03/31/20	NEO-POST USA, INC.	550.00
51103	03/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	433.50
51104	03/31/20	BANKCARD SERVICES	11,690.15
Vendor Check Total			236,825.81
Check List Total			236,825.81

Check count = 34

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18105	04/16/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	Photography service - 3/26/20	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18106	04/16/20	<u>480.00</u>
201-5960990	Misc. Contractual Services	INVOICE #9539	160.00			
201-5960990	Misc. Contractual Services	INVOICE #9405	320.00			
BAKER & TAYLOR				18107	04/16/20	<u>3,151.19</u>
201-5970600	Ebooks/Books	INVOICE 5016054975	176.54			
201-5970600	Ebooks/Books	INVOICE 2035150633	762.80			
201-5960990	Misc. Contractual Services	INVOICE 2035150634	31.70			
201-5970600	Ebooks/Books	INVOICE 2035128324	544.55			
201-5960990	Misc. Contractual Services	INVOICE 2035128325	34.05			
201-5970600	Ebooks/Books	INVOICE 2035128842	551.70			
201-5960990	Misc. Contractual Services	INVOICE 2035128843	34.70			
201-5960990	Misc. Contractual Services	INVOICE 2035155770	31.40			
201-5970600	Ebooks/Books	INVOICE 2035155769	477.44			
201-5970600	Ebooks/Books	INVOICE 2035138066	477.56			
201-5960990	Misc. Contractual Services	INVOICE 2035138067	28.75			
BAKER & TAYLOR				18108	04/16/20	<u>2,077.63</u>
201-5960990	Misc. Contractual Services	INVOICE 2035139147	67.25			
201-5970600	Ebooks/Books	INVOICE 2035139147	204.39			
201-5960990	Misc. Contractual Services	INVOICE 2035141770	45.73			
201-5970600	Ebooks/Books	INVOICE 2035141770	115.78			
201-5960990	Misc. Contractual Services	INVOICE 2035129992	6.40			
201-5970600	Ebooks/Books	INVOICE 2035129992	50.16			
201-5960990	Misc. Contractual Services	INVOICE 2035120347	16.14			
201-5980600	Furniture & Fixtures	INVOICE 2035120347	28.64			
201-5960990	Misc. Contractual Services	INVOICE 2035137357	6.03			
201-5970600	Ebooks/Books	INVOICE 2035137357	56.76			
201-5960990	Misc. Contractual Services	INVOICE 2035134410	150.75			
201-5970600	Ebooks/Books	INVOICE 2035134410	336.39			
201-5960990	Misc. Contractual Services	INVOICE 2035142652	4.41			
201-5970600	Ebooks/Books	INVOICE 2035142652	47.10			
201-5960990	Misc. Contractual Services	INVOICE 2035144977	15.00			
201-5970600	Ebooks/Books	INVOICE 2035144977	148.83			
201-5960990	Misc. Contractual Services	INVOICE 2035142642	16.77			
201-5970600	Ebooks/Books	INVOICE 2035142642	172.53			
201-5960990	Misc. Contractual Services	INVOICE 2035142467	14.50			
201-5970600	Ebooks/Books	INVOICE 2035142467	23.87			
201-5960990	Misc. Contractual Services	INVOICE 2035142548	10.91			
201-5970600	Ebooks/Books	INVOICE 2035142548	55.92			
201-5960990	Misc. Contractual Services	INVOICE 2035151291	30.50			
201-5970600	Ebooks/Books	INVOICE 2035151291	294.76			
201-5960990	Misc. Contractual Services	INVOICE 2035137105	11.19			
201-5970600	Ebooks/Books	INVOICE 2035137105	110.72			
201-5960990	Misc. Contractual Services	INVOICE 2035148200	8.73			
201-5970600	Ebooks/Books	INVOICE 2035148200	27.47			
DE LAGE LANDEN FIANACIAL SERVICES				18109	04/16/20	<u>738.41</u>
201-5930210	Rental of Equipment	INVOICE 67327713	738.41			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18110	04/16/20	<u>468.00</u>
201-5930490	Refuse Contract	INVOICE 4840741	468.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
GARVEY'S OFFICE PRODUCTS				18111	04/16/20	<u>559.70</u>
201-5970100	Supplies	Invoice # PINV1886492	243.50			
201-5930320	Cleaning/Custodial Services	Invoice # PINV1889044	91.80			
201-5930320	Cleaning/Custodial Services	SO # 482995	224.40			
ILLINOIS OFFICE OF THE STATE FIRE MARSHAL				18112	04/16/20	<u>140.00</u>
201-5930020	R&M Buildings & Structures	ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	140.00			
IMPACT NETWORKING, LLC.				18113	04/16/20	<u>5,518.48</u>
201-5930010	R&M Equipment	INVOICE 1742973	5,518.48			
KLEIN, THORPE & JENKINS, LTD.				18114	04/16/20	<u>346.00</u>
201-5920100	Legal Fees	Statement #208817	346.00			
LAUTERBACH & AMEN, LLP.				18115	04/16/20	<u>1,575.00</u>
201-5920110	Professional Services	INVOICE 44169 - Feb 2020	1,575.00			
LIMRICC				18116	04/16/20	<u>100,989.74</u>
201-2401002	Payroll Liabilities	march payment	50,494.87			
201-2401002	Payroll Liabilities	april payment	50,494.87			
MICROSYSTEMS, INC.				18117	04/16/20	<u>3,223.32</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice #082505	3,223.32			
MIDWEST TAPE				18118	04/16/20	<u>5,660.13</u>
201-5960990	Misc. Contractual Services	INVOICE 98732464	236.45			
201-5970630	Visual Materials	INVOICE 98732464	1,120.39			
201-5960990	Misc. Contractual Services	INVOICE 98732463	532.00			
201-5970630	Visual Materials	INVOICE 98732463	3,319.40			
201-5970610	E-audio/Audio	INVOICE 98726828	259.96			
201-5970630	Visual Materials	INVOICE 98726829	191.93			
MIDWEST TAPE				18119	04/16/20	<u>9,000.00</u>
201-5970610	E-audio/Audio	Document #98709323	9,000.00			
MITYLITE, INC.				18120	04/16/20	<u>887.76</u>
201-5960210	Special Event Programming	INVOICE 00117202	887.76			
OAKBROOK MECHANICAL SERVICES				18121	04/16/20	<u>2,896.25</u>
201-5930020	R&M Buildings & Structures	INVOICE #20593	2,896.25			
OUTSOURCE SOLUTIONS GROUP, INC.				18122	04/16/20	<u>36,180.34</u>
201-5970100	Supplies	INVOICE #50949	364.91			
201-5980420	Computer Software	INVOICE #51385	240.13			
201-5960990	Misc. Contractual Services	INVOICE #52897	350.00			
201-5920110	Professional Services	INVOICE #52896	33,420.30			
201-5960990	Misc. Contractual Services	INVOICE #52470	1,500.00			
201-5980420	Computer Software	INVOICE #52555	305.00			
PROQUEST LLC				18123	04/16/20	<u>2,433.60</u>
201-5970630	Visual Materials	INVOICE #70620851	2,433.60			
Quadient Leasing USA, Inc.				18124	04/16/20	<u>204.09</u>
201-5930210	Rental of Equipment	Invoice #N8212877	204.09			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ROTARY CLUB OF RIVER CITIES 201-5920220	Membership Dues	INVOICE #628	198.00	18125	04/16/20	<u>198.00</u>
SEN SOURCE 202-5980410	Computer Hardware	INVOICE #43499	2,425.00	18126	04/16/20	<u>2,425.00</u>
SPEED-E-KLEEN, INC. 201-5930320	Cleaning/Custodial Services	INVOICE #4217	199.00	18127	04/16/20	<u>199.00</u>
THE NEW YORK TIMES 201-5970640	Databases	Acct # 901506790	1,674.40	18128	04/16/20	<u>1,674.40</u>
TIAA COMMERCIAL FINANCE 201-5930210	Rental of Equipment	INVOICE #7055407	657.91	18129	04/16/20	<u>657.91</u>
University of Nebraska Lincoln 201-5970600	Ebooks/Books	INVOICE #10685	15.00	18130	04/16/20	<u>15.00</u>
VALUE LINE PUBLISHING, LLC. 201-5970640	Databases	Acct # 687809 - INVOICE #KF-687809-204	5,000.00	18131	04/16/20	<u>5,000.00</u>
					Check List Total	<u><u>186,823.95</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

March 1, 2020 - March 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51098	03/31/20	Payroll Data Services, Inc	1,231.15
51099	03/31/20	IMRF	33,987.69
51100	03/31/20	COMCAST CABLE	1,177.09
51101	03/31/20	VERIZON WIRELESS	932.28
51102	03/31/20	NEO-POST USA, INC.	550.00
51103	03/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	433.50
51104	03/31/20	BANKCARD SERVICES	11,690.15
		Vendor Check Total	<u>50,001.86</u>
		Check List Total	<u><u>50,001.86</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119									
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652									
Other Revenue	20,277	59,951	10,134									
	20,277	695,604	2,500,786	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516									
Other Expense	302,691	149,809	93,884									
Change in A/P & AJE's	(297,307)	109,634	(134,775)									
	454,147	525,645	369,626	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 March 31, 2020

Total Expenses per Expense Report			<u><u>\$504,400.70</u></u>
Gross Payroll	230,289.72		
Benefits Expense	<u>180,226.60</u>		
Total Payroll Expenses		410,516.32	
Check List		236,825.81	
Total Transfers and expenses per payroll and vendor checks reports			<u>647,342.13</u>
		Variance	<u>142,941.43</u>
Less: (disbursements included above)			
IMRF		(33,987.69)	
LIMRICC		(100,989.74)	
VOID CHECK 18069		(450.00)	
VOID CHECK 18094		(7,514.00)	
			(142,941.43)
		Variance	<u><u>0.00</u></u>



DIRECTOR'S REPORT

V.C.

COVID-19 CLOSING EDITION – MARCH 2020

When the library building closed on March 15 in response to the COVID-19 pandemic and Illinois Governor Pritzker's "Stay at Home" executive order, DPPL staff immediately focused on doing what we do best: serving the residents of Des Plaines in every way possible. Here's what we have been up to:

CONNECTING RESIDENTS TO INFORMATION AND RESOURCES

- We are providing Des Plaines residents with **accurate up-to-date information** on COVID-19, local and state government directives, financial assistance, health services, etc. through daily website updates, social media posts and staff written blog articles.
- We have mobilized a team to **monitor and respond quickly to patron questions** coming in via email (help@dppl.org, askalibrarian@dppl.org), voicemails left at public desks, and on our social media accounts.
- We made it easy for residents to **quickly obtain a DPPL library card** to access the "virtual library from home". Since March 15, we have issued 78 new library cards and forwarded 7 applications to other libraries.
- We have **published original content to the DPPL blog and website daily**, including *Sources to Ease Financial Burden Due to Covid-19*, "Always Open" Library From Home database and "e" links, *Keeping 'Em Happy* ideas for kids and families, a *DPPLClosing FAQ*, a Health webpage updated daily, and more.

CONNECTING WITH OUR COMMUNITY PARTNERS

- We have launched a **Rocky Raccoon coloring campaign** encouraging families to color Rocky, our reading club mascot, and post in their home windows as a show of community solidarity and love of reading.
- We have donated crayons and sidewalk chalk to be included in **D62's daily meal distribution** along with the Rocky Reader coloring sheet.
- We've prioritized **connecting with our established community partners** (Friends of the Library; Des Plaines Chamber of Commerce; local and state government reps; school districts; Frisbie Senior Center; Center of Concern; Advocate Children's Hospital; Amita Holy Family Medical and many more) to stay on top of their activities and offer assistance where needed.
- We were very proud to **donate 200 face masks** from our STEM kits to Advocate Children's Hospital, one of our early literacy community partners.
- We continue to collaborate with the City of Des Plaines and other community partners to **educate residents about the 2020 census** and promote local participation.

RAMPING UP OUR VIRTUAL PROGRAMS & SERVICES / LIBRARY FROM HOME

- We have launched a new **DPPL on Demand YouTube video series** answering commonly asked reference questions and recommending databases and other virtual services. Some upcoming topics include: “How to Get Started Video Conferencing” and “Language Learning from Home”.
- Residents can now connect with the library and each other through the Des Plaines Memory team’s **Help Us Make Des Plaines History campaign**. This initiative is collecting and cataloging residents’ memories, stories, photos about this unique and specific time (sheltering in place during the coronavirus outbreak) in Des Plaines’ history.
- Residents can also explore local history in a fun way through a daily **virtual Des Plaines Memory online scavenger hunt** promoted on social media.
- We’ve launched a new Miner Recs branded “Pop” readers advisory channel including:
 - A new **Miner Recs Weekly Picks newsletter** going book reviews, movie recommendations, music picks, pop culture related articles and links and other readers advisory services.
 - A new weekly **Miner Recs Book Talks video series** on Facebook/Instagram video featuring staff sharing their latest recommendations.
 - Our existing (and very popular) monthly **Miner Recs Podcast**. Topics have been updated with “shelter at home” appropriate content.
- We have expanded our popular **Bookvine personalized readers’ advisory service**, targeted promotion to home book club leaders and existing Bookvine users.
- We are offering virtual programs to Des Plaines residents, starting with **virtual book discussions and Curiosity Cafe events**.
- Families can enjoy virtual **Wednesday “Crafternoons”, Family Fridays** and many more coming soon online programs from the safety of their homes.
- Des Plaines teens are staying connected to the library through **virtual craft-alongs and Zoom book discussions**, as well as **Zoom TAB and Code Q meetings**.
- We’ve dramatically increased access to our “e” materials by:
 - **Ordering additional digital copies** of popular titles.
 - **Increasing Hoopla and Kanopy** digital movies, music, and book checkouts **from 10 to 20 per month**.
 - Offering **free temporary access** from home to **Ancestry Library Edition** and **AllData** (usually available in library only).
 - **Creating an ebook requests form**. Patrons submit the form along with their email and library card number. If available, we will purchase within the week and reserve to their account.

KEEPING DPPL OPERATING AT FULL STEAM

Backing up the (very rapid) roll out of all these new initiatives are staffers working hard behind the scenes:

- MarCom team is **collaborating and coordinating** with AS and YS staff to **design, film, record and deploy** all this virtual program and services content on DPPL’s website, newsletters, social media channels. Between March 11 and April 7, on the DPPL Facebook

page alone “people reached” increased 73%, post engagements increased 218% and **page likes increased 165%**.

- All DPPL staff have **quickly learned to use Slack, Zoom, Sharepoint, Microsoft Teams and other virtual meeting tools** to speed our internal communication and efficiency while working remotely.
- The AS, YS and PAMS team **cancelled hundreds of events**, rescheduling, contacting presenters and attendees, and updating the DPPL event calendar.
- The building services team **oversaw the installation of new LED lighting building-wide**, managed deliveries and mail, essential building maintenance and more.
- The PAMS team **efficiently managed the shutoff of ordering, delivery and processing thousands of books and other materials per day**. In the past 30 days they processed 128 ILL requests and assisted 196 patrons with account, meeting room and other core circulation problems.
- The Admin team has been **instrumental in keeping the bills paid, the payroll on track, and vital administrative functions intact**.
- IT Staff has **rapidly implemented new technologies** for remote board and department meetings, updated hundreds of staff and public computers to new operating systems, recorded new “closed” messages for library telephones, and replaced all of the Forum laptops.

DIRECTOR'S REPORT

COVID-19 CLOSING EDITION

FREQUENTLY ASKED QUESTIONS

FAQ's

INFO ABOUT DUE DATES, FINES, TAX FORMS, HOLDS, STORYTIME AND MORE!

DPPL CORONAVIRUS UPDATE



Read DPPL's Pandemic Response Plan at www.DPPL.org
Check back often for regular updates on the impact on library programs, events and services.

DPPL IS CLOSED THROUGH APRIL 30TH

IN RESPONSE TO THE COVID-19 PANDEMIC AND ILLINOIS GOVERNOR PRITZKER'S "REMAIN AT HOME" EXECUTIVE ORDER.

DUE DATES AND FINES SUSPENDED UNTIL THE LIBRARY REOPENS.

VISIT DPPL.ORG FOR MORE INFORMATION

NEED A DPPL LIBRARY CARD?

We are issuing temporary cards to qualifying Des Plaines residents now. Applications approved within 24 hours and notified by email.

[APPLY AT DPPL.ORG](http://DPPL.ORG)

DROP BOXES CLOSED UNTIL THE LIBRARY REOPENS

No worries! Due dates have been extended and no fines will be charged.

DPPL.ORG FOR MORE INFO

YOUR NEW DUE DATE

ALL DUE DATES SUSPENDED UNTIL THE LIBRARY REOPENS



Des Plaines Public Library

Published by Later [?] · April 3 at 5:17 PM ·

DPPL had the honor today of donating 200 disposable face masks from our STEM programming supplies to our community partners at Advocate Lutheran General Hospital.

Pictured here: Kathryn Smart, Coordinator, Children's Health Resource Center at Advocate Children's Hospital and Stephanie Spetter, DPPL's head of youth services.



1,543 People Reached

288 Engagements

Boost Post

73

6 Comments 7 Shares



Des Plaines Public Library

Published by Heather Imhoff [?] · March 24 at 5:55 PM ·

DPPC has created a Facebook group to help us all keep shopping and eating locally during this challenging time! Join: <http://ow.ly/etCo5yQYNi>



City of Des Plaines Government
March 24 at 4:10 PM ·

Our friends at the Des Plaines Chamber of Commerce put together a Facebook group to share restaurants offering curbside pick up and delivery options. The group is public and join here: <http://ow.ly/etCo5yQYNi>



Des Plaines Public Library

Published by Heather Imhoff [?] · April 2 at 1:11 PM ·

Business Relief Programs



Des Plaines Public Library is with City of Des Plaines Government.

Published by Later [?] · April 1 at 3:38 PM ·

April 1st - and the official 2020 Census Day! Have you been counted? Our public library, DPPL has partnered the City of Des Plaines, state government leaders, and other community partners to increase awareness about the Census and motivate residents to respond to the questionnaire.

Learn more: <https://dppl.org/blog/post/2020census>



SUPPORTING COMMUNITY PARTNERS



Mayor's Address to the City of Des Plaines regarding COVID-19 April 1, 2020



Des Plaines Public Library

Published by Heather Imhoff [?] · March 24 at 6:00 PM ·

DISTRICT 62 TO HAVE FOOD AVAILABLE FOR PICKUP FROM 10:15 A.M. TO 12:15 P.M. AT ALGONQUIN MIDDLE SCHOOL MARCH 25, 26 AND 27.

MEALS WILL BE PROVIDED VIA A DRIVE-THRU SYSTEM.

NEED ASSISTANCE?

The building is closed, but library staff are ON DUTY! Email us for assistance with your library account, accessing library resources, reference questions, or . . . anything! We remain here to help.

HELP@DPPL.ORG

NEW ON THE DPPL BLOG

The Library Never REALLY Closes



S
RY



DPPL COVID-19 Closing Updates

LAST UPDATED MONDAY 4/1/20

The library is CLOSED through the end of April in response to the COVID-19 pandemic and Illinois Governor Pritzker's "Shelter in Place" Executive Order.

THE LATEST:

- The March 26th Board of Trustees meeting is now available to view online.
- The building is closed but staff continues to work remotely. Contact us at help@dppl.org or on our social media with any questions or assistance you may need.
- Fines and fees are suspended until the library reopens.
- The library book returns are closed.
- All programming, classes and public meeting room events have been cancelled until the library reopens. See below for details.

[LEARN MORE ABOUT CORONAVIRUS](#)

Read DPPL's collection of the latest, reliable, COVID-19 information on the DPPL Health Page

Be sure to visit the following sites for additional information about COVID-19 and how to deal with this emergency:

- World Health Organization (WHO)
- Centers for Disease and Control and Prevention (CDC)
- Illinois Department of Public Health
- Cook County Department of Public Health

[DPPL EVENT & PROGRAM STATUS](#)

All programming, classes and public meeting room events have been cancelled until the



HELPING & SHARING IMPORTANT INFO

DES PLAINES PUBLIC LIBRARY

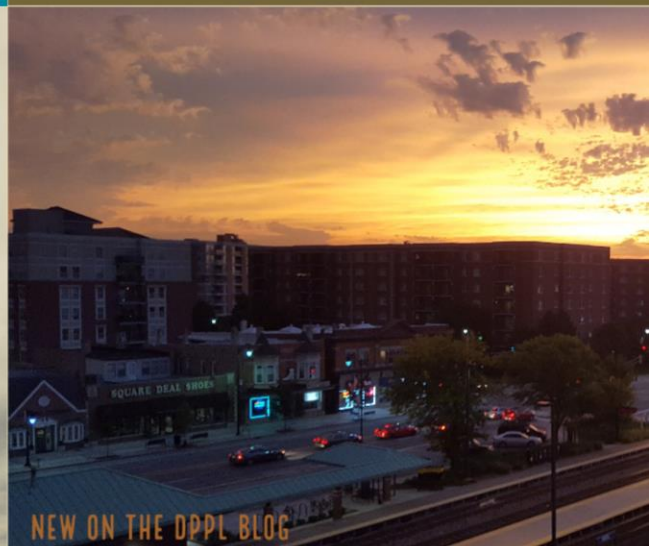


NEW ON THE DPPL BLOG

Keeping 'em Happy

NEW ON THE DPPL BLOG

Sources to Ease the COVID-19 Financial Burden



NEW ON THE DPPL BLOG

What Can You See From YOU

**Des Plaines Public Library
Revenue Report
For the 2 Months Ended February 29, 2020**

	<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>1,973.63</u>	<u>4,069.50</u>	<u>100.00</u>	<u>(3,969.50)</u>	<u>4,069.50</u>
	<u>1,973.63</u>	<u>4,069.50</u>	<u>100.00</u>	<u>(3,969.50)</u>	<u>4,069.50</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,973.63</u></u>	<u><u>4,069.50</u></u>	<u><u>500,100.00</u></u>	<u><u>496,030.50</u></u>	<u><u>0.81</u></u>
Total of All Funds	<u><u>695,604.38</u></u>	<u><u>669,387.26</u></u>	<u><u>6,978,588.00</u></u>	<u><u>6,309,200.74</u></u>	<u><u>9.59</u></u>



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING

THURSDAY, MAY 21, 2020

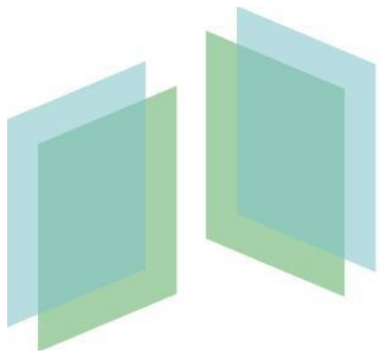
6:00 PM

By Electronic Remote

Agenda:

- **Extension of Suspension of Fines**
- **Discussion on Financial Repercussions Due to the Pandemic**

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.



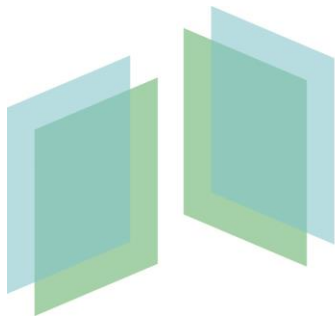
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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Meeting of the Finance Committee
May 21, 2020
6:00 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions
- V. Discussion on Financial Repercussions Due to the Pandemic.
- VI. Extension of Suspension of Fines. [Action Item]
- VII. Adjournment.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, MAY 21, 2020

7:00 PM

By Electronic Remote

Agenda:

- **Approve Payment to RAILS for OverDrive, 07/01/2020 – 06/30/2021**
- **Approve Intergovernmental Agreement with Maine West High School**
- **Report Out Finance Committee Meeting**

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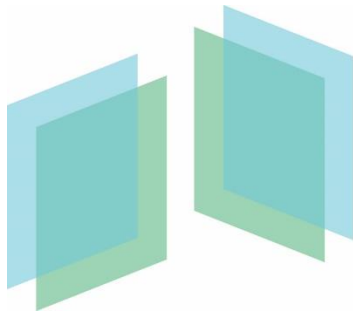
DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
May 21, 2020
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (7:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – April 16, 2020.
 - B. Acceptance of Financial Reports for April 2020.
 - C. Acceptance of Reports.
 1. Director's Report
 2. Statistic's Report
- VI. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$233,081.10. [Action Item]
 - B. Report Out Finance Committee Meeting – Kristen Graack.
 1. Approve Extension of Suspension of Fines. [Action Item]
 - C. Approve Payment to RAILS for OverDrive, 07/01/2020 – 06/30/2021 -\$12,548.38. [Action Item]
 - D. Approve Intergovernmental Agreement with Maine West High School. [Action Item]

- VII. Other. (7:30 p.m.)
 - A. Friends of the Library and Rotary Donations and E-Rate Funding –
Roberta Johnson
- VIII. Correspondence.
- IX. Executive Session. (7:35 p.m.)
 - A. Appointment, Employment, Compensation, Discipline, Performance, or
Dismissal of Specific Employee.
- X. Executive Session Action.
 - A. Appointment, Employment, Compensation, Discipline, Performance,
or Dismissal of Specific Employee.
- XI. Adjournment. (7:50 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 April 16, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, April 16, 2020. President Gregory Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

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

Absent: Vincent Rangel.

Also present: Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

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

Trustee Vincent Rangel entered the meeting at 7:10 p.m.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern in writing about the library's expenditures during the time that the library is closed.

V. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to change the agenda by moving VI. Unfinished Business to after IV. Public Comments and Questions. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VI. UNFINISHED BUSINESS

Trustee Kristen Graack asked why the Interest Income in the Capital Projects Fund was budgeted for \$100.00 for 2020, but the amount received from interest for January and February totaled \$4,069.50.

Library Director Jo Bonell responded this lower amount of interest was budgeted for when interest rates were much lower and it has not been changed since that time. Library Director Jo Bonell stated that she would adjust the interest income revenue for 2021 based on the current interest rate.

V. CONSENT AGENDA.

MOTION by Denise Hudec, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. ABSTAIN: Qadeer. MOTION CARRIED.

VII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$236,825.81. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$236,825.81 as listed on the vendor checks report of March 2020 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.

VIII. OTHER.

Library Director Jo Bonell explained to the board that Maine West High School has asked the Des Plaines Public Library to consider offering library cards to students who attend the high school, but do not live in areas with public library services. Maine West High School would be responsible for any costs associated with these cards, such as damage to books, lost materials, etc. The board will vote on the Intergovernmental Agreement with Maine West High School at an upcoming board meeting.

IX. CORRESPONDENCE

X. ADJOURNMENT.

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

Meeting adjourned at 7:42 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
April 30, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



May 13, 2020

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, 2020 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

Financial Statements

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of April 30, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,899,327.72	\$ 1,776,372.43	\$ 5,675,700.15
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	1,000.00	-	1,000.00
Total Assets	\$ 9,976,815.44	\$ 1,776,372.43	\$ 11,753,187.87
LIABILITIES			
Accounts Payable	\$ 237,869.21	\$ 3,243.00	\$ 241,112.21
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	537,188.69	3,243.00	540,431.69
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,606,688.69	3,243.00	6,609,931.69
FUND BALANCE			
Fund Balance - Unreserved	3,335,375.95	1,773,129.43	5,108,505.38
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,370,126.75	1,773,129.43	5,143,256.18
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,976,815.44	\$ 1,776,372.43	\$ 11,753,187.87

Des Plaines Public Library

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

For the 4 Months Ended April 30, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,192,406.26	\$ -	\$ 3,192,406.26
Intergovernmental	-	-	-
Fines & Fees	13,566.25	-	13,566.25
Interest	10,805.01	7,383.38	18,188.39
Special Events and Programs	889.77	-	889.77
Miscellaneous	16,851.90	-	16,851.90
Total Revenues	<u>3,234,519.19</u>	<u>7,383.38</u>	<u>3,241,902.57</u>
EXPENDITURES			
Personnel	\$ 897,484.98	\$ -	\$ 897,484.98
Operating	845,924.35	-	845,924.35
Library Materails	242,306.55	-	242,306.55
Capital Outlay	23,815.99	5,668.00	29,483.99
Other Expenditures	<u>14,481.06</u>	<u>-</u>	<u>14,481.06</u>
Total Expenditures	<u>2,024,012.93</u>	<u>5,668.00</u>	<u>2,029,680.93</u>
Net Change in Fund Balances	<u>1,210,506.26</u>	<u>1,715.38</u>	<u>1,212,221.64</u>
FUND BALANCES			
Beginning of the year	<u>2,159,620.49</u>	<u>1,771,414.05</u>	<u>3,931,034.54</u>
End of the period	<u>\$ 3,370,126.75</u>	<u>\$ 1,773,129.43</u>	<u>\$ 5,143,256.18</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of April 30, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	222,053.22
202-1102015 - First Midwest Operating #8100292260	<u>219,458.58</u>
	<u>441,511.80</u>
201-1102028 - Cash Library Donations	<u>204,598.83</u>
201-1102079 - IL Funds - 151600222591	3,472,175.67
202-1102079 - IL Funds - 151600222591	<u>1,556,913.85</u>
	<u>5,029,089.52</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,675,700.15</u></u>

Des Plaines Public Library
Balance Sheet as of April 30, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	156,602.13	65,451.09	222,053.22
1102028 - Cash Library Donations	204,592.11	6.72	204,598.83
1102079 - IL Funds - 151600222591	3,865,864.53	(393,688.86)	3,472,175.67
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119200 - Receivable - Miscellaneous	1,000.00	0.00	1,000.00
	<u>10,305,046.49</u>	<u>(328,231.05)</u>	<u>9,976,815.44</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	184,398.95	53,470.26	237,869.21
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,553,218.43</u>	<u>53,470.26</u>	<u>6,606,688.69</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,124,869.69	0.00	2,124,869.69
	<u>2,159,620.49</u>	<u>0.00</u>	<u>2,159,620.49</u>
 Total Liabilities and Fund Balance	<u>8,712,838.92</u>	<u>53,470.26</u>	<u>8,766,309.18</u>
 Excess Revenues Over Expenses	<u>1,592,207.57</u>	<u>(381,701.31)</u>	<u>1,210,506.26</u>

Des Plaines Public Library
Balance Sheet as of April 30, 2020

	<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	218,640.58	818.00	219,458.58
1102079 - IL Funds - 151600222591	1,558,919.62	(2,005.77)	1,556,913.85
	1,777,560.20	(1,187.77)	1,776,372.43
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	2,425.00	818.00	3,243.00
	2,425.00	818.00	3,243.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,773,839.05	818.00	1,774,657.05
Excess Revenues Over Expenses	3,721.15	(2,005.77)	1,715.38
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
<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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses			0.00

Des Plaines Public Library
Balance Sheet as of April 30, 2020

	<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	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
Total Liabilities and Net Capital Assets	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</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 4 Months Ended April 30, 2020**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810025 - 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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	<u>66,100.74</u>	<u>3,192,406.26</u>	<u>6,100,000.00</u>	<u>2,907,593.74</u>	<u>52.33</u>
	<u>66,100.74</u>	<u>3,192,406.26</u>	<u>6,100,000.00</u>	<u>2,907,593.74</u>	<u>52.33</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>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>168,988.00</u>	<u>168,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	0.00	2,037.93	9,000.00	6,962.07	22.64
201-4850102 - Library Fines	(28.68)	6,362.77	30,000.00	23,637.23	21.21
201-4850201 - Copying Fees	537.79	4,195.55	27,000.00	22,804.45	15.54
201-4850207 - Non-Res Cards	417.00	834.00	3,000.00	2,166.00	27.80
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>136.00</u>	<u>3,000.00</u>	<u>2,864.00</u>	<u>4.53</u>
	<u>926.11</u>	<u>13,566.25</u>	<u>72,000.00</u>	<u>58,433.75</u>	<u>18.84</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>889.77</u>	<u>5,000.00</u>	<u>4,110.23</u>	<u>17.80</u>
	<u>0.00</u>	<u>889.77</u>	<u>5,000.00</u>	<u>4,110.23</u>	<u>17.80</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>3,082.69</u>	<u>10,805.01</u>	<u>76,000.00</u>	<u>65,194.99</u>	<u>14.22</u>
	<u>3,082.69</u>	<u>10,805.01</u>	<u>76,000.00</u>	<u>65,194.99</u>	<u>14.22</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	336.00	14,373.65	50,000.00	35,626.35	28.75
201-4899910 - Vending Machine Revenue	46.40	350.45	1,500.00	1,149.55	23.36
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	<u>0.00</u>	<u>2,127.80</u>	<u>0.00</u>	<u>(2,127.80)</u>	<u>0.00</u>
	<u>382.40</u>	<u>16,851.90</u>	<u>56,500.00</u>	<u>39,648.10</u>	<u>29.83</u>
Total Library Fund	<u><u>70,491.94</u></u>	<u><u>3,234,519.19</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,243,968.81</u></u>	<u><u>49.93</u></u>

Des Plaines Public Library
 Revenue Report
 For the 4 Months Ended April 30, 2020

	<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>1,237.23</u>	<u>7,383.38</u>	<u>100.00</u>	<u>(7,283.38)</u>	<u>7,383.38</u>
	<u>1,237.23</u>	<u>7,383.38</u>	<u>100.00</u>	<u>(7,283.38)</u>	<u>7,383.38</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>1,237.23</u></u>	<u><u>7,383.38</u></u>	<u><u>500,100.00</u></u>	<u><u>492,716.62</u></u>	<u><u>1.48</u></u>
Total of All Funds	<u><u>71,729.17</u></u>	<u><u>3,241,902.57</u></u>	<u><u>6,978,588.00</u></u>	<u><u>3,736,685.43</u></u>	<u><u>46.45</u></u>

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2020**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	172,485.95	673,009.92	2,410,733.00	1,737,723.08	27.92
5910200 - Part-time Salaries	<u>54,004.32</u>	<u>224,475.06</u>	<u>834,840.00</u>	<u>610,364.94</u>	<u>26.89</u>
	<u>226,490.27</u>	<u>897,484.98</u>	<u>3,245,573.00</u>	<u>2,348,088.02</u>	<u>27.65</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,630.25	75,884.50	241,013.00	165,128.50	31.49
5918021 - Employer Contribution - IMRF	22,332.47	101,590.20	309,489.00	207,898.80	32.83
5918040 - Life Insurance Premiums	132.80	584.32	1,932.00	1,347.68	30.24
5918050 - PPO Insurance Premiums	26,138.59	121,509.23	321,453.00	199,943.77	37.80
5918051 - HMO Insurance Premiums	13,168.98	79,408.83	236,951.00	157,542.17	33.51
5918055 - Dental Insurance Premiums	1,398.56	6,160.47	20,485.00	14,324.53	30.07
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>79,801.65</u>	<u>397,192.55</u>	<u>1,156,323.00</u>	<u>759,130.45</u>	<u>34.35</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	230.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	73,118.70	182,682.29	431,416.00	248,733.71	42.34
5920120 - Communication Services	1,594.98	6,483.87	22,000.00	15,516.13	29.47
5920140 - Integrated Library System	22,644.08	45,288.16	90,600.00	45,311.84	49.99
5920202 - Conferences	(255.00)	4,151.48	5,000.00	848.52	83.03
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	1,889.00	4,811.25	7,000.00	2,188.75	68.73
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	13,024.47	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	3,476.25	30,116.23	128,890.00	98,773.77	23.37
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,396.32	6,731.87	19,300.00	12,568.13	34.88
5930320 - Cleaning/Custodial Services	1,345.00	16,976.70	69,460.00	52,483.30	24.44
5930490 - Refuse Contract	0.00	1,188.00	4,320.00	3,132.00	27.50
5960040 - Pre-Employment Testing	160.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	757.43	19,613.76	70,450.00	50,836.24	27.84
5960990 - Misc. Contractual Services	<u>2,102.00</u>	<u>29,436.69</u>	<u>102,145.00</u>	<u>72,708.31</u>	<u>28.82</u>
	<u>121,483.23</u>	<u>448,731.80</u>	<u>1,089,856.00</u>	<u>641,124.20</u>	<u>41.17</u>
<u>Commodities</u>					
5970100 - Supplies	1,689.49	8,295.25	49,000.00	40,704.75	16.93
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	0.00	4,076.76	17,700.00	13,623.24	23.03
5970170 - Janitorial	0.00	3,684.99	19,000.00	15,315.01	19.39
5970260 - Postage & Parcel	6.95	1,626.66	6,000.00	4,373.34	27.11
5970500 - Water Bill	1,675.87	1,675.87	12,000.00	10,324.13	13.97
5970600 - Ebooks/Books	0.00	49,988.43	368,000.00	318,011.57	13.58

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2020**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	0.00	26,580.51	80,000.00	53,419.49	33.23
5970620 - E-Subscriptions/Subscriptions	2,213.90	18,071.56	68,430.00	50,358.44	26.41
5970630 - Visual Materials	43.97	25,750.92	167,000.00	141,249.08	15.42
5970640 - Databases	6,686.75	94,103.04	185,000.00	90,896.96	50.87
5970810 - Natural Gas	3,711.31	8,312.08	25,000.00	16,687.92	33.25
5970850 - Gasoline	79.96	79.96	500.00	420.04	15.99
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
	<u>16,108.20</u>	<u>242,306.55</u>	<u>1,005,630.00</u>	<u>763,323.45</u>	<u>24.10</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	6,097.64	6,318.28	8,110.00	1,791.72	77.91
5980410 - Computer Hardware	383.50	(822.08)	7,500.00	8,322.08	(10.96)
5980420 - Computer Software	1,828.76	18,291.15	39,265.00	20,973.85	46.58
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>28.64</u>	<u>3,500.00</u>	<u>3,471.36</u>	<u>0.82</u>
	<u>8,309.90</u>	<u>23,815.99</u>	<u>58,375.00</u>	<u>34,559.01</u>	<u>40.80</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	12,353.26	73,000.00	60,646.74	16.92
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>0.00</u>	<u>2,127.80</u>	<u>0.00</u>	<u>(2,127.80)</u>	<u>0.00</u>
	<u>0.00</u>	<u>14,481.06</u>	<u>633,000.00</u>	<u>618,518.94</u>	<u>2.29</u>
 Total Library Fund Expenditures	 <u>452,193.25</u>	 <u>2,024,012.93</u>	 <u>7,188,757.00</u>	 <u>5,164,744.07</u>	 <u>28.16</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	0.00	2,425.00	152,750.00	150,325.00	1.59
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>3,243.00</u>	<u>3,243.00</u>	<u>13,000.00</u>	<u>9,757.00</u>	<u>24.95</u>
	<u>3,243.00</u>	<u>5,668.00</u>	<u>283,250.00</u>	<u>277,582.00</u>	<u>2.00</u>
 Total Capital Projects Fund Expenditures	 <u>3,243.00</u>	 <u>5,668.00</u>	 <u>323,250.00</u>	 <u>317,582.00</u>	 <u>1.75</u>
 Total of All Funds	 <u>455,436.25</u>	 <u>2,029,680.93</u>	 <u>7,512,007.00</u>	 <u>5,482,326.07</u>	 <u>27.02</u>

Des Plaines Public Library

Check List

All Bank Accounts

April 17, 2020 - May 21, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18132	05/21/20	ALEXIAN BROTHERS CORP HEALTH SERV	160.00
18133	05/21/20	ANDREW LANGLIE	125.00
18134	05/21/20	BookPage	882.00
18135	05/21/20	BUSINESS Managment Daily	199.00
18136	05/21/20	CCH	133.96
18137	05/21/20	CHICAGO TRIBUNE	1,131.00
18138	05/21/20	CITY OF DES PLAINES	1,675.87
18139	05/21/20	CITY OF DES PLAINES	79.96
18140	05/21/20	COOPERATIVE COMPUTER SERVICES	22,644.08
18141	05/21/20	CRYSTAL MAINTENANCE SERVICES CORP	1,345.00
18142	05/21/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18143	05/21/20	EBSCO INFORMATION SERVICES	143.96
18144	05/21/20	GALE	1,950.00
18145	05/21/20	IHLS-OCLC	745.95
18146	05/21/20	IMPACT NETWORKING, LLC.	8,021.47
18147	05/21/20	LAUTERBACH & AMEN, LLP.	5,380.00
18148	05/21/20	LIMRICC	100,989.74
18148	05/21/20	LIMRICC	(100,989.74)
18149	05/21/20	Mid-American Elevator Company, Inc.	580.00
18150	05/21/20	OAKBROOK MECHANICAL SERVICES	2,896.25
18151	05/21/20	OFFICE REVOLUTION, LLC.	3,243.00
18152	05/21/20	OUTSOURCE SOLUTIONS GROUP, INC.	68,690.60
18153	05/21/20	PROQUEST LLC	1,114.05
18154	05/21/20	RECORDED BOOKS, INC	3,000.00
18155	05/21/20	THOMSON REUTERS-WEST	40.86
18156	05/21/20	TIAA COMMERCIAL FINANCE	657.91
18157	05/21/20	TODAY'S BUSINESS SOLUTIONS INC	12,260.64
18158	05/21/20	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	230.00
18159	05/21/20	HR SOURCE	1,670.00
18160	05/21/20	OUTSOURCE SOLUTIONS GROUP, INC.	383.50
18161	05/21/20	LIMRICC	50,494.87
51105	04/30/20	Payroll Data Services, Inc	898.10
51106	04/30/20	IMRF	33,289.62
51107	04/30/20	BANKCARD SERVICES	2,521.87
51108	04/30/20	VERIZON WIRELESS	867.46
51109	04/30/20	COMCAST CABLE	1,175.40
51110	04/30/20	NICOR GAS	1,853.43
51111	04/30/20	NICOR GAS	1,857.88
Vendor Check Total			233,081.10
Check List Total			233,081.10

Check count = 38

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALEXIAN BROTHERS CORP	HEALTH SERV			18132	05/21/20	<u>160.00</u>
201-5960040	Pre-Employment Testing	Invoice # 701379	80.00			
201-5960040	Pre-Employment Testing	Invoice # 702902	80.00			
ANDREW LANGLIE				18133	05/21/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	Videography services 04/16	125.00			
BookPage				18134	05/21/20	<u>882.00</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice S46953	882.00			
BUSINESS Managment Daily				18135	05/21/20	<u>199.00</u>
201-5970100	Supplies	12 issues of HR Specialist	199.00			
CCH				18136	05/21/20	<u>133.96</u>
201-5970640	Databases	Invoice # 4804748875	133.96			
CHICAGO TRIBUNE				18137	05/21/20	<u>1,131.00</u>
201-5970620	E-Subscriptions/Subscriptions	Account # 30147947	1,131.00			
CITY OF DES PLAINES				18138	05/21/20	<u>1,675.87</u>
201-5970500	Water Bill	Service from 01/31/20 to 03/31/20	1,675.87			
CITY OF DES PLAINES				18139	05/21/20	<u>79.96</u>
201-5970850	Gasoline	Jan - March Gas Usage	79.96			
COOPERATIVE COMPUTER SERVICES				18140	05/21/20	<u>22,644.08</u>
201-5920140	Integrated Library System	Invoice 1687	22,644.08			
CRYSTAL MAINTENANCE SERVICES CORP				18141	05/21/20	<u>1,345.00</u>
201-5930320	Cleaning/Custodial Services	Invoice 26614	65.00			
201-5930320	Cleaning/Custodial Services	Invoice 26674	1,280.00			
DE LAGE LANDEN FIANACIAL SERVICES				18142	05/21/20	<u>738.41</u>
201-5930210	Rental of Equipment	Invoice 67693359	738.41			
EBSCO INFORMATION SERVICES				18143	05/21/20	<u>143.96</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice 2006063	77.00			
201-5970620	E-Subscriptions/Subscriptions	Invoice 2006797	60.39			
201-5970620	E-Subscriptions/Subscriptions	Invoice 2006062	6.57			
GALE				18144	05/21/20	<u>1,950.00</u>
201-5970640	Databases	Invoice 70169256	1,950.00			
IHLS-OCLC				18145	05/21/20	<u>745.95</u>
201-5980420	Computer Software	Invoice 21081	745.95			
IMPACT NETWORKING, LLC.				18146	05/21/20	<u>8,021.47</u>
201-5970100	Supplies	Invoice 1685712	1,160.00			
201-5930010	R&M Equipment	Invoice 1645602	6,861.47			
LAUTERBACH & AMEN, LLP.				18147	05/21/20	<u>5,380.00</u>
201-5920110	Professional Services	Invoice No. 44831	1,575.00			
201-5920110	Professional Services	Invoice No. 44912	2,040.00			
201-5920110	Professional Services	Invoice No. 44913	190.00			
201-5920110	Professional Services	Invoice No. 45255	1,575.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
LIMRICC 201-2401002	Payroll Liabilities	Monthly billing - May 2020	100,989.74	18148	05/21/20	<u>100,989.74</u>
LIMRICC 201-2401002	Payroll Liabilities	LIMRICC	-100,989.74	18148	05/21/20	<u>(100,989.74)</u>
Mid-American Elevator Company, Inc. 201-5930020	R&M Buildings & Structures	Invoice 46430	580.00	18149	05/21/20	<u>580.00</u>
OAKBROOK MECHANICAL SERVICES 201-5930020	R&M Buildings & Structures	Invoice 20869	2,896.25	18150	05/21/20	<u>2,896.25</u>
OFFICE REVOLUTION, LLC. 202-5980600	Furniture and Fixtures	Proposal #0000000 - 50% deposit	3,243.00	18151	05/21/20	<u>3,243.00</u>
OUTSOURCE SOLUTIONS GROUP, INC. 201-5920110	Professional Services	Invoice 51838	33,420.30	18152	05/21/20	<u>68,690.60</u>
201-5960990	Misc. Contractual Services	Invoice 53498	350.00			
201-5920110	Professional Services	Invoice 53499	33,420.30			
201-5960990	Misc. Contractual Services	Invoice 53125	1,500.00			
PROQUEST LLC 201-5970640	Databases	Invoice 70623017	1,114.05	18153	05/21/20	<u>1,114.05</u>
RECORDED BOOKS, INC 201-5970640	Databases	Invoice 76634953	3,000.00	18154	05/21/20	<u>3,000.00</u>
THOMSON REUTERS-WEST 201-5970640	Databases	Invoice 842004521	20.43	18155	05/21/20	<u>40.86</u>
201-5970640	Databases	Invoice 842170806	20.43			
TIAA COMMERCIAL FINANCE 201-5930210	Rental of Equipment	Contract #20199690	657.91	18156	05/21/20	<u>657.91</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5980400	Equipment	Invoice 042720-32	344.64	18157	05/21/20	<u>12,260.64</u>
201-5980400	Equipment	Invoice 10490	5,753.00			
201-5930010	R&M Equipment	Invoice 10489	6,163.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE 201-5920100	Legal Fees	May 8, 2020 Invoice	230.00	18158	05/21/20	<u>230.00</u>
HR SOURCE 201-5920220	Membership Dues	Invoice FY21-48198	1,670.00	18159	05/21/20	<u>1,670.00</u>
OUTSOURCE SOLUTIONS GROUP, INC. 201-5980410	Computer Hardware	Invoice 52742	383.50	18160	05/21/20	<u>383.50</u>
LIMRICC 201-2401002	Payroll Liabilities	May Billing	50,494.87	18161	05/21/20	<u>50,494.87</u>
Check List Total						<u><u>190,617.34</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

April 1, 2020 - April 30, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51105	04/30/20	Payroll Data Services, Inc	898.10
51106	04/30/20	IMRF	33,289.62
51107	04/30/20	BANKCARD SERVICES	2,521.87
51108	04/30/20	VERIZON WIRELESS	867.46
51109	04/30/20	COMCAST CABLE	1,175.40
51110	04/30/20	NICOR GAS	1,853.43
51111	04/30/20	NICOR GAS	1,857.88
Vendor Check Total			<u>42,463.76</u>
Check List Total			<u><u>42,463.76</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700								
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101								
Other Revenue	20,277	59,951	10,134	5,628								
	20,277	695,604	2,500,786	71,729	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292								
Other Expense	302,691	149,809	93,884	149,144								
Change in A/P & AJE's	(297,307)	109,634	(134,775)	(54,288)								
	454,147	525,645	369,626	401,148	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 April 30, 2020

Total Expenses per Expense Report			<u><u>\$455,436.25</u></u>
Gross Payroll	226,490.27		
Benefits Expense	<u>79,801.65</u>		
Total Payroll Expenses		306,291.92	
Check List		233,081.10	
Total Transfers and expenses per payroll and vendor checks reports			<u>539,373.02</u>
		Variance	<u>83,936.77</u>
Less: (disbursements included above)			
IMRF		(33,289.62)	
LIMRICC		(50,494.87)	
VOID CHECK 17912		(152.28)	
			(83,936.77)
		Variance	<u><u>0.00</u></u>

DIRECTOR'S REPORT

March | April 2020



NEW ON THE DPPL BLOG

An Update from the Library Director



FREQUENTLY ASKED QUESTIONS

FAQ's

INFO ABOUT DUE DATES, FINES, TAX FORMS, HOLDS, STORYTIME AND MORE!



Hello

we are

DES PLAINES PUBLIC LIBRARY
(AND WE MISS YOU!)



	December	January	February	March	April
A - Circulation of eMaterials					
Acorn	529	778	603	863	847
DLI	3745	4154	3819	4696	6071
Freegal	4725	3812	3924	3931	4427
Hoopla	1420	1562	1403	2351	3289
Kanopy	178	218	193	330	384
RB Digital	739	843	915	1013	1084
Total	11336	11367	10857	13184	16102

Database Stats Soar!



DPPL CARES 

THE BUILDING IS CLOSED

THE LIBRARY IS OPEN




MAKING DES PLAINES HISTORY TOGETHER

SHARE YOUR 2020 CORONAVIRUS PANDEMIC STORY



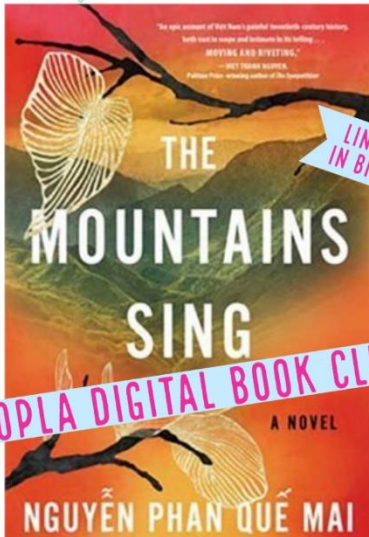
NEWSLETTERS & MORE



New DPPL Enewsletter
Via Email Every Monday



Weekly Pics
5.4.20



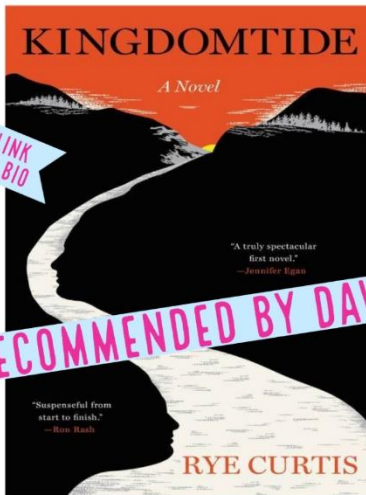
HOOPLA DIGITAL BOOK CLUB

LINK IN BIO

OUR HOOPLA DIGITAL SERVICE IS OFFERING A REMOTE BOOK CLUB PACKAGE COMPLETE WITH ALWAYS AVAILABLE COPIES OF THE MOUNTAINS SING IN AUDIOBOOK AND EBOOK. GET CONVERSATION STARTERS AND AN AUTHOR PROFILE TO FACILITATE YOUR OWN AT HOME BOOK DISCUSSION. THE MOUNTAINS SING CHRONICLES THE TRAN FAMILY THROUGH A CENTURY OF WAR AND SURVIVAL IN VIETNAM. AUTHOR NGUYỄN PHAN QUẾ MAI IS KNOWN FOR HER BEAUTIFUL POETRY WHICH IS APPARENT IN THIS EPIC STORY. READERS WHO ENJOY CULTURAL HISTORIES FROM AUTHENTIC VOICES WILL ENJOY THIS NOVEL. IF PACHINKO WAS A CLUB FAVORITE, THIS WILL BE TOO.



Weekly Pics
4.27.20



LINK IN BIO

RECOMMENDED BY DAVE

CLORIS WALDRIP'S FIRST 72 YEARS MIGHT HAVE BEEN UNREMARKABLE, BUT AS THE SOLE SURVIVOR OF A PLANE CRASH IN MONTANA'S BITTERROOT MOUNTAINS, SHE MUST SURVIVE IN THE WILD ON WHATEVER SHE CAN SCAVENGE. RANGER LEWIS HEADS UP THE SEARCH BUT SHE IS FIGHTING DEMONS OF HER OWN. BOTH MANAGE TO MUSTER REMARKABLE RESILIENCE WHEN OBSTACLES SEEM INSURMOUNTABLE. COMPLEX AND WELL WRITTEN, IT STILL MANAGES TO BE A PAGE TURNER. FOR FOLKS WHO LIKE TO READ ABOUT FLAWED YET HUMAN CHARACTERS SURVIVING IN EXTRAORDINARY CIRCUMSTANCES, IT'S LIKE INTO THE WILD WITH A SENIOR CITIZEN PROTAGONIST.



Weekly Pics
4.27.20



LINK IN BIO

RECOMMENDED BY CATHY

I'M A FAN OF ANIMATED SHORT FILMS, PARTICULARLY THOSE THAT MAKE THE FILM FESTIVAL CIRCUIT. THEY DELIGHT MY LITERARY FICTION SENSIBILITIES AND ARE A GREAT ESCAPE. THEY CAN BE LIGHT AND FLUFFY, OR THEY CAN BE THOUGHT-PROVOKING WITH UNIVERSAL THEMES. I'M TAKING ADVANTAGE OF KANOPY'S CREDIT-FREE OFFERINGS. HERE ARE FIVE FAVORITES. THEY ARE ALL UNDER 15 MINUTES AND I SUGGEST STARTING WITH HOME SWEET HOME FOR ITS BEAUTIFUL COMPOSITION AND IMAGINATIVE ROAD TRIP.

HOME SWEET HOME | THE ORCHESTRA
| ODD IS AN EGG | MR. HUBLOT | THE CAT CAME BACK

LIVE PROGRAMS

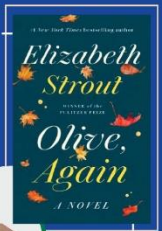
HOSTED ON ZOOM AND PROMOTED ON FACEBOOK

| INSTAGRAM | YOUTUBE | DPPL BLOG

May
19
10
am

virtual
Tuesday Morning
Book Group

A Zoom book discussion
of *Olive, Again* by
Elizabeth Strout



virtual TEEN ADVISORY BOARD



TEENS

THURSDAY, APRIL 30
@ 4 PM

virtual TEEN ADVISORY BOARD

Join us virtually for our TAB Meeting. This is all new for us so we would love your input to tell us how we can best serve you during these times!



virtual Book Groups

Thursday Evening • 7:30 pm

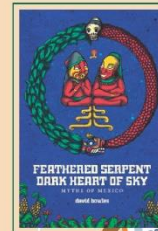
April 30 • Feathered Serpent, Dark Heart of Sky
by David Bowles

Tuesday Morning • 10 am

May 5 • Little Women
by Louisa May Alcott

virtual
Thursday Evening
Book Group

APRIL
30
7:30
pm



A Zoom book
discussion of
*Feathered Serpent,
Dark Heart of Sky* by
David Bowles



life hacks

for chaotic times



THURSDAY, MAY 7
7 - 8:30 PM



VIRTUAL ANIME CLUB

FOR TEENS IN GRADES 7 - 12

Join us (virtually) to watch your favorite anime, read and discuss manga, and create your own artwork

FIRST WEDNESDAY OF THE MONTH

ANIME + MANGA FANS!

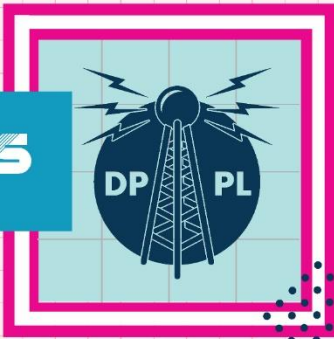
AS RECORDED PROGRAMS

DPPL On Demand | Grounded Recs Book Talks | Great DPPL Bake-Along | Miner Recs Podcast

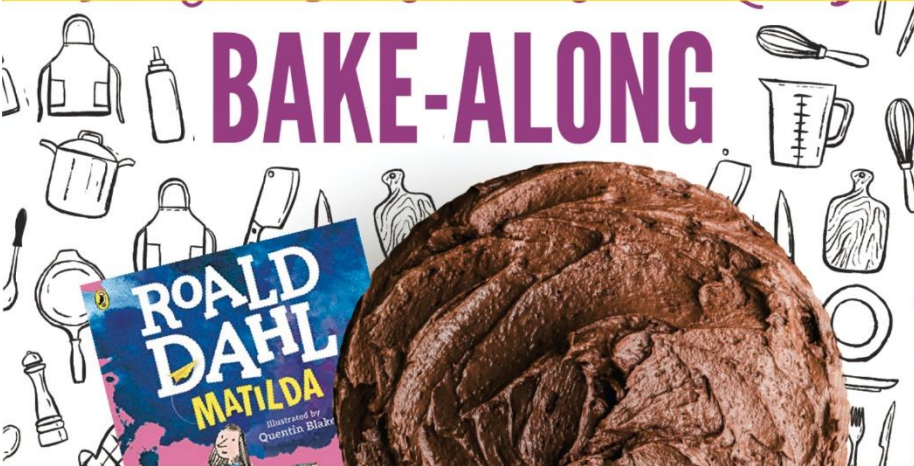
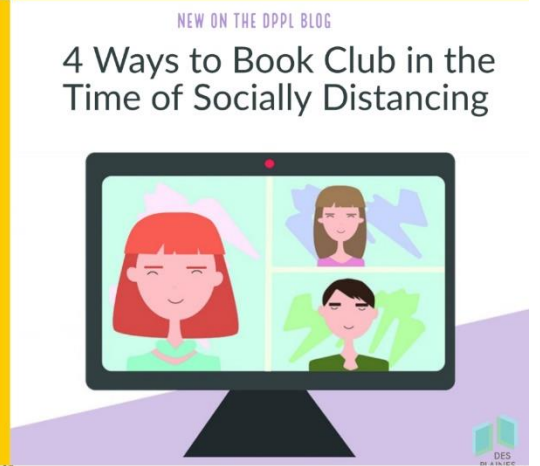
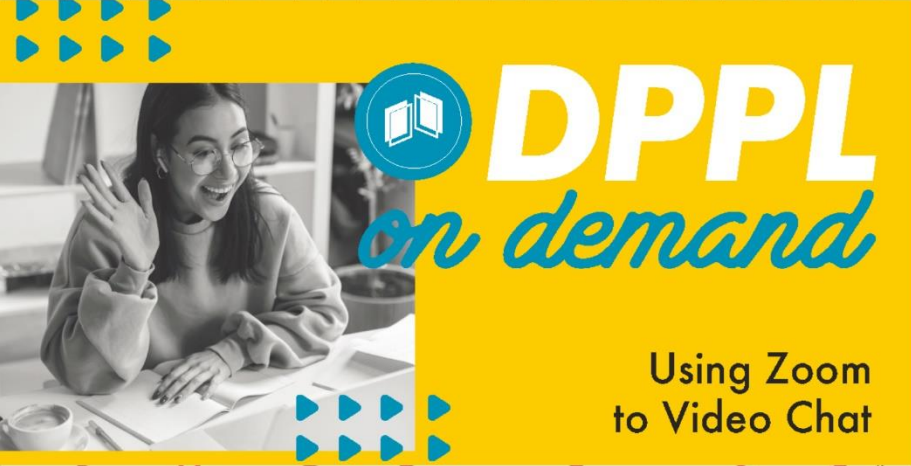
HOSTED ON FACEBOOK | INSTAGRAM
| YOUTUBE | DPPL BLOG



GROUND
~~MINER~~ RECS
BOOK TALKS



THE MIRROR & THE LIGHT
BY HILARY MANTEL





YOUNG CHILDREN'S RECORDED PROGRAMS

- Virtual Storytime
- Letter of the Week
- Where's Rocky
- Wednesday Crafternoons
- Family Fridays

HOSTED ON FACEBOOK INSTAGRAM YOUTUBE DPPL BLOG



VIRTUAL FAMILY FRIDAYS

NEW PROJECTS & ACTIVITIES EVERY OTHER FRIDAY

Instagram Des.Plaines.Library Facebook @DPLibrary

STEM. CRAFT. BUILD. GAME.

ACORN TV

Binge-worthy TV from Britain & b

New! Available From Home with your Des Plaines Library Card

creativebug

YOU CREA Y

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

LIMITS INCREASED!
UP TO 10 OVERDRIVE EBOOKS & AUDIOBOOKS PER

Meet Libby.

OverDrive

and the one-tap Libby app

eBooks & audiobooks 24/7

No cost. No fees. Just use your library card. dppl.org/ebooks-m

NEW ON THE DPPL BLOG

The Library Never REALLY Closes

KANOPY KIDS

Streaming video for children of all ages. New at dppl.org

PRONUNCIATOR

LEARN A NEW LANGUAGE THE FUN WAY WITH MUSIC, MOVIES & MORE!

NEW!
 @DPPL.ORG

Social Media Based Programs

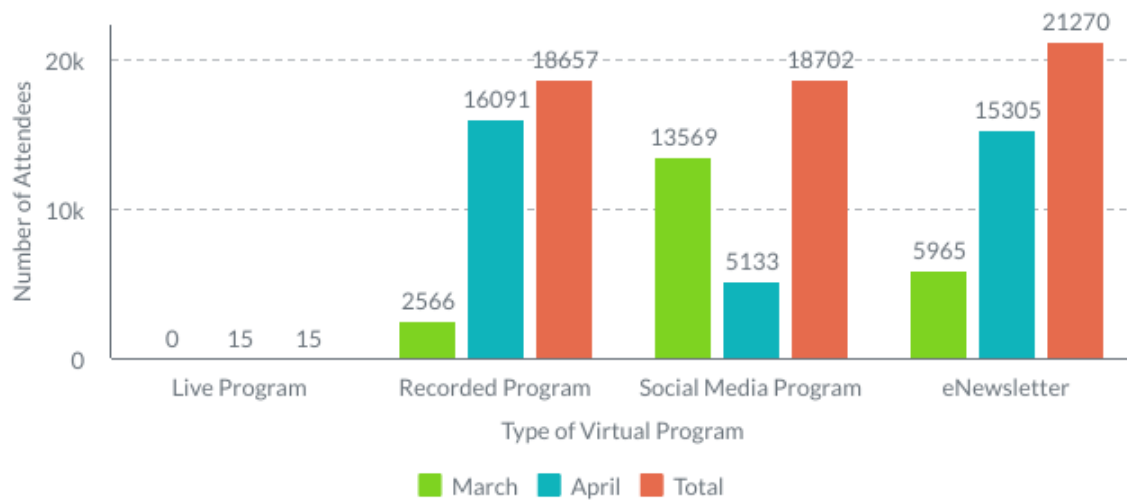


STATISTICS REPORT

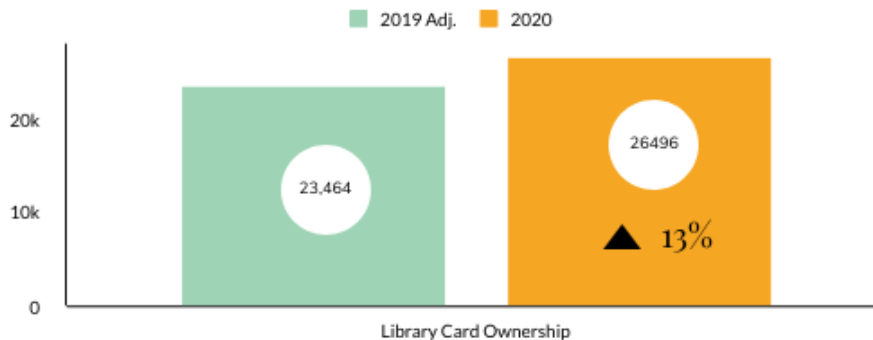
April 2020

VIRUTAL PROGRAM STATISTICS	March Attendance	April Attendance	YTD Virtual Attendance
Live Program	0	15	15
<i>Report Tag LIVE: Zoom or Facebook Live events, meetups, etc.</i>			
Recorded Program	2,566	16,091	18,657
<i>Report Tag PRE: Includes Videos: DPPL on Demand, Miner Recs Book Talks, Storytimes, Misc videos); Blog based programs: Bake-Along, Where's Rocky, Family Fridays, Wednesday Crafternoons, Letter of the Week, etc.</i>			
Social Media Based Program	13,569	5,133	18,702
<i>Report Tag SM: Delivery of info about Services, Products, Library News primarily via social media.</i>			
eNewsletters Based Program	5,965	15,305	21,270
<i>Report Tag NEWS: Miner Recs Weekly eNews; Des Plaines Memory eNews, Happening at DPPL eNews</i>			
TOTAL	22,100	36,544	58,644

Virtual Program Attendance



Library Card Year To Year

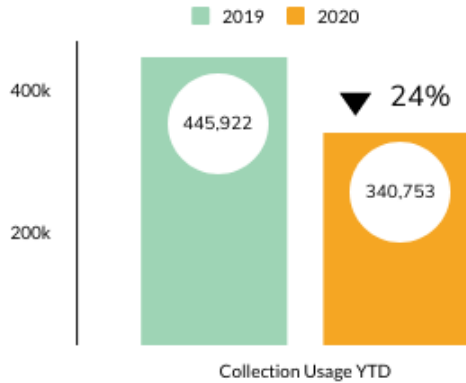




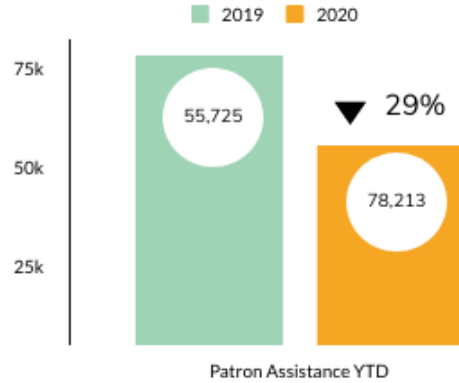
STATISTICS REPORT

April 2020

Collection Usage YTD

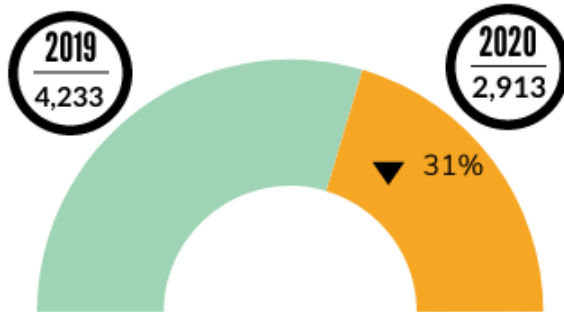


Patron Assistance YTD



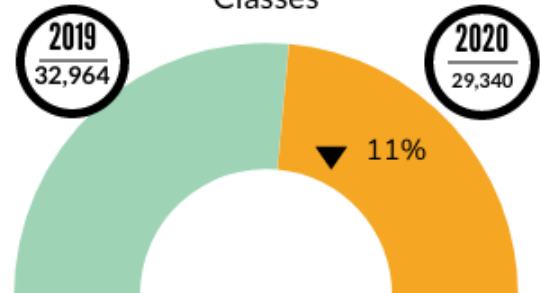
Bookings YTD

Events, Programs & Classes



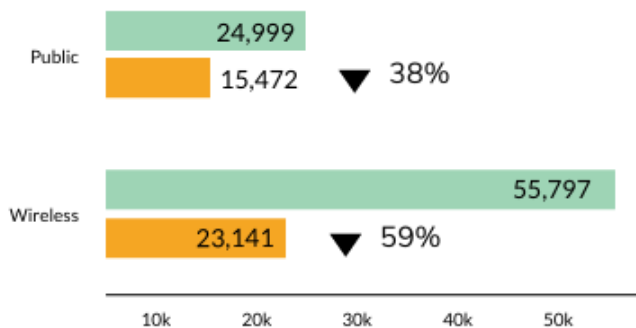
Attendance YTD

Events, Programs, Outreach & Classes



Computer Usage YTD

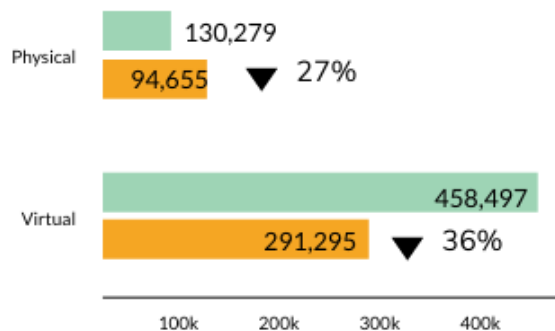
2019 2020



Traffic YTD

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

2019 2020



Board Stats Reporting Form

APRIL 2020

COLLECTION USAGE			
		Year to Date 2020	340,753
		Year to Date 2019	445,922
		% Change	-24%
PATRON ASSISTANCE			
		Year to Date 2020	55,725
		Year to Date 2019	78,213
		% Change	-29%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	2,929
		Year to Date 2019	4,233
		% Change	-31%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	32,210
		Year to Date 2019	32,964
		% Change	-2%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	94,655
		Year to Date 2019	130,279
		% Change	-27%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	291,295
		Year to Date 2019	458,497
		% Change	-36%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,496
		Current month valid library cards 2019	28,799
		% Change	-8%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	15,472
		Year to Date 2019	24,999
		% Change	-38%
		Wireless	
		Year to Date 2020	23,141
		Year to Date 2019	55,797
		% Change	-59%

STATISTICS REPORT		JAN	FEB	Mar	April	YTD
COLLECTION USAGE						
	Physical materials (Circ. General)	82,594	80,353	43,414	63	206,424
	E-materials	11,367	10,857	13,184	16,102	51,510
	ILL	549	598	333	5	1,485
	Databases	20,383	16,378	20,744	23,829	81,334
2020	Total	114,893	108,186	77,675	39,999	340,753
	Physical materials	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
PATRON ASSISTANCE						
	Youth Services	2,466	2,130	946	13	5,555
	Adult Services	9,051	9,505	6,077	33	24,666
	PAMS	9,811	9,549	5,742	402	25,504
2020	Total	21,328	21,184	12,765	448	55,725
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS						
	Youth Services	82	93	22	11	208
	Adult Services	124	142	45	4	315
	Outside groups	15	26	13	0	54
	Public study rooms	779	800	770	0	2,349
2020	Total	1,000	1,061	850	15	2,926
	Youth & Adult Services	134	164	191	189	678
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE						
	Youth Services	913	1,070	211	0	2,194
	Adult Services	6,793	6,804	1,521	18	15,136
	Outside groups	321	235	115	0	671
	Public study rooms	1,459	1,664	1,472	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	5,990
	Outreach-Adult Services	586	283	0	0	869
2020	Total	10,914	13,127	5,026	388	29,455
	Youth & Adult Services	1,908	2,503	3,156	2,654	10,221
	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
TRAFFIC						
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	94,655
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	130,279
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	150,000	150,000	591,295
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	458,497
LIBRARY CARD OWNERSHIP-report the latest month						
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,496
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	28,799
COMPUTER USAGE						
	Public computers-Youth Services	916	926	378	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	13,252
2020	Total	5,952	6,241	3,279	0	15,472
	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
2020	Wireless	9,570	10,556	3,015	0	23,141
	Total	9,570	10,556	3,015	0	23,141
	Wireless	11,656	14,000	15,467	14,674	55,797
2019	Total	11,656	14,000	15,467	14,674	55,797

MARCH 2020

Note: Colored Columns are the ones counted as "attendance". All data exported directly from source.

DATE	PROGRAM / EVENT / ACTIVITY	REPORTING CATEGORY (LIVE, SM/social media, PRE/pre-recorded, NL/newsletter)	ORIGINATING FORMAT	FACEBOOK FB Total Reach Unique	FB Total Impressions Unique	FB Engament (Unique) *	FB Video Views (Unique) *	INSTAGRAM IG Likes	IG Impressions	IG Reach *	IGTV Views *	MADMIMI Newletter Views *	Newletter Engaged	WEBSITE Unique Pageviews *	COMMUNIC Attendance	PODMATIC	Total	GRAND TOTAL
3/5/2020	Des Plaines Memory Newsletter March	NL	Newsletter	1646	2671	112		4	341	313		1826	98				2251	
3/30/2020	Happening at DPPL / March 30	NL	Newsletter									3714	426				3714	5965
3/9/2020	BLOG / The US Census - Tell Me More	PRE	BLOG Post											68			68	
3/20/2020	COVID CLOSING / GENERAL E PROMO	PRE	SM Campaign					24	424	390							390	
3/26/2020	COVID CLOSING / FinaNcial Resources	PRE	BLOG Post	5305	11981	313		8	388	360				299			972	
3/26/2020	DPM Scavenger Hunt a try!	PRE	SM Campaign	369	423	15											15	
3/27/2020	DPM Scavenger Hunt 2	PRE	SM Campaign	378	451	22											22	
3/27/2020	DPM Scavenger Hunt	PRE	SM Campaign	2674	7707	125		7	383	368							493	
3/30/2020	DPM Scavenger Hunt #4	PRE	SM Campaign	355	429	19											19	
3/30/2020	SHARE/ How to get into a work-from-home mindset TED Talks	PRE	SM Campaign	420	461	8											8	
3/31/2020	BLOG / Arab American Heritage Month	PRE	SM Campaign	2363	4550	135		16	389	367				77			579	2566
3/2/2020	BLOG / 2020 Census	SM	BLOG Post											249			249	
3/4/2020	BLOG / This library is a joyful space	SM	BLOG Post	2518	3808	428		13	402	360				697			1485	
3/6/2020	COVID PRE-CLOSING / Help us keep the library a safe and healthy space.	SM	SM campaign	728	767	36		23	427	375							411	
3/6/2020	COVID CLOSING / Board Notice Public Notice	SM	SM Campaign	366	386	6											6	
3/12/2020	COVID CLOSING / DPPI Covid Closing BLOG	SM	IG post					12	435	378				2253			2631	
3/13/2020	COVID CLOSING / Closing Announcement	SM	IG post					18	452	403							403	
3/15/2020	COVID CLOSING / The DPPL Covid 19 FAQ	SM	BLOG Post											459			459	
3/16/2020	COVID CLOSING / The Library Never Really closes	SM	BLOG Post											1150			1150	
3/17/2020	COVID CLOSING / temporary library cards	SM	SM Campaign	5674	9518	404		27	415	383							787	
3/17/2020	COMMUNITY / Thank you District 62 Meals Assistance	SM	SM Campaign	741	770	134											134	
3/17/2020	E PROMO / CREATIVEBUG	SM	SM Campaign	1897	5285	53											53	
3/17/2020	E PROMO / ACORN TV	SM	SM Campaign	5400	11170	337											337	
3/18/2020	E PROMO / ArtistWorks Database	SM	SM Campaign	6323	13093	292											292	
3/18/2020	E PROMO / PRONUNCIATOR pursue your hobbies and more)	SM	SM Campaign	6623	12639	362											362	
3/18/2020	E PROMO / Meet Libby	SM	SM Campaign	481	556	29		32	424	380							409	
3/19/2020	COVID CLOSING / Keeping Kids Happy 1	SM	BLOG Post	3595	6941	333		7	378	342				180			855	
3/19/2020	E PROMO / KANOPY KIDS	SM	SM Campaign	446	527	14											14	
3/19/2020	COVID CLOSING / HELP@DPPL.ORG	SM	SM Campaign	3450	9587	355		7	362	335							690	
3/20/2020	SHARE / Find more DPPL Llama Llama "e" books and more	SM	SM Campaign	359	424	12											12	
3/20/2020	E PROMO / NATIONAL GEO	SM	SM Campaign	461	545	19											19	
3/20/2020	COVID CLOSING / Our building is closed, but the Des Plaines Library never really closes.	SM	BLOG Post	4869	9908	293		21	396	366				89			748	
3/21/2020	E PROMO / FREEGAL/resources	SM	SM Campaign	347	422	8											8	
3/21/2020	E PROMO / Fold3	SM	SM Campaign	322	375	2											2	
3/22/2020	E PROMO / RBdigital	SM	SM Campaign	384	459	4											4	
3/22/2020	E PROMO / Libby and the Overdrive Digital Library of Illinois	SM	SM Campaign	412	472	4		34									4	
3/23/2020	E PROMO / AccessScience	SM	SM Campaign	280	338	5											5	
3/23/2020	COVID CLOSING / DPPL has suspended all due dates until we reopen.	SM	SM Campaign	589	696	30		29	456	413							443	
3/23/2020	BOARD NOTICE / Thursday, March 26 at 7:00 p.m.	SM	SM Campaign	446	526	11											11	
3/23/2020	E PROMO / Pongolo	SM	SM Campaign	309	343	3											3	
3/24/2020	E PROMO / Universal Class	SM	SM Campaign	348	423	9											9	
3/24/2020	COMMUNITY / DPCC Eat Local	SM	FB Share	393	429	33											33	
3/25/2020	E PROMO / Creativebug 2	SM	SharedVideo	302	371	9	72										81	
3/25/2020	E PROMO / The New York Times Online	SM	SM Campaign	323	374	4											4	
3/26/2020	E PROMO / KANOPY	SM	SM Campaign	3982	8372	146		8	357	328							474	
3/26/2020	E PROMO / Ancestry Library Edition	SM	SM Campaign	4173	9123	204		10	391	360							564	
3/28/2020	COMMUNITY / Seen at Lake Opeka. We still miss you, John!	SM	FB Share	674	790	36											36	
3/30/2020	COVID CLOSING / Do you have an unanswered question? Email help@dppl.org and we will get back to you quickly.	SM	SM Campaign	593	653	37		4	366	340							377	

3/31/2020	DPPL TEEN / Hot off the @dpplteen Instagram	SM	SM Campaign	377	429	5											5	13569
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APRIL 2020

Note: Colored Columns are the ones counted as "attendance". All data exported directly from source.

DATE	PROGRAM / EVENT / ACTIVITY	REPORTING CATEGORY (LIVE, SM/social media, PRE/pre-recorded, NL/enewsletter)	ORIGINATING FORMAT	FACEBOOK				INSTAGRAM				MADMIMI		WEBSITE	COMMUNIC	PODMATIC	Total	GRAND TOTAL
				FB Total Reach Unique	FB Total Impressions Unique	FB Engament (Unique) *	FB Video Views (Unique) *	IG Likes	IG Impressions	IG Reach *	IGTV Views *	Newletter Views *	Newletter Engaged	Unique Pageviews *	Attendance			
4/16/2020	Teen Advisory Board	LIVE	Teen Program														3	3
4/30/2020	Virtual Thursday Evening Book Discussion	LIVE	Adult Program														9	9
4/30/2020	Teen Advisory Board	LIVE	Teen Program														3	3
4/8/2020	Happening at DPPL / April	NL	Newsletter	5270	10354	342		19	433	395		2825	348					3562
4/17/2020	Miner Recs Newsletter 4/17/20	NL	Newsletter	362	396	6						2875	180					2881
4/23/2020	Miner Recs Newsletter 4/20/20	NL	Newsletter									2920	185					2920
4/23/2020	Des Plaines Memory Newsletter April	NL	Newsletter									3251	175					3251
4/30/2020	Miner REcs Newsletter 4/27/20	NL	Newsletter	455	551	17						2674	180					2691
4/1/2020	COVID CLOSING / Keeping Kids Happy	PRE	BLOG Post	495	554	19		11	402	368								387
4/8/2020	COVID CLOSING / What can you see from your window?	PRE	BLOG Post	4674	10162	359		21	462	413				79				851
4/10/2020	MINER RECS PODCAST / films nominated for Academy Awards	PRE	Podcast	2734	4786	91		4	424	385				44				520
4/13/2020	DPPL On Demand / How To Video Conference With Zoom	PRE	Video	2542	4616	78	1916	11	551	510	125			159				2788
4/13/2020	Letter of the Week / the letter B!	PRE	sm campaign	4157	6744	413		34	565	426								839
4/14/2020	Grounded Recs / The Innocents by Michael CrummeY.	PRE	Video	2172	3010	68	145							70				362
4/14/2020	Where's Rocky Raccoon1	PRE	SM Campaign	4399	8742	265		19	473	375								640
4/15/2020	Rocky Raccoon makes his debut in a Des Plaines home window!	PRE	SM Campaign	807	932	36		24	376	337								373
4/15/2020	COVID-19 CLOSING / The building is closed. DPPL is OPEN! / All Staff Videe	PRE	Video	5475	11817	242	516				118							876
4/17/2020	FAMILY FRIDAYS / National Poetry Month	PRE	SM Campaign	3150	6489	131		10	262	250								381
4/18/2020	DPPL ON DEMAND / Get Zooming! (It's easy!)	PRE	Video / SM Cam	661	751	18		4	265	245								263
4/19/2020	FAMILY FRIDAYS / Poetry Jam Packet	PRE	SM Campaign	2616	4420	71		7	305	272								343
4/20/2020	DPPL On Demand / Languages	PRE	Video	2252	5470	108	196	3	228	201	63			89				657
4/20/2020	Where's Rocky / UPDATE 1	PRE	SM Campaign	1066	1229	52		9	282	246								298
4/21/2020	Great DPPL Bake-Along / chocolate cake from Roald Dahl's Matilda.	PRE	SM Campaign	3827	7111	155		17	306	272				149				576
4/21/2020	Letter of the Week / The letter F!	PRE	SM Campaign	1860	2980	138		16	392	292								430
4/22/2020	WEDNESDAY CRAFTERNOON / BOUNCY BALLS!	PRE	SM Campaign	3168	5668	145		9	261	236				128				509
4/22/2020	Grounded Recs / The Man Who Killed Hitler And Then The Bigfoot	PRE	Video	2132	2805	39	136				57			59				291
4/22/2020	Rocky Raccoon coloring sheet	PRE	SM Campaign	945	1058	32		13	303	272				115				419
4/23/2020	Storytime / Pete The Cat: I Love My White Shoes	PRE	Video	5291	13263	319	609				62			112				1102
4/27/2020	Where's Rocky Raccoon 3	PRE	SM Campaign	2170	2488	143		24	420	367				66				576
4/28/2020	Letter of the Week. The letter T!	PRE	SM Campaign	675	775	27		21	407	327								354
4/29/2020	WEDNESDAY CRAFTERNOON / STAINED GLASS DECOUPAGE DECOR	PRE	SM Campaign	2144	3502	135		16	374	284				68				487
4/29/2020	Grounded Recs / The Wolf Hall series	PRE	Video	2325	3229	81	182				47			40				350
4/29/2020	SHARE/ Wacky Socks - Work From Home Edition!	PRE	SM Campaign	993	1152	63		13	399	305								368
4/30/2020	FAMILY FRIDAYS / april is Poetry Month	PRE	BLOG Post	826	908	29		7	250	227				90				346
4/30/2020	Storytime / La Oruga Muy Hambrienta / Incy Wincy Araña!	PRE	Video	3334	9101	183	443				40			39				705
4/1/2020	CENSUS 2020 Census Day! Have you been counted?	SM	SM Campaign	337	382	4		9	402	360								364
4/2/2020	COMMUNITY / A Message from Des Plaines city leadership	SM	FB Share	710	788	128												128

4/3/2020	COVID CLOSING / donating 200 disposable face masks advocate Lutheran General Hospital.	SM	SM Campaign	1586	1801	179		55	522	466							645
4/7/2020	SHARE / Harry Potter British Library	SM	SM Campaign	312	355	11											11
4/9/2020	E PROMO / Creativebug	SM	SharedVideo	638	713	30	226										256
4/13/2020	SHARE / Librarians at Tredyffrin Township Libraries in PA have some mad skills.	SM	SM Campaign	702	762	21											21
4/13/2020	BOARD NOTICE / Thursday, April 16	SM	SM Campaign	412	469	6		1	71	68							74
4/15/2020	COMMUNITY / Chamber of Commerce	SM	FB Share	879	1013	85											85
4/16/2020	Teen Advisory Board	SM	tEEN Program	584	661	9		7	375	349					3		361
4/17/2020	COVID CLOSING / School District 62's food distribution today.	SM	SM Campaign	2178	2606	219		16	338	312							531
4/17/2020	SHARE / Well done, Emily Mia!	SM	SM Campaign	929	1071	59											59
4/23/2020	SHARE / Married Men vs Bachelor Men, to benefit the Des Plaines Public Library	SM	SM Campaign	503	563	17											17
4/27/2020	COVID CLOSING POST /Update from Library Director	SM	BLOG Post	6135	14356	1121		15	433	391				310			1822
4/28/2020	SHARE / Some real "characters" in these quarantine houses from our colleagues at NYPL	SM	SM Campaign	953	1047	47											47
4/30/2020	Algonquin School Outreach	SM	Kids Program												250		250
5/2/2020	BLOG / Have you completed the Census 2020 yet?	SM	SM Campaign	675	766	9		5	274	253							262
5/5/2020	HOLIDAY / Happy Cinco De Mayo	SM	SM Campaign	489	556	5		3	209	195							200
																	5,133



Invoice

Invoice Number Date
6654 5/1/2020

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

Remit To: **RAILS**
P.O. Box 6118
Carol Stream, IL 60197-6118

Tony Hahn

FEIN: 45-2063614
 Phone: 630-734-5116

Renewal Member Fees: Annual
 Electronic Content Consortium (ECC)
 Digital Library of Illinois (DLIL)

Charge Date	Description	Amount
5/1/2020	OverDrive: July 1, 2020 to June 30, 2021	\$12,548.38

Payment Terms: Due On Receipt

Total: \$12,548.38

Des Plaines PL

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

This Intergovernmental Agreement for Library Services, the "AGREEMENT", is entered into between the Des Plaines Public Library, "the LIBRARY", 1501 Ellinwood St., Des Plaines, Illinois, 60016 and Maine West High School, "the SCHOOL", 1755 S. Wolf Rd., Des Plaines, Illinois 60018 for the purposes of extending the LIBRARY's services to students of the SCHOOL as follows:

WHEREAS, the LIBRARY is a local library established pursuant to Local Library Act, 75 ILCS 5/1-1, et seq, which has authority, through its Board of Trustees, to enter into contracts, and

WHEREAS, the LIBRARY has authority, pursuant to 75 ILCS 5/4-7(8), to enter into intergovernmental agreements with other entities for library services outside the political boundaries of the LIBRARY, and

WHEREAS, the SCHOOL, though located within the physical boundaries of the City of Des Plaines, has many students who live in areas outside of the City Of Des Plaines, and further, who have no access to public library services, and

WHEREAS, the LIBRARY believes that a free public library is essential to the public good, and therefore, wishes to extend library services to students of the SCHOOL who do not have access to a public library as long as these students remain enrolled in the SCHOOL, and

WHEREAS, the SCHOOL also wishes for all its students to have access to a public library, and agrees to all conditions and terms as listed herein,

NOW, THEREFORE, in consideration of the promises and covenants made herein, the LIBRARY and the SCHOOL agree as follows:

1. The SCHOOL will provide the LIBRARY with the names, addresses, telephone numbers, and email addresses (if available), and the anticipated graduation dates for all students of the SCHOOL who do not have access to a public library who wish to have a LIBRARY card.
2. The SCHOOL shall notify the LIBRARY if any of these students leave the enrollment of the SCHOOL.
3. The LIBRARY will issue library cards to these students which will automatically expire on the date of graduation or when notified by the SCHOOL that the student has left the SCHOOL. These library cards may not be used at any other public library.
4. The library cards issued to these students will be subject to all privileges, conditions, and limitations set forth in the LIBRARY's policy and the LIBRARY's website information located at dppl.org. This includes the revocation of the library card for any reason the LIBRARY deems is in violation of its policy or which otherwise fails to comply with LIBRARY rules or procedures.
5. The library cards are intended to be used by the students exclusively. In the event that a library card or a library card number is used by persons other than the intended students, the library card privileges will be revoked.

6. The SCHOOL shall be financially responsible for all fees, fines, and costs for lost or damaged materials incurred by the students using these library cards. An invoice will be sent to the SCHOOL every three months or at the end of the school year.
7. The LIBRARY and the SCHOOL will respectively designate persons to organize and maintain information for the efficient operation of this AGREEMENT.
8. This AGREEMENT may be terminated by either party with thirty days written notice. Termination of the agreement does not terminate the SCHOOL's obligation to pay all outstanding fees, fines, and costs.
9. There is nothing in this AGREEMENT which affects library cards or library services held by students of the SCHOOL who have access to public libraries, specifically, students of the SCHOOL who are residents of the City of Des Plaines.
10. This AGREEMENT will take immediate effect upon signature of the parties.

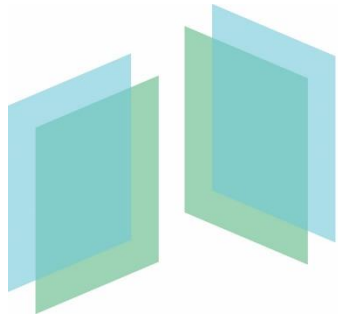
Agreed this day, _____, 2020 by Des Plaines Public Library Board President

Dr. Gregory Sarlo

Agreed this day, May 4, 2020 by District 207 Board President



Paula Besler



DES PLAINES PUBLIC LIBRARY

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SUPPLEMENTAL NOTICE

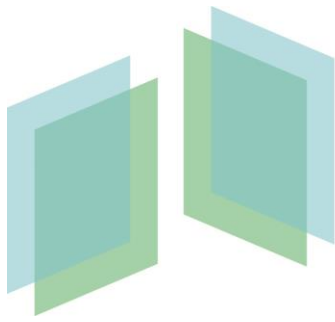
Pursuant to Governor Pritzker's Executive Order 2020-07 of March 18, 2020, and extended on May 29, 2020 the meeting of the Des Plaines Public Library Board of Trustees on June 18, 2020 at 7 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, June 17 at 5pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, June 18 at 5 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, JUNE 18, 2020

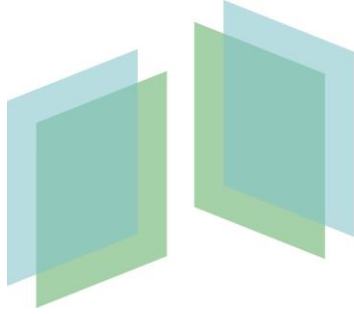
7:00 PM

By Electronic Remote

Agenda:

- **Approve Library Board Meeting Dates**
- **Approve Non-Resident Fee**
 - **Executive Session**
 - **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 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 847-376-2789 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 18, 2020** **7:00 PM**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (7:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – May 21, 2020.
 - B. Approval of the Minutes of the Finance Committee Meeting – May 21, 2020.
 - C. Acceptance of Financial Reports for May 2020.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
- VI. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$209,700.07. [Action Item]
 - B. Approve Library Board Meeting Dates. [Action Item]
 - C. Approve Non-Resident Fee. [Action Item]
 - D. Appoint Committee to Nominate Board of Trustee Officers for 2020/2021. [Action Item]

- VII. Announcements. (7:30 p.m.)
 - A. July 16, 2020 Board of Trustees Meeting – 4:00 p.m.
 - B. Semi-Annual Board Dinner, July 16, 2020.

- VIII. Correspondence.

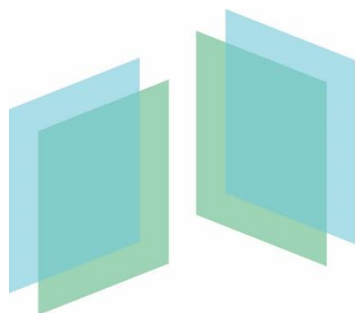
- IX. Other

- X. Executive Session. (7:35 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.

- XI. 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.

- XII. Adjournment. (8:30 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 May 21, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, May 21, 2020. President Gregory Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Mindy Capper, Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Gregory Sarlo, Carol Kidd.

Absent: Umair Qadeer.

Also present: Jo Bonell.

III. 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.

Trustee Umair Qadeer entered the meeting at 7:07 p.m.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern in writing about the library's expenditures during the time that the library is closed.

V. CONSENT AGENDA.

Trustee Denise Hudec asked to remove C.2. Statistics Report from the Consent Agenda.

MOTION by Umair Qadeer, seconded by Nicholas Harkovich, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – April 16, 2020.
- B. Acceptance of Financial Reports for April 2020.
- C. Acceptance of Reports.
 - 1. Director's Report

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

Trustee Denise Hudec stated that she liked the virtual statistics report that was part of the May board packet and asked if virtual statistics could be reported separately for the time the library was closed to the public. Library Director Jo Bonell responded that virtual statistics will continue to be a separate report and can be adjusted for the time the library was closed.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the following Consent Agenda item:

- C. Acceptance of Reports
 - 2. Statistics Report.

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

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$233,081.10. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$233,081.10 as listed on the vendor checks report of April 2020 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 Meeting – Kristen Graack.

Chair Kristen Graack reported that the Finance Committee met and that Library Director Jo Bonell reported how she and staff were reducing expenses in some areas, such as additional cleaning services and painting projects. Chair Kristen Graack also reported that Library Director Jo Bonell talked about the costs to the library for unemployment, if staff

were to be laid off. The savings would be minimal because the library is responsible for the cost of unemployment.

Chair Kristen Graack also reported that Library Director Jo Bonell was not filling open positions and has instituted a hiring freeze. Because of the hiring freeze and not filling any open positions the library is saving more than \$300,000 for a year. Chair Kristen Graack reported that with the hiring freeze and reductions in expenses that the library would be able to operate with current funding through the end of the year.

1. Approve Extension of Suspension of Fines. [Action Item]

Chair Kristen Graack also reported that Library Director Jo Bonell requested an extension of the suspension of fines until September 1, 2020.

MOTION by Committee, to approve the request for an extension of the suspension of fines until September 1, 2020. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Payment to RAILS for OverDrive, 07/01/2020 – 6/30/2021 - \$12,548.38. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment to RAILS for OverDrive in the amount of \$12,548.38 for services from 07/01/2020 through 06/30/2021. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Intergovernmental Agreement with Maine West High School. [Action Item]

Library Director Jo Bonell explained to the board that Maine West High School has asked the Des Plaines Public Library to consider offering library cards to students who attend the high school, but do not live in areas with public library services. Maine West High School would be responsible for any costs associated with these cards, such as damage to books, lost materials, etc.

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the Intergovernmental Agreement with Maine West High School, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII. OTHER.

Assistant Director Roberta Johnson reported that the Rotary Club of River Cities would fund summer reading in the amount of \$500.00 and the Friends of the Library would fund the library's summer reading program with a donation of \$3,500.00.

Assistant Director Roberta Johnson also reported that the library has a commitment from E-Rate for funding \$40,000 to pay for some services provided by Outsource Solutions Group and \$19,860 to Comcast for library internet.

VIII. CORRESPONDENCE.

President Gregory Sarlo reported that City of Des Plaines Police Chief Kushner offered their services, if needed, during carry-out service and book returns.

IX. Executive Session.

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

MOTION by Vincent Rangel, seconded by Mindy Capper, to enter into Executive Session at 8:09 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:20 p.m. and was called to order by President Gregory Sarlo.

X. Executive Session Action.

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

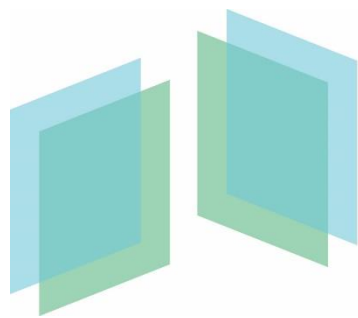
No action was taken in Executive Session.

XI ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Denise Hudec, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:20 p.m.

Minutes prepared Carol Kidd.



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Finance Committee May 21, 2020

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, May 21, 2020. Chair Kristen Graack called the meeting to order at 6:03 p.m.

II. ROLL CALL.

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

Absent: Bruce Lester.

Also present: Gregory Sarlo, Jo Bonell.

III. 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.

IV. PUBLIC COMMENTS AND QUESTIONS.

No comments or questions from the public.

V. Discussion on Financial Repercussions Due to the Pandemic.

Library Director Jo Bonell reported that she has reviewed the 2020 budget for cost savings for the remainder of the year. She stated that services such as deep cleaning furniture, building supplies and painting will be placed on hold. There also will be no in-library programming. Library Director Jo Bonell stated that these actions will reduce expenses by \$50,000 to \$100,000.

Library Director Jo Bonell stated that she has reviewed different scenarios for staff reductions, but because the library is self-pay for unemployment, the savings would be minimal. She has, though, implemented a hiring freeze and will not fill open positions.

There have been staff who have moved, retired or resigned and with these cost savings measures the staff has been reduced by approximately 10%, which will save the library about \$350,000 over a year.

Library Director Jo Bonell stated that the library will be able to operate with current funding through the end of the year.

Trustee Denise Hudec suggested that board memberships in ILA and ALA be suspended for additional cost savings. Chair Kristen Graack and Library Director Jo Bonell agreed.

VI. Extension of Suspension of Fines. [Action Item]

Library Director Jo Bonell asked for the suspension of fines for overdue books until September 1, 2020.

MOTION by Kristen Graack, seconded by Denise Hudec, to extend the extension of fines until September 1, 2020. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII. ADJOURNMENT.

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

Meeting adjourned at 6:23 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
May 31, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



June 05, 2020

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, 2020 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, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,463,004.29	\$ 1,774,079.33	\$ 5,237,083.62
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,539,492.01	\$ 1,774,079.33	\$ 11,313,571.34
LIABILITIES			
Accounts Payable	\$ 156,035.31	\$ 9,996.00	\$ 166,031.31
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	455,354.79	9,996.00	465,350.79
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,524,854.79	9,996.00	6,534,850.79
FUND BALANCE			
Fund Balance - Unreserved	2,979,886.42	1,764,083.33	4,743,969.75
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,014,637.22	1,764,083.33	4,778,720.55
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,539,492.01	\$ 1,774,079.33	\$ 11,313,571.34

Des Plaines Public Library

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

For the 5 Months Ended May 31, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,221,435.37	\$ -	\$ 3,221,435.37
Intergovernmental	23,247.00	-	23,247.00
Fines & Fees	13,472.88	-	13,472.88
Interest	12,936.36	8,333.28	21,269.64
Special Events and Programs	889.77	-	889.77
Miscellaneous	30,268.64	-	30,268.64
Total Revenues	3,302,250.02	8,333.28	3,310,583.30
EXPENDITURES			
Personnel	\$ 1,126,685.38	\$ -	\$ 1,126,685.38
Operating	973,646.45	-	973,646.45
Library Materials	303,925.01	-	303,925.01
Capital Outlay	26,917.86	15,664.00	42,581.86
Other Expenditures	16,058.59	-	16,058.59
Total Expenditures	2,447,233.29	15,664.00	2,462,897.29
Net Change in Fund Balances	855,016.73	(7,330.72)	847,686.01
FUND BALANCES			
Beginning of the year	2,159,620.49	1,771,414.05	3,931,034.54
End of the period	\$ 3,014,637.22	\$ 1,764,083.33	\$ 4,778,720.55

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of May 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	73,608.84
202-1102015 - First Midwest Operating #8100292260	<u>226,211.58</u>
	<u>299,820.42</u>
201-1102028 - Cash Library Donations	<u>204,605.33</u>
201-1102079 - IL Funds - 151600222591	3,184,290.12
202-1102079 - IL Funds - 151600222591	<u>1,547,867.75</u>
	<u>4,732,157.87</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,237,083.62</u></u>

Des Plaines Public Library
Balance Sheet as of May 31, 2020

	<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	171,558.35	(97,949.51)	73,608.84
1102028 - Cash Library Donations	204,598.83	6.50	204,605.33
1102079 - IL Funds - 151600222591	3,472,175.67	(287,885.55)	3,184,290.12
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119200 - Receivable - Miscellaneous	1,000.00	(1,000.00)	0.00
	9,926,320.57	(386,828.56)	9,539,492.01
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	187,374.34	(31,339.03)	156,035.31
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,556,193.82	(31,339.03)	6,524,854.79
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,124,869.69	0.00	2,124,869.69
	2,159,620.49	0.00	2,159,620.49
 Total Liabilities and Fund Balance	8,715,814.31	(31,339.03)	8,684,475.28
 Excess Revenues Over Expenses	1,210,506.26	(355,489.53)	855,016.73

Des Plaines Public Library
Balance Sheet as of May 31, 2020

	<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	219,458.58	6,753.00	226,211.58
1102079 - IL Funds - 151600222591	1,556,913.85	(9,046.10)	1,547,867.75
	1,776,372.43	(2,293.10)	1,774,079.33
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	3,243.00	6,753.00	9,996.00
	3,243.00	6,753.00	9,996.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,774,657.05	6,753.00	1,781,410.05
Excess Revenues Over Expenses	1,715.38	(9,046.10)	(7,330.72)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
<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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of May 31, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Fixed Assets Fund <hr/>			
<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
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 Total Liabilities and Net Capital Assets	 <u>2,579,808.39</u>	 <u>0.00</u>	 <u>2,579,808.39</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 5 Months Ended May 31, 2020**

<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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	29,029.11	3,221,435.37	6,100,000.00	2,878,564.63	52.81
	<u>29,029.11</u>	<u>3,221,435.37</u>	<u>6,100,000.00</u>	<u>2,878,564.63</u>	<u>52.81</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	0.00	0.00	3,000.00	3,000.00	0.00
	<u>23,247.00</u>	<u>23,247.00</u>	<u>168,988.00</u>	<u>145,741.00</u>	<u>13.76</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	0.00	2,037.93	9,000.00	6,962.07	22.64
201-4850102 - Library Fines	(93.37)	6,269.40	30,000.00	23,730.60	20.90
201-4850201 - Copying Fees	0.00	4,195.55	27,000.00	22,804.45	15.54
201-4850207 - Non-Res Cards	0.00	834.00	3,000.00	2,166.00	27.80
201-4850208 - Meeting Room Fees	0.00	136.00	3,000.00	2,864.00	4.53
	<u>(93.37)</u>	<u>13,472.88</u>	<u>72,000.00</u>	<u>58,527.12</u>	<u>18.71</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	0.00	889.77	5,000.00	4,110.23	17.80
	<u>0.00</u>	<u>889.77</u>	<u>5,000.00</u>	<u>4,110.23</u>	<u>17.80</u>
<u>Interest</u>					
201-4890010 - Interest Income	2,131.35	12,936.36	76,000.00	63,063.64	17.02
	<u>2,131.35</u>	<u>12,936.36</u>	<u>76,000.00</u>	<u>63,063.64</u>	<u>17.02</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	13,416.74	27,790.39	50,000.00	22,209.61	55.58
201-4899910 - Vending Machine Revenue	0.00	350.45	1,500.00	1,149.55	23.36
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	0.00	2,127.80	0.00	(2,127.80)	0.00
	<u>13,416.74</u>	<u>30,268.64</u>	<u>56,500.00</u>	<u>26,231.36</u>	<u>53.57</u>
Total Library Fund	<u><u>67,730.83</u></u>	<u><u>3,302,250.02</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,176,237.98</u></u>	<u><u>50.97</u></u>

**Des Plaines Public Library
Revenue Report
For the 5 Months Ended May 31, 2020**

	<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>949.90</u>	<u>8,333.28</u>	<u>100.00</u>	<u>(8,233.28)</u>	<u>8,333.28</u>
	<u>949.90</u>	<u>8,333.28</u>	<u>100.00</u>	<u>(8,233.28)</u>	<u>8,333.28</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>949.90</u></u>	<u><u>8,333.28</u></u>	<u><u>500,100.00</u></u>	<u><u>491,766.72</u></u>	<u><u>1.67</u></u>
Total of All Funds	<u><u>68,680.73</u></u>	<u><u>3,310,583.30</u></u>	<u><u>6,978,588.00</u></u>	<u><u>3,668,004.70</u></u>	<u><u>47.44</u></u>

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2020**

<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	173,751.05	846,760.97	2,410,733.00	1,563,972.03	35.12
5910200 - Part-time Salaries	<u>55,449.35</u>	<u>279,924.41</u>	<u>834,840.00</u>	<u>554,915.59</u>	<u>33.53</u>
	<u>229,200.40</u>	<u>1,126,685.38</u>	<u>3,245,573.00</u>	<u>2,118,887.62</u>	<u>34.71</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,837.65	92,722.15	241,013.00	148,290.85	38.47
5918021 - Employer Contribution - IMRF	11,215.82	112,806.02	309,489.00	196,682.98	36.45
5918040 - Life Insurance Premiums	132.80	717.12	1,932.00	1,214.88	37.12
5918050 - PPO Insurance Premiums	25,067.91	146,577.14	321,453.00	174,875.86	45.60
5918051 - HMO Insurance Premiums	26,551.85	105,960.68	236,951.00	130,990.32	44.72
5918055 - Dental Insurance Premiums	1,398.56	7,559.03	20,485.00	12,925.97	36.90
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>81,204.59</u>	<u>478,397.14</u>	<u>1,156,323.00</u>	<u>677,925.86</u>	<u>41.37</u>
Contractual Services					
5920100 - Legal Fees	0.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	34,298.50	216,980.79	431,416.00	214,435.21	50.30
5920120 - Communication Services	1,591.18	8,075.05	22,000.00	13,924.95	36.70
5920140 - Integrated Library System	0.00	45,288.16	90,600.00	45,311.84	49.99
5920202 - Conferences	0.00	4,151.48	5,000.00	848.52	83.03
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	0.00	4,811.25	7,000.00	2,188.75	68.73
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	5,501.51	35,617.74	128,890.00	93,272.26	27.63
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	2,054.23	8,786.10	19,300.00	10,513.90	45.52
5930320 - Cleaning/Custodial Services	0.00	16,976.70	69,460.00	52,483.30	24.44
5930490 - Refuse Contract	482.36	1,670.36	4,320.00	2,649.64	38.67
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	(813.88)	18,799.88	70,450.00	51,650.12	26.69
5960990 - Misc. Contractual Services	<u>3,403.61</u>	<u>32,840.30</u>	<u>102,145.00</u>	<u>69,304.70</u>	<u>32.15</u>
	<u>46,517.51</u>	<u>495,249.31</u>	<u>1,089,856.00</u>	<u>594,606.69</u>	<u>45.44</u>
Commodities					
5970100 - Supplies	2,450.64	10,745.89	49,000.00	38,254.11	21.93
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	87.38	4,164.14	17,700.00	13,535.86	23.53
5970170 - Janitorial	0.00	3,684.99	19,000.00	15,315.01	19.39
5970260 - Postage & Parcel	8.20	1,634.86	6,000.00	4,365.14	27.25
5970500 - Water Bill	0.00	1,675.87	12,000.00	10,324.13	13.97
5970600 - Ebooks/Books	33,918.23	83,906.66	368,000.00	284,093.34	22.80

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2020**

	<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	2,442.98	29,023.49	80,000.00	50,976.51	36.28
5970620 - E-Subscriptions/Subscriptions	5.99	18,077.55	68,430.00	50,352.45	26.42
5970630 - Visual Materials	13,987.30	39,738.22	167,000.00	127,261.78	23.80
5970640 - Databases	7,141.88	101,244.92	185,000.00	83,755.08	54.73
5970810 - Natural Gas	1,575.86	9,887.94	25,000.00	15,112.06	39.55
5970850 - Gasoline	0.00	79.96	500.00	420.04	15.99
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
	<u>61,618.46</u>	<u>303,925.01</u>	<u>1,005,630.00</u>	<u>701,704.99</u>	<u>30.22</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,318.28	8,110.00	1,791.72	77.91
5980410 - Computer Hardware	0.00	(822.08)	7,500.00	8,322.08	(10.96)
5980420 - Computer Software	3,101.87	21,393.02	39,265.00	17,871.98	54.48
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>28.64</u>	<u>3,500.00</u>	<u>3,471.36</u>	<u>0.82</u>
	<u>3,101.87</u>	<u>26,917.86</u>	<u>58,375.00</u>	<u>31,457.14</u>	<u>46.11</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,577.53	13,930.79	73,000.00	59,069.21	19.08
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>0.00</u>	<u>2,127.80</u>	<u>0.00</u>	<u>(2,127.80)</u>	<u>0.00</u>
	<u>1,577.53</u>	<u>16,058.59</u>	<u>633,000.00</u>	<u>616,941.41</u>	<u>2.54</u>
Total Library Fund Expenditures	<u>423,220.36</u>	<u>2,447,233.29</u>	<u>7,188,757.00</u>	<u>4,741,523.71</u>	<u>34.04</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	9,996.00	12,421.00	152,750.00	140,329.00	8.13
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>3,243.00</u>	<u>13,000.00</u>	<u>9,757.00</u>	<u>24.95</u>
	<u>9,996.00</u>	<u>15,664.00</u>	<u>283,250.00</u>	<u>267,586.00</u>	<u>5.53</u>
Total Capital Projects Fund Expenditures	<u>9,996.00</u>	<u>15,664.00</u>	<u>323,250.00</u>	<u>307,586.00</u>	<u>4.85</u>
Total of All Funds	<u>433,216.36</u>	<u>2,462,897.29</u>	<u>7,512,007.00</u>	<u>5,049,109.71</u>	<u>32.79</u>

Des Plaines Public Library

Check List

All Bank Accounts

May 22, 2020 - June 18, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18162	06/18/20	ANDREW LANGLIE	125.00
18163	06/18/20	ANNE MERRICK	72.00
18164	06/18/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	160.00
18165	06/18/20	BAKER & TAYLOR	6,551.56
18166	06/18/20	Cecelia Reschke	72.00
18167	06/18/20	Cengage Learning	1,950.00
18168	06/18/20	Christine Schap	144.00
18169	06/18/20	CRIMSON MULTIMEDIA DIST., INC.	2,861.87
18170	06/18/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18171	06/18/20	Dorothy Baade-Haring	72.00
18172	06/18/20	EBSCO INFORMATION SERVICES	3,092.00
18173	06/18/20	FIRST SECURITY SYSTEMS, INC.	484.30
18174	06/18/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	482.36
18175	06/18/20	Geraldine Piskorski	72.00
18176	06/18/20	GRAINGER	229.77
18177	06/18/20	ITsavvy LLC	9,996.00
18178	06/18/20	Juanita Castro	36.00
18179	06/18/20	LAURA MEZA	101.52
18180	06/18/20	LIMRICC	50,494.87
18181	06/18/20	MIDWEST TAPE	5,173.14
18182	06/18/20	MIDWEST TAPE	9,000.00
18183	06/18/20	Norma Tsuhako	144.00
18184	06/18/20	OAKBROOK MECHANICAL SERVICES	2,896.25
18185	06/18/20	OUTSOURCE SOLUTIONS GROUP, INC.	37,310.10
18186	06/18/20	OVERDRIVE, INC.	15,312.43
18187	06/18/20	RAILS	12,548.38
18188	06/18/20	RECORD INFORMATION SERVICES INC	652.00
18189	06/18/20	Sara Stoker	36.00
18190	06/18/20	The Wildbird Shack	130.00
18191	06/18/20	THOMAS INTERIOR SYSTEMS, INC.	1,577.53
18192	06/18/20	TIAA COMMERCIAL FINANCE	1,315.82
18193	06/18/20	VALUE LINE PUBLISHING, LLC.	1,000.00
18194	06/18/20	VIKING PLUMBING SERVICES, LLC	1,200.00
51112	05/31/20	BANKCARD SERVICES	5,431.81
51113	05/31/20	NICOR GAS	1,575.86
51114	05/31/20	VERIZON WIRELESS	863.08
51115	05/31/20	COMCAST CABLE	1,175.98
51116	05/31/20	IMRF	33,743.83
51117	05/31/20	PAYROLL DATA SERVICES INC	878.20
Vendor Check Total			209,700.07
Check List Total			209,700.07

Check count = 39

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18162	06/18/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	Inv #May 21, 2020	125.00			
ANNE MERRICK				18163	06/18/20	<u>72.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (2 tickets)	72.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18164	06/18/20	<u>160.00</u>
201-5960990	Misc. Contractual Services	Inv #9726	160.00			
BAKER & TAYLOR				18165	06/18/20	<u>6,551.56</u>
201-5960990	Misc. Contractual Services	Inv # 2035165811	18.83			
201-5970600	Ebooks/Books	Inv # 2035165811	58.63			
201-5960990	Misc. Contractual Services	Inv # 2035172501	28.55			
201-5970600	Ebooks/Books	Inv # 2035172501	69.91			
201-5960990	Misc. Contractual Services	Inv # 2035170122	7.05			
201-5970600	Ebooks/Books	Inv # 2035170122	47.80			
201-5960990	Misc. Contractual Services	Inv # 2035167785	5.31			
201-5970600	Ebooks/Books	Inv # 2035167785	48.82			
201-5960990	Misc. Contractual Services	Inv # 2035172245	6.03			
201-5970600	Ebooks/Books	Inv # 2035172245	64.71			
201-5960990	Misc. Contractual Services	Inv # 2035150591	10.76			
201-5970600	Ebooks/Books	Inv # 2035150591	43.63			
201-5960990	Misc. Contractual Services	Inv # 2035170098	35.72			
201-5970600	Ebooks/Books	Inv # 2035170098	168.70			
201-5960990	Misc. Contractual Services	Inv # 2035175219	12.20			
201-5970600	Ebooks/Books	Inv # 2035175219	111.95			
201-5970600	Ebooks/Books	Inv # 2035143444	460.01			
201-5960990	Misc. Contractual Services	Inv # 2035143445	29.45			
201-5970600	Ebooks/Books	Inv # 2035138767	994.21			
201-5960990	Misc. Contractual Services	Inv # 2035171036	58.65			
201-5960990	Misc. Contractual Services	Inv # 2035138768	48.00			
201-5970600	Ebooks/Books	Inv # 2035171035	958.34			
201-5960990	Misc. Contractual Services	Inv # 2035151316	2.69			
201-5970600	Ebooks/Books	Inv # 2035151316	8.96			
201-5960990	Misc. Contractual Services	Inv # 5016086334	0.70			
201-5970600	Ebooks/Books	Inv # 5016086334	50.45			
201-5960990	Misc. Contractual Services	Inv # 2035183545	59.00			
201-5970600	Ebooks/Books	Inv # 2035183545	859.20			
201-5960990	Misc. Contractual Services	Inv # 2035167312	21.93			
201-5970600	Ebooks/Books	Inv # 2035167312	228.22			
201-5960990	Misc. Contractual Services	Inv # 2035170159	1.50			
201-5970600	Ebooks/Books	Inv # 2035170159	10.78			
201-5960990	Misc. Contractual Services	Inv # 2035148615	43.85			
201-5970600	Ebooks/Books	Inv # 2035148615	489.10			
201-5960990	Misc. Contractual Services	Inv # 2035142479	46.20			
201-5970600	Ebooks/Books	Inv # 2035142479	570.49			
201-5960990	Misc. Contractual Services	Inv # 2035139145	22.50			
201-5970600	Ebooks/Books	Inv # 2035139145	262.71			
201-5960990	Misc. Contractual Services	Inv # 2035170096	6.60			
201-5970600	Ebooks/Books	Inv # 2035170096	71.28			
201-5960990	Misc. Contractual Services	Inv # 2035152215	6.63			
201-5970600	Ebooks/Books	Inv # 2035152215	62.45			
201-5960990	Misc. Contractual Services	Inv # 2035155020	2.20			
201-5970600	Ebooks/Books	Inv # 2035155020	18.78			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035180212	3.24			
201-5970600	Ebooks/Books	Inv # 2035180212	31.80			
201-5960990	Misc. Contractual Services	Inv # 0000143238	17.38			
201-5970600	Ebooks/Books	Inv # 0000143238	102.33			
201-5960990	Misc. Contractual Services	Inv # 2035148924	9.05			
201-5970600	Ebooks/Books	Inv # 2035148924	67.82			
201-5960990	Misc. Contractual Services	Inv # 2035152172	3.40			
201-5970600	Ebooks/Books	Inv # 2035152172	52.62			
201-5960990	Misc. Contractual Services	Inv # 2035167439	10.69			
201-5970600	Ebooks/Books	Inv # 2035167439	119.75			
Cecelia Reschke				18166	06/18/20	<u>72.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (2 tickets)	72.00			
Cengage Learning				18167	06/18/20	<u>1,950.00</u>
201-5970640	Databases	Inv #70169256	1,950.00			
Christine Schap				18168	06/18/20	<u>144.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (2 tickets)	144.00			
CRIMSON MULTIMEDIA DIST., INC.				18169	06/18/20	<u>2,861.87</u>
201-5970630	Visual Materials	Inv #003385	302.11			
201-5970630	Visual Materials	Inv #003384	120.00			
201-5970630	Visual Materials	Inv #003383	906.22			
201-5970630	Visual Materials	Inv #003382	181.03			
201-5970630	Visual Materials	Inv #003381	120.00			
201-5970630	Visual Materials	Inv #003380	242.14			
201-5970630	Visual Materials	Inv #003269	181.02			
201-5970630	Visual Materials	Inv #003268	211.11			
201-5970630	Visual Materials	Inv #003267	346.22			
201-5970630	Visual Materials	Inv #003161	252.02			
DE LAGE LANDEN FIANACIAL SERVICES				18170	06/18/20	<u>738.41</u>
201-5930210	Rental of Equipment	Inv #68067247	738.41			
Dorothy Baade-Haring				18171	06/18/20	<u>72.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (2 tickets)	72.00			
EBSCO INFORMATION SERVICES				18172	06/18/20	<u>3,092.00</u>
201-5970640	Databases	Inv #1000127397-1	3,092.00			
FIRST SECURITY SYSTEMS, INC.				18173	06/18/20	<u>484.30</u>
201-5930020	R&M Buildings & Structures	Invoice S89588	484.30			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18174	06/18/20	<u>482.36</u>
201-5930490	Refuse Contract	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES Inv #4931460	14.36			
201-5930490	Refuse Contract	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES Inv #4885998	468.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Geraldine Piskorski				18175	06/18/20	<u>72.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (2 tickets)	72.00			
GRAINGER				18176	06/18/20	<u>229.77</u>
201-5930020	R&M Buildings & Structures	Inv #9514542720	229.77			
ITsavvy LLC				18177	06/18/20	<u>9,996.00</u>
202-5980410	Computer Hardware	Quote #3328613	9,996.00			
Juanita Castro				18178	06/18/20	<u>36.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (1 ticket)	36.00			
LAURA MEZA				18179	06/18/20	<u>101.52</u>
201-5960210	Special Event Programming	Family ST in Spanish	101.52			
LIMRICC				18180	06/18/20	<u>50,494.87</u>
201-2401002	Payroll Liabilities	Monthly June 2020 billing	50,494.87			
MIDWEST TAPE				18181	06/18/20	<u>5,173.14</u>
201-5960990	Misc. Contractual Services	Inv 98734173	42.55			
201-5970610	E-audio/Audio	Inv 98734173	824.77			
201-5960990	Misc. Contractual Services	Inv 98734171	220.45			
201-5970610	E-audio/Audio	Inv 98734171	668.28			
201-5960990	Misc. Contractual Services	Inv 98734594	65.00			
201-5970630	Visual Materials	Inv 98734594	390.55			
201-5970630	Visual Materials	Inv 98754353	18.99			
201-5970610	E-audio/Audio	Inv 98754354	63.99			
201-5970630	Visual Materials	Inv 98754355	104.96			
201-5970630	Visual Materials	Inv 98754357	60.72			
201-5960990	Misc. Contractual Services	Inv 98754403	12.00			
201-5970630	Visual Materials	Inv 98754403	55.48			
201-5960990	Misc. Contractual Services	Inv 98754405	26.95			
201-5970610	E-audio/Audio	Inv 98754405	71.18			
201-5960990	Misc. Contractual Services	Inv 98754407	20.35			
201-5970610	E-audio/Audio	Inv 98754407	403.89			
201-5960990	Misc. Contractual Services	Inv 98754909	6.50			
201-5970630	Visual Materials	Inv 98754909	23.99			
201-5960990	Misc. Contractual Services	Inv 98754908	35.15			
201-5970630	Visual Materials	Inv 98754908	251.91			
201-5960990	Misc. Contractual Services	Inv 98755810	15.90			
201-5970610	E-audio/Audio	Inv 98755810	50.96			
201-5960990	Misc. Contractual Services	Inv 98755812	16.65			
201-5970610	E-audio/Audio	Inv 98755812	359.91			
201-5960990	Misc. Contractual Services	Inv 98754569	61.95			
201-5970630	Visual Materials	Inv 98754569	400.47			
201-5960990	Misc. Contractual Services	Inv 98754921	125.25			
201-5970630	Visual Materials	Inv 98754921	774.39			
MIDWEST TAPE				18182	06/18/20	<u>9,000.00</u>
201-5970630	Visual Materials	Document #98940377	9,000.00			
Norma Tsuhako				18183	06/18/20	<u>144.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (4 tickets)	144.00			
OAKBROOK MECHANICAL SERVICES				18184	06/18/20	<u>2,896.25</u>
201-5930020	R&M Buildings & Structures	Invoice 21183	2,896.25			
OUTSOURCE SOLUTIONS GROUP, INC.				18185	06/18/20	<u>37,310.10</u>
201-5960990	Misc. Contractual Services	Inv 53841	59.80			
201-5960990	Misc. Contractual Services	Inv 53910	350.00			
201-5960990	Misc. Contractual Services	Inv 53605	1,500.00			
201-5980420	Computer Software	Inv 53587	1,980.00			
201-5920110	Professional Services	Inv 53909	33,420.30			
OVERDRIVE, INC.				18186	06/18/20	<u>15,312.43</u>
201-5970600	Ebooks/Books	Inv 01018CP20078886	38.50			
201-5970600	Ebooks/Books	Inv 01018MA20124819	131.45			
201-5970600	Ebooks/Books	Inv 01018CP20124177	783.93			
201-5970600	Ebooks/Books	Inv 01018MA20078661	6,161.79			
201-5970600	Ebooks/Books	Inv 01018MA20123810	8,196.76			
RAILS				18187	06/18/20	<u>12,548.38</u>
201-5970600	Ebooks/Books	Inv 6654	12,548.38			
RECORD INFORMATION SERVICES INC				18188	06/18/20	<u>652.00</u>
201-5970640	Databases	Invoice 48374	652.00			
Sara Stoker				18189	06/18/20	<u>36.00</u>
201-5960210	Special Event Programming	Refund for cancelled chicago flower & garden show trip (1 ticket)	36.00			
The Wildbird Shack				18190	06/18/20	<u>130.00</u>
201-5960210	Special Event Programming	Invoice 001 - 4/29/2020 Birding Phenomenon	130.00			
THOMAS INTERIOR SYSTEMS, INC.				18191	06/18/20	<u>1,577.53</u>
201-5990900	Per Capita Grant Expenditures	Inv 112710	1,577.53			
TIAA COMMERCIAL FINANCE				18192	06/18/20	<u>1,315.82</u>
201-5930210	Rental of Equipment	Inv 7221156	1,315.82			
VALUE LINE PUBLISHING, LLC.				18193	06/18/20	<u>1,000.00</u>
201-5970640	Databases	Inv KF-687809-204B	1,000.00			
VIKING PLUMBING SERVICES, LLC				18194	06/18/20	<u>1,200.00</u>
201-5930020	R&M Buildings & Structures	Inv 2400	1,200.00			
Check List Total						<u><u>166,031.31</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

May 1, 2020 - May 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51112	05/31/20	BANKCARD SERVICES	5,431.81
51113	05/31/20	NICOR GAS	1,575.86
51114	05/31/20	VERIZON WIRELESS	863.08
51115	05/31/20	COMCAST CABLE	1,175.98
51116	05/31/20	IMRF	33,743.83
51117	05/31/20	PAYROLL DATA SERVICES INC	878.20
Vendor Check Total			<u>43,668.76</u>
Check List Total			<u><u>43,668.76</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700	5,237,084							
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029							
Other Revenue	20,277	59,951	10,134	5,628	39,652							
	20,277	695,604	2,500,786	71,729	68,681	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292	310,405							
Other Expense	302,691	149,809	93,884	149,144	122,811							
Change in A/P & AJE's	(297,307)	109,634	(134,775)	(54,288)	74,081							
	454,147	525,645	369,626	401,148	507,297	-	-	-	-	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	(438,617)	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 May 31, 2020

Total Expenses per Expense Report			<u><u>\$433,216.36</u></u>
Gross Payroll	229,200.40		
Benefits Expense	<u>81,204.59</u>		
Total Payroll Expenses		310,404.99	
Check List		209,700.07	
Total Transfers and expenses per payroll and vendor checks reports			<u>520,105.06</u>
		Variance	<u>86,888.70</u>
Less: (disbursements included above)			
IMRF		(33,743.83)	
LIMRICC		(50,494.87)	
Voided Checks		(2,650.00)	
(18008, 18077, 18011, 18060, 18066, 18079, 18093)			
			(86,888.70)
		Variance	<u><u>0.00</u></u>



DIRECTOR'S REPORT

May 2020

PLACE YOUR ORDER NOW

THREE WAYS TO ORDER:

ONLINE AT DPPL.ORG

Log into your library account and search the catalog for items you would like to check out. Place them on hold.

BY EMAIL

Email your holds requests to help@dppl.org

BY PHONE

Children's Materials: 847-376-2839
Adult Materials: 847-376-2840
Adult Reference: 847-376-2841

DPPL.ORG/ CARRYOUT

For all the details, DPPL cardholders only, DPPL materials only.



CARRY-OUT SERVICE STARTS JUNE 15TH

NEW ON THE DPPL BLOG

DPPL's Race & Social Justice Reading List



Library Book Drops REOPEN Monday June 1st

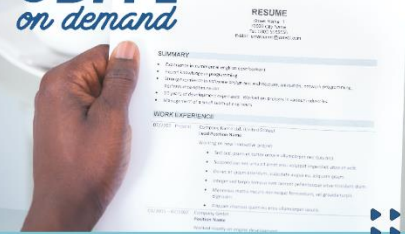


AS PRERECORDED PROGRAMS

DPPL On Demand | Grounded Recs Book Talks | Great DPPL Bake-Along | Miner Recs Podcast

HOSTED ON FACEBOOK | INSTAGRAM | YOUTUBE | DPPL BLOG

DPPL
on demand



How to use *HelpNow* at dppl.org to get personalized feedback on your resume



GROUND
MINER RECS
STAFF PICK

CAPTAIN FANTASTIC
DIRECTED BY MATT ROSS



NEW ON THE DPPL BLOG

DPPL'S FAVORITE
Literary Drinks



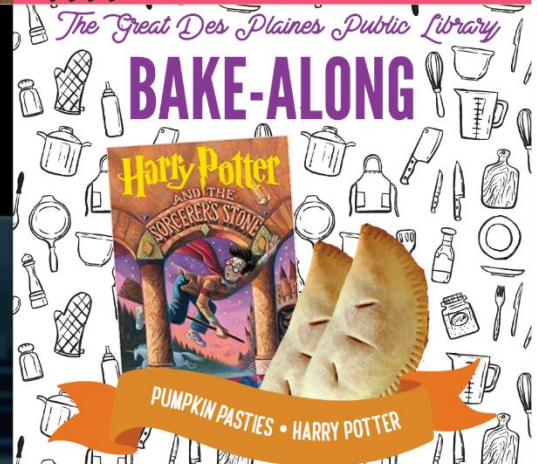
DPPL
on demand

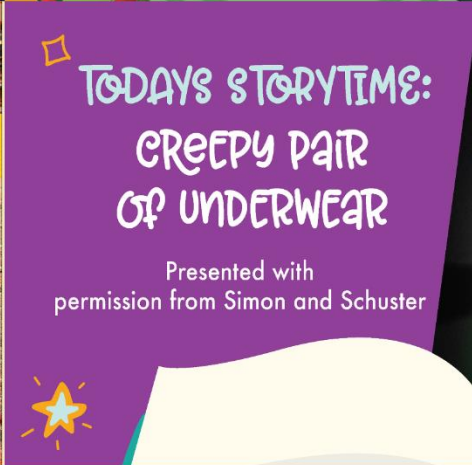
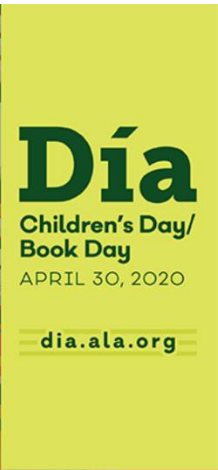


What is *RomanceBookCloud*?



Episode
66
Now
Available





THIS WEEK WE'RE MAKING WATERING CANS



FAMILY FRIDAYS
Bring the family for a night of fun at the library!

Send a Drawing & Join DPPL's Family Patchwork "Quilt" Project

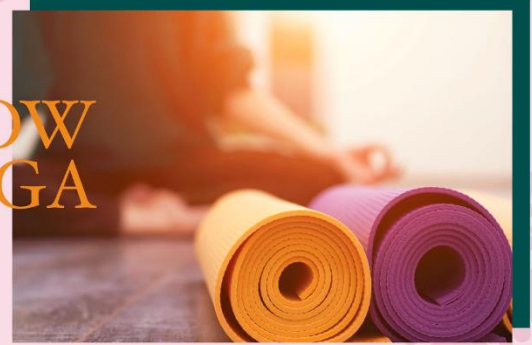


LIVE PROGRAMS

HOSTED ON ZOOM AND PROMOTED ON
FACEBOOK | INSTAGRAM | YOUTUBE |
DPPL BLOG

slow FLOW YOGA

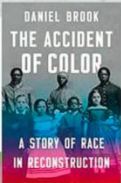
Tuesday,
May 26
7 - 7:40 PM



Join us via Zoom as Annic, librarian and certified yoga instructor, leads a slow-flow yoga class



Wednesday, May 20
at 6 pm



THE ACCIDENT OF COLOR:
A STORY OF RACE IN RECONSTRUCTION
by *daniel brook*

The BIRDING Phenomenon

FRIDAY, MAY 29
1 PM ON ZOOM



BIRDING IS RAPIDLY BECOMING A PHENOMENON IN TODAY'S CHANGING WORLD. WE WILL EXPLORE THEIR UNIQUE CHARACTERISTICS & HOW TO ATTRACT THEM TO YOUR YARD PRESENTED BY ALYSE BURMAN FROM THE WILDBIRD SHACK.

virtual CURIOSITY CAFE

THURSDAY, MAY 14
10:30-11:30 AM

Pour a cup of coffee, and join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Pamela Ronald :
The Case for Engineering our



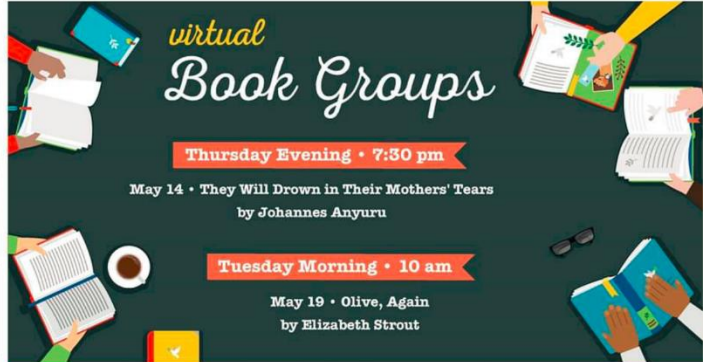
virtual Book Groups

Thursday Evening • 7:30 pm

May 14 • They Will Drown in Their Mothers' Tears
by Johannes Anyuru

Tuesday Morning • 10 am

May 19 • Olive, Again
by Elizabeth Strout



Electronic books are available at dppl.org by using your Des Plaines library card. Registration is required for this virtual program on Zoom.

TEENS & PARENTS

COLLEGE PLANNING

DEVELOPING A 4-YEAR PLAN FOR SUCCESS

WEDNESDAY
05.13.21
6:30 - 8 PM
JOIN US VIA ZOOM

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY



virtual CURIOSITY CAFE

THURSDAY, MAY 21
10:30-11:30 AM

Pour a cup of coffee, and join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Leyla Acaroglu:
Paper Beats Plastic? How To
Rethink Environmental Folklore

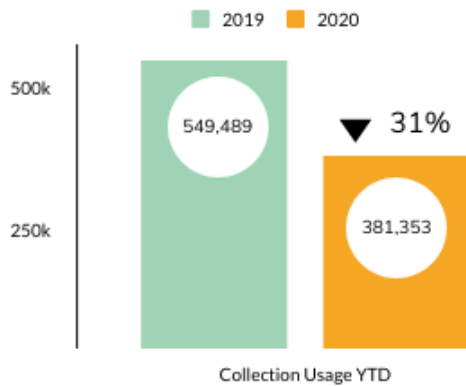




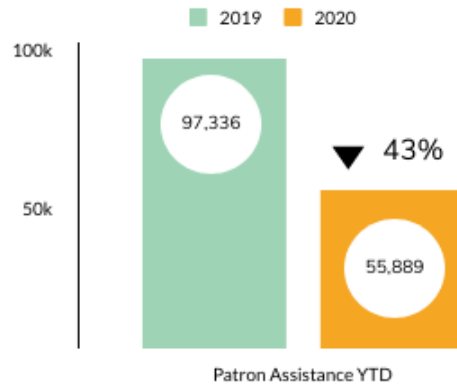
STATISTICS REPORT

May 2020

Collection Usage YTD



Patron Assistance YTD



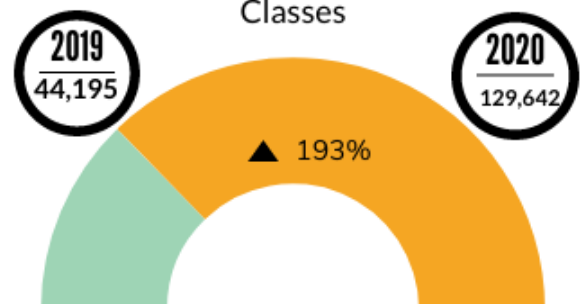
Bookings YTD

Events, Programs & Classes

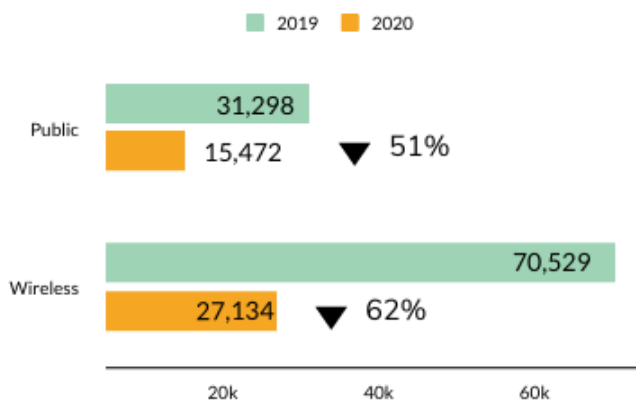


Attendance YTD

Events, Programs, Outreach & Classes

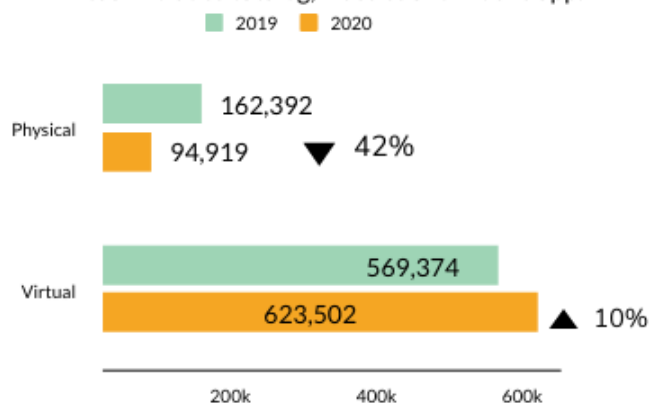


Computer Usage YTD



Traffic YTD

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



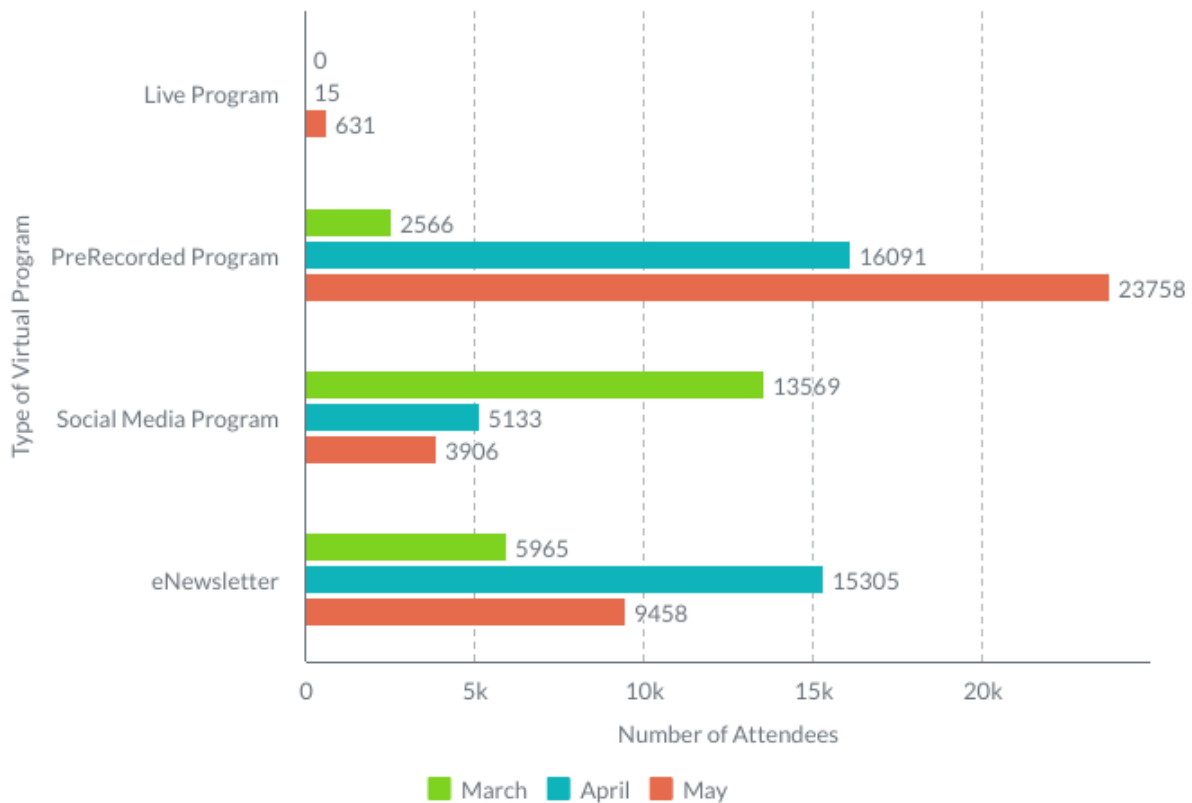


STATISTICS REPORT

May 2020

VIRUTAL PROGRAM STATISTICS	March Attendance	April Attendance	May Attendance	YTD Virtual Attendance
Live Program	0	15	631	646
<i>Report Tag LIVE: Zoom or Facebook Live events, meetups, etc.</i>				
PreRecorded Program	2,566	16,091	23,758	42,415
<i>Report Tag PRE: Includes Videos: DPPL on Demand, Miner Recs Book Talks, Storytimes, Misc videos; Blog based programs: Bake-Along, Where's Rocky, Family Fridays, Wednesday Crafternoons, Letter of the Week, etc.</i>				
Social Media Based Program	13,569	5,133	3,906	22,608
<i>Report Tag SM: Delivery of info about Services, Products, Library News primarily via social media.</i>				
eNewsletters Based Program	5,965	15,305	9,458	30,728
<i>Report Tag NEWS: Miner Recs Weekly eNews; Des Plaines Memory eNews, Happening at DPPL eNews</i>				
TOTAL	22,100	36,544	37,753	96,397

Virtual Program Attendance



Board Stats Reporting Form

MAY 2020

COLLECT			
		Year to Date 2020	381,353
		Year to Date 2019	549,489
		% Change	-31%
PATRON ASSISTANCE			
		Year to Date 2020	55,889
		Year to Date 2019	97,336
		% Change	-43%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	2,968
		Year to Date 2019	5,214
		% Change	-43%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	129,642
		Year to Date 2019	44,195
		% Change	193%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	94,919
		Year to Date 2019	162,392
		% Change	-42%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	623,502
		Year to Date 2019	569,374
		% Change	10%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,342
		Current month valid library cards 2019	25,100
		% Change	5%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	15,472
		Year to Date 2019	31,298
		% Change	-51%
		Wireless	
		Year to Date 2020	27,134
		Year to Date 2019	70,529
		% Change	-62%

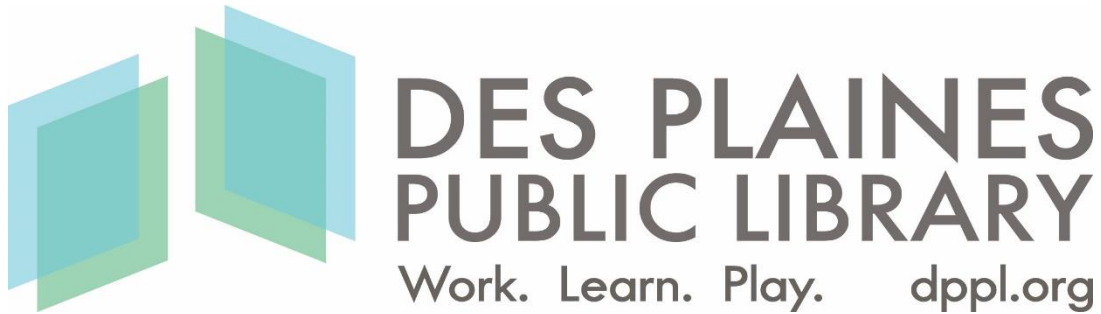
STATISTICS REPORT		JAN	FEB	Mar	April	May	YTD
COLLECTION USAGE							
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	206,601
	E-materials	11,367	10,857	13,184	16,102	17,125	68,635
	ILL	549	598	333	5	2	1,487
	Databases	20,383	16,378	20,744	23,829	23,296	104,630
2020	Total	114,893	108,186	77,675	39,999	40,600	381,353
	Physical materials	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
PATRON ASSISTANCE							
	Youth Services	2,466	2,130	946	13	11	5,566
	Adult Services	9,051	9,505	6,077	33	29	24,695
	PAMS	9,811	9,549	5,742	402	124	25,628
2020	Total	21,328	21,184	12,765	448	164	55,889
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS							
	Youth Services	82	93	22	11	0	208
	Adult Services	124	142	45	4	0	315
	Virtual Services-Youth Services (20) and Adult Services (19)	0	0	0	0	39	39
	Outside groups	15	26	16	0	0	57
	Public study rooms	779	800	770	0	0	2,349
2020	Total	1,000	1,061	853	15	39	2,968
	Youth & Adult Services	134	164	191	189	132	810
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE							
	Youth Services	913	1,070	211	0	0	2,194
	Adult Services	6,793	6,804	1,521	0	0	15,118
	Virtual Services	0	0	22,100	36,544	37,753	96,397
	Outside groups	321	235	2,870	0	0	3,426
	Public study rooms	1,459	1,664	1,472	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	7,043
	Outreach-Adult Services	586	283	0	0	0	869
2020	Total	10,914	13,127	29,881	36,914	38,806	129,642
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	13,115
	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
TRAFFIC							
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	94,919
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	162,392
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	623,502
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	569,374
LIBRARY CARD OWNERSHIP-report the latest month							
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,342
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	25,100	25,100
COMPUTER USAGE							
	Public computers-Youth Services	916	926	378	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	13,252
2020	Total	5,952	6,241	3,279	0	0	15,472
	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
2020	Wireless	9,570	10,556	3,015	2,040	1,953	27,134
	Total	9,570	10,556	3,015	2,040	1,953	27,134
	Wireless	11,656	14,000	15,467	14,674	14,732	70,529
2019	Total	11,656	14,000	15,467	14,674	14,732	70,529

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2020 through July 2021 on the third Thursday of each month at 7:00 PM in the second floor Conference Room. **Exceptions are February 18, 2021 when the meeting is at 5:00 PM. and July 15, 2021 when the meeting is at 4:00 PM.**

Month	Day	Year
August	20	2020
September	17	2020
October	15	2020
November	19	2020
December	17	2020
January	21	2021
February	18	2021
March	18	2021
April	15	2021
May	20	2021
June	17	2021
July	15	2021

Jo Bonell
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 [2.6]

$$(1 / 2) \times 3 = \text{Fee}$$

[Income divided by population multiplied by average household size]

Non-Resident Fees 2019

Arlington Heights	\$441.00
Mount Prospect	\$540.00
Niles	\$293.00
Park Ridge	\$330.00
Des Plaines	\$278.00

Non-Resident Fees 2020

Arlington Heights	\$442.00
Mount Prospect	\$550.00
Niles	\$291.00
Park Ridge	\$425.00
Des Plaines	<u>\$278.00</u>

* Provided by Illinois State Library.



SUPPLEMENTAL NOTICE

Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on July 16, 2020 at 4:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, July 15 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, July 16 at 3:00 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, JULY 16, 2020

4:00 PM*

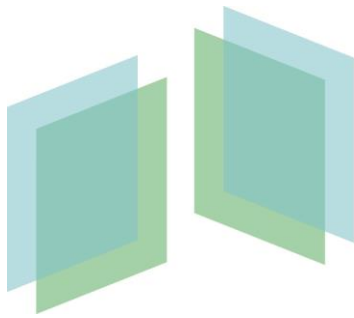
Conference Room – Second Floor

Agenda:

- **Installation of Trustees**
- **Approve Intergovernmental Agreement for Library Services and District 62**
- **Approve Policy C-7A, Covid-19 Pandemic**
 - **Executive Session**
 - **Discuss Probable or Imminent Litigation**

***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.



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PUBLIC LIBRARY**
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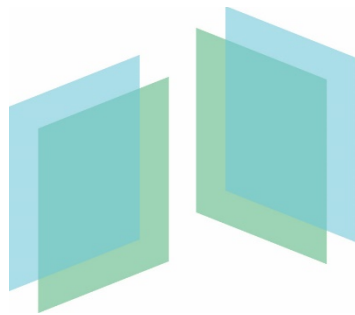
DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
July 16, 2020
4:00 PM

- I. Call to Order. (4:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (4:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (4:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – June 18, 2020.
 - B. Acceptance of Financial Reports for June 2020.
 - C. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
- VI. New Business. (4:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$270,980.69. [Action Item]
 - B. Approve Library Policy C-7A, Covid-19 Pandemic. [Action Item]
 - C. Approve Intergovernmental Agreement for Library Services and District 62. [Action Item]
 - D. Report Out Nominating Committee – President, Vice President, Treasurer and Secretary. [Action Item]

- VII. Nominating Committee. (4:30 p.m.)
 - A. Election of Officers – President, Vice President, Treasurer and Secretary.
 - B. Oath of Office.
- VIII. Announcements. (4:40 p.m.)
- IX. Correspondence.
- X. Other
- XI. Executive Session. (4:50 p.m.)
 - A. To Discuss Probable or Imminent Litigation.
- XII. Executive Session Action.
 - A. To Discuss Probable or Imminent Litigation.
- XIII. Adjournment. (5:00 p.m.)

This meeting will be recorded for television broadcast.



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PUBLIC LIBRARY**
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DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 18, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, June 18, 2020. President Gregory Sarlo called the meeting to order at 7:08 p.m.

II. ROLL CALL.

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

Also present: Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

MOTION by Umair Qadeer, seconded by Vincent Rangel, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern about the library's current officers and their years in office.

V. CONSENT AGENDA.

Trustee Nicholas Harkovich asked to remove C. Acceptance of Financial Reports for May 2020 and D.2. Statistics Report.

Trustee Denise Hudec asked to remove D.1. Statistics Report.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the following Consent Agenda items:

A. Approval of the Minutes of the Regular Board Meeting – May 21, 2020.

B. Approval of the Minutes of the Finance Committee Meeting – May 21, 2020.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Nicholas Harkovich stated that there was not an expense for custodial services for May 2020 and since this service is budgeted for the year, what would happen to funds allocated but not spent. Library Director Jo Bonell explained that those funds would roll over into the next year and would become part of the library's fund balance.

Trustee Nicholas Harkovich stated that natural gas costs for May 2020 were \$1575.86 and asked why there was a cost, since the building was closed to the public. Library Director Jo Bonell explained that the building, even though closed to the public, was still being heated, but at a reduced temperature.

Trustee Denise Hudec asked if the library would received Per Capita Grant funds and Library Director Jo Bonell stated that she received an award letter, but that those funds could be delayed.

Trustee Denise Hudec asked if the Cash Flow Summary report for 2019 could be included in the library board packet, in addition to the 2020 report and Library Director Jo Bonell stated that she would include this report in future board packets.

Trustee Denise Hudec asked for an explanation for a check made payable to IT Savvy in the amount of \$9,996. Library Director Jo Bonell responded that this was for laptops for the Forum and was a budgeted expense and part of the library's lifecycle program.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the following Consent Agenda item:

- C. Acceptance of Financial Reports for May 2020
- D. Acceptance of Reports.
 - 1. Director's Report.
 - 2. Statistics Report.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$209,700.07. [Action Item]

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve payment of vendor checks and ACH Payments in the amount of \$209,700.07 as listed on the vendor checks report of May 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- B. Approve Library Board Meeting Dates. [Action Item]

MOTION by Bruce Lester, seconded by Umair Qadeer, to approve the Library Board Meeting Dates for 2020/2021, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- C. Approve Non-Resident Fee. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the Non-Resident Fee of \$278.00/year, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- D. Approve Committee to Nominate Board of Trustee Officers for 2020/2021.

Secretary Carol Kidd stated that the Nominating Committee would be Trustees Bruce Lester, Chair, Kristen Graack and Nicholas Harkovich. The Nominating Committee will meet and report at the July Board meeting.

VII. ANNOUNCEMENTS.

President Gregory Sarlo stated that the July 16, 2020 Board of Trustees meeting would be held by electronic remote participation at 4:00 p.m.

President Gregory Sarlo talked about the Semi-Annual Board Dinner on July 16 and asked the board to consider a restaurant with outdoor seating. This could be decided closer to the July board date. Trustees Bruce Lester and Umair Qadeer stated that a board dinner could be considered controversial, since the board meeting is by electronic remote participation.

VIII. CORRESPONDENCE.

None.

IX. OTHER.

None.

X. Executive Session.

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

MOTION by Kristen Graack, seconded by Bruce Lester, to enter into Executive Session at 7:44 p.m. to discuss Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:44 p.m. and was called to order by President Gregory Sarlo.

X. Executive Session Action.

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the salary agreed upon in Executive Session for the Library Director. ROLL CALL VOTE: AYES: Capper, Graack, Lester, Qadeer, Rangel, Sarlo. NAYS: Harkovich. ABSTAIN: Hudec. MOTION CARRIED.

X. ADJOURNMENT.

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

Meeting adjourned at 8:48 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
June 30, 2020

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



July 06, 2020

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, 2020 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,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of June 30, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,047,378.18	\$ 1,764,613.48	\$ 4,811,991.66
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,123,865.90	\$ 1,764,613.48	\$ 10,888,479.38
LIABILITIES			
Accounts Payable	\$ 174,202.80	\$ 51,994.85	\$ 226,197.65
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	473,522.28	51,994.85	525,517.13
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,543,022.28	51,994.85	6,595,017.13
FUND BALANCE			
Fund Balance - Unreserved	2,546,092.82	1,712,618.63	4,258,711.45
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,580,843.62	1,712,618.63	4,293,462.25
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,123,865.90	\$ 1,764,613.48	\$ 10,888,479.38

Des Plaines Public Library

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

For the 6 Months Ended June 30, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,221,435.37	\$ -	\$ 3,221,435.37
Intergovernmental	23,247.00	-	23,247.00
Fines & Fees	13,336.51	-	13,336.51
Interest	14,042.60	8,863.43	22,906.03
Special Events and Programs	1,811.69	-	1,811.69
Miscellaneous	31,892.64	-	31,892.64
Total Revenues	<u>3,305,765.81</u>	<u>8,863.43</u>	<u>3,314,629.24</u>
EXPENDITURES			
Personnel	\$ 1,349,693.52	\$ -	\$ 1,349,693.52
Operating	1,122,858.31	-	1,122,858.31
Library Materails	364,090.47	-	364,090.47
Capital Outlay	31,103.38	67,658.85	98,762.23
Other Expenditures	<u>16,797.00</u>	<u>-</u>	<u>16,058.59</u>
Total Expenditures	<u>2,884,542.68</u>	<u>67,658.85</u>	<u>2,952,201.53</u>
Net Change in Fund Balances	<u>421,223.13</u>	<u>(58,795.42)</u>	<u>362,427.71</u>
FUND BALANCES			
Beginning of the year	<u>2,159,620.49</u>	<u>1,771,414.05</u>	<u>3,931,034.54</u>
End of the period	<u>\$ 2,580,843.62</u>	<u>\$ 1,712,618.63</u>	<u>\$ 4,293,462.25</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of June 30, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	104,890.08
202-1102015 - First Midwest Operating #8100292260	<u>268,210.43</u>
	<u>373,100.51</u>
201-1102028 - Cash Library Donations	<u>204,612.51</u>
201-1102079 - IL Funds - 151600222591	2,737,375.59
202-1102079 - IL Funds - 151600222591	<u>1,496,403.05</u>
	<u>4,233,778.64</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,811,991.66</u></u>

Des Plaines Public Library
Balance Sheet as of June 30, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	73,608.84	31,281.24	104,890.08
1102028 - Cash Library Donations	204,605.33	7.18	204,612.51
1102079 - IL Funds - 151600222591	3,184,290.12	(446,914.53)	2,737,375.59
1118000 - Receivable - Property Taxes	<u>6,076,487.72</u>	<u>0.00</u>	<u>6,076,487.72</u>
	<u>9,539,492.01</u>	<u>(415,626.11)</u>	<u>9,123,865.90</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	156,035.31	18,167.49	174,202.80
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,524,854.79</u>	<u>18,167.49</u>	<u>6,543,022.28</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	<u>2,124,869.69</u>	<u>0.00</u>	<u>2,124,869.69</u>
	<u>2,159,620.49</u>	<u>0.00</u>	<u>2,159,620.49</u>
Total Liabilities and Fund Balance	<u>8,684,475.28</u>	<u>18,167.49</u>	<u>8,702,642.77</u>
Excess Revenues Over Expenses	<u>855,016.73</u>	<u>(433,793.60)</u>	<u>421,223.13</u>

Des Plaines Public Library
Balance Sheet as of June 30, 2020

	<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	226,211.58	41,998.85	268,210.43
1102079 - IL Funds - 151600222591	1,547,867.75	(51,464.70)	1,496,403.05
	<u>1,774,079.33</u>	<u>(9,465.85)</u>	<u>1,764,613.48</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	9,996.00	41,998.85	51,994.85
	<u>9,996.00</u>	<u>41,998.85</u>	<u>51,994.85</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	<u>1,781,410.05</u>	<u>41,998.85</u>	<u>1,823,408.90</u>
Excess Revenues Over Expenses	<u>(7,330.72)</u>	<u>(51,464.70)</u>	<u>(58,795.42)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
<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
Total Liabilities and Fund Balance	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>

Des Plaines Public Library
Balance Sheet as of June 30, 2020

	<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	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
Total Liabilities and Net Capital Assets	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</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, 2020**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810025 - 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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	0.00	3,221,435.37	6,100,000.00	2,878,564.63	52.81
	<u>0.00</u>	<u>3,221,435.37</u>	<u>6,100,000.00</u>	<u>2,878,564.63</u>	<u>52.81</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	0.00	3,000.00	3,000.00	0.00
	<u>0.00</u>	<u>23,247.00</u>	<u>168,988.00</u>	<u>145,741.00</u>	<u>13.76</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	0.00	2,037.93	9,000.00	6,962.07	22.64
201-4850102 - Library Fines	(136.37)	6,133.03	30,000.00	23,866.97	20.44
201-4850201 - Copying Fees	0.00	4,195.55	27,000.00	22,804.45	15.54
201-4850207 - Non-Res Cards	0.00	834.00	3,000.00	2,166.00	27.80
201-4850208 - Meeting Room Fees	0.00	136.00	3,000.00	2,864.00	4.53
	<u>(136.37)</u>	<u>13,336.51</u>	<u>72,000.00</u>	<u>58,663.49</u>	<u>18.52</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	921.92	1,811.69	5,000.00	3,188.31	36.23
	<u>921.92</u>	<u>1,811.69</u>	<u>5,000.00</u>	<u>3,188.31</u>	<u>36.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	1,106.24	14,042.60	76,000.00	61,957.40	18.48
	<u>1,106.24</u>	<u>14,042.60</u>	<u>76,000.00</u>	<u>61,957.40</u>	<u>18.48</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	1,624.00	29,414.39	50,000.00	20,585.61	58.83
201-4899910 - Vending Machine Revenue	0.00	350.45	1,500.00	1,149.55	23.36
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	0.00	2,127.80	0.00	(2,127.80)	0.00
	<u>1,624.00</u>	<u>31,892.64</u>	<u>56,500.00</u>	<u>24,607.36</u>	<u>56.45</u>
Total Library Fund	<u><u>3,515.79</u></u>	<u><u>3,305,765.81</u></u>	<u><u>6,478,488.00</u></u>	<u><u>3,172,722.19</u></u>	<u><u>51.03</u></u>

Des Plaines Public Library
 Revenue Report
 For the 6 Months Ended June 30, 2020

	<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>530.15</u>	<u>8,863.43</u>	<u>100.00</u>	<u>(8,763.43)</u>	<u>8,863.43</u>
	<u>530.15</u>	<u>8,863.43</u>	<u>100.00</u>	<u>(8,763.43)</u>	<u>8,863.43</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>530.15</u></u>	<u><u>8,863.43</u></u>	<u><u>500,100.00</u></u>	<u><u>491,236.57</u></u>	<u><u>1.77</u></u>
Total of All Funds	<u><u>4,045.94</u></u>	<u><u>3,314,629.24</u></u>	<u><u>6,978,588.00</u></u>	<u><u>3,663,958.76</u></u>	<u><u>47.50</u></u>

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 2020**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	174,930.88	1,021,691.85	2,410,733.00	1,389,041.15	42.38
5910200 - Part-time Salaries	<u>48,077.26</u>	<u>328,001.67</u>	<u>834,840.00</u>	<u>506,838.33</u>	<u>39.29</u>
	<u>223,008.14</u>	<u>1,349,693.52</u>	<u>3,245,573.00</u>	<u>1,895,879.48</u>	<u>41.59</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,364.01	109,086.16	241,013.00	131,926.84	45.26
5918021 - Employer Contribution - IMRF	22,253.44	135,059.46	309,489.00	174,429.54	43.64
5918040 - Life Insurance Premiums	132.80	849.92	1,932.00	1,082.08	43.99
5918050 - PPO Insurance Premiums	23,924.60	170,501.74	321,453.00	150,951.26	53.04
5918051 - HMO Insurance Premiums	15,461.87	121,422.55	236,951.00	115,528.45	51.24
5918055 - Dental Insurance Premiums	1,398.56	8,957.59	20,485.00	11,527.41	43.73
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>79,535.28</u>	<u>557,932.42</u>	<u>1,156,323.00</u>	<u>598,390.58</u>	<u>48.25</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	35,851.60	252,832.39	431,416.00	178,583.61	58.61
5920120 - Communication Services	1,593.52	9,668.57	22,000.00	12,331.43	43.95
5920140 - Integrated Library System	0.00	45,288.16	90,600.00	45,311.84	49.99
5920202 - Conferences	130.00	4,281.48	5,000.00	718.52	85.63
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	0.00	4,811.25	7,000.00	2,188.75	68.73
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	6,438.66	42,056.40	128,890.00	86,833.60	32.63
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	9,444.01	19,300.00	9,855.99	48.93
5930320 - Cleaning/Custodial Services	12,292.50	29,269.20	69,460.00	40,190.80	42.14
5930490 - Refuse Contract	177.00	1,847.36	4,320.00	2,472.64	42.76
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	6,856.05	25,655.93	70,450.00	44,794.07	36.42
5960990 - Misc. Contractual Services	<u>5,679.34</u>	<u>38,519.64</u>	<u>102,145.00</u>	<u>63,625.36</u>	<u>37.71</u>
	<u>69,676.58</u>	<u>564,925.89</u>	<u>1,089,856.00</u>	<u>524,930.11</u>	<u>51.83</u>
<u>Commodities</u>					
5970100 - Supplies	688.20	11,434.09	49,000.00	37,565.91	23.33
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	61.26	4,225.40	17,700.00	13,474.60	23.87
5970170 - Janitorial	767.70	4,452.69	19,000.00	14,547.31	23.44
5970260 - Postage & Parcel	0.00	1,634.86	6,000.00	4,365.14	27.25
5970500 - Water Bill	854.32	2,530.19	12,000.00	9,469.81	21.08
5970600 - Ebooks/Books	21,466.17	105,372.83	368,000.00	262,627.17	28.63

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 2020**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	3,553.35	32,576.84	80,000.00	47,423.16	40.72
5970620 - E-Subscriptions/Subscriptions	64.17	18,141.72	68,430.00	50,288.28	26.51
5970630 - Visual Materials	8,840.76	48,578.98	167,000.00	118,421.02	29.09
5970640 - Databases	22,852.64	124,097.56	185,000.00	60,902.44	67.08
5970810 - Natural Gas	1,016.89	10,904.83	25,000.00	14,095.17	43.62
5970850 - Gasoline	0.00	79.96	500.00	420.04	15.99
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
	<u>60,165.46</u>	<u>364,090.47</u>	<u>1,005,630.00</u>	<u>641,539.53</u>	<u>36.21</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,318.28	8,110.00	1,791.72	77.91
5980410 - Computer Hardware	245.52	(576.56)	7,500.00	8,076.56	(7.69)
5980420 - Computer Software	3,940.00	25,333.02	39,265.00	13,931.98	64.52
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>28.64</u>	<u>3,500.00</u>	<u>3,471.36</u>	<u>0.82</u>
	<u>4,185.52</u>	<u>31,103.38</u>	<u>58,375.00</u>	<u>27,271.62</u>	<u>53.28</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	13,930.79	73,000.00	59,069.21	19.08
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>0.00</u>	<u>2,127.80</u>	<u>0.00</u>	<u>(2,127.80)</u>	<u>0.00</u>
	<u>0.00</u>	<u>16,058.59</u>	<u>633,000.00</u>	<u>616,941.41</u>	<u>2.54</u>
 Total Library Fund Expenditures	 <u>437,309.39</u>	 <u>2,884,542.68</u>	 <u>7,188,757.00</u>	 <u>4,304,214.32</u>	 <u>40.13</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	51,994.85	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	0.00	12,421.00	152,750.00	140,329.00	8.13
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>3,243.00</u>	<u>13,000.00</u>	<u>9,757.00</u>	<u>24.95</u>
	<u>51,994.85</u>	<u>67,658.85</u>	<u>283,250.00</u>	<u>215,591.15</u>	<u>23.89</u>
 Total Capital Projects Fund Expenditures	 <u>51,994.85</u>	 <u>67,658.85</u>	 <u>323,250.00</u>	 <u>255,591.15</u>	 <u>20.93</u>
 Total of All Funds	 <u>489,304.24</u>	 <u>2,952,201.53</u>	 <u>7,512,007.00</u>	 <u>4,559,805.47</u>	 <u>39.30</u>



DIRECTOR'S REPORT

June 2020



The Lobby Is **OPEN**

SELF-SERVICE HOLDS PICK UP | SELF CHECKOUT |
COPYING | ACCOUNT ASSISTANCE | & MORE

MONDAY-FRIDAY 10am - 7pm SATURDAY 10am - 4pm SUNDAY 1pm - 4pm

DPPL.ORG/REOPENING



COMPUTERS NOW OPEN

RESERVATION REQUIRED.
CALL 847-376-2841
TO MAKE YOUR APPOINTMENT.

DPPL LIBRARY CARD REQUIRED. | SELF-SERVICE ONLY. | 4TH FLOOR PUBLIC PCS ONLY.

SUMMER 2020 CHALLENGE • JULY 1 – AUGUST 7

DES PLAINES *together*



LOOK FOR ME IN YOUR MAILBOX SOON!

LEARN MORE AT DPPL.ORG/SUMMER



Des Plaines Public Library **CARRY-OUT SERVICE IS NOW OPEN**

ALL THE DETAILS AT:
DPPL.ORG/CARRYOUT



HELP US KEEP DPPL A SAFE & HEALTHY SPACE

Due to the Covid-19 pandemic, the Library will enforce the following rules of conduct until the Governor of the State of Illinois declares the threat of the pandemic to be over:

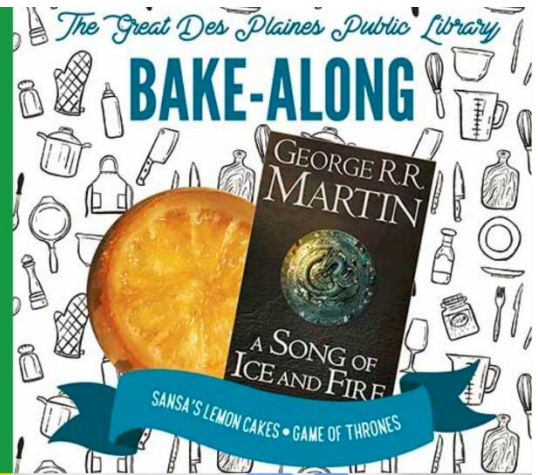
A All persons in the Library must wear a facemask. If a patron is unable to wear a mask for medical reasons, the Library will endeavor to deliver materials to that patron



AS PRERECORDED PROGRAMS

DPPL On Demand | Grounded Recs Book Talks | Great DPPL Bake-Along | Miner Recs Podcast

HOSTED ON FACEBOOK | INSTAGRAM | YOUTUBE | DPPL BLOG



DPPL on demand

Accessing Consumer Reports
anytime, anywhere with your
library card





DES PLAINES AREA
Recursos Económicos & De Comida Local
Financial & Economic Resources

NEW ON THE DPPL BLOG

A Guide to Available COVID-19 Related Financial Resources & Assistance



USE HELPNOW TO WRITE AN EFFECTIVE RESUME



Learn about the
Library's health page &
wellness resources

FRESH INK

*** **TEEN READ ALONG** ***

JOIN US TO DISCUSS ONE STORY EVERY MONDAY AT 7 PM STARTING 6/1



TEENS

CODE Q

LGBTQ SOCIAL CLUB

THE LAST TUESDAY OF THE MONTH JUNE - AUGUST

Join us on Zoom to watch movies, play games, & show support.

TEENS

virtual *yoga*

Tuesday, June 16
6 pm

Join Anne, our resident Yoga Guru, for a live yoga class from the library. No prior experience necessary, just wear comfortable clothes to stretch, strengthen, balance, and relax!

Grades 7 - 12

TEEN PROGRAMS

TEENS

trivia

HUNGER GAMES

MONDAY, JUNE 15 - SUNDAY, JUNE 21

TEENS

THURSDAY, JUNE 25
@ 4 PM

virtual **TEEN ADVISORY BOARD**

Join us virtually for our TAB Meeting. This is all new for us so we would love your input to tell us how we can best serve you during these times!

TEENS

Animal Crossing Meetup

Friday, June 26

Drop in between 2 and 3:30 pm to visit our DPPL island at home on your Nintendo Switch!



DES PLAINES PUBLIC LIBRARY

VIRTUAL FAMILY FRIDAY

Glow in the Dark Bowling Fun

THIS WEEK WE TAKE IT INDOORS!

♪ We Like to Move It, Groove It ♪

TODAYS RHYMES:
TWO LITTLE BLACKBIRDS
OPEN, SHUT THEM

DES PLAINES PUBLIC LIBRARY

MOVE & GROOVE

virtual craftermornings

JUNGLE THEMED DESK ORGANIZER



YS PRERECORDED PROGRAMS

Hosted On Facebook | Instagram
| YouTube | DPPL Blog

Family craft fun!

virtual craftermornings

BUBBLE ART

TODAYS RHYMES:
APPLE ROLL &
FIVE PIGS SO SQUEAKY CLEAN

LIVE PROGRAMS

HOSTED ON ZOOM AND PROMOTED ON
FACEBOOK | INSTAGRAM | YOUTUBE |
DPPL BLOG

virtual Book Groups

Tuesday Morning • 10 am
June 8 • Little Gods
by Meng Jin

Thursday Evening • 7:30 pm
June 11 • The Heart is a Lonely Hunter
by Carson McCullers

Books are available on Hoopla by using your Des Plaines library card. Registration is required for this virtual program on Zoom.

DES PLAINES PUBLIC LIBRARY • DPPL.ORG

new films every other tuesday

FILM TALK TUESDAYS

Watch a film for free on Kanopy or Hoopla beforehand and join us on Zoom to discuss.

JUNE 16 NOWHERE IN AFRICA
7 PM
135 MINUTES
NOT RATED

The extraordinary tale of a Jewish family who flees the Nazi regime in 1938 for a remote farm in Kenya

TEENS Animal Crossing Meetup

FRIdAY, JuNe 26 @ 2 PM

Drop in between 2 and 3:30 pm to visit our DPPL island at home on your Nintendo Switch!

DES PLAINES PUBLIC LIBRARY • DPPL.ORG

virtual YOGA

Wednesday, June 24 • 8 PM

Join us from home as our certified yoga instructor Annie leads a yoga class where we'll move our bodies and still our minds.

virtual CURIOSITY CAFE

THURSDAY, JUNE 25
10:30-11:30 AM

Pour a cup of coffee, and join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Iyad Rahwan: What Moral Decisions Should a Driverless Car Make?

HUNGER GAMES trivia

MONDAY, JUNE 15TH - SUNDAY, JUNE 21ST

We want to test your knowledge of The Hunger Games to see who is the biggest fan! Every question you answer will earn you a chance to win a gift card to a local restaurant. For teens in grades 7-12.

THERE WILL ALSO BE CONTEST FOR BEST COSTUME, DRESS UP AND TAG #DPPLHUNGERGAMES FOR A CHANCE TO WIN!

Wild Times

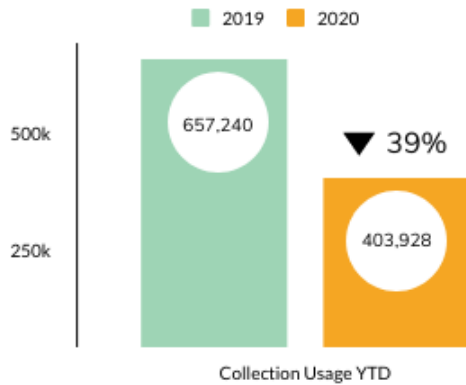
Have a "wild time" during this high-energy musical storytime - live from the library on Zoom! Best for birth - 5, with adult



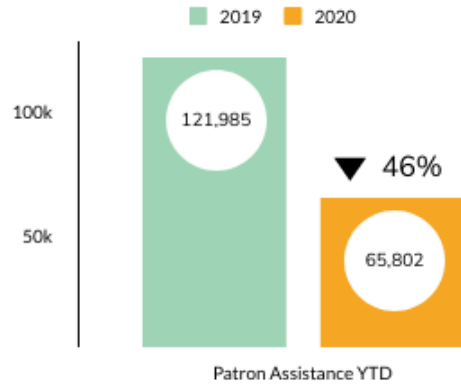
STATISTICS REPORT

June 2020

Collection Usage YTD



Patron Assistance YTD



Bookings YTD

Events, Programs & Classes

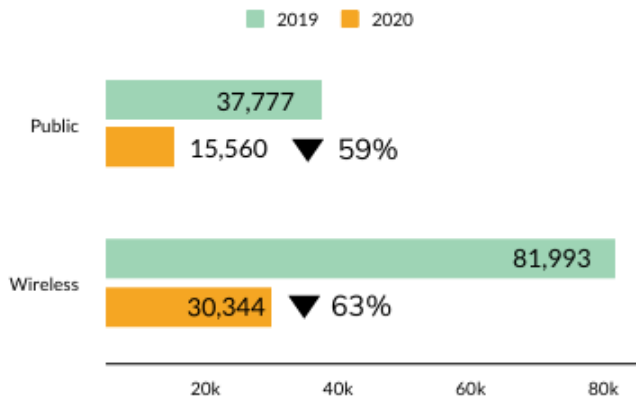


Attendance YTD

Events, Programs, Outreach & Classes

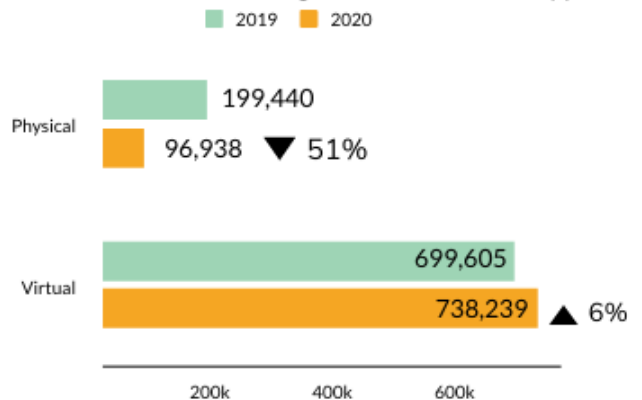


Computer Usage YTD



Traffic YTD

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

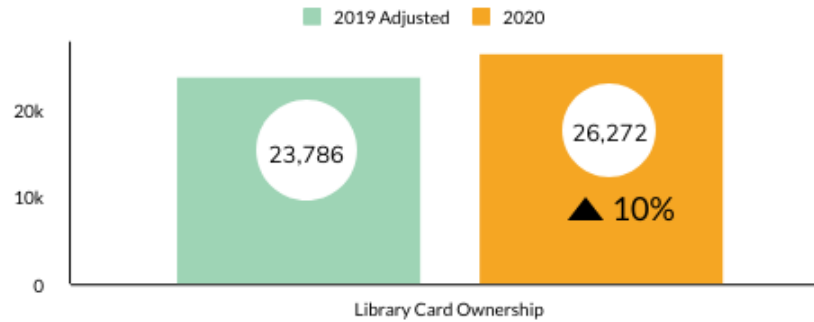




STATISTICS REPORT

June 2020

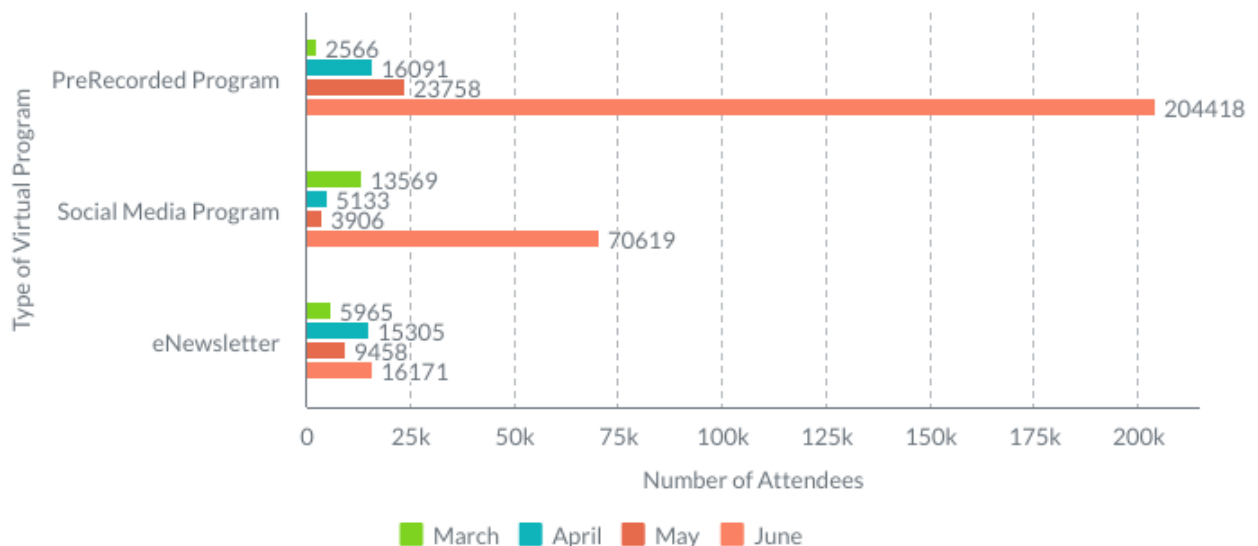
Library Card Year To Year



VIRUTAL PROGRAM STATISTICS	March	April	May	June	YTD Virtual Attendance
PreRecorded Program	2,566	16,091	23,758	204,418	246,833
<i>Report Tag PRE: Includes Videos: DPPL on Demand, Miner Recs Book Talks, Storytimes, Misc videos); Blog based programs: Bake-Along, Where's Rocky, Family Fridays, Wednesday Crafternoons, Letter of the Week, etc.</i>					
Social Media Based Program	13,569	5,133	3,906	70,619	93,227
<i>Report Tag SM: Delivery of info about Services, Products, Library News primarily via social media.</i>					
eNewsletters Based Program	5,965	15,305	9,458	16,171	46,899
<i>Report Tag NEWS: Miner Recs Weekly eNews; Des Plaines Memory eNews, Happening at DPPL eNews</i>					
TOTAL	22,100	36,529	37,122	291,208	386,959

Note: LIVE Program Attendance Stats (Zoom and other) are now included in the regular Program Attendance Numbers.

YTD Virtual Program Attendance



STATISTICS REPORT		JAN	FEB	Mar	April	May	June	YTD
COLLECTION USAGE								
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	7,884	214,485
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	83,302
	ILL	549	598	333	5	2	24	1,511
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	124,267
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	423,565
	Physical materials	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
PATRON ASSISTANCE								
	Youth Services	2,466	2,130	946	13	11	347	5,913
	Adult Services	9,051	9,505	6,077	33	29	2,579	27,274
	PAMS	9,811	9,549	5,742	402	124	6,987	32,615
2020	Total	21,328	21,184	12,765	448	164	9,913	65,802
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS								
	Youth Services	82	93	22	11	0	0	208
	Adult Services	124	142	45	4	0	0	315
	Virtual Services-Youth Services (23) and	0	0	0	0	39	55	94
	Outside groups	15	26	16	0	0	0	57
	Public study rooms	779	800	770	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	55	3,023
	Youth & Adult Services	134	164	191	189	132	368	1,178
	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
ATTENDANCE								
	Youth Services	913	1,070	211	0	0	0	2,194
	Adult Services	6,793	6,804	1,521	0	0	0	15,118
	Virtual Services	0	0	22,100	36,544	37,753	29,120	125,517
	Outside groups	321	235	2,870	0	0	0	3,426
	Public study rooms	1,459	1,664	1,472	0	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	623	7,666
	Outreach-Adult Services	586	283	0	0	0	87	956
2020	Total	10,914	13,127	29,881	36,914	38,806	29,830	159,472
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	3,852	16,967
	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
TRAFFIC								
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	96,938
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	199,440
2020	Virtual visits (catalog, website, mobile)	151,266	140,029	131,793	101,666	98,748	114,737	738,239
2019	Virtual visits (catalog, website, mobile)	115,445	110,194	118,464	114,394	110,877	130,231	699,605
LIBRARY CARD OWNERSHIP-report the latest month								
2020	Number of valid library cards held by DPE	26,359	26,454	26,506	26,496	26,342	26,272	26,272
2019	Number of valid library cards held by DPE	28,603	28,589	28,760	28,799	25,100	25,388	25,388
COMPUTER USAGE								
	Public computers-Youth Services	916	926	378	0	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	88	13,340
2020	Total	5,952	6,241	3,279	0	0	88	15,560
	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
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	30,344
	Total	9,570	10,556	3,015	2,040	1,953	3,210	30,344
	Wireless	11,642	14,000	15,467	14,674	14,732	11,464	81,993
2019	Total	11,656	14,000	15,467	14,674	14,732	11,464	81,993

Board Stats Reporting Form

JUNE 2020

COLLECT			
		Year to Date 2020	403,928
		Year to Date 2019	657,240
		% Change	-39%
PATRON ASSISTANCE			
		Year to Date 2020	65,802
		Year to Date 2019	121,985
		% Change	-46%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,023
		Year to Date 2019	6,363
		% Change	-52%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	159,472
		Year to Date 2019	51,703
		% Change	208%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	96,938
		Year to Date 2019	199,440
		% Change	-51%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	738,239
		Year to Date 2019	699,605
		% Change	6%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,272
		Current month valid library cards 2019	25,388
		% Change	3%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	15,560
		Year to Date 2019	37,777
		% Change	-59%
		Wireless	
		Year to Date 2020	30,344
		Year to Date 2019	81,993
		% Change	-63%



SUPPLEMENTAL NOTICE

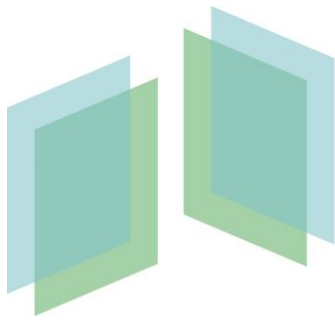
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on August 20, 2020 at 7:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, August 19 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, August 20 at 5:00 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, AUGUST 20, 2020

7:00 PM

By Electronic Remote

Agenda:

- **Review and Approve Payroll Bid**

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 20, 2020
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (7:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – July 16, 2020.
 - B. Approval of the Minutes of the Nominating Committee Meeting – July 10, 2020.
 - C. Acceptance of Financial Reports for June 2020.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
- VI. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$328,862.80. [Action Item]
 - B. Review and Approve Payroll Bid. [Action Item]
 - C. Approve EBSCO - \$26,197.06. [Action Item]

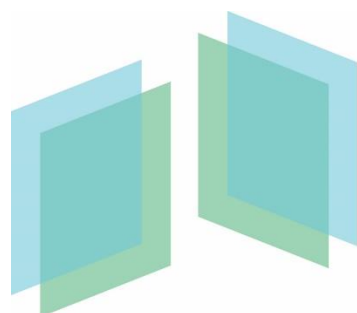
- VII. Announcements. (7:30 p.m.)
 - A. Budget Discussion for 2020.

- VIII. Correspondence.

- IX. Other
 - A. Kiwanis Peanut Week, September 19 – 27.
 - B. Wi-Fi Accessibility.
 - C. Property Tax Collections.

- X. Adjournment. (8:30 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 16, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, July 16, 2020. President Gregory Sarlo called the meeting to order at 4:03 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Mindy Capper, Kristen Graack, Denise Hudec, Bruce Lester, Umair Qadeer, Vincent Rangel, Gregory Sarlo, Carol Kidd.

Absent: Nicholas Harkovich.

Also present: Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

MOTION by Umair Qadeer, seconded by Bruce Lester, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern about the library's current officers and Library Director Bonell's compensation.

Trustee Nicholas Harkovich entered the meeting at 4:08 p.m.

V. CONSENT AGENDA.

Trustee Nicholas Harkovich asked to remove B. Acceptance of Financial Reports for June 2020.

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 – June 18, 2020.
- C. Acceptance of Reports.
 - 1. Director’s Report.
 - 2. Statistics Report.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Nicholas Harkovich asked if the extended deadline for payment of property taxes would affect the library financially and Library Director Jo Bonell responded that the library is funded through December 2020.

MOTION by Vincent Rangel, seconded by Denise Hudec, to approve the following Consent Agenda item:

- B. Acceptance of Financial Reports for June 2020

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$270,980.69. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$270,980.69 as listed on the vendor checks report of June 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library’s operating account. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

B. Approve Library Policy C-7A, COVID-19 Pandemic. [Action Item]

Library Director Jo Bonell asked for board approval on Policy C-7A, COVID-19 Pandemic. The policy would be active until the pandemic was over.

Trustee Bruce Lester asked that the following verbiage be added to item f. of the proposed policy:

- f. Any other activity that is deemed contrary to public health as promulgated by the Centers for Disease Control, the State of Illinois, the County of Cook or the City of Des Plaines with regard to the pandemic is prohibited.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Library Policy C-7A, COVID-19 Pandemic, with revisions. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

C. Approve Intergovernmental Agreement for Library Services and District 62. [Action Item]

Library Director Jo Bonell stated that the Intergovernmental Agreement for Library Services and District 62 is identical to the Intergovernmental Agreement with Maine West High School. The agreement will enable District 62 students who do not live in an area with public library services to have a Des Plaines Library card. This will help approximately 200 students obtain a library card.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to approve the Intergovernmental Agreement for Library Services and District 62, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

D. Report Out Nominating Committee – President, Vice President, Treasurer and Secretary.

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.

VII. NOMINATING COMMITTEE.

A. Election of Officers – President, Vice President, Treasurer and Secretary.

Chair Bruce Lester asked if there were any other nominations and there were none.

MOTION by Committee, to approve the proposed slate of officers, Gregory Sarlo, President, Vincent Rangel, Vice President, Kristen Graack for Treasurer and Carol Kidd, for Secretary. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

B. Oath of Office.

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.

VIII. ANNOUNCEMENTS.

Library Director Jo Bonell reported that she received thank you cards from patrons who are excited to have the library open again.

Library Director Jo Bonell also reported that she received a letter from Kiwanis Club of Des Plaines stating that they were donating \$1,000 to Youth Services. Stephanie Spetter, Head of Youth Services, stated that the money would be used for activity bags and the purchase of books for families receiving food at District 62 and the Des Plaines Self-Help and Food Pantry.

IX. CORRESPONDENCE.

No correspondence.

X. OTHER.

None.

XI. Executive Session.

A. To Discuss Probable or Imminent Litigation.

MOTION by Vincent Rangel, seconded by Kristen Graack, to enter into Executive Session at 4:35 p.m. to discuss Probable or Imminent Litigation. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

The regular session reconvened at 5:33 p.m. and was called to order by President Gregory Sarlo.

XII. Executive Session Action.

A. To Discuss Probable or Imminent Litigation.

MOTION by Vincent Rangel, seconded by Nicholas Harkovich, to retain counsel to explore the rights about a potential gift to the library. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT.

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

Meeting adjourned at 5:35 p.m.

Minutes prepared Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
June 10, 2020

I CALL TO ORDER

The Nominating Committee was held by electronic remote participation on Friday, July 10, 2020.

The meeting was called to order at 4:05 p.m.

II, ROLL CALL

Roll call indicated the following committee members were present: Kristen Graack, Nicholas Harkovich, Bruce Lester, Carol Kidd.

Also present: Vincent Rangel, Gregory Sarlo,

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 committee recommendations for President, Vice President, Treasurer and Secretary are Gregory Sarlo for President, Vincent Rangel for Vice President, Kristen Graack for Treasurer and Carol Kidd for Secretary.

Chair Bruce Lester asked if there were other nominations.

Trustee Nicholas Harkovich nominated himself for Vice President.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to recommend Gregory Sarlo for President. ROLL CALL VOTE: AYES: Graack, Harkovich, Lester. NAYS: None. MOTION CARRIED.

MOTION by Bruce Lester to recommend Nicholas Harkovich for Vice President. There was not a second. MOTION FAILED.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to recommend Vincent Rangel for Vice President. ROLL CALL VOTE: AYES: Graack, Harkovich, Lester. NAYS: None. MOTION CARRIED.

MOTION by Nicholas Harkovich, seconded by Bruce Lester, to recommend Kristen Graack for Treasurer. ROLL CALL VOTE: AYES: Graack, Harkovich, Lester. NAYS: None. MOTION CARRIED.

MOTION by Kristen Graack, seconded by Nicholas Harkovich, to recommend Carol Kidd for Secretary. ROLL CALL VOTE: AYES: Graack, Harkovich, Lester. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

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

The meeting adjourned at 4:15 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
July 31, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



August 13, 2020

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, 2020 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, 2020

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 3,249,751.53	\$ 1,712,911.75	\$ 4,962,663.28
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u><u>\$ 9,326,239.25</u></u>	<u><u>\$ 1,712,911.75</u></u>	<u><u>\$ 11,039,151.00</u></u>
LIABILITIES			
Accounts Payable	\$ 241,440.29	\$ 17,143.59	\$ 258,583.88
Accrued Payroll	-	-	-
Due to other funds	<u>299,319.48</u>	<u>-</u>	<u>299,319.48</u>
Total Liabilities	<u>540,759.77</u>	<u>17,143.59</u>	<u>557,903.36</u>
Deferred Inflows of Resources			
Property Taxes	<u>6,069,500.00</u>	<u>-</u>	<u>6,069,500.00</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,610,259.77</u>	<u>17,143.59</u>	<u>6,627,403.36</u>
FUND BALANCE			
Fund Balance - Unreserved	2,681,228.68	1,695,768.16	4,376,996.84
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	<u>2,715,979.48</u>	<u>1,695,768.16</u>	<u>4,411,747.64</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$ 9,326,239.25</u></u>	<u><u>\$ 1,712,911.75</u></u>	<u><u>\$ 11,039,151.00</u></u>

Des Plaines Public Library

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

For the 7 Months Ended July 31, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,985,335.58	\$ -	\$ 3,985,335.58
Intergovernmental	23,247.00	-	23,247.00
Fines & Fees	13,541.20	-	13,541.20
Interest	14,594.83	9,156.55	23,751.38
Special Events and Programs	5,311.69	-	5,311.69
Miscellaneous	35,282.02	-	35,282.02
Total Revenues	<u>4,077,312.32</u>	<u>9,156.55</u>	<u>4,086,468.87</u>
EXPENDITURES			
Personnel	\$ 1,682,686.79	\$ -	\$ 1,682,686.79
Operating	1,307,389.38	-	1,307,389.38
Library Materails	470,943.17	-	470,943.17
Capital Outlay	33,452.17	84,802.44	118,254.61
Other Expenditures	<u>26,481.82</u>	<u>-</u>	<u>25,005.00</u>
Total Expenditures	<u>3,520,953.33</u>	<u>84,802.44</u>	<u>3,605,755.77</u>
Net Change in Fund Balances	<u>556,358.99</u>	<u>(75,645.89)</u>	<u>480,713.10</u>
FUND BALANCES			
Beginning of the year	<u>2,159,620.49</u>	<u>1,771,414.05</u>	<u>3,931,034.54</u>
End of the period	<u>\$ 2,715,979.48</u>	<u>\$ 1,695,768.16</u>	<u>\$ 4,411,747.64</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of July 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	986,451.65
202-1102015 - First Midwest Operating #8100292260	<u>233,359.17</u>
	<u>1,219,810.82</u>
201-1102028 - Cash Library Donations	<u>207,744.49</u>
201-1102079 - IL Funds - 151600222591	2,055,055.39
202-1102079 - IL Funds - 151600222591	<u>1,479,552.58</u>
	<u>3,534,607.97</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,962,663.28</u></u>

Des Plaines Public Library
Balance Sheet as of July 31, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	105,661.34	880,790.31	986,451.65
1102028 - Cash Library Donations	204,612.51	3,131.98	207,744.49
1102079 - IL Funds - 151600222591	2,737,375.59	(682,320.20)	2,055,055.39
1118000 - Receivable - Property Taxes	<u>6,076,487.72</u>	<u>0.00</u>	<u>6,076,487.72</u>
	<u>9,124,637.16</u>	<u>201,602.09</u>	<u>9,326,239.25</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	174,202.80	67,237.49	241,440.29
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,543,022.28</u>	<u>67,237.49</u>	<u>6,610,259.77</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	<u>2,124,869.69</u>	<u>0.00</u>	<u>2,124,869.69</u>
	<u>2,159,620.49</u>	<u>0.00</u>	<u>2,159,620.49</u>
Total Liabilities and Fund Balance	<u>8,702,642.77</u>	<u>67,237.49</u>	<u>8,769,880.26</u>
Excess Revenues Over Expenses	<u>421,994.39</u>	<u>134,364.60</u>	<u>556,358.99</u>

Des Plaines Public Library
Balance Sheet as of July 31, 2020

	<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	268,210.43	(34,851.26)	233,359.17
1102079 - IL Funds - 151600222591	1,496,403.05	(16,850.47)	1,479,552.58
	1,764,613.48	(51,701.73)	1,712,911.75
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	51,994.85	(34,851.26)	17,143.59
	51,994.85	(34,851.26)	17,143.59
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,823,408.90	(34,851.26)	1,788,557.64
Excess Revenues Over Expenses	(58,795.42)	(16,850.47)	(75,645.89)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
<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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of July 31, 2020

	<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	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
Total Liabilities and Net Capital Assets	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</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 7 Months Ended July 31, 2020**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810025 - 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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	<u>763,900.21</u>	<u>3,985,335.58</u>	<u>6,100,000.00</u>	<u>2,114,664.42</u>	<u>65.33</u>
	<u>763,900.21</u>	<u>3,985,335.58</u>	<u>6,100,000.00</u>	<u>2,114,664.42</u>	<u>65.33</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	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>23,247.00</u>	<u>168,988.00</u>	<u>145,741.00</u>	<u>13.76</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	29.99	2,067.92	9,000.00	6,932.08	22.98
201-4850102 - Library Fines	170.25	6,303.28	30,000.00	23,696.72	21.01
201-4850201 - Copying Fees	4.45	4,200.00	27,000.00	22,800.00	15.56
201-4850207 - Non-Res Cards	0.00	834.00	3,000.00	2,166.00	27.80
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>136.00</u>	<u>3,000.00</u>	<u>2,864.00</u>	<u>4.53</u>
	<u>204.69</u>	<u>13,541.20</u>	<u>72,000.00</u>	<u>58,458.80</u>	<u>18.81</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>3,500.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
	<u>3,500.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>552.23</u>	<u>14,594.83</u>	<u>76,000.00</u>	<u>61,405.17</u>	<u>19.20</u>
	<u>552.23</u>	<u>14,594.83</u>	<u>76,000.00</u>	<u>61,405.17</u>	<u>19.20</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	30.08	29,444.47	50,000.00	20,555.53	58.89
201-4899910 - Vending Machine Revenue	0.00	350.45	1,500.00	1,149.55	23.36
201-4899920 - Library Donations	3,125.00	3,125.00	5,000.00	1,875.00	62.50
201-4899940 - Friends Book Sale	<u>234.30</u>	<u>2,362.10</u>	<u>0.00</u>	<u>(2,362.10)</u>	<u>0.00</u>
	<u>3,389.38</u>	<u>35,282.02</u>	<u>56,500.00</u>	<u>21,217.98</u>	<u>62.45</u>
Total Library Fund	<u><u>771,546.51</u></u>	<u><u>4,077,312.32</u></u>	<u><u>6,478,488.00</u></u>	<u><u>2,401,175.68</u></u>	<u><u>62.94</u></u>

Des Plaines Public Library
 Revenue Report
 For the 7 Months Ended July 31, 2020

	<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>293.12</u>	<u>9,156.55</u>	<u>100.00</u>	<u>(9,056.55)</u>	<u>9,156.55</u>
	<u>293.12</u>	<u>9,156.55</u>	<u>100.00</u>	<u>(9,056.55)</u>	<u>9,156.55</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>293.12</u>	<u>9,156.55</u>	<u>500,100.00</u>	<u>490,943.45</u>	<u>1.83</u>
Total of All Funds	<u>771,839.63</u>	<u>4,086,468.87</u>	<u>6,978,588.00</u>	<u>2,892,119.13</u>	<u>58.56</u>

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2020**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	261,674.29	1,283,366.14	2,410,733.00	1,127,366.86	53.24
5910200 - Part-time Salaries	<u>71,318.98</u>	<u>399,320.65</u>	<u>834,840.00</u>	<u>435,519.35</u>	<u>47.83</u>
	<u>332,993.27</u>	<u>1,682,686.79</u>	<u>3,245,573.00</u>	<u>1,562,886.21</u>	<u>51.85</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	24,430.25	133,516.41	241,013.00	107,496.59	55.40
5918021 - Employer Contribution - IMRF	33,217.47	168,276.93	309,489.00	141,212.07	54.37
5918040 - Life Insurance Premiums	199.20	1,049.12	1,932.00	882.88	54.30
5918050 - PPO Insurance Premiums	33,259.90	203,761.64	321,453.00	117,691.36	63.39
5918051 - HMO Insurance Premiums	750.29	122,172.84	236,951.00	114,778.16	51.56
5918055 - Dental Insurance Premiums	2,097.84	11,055.43	20,485.00	9,429.57	53.97
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>93,954.95</u>	<u>651,887.37</u>	<u>1,156,323.00</u>	<u>504,435.63</u>	<u>56.38</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	36,061.85	288,894.24	431,416.00	142,521.76	66.96
5920120 - Communication Services	2,186.76	11,855.33	22,000.00	10,144.67	53.89
5920140 - Integrated Library System	22,001.70	67,289.86	90,600.00	23,310.14	74.27
5920202 - Conferences	80.00	4,361.48	5,000.00	638.52	87.23
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	474.00	5,285.25	7,000.00	1,714.75	75.50
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	9,202.50	51,258.90	128,890.00	77,631.10	39.77
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	10,101.92	19,300.00	9,198.08	52.34
5930320 - Cleaning/Custodial Services	9,894.18	39,163.38	69,460.00	30,296.62	56.38
5930490 - Refuse Contract	182.00	2,029.36	4,320.00	2,290.64	46.98
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	4,314.81	29,970.74	70,450.00	40,479.26	42.54
5960990 - Misc. Contractual Services	<u>5,520.41</u>	<u>44,040.05</u>	<u>102,145.00</u>	<u>58,104.95</u>	<u>43.12</u>
	<u>90,576.12</u>	<u>655,502.01</u>	<u>1,089,856.00</u>	<u>434,353.99</u>	<u>60.15</u>
<u>Commodities</u>					
5970100 - Supplies	673.90	12,107.99	49,000.00	36,892.01	24.71
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	1,878.88	6,104.28	17,700.00	11,595.72	34.49
5970170 - Janitorial	2,701.79	7,154.48	19,000.00	11,845.52	37.66
5970260 - Postage & Parcel	2,000.00	3,634.86	6,000.00	2,365.14	60.58
5970500 - Water Bill	0.00	2,530.19	12,000.00	9,469.81	21.08
5970600 - Ebooks/Books	30,881.87	136,254.70	368,000.00	231,745.30	37.03

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2020**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	12,925.78	45,502.62	80,000.00	34,497.38	56.88
5970620 - E-Subscriptions/Subscriptions	33,071.69	51,213.41	68,430.00	17,216.59	74.84
5970630 - Visual Materials	16,206.04	64,013.76	167,000.00	102,986.24	38.33
5970640 - Databases	6,866.96	130,964.52	185,000.00	54,035.48	70.79
5970810 - Natural Gas	388.26	11,293.09	25,000.00	13,706.91	45.17
5970850 - Gasoline	28.79	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
	<u>107,623.96</u>	<u>470,943.17</u>	<u>1,005,630.00</u>	<u>534,686.83</u>	<u>46.83</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	651.00	6,969.28	8,110.00	1,140.72	85.93
5980410 - Computer Hardware	0.00	(576.56)	7,500.00	8,076.56	(7.69)
5980420 - Computer Software	1,570.99	26,904.01	39,265.00	12,360.99	68.52
5980600 - Furniture & Fixtures	<u>126.80</u>	<u>155.44</u>	<u>3,500.00</u>	<u>3,344.56</u>	<u>4.44</u>
	<u>2,348.79</u>	<u>33,452.17</u>	<u>58,375.00</u>	<u>24,922.83</u>	<u>57.31</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	8,712.11	22,642.90	73,000.00	50,357.10	31.02
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>234.30</u>	<u>2,362.10</u>	<u>0.00</u>	<u>(2,362.10)</u>	<u>0.00</u>
	<u>8,946.41</u>	<u>25,005.00</u>	<u>633,000.00</u>	<u>607,995.00</u>	<u>3.95</u>
 Total Library Fund Expenditures	 <u>637,181.91</u>	 <u>3,520,953.33</u>	 <u>7,188,757.00</u>	 <u>3,667,803.67</u>	 <u>48.98</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	6,163.00	6,163.00	52,000.00	45,837.00	11.85
5980410 - Computer Hardware	0.00	12,421.00	152,750.00	140,329.00	8.13
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>3,243.00</u>	<u>13,000.00</u>	<u>9,757.00</u>	<u>24.95</u>
	<u>17,143.59</u>	<u>84,802.44</u>	<u>283,250.00</u>	<u>198,447.56</u>	<u>29.94</u>
 Total Capital Projects Fund Expenditures	 <u>17,143.59</u>	 <u>84,802.44</u>	 <u>323,250.00</u>	 <u>238,447.56</u>	 <u>26.23</u>
 Total of All Funds	 <u>654,325.50</u>	 <u>3,605,755.77</u>	 <u>7,512,007.00</u>	 <u>3,906,251.23</u>	 <u>48.00</u>

Des Plaines Public Library

Check List

All Bank Accounts

July 17, 2020 - August 20, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18231	07/31/20	THOMAS KLISE/CRIMSON MULTIMEDIA	771.26
18232	08/20/20	ANDERSON PEST SOLUTIONS	290.00
18233	08/20/20	ANDREW LANGLEIE	125.00
18234	08/20/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	308.41
18235	08/20/20	ASI	384.00
18236	08/20/20	AUTOMATED LOGIC, INC.	4,600.00
18237	08/20/20	BAKER & TAYLOR	524.70
18238	08/20/20	BAKER & TAYLOR	2,228.58
18239	08/20/20	BAKER & TAYLOR	7,700.82
18240	08/20/20	BAKER & TAYLOR	6,967.24
18241	08/20/20	CHILDREN'S PLUS, INC.	85.80
18242	08/20/20	CITY OF DES PLAINES -	28.79
18243	08/20/20	COOPERATIVE COMPUTER SERVICES	22,001.70
18244	08/20/20	COSTCO MEMBERSHIP	60.00
18245	08/20/20	CRYSTAL MAINTENANCE SERVICES CORP	6,805.00
18246	08/20/20	D&Z HOUSE OF BOOKS	1,334.44
18247	08/20/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18248	08/20/20	EBSCO INFORMATION SERVICES	31,934.00
18249	08/20/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	182.00
18250	08/20/20	GALE	1,113.70
18251	08/20/20	GARVEY'S OFFICE PRODUCTS	1,191.20
18252	08/20/20	IMPACT NETWORKING, LLC.	129.90
18252	08/20/20	IMPACT NETWORKING, LLC.	(129.90)
18253	08/20/20	INFO USA MARKETING, INC.	2,000.00
18254	08/20/20	KFM CONSULTING	100.00
18255	08/20/20	KIWANIS CLUB OF DES PLAINES	150.00
18256	08/20/20	KOIOS	900.00
18257	08/20/20	LAUTERBACH & AMEN, LLP.	1,575.00
18258	08/20/20	LESLIE GODDARD	200.00
18259	08/20/20	LIBRARY IDEAS LLC	8,750.00
18260	08/20/20	LIMRICC	50,504.87
18261	08/20/20	LINDSAY SKARBECK	500.00
18262	08/20/20	MATTHEW BENDER & CO, INC	159.43
18263	08/20/20	MIDWEST TAPE	3,820.52
18264	08/20/20	MIDWEST TAPE	7,444.48
18264	08/20/20	MIDWEST TAPE	(7,444.48)
18265	08/20/20	MIDWEST TAPE	9,000.00
18266	08/20/20	OAKBROOK MECHANICAL SERVICES	3,258.50
18266	08/20/20	OAKBROOK MECHANICAL SERVICES	(3,258.50)
18267	08/20/20	OUTSOURCE SOLUTIONS GROUP, INC.	46,250.89
18268	08/20/20	OVERDRIVE, INC.	12,824.48
18269	08/20/20	PRONUNCIATOR	1,850.00
18270	08/20/20	PROQUEST LLC	2,065.86
18271	08/20/20	RESUMAYDAY INC	150.00
18272	08/20/20	ROTARY CLUB OF RIVER CITIES	264.00
18273	08/20/20	ROTARY CLUB OF RIVER CITIES	164.00
18273	08/20/20	ROTARY CLUB OF RIVER CITIES	(164.00)
18274	08/20/20	ROWMAN & LITTLEFIELD PUBLISHING COMPANY	41.28
18275	08/20/20	RUSSIAN PUBLISHING HOUSE LTD	1,008.80
18276	08/20/20	SIDECAR PUBLICATIONS LLC	348.00
18277	08/20/20	THE WILDBIRD SHACK	250.00
18278	08/20/20	THOMAS KLISE/CRIMSON MULTIMEDIA	509.25
18279	08/20/20	THOMSON REUTERS-WEST	20.43
18280	08/20/20	TIAA COMMERCIAL FINANCE	657.91
18281	08/20/20	TIGERLILY MUSIC	500.00
18282	08/20/20	TODAY'S BUSINESS SOLUTIONS INC	6,814.00
18283	08/20/20	ULINE	255.78

Des Plaines Public Library

Check List

All Bank Accounts

July 17, 2020 - August 20, 2020

Check Number	Check Date	Payee	Amount
18284	08/20/20	ULINE	70.56
18285	08/20/20	UNITED STATES POSTAL SERVICE	3,000.00
18286	08/20/20	VISOGRAPHIC	4,749.11
18287	08/20/20	IMPACT NETWORKING, LLC.	154.90
18288	08/20/20	MIDWEST TAPE	7,274.52
18289	08/20/20	OAKBROOK MECHANICAL SERVICES	3,260.50
51124	07/31/20	IMRF	49,805.25
51125	07/31/20	PAYROLL DATA SERVICES INC	1,066.55
51126	07/31/20	NEO-POST USA, INC.	1,000.00
51127	07/31/20	NEO-POST USA, INC.	1,000.00
51128	07/31/20	VERIZON WIRELESS	978.60
51129	07/31/20	COMCAST CABLE	2,831.44
51130	07/31/20	NICOR GAS	388.26
51131	07/31/20	BANKCARD SERVICES	12,203.26
51132	07/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	234.30
Vendor Check Total			<u>328,862.80</u>
Check List Total			<u><u>328,862.80</u></u>

Check count = 72

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
THOMAS KLISE/CRIMSON MULTIMEDIA				18231	07/31/20	<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			
ANDERSON PEST SOLUTIONS				18232	08/20/20	<u>290.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 2981250	290.00			
ANDREW LANGLIE				18233	08/20/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	7/16/20 Videography Services	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18234	08/20/20	<u>308.41</u>
201-5960990	Misc. Contractual Services	AQUARIUM ADVENTURE HOFFMAN ESTATES	308.41			
ASI				18235	08/20/20	<u>384.00</u>
201-5960990	Misc. Contractual Services	Invoice # 13227	384.00			
AUTOMATED LOGIC, INC.				18236	08/20/20	<u>4,600.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 292814	4,600.00			
BAKER & TAYLOR				18237	08/20/20	<u>524.70</u>
201-5970600	Ebooks/Books	Inv 2035367822	459.75			
201-5960990	Misc. Contractual Services	Inv 2035367823	39.41			
201-5970600	Ebooks/Books	Inv 2035370133	22.97			
201-5960990	Misc. Contractual Services	Inv 2035370134	2.57			
BAKER & TAYLOR				18238	08/20/20	<u>2,228.58</u>
201-5960990	Misc. Contractual Services	Inv 2035326630	13.59			
201-5970600	Ebooks/Books	Inv 2035326630	123.73			
201-5960990	Misc. Contractual Services	Inv 2035367071	38.41			
201-5970600	Ebooks/Books	Inv 2035367071	349.70			
201-5960990	Misc. Contractual Services	Inv 2035339093	9.09			
201-5970600	Ebooks/Books	Inv 2035339093	28.13			
201-5960990	Misc. Contractual Services	Inv 5016283472	139.99			
201-5970600	Ebooks/Books	Inv 5016283472	20.18			
201-5970640	Databases	Inv 5016283472	2.10			
201-5960990	Misc. Contractual Services	Inv 2035359132	3.33			
201-5970600	Ebooks/Books	Inv 2035359132	14.95			
201-5960990	Misc. Contractual Services	Inv 2035319503	1.88			
201-5970600	Ebooks/Books	Inv 2035319503	14.30			
201-5960990	Misc. Contractual Services	Inv 2035367026	3.86			
201-5970600	Ebooks/Books	Inv 2035367026	31.79			
201-5960990	Misc. Contractual Services	Inv 2035326621	6.66			
201-5970600	Ebooks/Books	Inv 2035326621	14.94			
201-5960990	Misc. Contractual Services	Inv 2035338571	18.18			
201-5970600	Ebooks/Books	Inv 2035338571	47.19			
201-5960990	Misc. Contractual Services	Inv 2035359064	8.07			
201-5970600	Ebooks/Books	Inv 2035359064	56.97			
201-5960990	Misc. Contractual Services	Inv 2035368723	53.86			
201-5970600	Ebooks/Books	Inv 2035368723	178.93			
201-5960990	Misc. Contractual Services	Inv 2035278099	11.47			
201-5970600	Ebooks/Books	Inv 2035278099	72.53			
201-5960990	Misc. Contractual Services	Inv 2035283034	12.60			
201-5970600	Ebooks/Books	Inv 2035283034	103.60			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2035330094	36.28			
201-5970600	Ebooks/Books	Inv 2035330094	148.48			
201-5960990	Misc. Contractual Services	Inv 2035347575	1.78			
201-5970600	Ebooks/Books	Inv 2035347575	9.65			
201-5960990	Misc. Contractual Services	Inv 2035366298	6.66			
201-5970600	Ebooks/Books	Inv 2035366298	9.55			
201-5960990	Misc. Contractual Services	Inv 2035337364	1.78			
201-5970600	Ebooks/Books	Inv 2035337364	9.65			
201-5960990	Misc. Contractual Services	Inv 2035287344	2.71			
201-5970600	Ebooks/Books	Inv 2035287344	46.47			
201-5960990	Misc. Contractual Services	Inv 2035384483	43.84			
201-5970600	Ebooks/Books	Inv 2035384483	365.80			
201-5960990	Misc. Contractual Services	Inv 2035283028	4.20			
201-5970600	Ebooks/Books	Inv 2035283028	34.62			
201-5960990	Misc. Contractual Services	Inv 2035326536	12.10			
201-5970600	Ebooks/Books	Inv 2035326536	114.98			
BAKER & TAYLOR				18239	08/20/20	<u>7,700.82</u>
201-5970600	Ebooks/Books	Inv 2035350924	418.25			
201-5960990	Misc. Contractual Services	Inv 2035350925	37.97			
201-5970600	Ebooks/Books	Inv 2035322980	556.25			
201-5960990	Misc. Contractual Services	Inv 2035322981	46.41			
201-5970600	Ebooks/Books	Inv 2035288523	868.93			
201-5960990	Misc. Contractual Services	Inv 2035288524	48.90			
201-5970600	Ebooks/Books	Inv 2035295171	468.93			
201-5960990	Misc. Contractual Services	Inv 2035295172	30.85			
201-5970600	Ebooks/Books	Inv 2035329663	367.31			
201-5960990	Misc. Contractual Services	Inv 2035329664	28.24			
201-5970600	Ebooks/Books	Inv 2035295759	530.41			
201-5960990	Misc. Contractual Services	Inv 2035295760	31.65			
201-5970600	Ebooks/Books	Inv 2035295890	352.28			
201-5960990	Misc. Contractual Services	Inv 2035295891	20.70			
201-5970600	Ebooks/Books	Inv 2035295361	589.24			
201-5960990	Misc. Contractual Services	Inv 2035295362	38.30			
201-5970600	Ebooks/Books	Inv 2035295465	1,584.56			
201-5960990	Misc. Contractual Services	Inv 2035295466	87.50			
201-5970600	Ebooks/Books	Inv 2035298813	680.87			
201-5960990	Misc. Contractual Services	Inv 2035298814	54.46			
201-5970600	Ebooks/Books	Inv 2035279186	233.82			
201-5960990	Misc. Contractual Services	Inv 2035279187	18.91			
201-5960990	Misc. Contractual Services	Inv 5016228278	13.30			
201-5970600	Ebooks/Books	Inv 5016228278	452.79			
201-5970640	Databases	BAKER & TAYLOR	139.99			
BAKER & TAYLOR				18240	08/20/20	<u>6,967.24</u>
201-5960990	Misc. Contractual Services	Inv 5016256857	5.60			
201-5970600	Ebooks/Books	Inv 5016256857	68.34			
201-5970640	Databases	Inv 5016256857	139.99			
201-5960990	Misc. Contractual Services	Inv 5016221033	2.80			
201-5970600	Ebooks/Books	Inv 5016221033	150.59			
201-5960990	Misc. Contractual Services	Inv 5016217421	0.70			
201-5970600	Ebooks/Books	Inv 5016217421	11.24			
201-5960990	Misc. Contractual Services	Inv 2035332734	3.00			
201-5970600	Ebooks/Books	Inv 2035332734	27.11			
201-5960990	Misc. Contractual Services	Inv 2035328911	18.63			
201-5970600	Ebooks/Books	Inv 2035328911	142.01			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2035322781	26.58			
201-5970600	Ebooks/Books	Inv 2035322781	211.51			
201-5960990	Misc. Contractual Services	Inv 2035321931	22.34			
201-5970600	Ebooks/Books	Inv 2035321931	56.70			
201-5960990	Misc. Contractual Services	Inv 2035321911	9.05			
201-5970600	Ebooks/Books	Inv 2035321911	37.67			
201-5960990	Misc. Contractual Services	Inv 2035319574	10.84			
201-5970600	Ebooks/Books	Inv 2035319574	94.17			
201-5960990	Misc. Contractual Services	Inv 2035313876	31.10			
201-5970600	Ebooks/Books	Inv 2035313876	207.68			
201-5960990	Misc. Contractual Services	Inv 2035313594	3.33			
201-5970600	Ebooks/Books	Inv 2035313594	4.77			
201-5960990	Misc. Contractual Services	Inv 2035307169	34.32			
201-5970600	Ebooks/Books	Inv 2035307169	141.46			
201-5960990	Misc. Contractual Services	Inv 2035301519	22.69			
201-5970600	Ebooks/Books	Inv 2035301519	202.67			
201-5960990	Misc. Contractual Services	Inv 2035301384	11.76			
201-5970600	Ebooks/Books	Inv 2035301384	65.19			
201-5960990	Misc. Contractual Services	Inv 2035301381	12.08			
201-5970600	Ebooks/Books	Inv 2035301381	49.01			
201-5960990	Misc. Contractual Services	Inv 2035300454	62.58			
201-5960990	Misc. Contractual Services	Inv 2035298017	25.92			
201-5970600	Ebooks/Books	Inv 2035298017	260.98			
201-5960990	Misc. Contractual Services	Inv 2035297794	5.68			
201-5970600	Ebooks/Books	Inv 2035297794	19.68			
201-5960990	Misc. Contractual Services	Inv 2035297520	46.90			
201-5970600	Ebooks/Books	Inv 2035297520	600.92			
201-5960990	Misc. Contractual Services	Inv 2035297448	2.96			
201-5970600	Ebooks/Books	Inv 2035297448	16.15			
201-5960990	Misc. Contractual Services	Inv 2035297412	2.81			
201-5970600	Ebooks/Books	Inv 2035297412	6.57			
201-5960990	Misc. Contractual Services	Inv 2035297404	19.44			
201-5970600	Ebooks/Books	Inv 2035297404	195.73			
201-5960990	Misc. Contractual Services	Inv 2035297403	5.62			
201-5970600	Ebooks/Books	Inv 2035297403	13.15			
201-5960990	Misc. Contractual Services	Inv 2035297375	19.44			
201-5970600	Ebooks/Books	Inv 2035297375	180.34			
201-5960990	Misc. Contractual Services	Inv 2035297340	64.55			
201-5970600	Ebooks/Books	Inv 2035297340	752.39			
201-5960990	Misc. Contractual Services	Inv 2035297258	11.36			
201-5970600	Ebooks/Books	Inv 2035297258	72.37			
201-5960990	Misc. Contractual Services	Inv 2035297257	2.81			
201-5970600	Ebooks/Books	Inv 2035297257	10.16			
201-5960990	Misc. Contractual Services	Inv 2035297243	2.96			
201-5970600	Ebooks/Books	Inv 2035297243	9.57			
201-5960990	Misc. Contractual Services	Inv 2035297203	62.85			
201-5970600	Ebooks/Books	Inv 2035297203	681.92			
201-5960990	Misc. Contractual Services	Inv 2035297172	5.68			
201-5970600	Ebooks/Books	Inv 2035297172	35.86			
201-5960990	Misc. Contractual Services	Inv 2035297159	0.85			
201-5970600	Ebooks/Books	Inv 2035297159	6.77			
201-5960990	Misc. Contractual Services	Inv 2035297153	0.70			
201-5970600	Ebooks/Books	Inv 2035297153	10.44			
201-5960990	Misc. Contractual Services	Inv 2035297089	6.03			
201-5970600	Ebooks/Books	Inv 2035297089	61.88			
201-5960990	Misc. Contractual Services	Inv 2035297069	3.20			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2035297069	37.07			
201-5960990	Misc. Contractual Services	Inv 2035297068	34.70			
201-5970600	Ebooks/Books	Inv 2035297068	422.65			
201-5960990	Misc. Contractual Services	Inv 2035296956	1.24			
201-5970600	Ebooks/Books	Inv 2035296956	9.54			
201-5960990	Misc. Contractual Services	Inv 2035296897	38.08			
201-5970600	Ebooks/Books	Inv 2035296897	432.34			
201-5960990	Misc. Contractual Services	Inv 2035295699	0.70			
201-5970600	Ebooks/Books	Inv 2035295699	9.65			
201-5960990	Misc. Contractual Services	Inv 2035295616	21.52			
201-5970600	Ebooks/Books	Inv 2035295616	100.02			
201-5960990	Misc. Contractual Services	Inv 2035290997	2.96			
201-5970600	Ebooks/Books	Inv 2035290997	9.57			
201-5960990	Misc. Contractual Services	Inv 2035284532	18.83			
201-5970600	Ebooks/Books	Inv 2035284532	40.17			
201-5960990	Misc. Contractual Services	Inv 2035266238	12.03			
201-5970600	Ebooks/Books	Inv 2035266238	104.70			
201-5960990	Misc. Contractual Services	Inv 2035261781	14.67			
201-5970600	Ebooks/Books	Inv 2035261781	94.76			
201-5960990	Misc. Contractual Services	Inv 2035257491	12.52			
201-5970600	Ebooks/Books	Inv 2035257491	106.71			
201-5960990	Misc. Contractual Services	Inv 0000143455	17.38			
201-5970600	Ebooks/Books	Inv 0000143455	102.33			
201-5970600	Ebooks/Books	Inv 2035300454	210.95			
CHILDREN'S PLUS, INC.				18241	08/20/20	<u>85.80</u>
201-5970600	Ebooks/Books	Invoice # 188123	85.80			
CITY OF DES PLAINES -				18242	08/20/20	<u>28.79</u>
201-5970850	Gasoline	Invoice # 2020-00000003	28.79			
COOPERATIVE COMPUTER SERVICES				18243	08/20/20	<u>22,001.70</u>
201-5920140	Integrated Library System	Invoice # 1726	22,001.70			
COSTCO MEMBERSHIP				18244	08/20/20	<u>60.00</u>
201-5920220	Membership Dues	Member # 000111860700988	60.00			
CRYSTAL MAINTENANCE SERVICES CORP				18245	08/20/20	<u>6,805.00</u>
201-5930020	R&M Buildings & Structures	Invoice # 26862	720.00			
201-5930320	Cleaning/Custodial Services	Invoice # 26870	1,192.50			
201-5930320	Cleaning/Custodial Services	Invoice # 26886	4,892.50			
D&Z HOUSE OF BOOKS				18246	08/20/20	<u>1,334.44</u>
201-5970600	Ebooks/Books	Invoice # 2020/1121042	1,334.44			
DE LAGE LANDEN FIANACIAL SERVICES				18247	08/20/20	<u>738.41</u>
201-5920210	In Service Training	Invoice # 68791772	738.41			
EBSCO INFORMATION SERVICES				18248	08/20/20	<u>31,934.00</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice # 1596592	5,736.94			
201-5970620	E-Subscriptions/Subscriptions	account renewal	26,197.06			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18249	08/20/20	<u>182.00</u>
201-5930490	Refuse Contract	Invoice # 5020175	182.00			
GALE				18250	08/20/20	<u>1,113.70</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970620	E-Subscriptions/Subscriptions	Invoice # 70792233	1,113.70			
GARVEY'S OFFICE PRODUCTS				18251	08/20/20	<u>1,191.20</u>
201-5970170	Janitorial	Invoice # PINV1944594	1,191.20			
IMPACT NETWORKING, LLC.				18252	08/20/20	<u>129.90</u>
201-5970115	Supplies - Dept/Other	Invoice # 1826470	129.90			
IMPACT NETWORKING, LLC.				18252	08/20/20	<u>(129.90)</u>
201-5970115	Supplies - Dept/Other	VOID	-129.90			
INFO USA MARKETING, INC.				18253	08/20/20	<u>2,000.00</u>
201-5970640	Databases	Invoice # 10003719274	2,000.00			
KFM CONSULTING				18254	08/20/20	<u>100.00</u>
201-5960210	Special Event Programming	10/5/20 Nordic Research: Four Countries in 60 Minutes	100.00			
KIWANIS CLUB OF DES PLAINES				18255	08/20/20	<u>150.00</u>
201-5920220	Membership Dues	Invoice # 10211	150.00			
KOIOS				18256	08/20/20	<u>900.00</u>
201-5990900	Per Capita Grant Expenditures	Invoice # 1098	900.00			
LAUTERBACH & AMEN, LLP.				18257	08/20/20	<u>1,575.00</u>
201-5920110	Professional Services	Invoice # 46625 - June 2020	1,575.00			
LESLIE GODDARD				18258	08/20/20	<u>200.00</u>
201-5960210	Special Event Programming	9/1/20 Who Was Typhoid Mary?	200.00			
LIBRARY IDEAS LLC				18259	08/20/20	<u>8,750.00</u>
201-5970610	E-audio/Audio	Invoice # 76698	8,750.00			
LIMRICC				18260	08/20/20	<u>50,504.87</u>
201-2401002	Payroll Liabilities	August 2020 Monthly Billing - PHIP	50,504.87			
LINDSAY SKARBECK				18261	08/20/20	<u>500.00</u>
201-5960210	Special Event Programming	Virtual Zoom Yoga Sessions (x5)	500.00			
MATTHEW BENDER & CO, INC				18262	08/20/20	<u>159.43</u>
201-5970640	Databases	Invoice # 19589395	159.43			
MIDWEST TAPE				18263	08/20/20	<u>3,820.52</u>
201-5960990	Misc. Contractual Services	Inv 99163471	110.40			
201-5970630	Visual Materials	Inv 99163471	604.18			
201-5960990	Misc. Contractual Services	Inv 99163470	35.15			
201-5970610	E-audio/Audio	Inv 99163470	735.81			
201-5960990	Misc. Contractual Services	Inv 99163472	23.10			
201-5970610	E-audio/Audio	Inv 99163472	67.89			
201-5970630	Visual Materials	Inv 99159656	344.18			
201-5970610	E-audio/Audio	Inv 99184143	63.99			
201-5970630	Visual Materials	Inv 99184144	402.69			
201-5960990	Misc. Contractual Services	Inv 99187637	22.20			
201-5970610	E-audio/Audio	Inv 99187637	436.88			
201-5960990	Misc. Contractual Services	Inv 99187638	6.00			
201-5970630	Visual Materials	Inv 99187638	26.24			

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 99187639	98.25			
201-5970630	Visual Materials	Inv 99187639	730.28			
201-5960990	Misc. Contractual Services	Inv 99188020	26.95			
201-5970610	E-audio/Audio	Inv 99188020	86.33			
MIDWEST TAPE				18264	08/20/20	<u>7,444.48</u>
201-5960990	Misc. Contractual Services	Inv 99075576	12.95			
201-5970610	E-audio/Audio	Inv 99075576	255.93			
201-5960990	Misc. Contractual Services	Inv 99075575	39.60			
201-5970630	Visual Materials	Inv 99075575	194.93			
201-5960990	Misc. Contractual Services	Inv 99075574	122.85			
201-5970630	Visual Materials	Inv 99075574	765.38			
201-5960990	Misc. Contractual Services	Inv 99051475	169.96			
201-5970610	E-audio/Audio	Inv 99051475	7.40			
201-5960990	Misc. Contractual Services	Inv 99114226	40.70			
201-5970610	E-audio/Audio	Inv 99114226	890.78			
201-5960990	Misc. Contractual Services	Inv 99119334	9.25			
201-5970610	E-audio/Audio	Inv 99119334	202.95			
201-5960990	Misc. Contractual Services	Inv 99114229	13.00			
201-5970630	Visual Materials	Inv 99114229	59.98			
201-5960990	Misc. Contractual Services	Inv 99114228	265.85			
201-5970630	Visual Materials	Inv 99114228	1,599.01			
201-5960990	Misc. Contractual Services	Inv 99119332	13.00			
201-5970630	Visual Materials	Inv 99119332	59.98			
201-5960990	Misc. Contractual Services	Inv 99119333	75.00			
201-5970630	Visual Materials	Inv 99119333	343.32			
201-5960990	Misc. Contractual Services	Inv 99119335	15.40			
201-5970610	E-audio/Audio	Inv 99119335	50.96			
201-5970610	E-audio/Audio	Inv 99084613	139.98			
201-5970610	E-audio/Audio	Inv 99109787	663.90			
201-5960990	Misc. Contractual Services	Inv 99109422	61.85			
201-5970610	E-audio/Audio	Inv 99109422	177.29			
201-5970610	E-audio/Audio	Inv 99136954	263.96			
201-5970630	Visual Materials	Inv 99136955	231.71			
201-5970630	Visual Materials	Inv 99109788	519.68			
201-5960990	Misc. Contractual Services	Inv 98974085	46.20			
201-5970610	E-audio/Audio	Inv 98974085	131.73			
MIDWEST TAPE				18264	08/20/20	<u>(7,444.48)</u>
201-5960990	Misc. Contractual Services	VOID	-12.95			
201-5970610	E-audio/Audio	VOID	-255.93			
201-5960990	Misc. Contractual Services	VOID	-39.60			
201-5970630	Visual Materials	VOID	-194.93			
201-5960990	Misc. Contractual Services	VOID	-122.85			
201-5970630	Visual Materials	VOID	-765.38			
201-5960990	Misc. Contractual Services	VOID	-169.96			
201-5970610	E-audio/Audio	VOID	-7.40			
201-5960990	Misc. Contractual Services	VOID	-40.70			
201-5970610	E-audio/Audio	VOID	-890.78			
201-5960990	Misc. Contractual Services	VOID	-9.25			
201-5970610	E-audio/Audio	VOID	-202.95			
201-5960990	Misc. Contractual Services	VOID	-13.00			
201-5970630	Visual Materials	VOID	-59.98			
201-5960990	Misc. Contractual Services	VOID	-265.85			
201-5970630	Visual Materials	VOID	-1,599.01			
201-5960990	Misc. Contractual Services	VOID	-13.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	VOID	-59.98			
201-5960990	Misc. Contractual Services	VOID	-75.00			
201-5970630	Visual Materials	VOID	-343.32			
201-5960990	Misc. Contractual Services	VOID	-15.40			
201-5970610	E-audio/Audio	VOID	-50.96			
201-5970610	E-audio/Audio	VOID	-139.98			
201-5970610	E-audio/Audio	VOID	-663.90			
201-5960990	Misc. Contractual Services	VOID	-61.85			
201-5970610	E-audio/Audio	VOID	-177.29			
201-5970610	E-audio/Audio	VOID	-263.96			
201-5970630	Visual Materials	VOID	-231.71			
201-5970630	Visual Materials	VOID	-519.68			
201-5960990	Misc. Contractual Services	VOID	-46.20			
201-5970610	E-audio/Audio	VOID	-131.73			
MIDWEST TAPE				18265	08/20/20	<u>9,000.00</u>
201-5970630	Visual Materials	Doc # 99092827	9,000.00			
OAKBROOK MECHANICAL SERVICES				18266	08/20/20	<u>3,258.50</u>
201-5930020	R&M Buildings & Structures	Invoice # 21630	2,894.25			
201-5930020	R&M Buildings & Structures	Invoice # 21683	364.25			
OAKBROOK MECHANICAL SERVICES				18266	08/20/20	<u>(3,258.50)</u>
201-5930020	R&M Buildings & Structures	VOID	-2,894.25			
201-5930020	R&M Buildings & Structures	VOID	-364.25			
OUTSOURCE SOLUTIONS GROUP, INC.				18267	08/20/20	<u>46,250.89</u>
201-5920110	Professional Services	Invoice # 54863	33,420.30			
201-5960990	Misc. Contractual Services	Invoice # 54862	350.00			
201-5960990	Misc. Contractual Services	Invoice # 54518	1,500.00			
202-5980420	Computer Software	Invoice # 54338	10,980.59			
OVERDRIVE, INC.				18268	08/20/20	<u>12,824.48</u>
201-5970600	Ebooks/Books	Invoice # 01018MA20160791	4,359.60			
201-5970600	Ebooks/Books	Invoice # 01018MA20211426	307.96			
201-5970600	Ebooks/Books	Invoice # 01018MA20210344	5,092.68			
201-5970600	Ebooks/Books	Invoice # 01018CP20213057	766.40			
201-5970600	Ebooks/Books	Invoice # 01018CP20213057	799.19			
201-5970600	Ebooks/Books	Invoice # 01018CP20162546	1,498.65			
PRONUNCIATOR				18269	08/20/20	<u>1,850.00</u>
201-5970640	Databases	Invoice # 25376	1,850.00			
PROQUEST LLC				18270	08/20/20	<u>2,065.86</u>
201-5970640	Databases	Invoice # 70632848	2,065.86			
RESUMAYDAY INC				18271	08/20/20	<u>150.00</u>
201-5960210	Special Event Programming	9/10/20 Resumes in the COVID Era	150.00			
ROTARY CLUB OF RIVER CITIES				18272	08/20/20	<u>264.00</u>
201-5920220	Membership Dues	Invoice # 684	100.00			
201-5920220	Membership Dues	Invoice # 655	164.00			
ROTARY CLUB OF RIVER CITIES				18273	08/20/20	<u>164.00</u>
201-5920220	Membership Dues	Invoice # 655	164.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ROTARY CLUB OF RIVER CITIES				18273	08/20/20	<u>(164.00)</u>
201-5920220	Membership Dues	VOID	-164.00			
ROWMAN & LITTLEFIELD PUBLISHING COMPANY				18274	08/20/20	<u>41.28</u>
201-5970640	Databases	Invoice # 11454165	41.28			
RUSSIAN PUBLISHING HOUSE LTD				18275	08/20/20	<u>1,008.80</u>
201-5970600	Ebooks/Books	Invoice # 149573	1,008.80			
SIDECAR PUBLICATIONS LLC				18276	08/20/20	<u>348.00</u>
201-5980420	Computer Software	Invoice # INV-2141	348.00			
THE WILDBIRD SHACK				18277	08/20/20	<u>250.00</u>
201-5960210	Special Event Programming	Wildbird shack zoom event - 10/24/20	125.00			
201-5960210	Special Event Programming	Wildbird shack zoom event - 10/10/20	125.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18278	08/20/20	<u>509.25</u>
201-5970630	Visual Materials	Invoice # 003523	42.71			
201-5970630	Visual Materials	Invoice # 003522	52.71			
201-5970630	Visual Materials	Invoice # 003564	413.83			
THOMSON REUTERS-WEST				18279	08/20/20	<u>20.43</u>
201-5970640	Databases	Invoice # 842666732	20.43			
TIAA COMMERCIAL FINANCE				18280	08/20/20	<u>657.91</u>
201-5930210	Rental of Equipment	Invoice # 20199690	657.91			
TIGERLILY MUSIC				18281	08/20/20	<u>500.00</u>
201-5960210	Special Event Programming	7/20/20 Wendy & DB Concert	500.00			
TODAY'S BUSINESS SOLUTIONS INC				18282	08/20/20	<u>6,814.00</u>
201-5980400	Equipment	Invoice # 10755	651.00			
202-5980400	Equipment	Invoice # 061118-16	6,163.00			
ULINE				18283	08/20/20	<u>255.78</u>
201-5970115	Supplies - Dept/Other	Invoice # 120239760	255.78			
ULINE				18284	08/20/20	<u>70.56</u>
201-5970115	Supplies - Dept/Other	Invoice # 121457468	70.56			
UNITED STATES POSTAL SERVICE				18285	08/20/20	<u>3,000.00</u>
201-5990900	Per Capita Grant Expenditures	Postage fall/winter 2020 mailing	3,000.00			
VISOGRAPHIC				18286	08/20/20	<u>4,749.11</u>
201-5990900	Per Capita Grant Expenditures	Invoice # 224314	4,749.11			
IMPACT NETWORKING, LLC.				18287	08/20/20	<u>154.90</u>
201-5970115	Supplies - Dept/Other	Invoice # 1826470	154.90			
MIDWEST TAPE				18288	08/20/20	<u>7,274.52</u>
201-5970630	Visual Materials	Inv 99136955	231.71			
201-5970610	E-audio/Audio	Inv 99136954	263.96			
201-5960990	Misc. Contractual Services	Inv 99119335	15.40			
201-5970610	E-audio/Audio	Inv 99119335	50.96			
201-5960990	Misc. Contractual Services	Inv 99119334	9.25			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv 99119334	202.95			
201-5960990	Misc. Contractual Services	Inv 99119333	75.00			
201-5970630	Visual Materials	Inv 99119333	343.32			
201-5960990	Misc. Contractual Services	Inv 99119332	13.00			
201-5970630	Visual Materials	Inv 99119332	59.98			
201-5960990	Misc. Contractual Services	Inv 99114229	13.00			
201-5970630	Visual Materials	Inv 99114229	59.98			
201-5960990	Misc. Contractual Services	Inv 99114228	265.85			
201-5970630	Visual Materials	Inv 99114228	1,599.01			
201-5960990	Misc. Contractual Services	Inv 99114226	40.70			
201-5970610	E-audio/Audio	Inv 99114226	890.78			
201-5970630	Visual Materials	Inv 99109788	519.68			
201-5970610	E-audio/Audio	Inv 99109787	663.90			
201-5960990	Misc. Contractual Services	Inv 99109422	61.85			
201-5970610	E-audio/Audio	Inv 99109422	177.29			
201-5970610	E-audio/Audio	Inv 99084613	139.98			
201-5960990	Misc. Contractual Services	Inv 99075576	12.95			
201-5970610	E-audio/Audio	Inv 99075576	255.93			
201-5960990	Misc. Contractual Services	Inv 99075575	39.60			
201-5970630	Visual Materials	Inv 99075575	194.93			
201-5960990	Misc. Contractual Services	Inv 99075574	122.85			
201-5970630	Visual Materials	Inv 99075574	765.38			
201-5970610	E-audio/Audio	Inv 99051475	7.40			
201-5960990	Misc. Contractual Services	Inv 98974085	46.20			
201-5970610	E-audio/Audio	Inv 98974085	131.73			
OAKBROOK MECHANICAL SERVICES				18289	08/20/20	<u>3,260.50</u>
201-5930020	R&M Buildings & Structures	Invoice #21630	2,896.25			
201-5930020	R&M Buildings & Structures	Invoice #21683	364.25			
Check List Total						<u><u>259,355.14</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

July 1, 2020 - July 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51124	07/31/20	IMRF	49,805.25
51125	07/31/20	PAYROLL DATA SERVICES INC	1,066.55
51126	07/31/20	NEO-POST USA, INC.	1,000.00
51127	07/31/20	NEO-POST USA, INC.	1,000.00
51128	07/31/20	VERIZON WIRELESS	978.60
51129	07/31/20	COMCAST CABLE	2,831.44
51130	07/31/20	NICOR GAS	388.26
51131	07/31/20	BANKCARD SERVICES	12,203.26
51132	07/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	234.30
Vendor Check Total			<u>69,507.66</u>
Check List Total			<u><u>69,507.66</u></u>

Check count = 9

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700	5,237,084	4,811,992	4,962,663					
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900					
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939					
	20,277	695,604	2,500,786	71,729	68,681	4,046	771,840	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292	310,405	302,543	426,948					
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377					
Change in A/P & AJE's	(297,307)	109,634	(134,775)	(54,288)	74,081	(60,166)	(33,157)					
	454,147	525,645	369,626	401,148	507,297	429,138	621,169	-	-	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	(438,617)	(425,092)	150,671	-	-	-	-	-

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	4,292,889
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	18,240
	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	18,240
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	301,851
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067	161,695	216,921	883,894	169,360
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)	233,476
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	559,039	457,846	1,129,878	704,687
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)	(686,447)

Des Plaines Public Library
 Disbursement Reconciliation
 July 31, 2020

Total Expenses per Expense Report			<u><u>\$654,325.50</u></u>
Gross Payroll	332,993.27		
Benefits Expense	<u>93,954.95</u>		
Total Payroll Expenses		426,948.22	
Check List		328,862.80	
Total Transfers and expenses per payroll and vendor checks reports			<u>755,811.02</u>
		Variance	<u>101,485.52</u>
Less: (disbursements included above)			
IMRF		(49,805.25)	
LIMRICC		(50,504.87)	
Comcast refund		(1,175.40)	
			(101,485.52)
		Variance	<u><u>0.00</u></u>



DIRECTOR'S REPORT

July 2020

THE LIBRARY IS

OPEN

WELCOME BACK!



all the info you need at dppl.org/reopening

— Hello DPPL STAFF —

Before you enter the building today, please screen yourself for these symptoms of Coronavirus.

If any symptoms are present, please inform your supervisor before proceeding to work.



COUGH



FEVER



CHILLS



MUSCLE PAIN



SHORTNESS OF BREATH or DIFFICULTY BREATHING



CONGESTION RUNNY NOSE



HEADACHE or SORE THROAT

ADDITIONAL SYMPTOMS

- Fatigue
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Confusion

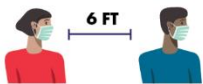
Symptoms can range from mild to severe

DES PLAINES PUBLIC LIBRARY • DPPL.ORG

WELCOME BACK



Face masks must be worn at all times on library property



Please practice social distancing of 6 feet from other people



Please keep your visit as short as possible



DES PLAINES PUBLIC LIBRARY • DPPL.ORG





FILMING A DPCC
 "PLEASE STOP HERE"
 YOUTUBE VIDEO

“

Dear Mesdames Bonell and Sebastian:
 Please accept my appreciation for the stellar job your staff has done during the lock down to keep your patrons engaged with great book selections and virtual discussions. Their efforts have aided me personally in staying connected and coping with a severely restricted lifestyle.

I'm not sure if you are also responsible for the staff at the Des Plaines History Center, but I would certainly also like to commend Phil for his hard work also. Phil, Joel and Dave have also recommended additional selections to enhance our bi-monthly discussions.

You are fortunate to have such knowledgeable and dedicated employees on your staff. Keep up the good work.

Regards, Vill Harmon

”

HAPPENING IN JULY

ASSISTANCE SNAPSHOT

**JULY 6TH (LOBBY OPENING DAY) | 611 CHECKOUTS
 + 495 RENEWALS = 1106 CIRCULATIONS | 426 ASSISTANCE GIVEN**

**JULY 13TH (SOFT OPENING OF BUILDING) | 648 CHECKOUTS
 + 610 RENEWALS = 1258 CIRCULATIONS | 283 ASSISTANCE GIVEN**

**JULY 20TH (OFFICIAL OPENING DAY!) | 1609 CHECKOUTS
 + 558 RENEWALS = 2,166 CIRCULATIONS! | 732 ASSISTANCE GIVEN**

During the months we were closed (March 16–June 30),
 we created or renewed 248 library cards!

Posts

LOTS OF LOVE ON FACEBOOK

50+ posts published in the last 28 days.

MOST ENGAGING

RECENT

MOST ENGAGING POSTS



Hello Des Plaines! Did you...
 July 2

Reach 6.8K
 Engagements 1K



All floors of Des Plaines Public L...
 July 13

Reach 5.9K
 Engagements 954



DPPL's lobby is now open for ...
 July 6

Reach 4.7K
 Engagements 337



Learn all about DPPL's Carry-Ou...
 June 24

Reach 3.4K
 Engagements 317



DPPL's 4th floor PCs reope...
 June 29

Reach 3.7K
 Engagements 250

The Great Des Plaines Public Library

BAKE-ALONG

QUEEN OF HEART FRUIT TARTS
ALICE'S ADVENTURES IN WONDERLAND

July 7 - 10 am

virtual Tuesday Morning Book Group

A Zoom book discussion of *Our Man in Havana* by Graham Greene

DPPL on demand

How to use *HelpNow* at dppl.org to get personalized feedback on your resume

DPPL on demand

Learn More About Gale LegalForms

ADULT PRERECORDED

HOSTED ON FACEBOOK |
INSTAGRAM | YOUTUBE |
DPPL BLOG

NEW FILMS EVERY OTHER TUESDAY

FILM TALK

tuesdays

JULY 14 • 7 PM

THE MASK YOU LIVE IN
AVAILABLE ON KANOPY

TIPS FOR USING ZOOM TO VIDEO CONFERENCE

FRIDAY, JULY 10 • 2 - 3 PM

virtual CURIOSITY CAFE

WEDNESDAY, JULY 8
7 - 8 PM

Pour a cup of coffee, and join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Julia Dhar: How to Disagree Productively Find Common Ground

HERINE THE GREAT *The* EMPRESS OF RUSSIA

Virtual Video Presentation • July 30 - August 12

Jenny Riddle brings this fascinating woman to life, and shares secrets of her dramatic rise to power.

Sponsored by AgeOptions

LEARN MORE DPPL

TEEN PROGRAMS

July 24 • 5:30 pm

TEEN MOVIE night



TEENS

Animal Crossing Meetup
Wednesday, July 29

Drop in between 2 and 3:30 pm to visit our DPPL island at home on your Nintendo Switch!

TEEN READ ALONG

JOIN US TO DISCUSS ONE CHAPTER EVERY MONDAY AT 7 PM STARTING 7/1

TEENS

THURSDAY, JULY 23 @ 4 PM

virtual TEEN ADVISORY BOARD

Join us virtually for our TAB Meeting. This is all new for us so we would love your input to tell us how we can best serve you during these times!

virtual yoga

Tuesday, July 21 6 pm

Join Amrie, our resident Yogi, for a free yoga class from the library. No prior experience necessary, just wear comfortable clothes to stretch, strengthen, balance, and relax!
Grades 7-12

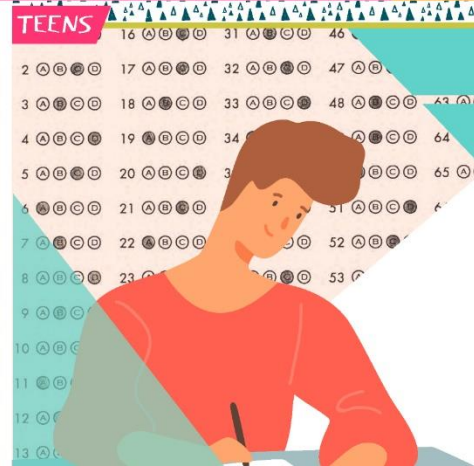
TEENS

1	16	31	46
2	17	32	47
3	18	33	48
4	19	34	49
5	20	35	50
6	21	36	51
7	22	37	52
8	23	38	53
9	24	39	54
10	25	40	55
11	26	41	56
12	27	42	57
13	28	43	58

FREE PRACTICE ACT & SAT TESTS

iAchieve Learning will send families a Free Practice ACT and/or Free Practice SAT for students to take at home.

Register for a test at <https://iachievelearning.com/>



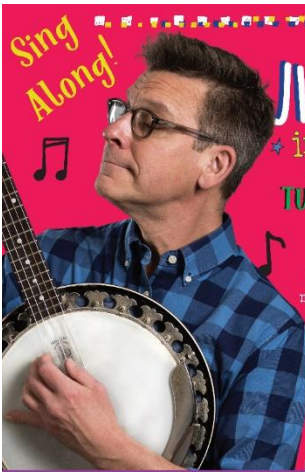
Sing Along!

JIM GILL
in concert

TUESDAY, JULY 21
10:30 AM

Video concert filled with music play for the family!

Dance Around!



VIRTUAL RHYME TIME

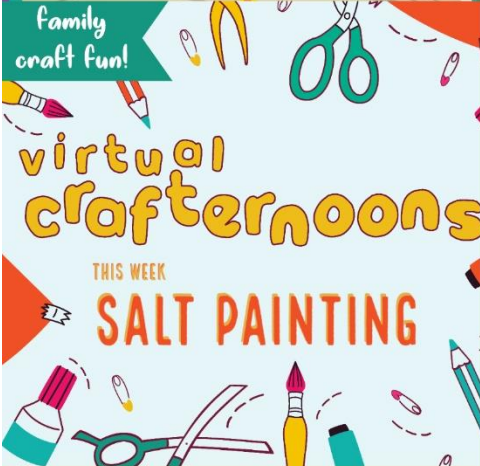
NEW STORIES EVERY THURSDAY!



Family craft fun!


virtual crafternoons

THIS WEEK
SALT PAINTING



DES PLAINES PUBLIC LIBRARY

MOVE & GROOVE

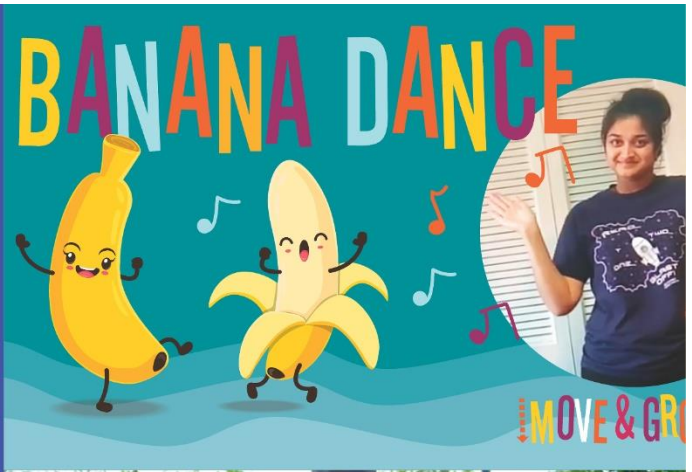


THIS WEEK
Desert Obstacle Course
at Central School

KIDS PROGRAMS

Hosted
On Facebook
| Instagram
| YouTube
| DPPL
Blog | Zoom

BANANA DANCE



MOVE & GROOVE

Where is Rocky?

DES PLAINES PUBLIC LIBRARY

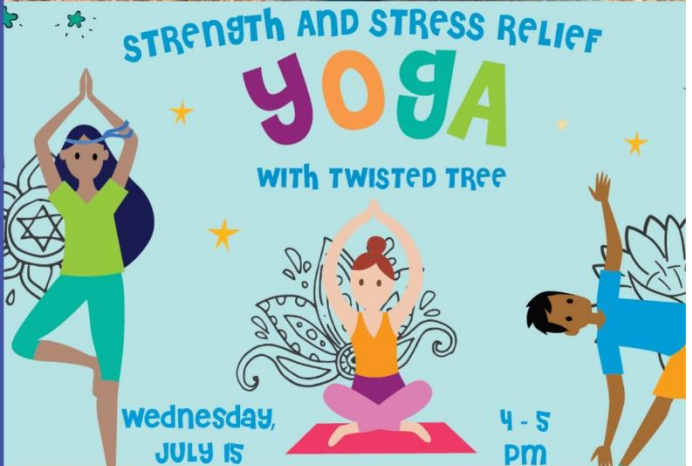


STRENGTH AND STRESS RELIEF

YOGA

WITH TWISTED TREE

wednesday, JULY 15 4 - 5 PM



ROCKY'S KITS FOR KIDS

THIS SUMMER, WE'RE PUTTING TOGETHER ACTIVITY KITS THAT YOU CAN ENJOY AT HOME

Time For Crafts

PICK UP YOUR KIT ON THE 2ND FLOOR STARTING MONDAY JULY 20TH. WHILE SUPPLIES LAST. BEST FOR AGES 4 AND UP

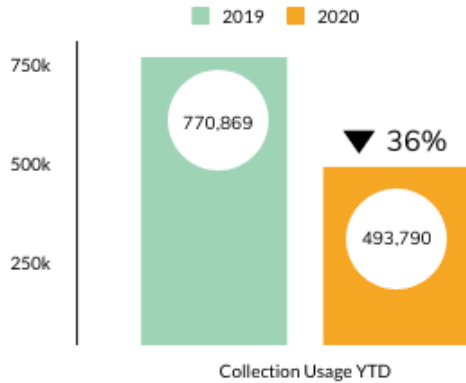




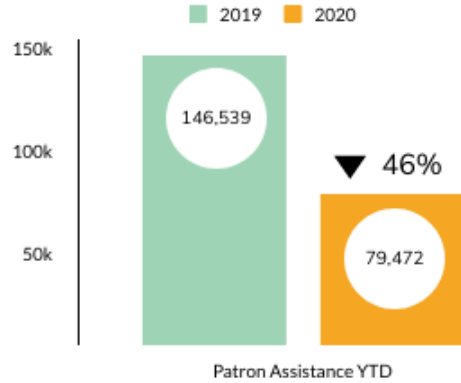
STATISTICS REPORT

JULY 2020

Collection Usage YTD



Patron Assistance YTD



Bookings YTD

Events, Programs & Classes



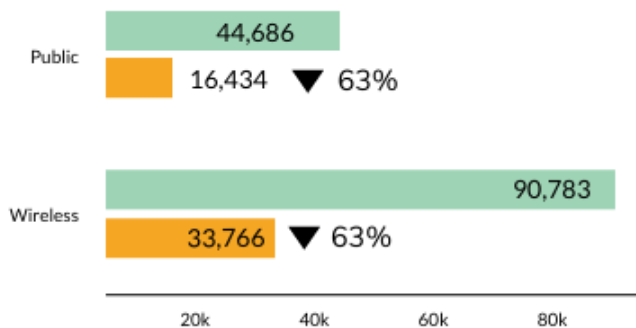
Attendance YTD

Events, Programs, Outreach & Classes



Computer Usage YTD

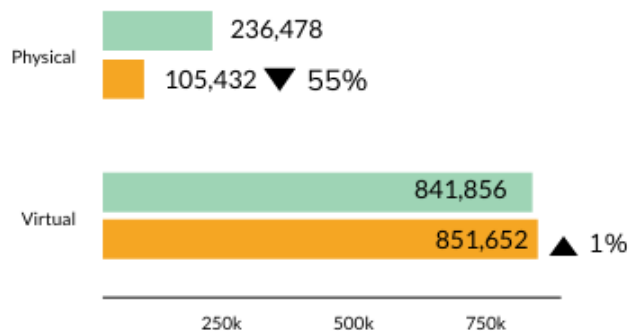
2019 2020



Traffic YTD

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

2019 2020

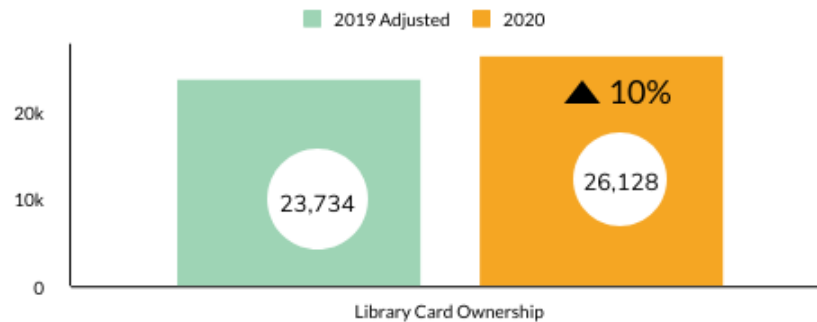




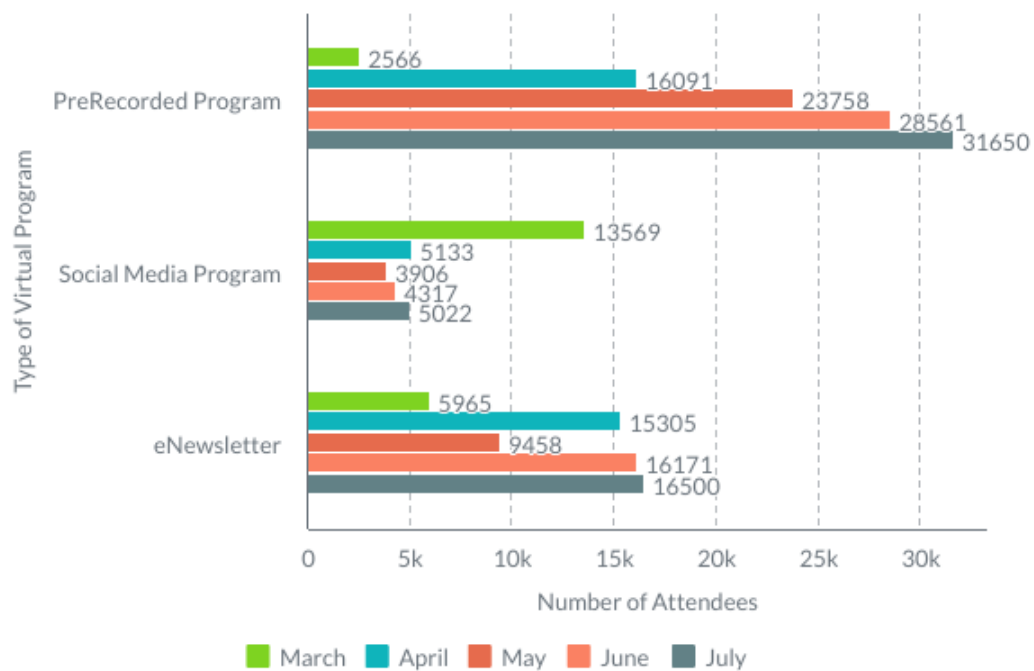
STATISTICS REPORT

JULY 2020

Library Card Ownership



Virtual Program Attendance



VIRTUAL PROGRAM STATISTICS	March	April	May	June	July	YTD
PreRecorded Program <small>Report Tag PRE: Includes Video: DPPL on Demand, Miner Recs Book Talks, Storytimes, Misc videos; Blog based programs: Bake-Along, Where's Rocky, Family Fridays, Wednesday Crafternoons, Letter of the Week, etc.</small>	2,566	16,091	23,758	28,561	31,650	102,626
Social Media Based Program <small>Report Tag SM: Delivery of info about Services, Products, Library News primarily via social media.</small>	13,569	5,133	3,906	4,317	5,022	31,947
eNewsletters Based Program <small>Report Tag NEWS: Miner Recs Weekly eNews, Des Plaines Memory eNews, Happening at DPPL eNews</small>	5,965	15,305	9,458	16,171	16,500	63,399
TOTAL	22,100	36,529	37,122	49,049	53,172	144,800

Note: LIVE Program Attendance Stats (Zoom and other) are now included in the regular Program Attendance Numbers.

Board Stats Reporting Form

JULY 2020

COLLECT			
		Year to Date 2020	493,790
		Year to Date 2019	770,869
		% Change	-36%
PATRON ASSISTANCE			
		Year to Date 2020	79,472
		Year to Date 2019	146,539
		% Change	-46%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,074
		Year to Date 2019	7,521
		% Change	-59%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	233,308
		Year to Date 2019	61,409
		% Change	280%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	105,432
		Year to Date 2019	236,478
		% Change	-55%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	851,652
		Year to Date 2019	841,856
		% Change	1%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,128
		Current month valid library cards 2019	25,607
		% Change	2%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	16,434
		Year to Date 2019	44,686
		% Change	-63%
		Wireless	
		Year to Date 2020	33,766
		Year to Date 2019	90,783
		% Change	-63%

STATISTICS REPORT		JAN	FEB	Mar	April	May	June	July	YTD
COLLECTION USAGE									
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	7,884	34,793	249,278
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	98,214
	ILL	549	598	333	5	2	24	489	2,000
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	144,298
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	493,790
	Physical materials	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	15,787	126,886
2019	Total	104,982	112,216	118,337	110,387	103,567	107,751	113,629	770,869
PATRON ASSISTANCE									
	Youth Services	2,466	2,130	946	13	11	347	795	6,708
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	32,192
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	40,572
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	79,472
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS									
	Youth Services	82	93	22	11	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	315
	Virtual Services-Youth Services (18) and Adult Services (33)	0	0	0	0	39	55	51	145
	Outside groups	15	26	16	0	0	0	0	57
	Public study rooms	779	800	770	0	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	55	51	3,074
	Youth & Adult Services	134	164	191	189	132	368	367	1,545
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE									
	Youth Services	913	1,070	211	0	0	0	161	2,355
	Adult Services	6,793	6,804	1,521	0	0	0	186	15,304
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	198,618
	Outside groups	321	235	2,870	0	0	0	0	3,426
	Public study rooms	1,459	1,664	1,472	0	0	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	623	331	7,997
	Outreach-Adult Services	586	283	0	0	0	87	57	1,013
2020	Total	10,914	13,127	29,881	36,914	38,806	49,759	53,907	233,308
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	3,852	6,257	23,224
	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
TRAFFIC									
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	8,494	105,432
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	236,478
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	113,413	851,652
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,394	110,877	130,231	142,251	841,856
LIBRARY CARD OWNERSHIP-report the latest month									
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,272	26,128	26,128
2019	Number of valid library cards held by DPPL residents	28,603	28,589	28,760	28,799	25,100	25,388	25,607	25,607
COMPUTER USAGE									
	Public computers-Youth Services	916	926	378	0	0	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	88	874	14,214
2020	Total	5,952	6,241	3,279	0	0	88	874	16,434
	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
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	33,766
	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	33,766
	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	90,783
2019	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	90,783

THREE YEAR PAYROLL CONTRACT FOR THE DES PLAINES PUBLIC LIBRARY, No. 08-2020

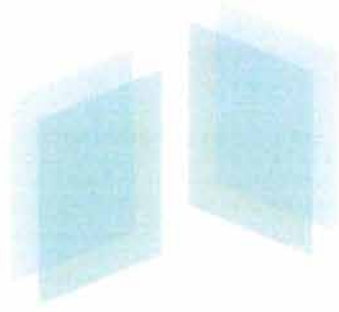
Bid Opening August 4, 2020 10:30 a.m.

Vendor	Contract Costs			3 YEAR TOTAL	References
	2020	2021	2022		
ADP	\$ 11,327.92	\$ 11,327.92	\$ 11,327.92	\$ 33,983.76	yes
HRIS module	\$ -	\$ -	\$ -	\$ -	
Set Up Fee	\$ 2,400.00			\$ 4,100.00	
TOTAL ADP	\$ 13,727.92	\$ 11,327.92	\$ 11,327.92	\$ 33,983.76	
Payroll Data	\$ 13,781.80	\$ 14,497.44	\$ 14,969.88	\$ 43,249.12	yes
HRIS module	\$ 8,236.80	\$ 8,338.08	\$ 8,452.32	\$ 25,027.20	
Set Up Fee	\$ -	\$ -	\$ -	\$ -	
TOTAL PD	\$ 22,018.60	\$ 22,835.52	\$ 23,422.20	\$ 68,276.32	
Paylocity	\$ 17,405.00	\$ 17,405.00	\$ 18,275.25	\$ 53,085.25	yes
HRIS module	\$ 2,544.00	\$ 2,544.00	\$ 2,671.20	\$ 7,759.20	
Set Up Fee	\$ 2,886.19	\$ -	\$ -	\$ 2,886.19	

TOTAL	\$ 22,835.19	\$ 19,949.00	\$ 20,946.45	\$ 63,730.64	
--------------	---------------------	---------------------	---------------------	---------------------	--

Insperty	\$ 59,976.00	\$ 59,976.00	\$ 59,976.00	\$ 179,928.00	no
HRIS module	included			\$ -	
Set Up Fee	\$ 5,880.00	\$ -	\$ -	\$ 5,880.00	
TOTAL Insperty	\$ 65,856.00	\$ 59,976.00	\$ 59,976.00	\$ 185,808.00	

Alpha Business Solutions	pricing not as requested in RFP			\$ -	no
HRIS module				\$ -	
Set Up Fee					
TOTAL	\$ -	\$ -	\$ -	\$ -	



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

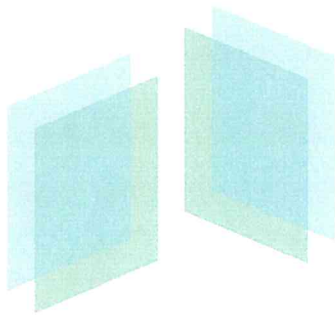
SUPPLEMENTAL NOTICE

Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees Finance Committee on September 16, 2020 at 6:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Tuesday, September 15, 2020 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Wednesday, September 16, 2020 at 5:00 pm.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 16, 2020

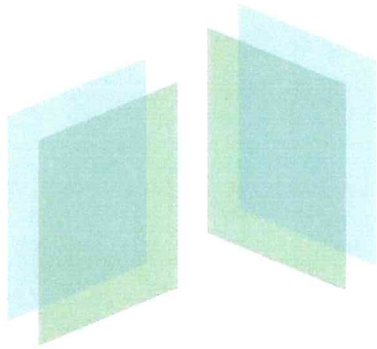
6:00 PM

By Electronic Remote

Agenda:

- **Review 2021 Draft Library Budget**

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

Work. Learn. Play. dppl.org

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Meeting of the Finance Committee
September 16, 2020
6:00 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions
- V. Review 2021 Draft Library Budget.
- VI. Adjournment.



SUPPLEMENTAL NOTICE

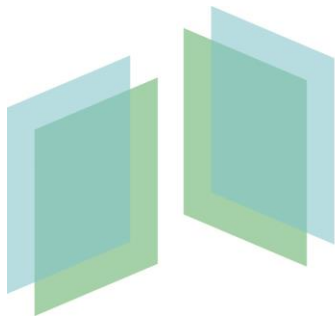
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on September 17, 2020 at 7:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, September 16 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, September 17 at 5:00 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, SEPTEMBER 17, 2020

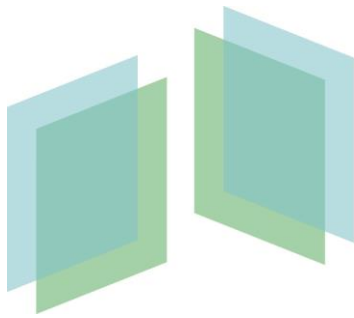
7:00 PM

By Electronic Remote

Agenda:

- **Report Out Finance Committee Action**

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

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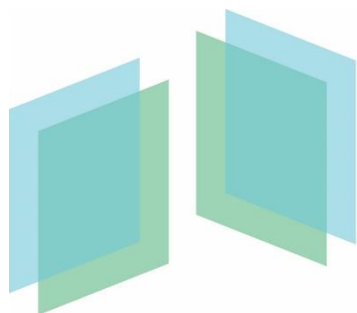
DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting
September 17, 2020
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Consideration of the Agenda. (7:05 p.m.)
- IV. Public Comments and Questions.
- V. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – August 20, 2020.
 - B. Acceptance of Financial Reports for August 2020.
 - C. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
- VI. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$202,536.92. [Action Item]
 - B. Report Out Finance Committee Action, September 16, 2020- Kristen Graack [Action Item]

- VII. Announcements. (7:30 p.m.)
 - A. Receipt of various grants and donations.
- VIII. Correspondence.
- IX. Other
- X. Adjournment. (8:00 p.m.)

This meeting will be recorded for television broadcast.



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DRAFT

BOARD OF TRUSTEES Minutes of the Regular Meeting August 20, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, August 20, 2020. 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: Mindy Capper, Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Gregory Sarlo, Carol Kidd.

Absent: Umair Qadeer.

Also present: Jo Bonell.

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

III. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, seconded by Nicholas Harkovich, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern about Library Director Bonell's compensation. President Gregory Sarlo responded that Mr. Wilson's comments were not factual regarding Library Director Jo Bonell's compensation.

V. CONSENT AGENDA.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the Consent Agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$328,862.80. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$328,862.80 as listed on the vendor checks report of July 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- B. Review and Approve Payroll Bid. [Action Item]

Library Director Jo Bonell reported that the library payroll contract with Payroll Data Services expires on October 11, 2020. The library requested proposals and received five responses. ADP's proposal was the lowest for three years and Library Director Jo Bonell recommends the board approve ADP for payroll services.

MOTION by Bruce Lester, seconded by Nicholas Harkovich, to approve ADP for payroll services for three years. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- C. Approve EBSCO - \$26,197.06. [Action Item]

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment to EBSCO in the amount of \$26,197.06 for magazine subscriptions. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Qadeer, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VII. ANNOUNCEMENTS.

A. Budget Discussion for 2021.

Library Director Jo Bonell reported that the draft budget document for 2021 is almost complete. Secretary Carol Kidd will coordinate times/dates for a Finance Committee meeting before the September board meeting. The draft 2021 budget will be on the agenda in September for review.

VIII. CORRESPONDENCE.

No correspondence.

IX. OTHER.

A. Kiwanis Peanut Week, September 19 – 27.

Stephanie Spetter, Head of Youth Services, asked for support from the board for Kiwanis Peanut Week. Stephanie stated that Kiwanis has been very generous to the library.

B. Wi-Fi Accessibility.

Trustee Denise Hudec asked if library Wi-Fi could be made available to patrons outside the library building. Library Director Jo Bonell responded that she received an invitation from the State of Illinois to apply for a Digital Network Access grant that if awarded to the library would allow Wi-Fi extension.

President Gregory Sarlo announced that Trustee Umair Qadeer would be leaving the board after the August meeting. President Gregory Sarlo thanked Trustee Umair Qadeer for his good service on the board.

XIII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Bruce Lester, 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
August 31, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



September 04, 2020

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, 2020 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, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 4,245,296.16	\$ 1,702,152.70	\$ 5,947,448.86
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,321,783.88	\$ 1,702,152.70	\$ 12,023,936.58
LIABILITIES			
Accounts Payable	\$ 151,385.71	\$ 3,241.99	\$ 154,627.70
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	450,705.19	3,241.99	453,947.18
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,520,205.19	3,241.99	6,523,447.18
FUND BALANCE			
Fund Balance - Unreserved	3,766,827.89	1,698,910.71	5,465,738.60
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,801,578.69	1,698,910.71	5,500,489.40
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,321,783.88	\$ 1,702,152.70	\$ 12,023,936.58

Des Plaines Public Library

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

For the 8 Months Ended August 31, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,457,838.89	\$ -	\$ 5,457,838.89
Intergovernmental	46,494.00	-	46,494.00
Fines & Fees	14,859.29	-	14,859.29
Interest	14,940.42	9,378.09	24,318.51
Special Events and Programs	5,311.69	-	5,311.69
Miscellaneous	41,574.61	-	41,574.61
Total Revenues	<u>5,581,018.90</u>	<u>9,378.09</u>	<u>5,590,396.99</u>
EXPENDITURES			
Personnel	\$ 1,906,497.04	\$ -	\$ 1,906,497.04
Operating	1,447,992.64	-	1,447,992.64
Library Materails	515,424.74	-	515,424.74
Capital Outlay	40,522.69	81,881.43	122,404.12
Other Expenditures	<u>28,023.43</u>	<u>-</u>	<u>25,808.20</u>
Total Expenditures	<u>3,939,060.70</u>	<u>81,881.43</u>	<u>4,020,942.13</u>
Net Change in Fund Balances	<u>1,641,958.20</u>	<u>(72,503.34)</u>	<u>1,569,454.86</u>
FUND BALANCES			
Beginning of the year	<u>2,159,620.49</u>	<u>1,771,414.05</u>	<u>3,931,034.54</u>
End of the period	<u>\$ 3,801,578.69</u>	<u>\$ 1,698,910.71</u>	<u>\$ 5,500,489.40</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of August 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	483,602.51
202-1102015 - First Midwest Operating #8100292260	<u>219,457.57</u>
	<u>703,060.08</u>
201-1102028 - Cash Library Donations	<u>208,751.56</u>
201-1102079 - IL Funds - 151600222591	3,552,442.09
202-1102079 - IL Funds - 151600222591	<u>1,482,695.13</u>
	<u>5,035,137.22</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,947,448.86</u></u>

Des Plaines Public Library
Balance Sheet as of August 31, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	986,451.65	(502,849.14)	483,602.51
1102028 - Cash Library Donations	207,744.49	1,007.07	208,751.56
1102079 - IL Funds - 151600222591	2,055,055.39	1,497,386.70	3,552,442.09
1118000 - Receivable - Property Taxes	<u>6,076,487.72</u>	<u>0.00</u>	<u>6,076,487.72</u>
	<u>9,326,239.25</u>	<u>995,544.63</u>	<u>10,321,783.88</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	241,440.29	(90,054.58)	151,385.71
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,610,259.77</u>	<u>(90,054.58)</u>	<u>6,520,205.19</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	<u>2,124,869.69</u>	<u>0.00</u>	<u>2,124,869.69</u>
	<u>2,159,620.49</u>	<u>0.00</u>	<u>2,159,620.49</u>
Total Liabilities and Fund Balance	<u>8,769,880.26</u>	<u>(90,054.58)</u>	<u>8,679,825.68</u>
Excess Revenues Over Expenses	<u>556,358.99</u>	<u>1,085,599.21</u>	<u>1,641,958.20</u>

Des Plaines Public Library
Balance Sheet as of August 31, 2020

	<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	233,359.17	(13,901.60)	219,457.57
1102079 - IL Funds - 151600222591	1,479,552.58	3,142.55	1,482,695.13
	1,712,911.75	(10,759.05)	1,702,152.70
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	17,143.59	(13,901.60)	3,241.99
	17,143.59	(13,901.60)	3,241.99
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,788,557.64	(13,901.60)	1,774,656.04
Excess Revenues Over Expenses	(75,645.89)	3,142.55	(72,503.34)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
<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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of August 31, 2020

	<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	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 Total Liabilities and Net Capital Assets	 <u>2,579,808.39</u>	 <u>0.00</u>	 <u>2,579,808.39</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 8 Months Ended August 31, 2020**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810025 - 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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	<u>1,472,503.31</u>	<u>5,457,838.89</u>	<u>6,100,000.00</u>	<u>642,161.11</u>	<u>89.47</u>
	<u>1,472,503.31</u>	<u>5,457,838.89</u>	<u>6,100,000.00</u>	<u>642,161.11</u>	<u>89.47</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	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>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>23,247.00</u>	<u>46,494.00</u>	<u>168,988.00</u>	<u>122,494.00</u>	<u>27.51</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	170.10	2,238.02	9,000.00	6,761.98	24.87
201-4850102 - Library Fines	435.49	6,738.77	30,000.00	23,261.23	22.46
201-4850201 - Copying Fees	395.00	4,595.00	27,000.00	22,405.00	17.02
201-4850207 - Non-Res Cards	347.50	1,181.50	3,000.00	1,818.50	39.38
201-4850208 - Meeting Room Fees	<u>(30.00)</u>	<u>106.00</u>	<u>3,000.00</u>	<u>2,894.00</u>	<u>3.53</u>
	<u>1,318.09</u>	<u>14,859.29</u>	<u>72,000.00</u>	<u>57,140.71</u>	<u>20.64</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>345.59</u>	<u>14,940.42</u>	<u>76,000.00</u>	<u>61,059.58</u>	<u>19.66</u>
	<u>345.59</u>	<u>14,940.42</u>	<u>76,000.00</u>	<u>61,059.58</u>	<u>19.66</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	4,716.42	34,160.89	50,000.00	15,839.11	68.32
201-4899910 - Vending Machine Revenue	22.97	373.42	1,500.00	1,126.58	24.89
201-4899920 - Library Donations	1,000.00	4,125.00	5,000.00	875.00	82.50
201-4899940 - Friends Book Sale	<u>553.20</u>	<u>2,915.30</u>	<u>0.00</u>	<u>(2,915.30)</u>	<u>0.00</u>
	<u>6,292.59</u>	<u>41,574.61</u>	<u>56,500.00</u>	<u>14,925.39</u>	<u>73.58</u>
Total Library Fund	<u>1,503,706.58</u>	<u>5,581,018.90</u>	<u>6,478,488.00</u>	<u>897,469.10</u>	<u>86.15</u>

Des Plaines Public Library
 Revenue Report
 For the 8 Months Ended August 31, 2020

	<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>221.54</u>	<u>9,378.09</u>	<u>100.00</u>	<u>(9,278.09)</u>	<u>9,378.09</u>
	<u>221.54</u>	<u>9,378.09</u>	<u>100.00</u>	<u>(9,278.09)</u>	<u>9,378.09</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>221.54</u>	<u>9,378.09</u>	<u>500,100.00</u>	<u>490,721.91</u>	<u>1.88</u>
Total of All Funds	<u>1,503,928.12</u>	<u>5,590,396.99</u>	<u>6,978,588.00</u>	<u>1,388,191.01</u>	<u>80.11</u>

**Des Plaines Public Library
Expense Report
For the 8 Months Ended August 31, 2020**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	174,783.08	1,458,149.22	2,410,733.00	952,583.78	60.49
5910200 - Part-time Salaries	<u>49,027.17</u>	<u>448,347.82</u>	<u>834,840.00</u>	<u>386,492.18</u>	<u>53.70</u>
	<u>223,810.25</u>	<u>1,906,497.04</u>	<u>3,245,573.00</u>	<u>1,339,075.96</u>	<u>58.74</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,425.37	149,941.78	241,013.00	91,071.22	62.21
5918021 - Employer Contribution - IMRF	11,116.24	179,393.17	309,489.00	130,095.83	57.96
5918040 - Life Insurance Premiums	132.80	1,181.92	1,932.00	750.08	61.18
5918050 - PPO Insurance Premiums	23,352.76	227,114.40	321,453.00	94,338.60	70.65
5918051 - HMO Insurance Premiums	27,108.24	149,281.08	236,951.00	87,669.92	63.00
5918055 - Dental Insurance Premiums	1,398.56	12,453.99	20,485.00	8,031.01	60.80
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>79,533.97</u>	<u>731,421.34</u>	<u>1,156,323.00</u>	<u>424,901.66</u>	<u>63.25</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	35,827.85	324,722.09	431,416.00	106,693.91	75.27
5920120 - Communication Services	3,768.28	15,623.61	22,000.00	6,376.39	71.02
5920140 - Integrated Library System	0.00	67,289.86	90,600.00	23,310.14	74.27
5920202 - Conferences	0.00	4,361.48	5,000.00	638.52	87.23
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	0.00	5,285.25	7,000.00	1,714.75	75.50
5920230 - Publication of Notices	112.05	112.05	0.00	(112.05)	0.00
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	7,743.96	59,002.86	128,890.00	69,887.14	45.78
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	10,759.83	19,300.00	8,540.17	55.75
5930320 - Cleaning/Custodial Services	4,892.50	44,055.88	69,460.00	25,404.12	63.43
5930490 - Refuse Contract	688.04	2,717.40	4,320.00	1,602.60	62.90
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	2,905.78	32,876.52	70,450.00	37,573.48	46.67
5960990 - Misc. Contractual Services	<u>4,472.92</u>	<u>48,512.97</u>	<u>102,145.00</u>	<u>53,632.03</u>	<u>47.49</u>
	<u>61,069.29</u>	<u>716,571.30</u>	<u>1,089,856.00</u>	<u>373,284.70</u>	<u>65.75</u>
<u>Commodities</u>					
5970100 - Supplies	1,320.19	13,428.18	49,000.00	35,571.82	27.40
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	1,858.61	7,962.89	17,700.00	9,737.11	44.99
5970170 - Janitorial	0.00	7,154.48	19,000.00	11,845.52	37.66
5970260 - Postage & Parcel	6.95	3,641.81	6,000.00	2,358.19	60.70
5970500 - Water Bill	496.73	3,026.92	12,000.00	8,973.08	25.22

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 8 Months Ended August 31, 2020**

	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	28,098.03	164,352.73	368,000.00	203,647.27	44.66
5970610 - E-audio/Audio	5,863.23	51,365.85	80,000.00	28,634.15	64.21
5970620 - E-Subscriptions/Subscriptions	522.52	51,735.93	68,430.00	16,694.07	75.60
5970630 - Visual Materials	2,509.85	66,523.61	167,000.00	100,476.39	39.83
5970640 - Databases	2,953.07	133,917.59	185,000.00	51,082.41	72.39
5970810 - Natural Gas	200.39	11,493.48	25,000.00	13,506.52	45.97
5970850 - Gasoline	0.00	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	<u>652.00</u>	<u>652.00</u>	<u>6,000.00</u>	<u>5,348.00</u>	<u>10.87</u>
	<u>44,481.57</u>	<u>515,424.74</u>	<u>1,005,630.00</u>	<u>490,205.26</u>	<u>51.25</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,969.28	8,110.00	1,140.72	85.93
5980410 - Computer Hardware	185.95	(390.61)	7,500.00	7,890.61	(5.21)
5980420 - Computer Software	6,884.57	33,788.58	39,265.00	5,476.42	86.05
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>155.44</u>	<u>3,500.00</u>	<u>3,344.56</u>	<u>4.44</u>
	<u>7,070.52</u>	<u>40,522.69</u>	<u>58,375.00</u>	<u>17,852.31</u>	<u>69.42</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	250.00	22,892.90	73,000.00	50,107.10	31.36
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>553.20</u>	<u>2,915.30</u>	<u>0.00</u>	<u>(2,915.30)</u>	<u>0.00</u>
	<u>803.20</u>	<u>25,808.20</u>	<u>633,000.00</u>	<u>607,191.80</u>	<u>4.08</u>
 Total Library Fund Expenditures	<u>418,107.37</u>	<u>3,939,060.70</u>	<u>7,188,757.00</u>	<u>3,249,696.30</u>	<u>54.79</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	(6,163.00)	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	0.00	12,421.00	152,750.00	140,329.00	8.13
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>3,241.99</u>	<u>6,484.99</u>	<u>13,000.00</u>	<u>6,515.01</u>	<u>49.88</u>
	<u>(2,921.01)</u>	<u>81,881.43</u>	<u>283,250.00</u>	<u>201,368.57</u>	<u>28.91</u>
 Total Capital Projects Fund Expenditures	<u>(2,921.01)</u>	<u>81,881.43</u>	<u>323,250.00</u>	<u>241,368.57</u>	<u>25.33</u>
 Total of All Funds	<u>415,186.36</u>	<u>4,020,942.13</u>	<u>7,512,007.00</u>	<u>3,491,064.87</u>	<u>53.53</u>

Des Plaines Public Library

Check List

All Bank Accounts

August 21, 2020 - September 17, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18290	09/17/20	Adam Matthew Digital, Ltd	5,060.00
18291	09/17/20	ANDERSON LOCK CO LTD	352.50
18292	09/17/20	ANDREW LANGLIE	125.00
18293	09/17/20	ATI TECHNOLOGY PARTNERS	652.00
18294	09/17/20	BAKER & TAYLOR	12,119.88
18295	09/17/20	BAKER & TAYLOR	395.56
18296	09/17/20	BAKER & TAYLOR	4,366.54
18297	09/17/20	BAYSCAN TECHNOLOGIES	862.98
18298	09/17/20	CHILDREN'S PLUS, INC.	2,354.81
18299	09/17/20	CITY OF DES PLAINES	496.73
18300	09/17/20	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18301	09/17/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18302	09/17/20	EBSCO INFORMATION SERVICES	153.82
18303	09/17/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	688.04
18304	09/17/20	INGRAM LIBRARY SERVICES	47.35
18305	09/17/20	Jessica Mlinaric	150.00
18306	09/17/20	LAUTERBACH & AMEN, LLP.	1,575.00
18307	09/17/20	LIMRICC	50,494.87
18308	09/17/20	LORITO BOOKS	295.00
18309	09/17/20	MENARDS	6.29
18310	09/17/20	MIDWEST TAPE	8,980.43
18311	09/17/20	Mike Hudson	180.00
18312	09/17/20	NEWSBANK	1,000.00
18313	09/17/20	NOVAK & PARKER	99.95
18314	09/17/20	NRP DIRECT	355.65
18315	09/17/20	OAKBROOK MECHANICAL SERVICES	5,792.50
18316	09/17/20	OFFICE REVOLUTION, LLC.	3,241.99
18317	09/17/20	OUTSOURCE SOLUTIONS GROUP, INC.	35,800.29
18318	09/17/20	OVERDRIVE, INC.	9,333.87
18319	09/17/20	PADDOCK PUBLICATIONS, INC.	112.05
18320	09/17/20	ProTrainings, LLC	359.35
18321	09/17/20	SCHINDLER ELEVATOR CORPORATION	1,500.00
18322	09/17/20	THOMSON REUTERS-WEST	20.43
18323	09/17/20	TIAA COMMERCIAL FINANCE	657.91
18324	09/17/20	TODAY'S BUSINESS SOLUTIONS INC	651.00
18325	09/17/20	TUMBLEWEED PRESS INC.	565.00
18326	09/17/20	HR SOURCE	150.00
51133	08/31/20	PAYROLL DATA SERVICES INC	832.55
51134	08/31/20	IMRF	33,385.91
51135	08/31/20	VERIZON WIRELESS	1,385.03
51136	08/31/20	NICOR GAS	200.39
51137	08/31/20	COMCAST CABLE	2,831.13
51138	08/31/20	BANKCARD SERVICES	8,721.01
51139	08/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	553.20
Vendor Check Total			<u>202,536.92</u>
Check List Total			<u>202,536.92</u>

Check count = 44

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Adam Matthew Digital, Ltd				18290	09/17/20	<u>5,060.00</u>
201-5980420	Computer Software	Invoice 58582	5,060.00			
ANDERSON LOCK CO LTD				18291	09/17/20	<u>352.50</u>
201-5930020	R&M Buildings & Structures	Invoice 7088441	352.50			
ANDREW LANGLIE				18292	09/17/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	August 20, 2020 Invoice	125.00			
ATI TECHNOLOGY PARTNERS				18293	09/17/20	<u>652.00</u>
201-5970900	Equipment < \$10,000	Invoice 78366	652.00			
BAKER & TAYLOR				18294	09/17/20	<u>12,119.88</u>
201-5960990	Misc. Contractual Services	Inv # 2035332772	40.02			
201-5970600	Ebooks/Books	Inv # 2035332772	401.91			
201-5960990	Misc. Contractual Services	Inv # 2035313645	2.44			
201-5970600	Ebooks/Books	Inv # 2035313645	19.80			
201-5960990	Misc. Contractual Services	Inv # 2035454405	14.06			
201-5970600	Ebooks/Books	Inv # 2035454405	192.17			
201-5960990	Misc. Contractual Services	Inv # 2035451293	61.30			
201-5970600	Ebooks/Books	Inv # 2035451293	802.67			
201-5960990	Misc. Contractual Services	Inv # 2035306439	1.62			
201-5970600	Ebooks/Books	Inv # 2035306439	14.76			
201-5960990	Misc. Contractual Services	Inv # 2035332747	6.66			
201-5970600	Ebooks/Books	Inv # 2035332747	20.91			
201-5960990	Misc. Contractual Services	Inv # 2035339071	39.87			
201-5970600	Ebooks/Books	Inv # 2035339071	289.43			
201-5960990	Misc. Contractual Services	Inv # 2035295510	1.35			
201-5970600	Ebooks/Books	Inv # 2035295510	10.21			
201-5960990	Misc. Contractual Services	Inv # 2035432769	36.54			
201-5970600	Ebooks/Books	Inv # 2035432769	376.83			
201-5960990	Misc. Contractual Services	Inv # 2035297583	11.19			
201-5970600	Ebooks/Books	Inv # 2035297583	106.04			
201-5960990	Misc. Contractual Services	Inv # 2035400805	20.79			
201-5970600	Ebooks/Books	Inv # 2035400805	99.24			
201-5960990	Misc. Contractual Services	Inv # 2035297231	12.51			
201-5970600	Ebooks/Books	Inv # 2035297231	123.74			
201-5960990	Misc. Contractual Services	Inv # 2035297582	9.72			
201-5970600	Ebooks/Books	Inv # 2035297582	91.17			
201-5960990	Misc. Contractual Services	Inv # 2035415487	13.58			
201-5970600	Ebooks/Books	Inv # 2035415487	125.92			
201-5960990	Misc. Contractual Services	Inv # 2035290696	1.77			
201-5970600	Ebooks/Books	Inv # 2035290696	15.34			
201-5960990	Misc. Contractual Services	Inv # 2035290851	1.77			
201-5970600	Ebooks/Books	Inv # 2035290851	15.89			
201-5960990	Misc. Contractual Services	Inv # 2035423638	45.03			
201-5970600	Ebooks/Books	Inv # 2035423638	428.85			
201-5960990	Misc. Contractual Services	Inv # 2035424501	25.01			
201-5970600	Ebooks/Books	Inv # 2035424501	185.37			
201-5960990	Misc. Contractual Services	Inv # 2035400896	11.48			
201-5970600	Ebooks/Books	Inv # 2035400896	105.92			
201-5960990	Misc. Contractual Services	Inv # 2035297873	9.72			
201-5970600	Ebooks/Books	Inv # 2035297873	94.49			
201-5960990	Misc. Contractual Services	Inv # 2035298274	9.20			
201-5970600	Ebooks/Books	Inv # 2035298274	78.37			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035306275	6.51			
201-5970600	Ebooks/Books	Inv # 2035306275	61.12			
201-5960990	Misc. Contractual Services	Inv # 2035441346	70.52			
201-5970600	Ebooks/Books	Inv # 2035441346	550.51			
201-5960990	Misc. Contractual Services	Inv # 2035332996	16.20			
201-5970600	Ebooks/Books	Inv # 2035332996	153.34			
201-5960990	Misc. Contractual Services	Inv # 2035319581	16.31			
201-5970600	Ebooks/Books	Inv # 2035319581	180.78			
201-5960990	Misc. Contractual Services	Inv # 2035297933	4.86			
201-5970600	Ebooks/Books	Inv # 2035297933	49.39			
201-5960990	Misc. Contractual Services	Inv # 2035319224	6.43			
201-5970600	Ebooks/Books	Inv # 2035319224	39.15			
201-5960990	Misc. Contractual Services	Inv # 2035366302	10.60			
201-5970600	Ebooks/Books	Inv # 2035366302	73.01			
201-5960990	Misc. Contractual Services	Inv # 2035435564	49.11			
201-5970600	Ebooks/Books	Inv # 2035435564	508.69			
201-5960990	Misc. Contractual Services	Inv # 2035319926	12.81			
201-5970600	Ebooks/Books	Inv # 2035319926	127.06			
201-5960990	Misc. Contractual Services	Inv # 2035341377	100.52			
201-5970600	Ebooks/Books	Inv # 2035341377	1,020.52			
201-5960990	Misc. Contractual Services	Inv # 2035290827	4.86			
201-5970600	Ebooks/Books	Inv # 2035290827	46.56			
201-5960990	Misc. Contractual Services	Inv # 2035290638	7.50			
201-5970600	Ebooks/Books	Inv # 2035290638	61.67			
201-5960990	Misc. Contractual Services	Inv # 2035290684	1.70			
201-5970600	Ebooks/Books	Inv # 2035290684	11.26			
201-5960990	Misc. Contractual Services	Inv # 2035415711	38.12			
201-5970600	Ebooks/Books	Inv # 2035415711	350.37			
201-5960990	Misc. Contractual Services	Inv # 2035415713	47.86			
201-5970600	Ebooks/Books	Inv # 2035415713	433.73			
201-5960990	Misc. Contractual Services	Inv # 2035291391	2.18			
201-5970600	Ebooks/Books	Inv # 2035291391	14.30			
201-5960990	Misc. Contractual Services	Inv # 2035290829	2.35			
201-5970600	Ebooks/Books	Inv # 2035290829	15.46			
201-5960990	Misc. Contractual Services	Inv # 2035290825	3.85			
201-5970600	Ebooks/Books	Inv # 2035290825	28.94			
201-5960990	Misc. Contractual Services	Inv # 2035290650	2.35			
201-5970600	Ebooks/Books	Inv # 2035290650	20.09			
201-5960990	Misc. Contractual Services	Inv # 2035387992	11.28			
201-5970600	Ebooks/Books	Inv # 2035387992	90.84			
201-5960990	Misc. Contractual Services	Inv # 2035394615	52.24			
201-5970600	Ebooks/Books	Inv # 2035394615	474.86			
201-5960990	Misc. Contractual Services	Inv # 2035290815	13.50			
201-5970600	Ebooks/Books	Inv # 2035290815	135.64			
201-5960990	Misc. Contractual Services	Inv # 2035363077	58.17			
201-5970600	Ebooks/Books	Inv # 2035363077	536.80			
201-5960990	Misc. Contractual Services	Inv # 2035319678	43.44			
201-5970600	Ebooks/Books	Inv # 2035319678	559.10			
201-5960990	Misc. Contractual Services	Inv # 2035384365	6.21			
201-5970600	Ebooks/Books	Inv # 2035384365	34.08			
201-5960990	Misc. Contractual Services	Inv # 2035384327	13.17			
201-5970600	Ebooks/Books	Inv # 2035384327	28.66			
201-5960990	Misc. Contractual Services	Inv # 2035385066	9.84			
201-5970600	Ebooks/Books	Inv # 2035385066	35.09			
201-5960990	Misc. Contractual Services	Inv # 2035290816	7.25			
201-5970600	Ebooks/Books	Inv # 2035290816	69.40			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035388228	5.79			
201-5970600	Ebooks/Books	Inv # 2035388228	45.42			
201-5960990	Misc. Contractual Services	Inv # 2035388368	6.36			
201-5970600	Ebooks/Books	Inv # 2035388368	19.72			
201-5960990	Misc. Contractual Services	Inv # 2035388149	4.85			
201-5970600	Ebooks/Books	Inv # 2035388149	31.58			
201-5960990	Misc. Contractual Services	Inv # 2035290677	7.70			
201-5970600	Ebooks/Books	Inv # 2035290677	73.71			
201-5960990	Misc. Contractual Services	Inv # 2035381707	27.45			
201-5970600	Ebooks/Books	Inv # 2035381707	137.55			
201-5960990	Misc. Contractual Services	Inv # 2035397684	4.37			
201-5970600	Ebooks/Books	Inv # 2035397684	67.71			
201-5960990	Misc. Contractual Services	Inv # 2035388389	1.62			
201-5970600	Ebooks/Books	Inv # 2035388389	15.33			
201-5960990	Misc. Contractual Services	Inv # 2035393101	1.62			
201-5970600	Ebooks/Books	Inv # 2035393101	15.33			
201-5960990	Misc. Contractual Services	Inv # 2035397587	9.62			
201-5970600	Ebooks/Books	Inv # 2035397587	28.69			
201-5960990	Misc. Contractual Services	Inv # 2035287101	8.04			
201-5970600	Ebooks/Books	Inv # 2035287101	59.50			
201-5960990	Misc. Contractual Services	Inv # 2035288531	9.50			
201-5970600	Ebooks/Books	Inv # 2035288531	106.31			
201-5960990	Misc. Contractual Services	Inv # 2035287121	5.64			
201-5970600	Ebooks/Books	Inv # 2035287121	43.74			
201-5960990	Misc. Contractual Services	Inv # 2035388202	5.34			
201-5970600	Ebooks/Books	Inv # 2035388202	32.35			
201-5960990	Misc. Contractual Services	Inv # 2035288625	4.80			
201-5970600	Ebooks/Books	Inv # 2035288625	72.22			
201-5960990	Misc. Contractual Services	Inv # 2035297965	2.55			
201-5970600	Ebooks/Books	Inv # 2035297965	17.00			
201-5960990	Misc. Contractual Services	Inv # 2035297269	0.85			
201-5970600	Ebooks/Books	Inv # 2035297269	7.38			
201-5960990	Misc. Contractual Services	Inv # 2035297424	1.62			
201-5970600	Ebooks/Books	Inv # 2035297424	15.89			
201-5960990	Misc. Contractual Services	Inv # 2035438086	16.53			
201-5970600	Ebooks/Books	Inv # 2035438086	153.20			
201-5960990	Misc. Contractual Services	Inv # 2035297064	9.85			
201-5970600	Ebooks/Books	Inv # 2035297064	86.16			
201-5960990	Misc. Contractual Services	Inv # 2035430603	7.57			
201-5970600	Ebooks/Books	Inv # 2035430603	63.59			
201-5960990	Misc. Contractual Services	Inv # 2035297692	3.00			
201-5970600	Ebooks/Books	Inv # 2035297692	23.21			
201-5960990	Misc. Contractual Services	Inv # 2035297666	3.00			
201-5970600	Ebooks/Books	Inv # 2035297666	20.42			
201-5960990	Misc. Contractual Services	Inv # 2035297845	4.86			
201-5970600	Ebooks/Books	Inv # 2035297845	46.53			
201-5960990	Misc. Contractual Services	Inv # 2035297456	1.50			
201-5970600	Ebooks/Books	Inv # 2035297456	12.80			
201-5960990	Misc. Contractual Services	Inv # 2035297791	1.50			
201-5970600	Ebooks/Books	Inv # 2035297791	9.65			
201-5960990	Misc. Contractual Services	Inv # 2035297716	8.10			
201-5970600	Ebooks/Books	Inv # 2035297716	78.92			
201-5960990	Misc. Contractual Services	Inv # 2035406226	6.28			
201-5970600	Ebooks/Books	Inv # 2035406226	35.42			
201-5960990	Misc. Contractual Services	Inv # 2035297359	1.62			
201-5970600	Ebooks/Books	Inv # 2035297359	15.89			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035297670	4.86			
201-5970600	Ebooks/Books	Inv # 2035297670	44.29			
201-5960990	Misc. Contractual Services	Inv # 2035297985	8.10			
201-5970600	Ebooks/Books	Inv # 2035297985	81.46			
201-5960990	Misc. Contractual Services	Inv # 2035297483	3.24			
201-5970600	Ebooks/Books	Inv # 2035297483	31.78			
201-5960990	Misc. Contractual Services	Inv # 2035297755	1.50			
201-5970600	Ebooks/Books	Inv # 2035297755	12.80			
201-5960990	Misc. Contractual Services	Inv # 2035297270	1.50			
201-5970600	Ebooks/Books	Inv # 2035297270	9.65			
201-5960990	Misc. Contractual Services	Inv # 2035297332	1.70			
201-5970600	Ebooks/Books	Inv # 2035297332	15.88			
201-5960990	Misc. Contractual Services	Inv # 2035297896	3.00			
201-5970600	Ebooks/Books	Inv # 2035297896	26.36			
201-5960990	Misc. Contractual Services	Inv # 2035297433	0.85			
201-5970600	Ebooks/Books	Inv # 2035297433	14.06			
201-5960990	Misc. Contractual Services	Inv # 2035297982	0.70			
201-5970600	Ebooks/Books	Inv # 2035297982	7.38			
201-5960990	Misc. Contractual Services	Inv # 2035295418	3.45			
201-5970600	Ebooks/Books	Inv # 2035295418	35.75			
BAKER & TAYLOR				18295	09/17/20	<u>395.56</u>
201-5960990	Misc. Contractual Services	Inv # 5016343676	13.30			
201-5970600	Ebooks/Books	Inv # 5016343676	242.27			
201-5970640	Databases	Inv # 5016343676	139.99			
BAKER & TAYLOR				18296	09/17/20	<u>4,366.54</u>
201-5970600	Ebooks/Books	Inv # 2035420346	473.68			
201-5960990	Misc. Contractual Services	Inv # 2035420347	40.13			
201-5970600	Ebooks/Books	Inv # 2035416524	20.09			
201-5970600	Ebooks/Books	Inv # 2035444549	901.47			
201-5960990	Misc. Contractual Services	Inv # 2035444550	72.97			
201-5970600	Ebooks/Books	Inv # 5016313628	472.48			
201-5970600	Ebooks/Books	Inv # 2035379610	1,024.46			
201-5960990	Misc. Contractual Services	Inv # 2035379611	86.08			
201-5970600	Ebooks/Books	Inv # 2035348783	551.43			
201-5960990	Misc. Contractual Services	Inv # 2035348784	38.07			
201-5970600	Ebooks/Books	Inv # 2035339075	633.46			
201-5960990	Misc. Contractual Services	Inv # 2035339076	52.22			
BAYSCAN TECHNOLOGIES				18297	09/17/20	<u>862.98</u>
201-5970115	Supplies - Dept/Other	Invoice 65171	862.98			
CHILDREN'S PLUS, INC.				18298	09/17/20	<u>2,354.81</u>
201-5970600	Ebooks/Books	Invoice 188335	518.70			
201-5970600	Ebooks/Books	Invoice 188334	518.70			
201-5970600	Ebooks/Books	Invoice 188333	615.69			
201-5970600	Ebooks/Books	Invoice 188332	525.80			
201-5970600	Ebooks/Books	Invoice 188969	43.98			
201-5970600	Ebooks/Books	Invoice 188968	131.94			
CITY OF DES PLAINES				18299	09/17/20	<u>496.73</u>
201-5970500	Water Bill	Service from 5/3120 - 7/30/20	496.73			
CRYSTAL MAINTENANCE SERVICES CORP				18300	09/17/20	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice 26954	4,892.50			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DE LAGE LANDEN FIANACIAL SERVICES				18301	09/17/20	<u>738.41</u>
201-5920210	In Service Training	Invoice 69178305	738.41			
EBSCO INFORMATION SERVICES				18302	09/17/20	<u>153.82</u>
201-5970620	E-Subscriptions/Subscriptions	Invoice 2100505	64.94			
201-5970620	E-Subscriptions/Subscriptions	Invoice 2100014	88.88			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18303	09/17/20	<u>688.04</u>
201-5930490	Refuse Contract	Invoice 5065771	688.04			
INGRAM LIBRARY SERVICES				18304	09/17/20	<u>47.35</u>
201-5970600	Ebooks/Books	Invoice 47764278	26.98			
201-5970600	Ebooks/Books	Invoice 47764279	20.37			
Jessica Mlinaric				18305	09/17/20	<u>150.00</u>
201-5960210	Special Event Programming	Secret Chicago presentation	150.00			
LAUTERBACH & AMEN, LLP.				18306	09/17/20	<u>1,575.00</u>
201-5920110	Professional Services	Invoice No. 47545	1,575.00			
LIMRICC				18307	09/17/20	<u>50,494.87</u>
201-2401002	Payroll Liabilities	September 2020 monthly billing	50,494.87			
LORITO BOOKS				18308	09/17/20	<u>295.00</u>
201-5970600	Ebooks/Books	Invoice 5738	295.00			
MENARDS				18309	09/17/20	<u>6.29</u>
201-5970115	Supplies - Dept/Other	Invoice 62984	6.29			
MIDWEST TAPE				18310	09/17/20	<u>8,980.43</u>
201-5970610	E-audio/Audio	Inv # 99329373	2,143.64			
201-5970610	E-audio/Audio	Inv # 99302161	59.99			
201-5970630	Visual Materials	Inv # 99302162	122.98			
201-5960990	Misc. Contractual Services	Inv # 99325784	46.25			
201-5970610	E-audio/Audio	Inv # 99325784	854.75			
201-5960990	Misc. Contractual Services	Inv # 99289587	23.35			
201-5970610	E-audio/Audio	Inv # 99289587	80.19			
201-5960990	Misc. Contractual Services	Inv # 99289585	59.20			
201-5970610	E-audio/Audio	Inv # 99289585	1,299.68			
201-5960990	Misc. Contractual Services	Inv # 99289586	65.00			
201-5970630	Visual Materials	Inv # 99289586	284.05			
201-5970630	Visual Materials	Inv # 99272224	160.48			
201-5970610	E-audio/Audio	Inv # 99272223	55.99			
201-5960990	Misc. Contractual Services	Inv # 99226008	20.35			
201-5970610	E-audio/Audio	Inv # 99226008	445.89			
201-5970610	E-audio/Audio	Inv # 99233057	55.99			
201-5970630	Visual Materials	Inv # 99233058	284.96			
201-5960990	Misc. Contractual Services	Inv # 99255457	232.65			
201-5970630	Visual Materials	Inv # 99255457	1,158.86			
201-5960990	Misc. Contractual Services	Inv # 99255871	3.25			
201-5970630	Visual Materials	Inv # 99255871	22.49			
201-5960990	Misc. Contractual Services	Inv # 99255458	7.40			
201-5970610	E-audio/Audio	Inv # 99255458	149.96			
201-5960990	Misc. Contractual Services	Inv # 99255459	7.70			
201-5970610	E-audio/Audio	Inv # 99255459	25.18			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv # 99214504	487.92			
201-5960990	Misc. Contractual Services	Inv # 99225134	15.40			
201-5970610	E-audio/Audio	Inv # 99225134	41.81			
201-5960990	Misc. Contractual Services	Inv # 99225136	40.95			
201-5970630	Visual Materials	Inv # 99225136	248.90			
201-5960990	Misc. Contractual Services	Inv # 99225137	3.70			
201-5970610	E-audio/Audio	Inv # 99225137	64.98			
201-5960990	Misc. Contractual Services	Inv # 99226005	47.25			
201-5970630	Visual Materials	Inv # 99226005	227.13			
201-5960990	Misc. Contractual Services	Inv # 99226006	34.90			
201-5970610	E-audio/Audio	Inv # 99226006	97.26			
Mike Hudson				18311	09/17/20	<u>180.00</u>
201-5960210	Special Event Programming	Freelance graphic design services	180.00			
NEWSBANK				18312	09/17/20	<u>1,000.00</u>
201-5970640	Databases	Invoice RT546635	1,000.00			
NOVAK & PARKER				18313	09/17/20	<u>99.95</u>
201-5970115	Supplies - Dept/Other	Invoice 754912	99.95			
NRP DIRECT				18314	09/17/20	<u>355.65</u>
201-5970640	Databases	Order No. 0026462	355.65			
OAKBROOK MECHANICAL SERVICES				18315	09/17/20	<u>5,792.50</u>
201-5930020	R&M Buildings & Structures	Invoice 22448	2,896.25			
201-5930020	R&M Buildings & Structures	Invoice 22058	2,896.25			
OFFICE REVOLUTION, LLC.				18316	09/17/20	<u>3,241.99</u>
202-5980600	Furniture and Fixtures	Invoice 107131	3,241.99			
OUTSOURCE SOLUTIONS GROUP, INC.				18317	09/17/20	<u>35,800.29</u>
201-5980420	Computer Software	Invoice 55024	119.99			
201-5980420	Computer Software	Invoice 55302	60.00			
201-5920110	Professional Services	Invoice 55210	33,420.30			
201-5960990	Misc. Contractual Services	Invoice 55012	1,500.00			
201-5960990	Misc. Contractual Services	Invoice 54862	350.00			
201-5960990	Misc. Contractual Services	Invoice 55211	350.00			
OVERDRIVE, INC.				18318	09/17/20	<u>9,333.87</u>
201-5970600	Ebooks/Books	Invoice 01018MA20248917	499.42			
201-5970600	Ebooks/Books	Invoice 01018MA20247888	2,925.32			
201-5970600	Ebooks/Books	Invoice 01018CP20248114	712.57			
201-5970600	Ebooks/Books	Invoice 01018CP20276735	741.47			
201-5970600	Ebooks/Books	Invoice 01018MA20276454	4,286.62			
201-5970600	Ebooks/Books	Invoice 01018MA20277514	168.47			
PADDOCK PUBLICATIONS, INC.				18319	09/17/20	<u>112.05</u>
201-5920230	Publication of Notices	Invoice 154789	70.20			
201-5920230	Publication of Notices	Invoice 152466	41.85			
ProTrainings, LLC				18320	09/17/20	<u>359.35</u>
201-5970115	Supplies - Dept/Other	Invoice 080720203	359.35			
SCHINDLER ELEVATOR CORPORATION				18321	09/17/20	<u>1,500.00</u>
201-5930020	R&M Buildings & Structures	Invoice #7153114345	1,500.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
THOMSON REUTERS-WEST 201-5970640	Databases	Invoice 842833354	20.43	18322	09/17/20	<u>20.43</u>
TIAA COMMERCIAL FINANCE 201-5930210	Rental of Equipment	Invoice 7468198	657.91	18323	09/17/20	<u>657.91</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5980400	Equipment	Invoice 10755	651.00	18324	09/17/20	<u>651.00</u>
TUMBLEWEED PRESS INC. 201-5970640	Databases	Invoice 100901	565.00	18325	09/17/20	<u>565.00</u>
HR SOURCE 201-5970600	Ebooks/Books	Invoice 11847	150.00	18326	09/17/20	<u>150.00</u>
Check List Total						<u><u>154,627.70</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

August 1, 2020 - August 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51133	08/31/20	PAYROLL DATA SERVICES INC	832.55
51134	08/31/20	IMRF	33,385.91
51135	08/31/20	VERIZON WIRELESS	1,385.03
51136	08/31/20	NICOR GAS	200.39
51137	08/31/20	COMCAST CABLE	2,831.13
51138	08/31/20	BANKCARD SERVICES	8,721.01
51139	08/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	553.20
Vendor Check Total			<u>47,909.22</u>
Check List Total			<u><u>47,909.22</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700	5,237,084	4,811,992	4,962,663	5,947,449				
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503				
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425				
	20,277	695,604	2,500,786	71,729	68,681	4,046	771,840	1,503,928	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292	310,405	302,543	426,948	303,344				
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842				
Change in A/P & AJE's	(297,307)	109,634	(134,775)	(54,288)	74,081	(60,166)	(33,157)	103,956				
	454,147	525,645	369,626	401,148	507,297	429,138	621,169	519,142	-	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	(438,617)	(425,092)	150,671	984,786	-	-	-	-

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	4,292,889
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	18,240
	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	18,240
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	301,851
Other Expense	294,270	155,183	164,569	159,068	192,331	170,211	212,907	188,067	161,695	216,921	883,894	169,360
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)	233,476
	645,775	490,230	473,577	459,183	473,108	487,817	483,536	591,552	559,039	457,846	1,129,878	704,687
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)	(686,447)

Des Plaines Public Library
 Disbursement Reconciliation
 August 31, 2020

Total Expenses per Expense Report			<u><u>\$415,186.36</u></u>
Gross Payroll	223,810.25		
Benefits Expense	<u>79,533.97</u>		
Total Payroll Expenses		303,344.22	
Check List		202,536.92	
Total Transfers and expenses per payroll and vendor checks reports			<u>505,881.14</u>
		Variance	90,694.78
Less: (disbursements included above)			
IMRF		(33,385.91)	
LIMRICC		(50,494.87)	
VOID Ck # 18282		(6,814.00)	
			(90,694.78)
		Variance	<u><u>0.00</u></u>



DIRECTOR'S REPORT

August 2020

REMINDER

OVERDUE FINES RESUME SEPTEMBER 1ST

PLEASE RETURN YOUR ITEMS ON TIME TO AVOID FEES.

DES PLAINES PUBLIC LIBRARY

des.plaines.library · Following

des.plaines.library Fine-free summer is almost over. Please take care to return your items on time because fines will start again on September 1st.

Learn more about loans, holds and fines: <https://dppl.org/patron-services/loans-holds-fines>

2w

becca_la_wrecka @des.plaines.library will returned items be reflected in our accounts the same day again? I have several items that have been returned for a while...

Liked by librariesuc and others

AUGUST 20

Add a comment... Post

Des Plaines Public Library
August 20 at 3:01 PM · 🌐

Important voting information!

Also, Des Plaines Public Library will again be an EARLY VOTING LOCATION from Oct 19, 2020 - Nov 2, 2020.

IT'S ALL ABOUT THE MASKS: FACE COVERING 101

TUESDAY, AUGUST 18
3 - 4 PM

Confused about masks? Wondering how effective they are? And what kind is best? Join us for an overview & discussion on Zoom!

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

QUARANTINED RETURNS & YOUR ACCOUNT

A consortium-wide mandatory materials quarantine is currently in place. It may take **up to 8 days for items** you have returned to DPPL to show "returned" in your library account.

Please do not worry. This will NOT make your items overdue and no overdue fines will be charged while your items are quarantined. When the quarantine is completed, and it is safe for staff to handle your returns, **the items will be back-dated to reflect the date it was actually returned to DPPL.**

Des Plaines Public Library
August 3 · 🌐

Did YOU accept the challenge? 🤖 The deadline to enter our drawing for a chance to win great prizes is **THIS FRIDAY, AUGUST 7TH.**

All the details and printable entry form dppl.org/summer

#mydpplsummer

DES PLAINES MEMORY

August 2020

Des Plaines Takes Flight

Photo: CGA and post at the end of the article on the adjacent column.

ADULT PROGRAMS

virtual CURIOSITY CAFE

WEDNESDAY, AUGUST 26
7-8 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Kade Crawford:
What You Need to Know About Face Surveillance



LEARN MORE



READ • WATCH • LISTEN

MINER RECS

CAN'T VIEW? CLICK HERE

Miner Recs: Read, Watch & Listen

August 17, 2020

Happy Reading From Your DPPL Readers Advisory Team
Alejandro, Alonso, Annie, Ariana, Cathy, Chris, Christina, Colleen, David, Jami, Joanne, Joel, Lulu, Lydia, Meg, Natalie, Roberta and Steven

For an overview on how to use these electronic resources, click here

If you'd like personal help, just email help@dppl.org and we'll be in touch.

READ



The Butterfly Lampshade by Aimee Bender
Overdrive Libby Ebook

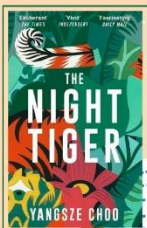


Creative Bug
for all your crafting projects

DPPL
on demand

virtual Thursday Evening Book Group

Aug. 13
7:30 pm



A Zoom book discussion of *The Night Tiger* by Yangsze Choo



DES PLAINES PUBLIC LIBRARY

virtual YOGA

SATURDAY, AUGUST 8 • 9:30 AM



BAKE-ALONG



PEETA'S CHEESE BUNS - HUNGER GAMES

HAND-PICKED JUST FOR YOU!



Sign up to receive a librarian-picked book and bookish goodies each month.

SIGN UP  [BIT.LY/3KAVQBV](https://bit.ly/3KAVQBV)

TEEN PROGRAMS

TEENS & PARENTS

 VIRTUAL COLLEGE PLANNING
WEDNESDAY, AUGUST 5 • 6:30 - 8 PM



DES PLAINES PUBLIC LIBRARY • DPPL.ORG

TEENS

CODE Q

LGBTQ SOCIAL CLUB



THE LAST THURSDAY OF THE MONTH: JUNE - AUGUST



Family Fun

Thursday, Aug. 13 @ 2 PM



Drop in between 2 and 3 pm to visit our DPPL island at home on your Nintendo Switch!



VIRTUAL

SCAVENGER HUNT

SATURDAY, AUGUST 29 • 4 PM

A virtual scavenger hunt designed by our Teen Advisory Board. Get a list of items and race around your house to find them! The first one to complete their scavenger hunt wins a prize.

For teens in grades 7 - 12

LEAD



TIME TO EXPERIMENT

PICK UP YOUR KIT ON THE 2ND FLOOR STARTING FRIDAY AUGUST 7TH. WHILE SUPPLIES LAST. BEST FOR AGES 3 AND UP.



VIRTUAL STORYTIME

NEW STORIES EVERY THURSDAY!

MADLINE



The Great Des Plaines Public Library

BAKE-ALONG

Please, Mr. Panda.

LEMON COCONUT DONUTS - PLEASE, MR. PANDA

KIDS PROGRAMS

Hosted
On Facebook
| Instagram
| YouTube
| DPPL
Blog | Zoom

Des Plaines Public Library
August 18 at 7:55 AM

It's Tuesday and time for our final outdoor MOVE & GROOVE obstacle course of the summer.

Check out the School Daze Obstacle Course at Lake Park - look for the sign to get started! <https://bit.ly/324A2BH>



THIS WEEK
School Daze Obstacle Course at Lake Park

DES PLAINES PUBLIC LIBRARY

MOVE & GROOVE



JOHNNY WORKS WITH ONE HAMMER

MOVE & GROOVE

ZOOM IT UP + PLUS

Kitten's First Full Moon
by Kevin Henkes

Saturday August 29th | 9:30am - 10am
or
Wednesday September 2nd | 4:30 - 5pm

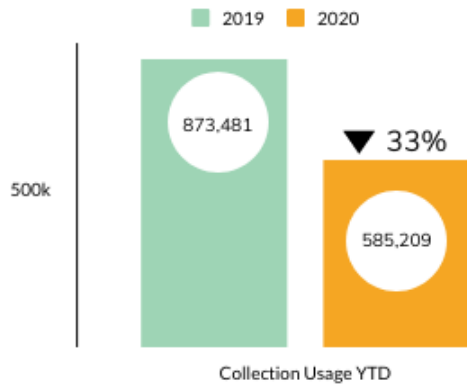
ENJOY STORYTIME



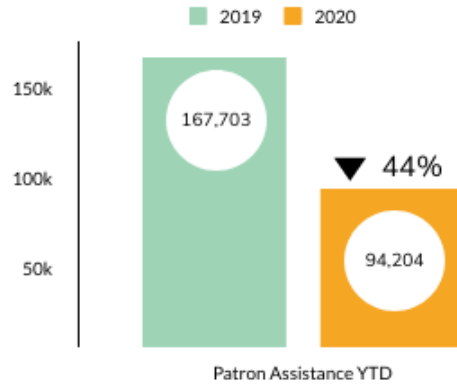
STATISTICS REPORT

AUGUST 2020

Collection Usage YTD



Patron Assistance YTD



Bookings YTD

Events, Programs & Classes



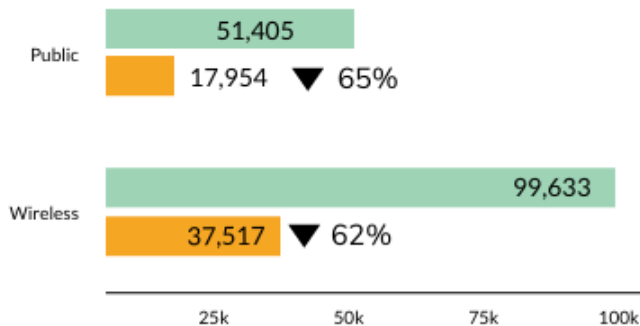
Attendance YTD

Events, Programs, Outreach & Classes (including Virtual)



Computer Usage YTD

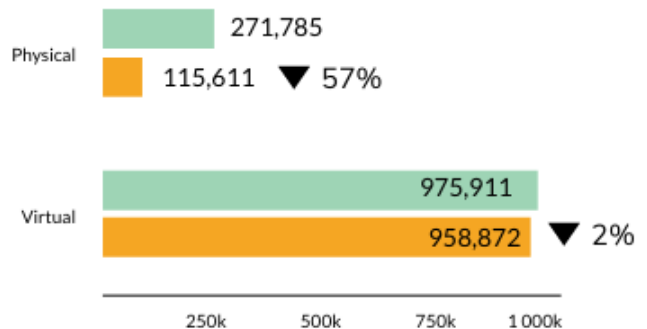
2019 2020



Traffic YTD

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

2019 2020

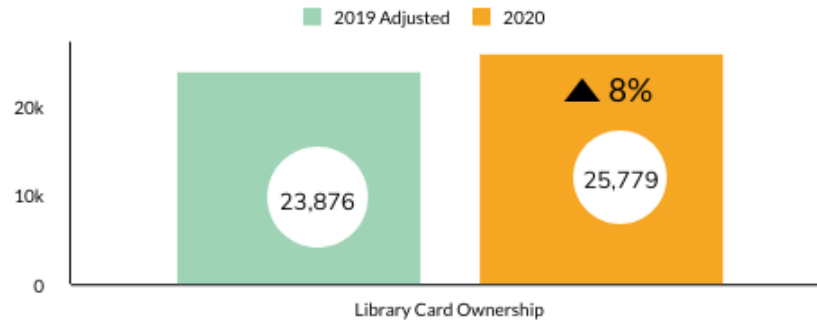




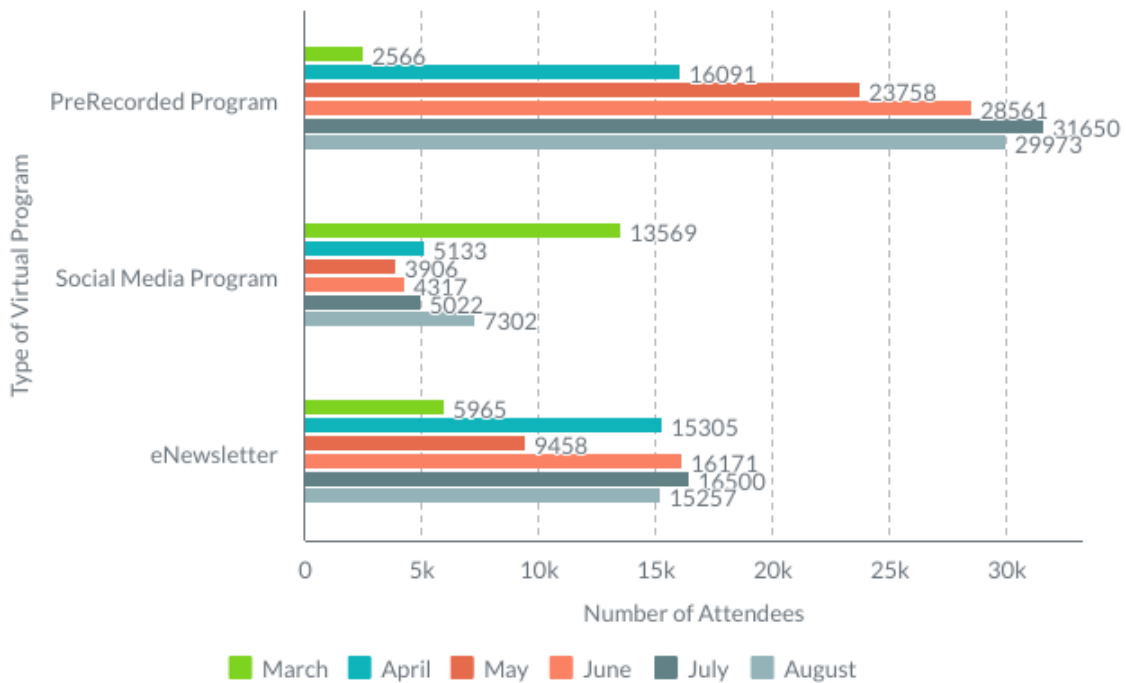
STATISTICS REPORT

AUGUST 2020

Library Card Ownership



Virtual Program Attendance



VIRUTAL PROGRAM STATISTICS	March	April	May	June	July	August	YTD
PreRecorded Program	2,566	16,091	23,758	28,561	31,650	29,973	132,599
<small>Report Tag PPE: Includes Videos: DPP on Demand, Miner Recs Book Talks, Storytimes, Misc videos); Blog based programs: Bake-Along, Where's Rocky, Family Fridays, Wednesday Crafternoons, Letter of the Week, etc.</small>							
Social Media Based Program	13,569	5,133	3,906	4,317	5,022	7,302	39,249
<small>Report Tag SM: Delivery of info about Services, Products, Library News primarily via social media.</small>							
eNewsletters Based Program	5,965	15,305	9,458	16,171	16,500	15,257	78,656
<small>Report Tag NEWS: Miner Recs Weekly eNews, Des Plaines Memory eNews, Happening at DPP eNews</small>							
TOTAL	22,100	36,529	37,122	49,049	53,172	52,532	144,800

Note: LIVE Program Attendance Stats (Zoom and other) are now included in the regular Program Attendance Numbers.

Board Stats Reporting Form

AUGUST 2020

COLLECT			
		Year to Date 2020	585,209
		Year to Date 2019	873,481
		% Change	-33%
PATRON ASSISTANCE			
		Year to Date 2020	94,204
		Year to Date 2019	167,703
		% Change	-44%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,116
		Year to Date 2019	8,370
		% Change	-63%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	286,934
		Year to Date 2019	66,562
		% Change	331%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	115,611
		Year to Date 2019	271,785
		% Change	-57%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	958,872
		Year to Date 2019	975,911
		% Change	-2%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	25,779
		Current month valid library cards 2019	25,776
		% Change	0%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	17,954
		Year to Date 2019	51,405
		% Change	-65%
		Wireless	
		Year to Date 2020	37,517
		Year to Date 2019	99,633
		% Change	-62%

STATISTICS REPORT		JAN	FEB	Mar	April	May	June	July	August	YTD
COLLECTION USAGE										
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	7,884	34,793	53,455	302,733
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	15,879	114,093
	ILL	549	598	333	5	2	24	489	640	2,640
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	21,445	165,743
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	91,419	585,209
	Physical materials	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
PATRON ASSISTANCE										
	Youth Services	2,466	2,130	946	13	11	347	795	1,288	7,996
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	5,963	38,155
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	7,481	48,053
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	94,204
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS										
	Youth Services	82	93	22	11	0	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	0	315
	Virtual Services-Youth Services (13) and Adult Services (29)	0	0	0	0	39	55	51	42	187
	Outside groups	15	26	16	0	0	0	0	0	57
	Public study rooms	779	800	770	0	0	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	55	51	42	3,116
	Youth & Adult Services	134	164	191	189	132	368	367	70	1,615
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE										
	Youth Services	913	1,070	211	0	0	0	161	390	2,745
	Adult Services	6,793	6,804	1,521	0	0	0	186	205	15,509
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	52,532	251,150
	Outside groups	321	235	2,870	0	0	0	0	0	3,426
	Public study rooms	1,459	1,664	1,472	0	0	0	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	623	331	446	8,443
	Outreach-Adult Services	586	283	0	0	0	87	57	53	1,066
2020	Total	10,914	13,127	29,881	36,914	38,806	49,759	53,907	53,626	286,934
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	3,852	6,257	1,475	24,699
	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
TRAFFIC										
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	8,494	10,179	115,611
2019	Physical Visits (gate count)	29,384	30,547	36,225	34,123	32,113	37,048	37,038	35,307	271,785
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	113,413	107,220	958,872
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
LIBRARY CARD OWNERSHIP-report the latest month										
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,272	26,128	25,779	25,779
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	25,776
COMPUTER USAGE										
	Public computers-Youth Services	916	926	378	0	0	0	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	88	874	1,520	15,734
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	17,954
	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
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	37,517
	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	37,517
	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	99,633
2019	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	99,633



SUPPLEMENTAL NOTICE

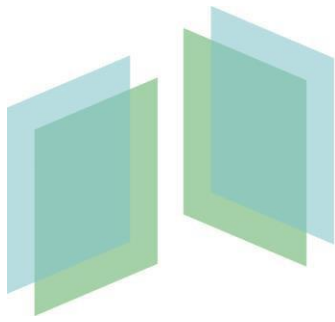
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on October 15, 2020 at 7:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, October 14, 2020 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, October 15, 2020 at 5:00 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, OCTOBER 15, 2020

7:00 PM

By Electronic Remote

Agenda:

- **Approval of Library Closings through January 2021.**
- **Review and Approve Proposal for Three-Year Elevator Maintenance Agreement.**
 - **Executive Session**
 - **Discuss Probable or Imminent Litigation.**
 - **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
October 15, 2020
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. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – September 17, 2020.
 - B. Approval of the Minutes of the Finance Committee Meeting – September 16, 2020.
 - C. Acceptance of Financial Reports for September 2020.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.

- VII. New Business. 7:20 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$282,742.90 [Action Item]
 - B. Approval of Library Closings through January 2022. [Action Item]
 - C. Approve Payment to RAILS for Communico Cloud Platform - \$30,000 for Two Year Contract. [Action Item]
 - D. Discuss Library Closure for Election Day, November 3, 2020. [Action Item]
 - E. Review and Approve Proposal for Three-Year Elevator Maintenance Agreement. [Action Item]

- VIII. Announcements. 7:40 p.m.

- IX. Correspondence.

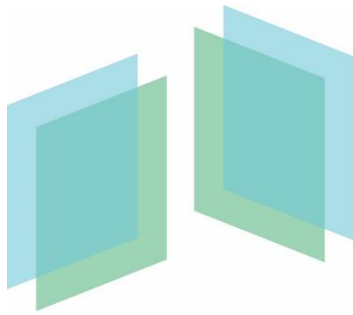
- X. Other.

- XI. Executive Session. (7:50 p.m.)
 - A. Probable or Imminent Litigation.
 - B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

- XII. Executive Session Action.
 - A. Probable or Imminent Litigation.
 - B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

- XIII. Adjournment. 8:10 p.m.

This meeting will be recorded for television broadcast.



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DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 17, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, August 20, 2020. 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: Mindy Capper, Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Gregory Sarlo, Carol Kidd.

Also present: Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, seconded by Denise Hudec, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

Resident Earl Wilson expressed his concern about Library Director Bonell's compensation. President Gregory Sarlo responded that the public deserves transparency and honesty and the library provides that information and that this would be the end of these discussions.

V. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$202,536.92. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$202,536.92 as listed on the vendor checks report of August 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Capper, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report Out Finance Committee Action, September 16, 2020 – Kristen Graack. [Action Item]

Chair Kristen Graack stated that the Finance Committee met on September 16, 2020 via Zoom. Copies of the draft budget were sent to all board members before this meeting for review. Chair Kristen Graack stated that the budget focuses on the Strategic Plan and keeps the tax levy flat. The Finance Committee recommends accepting the draft budget as presented. President Gregory Sarlo thanked the Committee and staff for their hard work.

MOTION by Committee, to approve the 2021 budget, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Capper, Sarlo. NAYS: None. MOTION CARRIED.

VII. ANNOUNCEMENTS.

- A. Receipt of Various Grants and Donations.

Stephanie Spetter, Head of Youth Services, reported that Alliant Credit Union Foundation donated \$2,784.00 for the Rocky Raccoon Activities Take and Make. Stephanie also reported that over the last eight years Alliant has donated \$15,801.89.

Joanie Sebastian, Head of Adult Services, reported that Age Options donated \$7,500 for technology to close the visual divide for seniors.

Roberta Johnson, Assistant Director, reported that the Friends of the Library received a donation in honor of Karen Wierer who retired from US Cellular on September 1, 2020. Karen's co-workers donated \$2,000 to the library and US Cellular matched that donation.

Jo Bonell, Library Director, stated that the library received \$ 72,955.00 for the Per Capita Grant.

VIII. CORRESPONDENCE.

No correspondence.

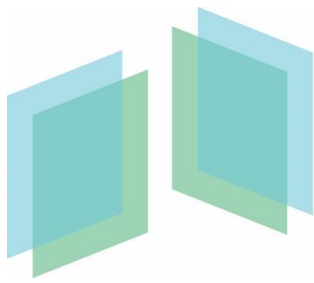
IX. OTHER.

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 7:23 p.m.

Minutes prepared Carol Kidd.



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DRAFT

BOARD OF TRUSTEES Minutes of the Finance Committee September 16, 2020

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Wednesday September 16, 2020. Chair Kristen Graack called the meeting to order at 6:02 p.m.

II. ROLL CALL.

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

Also present: Gregory Sarlo, Nicholas Harkovich, Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Denise Hudec, 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 2021 Draft Budget – Kristen Graack.

Library Director Jo Bonell asked the committee to review the draft 2021 budget. The draft budget was provided to the Board of Trustees before the Finance Committee meeting.

Chair Kristen Graack stated that after reviewing the draft budget document that the tax levy remains flat for another year, the budget focuses on the Strategic Plan, there is no major spending and computer life cycle is delayed by one year. She thanked Library Director Jo Bonell and staff for preparing a budget that does not increase spending.

Trustee Bruce Lester asked that if the budget document is passed at the Board of Trustees meeting on Thursday, September 17, 2020 that staff be thanked for their outstanding job preparing the 2021 budget.

Trustee Nicholas Harkovich asked why the refuse contract increased by \$3,000 and Library Director Jo Bonell responded that the family owned company split up and we were given a great price, but that has expired and an increase is expected for 2021.

Trustee Nicholas Harkovich also asked why the supply item line increased and Library Director Jo Bonell responded that expenses were moved to different categories, but the amount for supplies remains the same.

Trustee Nicholas Harkovich also asked about conference expenses and Library Director Jo Bonell responded that this expense is in Per Capita Grant and if the Per Capita Grant is not received from the State of Illinois, staff will not attend conferences.

Trustee Nicholas Harkovich asked if the budgeted amount for 8 chairs, \$4,160, was expensive. Library Director Jo Bonell responded that chairs being replaced are original to the building, so are 20 years old. The replacement cost is higher because the chairs are expected to last for many years.

Trustee Denise Hudec asked about maintenance on the self-check and the sorter and Library Director Jo Bonell responded that a new sorter is in the budget, so no maintenance expense will be required for the first year, if the budget is approved.

Trustee Denise Hudec asked about the increase in revenue for Special Programming and Events and Library Director Jo Bonell responded that this is donations from the Friends of the Library.

Trustee Denise Hudec asked if there would be an increase to e-materials and Library Director Jo Bonell responded that some funds from physical materials would be transferred to e-materials.

MOTION by Bruce Lester, seconded by Denise Hudec, to recommend approval of the draft 2021 budget to the board at the September 17, 2020 Board of Trustees meeting. VOTE: AYES: Hudec, Lester, Graack. NAYS: None. MOTION CARRIED.

VII. ADJOURNMENT.

MOTION by Bruce Lester, seconded by Denise Hudec, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:30 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
September 30, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



October 02, 2020

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, 2020 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,

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 September 30, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,977,518.37	\$ 1,699,065.65	\$ 5,676,584.02
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,054,006.09	\$ 1,699,065.65	\$ 11,753,071.74
LIABILITIES			
Accounts Payable	\$ 181,856.41	\$ 42,995.00	\$ 224,851.41
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	481,175.89	42,995.00	524,170.89
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,550,675.89	42,995.00	6,593,670.89
FUND BALANCE			
Fund Balance - Unreserved	3,468,579.40	1,656,070.65	5,124,650.05
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,503,330.20	1,656,070.65	5,159,400.85
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,054,006.09	\$ 1,699,065.65	\$ 11,753,071.74

Des Plaines Public Library

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

For the 9 Months Ended September 30, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,536,695.74	\$ -	\$ 5,536,695.74
Intergovernmental	119,449.00	-	119,449.00
Fines & Fees	16,275.71	-	16,275.71
Interest	15,329.41	9,533.03	24,862.44
Special Events and Programs	5,311.69	-	5,311.69
Miscellaneous	45,736.65	-	45,736.65
Total Revenues	5,738,798.20	9,533.03	5,748,331.23
EXPENDITURES			
Personnel	\$ 2,128,107.39	\$ -	\$ 2,128,107.39
Operating	1,594,070.81	-	1,594,070.81
Library Materials	596,956.30	-	596,956.30
Capital Outlay	41,530.74	118,876.43	160,407.17
Other Expenditures	30,924.83	-	27,971.19
Total Expenditures	4,395,088.49	124,876.43	4,519,964.92
Net Change in Fund Balances	1,343,709.71	(115,343.40)	1,228,366.31
FUND BALANCES			
Beginning of the year	2,159,620.49	1,771,414.05	3,931,034.54
End of the period	\$ 3,503,330.20	\$ 1,656,070.65	\$ 5,159,400.85

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of September 30, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	169,642.58
202-1102015 - First Midwest Operating #8100292260	<u>259,210.58</u>
	<u>428,853.16</u>
201-1102028 - Cash Library Donations	<u>211,567.47</u>
201-1102079 - IL Funds - 151600222591	3,595,808.32
202-1102079 - IL Funds - 151600222591	<u>1,439,855.07</u>
	<u>5,035,663.39</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,676,584.02</u></u>

Des Plaines Public Library
Balance Sheet as of September 30, 2020

	<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	483,602.51	(313,959.93)	169,642.58
1102028 - Cash Library Donations	208,751.56	2,815.91	211,567.47
1102079 - IL Funds - 151600222591	3,552,442.09	43,366.23	3,595,808.32
1118000 - Receivable - Property Taxes	<u>6,076,487.72</u>	<u>0.00</u>	<u>6,076,487.72</u>
	<u>10,321,783.88</u>	<u>(267,777.79)</u>	<u>10,054,006.09</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	151,385.71	30,470.70	181,856.41
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,520,205.19</u>	<u>30,470.70</u>	<u>6,550,675.89</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	<u>2,124,869.69</u>	<u>0.00</u>	<u>2,124,869.69</u>
	<u>2,159,620.49</u>	<u>0.00</u>	<u>2,159,620.49</u>
 Total Liabilities and Fund Balance	 <u>8,679,825.68</u>	 <u>30,470.70</u>	 <u>8,710,296.38</u>
 Excess Revenues Over Expenses	 <u>1,641,958.20</u>	 <u>(298,248.49)</u>	 <u>1,343,709.71</u>

Des Plaines Public Library
Balance Sheet as of September 30, 2020

	<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	219,457.57	39,753.01	259,210.58
1102079 - IL Funds - 151600222591	1,482,695.13	(42,840.06)	1,439,855.07
	1,702,152.70	(3,087.05)	1,699,065.65
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	3,241.99	39,753.01	42,995.00
	3,241.99	39,753.01	42,995.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,774,656.04	39,753.01	1,814,409.05
Excess Revenues Over Expenses	(72,503.34)	(42,840.06)	(115,343.40)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
<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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of September 30, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> Fixed Assets Fund <hr/>			
<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
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 Total Liabilities and Net Capital Assets	 <u>2,579,808.39</u>	 <u>0.00</u>	 <u>2,579,808.39</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 9 Months Ended September 30, 2020**

<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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	78,856.85	5,536,695.74	6,100,000.00	563,304.26	90.77
	<u>78,856.85</u>	<u>5,536,695.74</u>	<u>6,100,000.00</u>	<u>563,304.26</u>	<u>90.77</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	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	0.00	0.00	3,000.00	3,000.00	0.00
	<u>72,955.00</u>	<u>119,449.00</u>	<u>168,988.00</u>	<u>49,539.00</u>	<u>70.68</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	15.23	2,253.25	9,000.00	6,746.75	25.04
201-4850102 - Library Fines	548.34	7,287.11	30,000.00	22,712.89	24.29
201-4850201 - Copying Fees	713.85	5,308.85	27,000.00	21,691.15	19.66
201-4850207 - Non-Res Cards	139.00	1,320.50	3,000.00	1,679.50	44.02
201-4850208 - Meeting Room Fees	0.00	106.00	3,000.00	2,894.00	3.53
	<u>1,416.42</u>	<u>16,275.71</u>	<u>72,000.00</u>	<u>55,724.29</u>	<u>22.61</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	0.00	5,311.69	5,000.00	(311.69)	106.23
	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	388.99	15,329.41	76,000.00	60,670.59	20.17
	<u>388.99</u>	<u>15,329.41</u>	<u>76,000.00</u>	<u>60,670.59</u>	<u>20.17</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	812.00	34,972.89	50,000.00	15,027.11	69.95
201-4899910 - Vending Machine Revenue	11.79	385.21	1,500.00	1,114.79	25.68
201-4899920 - Library Donations	2,809.00	6,934.00	5,000.00	(1,934.00)	138.68
201-4899940 - Friends Book Sale	529.25	3,444.55	0.00	(3,444.55)	0.00
	<u>4,162.04</u>	<u>45,736.65</u>	<u>56,500.00</u>	<u>10,763.35</u>	<u>80.95</u>
Total Library Fund	<u>157,779.30</u>	<u>5,738,798.20</u>	<u>6,478,488.00</u>	<u>739,689.80</u>	<u>88.58</u>

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 30, 2020**

	<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	154.94	9,533.03	100.00	(9,433.03)	9,533.03
	<u>154.94</u>	<u>9,533.03</u>	<u>100.00</u>	<u>(9,433.03)</u>	<u>9,533.03</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	0.00	0.00	500,000.00	500,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>154.94</u>	<u>9,533.03</u>	<u>500,100.00</u>	<u>490,566.97</u>	<u>1.91</u>
Total Capital Projects Fund					
Total of All Funds	<u>157,934.24</u>	<u>5,748,331.23</u>	<u>6,978,588.00</u>	<u>1,230,256.77</u>	<u>82.37</u>

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2020**

<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	175,790.36	1,633,939.58	2,410,733.00	776,793.42	67.78
5910200 - Part-time Salaries	<u>45,819.99</u>	<u>494,167.81</u>	<u>834,840.00</u>	<u>340,672.19</u>	<u>59.19</u>
	<u>221,610.35</u>	<u>2,128,107.39</u>	<u>3,245,573.00</u>	<u>1,117,465.61</u>	<u>65.57</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,256.98	166,198.76	241,013.00	74,814.24	68.96
5918021 - Employer Contribution - IMRF	22,341.92	201,735.09	309,489.00	107,753.91	65.18
5918040 - Life Insurance Premiums	131.14	1,313.06	1,932.00	618.94	67.96
5918050 - PPO Insurance Premiums	25,625.36	252,739.76	321,453.00	68,713.24	78.62
5918051 - HMO Insurance Premiums	13,615.48	162,896.56	236,951.00	74,054.44	68.75
5918055 - Dental Insurance Premiums	1,398.56	13,852.55	20,485.00	6,632.45	67.62
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>79,369.44</u>	<u>810,790.78</u>	<u>1,156,323.00</u>	<u>345,532.22</u>	<u>70.12</u>
Contractual Services					
5920100 - Legal Fees	1,068.00	1,644.00	6,000.00	4,356.00	27.40
5920110 - Professional Services	35,805.90	360,527.99	431,416.00	70,888.01	83.57
5920120 - Communication Services	3,442.46	19,066.07	22,000.00	2,933.93	86.66
5920140 - Integrated Library System	0.00	67,289.86	90,600.00	23,310.14	74.27
5920202 - Conferences	100.00	4,461.48	5,000.00	538.52	89.23
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	40.00	5,325.25	7,000.00	1,674.75	76.08
5920230 - Publication of Notices	0.00	112.05	0.00	(112.05)	0.00
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	6,452.33	73,147.69	84,475.00	11,327.31	86.59
5930020 - R&M Buildings & Structures	3,819.50	62,822.36	128,890.00	66,067.64	48.74
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	11,417.74	19,300.00	7,882.26	59.16
5930320 - Cleaning/Custodial Services	4,892.50	48,948.38	69,460.00	20,511.62	70.47
5930490 - Refuse Contract	360.00	3,077.40	4,320.00	1,242.60	71.24
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	3,001.94	35,878.46	70,450.00	34,571.54	50.93
5960990 - Misc. Contractual Services	<u>7,068.19</u>	<u>55,581.16</u>	<u>102,145.00</u>	<u>46,563.84</u>	<u>54.41</u>
	<u>66,708.73</u>	<u>783,280.03</u>	<u>1,089,856.00</u>	<u>306,575.97</u>	<u>71.87</u>
Commodities					
5970100 - Supplies	1,495.49	14,923.67	49,000.00	34,076.33	30.46
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	3,842.18	11,805.07	17,700.00	5,894.93	66.70
5970170 - Janitorial	3,596.56	10,751.04	19,000.00	8,248.96	56.58
5970260 - Postage & Parcel	545.27	4,187.08	6,000.00	1,812.92	69.78
5970500 - Water Bill	0.00	3,026.92	12,000.00	8,973.08	25.22

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2020**

	<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	30,628.56	194,981.29	368,000.00	173,018.71	52.98
5970610 - E-audio/Audio	6,217.55	57,583.40	80,000.00	22,416.60	71.98
5970620 - E-Subscriptions/Subscriptions	(3.96)	51,731.97	68,430.00	16,698.03	75.60
5970630 - Visual Materials	20,966.52	87,490.13	167,000.00	79,509.87	52.39
5970640 - Databases	10,048.99	143,966.58	185,000.00	41,033.42	77.82
5970810 - Natural Gas	202.39	11,695.87	25,000.00	13,304.13	46.78
5970850 - Gasoline	0.00	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	<u>3,992.01</u>	<u>4,644.01</u>	<u>6,000.00</u>	<u>1,355.99</u>	<u>77.40</u>
	<u>81,531.56</u>	<u>596,956.30</u>	<u>1,005,630.00</u>	<u>408,673.70</u>	<u>59.36</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,969.28	8,110.00	1,140.72	85.93
5980410 - Computer Hardware	0.00	(390.61)	7,500.00	7,890.61	(5.21)
5980420 - Computer Software	1,008.05	34,796.63	39,265.00	4,468.37	88.62
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>155.44</u>	<u>3,500.00</u>	<u>3,344.56</u>	<u>4.44</u>
	<u>1,008.05</u>	<u>41,530.74</u>	<u>58,375.00</u>	<u>16,844.26</u>	<u>71.14</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,633.74	24,526.64	73,000.00	48,473.36	33.60
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>529.25</u>	<u>3,444.55</u>	<u>0.00</u>	<u>(3,444.55)</u>	<u>0.00</u>
	<u>2,162.99</u>	<u>27,971.19</u>	<u>633,000.00</u>	<u>605,028.81</u>	<u>4.42</u>
Total Library Fund Expenditures	<u>456,027.79</u>	<u>4,395,088.49</u>	<u>7,188,757.00</u>	<u>2,793,668.51</u>	<u>61.14</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	36,995.00	49,416.00	152,750.00	103,334.00	32.35
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>6,484.99</u>	<u>13,000.00</u>	<u>6,515.01</u>	<u>49.88</u>
	<u>36,995.00</u>	<u>118,876.43</u>	<u>283,250.00</u>	<u>164,373.57</u>	<u>41.97</u>
Total Capital Projects Fund Expenditures	<u>36,995.00</u>	<u>118,876.43</u>	<u>323,250.00</u>	<u>204,373.57</u>	<u>36.78</u>
Total of All Funds	<u>499,022.79</u>	<u>4,519,964.92</u>	<u>7,512,007.00</u>	<u>2,992,042.08</u>	<u>60.17</u>

See Accountants' Compilation Report

Des Plaines Public Library

Check List

All Bank Accounts

September 18, 2020 - October 15, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18327	10/15/20	ABLE CARD, LLC	3,568.21
18328	10/15/20	ANDREW LANGLIE	125.00
18329	10/15/20	ANDREW TROTTER	135.00
18330	10/15/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	480.00
18331	10/15/20	ART EXCURSIONS INCORPORATED	350.00
18332	10/15/20	BAKER & TAYLOR	10,771.99
18333	10/15/20	BAKER & TAYLOR	14,414.95
18334	10/15/20	CALOR DESIGN	6,000.00
18335	10/15/20	CHILDREN'S PLUS, INC.	2,140.07
18336	10/15/20	CITY OF DES PLAINES	225.00
18337	10/15/20	CONSUMERS CHECKBOOK	375.00
18338	10/15/20	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18339	10/15/20	D & Z HOUSE OF BOOKS INCORPORATED	1,957.96
18340	10/15/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18341	10/15/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18342	10/15/20	FOX VALLEY FIRE & SAFETY	1,476.00
18343	10/15/20	GARVEY'S OFFICE PRODUCTS	229.00
18344	10/15/20	GRAINGER	889.80
18345	10/15/20	HOME TO ROOST, LLC	250.00
18346	10/15/20	IMPACT NETWORKING, LLC.	4,293.64
18347	10/15/20	INFORMATION TODAY, INC.	304.53
18348	10/15/20	INGRAM LIBRARY SERVICES	17.97
18349	10/15/20	INSIGHT PUBLIC SECTOR, INC.	2,158.69
18350	10/15/20	ITsavvy LLC	36,995.00
18351	10/15/20	JERRY KAKKANAD	27.95
18352	10/15/20	JOURNAL AND TOPICS NEWSPAPERS	525.00
18353	10/15/20	KANOPI	7,000.00
18354	10/15/20	KLEIN, THORPE & JENKINS, LTD.	1,068.00
18355	10/15/20	LAUTERBACH & AMEN, LLP.	1,575.00
18356	10/15/20	LIMRICC	50,487.67
18357	10/15/20	MID-AMERICAN ELEVATOR COMPANY INC	1,538.50
18358	10/15/20	MIDWEST TAPE	16,614.05
18359	10/15/20	MIDWEST TAPE	9,000.00
18360	10/15/20	MIKE HUDSON	439.00
18361	10/15/20	OUTSOURCE SOLUTIONS GROUP, INC.	34,980.30
18362	10/15/20	PROQUEST LLC	1,890.64
18363	10/15/20	RAINBOW BOOK COMPANY	824.71
18364	10/15/20	THOMAS KLISE/CRIMSON MULTIMEDIA	2,575.77
18365	10/15/20	THOMSON REUTERS-WEST	20.43
18366	10/15/20	TIAA COMMERCIAL FINANCE	657.91
18367	10/15/20	WAREHOUSE DIRECT, INC.	2,477.76
51140	09/30/20	PAYROLL DATA SERVICES INC	810.60
51141	09/30/20	IMRF	33,450.87
51142	09/30/20	VERIZON WIRELESS	1,059.21
51143	09/30/20	MENARDS	6.29
51144	09/30/20	COMCAST CABLE	2,831.13
51145	09/30/20	NICOR GAS	202.39
51146	09/30/20	NEOFUNDS BY NEOPOST	538.82
51147	09/30/20	BANKCARD SERVICES	18,462.93
51148	09/30/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	529.25
Vendor Check Total			282,742.90
Check List Total			282,742.90

Check count = 53

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ABLE CARD, LLC 201-5970115	Supplies - Dept/Other	Invoice 0047107-IN	3,568.21	18327	10/15/20	<u>3,568.21</u>
ANDREW LANGLIE 201-5960990	Misc. Contractual Services	September 17, 2020 Invoice	125.00	18328	10/15/20	<u>125.00</u>
ANDREW TROTTER 201-5960210	Special Event Programming	9/19, 10/17, 11/14 - Virtual Dungeons & Dragons programs	135.00	18329	10/15/20	<u>135.00</u>
AQUARIUM ADVENTURE HOFFMAN ESTATES 201-5960990	Misc. Contractual Services	Invoice 10028	480.00	18330	10/15/20	<u>480.00</u>
ART EXCURSIONS INCORPORATED 201-5960210	Special Event Programming	Presenter fee - Jeff Mishur lecture	350.00	18331	10/15/20	<u>350.00</u>
BAKER & TAYLOR 201-5970600	Ebooks/Books	Inv 2035436798	493.25	18332	10/15/20	<u>10,771.99</u>
201-5960990	Misc. Contractual Services	Inv 2035436799	38.46			
201-5970600	Ebooks/Books	Inv 2035395799	537.11			
201-5960990	Misc. Contractual Services	Inv 2035395800	37.08			
201-5960990	Misc. Contractual Services	Inv 2035461623	33.75			
201-5970600	Ebooks/Books	Inv 2035461623	303.31			
201-5970600	Ebooks/Books	Inv 2035492372	738.87			
201-5960990	Misc. Contractual Services	Inv 2035492373	59.18			
201-5960990	Misc. Contractual Services	Inv 2035469344	50.12			
201-5970600	Ebooks/Books	Inv 2035469343	642.28			
201-5970600	Ebooks/Books	Inv 2035354288	747.71			
201-5960990	Misc. Contractual Services	Inv 2035354289	64.41			
201-5970600	Ebooks/Books	Inv 2035398044	392.87			
201-5970600	Ebooks/Books	Inv 2035484875	78.79			
201-5970600	Ebooks/Books	Inv 2035463344	884.77			
201-5960990	Misc. Contractual Services	Inv 2035463345	66.07			
201-5970600	Ebooks/Books	Inv 2035458785	1,290.48			
201-5960990	Misc. Contractual Services	Inv 2035458786	91.58			
201-5970600	Ebooks/Books	Inv 2035468964	31.79			
201-5960990	Misc. Contractual Services	Inv 2035407210	67.99			
201-5970600	Ebooks/Books	Inv 2035407209	895.17			
201-5970600	Ebooks/Books	Inv 2035481787	51.10			
201-5960990	Misc. Contractual Services	Inv 2035398045	32.03			
201-5970600	Ebooks/Books	Inv 2035362638	596.39			
201-5960990	Misc. Contractual Services	Inv 2035362639	55.95			
201-5970600	Ebooks/Books	Inv 2035416989	430.17			
201-5960990	Misc. Contractual Services	Inv 2035416990	34.41			
201-5970600	Ebooks/Books	Inv 2035384287	253.80			
201-5960990	Misc. Contractual Services	Inv 2035384288	25.17			
201-5970600	Ebooks/Books	Inv 2035389085	460.85			
201-5960990	Misc. Contractual Services	Inv 2035389086	31.35			
201-5970600	Ebooks/Books	Inv 2035411171	391.52			
201-5960990	Misc. Contractual Services	Inv 2035411172	28.43			
201-5970600	Ebooks/Books	Inv 2035432762	774.17			
201-5960990	Misc. Contractual Services	Inv 2035432763	61.61			
BAKER & TAYLOR 201-5970600	Ebooks/Books	Inv 5016390183	101.35	18333	10/15/20	<u>14,414.95</u>

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201-5970640	Databases	Inv 5016390183	10.51			
201-5960990	Misc. Contractual Services	Inv 5016425735	4.15			
201-5970600	Ebooks/Books	Inv 5016425735	86.33			
201-5960990	Misc. Contractual Services	Inv 2035506620	17.37			
201-5970600	Ebooks/Books	Inv 2035506620	139.60			
201-5960990	Misc. Contractual Services	Inv 2035476838	20.67			
201-5970600	Ebooks/Books	Inv 2035476838	213.69			
201-5960990	Misc. Contractual Services	Inv 2035463374	24.24			
201-5970600	Ebooks/Books	Inv 2035463374	106.39			
201-5960990	Misc. Contractual Services	Inv 2035379613	32.99			
201-5970600	Ebooks/Books	Inv 2035379613	114.14			
201-5960990	Misc. Contractual Services	Inv 2035456548	63.63			
201-5970600	Ebooks/Books	Inv 2035456548	228.82			
201-5960990	Misc. Contractual Services	Inv 2035448274	11.77			
201-5970600	Ebooks/Books	Inv 2035448274	70.75			
201-5960990	Misc. Contractual Services	Inv 2035483120	32.66			
201-5970600	Ebooks/Books	Inv 2035483120	281.37			
201-5960990	Misc. Contractual Services	Inv 2035436902	21.21			
201-5970600	Ebooks/Books	Inv 2035436902	74.08			
201-5960990	Misc. Contractual Services	Inv 2035461606	25.76			
201-5970600	Ebooks/Books	Inv 2035461606	209.46			
201-5960990	Misc. Contractual Services	Inv 2035379641	30.30			
201-5970600	Ebooks/Books	Inv 2035379641	113.51			
201-5960990	Misc. Contractual Services	Inv 2035463393	20.18			
201-5970600	Ebooks/Books	Inv 2035463393	213.90			
201-5960990	Misc. Contractual Services	Inv 2035311481	7.12			
201-5970600	Ebooks/Books	Inv 2035311481	57.18			
201-5960990	Misc. Contractual Services	Inv 2035476656	9.65			
201-5970600	Ebooks/Books	Inv 2035476656	81.56			
201-5960990	Misc. Contractual Services	Inv 2035385057	19.83			
201-5970600	Ebooks/Books	Inv 2035385057	223.64			
201-5960990	Misc. Contractual Services	Inv 2035378637	69.47			
201-5970600	Ebooks/Books	Inv 2035378637	633.92			
201-5960990	Misc. Contractual Services	Inv 2035406179	10.60			
201-5970600	Ebooks/Books	Inv 2035406179	82.63			
201-5960990	Misc. Contractual Services	Inv 2035435506	35.55			
201-5970600	Ebooks/Books	Inv 2035435506	227.20			
201-5960990	Misc. Contractual Services	Inv 2035402011	20.31			
201-5970600	Ebooks/Books	Inv 2035402011	191.30			
201-5960990	Misc. Contractual Services	Inv 2035436864	23.82			
201-5970600	Ebooks/Books	Inv 2035436864	179.22			
201-5960990	Misc. Contractual Services	Inv 2035457791	48.77			
201-5970600	Ebooks/Books	Inv 2035457791	248.69			
201-5960990	Misc. Contractual Services	Inv 2035425774	4.20			
201-5970600	Ebooks/Books	Inv 2035425774	47.83			
201-5960990	Misc. Contractual Services	Inv 2035373874	11.96			
201-5970600	Ebooks/Books	Inv 2035373874	112.34			
201-5960990	Misc. Contractual Services	Inv 2035441231	6.51			
201-5970600	Ebooks/Books	Inv 2035441231	14.31			
201-5960990	Misc. Contractual Services	Inv 2035376667	44.51			
201-5970600	Ebooks/Books	Inv 2035376667	359.83			
201-5960990	Misc. Contractual Services	Inv 2035358886	26.62			
201-5970600	Ebooks/Books	Inv 2035358886	148.98			
201-5960990	Misc. Contractual Services	Inv 2035431244	66.66			
201-5970600	Ebooks/Books	Inv 2035431244	185.40			
201-5960990	Misc. Contractual Services	Inv 2035384083	11.66			

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201-5970600	Ebooks/Books	Inv 2035384083	110.92			
201-5960990	Misc. Contractual Services	Inv 2035441341	40.74			
201-5970600	Ebooks/Books	Inv 2035441341	175.58			
201-5960990	Misc. Contractual Services	Inv 2035346343	28.96			
201-5970600	Ebooks/Books	Inv 2035346343	239.77			
201-5960990	Misc. Contractual Services	Inv 2035358992	11.43			
201-5970600	Ebooks/Books	Inv 2035358992	97.62			
201-5960990	Misc. Contractual Services	Inv 2035430740	5.89			
201-5970600	Ebooks/Books	Inv 2035430740	72.09			
201-5960990	Misc. Contractual Services	Inv 2035430471	5.04			
201-5970600	Ebooks/Books	Inv 2035430471	31.22			
201-5960990	Misc. Contractual Services	Inv 2035418268	19.61			
201-5970600	Ebooks/Books	Inv 2035418268	43.59			
201-5960990	Misc. Contractual Services	Inv 2035453954	3.56			
201-5970600	Ebooks/Books	Inv 2035453954	20.42			
201-5960990	Misc. Contractual Services	Inv 2035441273	11.58			
201-5970600	Ebooks/Books	Inv 2035441273	91.34			
201-5960990	Misc. Contractual Services	Inv 2035457785	38.23			
201-5970600	Ebooks/Books	Inv 2035457785	226.93			
201-5960990	Misc. Contractual Services	Inv 2035398794	54.20			
201-5970600	Ebooks/Books	Inv 2035398794	153.91			
201-5960990	Misc. Contractual Services	Inv 2035444551	19.87			
201-5970600	Ebooks/Books	Inv 2035444551	131.94			
201-5960990	Misc. Contractual Services	Inv 2035344873	22.21			
201-5970600	Ebooks/Books	Inv 2035344873	236.19			
201-5960990	Misc. Contractual Services	Inv 2035354292	24.13			
201-5970600	Ebooks/Books	Inv 2035354292	319.57			
201-5960990	Misc. Contractual Services	Inv 2035354292	24.13			
201-5970600	Ebooks/Books	Inv 2035354292	319.57			
201-5960990	Misc. Contractual Services	Inv 2035396527	18.49			
201-5970600	Ebooks/Books	Inv 2035396527	201.45			
201-5960990	Misc. Contractual Services	Inv 2035423657	18.25			
201-5970600	Ebooks/Books	Inv 2035423657	81.29			
201-5960990	Misc. Contractual Services	Inv 2035361094	13.27			
201-5970600	Ebooks/Books	Inv 2035361094	122.38			
201-5960990	Misc. Contractual Services	Inv 2035418226	31.05			
201-5970600	Ebooks/Books	Inv 2035418226	128.55			
201-5960990	Misc. Contractual Services	Inv 2035473701	52.79			
201-5970600	Ebooks/Books	Inv 2035473701	518.05			
201-5960990	Misc. Contractual Services	Inv 2035423282	22.26			
201-5970600	Ebooks/Books	Inv 2035423282	178.77			
201-5960990	Misc. Contractual Services	Inv 2035315819	7.27			
201-5970600	Ebooks/Books	Inv 2035315819	60.96			
201-5960990	Misc. Contractual Services	Inv 2035319904	8.58			
201-5970600	Ebooks/Books	Inv 2035319904	19.12			
201-5960990	Misc. Contractual Services	Inv 2035341290	46.91			
201-5970600	Ebooks/Books	Inv 2035341290	198.50			
201-5960990	Misc. Contractual Services	Inv 2035379634	26.33			
201-5970600	Ebooks/Books	Inv 2035379634	184.09			
201-5960990	Misc. Contractual Services	Inv 2035423366	22.57			
201-5970600	Ebooks/Books	Inv 2035423366	130.20			
201-5960990	Misc. Contractual Services	Inv 2035344850	6.29			
201-5970600	Ebooks/Books	Inv 2035344850	19.14			
201-5960990	Misc. Contractual Services	Inv 2035366806	12.23			
201-5970600	Ebooks/Books	Inv 2035366806	94.43			
201-5960990	Misc. Contractual Services	Inv 2035465525	3.86			

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201-5970600	Ebooks/Books	Inv 2035465525	30.65			
201-5960990	Misc. Contractual Services	Inv 2035414289	24.26			
201-5970600	Ebooks/Books	Inv 2035414289	190.71			
201-5960990	Misc. Contractual Services	Inv 2035362335	24.51			
201-5970600	Ebooks/Books	Inv 2035362335	185.94			
201-5960990	Misc. Contractual Services	Inv 2035352175	46.21			
201-5970600	Ebooks/Books	Inv 2035352175	422.92			
201-5960990	Misc. Contractual Services	Inv 2035357651	7.71			
201-5970600	Ebooks/Books	Inv 2035357651	78.99			
201-5960990	Misc. Contractual Services	Inv 2035367025	11.28			
201-5970600	Ebooks/Books	Inv 2035367025	89.67			
201-5960990	Misc. Contractual Services	Inv 2035356700	12.85			
201-5970600	Ebooks/Books	Inv 2035356700	109.11			
201-5960990	Misc. Contractual Services	Inv 2035457957	36.33			
201-5970600	Ebooks/Books	Inv 2035457957	68.08			
201-5960990	Misc. Contractual Services	Inv 2035462092	5.49			
201-5970600	Ebooks/Books	Inv 2035462092	49.39			
201-5960990	Misc. Contractual Services	Inv 2035492911	108.79			
201-5970600	Ebooks/Books	Inv 2035492911	982.33			
201-5960990	Misc. Contractual Services	Inv 2035458106	19.78			
201-5970600	Ebooks/Books	Inv 2035458106	275.36			
201-5960990	Misc. Contractual Services	Inv 2035352497	2.80			
201-5970600	Ebooks/Books	Inv 2035352497	56.24			
201-5960990	Misc. Contractual Services	Inv 2035456549	26.39			
201-5970600	Ebooks/Books	Inv 2035456549	223.76			
201-5960990	Misc. Contractual Services	Inv 2035394760	43.33			
201-5970600	Ebooks/Books	Inv 2035394760	258.20			
201-5960990	Misc. Contractual Services	Inv 2035441960	3.71			
201-5970600	Ebooks/Books	Inv 2035441960	31.23			
201-5960990	Misc. Contractual Services	Inv 2035378783	6.11			
201-5970600	Ebooks/Books	Inv 2035378783	80.13			
201-5960990	Misc. Contractual Services	Inv 2035441930	11.59			
201-5970600	Ebooks/Books	Inv 2035441930	127.04			
201-5960990	Misc. Contractual Services	Inv 2035438164	20.07			
201-5970600	Ebooks/Books	Inv 2035438164	121.40			
201-5960990	Misc. Contractual Services	Inv 2035344902	3.03			
201-5970600	Ebooks/Books	Inv 2035344902	40.17			
201-5960990	Misc. Contractual Services	Inv 2035381197	7.71			
201-5970600	Ebooks/Books	Inv 2035381197	89.84			
201-5960990	Misc. Contractual Services	Inv 2035445051	12.65			
201-5970600	Ebooks/Books	Inv 2035445051	37.03			
201-5960990	Misc. Contractual Services	Inv 2035441882	6.82			
201-5970600	Ebooks/Books	Inv 2035441882	39.72			
201-5960990	Misc. Contractual Services	Inv 2035408542	5.64			
201-5970600	Ebooks/Books	Inv 2035408542	52.24			
201-5960990	Misc. Contractual Services	Inv 2035461662	9.84			
201-5970600	Ebooks/Books	Inv 2035461662	30.48			
CALOR DESIGN				18334	10/15/20	<u>6,000.00</u>
202-5990990	Vehicles	Invoice 4644	6,000.00			
CHILDREN'S PLUS, INC.				18335	10/15/20	<u>2,140.07</u>
201-5970600	Ebooks/Books	Invoice 189530	352.05			
201-5970600	Ebooks/Books	Invoice 189531	53.97			
201-5970600	Ebooks/Books	Invoice 189154	245.40			
201-5970600	Ebooks/Books	Invoice 189529	570.55			

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201-5970600	Ebooks/Books	Invoice 189528	76.96			
201-5970600	Ebooks/Books	Invoice 189155	103.75			
201-5970600	Ebooks/Books	Invoice 189159	132.93			
201-5970600	Ebooks/Books	Invoice 189157	84.75			
201-5970600	Ebooks/Books	Invoice 189156	118.94			
201-5970600	Ebooks/Books	Invoice 189158	151.91			
201-5970600	Ebooks/Books	Invoice 189160	204.88			
201-5970600	Ebooks/Books	Invoice 189210	43.98			
CITY OF DES PLAINES				18336	10/15/20	<u>225.00</u>
201-5930020	R&M Buildings & Structures	Elevator Inspection - H013282	75.00			
201-5930020	R&M Buildings & Structures	Elevator Inspection - H013280	75.00			
201-5930020	R&M Buildings & Structures	Elevator Inspection - H013281	75.00			
CONSUMERS CHECKBOOK				18337	10/15/20	<u>375.00</u>
201-5970640	Databases	Invoice # CHI1170172E2020	375.00			
CRYSTAL MAINTENANCE SERVICES CORP				18338	10/15/20	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice # 27029	4,892.50			
D & Z HOUSE OF BOOKS INCORPORATED				18339	10/15/20	<u>1,957.96</u>
201-5970600	Ebooks/Books	Invoice # 2020/1134836	1,957.96			
DE LAGE LANDEN FIANACIAL SERVICES				18340	10/15/20	<u>738.41</u>
201-5920210	In Service Training	Invoice # 69549048	738.41			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18341	10/15/20	<u>360.00</u>
201-5930490	Refuse Contract	Invoice # 5110999	360.00			
FOX VALLEY FIRE & SAFETY				18342	10/15/20	<u>1,476.00</u>
201-5930020	R&M Buildings & Structures	Invoice # IN00376061	259.00			
201-5930020	R&M Buildings & Structures	Invoice # IN00380092	692.00			
201-5930020	R&M Buildings & Structures	Invoice # IN00380094	525.00			
GARVEY'S OFFICE PRODUCTS				18343	10/15/20	<u>229.00</u>
201-5970170	Janitorial	Invoice # PINV1980682	229.00			
GRAINGER				18344	10/15/20	<u>889.80</u>
201-5970170	Janitorial	Invoice 9646683129	889.80			
HOME TO ROOST, LLC				18345	10/15/20	<u>250.00</u>
201-5960210	Special Event Programming	Presenter fee - Chicken-Keeping Basics Class	250.00			
IMPACT NETWORKING, LLC.				18346	10/15/20	<u>4,293.64</u>
201-5930010	R&M Equipment	Invoice 1905737	3,040.00			
201-5930010	R&M Equipment	PO Number 09112020A	1,253.64			
INFORMATION TODAY, INC.				18347	10/15/20	<u>304.53</u>
201-5970640	Databases	Invoice 1710985 - B2	304.53			
INGRAM LIBRARY SERVICES				18348	10/15/20	<u>17.97</u>
201-5970600	Ebooks/Books	Invoice 47793937	17.97			
INSIGHT PUBLIC SECTOR, INC.				18349	10/15/20	<u>2,158.69</u>
201-5930010	R&M Equipment	Quotation number 222649052	2,158.69			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ITsavvy LLC 202-5980410	Computer Hardware	Invoice 01197731	36,995.00	18350	10/15/20	<u>36,995.00</u>
JERRY KAKKANAD 201-5970600	Ebooks/Books	Refund for returned lost book	27.95	18351	10/15/20	<u>27.95</u>
JOURNAL AND TOPICS NEWSPAPERS 201-5960210	Special Event Programming	Des Plaines journal & topics ad	525.00	18352	10/15/20	<u>525.00</u>
KANOPY 201-5970640	Databases	Invoice KDEP-7263	7,000.00	18353	10/15/20	<u>7,000.00</u>
KLEIN, THORPE & JENKINS, LTD. 201-5920100	Legal Fees	Statement 212372	1,068.00	18354	10/15/20	<u>1,068.00</u>
LAUTERBACH & AMEN, LLP. 201-5920110	Professional Services	Invoice # 48698 - August 2020	1,575.00	18355	10/15/20	<u>1,575.00</u>
LIMRICC 201-2401002	Payroll Liabilities	October 2020 Monthly Billing - PHIP	50,487.67	18356	10/15/20	<u>50,487.67</u>
MID-AMERICAN ELEVATOR COMPANY INC 201-5930020	R&M Buildings & Structures	Invoice # 48616	1,538.50	18357	10/15/20	<u>1,538.50</u>
MIDWEST TAPE 201-5960990	Misc. Contractual Services	Inv 99421979	45.50	18358	10/15/20	<u>16,614.05</u>
201-5970630	Visual Materials	Inv 99421979	247.78			
201-5960990	Misc. Contractual Services	Inv 99421977	57.35			
201-5970610	E-audio/Audio	Inv 99421977	1,197.69			
201-5960990	Misc. Contractual Services	Inv 99421975	27.45			
201-5970610	E-audio/Audio	Inv 99421975	92.63			
201-5970610	E-audio/Audio	Inv 99437355	1,327.79			
201-5970630	Visual Materials	Inv 99437356	290.95			
201-5960990	Misc. Contractual Services	Inv 99421978	349.55			
201-5970630	Visual Materials	Inv 99421978	1,203.49			
201-5960990	Misc. Contractual Services	Inv 99346656	257.95			
201-5970630	Visual Materials	Inv 99346656	985.47			
201-5960990	Misc. Contractual Services	Inv 99346655	24.05			
201-5970610	E-audio/Audio	Inv 99346655	463.87			
201-5960990	Misc. Contractual Services	Inv 99325783	364.70			
201-5970630	Visual Materials	Inv 99325783	1,302.61			
201-5960990	Misc. Contractual Services	Inv 99325785	46.20			
201-5970610	E-audio/Audio	Inv 99325785	128.58			
201-5960990	Misc. Contractual Services	Inv 99325787	13.00			
201-5970630	Visual Materials	Inv 99325787	37.58			
201-5970610	E-audio/Audio	Inv 99356084	307.95			
201-5960990	Misc. Contractual Services	Inv 99346657	26.95			
201-5970610	E-audio/Audio	Inv 99346657	84.98			
201-5960990	Misc. Contractual Services	Inv 99346659	13.00			
201-5970630	Visual Materials	Inv 99346659	27.98			
201-5970630	Visual Materials	Inv 99357258	37.48			
201-5970610	E-audio/Audio	Inv 99357256	11.99			
201-5970630	Visual Materials	Inv 99357259	223.48			
201-5970630	Visual Materials	Inv 99356085	1,680.48			
201-5960990	Misc. Contractual Services	Inv 99383050	54.15			
201-5970610	E-audio/Audio	Inv 99383050	172.51			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

September 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 99383053	307.50			
201-5970630	Visual Materials	Inv 99383053	1,322.10			
201-5960990	Misc. Contractual Services	Inv 99383054	41.75			
201-5970630	Visual Materials	Inv 99383054	175.91			
201-5970630	Visual Materials	Inv 99373368	62.24			
201-5960990	Misc. Contractual Services	Inv 99383052	46.25			
201-5970610	E-audio/Audio	Inv 99383052	880.75			
201-5970610	E-audio/Audio	Inv 99373367	219.96			
201-5960990	Misc. Contractual Services	Inv 99396826	155.95			
201-5970630	Visual Materials	Inv 99396826	553.14			
201-5960990	Misc. Contractual Services	Inv 99396827	29.45			
201-5970630	Visual Materials	Inv 99396827	197.92			
201-5960990	Misc. Contractual Services	Inv 99396823	46.45			
201-5970610	E-audio/Audio	Inv 99396823	155.13			
201-5960990	Misc. Contractual Services	Inv 99396825	49.95			
201-5970610	E-audio/Audio	Inv 99396825	1,105.73			
201-5970630	Visual Materials	Inv 99411078	90.74			
201-5970610	E-audio/Audio	Inv 99411077	67.99			
MIDWEST TAPE				18359	10/15/20	<u>9,000.00</u>
201-5970630	Visual Materials	Document number 99346478	9,000.00			
MIKE HUDSON				18360	10/15/20	<u>439.00</u>
201-5960210	Special Event Programming	Freelance graphic design services	170.00			
201-5960210	Special Event Programming	Freelance graphic design services	207.00			
201-5960210	Special Event Programming	Freelance graphic design services	62.00			
OUTSOURCE SOLUTIONS GROUP, INC.				18361	10/15/20	<u>34,980.30</u>
201-5920110	Professional Services	Invoice # 55660	33,420.30			
201-5960990	Misc. Contractual Services	Invoice # 55507	1,500.00			
201-5980420	Computer Software	Invoice # 55750	60.00			
PROQUEST LLC				18362	10/15/20	<u>1,890.64</u>
201-5970640	Databases	Invoice # 70642275	1,890.64			
RAINBOW BOOK COMPANY				18363	10/15/20	<u>824.71</u>
201-5970600	Ebooks/Books	Invoice # 189550	724.88			
201-5970600	Ebooks/Books	Invoice # 189549	99.83			
THOMAS KLISE/CRIMSON MULTIMEDIA				18364	10/15/20	<u>2,575.77</u>
201-5970630	Visual Materials	Invoice # 003945	271.36			
201-5970630	Visual Materials	Invoice # 003944	463.48			
201-5970630	Visual Materials	Invoice # 003873	345.67			
201-5970630	Visual Materials	Invoice # 003943	667.07			
201-5970630	Visual Materials	Invoice # 003824	685.12			
201-5970630	Visual Materials	Invoice # 003825	143.07			
THOMSON REUTERS-WEST				18365	10/15/20	<u>20.43</u>
201-5970640	Databases	Invoice # 843001569	20.43			
TIAA COMMERCIAL FINANCE				18366	10/15/20	<u>657.91</u>
201-5930210	Rental of Equipment	Invoice # 7551074	657.91			
WAREHOUSE DIRECT, INC.				18367	10/15/20	<u>2,477.76</u>
201-5970170	Janitorial	Invoice # 4774658-0	2,477.76			

Check List Total 224,851.41

Des Plaines Public Library

ACH Register

All Bank Accounts

September 1, 2020 - September 30, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51140	09/30/20	PAYROLL DATA SERVICES INC	810.60
51141	09/30/20	IMRF	33,450.87
51142	09/30/20	VERIZON WIRELESS	1,059.21
51143	09/30/20	MENARDS	6.29
51144	09/30/20	COMCAST CABLE	2,831.13
51145	09/30/20	NICOR GAS	202.39
51146	09/30/20	NEOFUNDS BY NEOPOST	538.82
51147	09/30/20	BANKCARD SERVICES	18,462.93
51148	09/30/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	529.25
Vendor Check Total			<u>57,891.49</u>
Check List Total			<u><u>57,891.49</u></u>

Check count = 9

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700	5,237,084	4,811,992	4,962,663	5,947,449	5,676,584			
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857			
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077			
	20,277	695,604	2,500,786	71,729	68,681	4,046	771,840	1,503,928	157,934	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292	310,405	302,543	426,948	303,344	300,980			
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043			
Change in A/P & AJE's	(297,307)	109,634	(134,775)	(54,288)	74,081	(60,166)	(33,157)	103,956	(70,224)			
	454,147	525,645	369,626	401,148	507,297	429,138	621,169	519,142	428,799	-	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	(438,617)	(425,092)	150,671	984,786	(270,865)	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 September 30, 2020

Total Expenses per Expense Report			<u><u>\$499,022.79</u></u>
Gross Payroll	221,610.35		
Benefits Expense	<u>79,369.44</u>		
Total Payroll Expenses		300,979.79	
Check List		282,742.90	
Total Transfers and expenses per payroll and vendor checks reports			<u>583,722.69</u>
		Variance	<u>84,699.90</u>
Less: (disbursements included above)			
IMRF		(33,450.87)	
LIMRICC		(50,487.67)	
VOID CHECKS		(761.36)	
			(84,699.90)
		Variance	<u><u>0.00</u></u>

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	\$ 5,490,989	\$ 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	204,387			
	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	5,291,688	4,777,257			
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	18,240	1,044,137	978,588	65,549
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	620,532	18,240	7,111,245	7,078,588	32,657
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	301,851	3,850,894	4,144,018	(293,124)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	100,384	49,376	59,293	1,077,832	1,104,264	(26,432)
Commodities	113,254	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	84,687	94,595	82,290	948,363	1,021,780	(73,417)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380	22,877	3,109	4,904	71,849	51,705	20,144
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438	8,974	636,814	22,873	673,000	733,000	(60,000)
202	-	6,286	2,948	2,200	13,393	13,582	27,203	-	-	-	100,000	-	165,612	172,000	(6,388)
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(94,870)	233,476	136,856		
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	559,039	457,846	1,129,878	704,686			(439,217)
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)	(509,346)	(686,446)			
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	4,981,644	4,295,197			
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	4,782,342	4,090,810			



DIRECTOR'S REPORT

September 2020

Des Plaines Public Library's Election 2020 FAQ



VOTE EARLY at DPPL

Monday, October 19 - Monday, November 2
Visit DPPL.ORG for times and election info

Enjoy it Now at Des Plaines' West Park

Des Plaines Public Library & Des Plaines Park District welcome you to **StoryWalk®!** Follow the signs to enjoy a fun children's book & some exercise. **Let's go!**

...kinder than any other new network sitcom.

DPPL MIND RECS PODCAST

Episode 68 Listen Now

Andy Greene

digital shorts collection

the office Overtime

AS NOT SEEN ON TV!

Des Plaines Public Library
September 23 at 11:51 AM

Tutors, Homework Help, FAFSA Assistance & more from HelpNow
<https://bit.ly/2Rk5ub>

If you're a student working from home, or even if you're back in the classroom, you can get extra help with a tutor assignment, project or...

Up [Promote](#) [View as Visitor](#) [Search](#) ...

brainfuse HelpNow

Des Plaines Public Library
September 30 at 11:25 AM

What do Dav Pilkey's Captain Underpants and Toni Morrison's The Bluest Eye have in common?

They are both on the American Library Association's list of Top 100 Most Banned and Challenged Books for the past decade.

Exercise YOUR freedom to read. Find all 100 here <https://bit.ly/33iYsJz>

CENSORSHIPS A DEAD END. FIND YOUR FREEDOM TO READ

#BANNEBOOKSWEER
SEPT 27 - OCT 3, 2020

SCHOOL TOOLS

TUESDAY, SEPTEMBER 15
4 - 7 P.M.

LEARNING FROM HOME? THIS FREE! THE LIBRARY IS HERE TO HELP! We'll help you find the resources you need to succeed. From e-books to e-articles, we have content about learning, careers, and more. Other services available, too!

LEARN MORE AT DPPL.ORG

Des Plaines Public Library
September 24 at 11:00 AM

On this episode of DPPL On Demand, Christina talks about the centuries of newspaper and magazine archives that are available for free to DPPL cardholders. If you have any questions, please reach out to us at askalibrarian@dppl.org.

DPPL on demand

Time Travel @ dppl.org with historic newspapers & magazines

0:00 / 1:21

DPPL On Demand - Historic Newspapers and Magazines [Send Message](#)

ADULT PROGRAMS

Thursday September 17 • 6 - 7:30 PM

MEDICARE

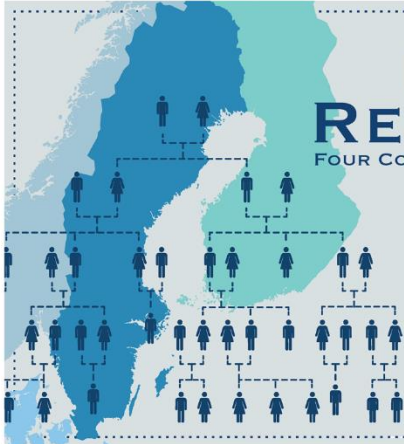
Get up to speed on what Medicare covers, what it doesn't and what is your potential out of pocket exposure. Presenter, David Wyllly of the Medicare Solutions Network.

REGISTRATION IS REQUIRED FOR THIS PROGRAM, WHICH WILL BE HELD ON ZOOM



LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY



NORDIC RESEARCH

FOUR COUNTRIES IN 60 MINUTES

MONDAY, OCTOBER 5
2 - 3 PM + ZOOM

Learn about key free & subscription resources for researching your Danish, Finnish, Norwegian and Swedish heritage. Please register. See card for details.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

new films every other tuesday

FILM TALK TUESDAYS

Watch a film for free on Kanopy or Hoopla beforehand and join us on Zoom to discuss.

SEPT. 8
7 PM
89 MINUTES
PG-13

ROBOT & FRANK

A former jewel thief, Frank, with dementia receives a gift from his son, a robot programmed to take care of him. Initially reluctant to accept the robot, Frank soon finds that it may have its uses, as he introduces it to a life of crime.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

ZOOM EVENT

RESUMES IN THE COVID-19 ERA

THURSDAY, SEPTEMBER 10
9:30 - 11 AM

Get expert advice on writing a winning resume from Lauren Milligan of ResuMAYDAY.com. Learn insider secrets employers and recruiters can't/won't share!

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

virtual CURIOSITY CAFE

WEDNESDAY, SEPTEMBER 23
7-8 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Mohamad Jebara: This Company Pays Kids to Do Their Math Homework

virtual CURIOSITY CAFE

WEDNESDAY, SEPTEMBER 9
7-8 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Ariana Curtis: Museums Should Honor the Everyday, Not Just the Extraordinary

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

Des Plaines VIRTUAL BOOK CLUB History Center

Wednesday, September 16 at 6 pm

Staff lead a virtual book discussion. Copies of the book are available at the Readers Services desk on the 3rd floor of the library.

1776

by David McCullough

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

virtual Thursday Evening Book Group

Sept. 10 7:30 pm

NATIONAL BESTSELLER

COLSON WHITEHEAD

THE NICKEL BOYS

A Zoom book discussion of **The Nickel Boys** by Colson Whitehead

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

TEENS

TEEN BOOK BOXES

Sign up to receive a librarian-picked book and bookish goodies each month. **SIGN UP ONLINE AT DPPL.ORG/TEEN**. See card for details.

LEARN MORE AT DPPL.ORG

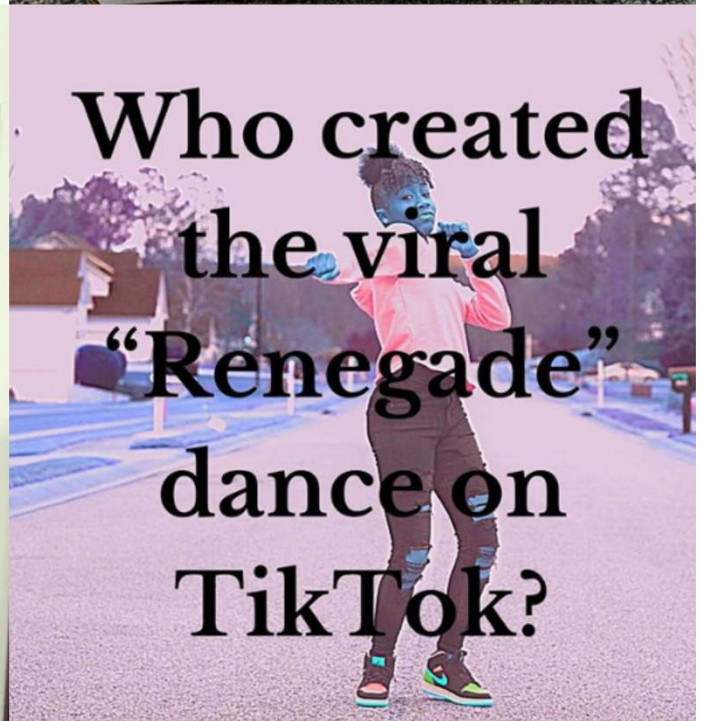
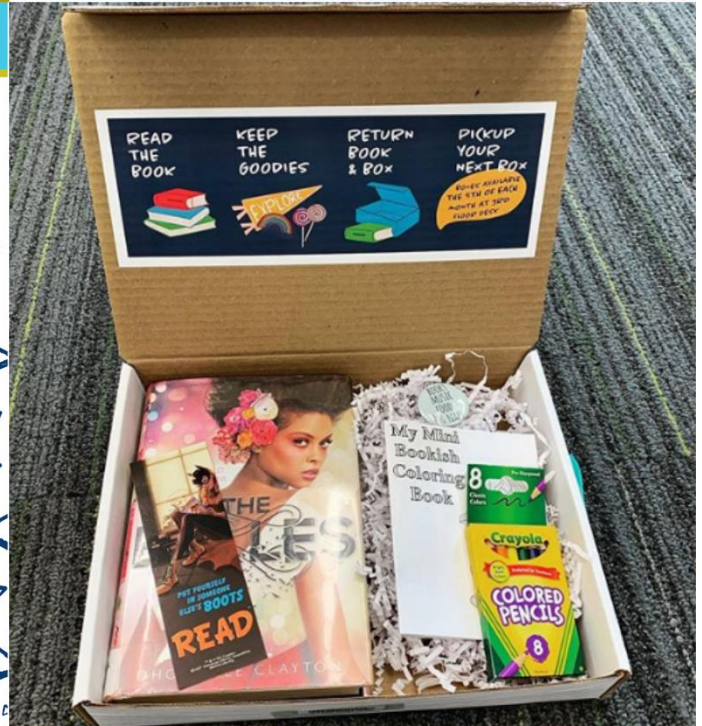
DES PLAINES PUBLIC LIBRARY

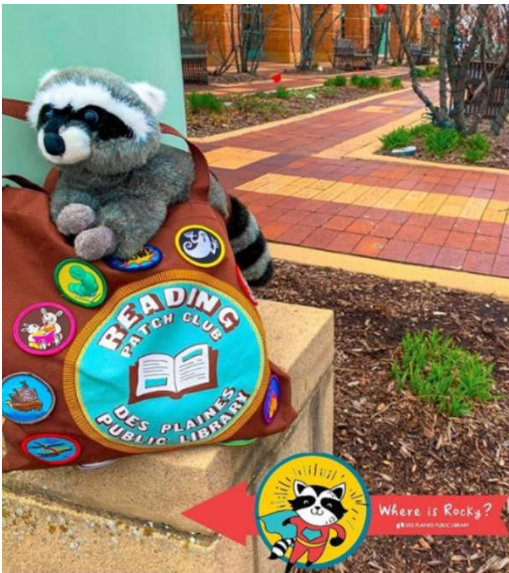
TEENS

THURSDAY, SEPT. 17
@ 4 PM

virtual TEEN ADVISORY BOARD

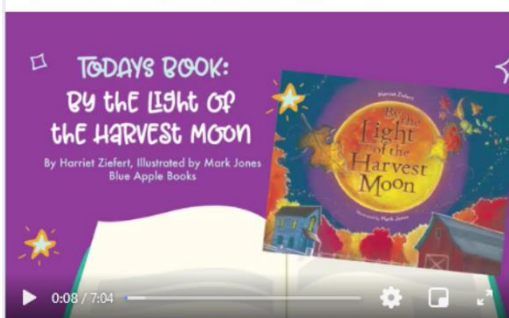
Join us virtually for our TAB Meeting. This is all new for us so we would love your input to tell us how we can best serve you during these times!





Des Plaines Public Library
September 25 at 10:12 AM · 🌐

Hey Kiddos - it's DPPL Storytime! This week, Miss Becky will read *By the Light of the Harvest Moon*, written by Harriet Ziefert, illustrated by Mark Jones and published by Blue Apple Books.



MOVE & GROOVE.

THIS WEEK

🎵 We Like to Move It, Groove It 🎵 - Pt. II

KIDS PROGRAMS

Hosted
On Facebook
| Instagram
| YouTube
| DPPL
Blog | Zoom

Des Plaines Public Library
September 15 at 12:52 PM · 🌐

Take a (Story)Walk with DPPL 📺 <https://bit.ly/35FlgmT>

We have collaborated with Des Plaines Park District on a StoryWalk® at West Park.

Head on over there now and enjoy reading *Muncha! Muncha! Muncha!* by Candace Fleming while you walk around the trail.

Look for the start just past the restrooms near the ball field!



September 30 at 9:10 AM · 🌐

Say bye to tank tops and hellooo, sweater weather. It's officially FALL! Let's kick it off with some leaf art. 📺 <https://bit.ly/348qmHK>

Family craft fun!

virtual crafternoons

FALL LEAF ART

Step 3 Add Another Shape (Optional)
Turn your leaf art into a scene. Add some more shapes. Will they be close together or far apart?

Step 4 Embellish
Decorate using markers and other crafty materials like pipe cleaners, sequins, etc. We added some googly eyes to our characters.

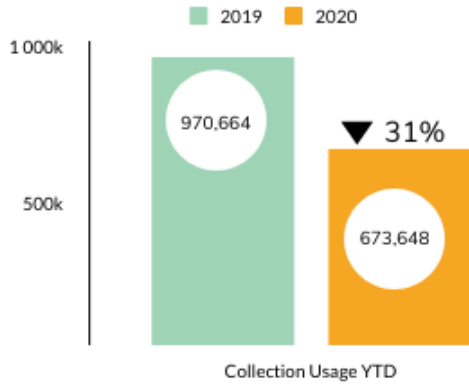
UNBELIEFABLE!
Say hello to Fern and Maple. Sprinkle children use a great way to add life. What did you make?



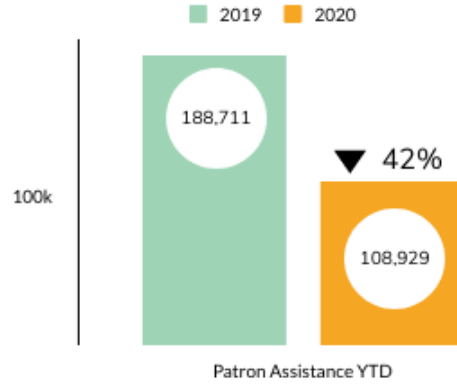
STATISTICS REPORT

SEPTEMBER 2020

Collection Usage YTD



Patron Assistance YTD



Bookings YTD

Events, Programs & Classes



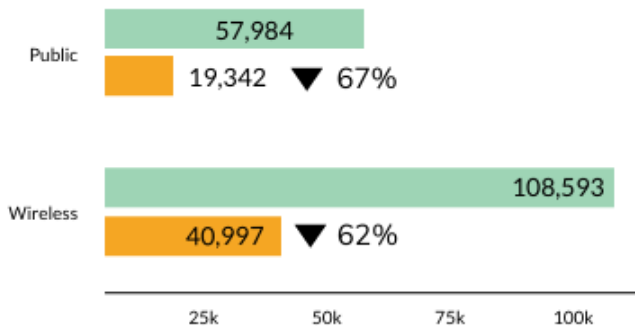
Attendance YTD

Events, Programs, Outreach & Classes (including Virtual)



Computer Usage YTD

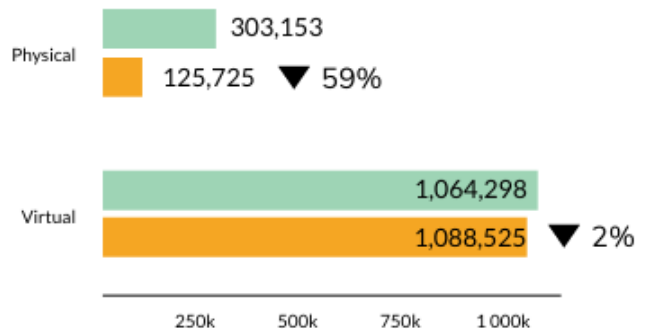
2019 2020



Traffic YTD

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

2019 2020

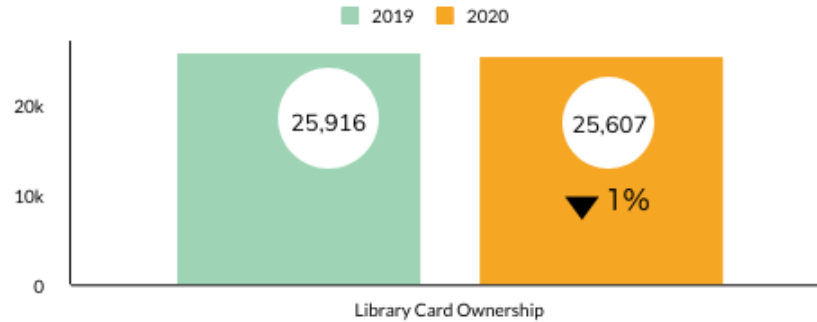




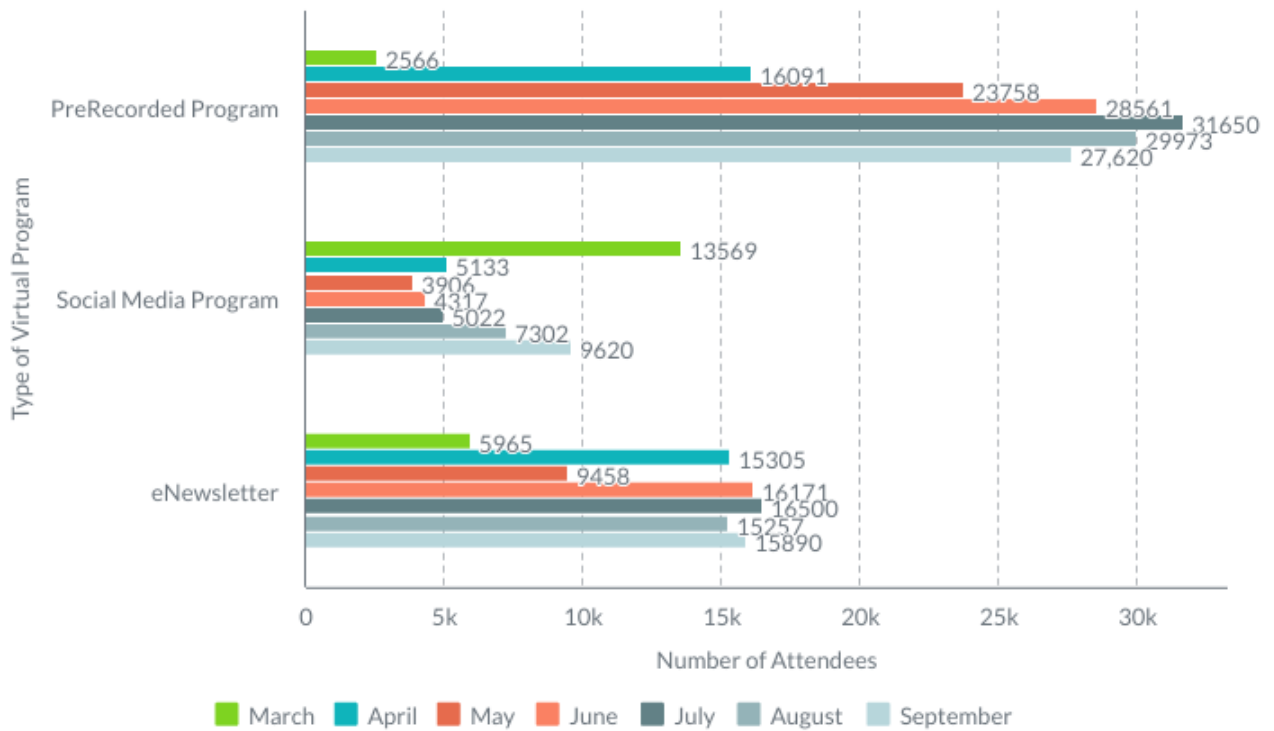
STATISTICS REPORT

SEPTEMBER 2020

Library Card Ownership



Virtual Program Attendance



VIRTUAL PROGRAM STATISTICS	March	April	May	June	July	August	September	YTD
PreRecorded Program <small>Report Tag PRC: Includes Videos, DVDs on Demand, Mirror Rec Book Talks, Storytimes, Film Videos, Blog based programs: BookWaking, Whiners Rock!, Family Fridays, Wednesday Craftsmoons, Letter of the Week, etc.</small>	2,566	16,091	23,758	28,561	31,650	29,973	27,620	160,219
Social Media Based Program <small>Report Tag SM: Delivery of info about Services, Products, Library News primarily via social media.</small>	13,669	6,133	3,906	4,317	6,022	7,302	9,620	48,069
eNewsletters Based Program <small>Report Tag NEWS: Mirror Rec Weekly eNews, Our Partner Memory eNews, Homeing or DPL eNews</small>	5,965	15,305	9,458	16,171	16,500	15,257	15,890	94,446
TOTAL	22,100	36,529	37,122	49,049	53,172	52,532	53,130	144,800

Note: LIVE Program Attendance Stats (Zoom and other) are now included in the regular Program Attendance Numbers.

Board Stats Reporting Form

SEPTEMBER 2020

COLLECTION USAGE			
		Year to Date 2020	673,648
		Year to Date 2019	970,664
		% Change	-31%
PATRON ASSISTANCE			
		Year to Date 2020	108,929
		Year to Date 2019	188,711
		% Change	-42%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,178
		Year to Date 2019	9,347
		% Change	-66%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	341,460
		Year to Date 2019	72,754
		% Change	369%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	125,725
		Year to Date 2019	303,153
		% Change	-59%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	1,064,298
		Year to Date 2019	1,088,525
		% Change	-2%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	25,607
		Current month valid library cards 2019	25,916
		% Change	-1%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	19,342
		Year to Date 2019	57,984
		% Change	-67%
		Wireless	
		Year to Date 2020	40,997
		Year to Date 2019	108,593
		% Change	-62%

STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	YTD
COLLECTION USAGE											
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	7,884	34,793	53,455	54,443	357,176
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	15,879	14,433	128,526
	ILL	549	598	333	5	2	24	489	640	747	3,387
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	21,445	18,816	184,559
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	91,419	88,439	673,648
	Physical materials	78,712	81,829	86,834	77,296	73,212	83,832	87,142	77,881	71,705	718,443
	E-materials	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
PATRON ASSISTANCE											
	Youth Services	2,466	2,130	946	13	11	347	795	1,288	1,132	9,128
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	5,963	6,297	44,452
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	7,481	7,296	55,349
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	14,725	108,929
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS											
	Youth Services	82	93	22	11	0	0	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	0	0	315
	Virtual Services-Youth Services (17) and Adult Services (45)	0	0	0	0	39	55	51	42	62	249
	Outside groups	15	26	16	0	0	0	0	0	0	57
	Public study rooms	779	800	770	0	0	0	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	55	51	42	62	3,178
	Youth & Adult Services	134	164	191	189	132	368	367	70	118	1,733
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE											
	Youth Services	913	1,070	211	0	0	0	161	390	251	2,996
	Adult Services	6,793	6,804	1,521	0	0	0	186	205	192	15,701
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	52,532	53,130	304,280
	Outside groups	321	235	2,870	0	0	0	0	0	0	3,426
	Public study rooms	1,459	1,664	1,472	0	0	0	0	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	623	331	446	912	9,355
	Outreach-Adult Services	586	283	0	0	0	87	57	53	41	1,107
2020	Total	10,914	13,127	29,881	36,914	38,806	49,759	53,907	53,626	54,526	341,460
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	3,852	6,257	1,475	2,089	26,788
	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
TRAFFIC											
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	8,494	10,179	10,114	125,725
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
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	113,413	107,220	105,426	1,064,298
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
LIBRARY CARD OWNERSHIP-report the latest month											
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,272	26,128	25,779	25,607	25,607
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
COMPUTER USAGE											
	Public computers-Youth Services	916	926	378	0	0	0	0	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	88	874	1,520	1,388	17,122
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	1,388	19,342
	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
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	40,997
	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	40,997
	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	108,593
2019	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	108,593



January, 2021 – January, 2022 Library Closings

Friday, January 1, 2021	New Year's Day
Tuesday, March 30, 2021	Late Opening for All Staff Meeting
Sunday, April 4, 2021	Easter
Sunday, May 30, 2021	Memorial Day Holiday
Monday, May 31, 2021	Memorial Day
Friday, June 25, 2021	All Staff Day
Sunday, July 4, 2021	Independence Day Holiday
Monday, July 5, 2021	Independence Day Observed
Sunday, September 5, 2021	Labor Day Holiday
Monday, September 6, 2021	Labor Day
Thursday, September 9, 2021	Late Opening for All Staff Meeting
Thursday, November 25, 2021	Thanksgiving
Friday, December 10, 2021	Late Opening for All Staff Meeting
Friday, December 24, 2021	Christmas Eve
Saturday, December 25, 2021	Christmas Day
Friday, December 31, 2021	New Year's Eve
Saturday, January 1, 2022	New Year's Day

Approved



Des Plaines Public Library - 2020 Renewal

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

Roberta Johnson
 Assistant Director
 rjohnson@dppl.org
 8473762816

Reference: 20200928-083221177
 Prepared: September 28, 2020
 Expires: October 28, 2020
 Prepared by: Marcie Felner
 Director of Customer Success
 marcie@communico.us
 +1 (475) 685-9607

Comments from Marcie Felner

Renewal Form to COMMUNICO, LLC signed by and between **COMMUNICO, LLC** a Delaware limited liability company whose principal place of business is at 750 East Main Street, Suite 610, Stamford CT 06902 ("Communico"), and **Des Plaines Public Library** whose principal place of business is at 1501 Ellinwood Street, Des Plaines, IL, 60016 ("Customer").

Unless otherwise specified, all terms used herein shall have the same meanings as those in Communico's **Standard Terms and Conditions**, which have been provided to Customer and are incorporated herein by reference.

Communico agrees to provide and Customer agrees to renew a limited, non-exclusive, non-transferable, non-sub-licensable right and license for use of Communico's proprietary Digital Publishing Platform (DPP), a hosted media management system, and Communico's intellectual and proprietary property rights related thereto, strictly in accordance with the terms and conditions of this Agreement, which expressly includes Communico's **Standard Terms and Conditions**.

Products & Services

Item & Description	Quantity	Unit Price	Total
MDX Package	1	\$15,000.00 / year	\$15,000.00 / year
Products included -			for 2 years
Connect: 3rd party connection engine to allow import and export of data			
Control: Cloud based control panel to manage Communico Platform			
Create: Content management system and widget builder			
Broadcast: Digital signage module			
Attend: Event and program management			
Reserve: Room and asset management			

Engage: Native patron mobile app for IOS and Android

Subtotals

Annual subtotal \$15,000.00

Total \$15,000.00

Purchase Terms

Subscription Start Date: November 30, 2020

The Digital Publishing Platform that is the subject of this Agreement includes the modules and applications listed above.

Customer Obligations:

As per Communico's **Standard Terms and Conditions**.

Fees:

As listed. Pricing based on a stated service population of: 58,702. Pricing is subject to increase should stated service population exceed current tier.

Additional Modules:

Customer may purchase additional modules throughout the term of this agreement. Customer is required to inform Communico in writing (email acceptable) and pay any additional fees applicable at the time of the request.

Invoicing Schedule:

As per Communico's **Standard Terms and Conditions**.

Minimum Term:

2 year (24 months) from Subscription Start Date indicated above.

Questions? Contact me



Marcie Felner

Director of Customer Success

marcie@communico.us

+1 (475) 685-9607

Communico LLC

750 East Main Street, Suite 610

Stamford, CT 06902

US

DPPL Elevator RFP 08-2020

Proposal Opening, September 15, 2020

	Company	Year One	Year Two	Year Three	3 Year Total	Soft Start	Ins.	Other Rates	Refs.
1	Mid-American	\$ 7,200	\$ 7,200	\$ 7,200	\$ 21,600	\$ 11,856	X	X	X
2	Colley	\$ 7,272	\$ 7,272	\$ 7,272	\$ 21,816	\$ 9,684	X	X	X
3	Anderson	\$ 6,300	\$ 6,300	\$ 6,300	\$ 18,900	\$ 8,468	X	X	X
	Anderson testing	\$ 1,866	\$ 1,866	\$ 1,866	\$ 5,598				
	Anderson TOTAL	\$ 8,166	\$ 8,166	\$ 8,166	\$ 24,498				



SUPPLEMENTAL NOTICE

Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on November 19, 2020 at 7:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, November 18 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, November 19 at 5:00 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, NOVEMBER 19, 2020

7:00 PM

By Electronic Remote

Agenda:

- **Review and Approve Proposal for Three-Year Elevator Maintenance Agreement**
- **Review and Approve Proposal for Removal and Replacement of Two Dri-Steam Gas to Steam Humidifiers**

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
November 19, 2020
7:00 PM

- I. Call to Order. 7:00 p.m.
- II. Roll Call.
- III. Consideration of the Agenda. 7:05 p.m.
- IV. Public Comments and Questions.
- V. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – October 15, 2020.
 - B. Acceptance of Financial Reports for October 2020.
 - C. Acceptance of Reports.
 - 1. Director’s Report.
 - 2. Review Strategic Plan
 - 3. Statistics Report.
- VI. Unfinished Business. 7:15 p.m.
 - A. Review and Approve Proposal for Three-Year Elevator Maintenance Agreement. [Action Item]

- VII. New Business. 7:25 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report – \$ 287,347.77. [Action Item]
 - B. Review and Approve Proposal for Removal and Replacement of Two Dri-Steam Gas to Steam Humidifiers. [Action Item]

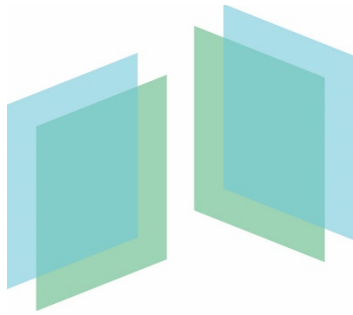
- VIII. Announcements. 7:45 p.m.
 - A. Wi-Fi Extension Project.

- IX. Correspondence.

- X. Other.

- XI. Adjournment. 7:55 p.m.

This meeting will be recorded for television broadcast.



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DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 15, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, October 15, 2020. President Gregory Sarlo called the meeting to order at 7:05 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Mindy Capper, Kristen Graack, Nicholas Harkovich, Bruce Lester, Gregory Sarlo, Carol Kidd.

Absent: Denise Hudec, Vincent Rangel.

Also present: Jo Bonell.

III. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Lester, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

V. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Consent Agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Lester, Sarlo. NAYS: None. MOTION CARRIED.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$282,742.90. [Action Item]

MOTION by Kristen Graack, seconded by Mindy Capper, to approve payment of vendor checks and ACH Payments in the amount of \$282,742.90 as listed on the vendor checks report of September 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Capper, Graack, Lester, Sarlo. NAYS: None. ABSTAIN: Harkovich. MOTION CARRIED.

- B. Approval of Library Closings through January 2022. [Action Item]

Trustee Kristen Graack asked if the library closing dates were the same days usually requested and Library Director Jo Bonell stated that the dates were the same.

Trustee Nicholas Harkovich asked if there was a possibility of closing the library for three-day weekends for Memorial Day, Fourth of July, Labor Day, Christmas and New Year's, because of reduced patron attendance. Library Director Jo Bonell stated that she would look at statistics from the previous year and email those to the board.

The board discussed the possibility of these closing dates and the consensus was to revisit these dates and adjust as necessary in the coming months.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve Library Closings through January 2022. ROLL CALL VOTE: AYES: Graack, Lester, Harkovich, Capper, Sarlo. NAYS: None. ABSTAIN: Harkovich. MOTION CARRIED.

- C. Approve Payment to RAILS for Communico Cloud Platform - \$30,000 for Two Year Contract. [Action Item]

Trustee Kristen Graack asked if there were other vendors who would provide this service and Library Director Jo Bonell responded that the alternative would be to break up the platform in separate pieces, which would not be cost effective.

MOTION by Kristen Graack, seconded by Bruce Lester to approve payment to RAILS for Communico Cloud Platform in the amount of \$30,000 for two-year contract. VOTE: AYES: Graack, Harkovich, Lester, Capper, Sarlo. NAYS: None. MOTION CARRIED.

D. Discuss Library Closure for Election Day, November 3, 2020. [Action Item]

The board discussed closing the library for election day on November 3, 2020 and the consensus was for the library to remain open unless ordered by the courts to close.

MOTION by Kristen Graack, seconded by Mindy Capper, for the library to remain open on November 3, 2020, Election Day unless ordered by the courts to close. VOTE: AYES: Graack, Harkovich, Lester, Capper, Sarlo. NAYS: None. MOTION CARRIED.

E. Review and Approve Proposal for Three-Year Elevator Maintenance Agreement. [Action Item]

Library Director Jo Bonell asked that this agreement be reviewed by staff and presented to the board at their November Board meeting, since more clarification was required.

VII. ANNOUNCEMENTS.

Head of Patron Accounts, Michelle Meyer-Edley, reported that the Intergovernmental Agreements approved by the board has resulted in 230 student cards processed and there are more to come.

VIII. CORRESPONDENCE.

No correspondence.

IX. OTHER.

X. EXECUTIVE SESSION.

- A. To Discuss Probable or Imminent Litigation.
- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

MOTION by Kristen Graack, seconded by Mindy Capper to move into Executive Session at 7:54 p.m. to discuss Probable or Imminent Litigation and the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employee. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Lester, Sarlo. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:10 p.m. and was called to order by President Gregory Sarlo.

XII. EXECUTIVE SESSION ACTION.

- A. To Discuss Probable or Imminent Litigation.
- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

No action taken.

XIII. ADJOURNMENT.

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

Meeting adjourned at 8:11 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
October 31, 2020

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



November 13, 2020

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, 2020 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,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of October 31, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,987,655.53	\$ 1,656,191.47	\$ 5,643,847.00
Prepays	25,804.67	0.00	25,804.67
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,089,947.92	\$ 1,656,191.47	\$ 11,746,139.39
LIABILITIES			
Accounts Payable	\$ 227,998.55	\$ 7,665.00	\$ 235,663.55
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	527,318.03	7,665.00	534,983.03
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,596,818.03	7,665.00	6,604,483.03
FUND BALANCE			
Fund Balance - Unreserved	3,458,379.09	1,648,526.47	5,106,905.56
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,493,129.89	1,648,526.47	5,141,656.36
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,089,947.92	\$ 1,656,191.47	\$ 11,746,139.39

Des Plaines Public Library

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

For the 10 Months Ended October 31, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,992,159.03	\$ -	\$ 5,992,159.03
Intergovernmental	119,449.00	-	119,449.00
Fines & Fees	18,385.92	-	18,385.92
Interest	15,648.52	9,653.85	25,302.37
Special Events and Programs	5,311.69	-	5,311.69
Miscellaneous	50,025.91	-	50,025.91
Total Revenues	<u>6,200,980.07</u>	<u>9,653.85</u>	<u>6,210,633.92</u>
EXPENDITURES			
Personnel	\$ 2,348,837.76	\$ -	\$ 2,348,837.76
Operating	1,766,719.60	-	1,766,719.60
Library Materails	666,094.52	-	666,094.52
Capital Outlay	43,755.29	126,541.43	170,296.72
Other Expenditures	<u>38,565.08</u>	<u>-</u>	<u>34,873.03</u>
Total Expenditures	<u>4,867,470.67</u>	<u>132,541.43</u>	<u>5,000,012.10</u>
Net Change in Fund Balances	<u>1,333,509.40</u>	<u>(122,887.58)</u>	<u>1,210,621.82</u>
FUND BALANCES			
Beginning of the year	<u>2,159,620.49</u>	<u>1,771,414.05</u>	<u>3,931,034.54</u>
End of the period	<u>\$ 3,493,129.89</u>	<u>\$ 1,648,526.47</u>	<u>\$ 5,141,656.36</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of October 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	179,471.05
202-1102015 - First Midwest Operating #8100292260	<u>216,215.58</u>
	<u>395,686.63</u>
201-1102028 - Cash Library Donations	<u>211,574.43</u>
201-1102079 - IL Funds - 151600222591	3,596,110.05
202-1102079 - IL Funds - 151600222591	<u>1,439,975.89</u>
	<u>5,036,085.94</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,643,847.00</u></u>

Des Plaines Public Library
Balance Sheet as of October 31, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	169,642.58	9,828.47	179,471.05
1102028 - Cash Library Donations	211,567.47	6.96	211,574.43
1102079 - IL Funds - 151600222591	3,595,808.32	301.73	3,596,110.05
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	0.00	25,804.67	25,804.67
	10,054,006.09	35,941.83	10,089,947.92
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	181,856.41	46,142.14	227,998.55
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,550,675.89	46,142.14	6,596,818.03
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,124,869.69	0.00	2,124,869.69
	2,159,620.49	0.00	2,159,620.49
Total Liabilities and Fund Balance	8,710,296.38	46,142.14	8,756,438.52
Excess Revenues Over Expenses	1,343,709.71	(10,200.31)	1,333,509.40

Des Plaines Public Library
Balance Sheet as of October 31, 2020

	<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	259,210.58	(42,995.00)	216,215.58
1102079 - IL Funds - 151600222591	1,439,855.07	120.82	1,439,975.89
	1,699,065.65	(42,874.18)	1,656,191.47
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	42,995.00	(35,330.00)	7,665.00
	42,995.00	(35,330.00)	7,665.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,814,409.05	(35,330.00)	1,779,079.05
Excess Revenues Over Expenses	(115,343.40)	(7,544.18)	(122,887.58)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
<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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of October 31, 2020

	<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	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
Total Liabilities and Net Capital Assets	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</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 10 Months Ended October 31, 2020**

_____ 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	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	0.00	0.00	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	<u>455,463.29</u>	<u>5,992,159.03</u>	<u>6,100,000.00</u>	<u>107,840.97</u>	<u>98.23</u>
	<u>455,463.29</u>	<u>5,992,159.03</u>	<u>6,100,000.00</u>	<u>107,840.97</u>	<u>98.23</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>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>119,449.00</u>	<u>168,988.00</u>	<u>49,539.00</u>	<u>70.68</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	462.90	2,716.15	9,000.00	6,283.85	30.18
201-4850102 - Library Fines	241.69	7,528.80	30,000.00	22,471.20	25.10
201-4850201 - Copying Fees	502.12	5,810.97	27,000.00	21,189.03	21.52
201-4850207 - Non-Res Cards	903.50	2,224.00	3,000.00	776.00	74.13
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>106.00</u>	<u>3,000.00</u>	<u>2,894.00</u>	<u>3.53</u>
	<u>2,110.21</u>	<u>18,385.92</u>	<u>72,000.00</u>	<u>53,614.08</u>	<u>25.54</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>319.11</u>	<u>15,648.52</u>	<u>76,000.00</u>	<u>60,351.48</u>	<u>20.59</u>
	<u>319.11</u>	<u>15,648.52</u>	<u>76,000.00</u>	<u>60,351.48</u>	<u>20.59</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	3,469.05	38,441.94	50,000.00	11,558.06	76.88
201-4899910 - Vending Machine Revenue	47.76	432.97	1,500.00	1,067.03	28.86
201-4899920 - Library Donations	0.00	6,934.00	5,000.00	(1,934.00)	138.68
201-4899940 - Friends Book Sale	<u>772.45</u>	<u>4,217.00</u>	<u>0.00</u>	<u>(4,217.00)</u>	<u>0.00</u>
	<u>4,289.26</u>	<u>50,025.91</u>	<u>56,500.00</u>	<u>6,474.09</u>	<u>88.54</u>
Total Library Fund	<u><u>462,181.87</u></u>	<u><u>6,200,980.07</u></u>	<u><u>6,478,488.00</u></u>	<u><u>277,507.93</u></u>	<u><u>95.72</u></u>

Des Plaines Public Library
 Revenue Report
 For the 10 Months Ended October 31, 2020

	<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>120.82</u>	<u>9,653.85</u>	<u>100.00</u>	<u>(9,553.85)</u>	<u>9,653.85</u>
	<u>120.82</u>	<u>9,653.85</u>	<u>100.00</u>	<u>(9,553.85)</u>	<u>9,653.85</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>120.82</u>	<u>9,653.85</u>	<u>500,100.00</u>	<u>490,446.15</u>	<u>1.93</u>
Total of All Funds	<u>462,302.69</u>	<u>6,210,633.92</u>	<u>6,978,588.00</u>	<u>767,954.08</u>	<u>89.00</u>

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2020**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	172,577.30	1,806,516.88	2,410,733.00	604,216.12	74.94
5910200 - Part-time Salaries	<u>48,153.07</u>	<u>542,320.88</u>	<u>834,840.00</u>	<u>292,519.12</u>	<u>64.96</u>
	<u>220,730.37</u>	<u>2,348,837.76</u>	<u>3,245,573.00</u>	<u>896,735.24</u>	<u>72.37</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,189.63	182,388.39	241,013.00	58,624.61	75.68
5918021 - Employer Contribution - IMRF	21,952.68	223,687.77	309,489.00	85,801.23	72.28
5918040 - Life Insurance Premiums	129.48	1,442.54	1,932.00	489.46	74.67
5918050 - PPO Insurance Premiums	26,831.36	279,571.12	321,453.00	41,881.88	86.97
5918051 - HMO Insurance Premiums	11,115.48	174,012.04	236,951.00	62,938.96	73.44
5918055 - Dental Insurance Premiums	1,398.56	15,251.11	20,485.00	5,233.89	74.45
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>77,617.19</u>	<u>888,407.97</u>	<u>1,156,323.00</u>	<u>267,915.03</u>	<u>76.83</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	76.20	1,720.20	6,000.00	4,279.80	28.67
5920110 - Professional Services	35,875.91	396,403.90	431,416.00	35,012.10	91.88
5920120 - Communication Services	5,013.78	24,079.85	22,000.00	(2,079.85)	109.45
5920140 - Integrated Library System	22,001.70	89,291.56	90,600.00	1,308.44	98.56
5920202 - Conferences	408.00	4,869.48	5,000.00	130.52	97.39
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	327.91	5,653.16	7,000.00	1,346.84	80.76
5920230 - Publication of Notices	51.30	163.35	0.00	(163.35)	0.00
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	73,147.69	84,475.00	11,327.31	86.59
5930020 - R&M Buildings & Structures	12,306.37	75,128.73	128,890.00	53,761.27	58.29
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,066.09	12,483.83	19,300.00	6,816.17	64.68
5930320 - Cleaning/Custodial Services	3,890.00	52,838.38	69,460.00	16,621.62	76.07
5930490 - Refuse Contract	360.00	3,437.40	4,320.00	882.60	79.57
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	3,822.77	39,701.23	70,450.00	30,748.77	56.35
5960990 - Misc. Contractual Services	<u>9,831.57</u>	<u>65,412.73</u>	<u>102,145.00</u>	<u>36,732.27</u>	<u>64.04</u>
	<u>95,031.60</u>	<u>878,311.63</u>	<u>1,089,856.00</u>	<u>211,544.37</u>	<u>80.59</u>
<u>Commodities</u>					
5970100 - Supplies	1,526.81	16,450.48	49,000.00	32,549.52	33.57
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	1,531.47	13,336.54	17,700.00	4,363.46	75.35
5970170 - Janitorial	385.00	11,136.04	19,000.00	7,863.96	58.61
5970260 - Postage & Parcel	1,530.46	5,717.54	6,000.00	282.46	95.29
5970500 - Water Bill	609.70	3,636.62	12,000.00	8,363.38	30.31

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2020**

	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	39,333.67	234,314.96	368,000.00	133,685.04	63.67
5970610 - E-audio/Audio	6,944.08	64,527.48	80,000.00	15,472.52	80.66
5970620 - E-Subscriptions/Subscriptions	3,271.68	55,003.65	68,430.00	13,426.35	80.38
5970630 - Visual Materials	10,300.55	97,790.68	167,000.00	69,209.32	58.56
5970640 - Databases	3,704.80	147,671.38	185,000.00	37,328.62	79.82
5970810 - Natural Gas	0.00	11,695.87	25,000.00	13,304.13	46.78
5970850 - Gasoline	0.00	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>4,644.01</u>	<u>6,000.00</u>	<u>1,355.99</u>	<u>77.40</u>
	<u>69,138.22</u>	<u>666,094.52</u>	<u>1,005,630.00</u>	<u>339,535.48</u>	<u>66.24</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,969.28	8,110.00	1,140.72	85.93
5980410 - Computer Hardware	0.00	(390.61)	7,500.00	7,890.61	(5.21)
5980420 - Computer Software	2,224.55	37,021.18	39,265.00	2,243.82	94.29
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>155.44</u>	<u>3,500.00</u>	<u>3,344.56</u>	<u>4.44</u>
	<u>2,224.55</u>	<u>43,755.29</u>	<u>58,375.00</u>	<u>14,619.71</u>	<u>74.96</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	6,129.39	30,656.03	73,000.00	42,343.97	41.99
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>772.45</u>	<u>4,217.00</u>	<u>0.00</u>	<u>(4,217.00)</u>	<u>0.00</u>
	<u>6,901.84</u>	<u>34,873.03</u>	<u>633,000.00</u>	<u>598,126.97</u>	<u>5.51</u>
 Total Library Fund Expenditures	 <u>472,382.18</u>	 <u>4,867,470.67</u>	 <u>7,188,757.00</u>	 <u>2,321,286.33</u>	 <u>67.71</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	7,665.00	57,081.00	152,750.00	95,669.00	37.37
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>6,484.99</u>	<u>13,000.00</u>	<u>6,515.01</u>	<u>49.88</u>
	<u>7,665.00</u>	<u>126,541.43</u>	<u>283,250.00</u>	<u>156,708.57</u>	<u>44.67</u>
 Total Capital Projects Fund Expenditures	 <u>7,665.00</u>	 <u>126,541.43</u>	 <u>323,250.00</u>	 <u>196,708.57</u>	 <u>39.15</u>
 Total of All Funds	 <u>480,047.18</u>	 <u>5,000,012.10</u>	 <u>7,512,007.00</u>	 <u>2,511,994.90</u>	 <u>66.56</u>

Des Plaines Public Library

Check List

All Bank Accounts

October 16, 2020 - November 19, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18368	11/19/20	AMERICAN BANKERS INSURANCE CO. of FL	3,162.00
18369	11/19/20	ANDREW TROTTER	135.00
18370	11/19/20	CENGAGE LEARNING/GALE	14,559.28
18371	11/19/20	RECORDED BOOKS, INC	9,190.16
18372	11/19/20	ALLDATA LLC	1,500.00
18373	11/19/20	ANDREW LANGLIE	125.00
18374	11/19/20	DES PLAINES CHAMBER OF COMMERCE	260.00
18375	11/19/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	640.00
18376	11/19/20	ILLINOIS LIBRARY ASSOCIATION	1,700.00
18377	11/19/20	AUTOMATED LOGIC, INC.	4,600.00
18378	11/19/20	BAKER & TAYLOR	9,115.49
18379	11/19/20	WORKGROUPS DAVINCI INC.	2,154.60
18380	11/19/20	BAKER & TAYLOR	18,330.78
18381	11/19/20	BARNES & NOBLE INC	1,134.47
18382	11/19/20	CARA RODRIGUEZ	19.99
18383	11/19/20	CHILDREN'S PLUS, INC.	3,021.39
18384	11/19/20	CITY OF DES PLAINES	609.70
18385	11/19/20	COOPERATIVE COMPUTER SERVICES	22,001.70
18386	11/19/20	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18387	11/19/20	D&Z HOUSE OF BOOKS	2,058.27
18388	11/19/20	DAILY HERALD	70.20
18389	11/19/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18390	11/19/20	EBSCO INFORMATION SERVICES	72.05
18391	11/19/20	FEDERAL EXPRESS	30.46
18392	11/19/20	FINDAWAY WORLD LLC	1,919.88
18393	11/19/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18394	11/19/20	GARVEY'S OFFICE PRODUCTS	385.00
18395	11/19/20	HUNGRY BUNNY INC	1,400.00
18396	11/19/20	IHLS-OCLC	607.98
18397	11/19/20	IMPACT NETWORKING, LLC.	1,160.00
18398	11/19/20	ITSAVVY LLC	7,665.00
18399	11/19/20	KATARZYNA BALCHAN	19.95
18400	11/19/20	LAUTERBACH & AMEN, LLP.	1,575.00
18401	11/19/20	LIMRICC	47,887.27
18402	11/19/20	MATTHEW BENDER & CO, INC	241.45
18403	11/19/20	MID-AMERICAN ELEVATOR COMPANY INC	1,840.00
18404	11/19/20	MIDWEST TAPE	12,990.44
18405	11/19/20	MIKE HUDSON	392.00
18406	11/19/20	OAKBROOK MECHANICAL SERVICES	5,850.42
18407	11/19/20	OUTSOURCE SOLUTIONS GROUP, INC.	35,270.30
18408	11/19/20	OVERDRIVE, INC.	4,313.88
18409	11/19/20	PADDOCK PUBLICATIONS, INC.	51.30
18410	11/19/20	RAILS	82.50
18411	11/19/20	RAINBOW BOOK COMPANY	909.18
18412	11/19/20	RECORDED BOOKS, INC	614.25
18413	11/19/20	SCHOLASTIC INC	2,005.00
18414	11/19/20	THOMAS INTERIOR SYSTEMS, INC.	200.00
18415	11/19/20	THOMAS KLISE/CRIMSON MULTIMEDIA	2,784.07
18416	11/19/20	THOMSON REUTERS-WEST	20.43
18417	11/19/20	TIAA COMMERCIAL FINANCE	657.91
18418	11/19/20	UNITED STATES POSTAL SERVICE	500.00
18419	11/19/20	VISOGRAPHIC	4,841.39
51143	10/31/20	MENARDS	(6.29)
51149	10/31/20	BANKCARD SERVICES	12,067.46
51150	10/31/20	NEOFUNDS BY NEOPOST	1,000.00
51151	10/31/20	VERIZON WIRELESS	1,011.22
51152	10/31/20	COMCAST CABLE	4,002.56

Des Plaines Public Library

Check List

All Bank Accounts

October 16, 2020 - November 19, 2020

Check Number	Check Date	Payee	Amount
51153	10/31/20	IMRF	32,836.82
51154	10/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	<u>772.45</u>
Vendor Check Total			<u>287,347.77</u>
Check List Total			<u><u>287,347.77</u></u>

Check count = 59

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AMERICAN BANKERS INSURANCE CO. of FL				18368	11/19/20	<u>3,162.00</u>
201-5920990	Property/Liability Insurance	Policy Number: 69001322352020	3,162.00			
ANDREW TROTTER				18369	11/19/20	<u>135.00</u>
201-5960210	Special Event Programming	Teen Dungeons & Dragons	135.00			
CENGAGE LEARNING/GALE				18370	11/19/20	<u>14,559.28</u>
201-5970640	Databases	Inv # 72535565	2,795.00			
201-5970640	Databases	Inv # 72535568	4,232.00			
201-5970640	Databases	Inv # 72535564	2,062.50			
201-5970640	Databases	Inv # 72535566	5,469.78			
RECORDED BOOKS, INC				18371	11/19/20	<u>9,190.16</u>
201-5970640	Databases	Inv # 76710409	2,700.00			
201-5970620	E-Subscriptions/Subscriptions	Inv # 76687441	6,490.16			
ALLDATA LLC				18372	11/19/20	<u>1,500.00</u>
201-5970640	Databases	INVOICE NO. 970640	1,500.00			
ANDREW LANGLIE				18373	11/19/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	VIDEOGRAPHY SERVICES	125.00			
DES PLAINES CHAMBER OF COMMERCE				18374	11/19/20	<u>260.00</u>
201-5920220	Membership Dues	INVOICE NO. 18648	260.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18375	11/19/20	<u>640.00</u>
201-5960990	Misc. Contractual Services	INVOICE NO. 10218	320.00			
201-5960990	Misc. Contractual Services	INVOICE NO. 10337	160.00			
201-5960990	Misc. Contractual Services	INVOICE NO. 10415	160.00			
ILLINOIS LIBRARY ASSOCIATION				18376	11/19/20	<u>1,700.00</u>
201-5920220	Membership Dues	ILLINOIS LIBRARY ASSOCIATION	1,700.00			
AUTOMATED LOGIC, INC.				18377	11/19/20	<u>4,600.00</u>
201-5930020	R&M Buildings & Structures	INVOICE NO. 303093	4,600.00			
BAKER & TAYLOR				18378	11/19/20	<u>9,115.49</u>
201-5970600	Ebooks/Books	Inv # 2035569657	49.09			
201-5970600	Ebooks/Books	Inv # 2035505879	1,231.33			
201-5960990	Misc. Contractual Services	Inv # 2035505880	91.51			
201-5970600	Ebooks/Books	Inv # 2035559697	1,028.24			
201-5960990	Misc. Contractual Services	Inv # 2035559698	74.53			
201-5970600	Ebooks/Books	Inv # 2035486273	506.90			
201-5960990	Misc. Contractual Services	Inv # 2035486274	36.23			
201-5970600	Ebooks/Books	Inv # 2035479442	485.03			
201-5960990	Misc. Contractual Services	Inv # 2035479443	37.75			
201-5970600	Ebooks/Books	Inv # 2035516467	1,025.74			
201-5960990	Misc. Contractual Services	Inv # 2035516468	74.84			
201-5970600	Ebooks/Books	Inv # 2035511713	968.23			
201-5960990	Misc. Contractual Services	Inv # 2035511714	69.01			
201-5970600	Ebooks/Books	Inv # 2035524140	1,002.65			
201-5960990	Misc. Contractual Services	Inv # 2035524141	70.39			
201-5970600	Ebooks/Books	Inv # 2035479940	554.33			
201-5960990	Misc. Contractual Services	Inv # 2035479941	41.81			
201-5960990	Misc. Contractual Services	Inv # 2035519345	3.51			

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 # 2035546052	10.21			
201-5970600	Ebooks/Books	Inv # 2035519344	38.57			
201-5970600	Ebooks/Books	Inv # 2035554619	600.24			
201-5960990	Misc. Contractual Services	Inv # 2035554620	51.84			
201-5970600	Ebooks/Books	Inv # 5016460299	583.69			
201-5970600	Ebooks/Books	Inv # 2035476157	130.28			
201-5960990	Misc. Contractual Services	Inv # 2035476158	11.91			
201-5970600	Ebooks/Books	Inv # 2035520196	30.64			
201-5970600	Ebooks/Books	Inv # 0000143693	306.99			
WORKGROUPS DAVINCI INC.				18379	11/19/20	<u>2,154.60</u>
201-5960990	Misc. Contractual Services	INVOICE NO. 2020-102449	2,154.60			
BAKER & TAYLOR				18380	11/19/20	<u>18,330.78</u>
201-5970600	Ebooks/Books	Inv # 2035436995	13.15			
201-5960990	Misc. Contractual Services	Inv # 2035441276	13.32			
201-5970600	Ebooks/Books	Inv # 2035441276	40.03			
201-5960990	Misc. Contractual Services	Inv # 2035445457	1.78			
201-5970600	Ebooks/Books	Inv # 2035445457	15.89			
201-5960990	Misc. Contractual Services	Inv # 2035461626	11.05			
201-5970600	Ebooks/Books	Inv # 2035461626	127.74			
201-5960990	Misc. Contractual Services	Inv # 2035461661	16.50			
201-5970600	Ebooks/Books	Inv # 2035461661	49.26			
201-5960990	Misc. Contractual Services	Inv # 2035462122	1.09			
201-5970600	Ebooks/Books	Inv # 2035462122	6.02			
201-5960990	Misc. Contractual Services	Inv # 2035463420	20.62			
201-5970600	Ebooks/Books	Inv # 2035463420	216.98			
201-5960990	Misc. Contractual Services	Inv # 2035468153	4.50			
201-5970600	Ebooks/Books	Inv # 2035468153	28.82			
201-5960990	Misc. Contractual Services	Inv # 2035468196	15.60			
201-5970600	Ebooks/Books	Inv # 2035468196	71.11			
201-5960990	Misc. Contractual Services	Inv # 2035469328	17.99			
201-5970600	Ebooks/Books	Inv # 2035469328	185.87			
201-5960990	Misc. Contractual Services	Inv # 2035469361	58.68			
201-5970600	Ebooks/Books	Inv # 2035469361	486.50			
201-5960990	Misc. Contractual Services	Inv # 2035472956	35.17			
201-5970600	Ebooks/Books	Inv # 2035472956	235.58			
201-5960990	Misc. Contractual Services	Inv # 2035473534	11.99			
201-5970600	Ebooks/Books	Inv # 2035473534	85.06			
201-5960990	Misc. Contractual Services	Inv # 2035474042	6.06			
201-5970600	Ebooks/Books	Inv # 2035474042	23.29			
201-5960990	Misc. Contractual Services	Inv # 2035478405	17.07			
201-5970600	Ebooks/Books	Inv # 2035478405	112.61			
201-5960990	Misc. Contractual Services	Inv # 2035478406	19.68			
201-5970600	Ebooks/Books	Inv # 2035478406	43.61			
201-5960990	Misc. Contractual Services	Inv # 2035479306	49.42			
201-5970600	Ebooks/Books	Inv # 2035479306	154.74			
201-5960990	Misc. Contractual Services	Inv # 2035479534	4.89			
201-5970600	Ebooks/Books	Inv # 2035479534	34.53			
201-5960990	Misc. Contractual Services	Inv # 2035479852	12.12			
201-5970600	Ebooks/Books	Inv # 2035479852	49.61			
201-5960990	Misc. Contractual Services	Inv # 2035483137	28.14			
201-5970600	Ebooks/Books	Inv # 2035483137	233.62			
201-5960990	Misc. Contractual Services	Inv # 2035483153	8.31			
201-5970600	Ebooks/Books	Inv # 2035483153	58.18			
201-5960990	Misc. Contractual Services	Inv # 2035483193	6.66			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2035483193	19.12			
201-5960990	Misc. Contractual Services	Inv # 2035483295	9.84			
201-5970600	Ebooks/Books	Inv # 2035483295	35.80			
201-5960990	Misc. Contractual Services	Inv # 2035483448	56.57			
201-5970600	Ebooks/Books	Inv # 2035483448	377.97			
201-5960990	Misc. Contractual Services	Inv # 2035489688	7.42			
201-5970600	Ebooks/Books	Inv # 2035489688	80.56			
201-5960990	Misc. Contractual Services	Inv # 2035489881	46.91			
201-5970600	Ebooks/Books	Inv # 2035489881	261.70			
201-5960990	Misc. Contractual Services	Inv # 2035490190	1.09			
201-5970600	Ebooks/Books	Inv # 2035490190	6.77			
201-5960990	Misc. Contractual Services	Inv # 2035490441	2.97			
201-5970600	Ebooks/Books	Inv # 2035490441	40.67			
201-5960990	Misc. Contractual Services	Inv # 2035493429	53.47			
201-5970600	Ebooks/Books	Inv # 2035493429	503.27			
201-5960990	Misc. Contractual Services	Inv # 2035495890	48.34			
201-5970600	Ebooks/Books	Inv # 2035495890	496.03			
201-5960990	Misc. Contractual Services	Inv # 2035495903	12.87			
201-5970600	Ebooks/Books	Inv # 2035495903	40.64			
201-5960990	Misc. Contractual Services	Inv # 2035495929	16.35			
201-5970600	Ebooks/Books	Inv # 2035495929	48.11			
201-5960990	Misc. Contractual Services	Inv # 2035496025	12.57			
201-5970600	Ebooks/Books	Inv # 2035496025	59.95			
201-5960990	Misc. Contractual Services	Inv # 2035496115	12.96			
201-5970600	Ebooks/Books	Inv # 2035496115	217.30			
201-5960990	Misc. Contractual Services	Inv # 2035503617	57.57			
201-5970600	Ebooks/Books	Inv # 2035503617	232.11			
201-5960990	Misc. Contractual Services	Inv # 2035505874	60.68			
201-5970600	Ebooks/Books	Inv # 2035505874	494.88			
201-5960990	Misc. Contractual Services	Inv # 2035506364	26.34			
201-5970600	Ebooks/Books	Inv # 2035506364	52.56			
201-5960990	Misc. Contractual Services	Inv # 2035506418	18.85			
201-5970600	Ebooks/Books	Inv # 2035506418	143.55			
201-5960990	Misc. Contractual Services	Inv # 2035506438	13.35			
201-5970600	Ebooks/Books	Inv # 2035506438	119.50			
201-5960990	Misc. Contractual Services	Inv # 2035506462	11.18			
201-5970600	Ebooks/Books	Inv # 2035506462	82.70			
201-5960990	Misc. Contractual Services	Inv # 2035509307	23.38			
201-5970600	Ebooks/Books	Inv # 2035509307	151.38			
201-5960990	Misc. Contractual Services	Inv # 2035509316	47.30			
201-5970600	Ebooks/Books	Inv # 2035509316	357.38			
201-5960990	Misc. Contractual Services	Inv # 2035511711	24.24			
201-5970600	Ebooks/Books	Inv # 2035511711	106.96			
201-5960990	Misc. Contractual Services	Inv # 2035511715	45.26			
201-5970600	Ebooks/Books	Inv # 2035511715	354.23			
201-5960990	Misc. Contractual Services	Inv # 2035512257	15.29			
201-5970600	Ebooks/Books	Inv # 2035512257	121.50			
201-5960990	Misc. Contractual Services	Inv # 2035512321	54.16			
201-5970600	Ebooks/Books	Inv # 2035512321	554.28			
201-5960990	Misc. Contractual Services	Inv # 2035515227	24.99			
201-5970600	Ebooks/Books	Inv # 2035515227	117.76			
201-5960990	Misc. Contractual Services	Inv # 2035515234	4.65			
201-5970600	Ebooks/Books	Inv # 2035515234	28.33			
201-5960990	Misc. Contractual Services	Inv # 2035515284	98.74			
201-5970600	Ebooks/Books	Inv # 2035515284	738.41			
201-5960990	Misc. Contractual Services	Inv # 2035515291	17.44			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2035515291	239.82			
201-5960990	Misc. Contractual Services	Inv # 2035515372	22.86			
201-5970600	Ebooks/Books	Inv # 2035515372	57.95			
201-5960990	Misc. Contractual Services	Inv # 2035515476	10.49			
201-5970600	Ebooks/Books	Inv # 2035515476	212.02			
201-5960990	Misc. Contractual Services	Inv # 2035517531	50.31			
201-5970600	Ebooks/Books	Inv # 2035517531	377.49			
201-5960990	Misc. Contractual Services	Inv # 2035517538	21.21			
201-5970600	Ebooks/Books	Inv # 2035517538	72.76			
201-5960990	Misc. Contractual Services	Inv # 2035518722	9.65			
201-5970600	Ebooks/Books	Inv # 2035518722	75.50			
201-5960990	Misc. Contractual Services	Inv # 2035519224	10.97			
201-5970600	Ebooks/Books	Inv # 2035519224	138.38			
201-5960990	Misc. Contractual Services	Inv # 2035519227	9.84			
201-5970600	Ebooks/Books	Inv # 2035519227	19.12			
201-5960990	Misc. Contractual Services	Inv # 2035520747	10.53			
201-5970600	Ebooks/Books	Inv # 2035520747	106.12			
201-5960990	Misc. Contractual Services	Inv # 2035521570	29.37			
201-5970600	Ebooks/Books	Inv # 2035521570	76.48			
201-5960990	Misc. Contractual Services	Inv # 2035521593	9.84			
201-5970600	Ebooks/Books	Inv # 2035521593	36.54			
201-5960990	Misc. Contractual Services	Inv # 2035527542	41.73			
201-5970600	Ebooks/Books	Inv # 2035527542	413.31			
201-5960990	Misc. Contractual Services	Inv # 2035530334	26.42			
201-5970600	Ebooks/Books	Inv # 2035530334	214.48			
201-5960990	Misc. Contractual Services	Inv # 2035532626	28.90			
201-5970600	Ebooks/Books	Inv # 2035532626	252.38			
201-5960990	Misc. Contractual Services	Inv # 2035537770	48.95			
201-5970600	Ebooks/Books	Inv # 2035537770	602.76			
201-5960990	Misc. Contractual Services	Inv # 2035537902	23.16			
201-5970600	Ebooks/Books	Inv # 2035537902	144.34			
201-5960990	Misc. Contractual Services	Inv # 2035537944	12.56			
201-5970600	Ebooks/Books	Inv # 2035537944	152.75			
201-5960990	Misc. Contractual Services	Inv # 2035548588	80.20			
201-5970600	Ebooks/Books	Inv # 2035548588	772.75			
201-5960990	Misc. Contractual Services	Inv # 2035555149	63.00			
201-5970600	Ebooks/Books	Inv # 2035555149	325.86			
201-5960990	Misc. Contractual Services	Inv # 2035558302	9.84			
201-5970600	Ebooks/Books	Inv # 2035558302	42.82			
201-5960990	Misc. Contractual Services	Inv # 2035569016	31.10			
201-5970600	Ebooks/Books	Inv # 2035569016	225.39			
201-5960990	Misc. Contractual Services	Inv # 2035569111	23.01			
201-5970600	Ebooks/Books	Inv # 2035569111	158.98			
201-5960990	Misc. Contractual Services	Inv # 2035583546	50.62			
201-5970600	Ebooks/Books	Inv # 2035583546	526.62			
201-5960990	Misc. Contractual Services	Inv # 5016221052	13.30			
201-5970600	Ebooks/Books	Inv # 5016221052	355.67			
201-5960990	Misc. Contractual Services	Inv # 5016494088	4.20			
201-5970600	Ebooks/Books	Inv # 5016494088	67.63			
201-5960990	Misc. Contractual Services	Inv # 2035357649	6.06			
201-5970600	Ebooks/Books	Inv # 2035357649	28.37			
201-5960990	Misc. Contractual Services	Inv # 2035358773	3.41			
201-5970600	Ebooks/Books	Inv # 2035358773	20.43			
201-5960990	Misc. Contractual Services	Inv # 2035363954	3.33			
201-5970600	Ebooks/Books	Inv # 2035363954	10.16			
201-5960990	Misc. Contractual Services	Inv # 2035369338	15.73			

Des Plaines Public Library

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2035369338	85.22			
201-5960990	Misc. Contractual Services	Inv # 2035369407	158.23			
201-5970600	Ebooks/Books	Inv # 2035369407	1,170.26			
201-5960990	Misc. Contractual Services	Inv # 2035381196	15.15			
201-5970600	Ebooks/Books	Inv # 2035381196	41.41			
201-5960990	Misc. Contractual Services	Inv # 2035381269	11.41			
201-5970600	Ebooks/Books	Inv # 2035381269	87.79			
201-5960990	Misc. Contractual Services	Inv # 2035381270	54.54			
201-5970600	Ebooks/Books	Inv # 2035381270	140.50			
201-5960990	Misc. Contractual Services	Inv # 2035384608	21.29			
201-5970600	Ebooks/Books	Inv # 2035384608	211.87			
201-5960990	Misc. Contractual Services	Inv # 2035384931	3.81			
201-5970600	Ebooks/Books	Inv # 2035384931	37.77			
201-5960990	Misc. Contractual Services	Inv # 2035396531	10.09			
201-5970600	Ebooks/Books	Inv # 2035396531	102.61			
201-5960990	Misc. Contractual Services	Inv # 2035400837	26.64			
201-5970600	Ebooks/Books	Inv # 2035400837	38.19			
201-5960990	Misc. Contractual Services	Inv # 2035401211	3.18			
201-5970600	Ebooks/Books	Inv # 2035401211	10.16			
201-5960990	Misc. Contractual Services	Inv # 2035408576	4.36			
201-5970600	Ebooks/Books	Inv # 2035408576	27.85			
201-5960990	Misc. Contractual Services	Inv # 2035414336	51.51			
201-5970600	Ebooks/Books	Inv # 2035414336	186.40			
201-5960990	Misc. Contractual Services	Inv # 2035416119	1.35			
201-5970600	Ebooks/Books	Inv # 2035416119	9.65			
201-5960990	Misc. Contractual Services	Inv # 2035418504	6.43			
201-5970600	Ebooks/Books	Inv # 2035418504	82.47			
201-5960990	Misc. Contractual Services	Inv # 2035423461	3.18			
201-5970600	Ebooks/Books	Inv # 2035423461	9.54			
201-5960990	Misc. Contractual Services	Inv # 2035430703	3.18			
201-5970600	Ebooks/Books	Inv # 2035430703	10.17			
201-5960990	Misc. Contractual Services	Inv # 2035436995	6.06			
BARNES & NOBLE INC				18381	11/19/20	<u>1,134.47</u>
201-5970600	Ebooks/Books	Inv # 4028042	1,105.50			
201-5970600	Ebooks/Books	Inv # 4028062	28.97			
CARA RODRIGUEZ				18382	11/19/20	<u>19.99</u>
201-5970600	Ebooks/Books	REFUND FOR RETURNED BOOK "SMILE"	19.99			
CHILDREN'S PLUS, INC.				18383	11/19/20	<u>3,021.39</u>
201-5970630	Visual Materials	INVOICE NO. 190502	104.75			
201-5970630	Visual Materials	INVOICE NO. 189995	65.96			
201-5970600	Ebooks/Books	INVOICE NO. 190131	691.94			
201-5970600	Ebooks/Books	INVOICE NO. 189879	117.85			
201-5970600	Ebooks/Books	INVOICE NO. 189880	18.99			
201-5970600	Ebooks/Books	INVOICE NO. 189668	635.55			
201-5970600	Ebooks/Books	INVOICE NO. 189816	68.96			
201-5970600	Ebooks/Books	INVOICE NO. 189815	63.96			
201-5970600	Ebooks/Books	INVOICE NO. 190506	29.99			
201-5970600	Ebooks/Books	INVOICE NO. 190348	14.90			
201-5970600	Ebooks/Books	INVOICE NO. 190130	47.97			
201-5970600	Ebooks/Books	INVOICE NO. 190217	145.70			
201-5970630	Visual Materials	INVOICE NO. 190129	19.99			
201-5970600	Ebooks/Books	INVOICE NO. 190674	294.92			
201-5970600	Ebooks/Books	INVOICE NO. 190673	699.96			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CITY OF DES PLAINES 201-5970500	Water Bill	ACCOUNT NO. 71080763-001	609.70	18384	11/19/20	<u>609.70</u>
COOPERATIVE COMPUTER SERVICES 201-5920140	Integrated Library System	INVOICE NO. 1759	22,001.70	18385	11/19/20	<u>22,001.70</u>
CRYSTAL MAINTENANCE SERVICES CORP 201-5930320	Cleaning/Custodial Services	INVOICE NO. 27099	3,890.00	18386	11/19/20	<u>3,890.00</u>
D&Z HOUSE OF BOOKS 201-5970600	Ebooks/Books	INVOICE NO. 2020/I138850	2,058.27	18387	11/19/20	<u>2,058.27</u>
DAILY HERALD 201-5920100	Legal Fees	INVOICE NO. 157519	70.20	18388	11/19/20	<u>70.20</u>
DE LAGE LANDEN FIANACIAL SERVICES 201-5920210	In Service Training	INVOICE NO. 69909389	738.41	18389	11/19/20	<u>738.41</u>
EBSCO INFORMATION SERVICES 201-5970620	E-Subscriptions/Subscriptions	CREDIT MEMO 2006447	-143.00	18390	11/19/20	<u>72.05</u>
201-5970620	E-Subscriptions/Subscriptions	CREDIT MEMO 2007129	-104.95			
201-5970620	E-Subscriptions/Subscriptions	CREDIT MEMO 2100228	-45.00			
201-5970620	E-Subscriptions/Subscriptions	INVOICE NO. 1608530	365.00			
FEDERAL EXPRESS 201-5970260	Postage & Parcel	INVOICE NO. 7-164-27120	30.46	18391	11/19/20	<u>30.46</u>
FINDAWAY WORLD LLC 201-5970610	E-audio/Audio	INVOICE NO. 329905	1,919.88	18392	11/19/20	<u>1,919.88</u>
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES 201-5930490	Refuse Contract	INVOICE NO. 5156739	360.00	18393	11/19/20	<u>360.00</u>
GARVEY'S OFFICE PRODUCTS 201-5970170	Janitorial	INVOICE NO. SO507845	385.00	18394	11/19/20	<u>385.00</u>
HUNGRY BUNNY INC 201-5960210	Special Event Programming	VIRTUAL SCHOOL VISITS	600.00	18395	11/19/20	<u>1,400.00</u>
201-5960210	Special Event Programming	VIRTUAL SCHOOL VISITS	600.00			
201-5960210	Special Event Programming	VIRTUAL SCHOOL VISITS	200.00			
IHLS-OCLC 201-5980420	Computer Software	INVOICE NO. 20800	607.98	18396	11/19/20	<u>607.98</u>
IMPACT NETWORKING, LLC. 201-5960990	Misc. Contractual Services	INVOICE NO. 1939184	1,160.00	18397	11/19/20	<u>1,160.00</u>
ITSAVVY LLC 202-5980410	Computer Hardware	INVOICE NO. 01216306	784.00	18398	11/19/20	<u>7,665.00</u>
202-5980410	Computer Hardware	INVOICE NO. 01217048	6,881.00			
KATARZYNA BALCHAN 201-5970600	Ebooks/Books	Juz sie nie rozumiemy!	19.95	18399	11/19/20	<u>19.95</u>
LAUTERBACH & AMEN, LLP.				18400	11/19/20	<u>1,575.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5920110	Professional Services	Invoice No. 49498	1,575.00			
LIMRICC				18401	11/19/20	<u>47,887.27</u>
201-2401002	Payroll Liabilities	NOVEMBER BILLING	47,887.27			
MATTHEW BENDER & CO, INC				18402	11/19/20	<u>241.45</u>
201-5970600	Ebooks/Books	INVOICE NO. 21571260	241.45			
MID-AMERICAN ELEVATOR COMPANY INC				18403	11/19/20	<u>1,840.00</u>
201-5930020	R&M Buildings & Structures	INVOICE NO. 49043	1,840.00			
MIDWEST TAPE				18404	11/19/20	<u>12,990.44</u>
201-5960990	Misc. Contractual Services	INVOICE NO. 99546066	3.85			
201-5970610	E-audio/Audio	INVOICE NO. 99546066	9.89			
201-5960990	Misc. Contractual Services	INVOICE NO. 99546063	299.06			
201-5970630	Visual Materials	INVOICE NO. 99546063	986.99			
201-5960990	Misc. Contractual Services	INVOICE NO. 99546064	12.00			
201-5970630	Visual Materials	INVOICE NO. 99546064	101.98			
201-5960990	Misc. Contractual Services	INVOICE NO. 99546065	29.60			
201-5970610	E-audio/Audio	INVOICE NO. 99546065	604.84			
201-5960990	Misc. Contractual Services	INVOICE NO. 99517496	287.55			
201-5970630	Visual Materials	INVOICE NO. 99517496	1,368.79			
201-5970630	Visual Materials	INVOICE NO. 99467760	78.74			
201-5960990	Misc. Contractual Services	INVOICE NO. 99466230	60.25			
201-5970630	Visual Materials	INVOICE NO. 99466230	373.84			
201-5970610	E-audio/Audio	INVOICE NO. 99467289	991.83			
201-5960990	Misc. Contractual Services	INVOICE NO. 99460129	88.15			
201-5970630	Visual Materials	INVOICE NO. 99460129	348.48			
201-5960990	Misc. Contractual Services	INVOICE NO. 99460126	23.10			
201-5970610	E-audio/Audio	INVOICE NO. 99460126	71.64			
201-5960990	Misc. Contractual Services	INVOICE NO. 99460128	57.35			
201-5970610	E-audio/Audio	INVOICE NO. 99460128	1,214.69			
201-5960990	Misc. Contractual Services	INVOICE NO. 99496438	61.05			
201-5970610	E-audio/Audio	INVOICE NO. 99496438	1,190.67			
201-5960990	Misc. Contractual Services	INVOICE NO. 99503747	831.86			
201-5960990	Misc. Contractual Services	INVOICE NO. 99496439	464.80			
201-5970630	Visual Materials	INVOICE NO. 99496439	2,410.80			
201-5960990	Misc. Contractual Services	INVOICE NO. 99496590	19.50			
201-5970610	E-audio/Audio	INVOICE NO. 99496590	63.55			
201-5960990	Misc. Contractual Services	INVOICE NO. 99512816	23.35			
201-5970610	E-audio/Audio	INVOICE NO. 99512816	76.29			
201-5960990	Misc. Contractual Services	INVOICE NO. 99512818	35.15			
201-5970610	E-audio/Audio	INVOICE NO. 99512818	790.81			
201-5970610	E-audio/Audio	INVOICE NO. 99159654	9.99			
MIKE HUDSON				18405	11/19/20	<u>392.00</u>
201-5960210	Special Event Programming	INVOICE NO. 6	140.00			
201-5960210	Special Event Programming	INVOICE NO. 7	62.00			
201-5960210	Special Event Programming	INVOICE NO. 8	61.00			
201-5960210	Special Event Programming	INVOICE NO. 9	129.00			
OAKBROOK MECHANICAL SERVICES				18406	11/19/20	<u>5,850.42</u>
201-5930020	R&M Buildings & Structures	INVOICE NO. 22858	2,896.25			
201-5930020	R&M Buildings & Structures	INVOICE NO. 23218	2,954.17			
OUTSOURCE SOLUTIONS GROUP, INC.				18407	11/19/20	<u>35,270.30</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INVOICE NO. 55948	1,500.00			
201-5960990	Misc. Contractual Services	INVOICE NO. 56190	350.00			
201-5920110	Professional Services	INVOICES NO. 56189	33,420.30			
OVERDRIVE, INC.				18408	11/19/20	<u>4,313.88</u>
201-5970600	Ebooks/Books	INVOICE NO. 01018CP20314572	986.44			
201-5970600	Ebooks/Books	INVOICE NO. 01018MA20314309	937.79			
201-5970600	Ebooks/Books	INVOICE NO. 01018MA20314309	2,389.65			
PADDOCK PUBLICATIONS, INC.				18409	11/19/20	<u>51.30</u>
201-5920230	Publication of Notices	INVOICE NO. 159550	51.30			
RAILS				18410	11/19/20	<u>82.50</u>
201-5970640	Databases	INVOICE NO. 7319	82.50			
RAINBOW BOOK COMPANY				18411	11/19/20	<u>909.18</u>
201-5970600	Ebooks/Books	INVOICE NO. 190347	45.98			
201-5970600	Ebooks/Books	INVOICE NO. 190414	544.60			
201-5970600	Ebooks/Books	INVOICE NO. 190608	318.60			
RECORDED BOOKS, INC				18412	11/19/20	<u>614.25</u>
201-5970620	E-Subscriptions/Subscriptions	INVOICE NO.76687868	614.25			
SCHOLASTIC INC				18413	11/19/20	<u>2,005.00</u>
201-5970600	Ebooks/Books	INVOICE NO. 23981702	1,793.50			
201-5970600	Ebooks/Books	INVOICE NO. 24119659	211.50			
THOMAS INTERIOR SYSTEMS, INC.				18414	11/19/20	<u>200.00</u>
201-5960990	Misc. Contractual Services	INVOICE NO. 114085	200.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18415	11/19/20	<u>2,784.07</u>
201-5970630	Visual Materials	INVOICE NO. 004293	441.18			
201-5970630	Visual Materials	INVOICE NO. 004294	91.11			
201-5970630	Visual Materials	INVOICE NO. 004295	161.33			
201-5970630	Visual Materials	INVOICE NO. 004208	171.01			
201-5970630	Visual Materials	INVOICE NO. 004205	677.11			
201-5970630	Visual Materials	INVOICE NO. 004206	80.00			
201-5970630	Visual Materials	INVOICE NO. 004207	141.23			
201-5970630	Visual Materials	INVOICE NO. 004015	60.00			
201-5970630	Visual Materials	INVOICE NO. 004016	181.41			
201-5970630	Visual Materials	INVOICE NO. 004014	365.18			
201-5970630	Visual Materials	INVOICE NO. 004017	233.19			
201-5970630	Visual Materials	INVOICE NO. 004019	181.32			
THOMSON REUTERS-WEST				18416	11/19/20	<u>20.43</u>
201-5970640	Databases	INVOICE NO. 843179230	20.43			
TIAA COMMERCIAL FINANCE				18417	11/19/20	<u>657.91</u>
201-5930210	Rental of Equipment	INVOICE NO. 7630345	657.91			
UNITED STATES POSTAL SERVICE				18418	11/19/20	<u>500.00</u>
201-5970260	Postage & Parcel	ACCOUNT NO. 823320	500.00			
VISOGRAPHIC				18419	11/19/20	<u>4,841.39</u>
201-5990900	Per Capita Grant Expenditures	INVOICE NO. 225743	4,841.39			

Check List Total 235,663.55

Des Plaines Public Library

ACH Register

All Bank Accounts

October 1, 2020 - October 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51143	10/31/20	MENARDS	(6.29)
51149	10/31/20	BANKCARD SERVICES	12,067.46
51150	10/31/20	NEOFUNDS BY NEOPOST	1,000.00
51151	10/31/20	VERIZON WIRELESS	1,011.22
51152	10/31/20	COMCAST CABLE	4,002.56
51153	10/31/20	IMRF	32,836.82
51154	10/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	772.45
Vendor Check Total			<u>51,684.22</u>
Check List Total			<u><u>51,684.22</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700	5,237,084	4,811,992	4,962,663	5,947,449	5,676,584	5,643,847	-	-
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	-
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	-	-
	20,277	695,604	2,500,786	71,729	68,681	4,046	771,840	1,503,928	157,934	462,303	-	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292	310,405	302,543	426,948	303,344	300,980	298,348	-	-
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	-	-
Change in A/P & A/JE's	(297,307)	109,634	(134,775)	(54,288)	74,081	(60,166)	(33,157)	103,956	(70,224)	14,993	-	-
	454,147	525,645	369,626	401,148	507,297	429,138	621,169	519,142	428,799	495,040	-	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	(438,617)	(425,092)	150,671	984,786	(270,865)	(32,737)	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 October 31, 2020

Total Expenses per Expense Report			<u><u>\$480,047.18</u></u>
Gross Payroll	220,730.37		
Benefits Expense	<u>77,617.19</u>		
Total Payroll Expenses		298,347.56	
Check List		287,347.77	
Total Transfers and expenses per payroll and vendor checks reports			<u>585,695.33</u>
		Variance	<u>105,648.15</u>
Less: (disbursements included above)			
IMRF		(32,836.82)	
LIMRICC		(47,887.27)	
Prepaid Checks		(25,804.67)	
PR Fee		880.61	
			(105,648.15)
		Variance	<u><u>0.00</u></u>

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	\$ 5,490,989	\$ 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	204,387			
	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	5,291,688	4,777,257			
Revenue (M-T-D)															
Property Taxes	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	31,667	3,886	18,240	6,067,108	6,100,000	(32,892)
Other Revenue	16,564	851,056	2,439,627	64,333	85,912	13,732	1,238,947	1,661,688	65,062	35,553	620,532	18,240	1,077,832	1,104,264	(26,432)
													7,111,245	7,078,588	65,549
															32,657
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	301,851	3,880,894	4,144,018	(293,124)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	100,384	49,376	59,293	1,077,832	1,104,264	(26,432)
Commodities	113,294	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	84,687	94,595	82,290	948,363	1,021,780	(73,417)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380	22,877	3,109	4,904	71,849	51,705	20,144
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438	8,974	636,814	22,873	165,000	733,000	(60,000)
ADJ		6,286	2,948	2,200	13,393	13,582	27,203				100,000				
Adjustments	109,774	35,902	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(94,870)	233,476	166,612	172,000	(6,388)
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	559,039	457,846	1,129,878	704,686	136,856		(439,217)
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)	(509,346)	(686,446)			
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	4,981,644	4,295,197			
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	4,782,342	4,090,810			



DIRECTOR'S REPORT

October 2020



EARLY VOTING & Mail-In Ballot Drop Box In Meeting Room C



**9,937
IN-PERSON VOTERS!**

**5,275
MAIL-IN BALLOTS DROPPED OFF**

**600 PATRONS
PROVIDED ELECTION-RELATED
ASSISTANCE**



DPPL Staff manned the entrance to ensure social distancing was followed, masks were worn and all voters had a safe and positive experience voting at Des Plaines Public Library.

ADULT PROGRAMS

The **MIGHTY OWL**
Sees All

SATURDAY, OCTOBER 10
2 PM ON ZOOM

DID YOU KNOW THAT NOT ALL OWLS ARE NOCTURNAL? WHY CAN OWLS TURN THEIR HEAD 270 DEGREES? WHICH OWLS RESIDE IN ILLINOIS? LEARN ALL THE ANSWERS TO THESE QUESTIONS & MORE. PRESENTED BY ALYSE BURMAN FROM WILDBIRD SHACK.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY



7 PM
TUESDAY, OCTOBER 13

SECRET Chicago

— A GUIDE TO THE WEIRD, WONDERFUL, AND OBSCURE

Chicago has secrets! Discover hidden attractions, haunted locales and unique landmarks in this entertaining interactive slide lecture on Zoom.

Presented by Jessica Mlinaric • Please Register

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY



CHOOSE YOUR MEDIGAP INSURANCE WISELY

THURSDAY, OCTOBER 29 • 10 - 11 AM

LEARN ABOUT:
Major expenses that Medicare does not cover • Why your trusted insurance agent may sell you the wrong insurance policy • What you must know to lower insurance premiums and save hundreds – even thousands of dollars – every year • How to pick the BEST supplemental insurance policy, tailored for you, quickly and easily You'll also learn how to use the Medigap Tool from Weiss Ratings. Presented by a representative from Weiss Ratings/Medigap.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

virtual **CURIOSITY CAFE**

WEDNESDAY, OCTOBER 21
7-8 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Chuck Plunkett:
When Local News Dies,
So Does Democracy

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

new films
every other tuesday

FILM TALK TUESDAYS

Watch a film for free on Kanopy or Hoopla beforehand and join us on Zoom to discuss.

OCT. 20
7 PM
93 MINUTES

THE WITCH
A family in 1630's New England is torn apart by the forces of witchcraft, black magic, and possession. Winner of Best First Feature and Best First Screenplay at the Film Independent Spirit Awards. Winner of a Directing Award at the Sundance Film Festival.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

Has the World
GONE BATTY?

SATURDAY, OCTOBER 24
2 PM ON ZOOM

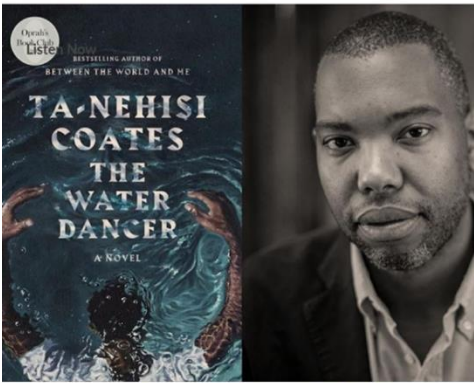
THERE ARE OVER 1,300 SPECIES OF BATS WORLDWIDE. TWELVE SPECIES RESIDE IN ILLINOIS. FIND OUT WHY BATS ARE SO IMPORTANT FOR OUR ECOLOGY & WHY THEY ARE ENDANGERED. PRESENTED BY ALYSE BURMAN, OWNER OF WILDBIRD SHACK.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY



Episode 69 Now Available



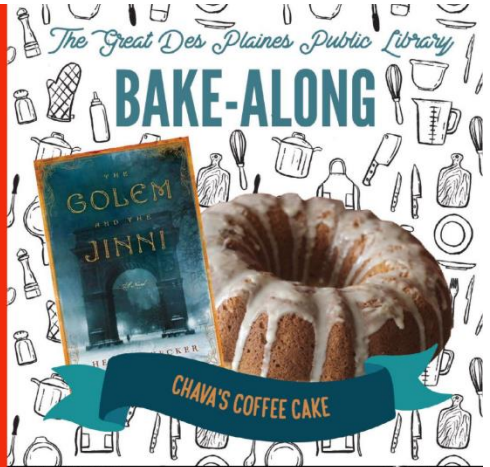
New on the blog, 9 books to read with pride <https://bit.ly/2SzMwMq>

October brings many things—the changing of the leaves, pumpkins, new latte flavors... but one facet of October that sometimes gets missed is LGBTQ+ History Month.

And while there are plenty of stories demonstrating the fight and struggle that the LGBTQ+ community has been through over the years, this month we've chosen to highlight stories that are beautiful and FUN.



ADULT BLOGS & SPECIAL OFFERINGS



NEW ON THE DPPL BLOG Thoughts On the Pandemic: How It Has Changed Us



KIDS PROGRAMS



Des Plaines Public Library

Published by Later · October 23 at 9:05 AM ·

New on the DPPL Blog: Beat Boredom with Board Games! <https://bit.ly/3ocgSUF>

Hearing "I'm bored!" a lot? Is your family game-crazy like mine?

Board games can be a fun and enriching way to pass the time.... See More

"IT'S THE THINGS WE PLAY WITH
AND THE PEOPLE WHO
HELP US PLAY THAT
MAKE A GREAT DIFFERENCE
IN OUR LIVES."

MR. FRED ROGERS,
1928-2003



**A VISIT WITH
CANDACE FLEMING**
TUESDAY, OCTOBER 13 • 4 PM

Join Candace Fleming, the noted author of almost 50 books, for insider information on how to write your own story. In a small group, learn her "super secret splendiferous formula" for writing an award-winning book.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

Animal Crossing
Halloween
Meetup
Wednesday, October 28

Come visit the library's island in your best Halloween costume to find presents and win prizes!
Open to children & teens of all ages

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

**POP-UP
STORYTIME**

FRI, OCT 30
Pop-Up Storytime

Set Up Live Video

**Wendy & DB
in concert**
Monday, October 12
10:30 a.m.

Sing and dance with Wendy & DB! Concert will appear on DPPL's Facebook Live and will remain available to watch as many times as you would like for two weeks.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

**TODAY'S BOOK:
PIRATES in
Pajamas**

Caroline Crowe, Illustrated by Tom Knight

PIRATES in PJAMAS
CAROLINE CROWE TOM KNIGHT

KIDS PROGRAMS

Animal Crossing
Halloween
Meetup
Wednesday, October 28

Come visit the library's island in your best Halloween costume to find presents and win prizes!
Open to children & teens of all ages

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

Des Plaines Community Foundation
NorthShore University of Health Sciences

KICK OR TREAT!

**Halloween Hoopla
Community Partnership**



Starting Monday, October 26
HALLOWEEN
Storytime

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY

Quick or treat! Stop by the Youth Services desk to pick up a copy of The Little Old Lady Who Was Not Afraid of Anything. They watch our own eReading online. Books are available while supplies last. One book per family.

NEW KIT!
FALL IS MY FAVORITE SEASON

ROCKY'S KITS FOR KIDS

WHILE SUPPLIES LAST! PICK UP YOUR KIT ON THE 2ND FLOOR STARTING SATURDAY OCTOBER 17TH. BEST FOR AGES 3 AND UP.

ROCKY'S KITS FOR KIDS

Fall Is My Favorite Season!

To make what you want and when you want.

The Little Old Lady Who Was Not Afraid of Anything

Illustrated by Megan Lloyd

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

TEENS

Halloween READ ALONG

MONDAY, OCTOBER 26
7 PM

JOIN US ON ZOOM TO READ & DISCUSS - A SPOOKY - HALLOWEEN SHORT STORY TOGETHER.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Halloweek COSTUME CONTEST

Contest runs October 26 - October 31.
Submit photos via email to teen@dppl.org
or Instagram to [@dpplteen](https://www.instagram.com/dpplteen)

NEW ON THE DPPL BLOG

Get Into the Halloween Spirit With These Creepy Reads for Teens

DES PLAINES PUBLIC LIBRARY



TEENS

Fall PHOTOGRAPHY CONTEST

October 1 - October 25

SUBMIT YOUR ORIGINAL FALL-THEMED PHOTOS TO ENTER TO WIN A PRIZE!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

take & make

MINI CROSS STITCH

BEGINNING OCTOBER 5

TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. SIGN UP TO RECEIVE YOUR KIT TO PICK UP AT THE BEGINNING OF THE MONTH!

REGISTER REQUIRED

LEARN MORE AT DPPL.ORG

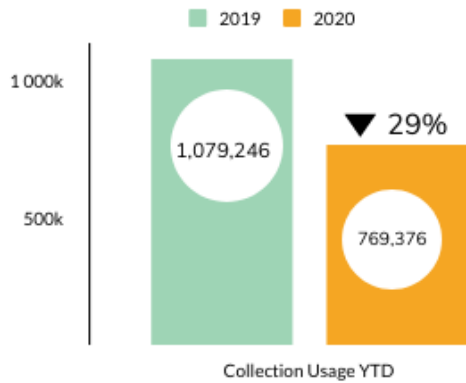
DES PLAINES PUBLIC LIBRARY



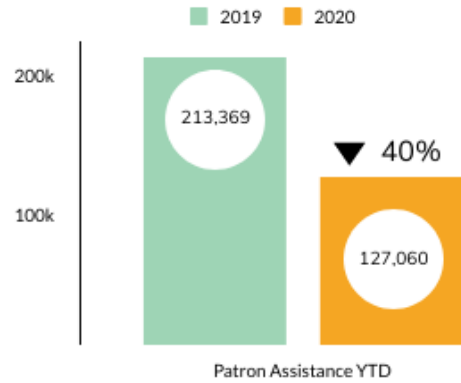
STATISTICS REPORT

OCTOBER 2020

Collection Usage YTD



Patron Assistance YTD



Bookings YTD

Events, Programs & Classes



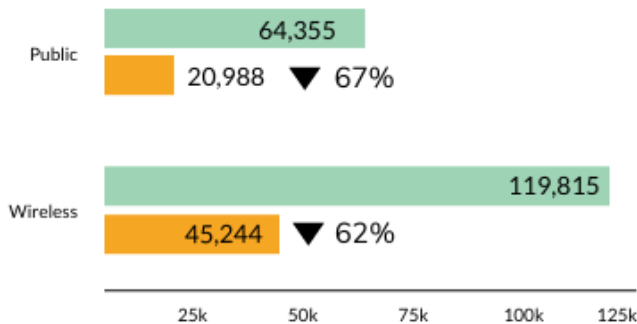
Attendance YTD

Events, Programs, Outreach & Classes (including Virtual)



Computer Usage YTD

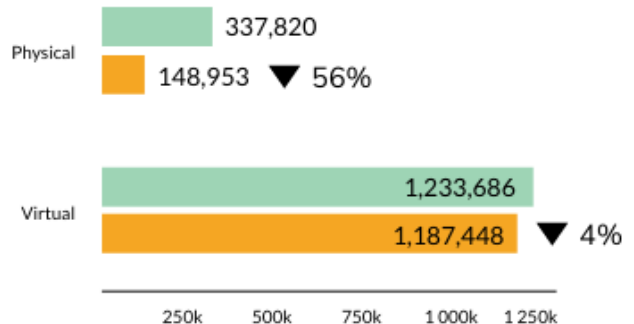
2019 2020



Traffic YTD

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

2019 2020

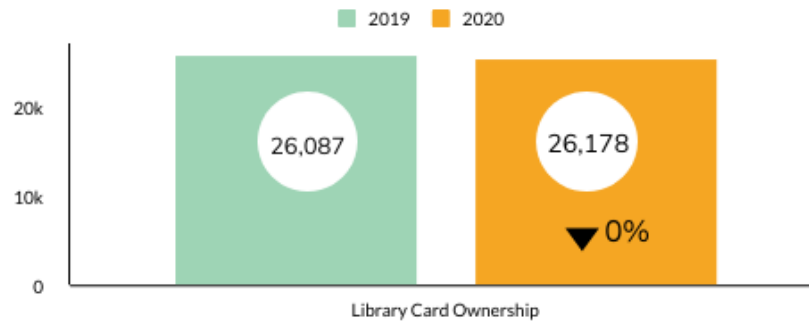




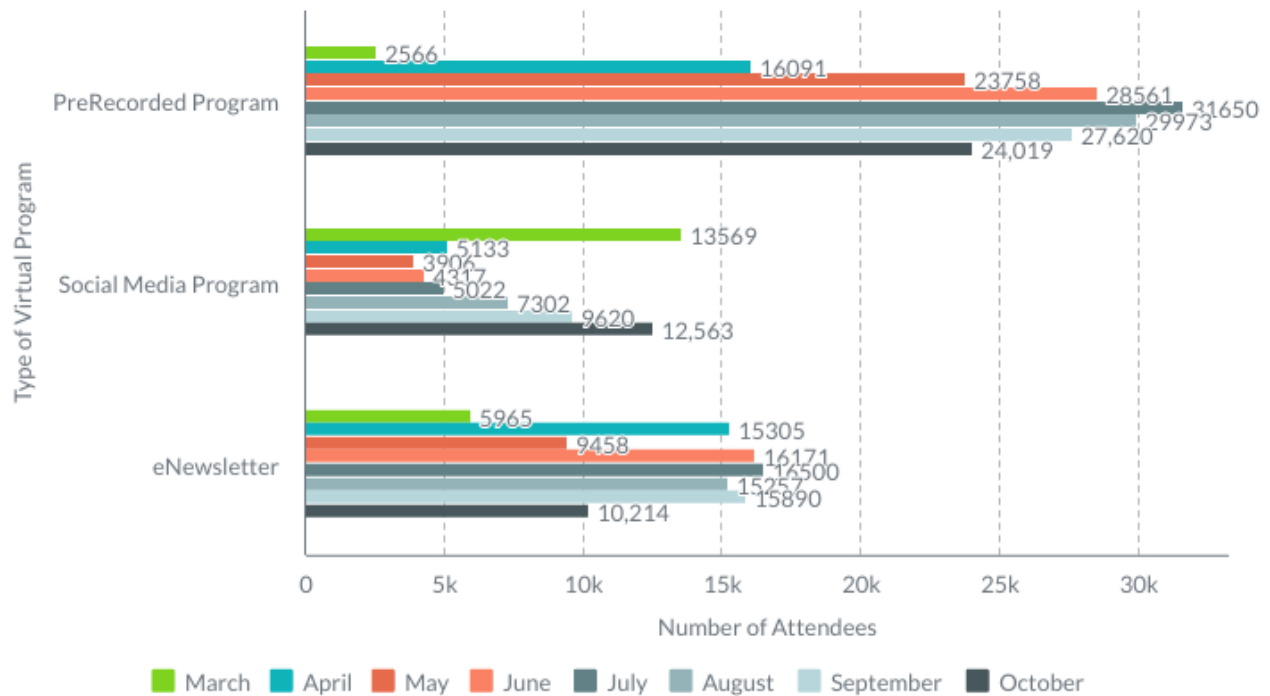
STATISTICS REPORT

OCTOBER 2020

Library Card Ownership



Virtual Program Attendance



VIRTUAL PROGRAM STATISTICS	March	April	May	June	July	August	September	October	YTD
PreRecorded Program <small>Present Day PPD, Insights, Videos, LPM on Zooming, Other Web, Read, Talk, Storytimes, Mac address, Blog based programs: (Baby's Song, Where's Rocky, Family Friday, Wednesday Cookalongs, Letter of the Week, etc.</small>	2,566	16,091	23,758	28,561	24,019	29,973	27,620	24,019	184,238
Social Media Based Program <small>Present Day SM, Delivery of info about Services, Products, Library News/annuity via social media.</small>	13,569	5,133	3,906	4,317	5,022	7,302	9,620	12,563	61,432
eNewsletters Based Program <small>Present Day NED: Alliter Rock Weekly eNews, Our Partner Memory eNews, Happening at DYS eNews</small>	5,965	15,305	9,458	16,171	16,500	15,257	15,890	10,214	104,750
TOTAL	22,100	36,529	37,122	49,049	53,172	52,532	53,130	46,796	350,430

Note: LIVE Program Attendance Stats (Zoom and other) are now included in the regular Program Attendance Numbers.

NOVEMBER 2020 ANNUAL UPDATE

DES PLAINES PUBLIC LIBRARY VISION

People experience the Des Plaines Public Library as a source of trusted information and educational opportunity, as well as a place to ignite creativity and a sense of community for everyone.

STRATEGIC PLAN

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.

STRATEGIES

1. Increase patron access to and usage of devices and other technology available at DPPL.

Activities:

- Create a permanent storage and staging area to house devices borrowed by staff and patrons.
- Evaluate which collections/materials will be housed on the 1st floor and the procedures for dealing with these technologies.
- Develop and implement a sustainable modern devices and technology collection plan, increasing the range of devices available for loan or to support programming, which are in high demand in our community.
- Increase number of Discovery Kits lent to patrons.
- Train staff to ensure they have the skills and resources to identify, develop and teach technology.
- Create a staff Forum Planning Committee to regularly review technology classes in order to meet and anticipate resident needs.

2020 Reported Activities:

- Staff learned multiple new technologies for remote learning and collaboration, such as Zoom, Slack, Microsoft Teams, and SharePoint.
- After AS staff were trained on software and technologies needed to teach classes remotely, the Forum planning committee regrouped to plan and deliver virtual technology class offerings for patrons including: Tips for Using Zoom, Using Zoom to Host Meetings, Virtual Backgrounds for Zoom, Excel Basics, and Library eBooks.
- YS partnered with North (February 2020) and Central (March 2020) Schools to highlight our expanded collection of STEM Discovery Kits as part of their STEM Night and Maker Faire. YS now circulates 51 Discovery Kits. 11 of those were added in 2020, with more expected before the end of this year.

2. Increase awareness and usage of eMaterials.

Activities:

- Remove barriers to access to library materials by allowing residents to immediately register for a library card online.
- Provide adult instruction, both in groups and individually, to teach patrons how to access our eCollections.
- Work in partnership with local schools to arrange training sessions for students, both in-house and via outreach.
- Utilize the Forum screens and explore opportunities for interactive displays to highlight collections and library events.
- Create additional points of discovery on the web, in the building, and in the community that deftly connect the correct materials with their audience.
- Utilize training as a way to inform and engage staff to become better promoters of library technology.

2020 REPORTED ACTIVITIES

- While working remotely during the shut-down, PAMS staff created 165 short-term new cards and extended expiration dates for over 2,500 cards. When the library reopened, PAMS staff established a way to create a digital card allowing patrons access to e-materials within hours of applying and without having to enter the building.
- YS launched a Virtual School Class Visit program during remote learning. We visited with 72 classrooms and interacted with 1,309 students, teachers, and librarians.
- AS increased checkout limits on Hoopla from 10 to 20 per month to accommodate increased demand, and negotiated with database vendors to increase remote access to databases that had previously been in-house use only, including Ancestry and Alldata. YS contracted with Overdrive and local schools to allow students increased access to DPPL e-book collections.
- Thousands of dollars originally intended for physical materials were reallocated to e-materials. Usage statistics reflect a nearly 50% increase in e-materials circulation over 2019.
- Virtual programming and marketing focused on e-materials, including book and film discussions, e-newsletters, filmed booktalks, and blog posts.
- MarCom created multiple promotional campaigns on social media, in the library and via direct mail, to promote awareness, access to and usage of library digital resources as well as our new virtual program offerings.

3. Provide basic technology instruction.

Activities:

- Provide instruction in basic technology classes that are most often required in today's workforce.
- Provide instruction for patrons who need the "101" basic training in technology.
- Provide and market "on your own" learning resources for self-guided exploration and learning.

2020 REPORTED ACTIVITIES

- AS staff taught basic computer classes such as MS Word, Computer Basics, Excel 1, Email for Beginners and Gmail.

- After the library closed in March, AS staff created a *DPPL on Demand* series of 30 second videos promoting databases and online resources. Topics included: *Learning a Language, RB Artist Works Music Lessons, Resume Review on HelpNow, Consumer Reports, Gale Legal Forms, and Creativebug.*

4. **Provide advanced and specialty technology instruction.**

Activities:

- Provide instruction in advanced technology classes that are most often required in today's workforce.
- Provide specialized technology instruction for our senior patrons.
- Provide coding and other STEM-related classes for adults.
- Provide coding and other STEM-related classes for all ages, including Fall 2018 STEM pre-school storytime, summer STEM camps and program series, ongoing family PlayLabs and Lab in a Bag programs.
- Develop a mobile media lab/makerspace for use within the library and at other community locations.
- After tuning up the patron learning experience, market our classes to specific groups mentioned above to reach these audiences.

2020 REPORTED ACTIVITIES

- YS launched several successful STEM-related virtual and “take and make” programs that explored the sense of sight, archaeology, and math/family budgets. To date, **817** Rocky’s Kits for Kids have been distributed to families in Des Plaines.
- YS offered two sessions of the program *School Tools* in September for parents doing remote learning with their children.
- AS staff taught advanced technology classes such as Excel 2, File Management and Windows 10.
- As Zoom became essential to today’s workforce, AS staff provided virtual classes on *Tips for Using Zoom, Using Zoom to Host Meetings, and Virtual Backgrounds for Zoom.*

STRATEGIC PLAN

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.

STRATEGIES

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

Activities:

- Partner with schools, local social service agencies and community health organizations.
- Provide Every Child Ready to Read training and support to early childhood and preschool providers and parents/families.
- Partner with Westerhold Early Learning Center to offer Baby Book Time programs for babies.
- Offer storytimes for toddlers and preschoolers in-house and via outreach.
- Continue Preschool Outreach Internship program to provide storytime programs to local preschools year-round.
- Continue to provide a collection of materials to support families' Early Literacy experiences.

2020 REPORTED ACTIVITIES

- Service to the Jane Westerhold ELC provided two interns who met with 3,775 children over the course of just 7 weeks (January-March 2020).
- Our partnership with the Des Plaines Park District created a StoryWalk in West Park viewed by hundreds of children and families, and then posted by those families on their own social media accounts.
- YS produced multiple filmed early literacy offerings available online: *Zoom in to Storytime*, *Wild Times*, *Pop-up Storytime*, and *Virtual Storytime*.

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

- Develop and administer an electronic survey, distributed to local school administrators, teachers, and library media specialists.
- Examine survey data for potential areas for growth and areas to replace or expand after-school programming for school-age children.
- Schedule regular school visits to every school in our service area to provide targeted services based on survey responses.
- Survey, formally or informally, Teen Advisory Board members and other Teen program attendees, for programming ideas they find innovative and exciting.
- Offer opportunities that allow our teen patrons to earn community service hours, including ongoing partnerships with charitable organizations and volunteer opportunities supporting DPPL events.

2020 REPORTED ACTIVITIES

- Director Bonell wrote an Intergovernmental Agreement for both District 62 and Maine West High School. As a result, DPPL created 230 new library cards (to date), for students who previously had no such options.
- Youth Services and PAMS invited all the kindergarteners from Central and Terrace Elementary Schools to the library for a storytime and tour, and then presented them with their very own library cards (a brand-new design from Creative Services). 77 new cards were created.
- Staff fostered and increased youth and teen usage of library programs and resources through take home activities such as our Teen Book Boxes and Teen Take and Makes, virtual programming such as the Teen Advisory Board, our Virtual Scavenger Hunt, Online Tutoring and drop-in programming such as Teen Trivia, our Fall Photography Contest, and a Halloween Costume Contest.

- Teen service hours are now available remotely through participation in our virtual Teen Advisory Board and Tutoring program (in partnership with Maine West) and through writing book reviews.

3. Develop special interest classes, programs, interest “circles” and dedicated spaces to draw new users to DPPL.

Activities:

- Identify hobby enthusiasts in the community through surveys and other means, create related events, and market those events directly.
- Survey staff to determine in-house expertise and “hobby passions” which can be utilized to train staff and to present programs to the public.
- Identify and recruit community recreational and special interest groups currently meeting outside DPPL and identify ways DPPL can bring them to the library, support, and grow their activities
- Work with existing community groups meeting at DPPL and survey them to identify ways DPPL can assist and grow their activities to attract additional residents to participate.
- Establish a space dedicated to creative endeavors and learning their related technology.

2020 REPORTED ACTIVITIES

- DPPL partnered with local teachers to host a spring art show for D62 and D207 students. The opening reception was attended by 102 people.
- Our most popular and many new programs went online during the pandemic to reach new users as well as library regulars: topics included gaming, book discussions, yoga, money management for all ages, Medicare, and more.
- In September, AS was awarded a \$7,500 stipend from Age Options to close the digital divide and minimize social isolation among older adults during this time of physical distancing and beyond, through access to knowledge, technology, and support. Funds are used to purchase and circulate technology kits to older adults that will allow them to attend our virtual programs.
- AS and MarCom launched a monthly Des Plaines Memory newsletter promoting this special digital collection. The DPM team also collaborated with the Des Plaines History Center to invite residents to help us document the impact of the COVID-19 coronavirus on your life by sharing your photographs and writings.

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

Activities:

- Create programs on topical recreational activities, such as new forms of yoga, DNA testing, board games, artisan foods and beverages.
- Offer programs on topical current events, such as “fake news”, cyber security, and the resurgent anti-harassment campaign.
- Partner with local community organizations, cultural groups and businesses to leverage community expertise, local promotion and financial resources for these events.

- Use social media to survey and promote events that will attract patron populations who do not regularly visit the library.

2020 REPORTED ACTIVITIES

- In August YS applied for and was awarded a grant from the Kiwanis Club of Des Plaines to purchase of 176 copies of *Brave/Valiente* by Stacy McAnult. These were distributed to families in need at D62 food distribution. YS staff also handed out over 2,000 activity bags and books on various themes to families at local schools, the History Center, and the Self-Help and Food Pantry.
- AS staff met virtually with patrons at *Curiosity Café* where they watched and discussed a TED talk video on trending cultural and topical current events.
- YS offered programs in Spanish (*Pequeños Classicos, Virtual Storytime*) and Polish (*Children's Day and Virtual Storytime*).
- Due to the pandemic, DPPL reinvented the annual Summer Reading Challenge. Adult, Teen, Youth, and Creative Services staff came together to create a summer mailer that went to every household in Des Plaines. The mailer was designed as a map of Des Plaines that included challenges using library resources. Prizes of gift cards to local businesses were awarded in August to participating households thanks to donations from Friends of the Library and Rotary Club of River Cities.

5. Participate in American Library Association's Library Card Sign-Up Month

Activities:

- Work with partner agencies to provide staff at special events – school family nights, hospital and YMCA health fairs – to register residents for library cards.
- Provide a special incentive to residents registering for a library card during the month of September.

2020 REPORTED ACTIVITIES

- For Library Card Sign-up Month in September, staff targeted a new housing development in town (Ellison Apartments), inviting the residents to sign up for library cards and be entered into a drawing for a gift certificate from Amazing Breads and Cakes. This incentive supported a local business while inviting new residents to take advantage of all of our services, and resulted in 11 new library cards. We will reach out to The Monarch and Buckingham Place to run similar initiatives in 2021.
- In September, YS visited 38 classrooms to demonstrate to 836 students/teachers/librarians how to get and use their DPPL library card.

STRATEGIC PLAN

GOAL #3

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

STRATEGIES

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

Activities:

- Implement program with Maryville Academy, Amita Holy Family Health Center, and the Salvation Army to provide basic health and social services to currently or potentially homeless community members, via regular visits from a social worker and healthcare professional.
- Partner with Center of Concern to provide free lunches to Des Plaines seniors.
- Conduct an external Marketing Campaign to promote DPPL resources in areas of health and social services.

2020 REPORTED ACTIVITIES

- A Maryville social worker visited the library regularly from January to March to meet with residents.
- YS is providing wordless or nearly wordless board books to families during the Salvation Army's diaper distribution program.
- AS Department Head Joanie Sebastian was awarded \$9,000 from Age Options to implement senior programming for technology instruction, as well as purchase of devices.
- Amita Health Services presented a program at the library on diabetes awareness and handed out appropriate supplies from TopBox for 150 residents.

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.

Activities:

- Expand existing services including early voting, voter registration, and AARP tax preparation.
- Determine other services we can connect our patrons to, such as passport services.
- Expand access to government representatives holding "office hours" on a regular basis at DPPL.
- Offer Immigrant Services events and citizenship classes.

2020 REPORTED ACTIVITIES

- Early Voting in the fall 2020 election attracted **9,937** in-person voters in a two-week period. **5,275** additional voters dropped off their mail-in ballots at the library, for a total of **15,212** votes cast.
- On November 3, Election Day, staff assisted over 600 patrons in finding their polling place, locating a ballot drop box, and other voting-related questions.
- Through March 2020, staff from Senator Laura Murphy and Brad Schneider's offices were in the library monthly to answer questions about senior services, property taxes, social security, Medicare and immigration issues and veteran's benefits. During the pandemic, we partnered with Senator Laura Murphy's office to host a virtual town hall meeting with Senator Murphy

where she updated constituents on topics for the times including: COVID-19, state laws regarding vote by mail, and other points of interest to Des Plaines residents.

3. Connect patrons to needed job and career services by partnering with other organizations that already fulfill these needs.

Activities:

- Host mobile job service organizations with trained professionals who assist in completing applications for new jobs and resume writing.
- Host Veterans Job Fair with the Des Plaines Chamber of Commerce.
- Host Illinois WorkNet, National Able and other community-based career service events.

2020 REPORTED ACTIVITIES

- AS staff planned and delivered virtual technology class offerings essential for the workplace including: *Tips for Using Zoom, Using Zoom to Host Meetings, Virtual Backgrounds for Zoom and Excel Basics.*

4. Continue to research and provide the very best information to the community regarding social services and government resources.

Activities:

- Provide professional development to educate staff around issues that affect our patrons.
- Continue to participate in community information-gathering activities.
- Organize “expos” in service areas of need to our patrons, to connect them to local businesses.
- Extensive education on COVID-19 and related health and safety issues was provided to all library staff via articles, webinars, and staff meetings.

2020 REPORTED ACTIVITIES

- Staff attended multiple virtual meetings with community leaders to discover residents’ (students, seniors, recent immigrants) current needs and concerns.
- The library provided space for Census Bureau training for library staff and community partners, and promoted the 2020 Census through blog posts, signage, social media, and distribution of literature.

5. Ensure DPPL is accessible and welcoming to all residents of Des Plaines.

Activities:

- Develop inclusive signage and marketing materials welcoming and accessible to all residents of the Des Plaines community.
- Provide homebound delivery and deposit collections at assisted living facilities and elsewhere.

2020 REPORTED ACTIVITIES

- MarCom designed a special children’s library card for those children benefiting from the Intergovernmental Agreement between DPPL and local schools.
- In June, staff resumed limited-contact delivery of materials and DPPL services to homebound residents and patrons living in local assisted care communities. Staff adapted outreach delivery to porch and/or parking lot drop off to more safely provide resources to patrons in need.
- In 2020 the MarCom department completed a multi-year installation of new building wide directional signage.
- In November MarCom sent a mailing to 32,000 households in Des Plaines, promoting things to do at DPPL this fall and including a coupon for a free DPPL tote bag and 2021 calendar.

6. Provide the space and resources for Des Plaines residents to comfortably and efficiently “co-work” at DPPL.

Activities:

- Maintain fast internet and other technologies to support efficient work environments.
- Create dedicated “quiet zone” co-working spaces.
- Maintain a safe, secure, and streamlined digital experience for staff and patrons, over the internet and in-person by evaluating and employing relevant updates and software.

2020 REPORTED ACTIVITIES

- IT staff continued a technology asset inventory by barcoding all printers, copiers, and PCs throughout the library (staff and public). All staff accounts were migrated to Office 365 for cloud-based email and access to a suite of office tools.
- They upgraded the library’s 8-year-old phone system with new software and servers.
- They deployed two public Census workstations allowing patrons to fill out their census survey online.
- They set up an urgent use computer station in Room B for patron internet and printing needs during the early phases of the reopening, as well as providing a wireless printing system for patrons. When DPPL re-opened, OSG installed and trained staff on ConnectWise remote service software, to allow safe assistance to patrons using fourth floor PCs.
- They deployed new laptops to facilitate staff working remotely, and relocated staff workspaces throughout the building to allow social distancing in the building.
- They rolled out a new payment system improving efficiency of staff assisting patrons at the lobby service desk.

STRATEGIC PLAN

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.

STRATEGIES

1. Create and Implement a Building, Mechanicals and Life Safety Plan.

Activities:

- Plan for maintenance and replacement of mechanicals, equipment and technology that supports our processes.
- Work with IT to evaluate the maintenance schedule of the sorter.
- Replace the Terrace awning.
- Replace the exterior Des Plaines Public Library sign with a larger and horizontal version.
- Assess the condition of furnishings and replace as necessary for efficiency and ergonomic improvements.
- Assess Meraki wifi system for enhancement or replacement.
- Audit the buildings security camera system and update as necessary.
- Review, update and implement wayfinding signage as needed.
- Review and update life DPPL's life safety plan and review with staff on an annual basis.

2020 REPORTED ACTIVITIES

- Staff researched the cost and received quotes on a new Automated Materials Handling system. The planned expense is in the 2021 budget.
- A Mechanicals, Equipment and Technology (MEP) audit was completed with Calor Design Group, identifying a timeline and costs to replace or repair all the building's major systems.
- OSG staff applied for a federal grant to expand the wifi system's reach beyond the building for residents to use during the pandemic.
- The building's security camera system was updated with both new hardware and software and
- BSS staff published RFPs for the replacement of two HVAC system humidifiers and a three-year elevator maintenance contract.
- We implemented scheduled overhead announcements reminding staff and patrons of health and safety requirements.
- We installed two new physical servers that run all library internal virtual servers supporting the multiple internal networks and services.
- We managed software and connectivity with library consortium (CCS), including offline support during onboarding two new libraries to the consortium.

2. Review and enhance internal operations to maximize efficiency.

Activities:

- Determine a life cycle plan for carts and other staff equipment for safety and efficiency purposes.
- Train staff regularly on physical safety, including lifting, pushing carts, bending, etc.
- Create and evaluate procedures to clean shelves and materials on a routine basis to ensure our collection is consistently presented in an inviting way.
- Evaluate existing Creative Services project flow system and tweak to increase efficiency and output.

- Implement marketing campaign to promote DPPL classes and services to residents, including community survey, direct mail, advertising and other direct community outreach activities.
- Restructure Youth Services staffing plan to include additional layers of management in specific areas.
- Provide onboarding orientation to all new staff members, delivering a consistent message of library values and expectations.

2020 REPORTED ACTIVITIES

- In March 2020, YS hired and trained a new Youth Services Assistant Manager to fill that new position.
- We offered contact-free Carry-Out service for 18 days in June, allowing patrons to safely pick up their holds. We helped 1,026 patrons who checked out 6,335 physical items. Staff learned to use new software (SharePoint) in order to be able to simultaneously view and edit the holds pickup schedule in real time. Staff from all departments called patrons to schedule pickups, checked the materials out, bagged and labeled them, and helped get the materials into the hands of the patrons when they arrived.
- We established safe and efficient procedures to accept, quarantine, process, and re-shelve returned materials during the pandemic, as well as procedures for receiving mail and other delivered materials during the pandemic.
- We provided a new, permanent workspace for the Acquisitions and Receiving Assistant responsible for devices. We continued our cart lifecycle plan by replacing ten unsafe carts.
- We continue to follow a seasonal schedule for the Pages to clean all shelves in the building. Cleanings occurred most recently in summer 2020. The next cleaning is scheduled for early 2021.

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

Activities:

- Analyze how often public meeting rooms are being utilized, and by whom.
- Track and report on currently un-tracked in-house usage of library materials and other activities, using electronic methods of collecting data.
- Develop a new reporting tool to clearly and accurately report important statistics and other information to the board and community.

2020 REPORTED ACTIVITIES

- Staff developed new procedures to manually track in-house usage of materials. Two such counts have been successfully completed.
- A new camera/people counter system was installed to track traffic in and out of the meeting rooms.
- MarCom started collecting and reporting statistics for all the new virtual events, programs and online offerings available to residents while the library building was closed for COVID, to show that while the building was closed, the library was open.

4. Conduct a Library Space Audit.

Activities:

- Identify spaces in the building into which we might expand future offerings, such as a permanent home for design, digitization and creation tools, passport office, social services office etc.

2020 REPORTED ACTIVITIES

- The space audit was rescheduled for 2021 due to the extended COVID-19 pandemic.

Board Stats Reporting Form

OCTOBER 2020

COLLECTION USAGE			
		Year to Date 2020	769,376
		Year to Date 2019	1,079,246
		% Change	-29%
PATRON ASSISTANCE			
		Year to Date 2020	127,060
		Year to Date 2019	213,369
		% Change	-40%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,250
		Year to Date 2019	10,468
		% Change	-69%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	399,075
		Year to Date 2019	85,541
		% Change	367%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	148,953
		Year to Date 2019	337,820
		% Change	-56%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	1,187,448
		Year to Date 2019	1,233,686
		% Change	-4%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,178
		Current month valid library cards 2019	26,087
		% Change	0%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	20,988
		Year to Date 2019	64,355
		% Change	-67%
		Wireless	
		Year to Date 2020	45,244
		Year to Date 2019	119,815
		% Change	-62%

STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	YTD
COLLECTION USAGE												
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	7,884	34,793	53,455	54,443	60,598	417,774
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	15,879	14,433	15,131	143,657
	ILL	549	598	333	5	2	24	489	640	747	753	4,140
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	21,445	18,816	19,246	203,805
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	91,419	88,439	95,728	769,376
	Physical materials	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
PATRON ASSISTANCE												
	Youth Services	2,466	2,130	946	13	11	347	795	1,288	1,132	1,583	10,711
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	5,963	6,297	7,042	51,494
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	7,481	7,296	9,506	64,855
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	14,725	18,131	127,060
	Youth Services	2,398	2,788	3,897	2,656	2,370	6,181	5,890	3,404	2,722	2,933	35,259
	Adult Services	8,728	10,317	12,052	10,706	10,439	10,439	10,796	11,162	10,732	14,766	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS												
	Youth Services	82	93	22	11	0	0	0	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	0	0	0	315
	Virtual Services Youth Services (16) and Adult Services (37)	0	0	0	0	39	55	51	42	62	53	302
	Outside groups	15	26	16	0	0	0	0	0	0	19	76
	Public study rooms	779	800	770	0	0	0	0	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	55	51	42	62	72	3,250
	Youth & Adult Services	134	164	191	189	132	368	367	70	118	208	1,941
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE												
	Youth Services	913	1,070	211	0	0	0	161	390	251	622	3,618
	Adult Services	6,793	6,804	1,521	0	0	0	186	205	192	265	15,966
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	52,532	53,130	46,796	351,076
	Outside groups	321	235	2,870	0	0	0	0	0	0	8,789	12,215
	Public study rooms	1,459	1,664	1,472	0	0	0	0	0	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	623	331	446	912	1,100	10,455
	Outreach-Adult Services	586	283	0	0	0	87	57	53	41	43	1,150
2020	Total	10,974	13,127	29,881	36,914	38,806	49,759	53,907	53,626	54,526	57,615	399,075
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	3,852	6,267	1,475	2,089	5,490	32,278
	Outside groups	1,114	1,160	1,672	2,256	1,611	908	986	1,413	1,475	501	13,589
	Public study rooms	1,296	1,620	1,672	1,333	1,694	1,360	1,310	1,355	1,540	1,809	15,389
	Outreach- Youth Services	479	3,032	3,011	1,906	4,884	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
TRAFFIC												
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	8,494	10,179	10,114	23,228	148,953
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
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	113,413	107,220	105,426	123,150	1,187,448
2019	Virtual visits (catalog, website, mobile app)	115,445	110,194	118,464	114,994	110,877	130,231	142,251	134,055	112,614	145,161	1,233,686
LIBRARY CARD OWNERSHIP-report the latest month												

2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,272	26,128	25,779	25,607	26,178	26,178
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
COMPUTER USAGE												
	Public computers>Youth Services	916	926	378	0	0	0	0	0	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	88	874	1,520	1,388	1,646	18,768
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	1,388	1,646	20,988
	Public computers>Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	1,043	936	11,372
	Public computers Adult	4,777	4,847	5,625	5,693	5,381	4,939	5,202	5,548	5,536	5,435	52,983
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	6,579	6,371	64,355
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	45,244
	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	45,244
	Wireless	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	119,815
2019	Total	11,656	14,000	15,467	14,674	14,732	11,464	8,790	8,850	8,960	11,222	119,815

Des Plaines Public Library Three Year Elevator Contract RFP October 2020

We received three proposals for this contract: Colley, Mid-American, and Anderson.

1. Colley

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total 3 yrs.</u>	<u>Soft-Start</u>
\$7,272	\$7,272	\$7,272	\$21,816	\$9,684

- There is a price adjustment clause included with this contract. (page 4) This price increase is directly related to *overtime costs outside of the contract normal service hours only*. It does not affect the service contract total price.
- This proposal specifies Siemens brand electronic soft-start units will be used. These units are warranted for 1 year on parts and labor. If a full-service maintenance contract is entered into, these units are fully covered under this contract for the length of the agreement (3 years).

2. Mid-American

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total 3 yrs.</u>	<u>Soft-Start</u>
\$7,200	\$7,200	\$7,200	\$21,600-	\$11,856
	+up to 3%	+up to 6%	\$22,254	

- There is an annual 3% maximum escalation price clause included with this contract. (page 4 and 5) **The maximum total cost of the three year contract would be \$22,248.**
- There is no electronic soft-start brand specified in the Mid-American proposal and no warranty is stated.

3. Anderson

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total 3 yrs.</u>	<u>Soft-Start</u>
Base	\$6,300	\$6,300	\$6,300	\$18,900	\$8,468
Tests	\$1,866	\$1,866	\$1,866	\$5,598	
TOTAL	\$8,166	\$8,166	\$8,166	\$24,498	

- There is no electronic soft-start brand specified in the Anderson proposal and no warranty is stated.



Heating and Air Conditioning

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SALES ● SERVICE ● INSTALLATION

10/27/2019

Des Plaines Public Library
 Second Floor Administrative Offices
 1501 Ellinwood Street
 Des Plaines , Illinois 60016

Attn: Jo Bonell, Library Director


Re: Proposal For Removal And Replacement of Two Dri-Steam Gas to Steam Humidifiers, #09-2020

Gentlemen,

Oak Brook Mechanical Services Inc proposes to perform the following relative to the replacement of two Dri-Steam humidifiers:

- Provide labor, material, and equipment to disconnect flue, gas, water, steam, drain, and electrical wiring to 2 existing Dri-Steam GTS-400 humidifiers and remove old humidifiers from site and dispose of legally
- Furnish and install (2) Armstrong GFH -300 replacement gas fired steam humidifiers.
- Labor and equipment to offload and set new steam humidifiers in place
- Labor and material to reconnect new humidifiers to existing gas supply, water supply, steam supply, power supply, flue, and control wiring
- Repairing insulation on steam piping
- Startup and commissioning of new steam humidifiers
- 12 month parts warranty and 1 year labor warranty
- Application to Nicor Gas For Custom Rebate, Any Rebates To Be Turned Over To Library

Total Lot Price: \$64,682.00
 Oak Brook Mechanical Services Inc


 Mike Hoy
 Mobil (312)720-3739



SUPPLEMENTAL NOTICE

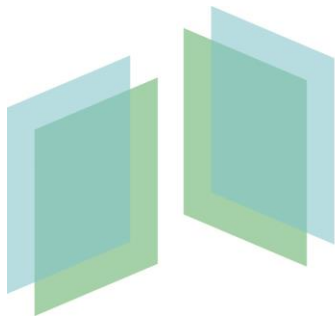
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on December 17, 2020 at 7:00 pm will proceed by electronic remote participation.

If a member of the public would like to access the live meeting via telephone, they should email to PublicComments@dppl.org with their name and telephone number no later than Wednesday, December 16 at 5:00 pm.

If a member of the public would like to make a public comment, they may email to PublicComments@dppl.org and the Library Director will read the email aloud at the meeting. Please send your email by Thursday, December 17 at 5:00 pm.

A recording of the meeting will be published to the library's website within one week, as usual.

Because of the necessary adjustments due to the coronavirus, the agenda for this meeting is limited to essential library business. Other matters will be raised at subsequent meetings. The public is kindly requested to recognize this situation, and act accordingly.



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, DECEMBER 17, 2020

7:00 PM

By Electronic Remote

Agenda:

- **Review and Approve Proposal for Three Year On-Site IT Services. [Action Item]**

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



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
December 17, 2020
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. Consent Agenda. 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – November 19, 2020.
 - B. Acceptance of Financial Reports for November 2020.
 - C. Acceptance of Reports.
 1. Director's Report.
 2. Statistics Report.

- VII. New Business. 7:25 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report – \$. [Action Item]
 - B. Review and Approve Proposal for Three Year On-Site IT Services. [Action Item]
 - C. Approve Lynda.com - \$13,125.00. [Action Item]
 - D. Approve Salary Schedule for 2021. [Action Item]
- VIII. Announcements. 7:45 p.m.
- IX. Correspondence.
- X. Other.
- XI. Adjournment. 7:55 p.m.

This meeting will be recorded for television broadcast.



DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 19, 2020

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, November 19, 2020. 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: Mindy Capper, Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Gregory Sarlo, Carol Kidd.

Absent: Vincent Rangel.

Also present: Jo Bonell.

III. PLEDGE OF ALLEGIANCE.

Vincent Rangel entered the meeting at 7:03 p.m.

President Gregory Sarlo stated that due to the pandemic he has been in contact with Library Director Jo Bonell and management staff almost daily. Library Director Jo Bonell reported that the library would be returning to carry out services with contact-free pick up of materials.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, seconded by Bruce Lester, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS.

Library Director Jo Bonell read Mr. Earl Wilson's comments about library reduced services and statistics.

VI. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the following Consent Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting- October 15, 2020.
- C. Acceptance of Reports.
 - 1. Director's Report.
 - 2. Review Strategic Plan
 - 3. Statistics Report.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Denise Hudec asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for October 2020.

Trustee Denise Hudec stated that the budgeted amount for interest in 2020 had not been achieved and Library Director Jo Bonell responded that interest rates have plummeted and interest income has been reduced in the 2021 budget.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the following Consent Agenda item:

- B. Acceptance of Financial Reports for October 2020.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VII. Unfinished Business. 7:15 p.m.

- A. Review and Approve Proposal for Three-Year Elevator Maintenance Agreement. [Action Item]

Library Director Jo Bonell explained that the library received proposals from three companies, with Colley being the low bid at \$31,500. This amount includes \$21,816 for the three-year contract and \$9,684 for a soft start.

Trustee Nicholas Harkovich asked if the library paid overtime for repair of elevators during evenings and weekends. Library Director Jo Bonell responded that the library has two passenger elevators for patrons, so there is always one elevator in use and no overtime has been paid in the past.

Trustee Bruce Lester asked if the elevator maintenance quotes were identical and Library Director Jo Bonell responded yes.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Colly as the lowest bidder for Three-Year Elevator Maintenance Agreement. This amount includes \$21,816 for the three-year maintenance contract and \$9,684 for a soft start.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS; None. MOTION CARRIED.

XI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$287,347.77. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$287,347.77 as listed on the vendor checks report of October 2020 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- B. Review and Approve Proposal for Removal and Replacement of Two Dri-Steam Gas to Steam Humidifiers. [Action Item]

Trustee Kristen Graack asked if it was known why there were no other bidders and Library Director Jo Bonell responded that she had no explanation.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve Oakbrook Mechanical Services, Inc. for the Removal and Replacement of Two DriSteem Gas to Steam Humidifiers in the amount of \$64,682.00, as presented.

ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo.
NAYS: None. MOTION CARRIED.

VII. ANNOUNCEMENTS.

A. Wi-Fi Extension Project.

Library Director Jo Bonell reported that she applied for and received a grant offered by the State of Illinois, which will allow Wi-Fi to be extended to the parking lot and side areas of the library. The board thanked Library Director Bonell for writing and receiving the grant.

Trustee Bruce Lester asked if the library could offer library patrons automatic renewals, except for items that were on hold. Library Director Jo Bonell responded that there are two automatic renewals as long as there are no holds. Trustee Bruce Lester asked for more than two automatic renewals for the convenience of staff and patrons.

VIII. CORRESPONDENCE.

Trustee Nicholas Harkovich noted that library attendance was up 369% and asked if this was due to the library's virtual activity and Library Director Jo Bonell responded that was correct. She also reported that early voting at the library had more than 10,000 voters and more than 5,000 voters who dropped off ballots.

IX. OTHER.

None.

XIII. ADJOURNMENT.

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

Meeting adjourned at 8:00 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
November 30, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



December 07, 2020

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, 2020 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, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,525,440.84	\$ 1,648,628.31	\$ 5,174,069.15
Prepays	50,154.48	0.00	50,154.48
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,652,083.04	\$ 1,648,628.31	\$ 11,300,711.35
LIABILITIES			
Accounts Payable	\$ 204,018.34	\$ 86,802.00	\$ 290,820.34
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	503,337.82	86,802.00	590,139.82
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,572,837.82	86,802.00	6,659,639.82
FUND BALANCE			
Fund Balance - Unreserved	3,044,494.42	1,561,826.31	4,606,320.73
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,079,245.22	1,561,826.31	4,641,071.53
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,652,083.04	\$ 1,648,628.31	\$ 11,300,711.35

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2020

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,992,159.03	\$ -	\$ 5,992,159.03
Intergovernmental	150,196.00	-	150,196.00
Fines & Fees	19,353.26	-	19,353.26
Interest	15,920.36	9,755.69	25,676.05
Special Events and Programs	5,311.69	-	5,311.69
Miscellaneous	55,061.61	-	55,061.61
Total Revenues	<u>6,238,001.95</u>	<u>9,755.69</u>	<u>6,247,757.64</u>
EXPENDITURES			
Personnel	\$ 2,570,665.67	\$ -	\$ 2,570,665.67
Operating	1,925,745.98	900.00	1,926,645.98
Library Materails	730,838.40	-	730,838.40
Capital Outlay	47,806.51	212,443.43	260,249.94
Other Expenditures	<u>39,822.24</u>	<u>-</u>	<u>35,391.78</u>
Total Expenditures	<u>5,318,377.22</u>	<u>219,343.43</u>	<u>5,537,720.65</u>
Net Change in Fund Balances	<u>919,624.73</u>	<u>(209,587.74)</u>	<u>710,036.99</u>
FUND BALANCES			
Beginning of the year	<u>2,159,620.49</u>	<u>1,771,414.05</u>	<u>3,931,034.54</u>
End of the period	<u>\$ 3,079,245.22</u>	<u>\$ 1,561,826.31</u>	<u>\$ 4,641,071.53</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	314,994.82
202-1102015 - First Midwest Operating #8100292260	<u>208,550.58</u>
	<u>523,545.40</u>
201-1102028 - Cash Library Donations	<u>213,581.65</u>
201-1102079 - IL Funds - 151600222591	2,996,364.37
202-1102079 - IL Funds - 151600222591	<u>1,440,077.73</u>
	<u>4,436,442.10</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,174,069.15</u></u>

Des Plaines Public Library
Balance Sheet as of November 30, 2020

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	174,256.05	140,738.77	314,994.82
1102028 - Cash Library Donations	211,574.43	2,007.22	213,581.65
1102079 - IL Funds - 151600222591	3,596,110.05	(599,745.68)	2,996,364.37
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	25,804.67	24,349.81	50,154.48
	10,084,732.92	(432,649.88)	9,652,083.04
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	227,998.55	(23,980.21)	204,018.34
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,596,818.03	(23,980.21)	6,572,837.82
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,124,869.69	0.00	2,124,869.69
	2,159,620.49	0.00	2,159,620.49
 Total Liabilities and Fund Balance	8,756,438.52	(23,980.21)	8,732,458.31
 Excess Revenues Over Expenses	1,328,294.40	(408,669.67)	919,624.73

Des Plaines Public Library
Balance Sheet as of November 30, 2020

	<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	(7,665.00)	208,550.58
1102079 - IL Funds - 151600222591	1,439,975.89	101.84	1,440,077.73
	<u>1,656,191.47</u>	<u>(7,563.16)</u>	<u>1,648,628.31</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	7,665.00	79,137.00	86,802.00
	<u>7,665.00</u>	<u>79,137.00</u>	<u>86,802.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	<u>1,779,079.05</u>	<u>79,137.00</u>	<u>1,858,216.05</u>
Excess Revenues Over Expenses	<u>(122,887.58)</u>	<u>(86,700.16)</u>	<u>(209,587.74)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
<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
Total Liabilities and Fund Balance	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of November 30, 2020

	<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	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
 Total Liabilities and Net Capital Assets	 <u>2,579,808.39</u>	 <u>0.00</u>	 <u>2,579,808.39</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 11 Months Ended November 30, 2020**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810025 - 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	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	<u>0.00</u>	<u>5,992,159.03</u>	<u>6,100,000.00</u>	<u>107,840.97</u>	<u>98.23</u>
	<u>0.00</u>	<u>5,992,159.03</u>	<u>6,100,000.00</u>	<u>107,840.97</u>	<u>98.23</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	69,741.00	92,988.00	23,247.00	75.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	7,500.00	7,500.00	0.00	(7,500.00)	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>30,747.00</u>	<u>150,196.00</u>	<u>168,988.00</u>	<u>18,792.00</u>	<u>88.88</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	260.55	2,976.70	9,000.00	6,023.30	33.07
201-4850102 - Library Fines	169.64	7,698.44	30,000.00	22,301.56	25.66
201-4850201 - Copying Fees	537.15	6,348.12	27,000.00	20,651.88	23.51
201-4850207 - Non-Res Cards	0.00	2,224.00	3,000.00	776.00	74.13
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>106.00</u>	<u>3,000.00</u>	<u>2,894.00</u>	<u>3.53</u>
	<u>967.34</u>	<u>19,353.26</u>	<u>72,000.00</u>	<u>52,646.74</u>	<u>26.88</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>271.84</u>	<u>15,920.36</u>	<u>76,000.00</u>	<u>60,079.64</u>	<u>20.95</u>
	<u>271.84</u>	<u>15,920.36</u>	<u>76,000.00</u>	<u>60,079.64</u>	<u>20.95</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	4,463.30	42,905.24	50,000.00	7,094.76	85.81
201-4899910 - Vending Machine Revenue	53.65	486.62	1,500.00	1,013.38	32.44
201-4899920 - Library Donations	0.00	6,934.00	5,000.00	(1,934.00)	138.68
201-4899940 - Friends Book Sale	<u>518.75</u>	<u>4,735.75</u>	<u>0.00</u>	<u>(4,735.75)</u>	<u>0.00</u>
	<u>5,035.70</u>	<u>55,061.61</u>	<u>56,500.00</u>	<u>1,438.39</u>	<u>97.45</u>
Total Library Fund	<u><u>37,021.88</u></u>	<u><u>6,238,001.95</u></u>	<u><u>6,478,488.00</u></u>	<u><u>240,486.05</u></u>	<u><u>96.29</u></u>

Des Plaines Public Library
 Revenue Report
 For the 11 Months Ended November 30, 2020

	<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>101.84</u>	<u>9,755.69</u>	<u>100.00</u>	<u>(9,655.69)</u>	<u>9,755.69</u>
	<u>101.84</u>	<u>9,755.69</u>	<u>100.00</u>	<u>(9,655.69)</u>	<u>9,755.69</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>101.84</u>	<u>9,755.69</u>	<u>500,100.00</u>	<u>490,344.31</u>	<u>1.95</u>
Total of All Funds	<u>37,123.72</u>	<u>6,247,757.64</u>	<u>6,978,588.00</u>	<u>730,830.36</u>	<u>89.53</u>

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2020**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	173,531.45	1,980,048.33	2,410,733.00	430,684.67	82.13
5910200 - Part-time Salaries	<u>48,296.46</u>	<u>590,617.34</u>	<u>834,840.00</u>	<u>244,222.66</u>	<u>70.75</u>
	<u>221,827.91</u>	<u>2,570,665.67</u>	<u>3,245,573.00</u>	<u>674,907.33</u>	<u>79.21</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,285.78	198,674.17	241,013.00	42,338.83	82.43
5918021 - Employer Contribution - IMRF	10,781.35	234,469.12	309,489.00	75,019.88	75.76
5918040 - Life Insurance Premiums	129.48	1,572.02	1,932.00	359.98	81.37
5918050 - PPO Insurance Premiums	23,352.76	302,923.88	321,453.00	18,529.12	94.24
5918051 - HMO Insurance Premiums	25,879.52	199,891.56	236,951.00	37,059.44	84.36
5918055 - Dental Insurance Premiums	1,398.56	16,649.67	20,485.00	3,835.33	81.28
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>77,827.45</u>	<u>966,235.42</u>	<u>1,156,323.00</u>	<u>190,087.58</u>	<u>83.56</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	1,720.20	6,000.00	4,279.80	28.67
5920110 - Professional Services	40,686.96	437,090.86	431,416.00	(5,674.86)	101.32
5920120 - Communication Services	3,888.39	27,968.24	22,000.00	(5,968.24)	127.13
5920140 - Integrated Library System	0.00	89,291.56	90,600.00	1,308.44	98.56
5920202 - Conferences	175.00	5,044.48	5,000.00	(44.48)	100.89
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	0.00	5,653.16	7,000.00	1,346.84	80.76
5920230 - Publication of Notices	0.00	163.35	0.00	(163.35)	0.00
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	5,358.14	78,505.83	84,475.00	5,969.17	92.93
5930020 - R&M Buildings & Structures	4,286.42	79,415.15	128,890.00	49,474.85	61.61
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	13,141.74	19,300.00	6,158.26	68.09
5930320 - Cleaning/Custodial Services	3,890.00	56,728.38	69,460.00	12,731.62	81.67
5930490 - Refuse Contract	360.00	3,797.40	4,320.00	522.60	87.90
5960040 - Pre-Employment Testing	0.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	286.52	41,537.75	70,450.00	28,912.25	58.96
5960990 - Misc. Contractual Services	<u>20,059.59</u>	<u>85,472.32</u>	<u>102,145.00</u>	<u>16,672.68</u>	<u>83.68</u>
	<u>79,648.93</u>	<u>959,510.56</u>	<u>1,089,856.00</u>	<u>130,345.44</u>	<u>88.04</u>
<u>Commodities</u>					
5970100 - Supplies	2,679.28	19,129.76	49,000.00	29,870.24	39.04
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	2,233.00	15,569.54	17,700.00	2,130.46	87.96
5970170 - Janitorial	1,020.98	12,157.02	19,000.00	6,842.98	63.98
5970260 - Postage & Parcel	37.46	5,755.00	6,000.00	245.00	95.92
5970500 - Water Bill	0.00	3,636.62	12,000.00	8,363.38	30.31

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2020**

	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	27,582.19	261,897.15	368,000.00	106,102.85	71.17
5970610 - E-audio/Audio	9,876.06	74,403.54	80,000.00	5,596.46	93.00
5970620 - E-Subscriptions/Subscriptions	32.49	55,036.14	68,430.00	13,393.86	80.43
5970630 - Visual Materials	15,835.68	113,626.36	167,000.00	53,373.64	68.04
5970640 - Databases	799.00	152,135.38	185,000.00	32,864.62	82.24
5970810 - Natural Gas	982.74	12,678.61	25,000.00	12,321.39	50.71
5970850 - Gasoline	0.00	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>4,644.01</u>	<u>6,000.00</u>	<u>1,355.99</u>	<u>77.40</u>
	<u>61,078.88</u>	<u>730,838.40</u>	<u>1,005,630.00</u>	<u>274,791.60</u>	<u>72.67</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	790.87	7,760.15	8,110.00	349.85	95.69
5980410 - Computer Hardware	2,073.25	1,682.64	7,500.00	5,817.36	22.44
5980420 - Computer Software	1,187.10	38,208.28	39,265.00	1,056.72	97.31
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>155.44</u>	<u>3,500.00</u>	<u>3,344.56</u>	<u>4.44</u>
	<u>4,051.22</u>	<u>47,806.51</u>	<u>58,375.00</u>	<u>10,568.49</u>	<u>81.90</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	30,656.03	73,000.00	42,343.97	41.99
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	<u>518.75</u>	<u>4,735.75</u>	<u>0.00</u>	<u>(4,735.75)</u>	<u>0.00</u>
	<u>518.75</u>	<u>35,391.78</u>	<u>633,000.00</u>	<u>597,608.22</u>	<u>5.59</u>
Total Library Fund Expenditures	<u>445,691.55</u>	<u>5,318,377.22</u>	<u>7,188,757.00</u>	<u>1,870,379.78</u>	<u>73.98</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
5960990 - Misc. Contractual Services	<u>900.00</u>	<u>900.00</u>	<u>0.00</u>	<u>(900.00)</u>	<u>0.00</u>
	<u>900.00</u>	<u>900.00</u>	<u>40,000.00</u>	<u>39,100.00</u>	<u>2.25</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	85,902.00	85,902.00	52,000.00	(33,902.00)	165.20
5980410 - Computer Hardware	0.00	57,081.00	152,750.00	95,669.00	37.37
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>6,484.99</u>	<u>13,000.00</u>	<u>6,515.01</u>	<u>49.88</u>
	<u>85,902.00</u>	<u>212,443.43</u>	<u>283,250.00</u>	<u>70,806.57</u>	<u>75.00</u>
Total Capital Projects Fund Expenditures	<u>86,802.00</u>	<u>213,343.43</u>	<u>323,250.00</u>	<u>109,906.57</u>	<u>66.00</u>
Total of All Funds	<u>532,493.55</u>	<u>5,537,720.65</u>	<u>7,512,007.00</u>	<u>1,974,286.35</u>	<u>73.72</u>

Des Plaines Public Library

Check List

All Bank Accounts

November 20, 2020 - December 17, 2020

Check Number	Check Date	Payee	Amount
Vendor Checks			
18420	12/17/20	ANDREW LANGLIE	125.00
18421	12/17/20	AQUARIUM ADVENTURE HOFFMAN ESTATES	190.00
18422	12/17/20	ATI TECHNOLOGY PARTNERS	8,950.56
18423	12/17/20	BAKER & TAYLOR	4,733.69
18424	12/17/20	BAKER & TAYLOR	7,888.70
18425	12/17/20	CHILDREN'S PLUS, INC.	5,070.87
18426	12/17/20	CITY OF DES PLAINES -	4,850.00
18427	12/17/20	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18428	12/17/20	D&Z HOUSE OF BOOKS	2,039.64
18429	12/17/20	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18430	12/17/20	EBSCO INFORMATION SERVICES	10,993.00
18431	12/17/20	EMPLOYEE BENEFITS CORPORATION	250.00
18432	12/17/20	FIRST SECURITY SYSTEMS, INC.	17,320.00
18433	12/17/20	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18434	12/17/20	FOX VALLEY FIRE & SAFETY	132.25
18435	12/17/20	IMPACT NETWORKING, LLC.	820.50
18436	12/17/20	KOIOS	900.00
18437	12/17/20	LAUTERBACH & AMEN, LLP.	1,575.00
18438	12/17/20	LIMRICC	48,316.23
18439	12/17/20	MENARDS	40.45
18440	12/17/20	MID-AMERICAN ELEVATOR COMPANY INC	1,200.00
18441	12/17/20	MIDWEST ANTENNA AND SATELLITE, INC	3,900.00
18442	12/17/20	MIDWEST TAPE	24,809.76
18443	12/17/20	MIKE HUDSON	212.00
18444	12/17/20	OAKBROOK MECHANICAL SERVICES	67,636.17
18445	12/17/20	OUTSOURCE SOLUTIONS GROUP, INC.	36,094.46
18446	12/17/20	OVERDRIVE, INC.	5,690.62
18447	12/17/20	PETRA VAN NUIS	300.00
18448	12/17/20	RAILS	15,225.00
18449	12/17/20	SAGE PUBLICATIONS, INC.	299.70
18450	12/17/20	THOMAS KLISE/CRIMSON MULTIMEDIA	221.18
18451	12/17/20	TIAA COMMERCIAL FINANCE	657.91
18452	12/17/20	WAREHOUSE DIRECT, INC.	935.98
18453	12/17/20	CCH	187.41
18454	12/17/20	BOOKBROWSE LLC	1,040.00
18455	12/17/20	DINA AMICO	1,550.00
18456	12/17/20	ENCYCLOPAEDIA BRITANNICA, INC	2,625.00
18457	12/17/20	JOANN STORES LLC	1,500.00
18458	12/17/20	LACONI, INC	100.00
18459	12/17/20	NICHE ACADEMY LLC	2,040.00
18460	12/17/20	QUADIENT LEASING USA INC	149.85
18461	12/17/20	RECORDED BOOKS, INC	1,200.00
18462	12/17/20	RECORDED BOOKS, INC	2,500.00
18463	12/17/20	SCHOLASTIC LIBRARY PUBLISHING	1,311.00
18464	12/17/20	THE SHAKESPEARE PROJECT OF CHICAGO	250.00
51155	11/30/20	IMRF	32,778.47
51156	11/30/20	BANKCARD SERVICES	13,667.35
51157	11/30/20	NICOR GAS	295.75
51158	11/30/20	COMCAST CABLE	2,827.16
51159	11/30/20	VERIZON WIRELESS	1,061.23
51160	11/30/20	NICOR GAS	686.99
51161	11/30/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	518.75
Vendor Check Total			<u>342,656.04</u>
Check List Total			<u>342,656.04</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18420	12/17/20	<u>125.00</u>
201-5960990	Misc. Contractual Services	Videography Services- Nov Board Meeting	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18421	12/17/20	<u>190.00</u>
201-5960990	Misc. Contractual Services	INV # 10484	190.00			
ATI TECHNOLOGY PARTNERS				18422	12/17/20	<u>8,950.56</u>
201-5930010	R&M Equipment	INV # 79172	5,031.56			
201-5930010	R&M Equipment	INV # 79169	3,919.00			
BAKER & TAYLOR				18423	12/17/20	<u>4,733.69</u>
201-5970600	Ebooks/Books	INV # 2035636399	13.53			
201-5970600	Ebooks/Books	INV # 2035611988	26.72			
201-5970600	Ebooks/Books	INV # 2035608819	959.22			
201-5960990	Misc. Contractual Services	INV # 2035608820	71.58			
201-5970600	Ebooks/Books	INV # 2035529112	781.40			
201-5960990	Misc. Contractual Services	INV # 2035529113	50.41			
201-5970600	Ebooks/Books	INV # 2035553158	736.89			
201-5960990	Misc. Contractual Services	INV # 2035553159	63.12			
201-5970600	Ebooks/Books	INV # 2035546508	581.97			
201-5960990	Misc. Contractual Services	INV # 2035546509	37.48			
201-5970600	Ebooks/Books	INV # 2035598637	8.96			
201-5970600	Ebooks/Books	INV # 2035531338	407.91			
201-5960990	Misc. Contractual Services	INV # 2035531339	37.17			
201-5970600	Ebooks/Books	INV # 2035541740	887.94			
201-5960990	Misc. Contractual Services	INV # 2035541741	69.39			
BAKER & TAYLOR				18424	12/17/20	<u>7,888.70</u>
201-5960990	Misc. Contractual Services	INV # 2035631498	37.54			
201-5970600	Ebooks/Books	INV # 2035631498	252.74			
201-5960990	Misc. Contractual Services	INV # 2035619284	44.22			
201-5970600	Ebooks/Books	INV # 2035619284	394.26			
201-5960990	Misc. Contractual Services	INV # 2035624167	30.09			
201-5970600	Ebooks/Books	INV # 2035624167	251.16			
201-5960990	Misc. Contractual Services	INV # 2035151936	19.45			
201-5970600	Ebooks/Books	INV # 2035151936	180.78			
201-5960990	Misc. Contractual Services	INV # 2035628869	20.58			
201-5970600	Ebooks/Books	INV # 2035628869	378.38			
201-5960990	Misc. Contractual Services	INV # 0000143753	17.38			
201-5970600	Ebooks/Books	INV # 0000143753	102.33			
201-5960990	Misc. Contractual Services	INV # 2035604889	69.82			
201-5970600	Ebooks/Books	INV # 2035604889	671.06			
201-5960990	Misc. Contractual Services	INV # 2035569009	5.79			
201-5970600	Ebooks/Books	INV # 2035569009	44.29			
201-5960990	Misc. Contractual Services	INV # 2035607844	26.87			
201-5970600	Ebooks/Books	INV # 2035607844	219.50			
201-5960990	Misc. Contractual Services	INV # 2035609221	44.44			
201-5970600	Ebooks/Books	INV # 2035609221	502.89			
201-5960990	Misc. Contractual Services	INV # 2035614437	40.53			
201-5970600	Ebooks/Books	INV # 2035614437	341.55			
201-5960990	Misc. Contractual Services	INV # 2035589471	15.29			
201-5970600	Ebooks/Books	INV # 2035589471	123.71			
201-5960990	Misc. Contractual Services	INV # 5016528429	4.85			
201-5970600	Ebooks/Books	INV # 5016528429	73.23			
201-5960990	Misc. Contractual Services	INV # 2035583553	40.38			

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 # 2035583553	334.59			
201-5960990	Misc. Contractual Services	INV # 2035568910	68.93			
201-5970600	Ebooks/Books	INV # 2035568910	802.65			
201-5960990	Misc. Contractual Services	INV # 2035546504	38.11			
201-5970600	Ebooks/Books	INV # 2035546504	407.05			
201-5960990	Misc. Contractual Services	INV # 2035546538	38.93			
201-5970600	Ebooks/Books	INV # 2035546538	305.85			
201-5960990	Misc. Contractual Services	INV # 2035529176	69.77			
201-5970600	Ebooks/Books	INV # 2035529176	598.11			
201-5960990	Misc. Contractual Services	INV # 2035553163	15.92			
201-5970600	Ebooks/Books	INV # 2035553163	140.35			
201-5960990	Misc. Contractual Services	INV # 2035559705	20.37			
201-5970600	Ebooks/Books	INV # 2035559705	214.99			
201-5960990	Misc. Contractual Services	INV # 2035595015	53.43			
201-5970600	Ebooks/Books	INV # 2035595015	826.54			
CHILDREN'S PLUS, INC.				18425	12/17/20	<u>5,070.87</u>
201-5970600	Ebooks/Books	INV # 191139	217.39			
201-5970600	Ebooks/Books	INV # 190853	199.89			
201-5970600	Ebooks/Books	INV # 191135	656.62			
201-5970600	Ebooks/Books	INV # 191326	108.36			
201-5970600	Ebooks/Books	INV # 191377	54.97			
201-5970600	Ebooks/Books	INV # 191136	224.88			
201-5970600	Ebooks/Books	INV # 191142	103.50			
201-5970600	Ebooks/Books	INV # 191131	307.60			
201-5970600	Ebooks/Books	INV # 191137	17.00			
201-5970600	Ebooks/Books	INV # 191138	680.24			
201-5970600	Ebooks/Books	INV # 191133	271.81			
201-5970600	Ebooks/Books	INV # 191132	151.93			
201-5970600	Ebooks/Books	INV # 191130	177.91			
201-5970600	Ebooks/Books	INV # 191140	35.98			
201-5970600	Ebooks/Books	INV # 190503	31.90			
201-5970600	Ebooks/Books	INV # 191141	136.89			
201-5970600	Ebooks/Books	INV # 190504	62.85			
201-5970600	Ebooks/Books	INV # 190979	324.30			
201-5970600	Ebooks/Books	INV # 190978	70.85			
201-5970600	Ebooks/Books	INV # 190349	97.79			
201-5970600	Ebooks/Books	INV # 190507	252.45			
201-5970600	Ebooks/Books	INV # 190969	73.92			
201-5970600	Ebooks/Books	INV # 191143	101.93			
201-5970600	Ebooks/Books	INV # 191361	368.34			
201-5970600	Ebooks/Books	INV # 191327	134.76			
201-5970600	Ebooks/Books	INV # 191134	206.81			
CITY OF DES PLAINES -				18426	12/17/20	<u>4,850.00</u>
201-5920110	Professional Services	INV # 2020-00000035	4,850.00			
CRYSTAL MAINTENANCE SERVICES CORP				18427	12/17/20	<u>3,890.00</u>
201-5930320	Cleaning/Custodial Services	INV # 27169	3,890.00			
D&Z HOUSE OF BOOKS				18428	12/17/20	<u>2,039.64</u>
201-5970600	Ebooks/Books	INV # 2020/I136062	1,703.64			
201-5970600	Ebooks/Books	INV # 2020/I136065	151.60			
201-5970600	Ebooks/Books	INV # 2020/I136064	134.12			
201-5970600	Ebooks/Books	INV # 2020/I136066	50.28			

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
DE LAGE LANDEN FIANACIAL SERVICES				18429	12/17/20	<u>738.41</u>
201-5920210	In Service Training	INV # 70291758	738.41			
EBSCO INFORMATION SERVICES				18430	12/17/20	<u>10,993.00</u>
201-5970640	Databases	INV # 1000143479-1	2,356.00			
201-5970640	Databases	INV # 1000143247-1	8,637.00			
EMPLOYEE BENEFITS CORPORATION				18431	12/17/20	<u>250.00</u>
201-5960990	Misc. Contractual Services	INV # 5918050	250.00			
FIRST SECURITY SYSTEMS, INC.				18432	12/17/20	<u>17,320.00</u>
202-5980400	Equipment	INV # 3399499	17,320.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18433	12/17/20	<u>360.00</u>
201-5930490	Refuse Contract	INV # 5221782	360.00			
FOX VALLEY FIRE & SAFETY				18434	12/17/20	<u>132.25</u>
201-5930020	R&M Buildings & Structures	INV # IN00396403	132.25			
IMPACT NETWORKING, LLC.				18435	12/17/20	<u>820.50</u>
201-5980410	Computer Hardware	INV # PO 11052020B	820.50			
KOIOS				18436	12/17/20	<u>900.00</u>
202-5960990	Misc. Contractual Services	INV # 1129	900.00			
LAUTERBACH & AMEN, LLP.				18437	12/17/20	<u>1,575.00</u>
201-5920110	Professional Services	INV # 50753	1,575.00			
LIMRICC				18438	12/17/20	<u>48,316.23</u>
201-2401002	Payroll Liabilities	November 2020 Monthly Billing - PHIP	48,316.23			
MENARDS				18439	12/17/20	<u>40.45</u>
201-5970115	Supplies - Dept/Other	INV # 66260	40.45			
MID-AMERICAN ELEVATOR COMPANY INC				18440	12/17/20	<u>1,200.00</u>
201-5930020	R&M Buildings & Structures	INV # 49304	1,200.00			
MIDWEST ANTENNA AND SATELLITE, INC				18441	12/17/20	<u>3,900.00</u>
202-5980400	Equipment	INV # 9000	3,900.00			
MIDWEST TAPE				18442	12/17/20	<u>24,809.76</u>
201-5970630	Visual Materials	INV # 99651169	9,000.00			
201-5960990	Misc. Contractual Services	INV # 99677848	100.10			
201-5970610	E-audio/Audio	INV # 99677848	282.64			
201-5960990	Misc. Contractual Services	INV # 99677990	33.25			
201-5970630	Visual Materials	INV # 99677990	278.44			
201-5970610	E-audio/Audio	INV # 99674386	3,613.43			
201-5960990	Misc. Contractual Services	INV # 99667599	278.95			
201-5970630	Visual Materials	INV # 99667599	898.52			
201-5960990	Misc. Contractual Services	INV # 99678037	51.80			
201-5970610	E-audio/Audio	INV # 99678037	1,184.72			
201-5960990	Misc. Contractual Services	INV # 99636092	88.55			
201-5970610	E-audio/Audio	INV # 99636092	272.17			
201-5960990	Misc. Contractual Services	INV # 99636094	57.35			
201-5970610	E-audio/Audio	INV # 99636094	1,174.69			
201-5960990	Misc. Contractual Services	INV # 99636091	9.75			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	INV # 99636091	80.47			
201-5960990	Misc. Contractual Services	INV # 99636090	206.30			
201-5970630	Visual Materials	INV # 99636090	879.92			
201-5970610	E-audio/Audio	INV # 99643821	987.84			
201-5970630	Visual Materials	INV # 99643822	10.99			
201-5970610	E-audio/Audio	INV # 99616133	47.99			
201-5960990	Misc. Contractual Services	INV # 99575153	44.40			
201-5970610	E-audio/Audio	INV # 99575153	915.76			
201-5960990	Misc. Contractual Services	INV # 99601396	22.75			
201-5970630	Visual Materials	INV # 99601396	126.93			
201-5960990	Misc. Contractual Services	INV # 99601395	335.40			
201-5970630	Visual Materials	INV # 99601395	1,244.83			
201-5960990	Misc. Contractual Services	INV # 99575156	52.40			
201-5970630	Visual Materials	INV # 99575156	200.34			
201-5960990	Misc. Contractual Services	INV # 99575155	178.05			
201-5970630	Visual Materials	INV # 99575155	662.51			
201-5970610	E-audio/Audio	INV # 99587580	67.99			
201-5960990	Misc. Contractual Services	INV # 99601398	26.95			
201-5970610	E-audio/Audio	INV # 99601398	80.18			
201-5960990	Misc. Contractual Services	INV # 99601397	64.75			
201-5970610	E-audio/Audio	INV # 99601397	1,248.65			
MIKE HUDSON				18443	12/17/20	<u>212.00</u>
201-5960210	Special Event Programming	Freelance Graphic Design Services	212.00			
OAKBROOK MECHANICAL SERVICES				18444	12/17/20	<u>67,636.17</u>
201-5930020	R&M Buildings & Structures	INV # 23583	2,954.17			
202-5980400	Equipment	INV # 23490	64,682.00			
OUTSOURCE SOLUTIONS GROUP, INC.				18445	12/17/20	<u>36,094.46</u>
201-5960990	Misc. Contractual Services	INV # 56393	1,500.00			
201-5960990	Misc. Contractual Services	INV # 56488	350.00			
201-5920110	Professional Services	INV # 56487	33,420.30			
201-5980420	Computer Software	INV # 56762	824.16			
OVERDRIVE, INC.				18446	12/17/20	<u>5,690.62</u>
201-5970600	Ebooks/Books	INV # 01018MA20374227	4,372.65			
201-5970600	Ebooks/Books	INV # 01018CP20379443	990.50			
201-5970600	Ebooks/Books	INV # 01018MA20375641	327.47			
PETRA VAN NUIS				18447	12/17/20	<u>300.00</u>
201-5960210	Special Event Programming	Petra Sings/Andy Swings Performance	300.00			
RAILS				18448	12/17/20	<u>15,225.00</u>
201-5970100	Supplies	ILA Standard Books	225.00			
201-5960990	Misc. Contractual Services	INV # 7381	15,000.00			
SAGE PUBLICATIONS, INC.				18449	12/17/20	<u>299.70</u>
201-5970600	Ebooks/Books	INV # 501340KI	299.70			
THOMAS KLISE/CRIMSON MULTIMEDIA				18450	12/17/20	<u>221.18</u>
201-5970630	Visual Materials	INV # 004412	221.18			
TIAA COMMERCIAL FINANCE				18451	12/17/20	<u>657.91</u>
201-5930210	Rental of Equipment	INV # 7711122	657.91			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
WAREHOUSE DIRECT, INC.				18452	12/17/20	<u>935.98</u>
201-5970170	Janitorial	INV # 4814766-0	254.50			
201-5970170	Janitorial	INV # 4814772-0	149.90			
201-5970170	Janitorial	INV # 4825528-0	531.58			
CCH				18453	12/17/20	<u>187.41</u>
201-5970600	Ebooks/Books	INV # 4804989918	187.41			
BOOKBROWSE LLC				18454	12/17/20	<u>1,040.00</u>
201-5970640	Databases	INV # 3374	1,040.00			
DINA AMICO				18455	12/17/20	<u>1,550.00</u>
201-5960210	Special Event Programming	Stuffed Animal Workshop	1,550.00			
ENCYCLOPAEDIA BRITANNICA, INC				18456	12/17/20	<u>2,625.00</u>
201-5970640	Databases	INV # 57629	2,625.00			
JOANN STORES LLC				18457	12/17/20	<u>1,500.00</u>
201-5970640	Databases	INV # DMARVA21-505	1,500.00			
LACONI, INC				18458	12/17/20	<u>100.00</u>
201-5920220	Membership Dues	Annual Membership	100.00			
NICHE ACADEMY LLC				18459	12/17/20	<u>2,040.00</u>
201-5970640	Databases	INV # 4633	2,040.00			
QUADIENT LEASING USA INC				18460	12/17/20	<u>149.85</u>
201-5970260	Postage & Parcel	INV # 58012298	149.85			
RECORDED BOOKS, INC				18461	12/17/20	<u>1,200.00</u>
201-5970640	Databases	INV # 76709408	1,200.00			
RECORDED BOOKS, INC				18462	12/17/20	<u>2,500.00</u>
201-5970640	Databases	INV # 0188	2,500.00			
SCHOLASTIC LIBRARY PUBLISHING				18463	12/17/20	<u>1,311.00</u>
201-5970640	Databases	INV # 25023232	1,311.00			
THE SHAKESPEARE PROJECT OF CHICAGO				18464	12/17/20	<u>250.00</u>
201-5960210	Special Event Programming	Middleton & Dekker's Plague	250.00			
Check List Total						<u><u>290,820.34</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

November 1, 2020 - November 30, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51155	11/30/20	IMRF	32,778.47
51156	11/30/20	BANKCARD SERVICES	13,667.35
51157	11/30/20	NICOR GAS	295.75
51158	11/30/20	COMCAST CABLE	2,827.16
51159	11/30/20	VERIZON WIRELESS	1,061.23
51160	11/30/20	NICOR GAS	686.99
51161	11/30/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	518.75
Vendor Check Total			<u>51,835.70</u>
Check List Total			<u><u>51,835.70</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,704,000	3,873,959	6,005,119	5,675,700	5,237,084	4,811,992	4,962,663	5,947,449	5,676,584	5,643,847	5,174,069	
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	20,277	695,604	2,500,786	71,729	68,681	4,046	771,840	1,503,928	157,934	462,303	37,124	-
Expenses (M-T-D)												
Payroll & Benefits	448,763	266,203	410,516	306,292	310,405	302,543	426,948	303,344	300,980	298,348	299,655	
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	
Change in A/P & AJE's	(297,307)	109,634	(134,775)	(54,288)	74,081	(60,166)	(33,157)	103,956	(70,224)	14,993	(25,592)	
	454,147	525,645	369,626	401,148	507,297	429,138	621,169	519,142	428,799	495,040	506,902	-
Net Increase/(Decrease)	(433,870)	169,959	2,131,160	(329,419)	(438,617)	(425,092)	150,671	984,786	(270,865)	(32,737)	(469,778)	-

Des Plaines Public Library
 Disbursement Reconciliation
 November 30, 2020

Total Expenses per Expense Report			<u><u>\$532,493.55</u></u>
Gross Payroll	221,827.91		
Benefits Expense	<u>77,827.45</u>		
Total Payroll Expenses		299,655.36	
Check List		342,656.04	
Total Transfers and expenses per payroll and vendor checks reports			<u>642,311.40</u>
		Variance	109,817.85
Less: (disbursements included above)			
IMRF		(32,778.47)	
LIMRICC		(48,316.23)	
Prepaid Checks		(29,564.81)	
PR Fee		841.66	
			(109,817.85)
		Variance	<u><u>(0.00)</u></u>

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	\$ 5,490,989	\$ 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	204,387			
	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	5,291,688	4,777,257			
Revenue (M-T-D)															
Property Taxes	16,564	35,761	58,667	19,905	47,119	13,732	86,800	44,267	54,773	31,667	3,886	18,240	6,067,108	6,100,000	(32,892)
Other Revenue	16,564	851,056	2,439,627	64,333	85,912	13,732	1,238,947	1,661,688	65,062	35,553	620,532	18,240	1,077,832	1,104,264	(26,432)
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	301,851	3,880,894	4,144,018	(293,124)
Contractual Services	171,836	97,637	82,904	78,984	92,587	79,714	93,094	84,143	87,880	100,384	49,376	59,293	1,077,832	1,104,264	(26,432)
Commodities	113,294	47,996	76,551	69,016	70,251	68,510	82,413	100,804	57,997	84,687	94,595	82,290	948,363	1,021,780	(73,417)
Capital Expenditures	8,454	2,146	1,054	6,734	11,479	6,146	1,716	850	2,380	22,877	3,109	4,904	71,849	51,705	20,144
Other	726	1,118	1,113	2,134	2,312	2,259	8,480	2,270	13,438	8,974	636,814	22,873	165,000	733,000	(60,000)
ADJ	109,774	6,286	2,948	2,200	13,393	13,582	27,203	2,270	95,259	8,974	100,000	22,873	165,612	172,000	(6,388)
Adjustments	645,775	490,230	(121,047)	(4,324)	(21,532)	13,407	(39,650)	(13,798)	95,259	(55,741)	(94,870)	233,476	136,856	172,000	(6,388)
Total Expenses	645,775	490,230	473,578	459,183	470,799	487,817	483,536	591,552	559,039	457,846	1,129,878	704,686	3,880,894	4,144,018	(293,124)
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)	(509,346)	(686,446)			
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	4,981,644	4,295,197			
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	4,782,342	4,090,810			



DIRECTOR'S REPORT

November 2020

10 WAYS LIBRARY STAFF MADE 2020 BRIGHTER FOR DES PLAINES RESIDENTS

No question, 2020 has been a bleak year. Here are **10 WAYS LIBRARY STAFF MADE IT BRIGHTER FOR DES PLAINES RESIDENTS** – and we did it all while saving almost **half a million dollars** in supplies, staffing, and other pandemic economies, and **without raising the tax levy in 2021!**

1. **We were ALWAYS open – our staff delivered e-books, magazines, movies, and audiobooks, online classes and story times, and much more, 24/7.** Staff was ready to answer your questions by phone and email, too!
2. **Librarians ordered every bestseller you wanted to fill your holds - whether an online or physical book.** Even during a pandemic, DPPL is on track to check out over 750,000 books, music, and movies in 2020.
3. **We made you a library card and you never had to leave your house!** Lobby staff made hundreds of online cards that residents could use right away to download books.
4. **Our enthusiastic staff swiftly moved our story times, crafts, and other learning adventures to online platforms.** You can bake along with the Reader's Services staff! Get moving with Miss Steph and the Youth Services folks!
5. **We brought your favorite authors (like Eric Litwin and Candace Fleming) into your homes with online programs and book talks.**
6. **We made take-home kits for all ages to pass the hours at home:** Rocky's kits, STEM kits, teddy bears, and other "take and make" goodies.
7. **Our reference librarians learned all about remote technologies and taught you how to use them as well.** Classes on Zoom filled up fast, and basic and advanced online computer classes helped patrons brush up their job skills.
8. **We visited your classroom – wherever it was!** In September alone (Library Card Sign-up Month), Miss Stephanie visited over 800 students in their online classroom.
9. **We helped you register to vote, learn more about the candidates, and hosted Early Voting so over 15,000 people could safely and easily cast their ballots.**
10. **The Library Director and the Board of Trustees made it possible for local children to have library cards who never had them before.** By special agreement with District 62 and Maine West High School, the library provided cards to more than 250 students.

NOW OPEN

DPPL CARRY-OUT SERVICE

ALL THE DETAILS AT
DPPL.ORG/CARRYOUT
 OR 847-827-5551
 BY APPOINTMENT ONLY



CARRY-OUT SERVICE

- THREE WAYS TO ORDER
- 1 ONLINE AT DPPL.ORG
 - 2 BY EMAIL
 - 3 BY PHONE

SERVICE HOURS

MONDAY - FRIDAY | 10 AM - 7 PM
 SATURDAY | 10 AM - 4 PM
 SUNDAY | 1 PM - 4 PM

Book Returns Located in the Parking Garage are Open 24/7. Regular loan periods, due dates and fines all remain active.

THE LIBRARY BUILDING IS CLOSED

Until further notice in accordance with Illinois Tier 3 Coronavirus restrictions. Visit DPPL.ORG for all the latest service updates.

WITH RESPECT, HONOR AND GRATITUDE.
 THANK YOU VETERANS FOR YOUR
 SERVICE AND SACRIFICE.



Happy Thanksgiving
 From Your Neighbors & Friends at DPPL

MAILING TO 32K DES PLAINES HOUSEHOLDS THE 1ST WEEK OF NOVEMBER.

TWO GIFTS FOR YOU!
 Don't have a library card? Visit the website today, check to pick up yours! (email: library@dppl.org or call 847-827-5551)

FREE HEAVY-DUTY LIMITED EDITION DPPL TOTE BAG
 WHILE SUPPLIES LAST. DPPL CARDS/HOLDERS ONLY. ONE PER LIBRARY CARD.

FREE LIMITED EDITION 2021 CALENDAR!
 Download along, use online for and bring with you! (email: library@dppl.org)

STARTING MONDAY NOVEMBER 23rd DPPL CARRY-OUT SERVICE

PLACE YOUR HOLDS

1. ONLINE AT DPPL.ORG
2. BY EMAIL
3. BY PHONE

Pick up at the Carry-Out Service Desk located at the North Entrance on Ellinwood.

ALL THE DETAILS AT
DPPL.ORG OR 847-827-5551



LIBRARY PARTIAL CLOSING

Starting Tuesday November 17th, DPPL Will Be Partially Closing & Returning to CARRY-OUT SERVICE ONLY

At that time the 2nd, 3rd and 4th floors will be closed for browsing until further notice. The 1st floor lobby will remain open for Holds pick up and other limited account services.



DETAILS AT DPPL.ORG

DPPL TELEPHONES OFFLINE
 Nov 18 - Nov 19



The Des Plaines Public Library is transitioning to a new phone system. All library phones will be offline starting 7pm Wednesday November 18th & will be back up the afternoon of Thursday November 19th.

During that time you will be unable to reach DPPL by phone, or leave messages.

You can still reach us at help@dppl.org during this time.

Thank you for your patience while we make this transition.

DPPL PHONE ACCESS RESTORED

Thank you for your patience during our telephone system upgrade. All phones lines are now working as usual.



THINGS TO DO AT DPPL THIS Fall

COME IN AND BROWSE BE A PART OF DES PLAINES HISTORY TRY TEACHABLES THE LIBRARY IS OPEN AT DESPLAINESMEMORY.ORG FROM SCHOLASTIC REGISTER FOR A LIBRARY CARD ONLINE TAKE HOME A UP SOCIAL CRAFT KIT FOR 205 AND 305 JOIN THE PERFECT BOOK STREAM BOOKS MOVIES MUSIC WITH HOOPLA KANOPY, FREEMAL AND LIBBY WITH DPPL CURATED ZOOM IN TO STORYTIME WATCH ANYTIME ONLINE, OR POP-UP STORYTIME ON FACEBOOK NEWSLETTERS EXPLORE DPPL LIVE ZOOM TAKE HOME SOME FUN, & BOOKVINE TECHNOLOGY AND COMPUTERS CLASSES PICK UP A ROCKY'S KIT FOR KIDS GET LIVE TUTORING AND HOMEWORK HELP FROM HELPNOW MOVIE-MARATHON WITH A THEMED DVD BINGE BOX PRICE OUT THE VALUE OF THAT COLLECTIBLE WITH PRICE IT BARE LITERARY GOODIES WITH THE GREAT DPPL DATE-A-LONG 30CS PLAY GAMES OR DUNGEONS AND DRAGONS LIVE ONLINE EXPLORE STEAM WITH DISCOVERY KITS GET LIVE HELP FROM MAINE WEST TUTORS

FIND MORE THINGS TO DO AT DPPL.ORG/FALL

"I ALWAYS FELT, IF I CAN GET TO A LIBRARY, I'LL BE OKAY."
 Maya Angelou

2021 CALENDAR

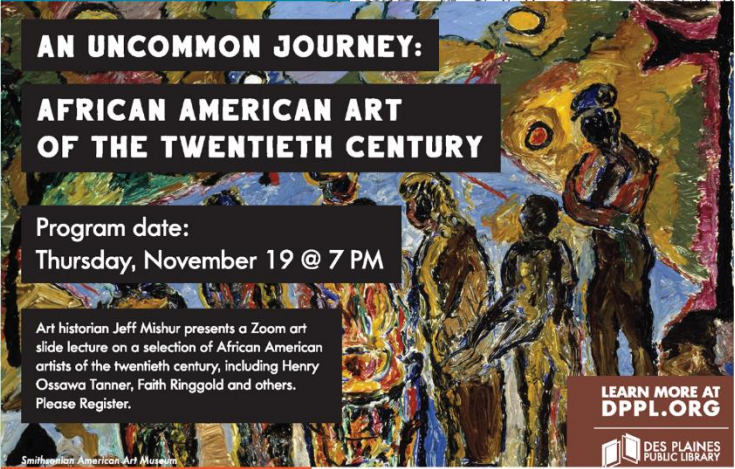
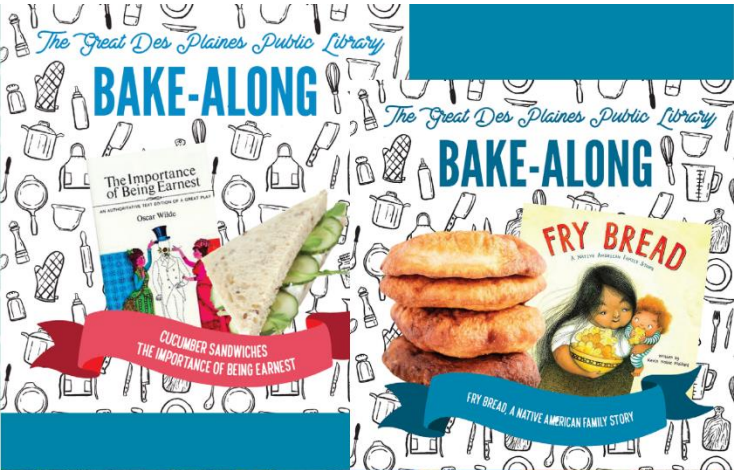
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



115 Years Ago in Des Plaines



ADULT PROGRAMS



TEEN PROGRAMS

DUNGEONS & DRAGONS

SATURDAYS • 2 PM
SEPTEMBER 19 • OCTOBER 17 • NOVEMBER 14

Fight monsters & make friends!
Join us online for a session of
Dungeons & Dragons

D&D

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

Tutoring @ Des Plaines Public Library

TEEN BOOK BOXES

Sign up to receive a librarian-picked book and bookish goodies each month.
SIGN UP ONLINE AT **DPPL.ORG/TEEN**
Scan the QR code below to sign up starting November 5!

SCAN ME

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

Mondays from 6 - 8 pm
Virtually through Google Meet
Whenever Maine West is in session
(with the exception of finals week)

COLLEGE PLANNING
DEVELOPING A 4-YEAR PLAN FOR SUCCESS

WEDNESDAY
11.18.20
7 - 8:30 PM
VIRTUAL PROGRAM

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

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**

DES PLAINES PUBLIC LIBRARY

Need help with schoolwork?
Chat with a tutor @dppl.org

Join Peter Herman, College Planning Specialist and Sarah Kochan, Owner of iAchieve Learning for this free online presentation for parents. Find out how to navigate the college planning process, where to start, what steps you need to take and how to financially afford everything.

let's play

GAMES ONLINE

JACKBOX PARTY PACK 3 • SCATTEGORIES • CODENAMES • AND MORE

WEDNESDAY 4 PM

SEPT 30, OCT 21, NOV 18, DEC 23

USE YOUR PHONE OR MOBILE DEVICE TO JOIN THE FUN! GRADES 7 - 12

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

take & make

PUMPKIN POM POM

BEGINNING
NOVEMBER 1

TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. SIGN UP TO RECEIVE YOUR KIT TO PICK UP AT THE BEGINNING OF THE MONTH!

REGISTRATION REQUIRED

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

KIDS PROGRAMS

ERIC LITWIN *in* CONCERT

Eric Litwin, the #1 best-selling author who brings literacy and music together, will perform a virtual concert for Des Plaines Library cardholders.

Register to receive a link to a free 45-minute concert that will be available Sunday, November 15th to Monday, November 23rd

LEARN MORE AT DPPL.ORG
DES PLAINES PUBLIC LIBRARY



Family craft fun!

virtual crafternoons

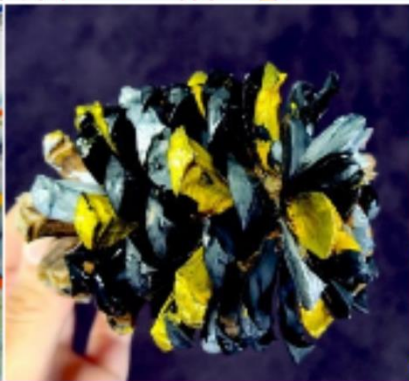
THIS WEEK
LET'S GET FESTIVE

LAST CHANCE!
KITS STILL AVAILABLE!

PICK UP YOUR KIT IN THE 1ST FLOOR LOBBY.
BEST FOR AGES 3 AND UP.

SAVE, SPEND, AND SHARE!

ROCKY'S KITS FOR KIDS



a STORYTIME THE WHOLE FAMILY WILL ENJOY!

zoom in to
STORYTIME!

Select Thursdays in September, October, and November

LEARN MORE AT DPPL.ORG

VIRTUAL

storytime

NEW STORIES EVERY WEEK!

TINY T. REX AND THE IMPOSSIBLE HUG
by Jonathan Stutzman
illustrated by Jay Fleck

VIRTUAL

storytime

NEW STORIES EVERY WEEK!

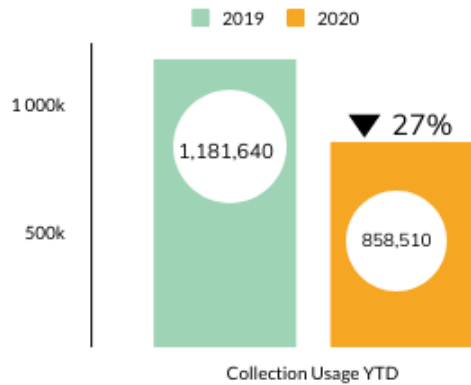
EL DEDO EN LA NARIZ
PAULA MERLAN
GARCIA



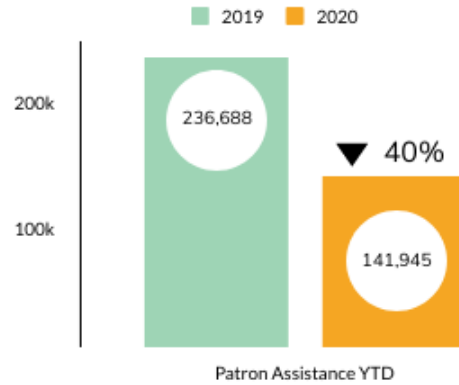
STATISTICS REPORT

NOVEMBER 2020

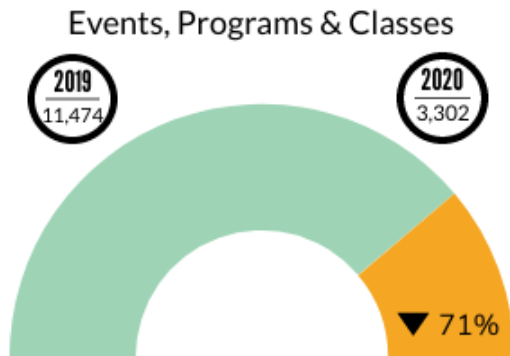
Collection Usage YTD



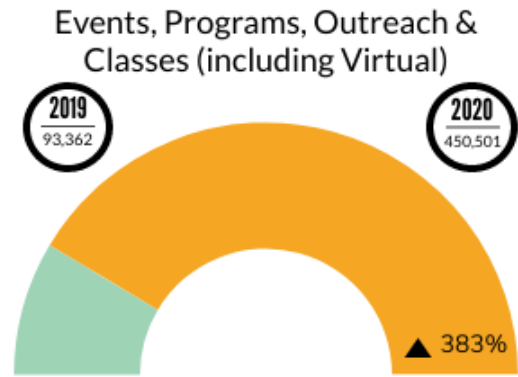
Patron Assistance YTD



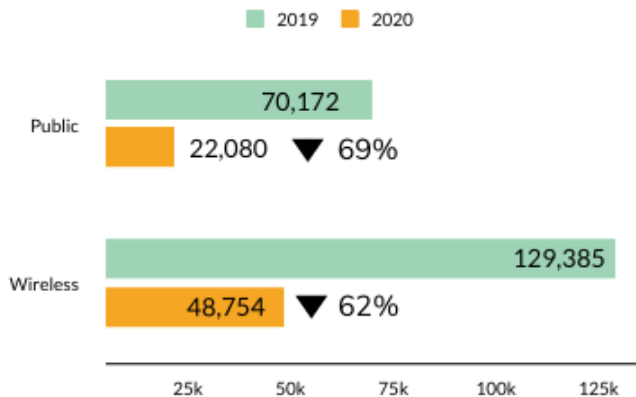
Bookings YTD



Attendance YTD

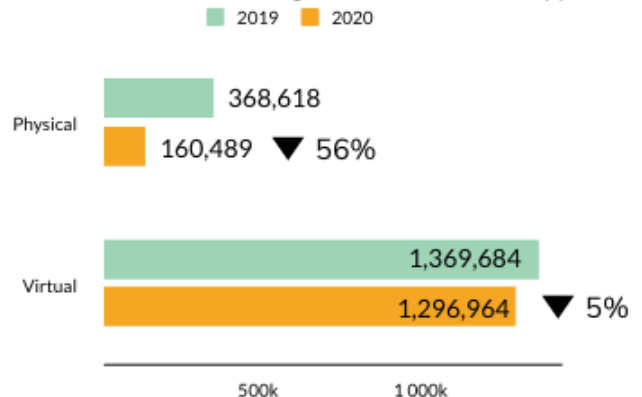


Computer Usage YTD



Traffic YTD

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

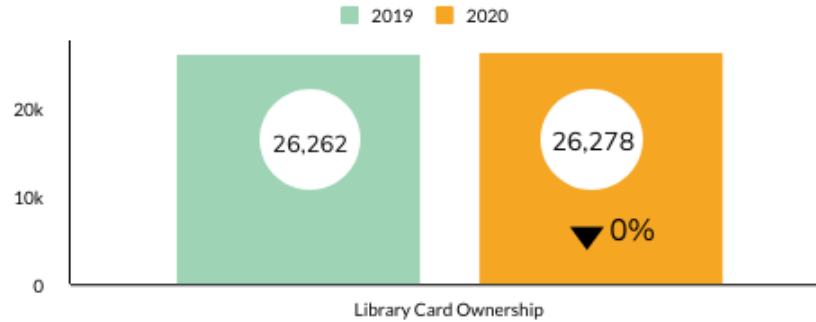




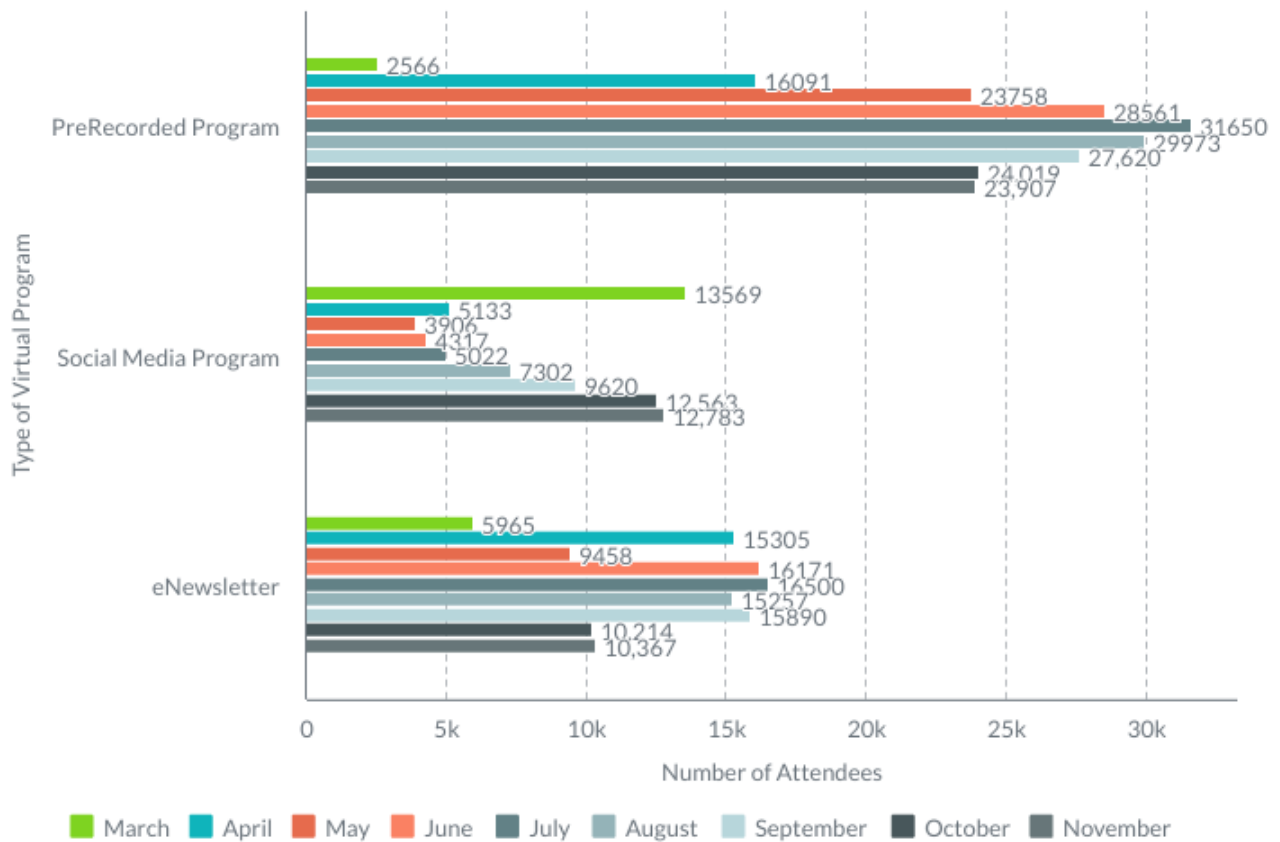
STATISTICS REPORT

NOVEMBER 2020

Library Card Ownership



Virtual Program Attendance



Note: LIVE Program Attendance Stats (Zoom and other) are now included in the regular Program Attendance Numbers.

Board Stats Reporting Form

NOVEMBER 2020

COLLECTION USAGE			
		Year to Date 2020	858,510
		Year to Date 2019	1,181,640
		% Change	-27%
PATRON ASSISTANCE			
		Year to Date 2020	141,945
		Year to Date 2019	236,688
		% Change	-40%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,302
		Year to Date 2019	11,474
		% Change	-71%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	450,501
		Year to Date 2019	93,362
		% Change	383%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	160,489
		Year to Date 2019	368,618
		% Change	-56%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	1,296,964
		Year to Date 2019	1,369,684
		% Change	-5%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,278
		Current month valid library cards 2019	26,262
		% Change	0%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	22,080
		Year to Date 2019	70,172
		% Change	-69%
		Wireless	
		Year to Date 2020	48,754
		Year to Date 2019	129,385
		% Change	-62%

STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD
COLLECTION USAGE													
	Physical materials (Circ. General)	82,594	80,353	43,414	63	177	7,884	34,793	53,455	54,443	60,598	52,495	470,269
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	15,879	14,433	15,131	15,560	159,217
	ILL	549	598	333	5	2	24	489	640	747	753	637	4,777
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	21,445	18,816	19,246	20,442	224,247
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	91,419	88,439	95,728	89,134	858,510
	Physical materials	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
PATRON ASSISTANCE													
	Youth Services	2,466	2,130	946	13	11	347	795	1,288	1,132	1,583	1,108	11,819
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	5,963	6,297	7,042	5,186	56,680
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	7,481	7,296	9,506	8,591	73,446
	Security	0	0	0	0	0	0	0	0	0	0	416	416
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	14,725	18,131	15,301	141,945
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
	Youth Services	82	93	22	11	0	0	0	0	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	0	0	0	0	315
	Virtual Services-Youth Services (13) and Adult Services (37)	0	0	0	0	39	55	51	42	62	53	50	352
	Outside groups	15	26	16	0	0	0	0	0	0	19	2	78
	Public study rooms	779	800	770	0	0	0	0	0	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	55	51	42	62	72	52	3,302
	Youth & Adult Services	134	164	191	189	132	368	367	70	118	208	184	2,125
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
	Youth Services	913	1,070	211	0	0	0	161	390	251	622	2,262	5,880
	Adult Services	6,793	6,804	1,521	0	0	0	186	205	192	265	274	16,240
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	52,532	53,130	46,796	47,057	398,133
	Outside groups	321	235	2,870	0	0	0	0	0	0	8,789	1,148	13,363
	Public study rooms	1,459	1,664	1,472	0	0	0	0	0	0	0	0	4,595
	Outreach- Youth Services	842	3,071	1,707	370	1,053	623	331	446	912	1,100	638	11,093
	Outreach-Adult Services	586	283	0	0	0	87	57	53	41	43	47	1,197
2020	Total	10,914	13,127	29,881	36,914	38,806	49,759	53,907	53,626	54,526	57,615	51,426	450,501
	Youth & Adult Services	1,908	2,503	3,156	2,654	2,894	3,852	6,257	1,475	2,089	5,490	3,016	35,294
	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
TRAFFIC													
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	8,494	10,179	10,114	23,228	11,536	160,489
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
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	113,413	107,220	105,426	123,150	109,516	1,296,964
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

LIBRARY CARD OWNERSHIP-report the latest month													
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,272	26,128	25,779	25,607	26,178	26,278	26,278
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
COMPUTER USAGE													
	Public computers-Youth Services	916	926	378	0	0	0	0	0	0	0	0	2,220
	Public computers Adult	5,036	5,315	2,901	0	0	88	874	1,520	1,388	1,646	1,092	19,860
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	1,388	1,646	1,092	22,080
	Public computers-Youth Services	819	928	1,352	958	918	1,540	1,707	1,171	1,043	936	1,133	12,505
	Public computers-Adult	4,777	4,847	5,625	5,693	5,381	4,939	5,202	5,548	5,536	5,435	4,684	57,667
2019	Total	5,596	5,775	6,977	6,651	6,299	6,479	6,909	6,719	6,579	6,371	5,817	70,172
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	3,510	48,754
	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	3,510	48,754
	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
2019	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

Lynda for library customers (LinkedIn at Carahsoft) 2021 Renewal – Contract Start Date: 1/1/2021

Annual subscription cost for Lynda.com: \$13,125.00

Statistics:

1,019 total video views per month, on average, over a 12-month period (12/2019 through 11/2020). Estimated cost per video view: \$1.07.

Content:

- Lynda.com offers thousands of video courses (tutorials) on business, technology and creative skills, taught by industry experts.
- Users can view tutorials whenever they like and learn at their own pace, on a computer, tablet or mobile device. Apps for Android & iOS are available.
- Certificates of completion to share with employers or prospective employers are available for all courses.

Summary:

Lynda.com has wide name recognition and patrons are pleased to discover that they can access it through the library. Staff promotes it to anyone looking for in-depth instruction on specific subjects. The collection of technology tutorials is especially comprehensive. This is an important resource to offer while the library is partially closed and our ability to provide one-on-one and group instruction is limited.

Des Plaines Public Library
DRAFT Salary and Classification Schedule

Effective January 1, 2021

Group	Title	Minimum	Maximum
12	Library Director	Set by Board	
11	Assistant Director	\$ 67,003	\$ 100,505
10	Head of Adult Services Head of Marketing and Communication Services Head of Patron Accounts and Materials Services Head of Youth Services Human Resources Manager	\$ 58,263	\$ 87,397
9	Acquisitions and Cataloging Manager Head of Building and Security Services Readers' Services Manager Reference Services Librarian II School Liaison Librarian Teen Services Librarian Youth Services Assistant Manager	\$ 50,665	\$ 75,997
8	Materials Services Manager Metadata and Cataloging Specialist Reference Services Librarian Youth Services Librarian	\$ 44,056 \$ 22.58	\$ 66,084 \$ 33.89
7	Administrative Assistant Creative Services Coordinator Page Supervisor Patron Accounts Supervisor Web Services Specialist	\$ 38,309 \$ 19.64	\$ 57,464 \$ 29.47
6	Acquisitions and Receiving Assistant Administrative Services Clerk Copy Cataloging Assistant Digital Designer Graphic Designer Readers' Services Assistant Reference Services Assistant Youth Services Assistant	\$ 33,314 \$ 17.09	\$ 49,970 \$ 25.62
5	Patron Accounts Assistant Monitor, Full-Time Monitor, Part-Time Building And Security Services Assistant, Full Time Building And Security Services Assistant, Part Time	\$ 29,445 \$ 15.10	\$ 43,452 \$ 22.28
4	Seasonal Preschool Outreach Intern Seasonal Summer Reading Club Associate	\$15.00	
3	Materials Services Clerk Processing Clerk	\$ 13.00	\$ 19.37
2	Production Clerk	\$ 12.00	\$ 16.86
1	Page	\$ 11.00	\$ 12.74