



SUPPLEMENTAL NOTICE

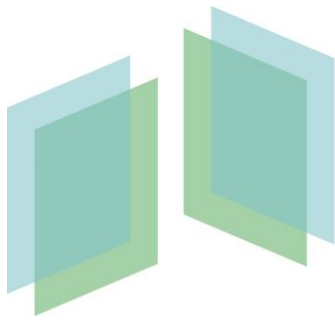
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees Management Committee on January 21, 2021 at 5:30 pm will proceed by electronic remote participation.

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, January 20 at 3:30 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, January 21 at 3:30 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

MANAGEMENT COMMITTEE MEETING

THURSDAY, JANUARY 21, 2021

5:30 PM

By Electronic Remote

Agenda:

- **Review Job Descriptions.**
- **Review Personnel Policy.**

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 Meeting of the Management Committee
January 21, 2021
5:30 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review and Approve Job Descriptions. [Action Item]
- VI. Review and Approve Personnel Policy. [Action Item]
- VII. Review and Approve Investment Policy. [Action Item]
- VIII. Adjournment.

JOB TITLE: Acquisitions & Cataloging Manager

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Assistant Director

CLASSIFICATION: Exempt, Group 9

OBJECTIVE:

Oversees all aspects of the Acquisitions & Cataloging Group including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Acquisitions & Cataloging Group upholds the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Acquisition & Cataloging Group.
3. Interview, hires, trains, supervises, disciplines, and evaluates up to eight staff members.
4. Plans, organizes, and schedules the daily workflow of Acquisitions and Cataloging staff.
5. Oversees purchasing, receiving, processing and classification of Library materials.
6. Participates in planning the Group budget, and under the supervision of the Library Director and Assistant Director, oversees the Group's expenditures.
7. Prepares and maintains the funding reports for specific material types.
8. Coordinates and participates as Library representative at the Combined Computer Services consortium, and government organizations for all acquisition and cataloging issues.
9. Attends professional meetings and maintains memberships in professional associations and participates in their activities.
10. Works at the Adult Services Reference desk as assigned.
11. Oversees the work of volunteers.
12. Represents the Library at community organizations and events.
13. Participates in continuing education.
14. Acts as Librarian in Charge as assigned.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Five years library experience.
3. Two years technical services experience.
4. One year supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct library staff in library methods and procedures.
8. Considerable skill in written and spoken communications.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Knowledge of the professional practices, procedures and techniques of library science.
11. Knowledge of current library classification and cataloging practice and principles.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to

another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Building & Security Services Manager

DEPARTMENT: Building & Security Services

REPORTS TO: Library Director

CLASSIFICATION: Exempt, Group 9

OBJECTIVE:

Oversees all aspects of the Building & Security Services Department including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Building & Security Services Department upholds the Library's mission, vision, and values.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, directs, coordinates, and reviews work of the Building & Security Services Department, which includes maintenance and security staff. Maintains written procedures and suggests improvements.
3. Interviews, hires, trains, supervises, disciplines and evaluates up to ten staff members.
4. Prepares the annual Department budget, and under the supervision of the Library Director, oversees all Department expenditures and contracts.
5. Prepares and assists with the competitive bid process for Department equipment and materials.
6. Manages, evaluates, and maintains Library facilities, including HVAC, electrical, plumbing, elevators, life safety, library vehicles, and housekeeping services. Schedules preventative maintenance visits, service repairs, and safety inspections. Ensures OSHA compliance. Liaises with the City of Des Plaines to safely maintain the parts of the facilities under the City's control, such as the building exterior, Library Plaza and the adjacent parking garage.
7. Uses and develops life cycle plans for essential equipment.
8. Creates and executes a comprehensive maintenance program, including up-to-date records of repairs and replacements.
9. Identifies and responds to urgent Library facilities problems. Arranges or personally takes immediate corrective action 24/7. Serves as first person in Department for emergency notification calls.
10. Performs first level mechanical repair and preventive maintenance as needed.

11. Manages all security, emergency, and non-emergency issues involving patrons and library staff.
12. Trains all Building & Security Services staff on proper security procedure. Creates security procedures and security records system.
13. Serves as security monitor as needed.
14. As a member of the Management Team, participates in overall planning of Library strategic goals, policy and safety manuals.
15. Pursues professional development opportunities including attendance at workshops, webinars and professional meetings.
16. Serves on library and community committees.
17. Compiles statistical data and creates reports.
18. Creates and maintains a welcoming environment for patrons and staff.
19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Two years college.
2. Five years experience in facilities management.
3. Two years experience in security services.
4. Three years supervisory experience.
5. Valid Illinois driver's license.
6. Available to work nights and weekends.
7. Available to respond to emergency calls after hours.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to lead a team and work as a member of a team.
4. Considerable ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
5. Considerable knowledge of the methods, materials and equipment used in custodial and building maintenance work.
6. Considerable knowledge of HVAC, electrical, plumbing, and fire protection systems.
7. Knowledge of current safety and security practices.
8. Knowledge of pertinent tools, equipment and supplies used in building maintenance.
9. Considerable ability to handle multiple and simultaneous tasks.
10. Considerable ability to remain calm in difficult situations.

11. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
12. Skill in written and spoken communication.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

Computer-based interfaces to HVAC controls, lighting, DVR, building access, maintenance ticketing, and other critical systems. A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops, and brooms.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 50 pounds. The employee must transport/move up to 150 pounds of library materials from one library location to another. The employee will be required to lift, set up, and take down meeting room tables and chairs.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work areas varies. Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles and toxic cleaning chemicals.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability

as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

Revised and Approved 08/18/09

Revised and Approved 12/17/15

Revised and Approved 09/27/18

JOB TITLE: **Head of Patron Accounts Services**

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Assistant Director

CLASSIFICATION: Exempt, Group 10

OBJECTIVE:

Oversees all aspects of the Patron Account Services Department including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Patron Account Services Department upholds the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Patron Accounts Services Department.
3. Interviews, hires, trains, supervises, disciplines and evaluates up to fifteen staff members.
4. Participates in planning the department budget, and under the supervision of the Library Director, oversees all Department expenditures and contracts.
5. Collects and maintains all departmental records, statistics, and reports.
6. **Coordinates and participates as library representative at the Combined Computer Services consortium, and government organizations for all patron account and circulation issues.**
7. Participates in continuing education.
8. Keeps informed of current technology, trends, and developments affecting libraries.
9. Represents the Library at community organizations and events.
10. Acts as Librarian in Charge as assigned.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science **or Information Science** from an ALA accredited program.
2. Five years as a professional librarian.

3. Three years of supervisory experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Considerable ability to lead and work as a member of a team.
4. Considerable ability to handle detailed, multiple, simultaneous, and varied tasks.
5. Considerable knowledge and skill in the use of appropriate technology.
6. Ability to work independently.
7. Ability to remain calm in difficult situations.
8. Considerable ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
9. Ability to instruct staff in Library methods and procedures.
10. Knowledge of circulation practice, procedures and applicable automated systems.
11. Skill in spoken and written communication.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are required. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must be able to lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the

essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18
Revised and Approved 02/21/19

JOB TITLE: Materials Services Manager

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Assistant Director

CLASSIFICATION: Exempt, Group 8

OBJECTIVE:

Oversees all aspects of the Material Services Group, including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Materials Services Group upholds the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Materials Services Group, including comprehensive coordination with Patron Account Services and the Acquisition & Cataloging Group.
3. Interviews, hires, trains, supervises, disciplines, and evaluates up to 35 staff members.
4. Directly supervises the Page Supervisor.
5. Participates in planning the Group budget, and under the supervision of the Library Director and Assistant Director, oversees the Group's expenditures.
6. Manages the daily workflow of van delivery, picklist, switchboard, automatic materials handler, and other Materials Services Clerk duties.
7. Works closely with other managers to coordinate and resolve collection shelving projects and problems.
8. Collects and maintains all Group records, statistics, and reports.
9. Participates in continuing education.
10. May supervise volunteers.
11. May represent the library at community organizations and events.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree.
2. Two years retail or public library supervisory experience.
3. One year public library experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Considerable ability to lead and work as a member of a team.
4. **Considerable** knowledge and skills in the use of appropriate technology.
5. Ability to handle detailed, multiple, simultaneous, and varied tasks.
6. Ability to work independently.
7. Demonstrated problem solving skills.
8. Ability to remain calm in difficult situations.
9. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
10. Ability to train staff in library methods and procedures.
11. Knowledge of circulation practice, procedures and automated circulation systems or other applicable inventory control system.
12. Skill in spoken and written communication.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are required. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

R. DRUG-FREE WORKPLACE

It is the policy of the Des Plaines Public Library to provide a safe, productive and drug-free work environment. While we have no intention of intruding into the private lives of our employees, we expect all personnel (managers, employees and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs or alcohol during working hours is inconsistent with this objective.

WORK RULES

Whenever employees are working or operating Library vehicles, they are prohibited from:

- using, possessing, buying, selling, manufacturing, or dispensing illegal drugs, alcohol, or cannabis; and
- being under the influence of illegal drugs, alcohol, or cannabis.

This Policy does not prohibit employees from the lawful use and possession of prescribed medications, except that employees may not use or possess cannabis (even medical cannabis) on Library premises, while operating a Library vehicle, or while working. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclosing any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

EMPLOYEE ASSISTANCE

The Library will assist and support employees who voluntarily request help with alcohol or drug dependencies before becoming subject to discipline under this or other Library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment.

DEFINITIONS

For purposes of this drug and alcohol abuse policy, the following terms shall have the following meanings:

1. "Cannabis" includes, all forms of cannabis or marijuana, including both recreational and medical cannabis and marijuana.
2. "Illegal drug" means any controlled substance 1) the possession or sale of which is prohibited by law; or (2) whose use or possession is controlled by federal or state law, but are not being used or possessed under the

supervision of a licensed health care professional. This definition includes, but is not limited to, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, but, for purposes of this policy only, does not include cannabis.

3. "Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.
4. "Under the Influence of Alcohol" means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
5. "Under the Influence of Cannabis" means actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of cannabis use, which may or may not be accompanied with a confirmed positive test result.
6. "Under the Influence of Illegal Drugs" means a confirmed positive test result for illegal drug use or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of illegal drug use.

PROCEDURES

1. Testing. The Library may require any employee to submit to testing if:
 - a. The Library has reasonable suspicion to believe that the individual is under the influence of alcohol, cannabis and/or an illegal drug. For purposes of this policy, "reasonable suspicion" shall mean suspicion based on specific personal observations, such as the individual's appearance, behavior, speech or breath or body odor, or other conduct or facts that indicate the employee is under the influence of illegal drugs, cannabis, and/or alcohol.;

OR

- b. The individual is involved in any work-related accident. For purposes of this policy, an individual shall be deemed to have been involved in a work-related accident if he or she is injured or causes the injury of another person during working time or causes damages to any Library leased or owned property. Employees will be tested under these circumstances when a member of management has a reasonable belief that the use of alcohol, cannabis, or other drugs contributed to the accident/injury.
2. Collection Process. Employees subject to alcohol testing shall be sent or driven to a Library-designated clinic and directed to provide breath specimens. Specimens

shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee. Positive or inconclusive breath tests or other indications that an employee may be under the influence may require the employee to be subjected to additional tests (urine or blood).

Employees subject to drug testing shall be sent or driven to a Library-designated clinic and directed to provide urine specimens. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated, or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested in accordance with Library policy and applicable law. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. However, a medical marijuana/cannabis card or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion or post-accident test. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

3. Consequences.

- a. Employees who refuse to cooperate in required tests, found to be under the influence of illegal drugs or who use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this Policy will be terminated.
- b. Employees found to be under the influence of alcohol or cannabis or who possess or consume alcohol or cannabis while working or operating a Library vehicle will be terminated.

4. Confidentiality. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

5. Treatment. The Library, in its sole discretion, may require any employee or volunteer who violates this policy, as a condition of employment or continued inclusion in the volunteer program and in lieu of discharge (employee) or disqualification (volunteer), to submit to and pass a urinalysis or blood test within

six weeks after the date on which the Library determines that the employee violated the policy. In addition, the Library may require the employee or volunteer to undergo, at the employee's or volunteer's expense, alcohol or drug rehabilitative treatment at the facility of the Library's choice. The Library may discharge any employee who fails or refuses to submit to urinalysis or a blood test or undergo rehabilitative treatment. The Library may discharge any employee whose urinalysis or blood test is positive or who cannot pass the urinalysis or blood test within six weeks.

Criminal Conviction

Any individual convicted of violating any federal, state or local criminal drug law must notify the Director of such conviction no later than five (5) days after such conviction. An individual convicted of violating any such criminal drug law may receive discipline up to and including discharge or may have his or her continued employment conditioned on satisfactory participation in a drug abuse assistance or rehabilitation program.

INVESTMENT POLICY

Des Plaines Public Library

1.01 Policy

It is the policy of the Des Plaines Public Library to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the library and conforming to all state and local statutes governing the investment of public funds.

1.02 Scope

This policy includes all funds governed by the Des Plaines Public Library Board of Trustees.

1.03 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

1.04 Objective

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that will provide for maximum security, in conformance with all state and local statutes governing the investment of public funds, while meeting the daily cash flow demands of the library, attempting to achieve competitive investment returns consistent with the library's requirements for security and liquidity, while seeking to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk: The Des Plaines Public Library will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities permitted under Illinois Statutes 30 ILCS 235/2.
- Limiting amount of any investment placed to \$250,000.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Des Plaines Public Library will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk: The Des Plaines Public Library will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools that offer same-day liquidity for short-term funds.

3. Yield The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The cores of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. Sustainability In compliance with Illinois Statutes 40 ILCS 5/1-113.17, the Des Plaines Public Library will consider investments with sustainability factors in mind – environmental, social and human capital, and governance.

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least three qualified institutions will be contacted each time an investment is placed.

1.05 Delegation of Authority

Management and administrative responsibility for the investment program of the Des Plaines Public Library is hereby delegated to the Library Board Treasurer (with the Library Director) who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program. Individuals authorized

to engage in investment transactions on behalf of the Des Plaines Public Library are the Board Treasurer, Board President, the Library Director, or those individuals designated by the Library Board of Trustees.

1.06 Ethics and Conflicts of Interest

Officers and employees (and contractors) involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

1.07 Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness. (Attached)

1.08 Authorized and Suitable Investments

Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.

- Authorized investments include any investment stipulated in Illinois statute 30 ILCS 235/1.
- In accordance with Illinois statutes 30 ILCS 235/2 (b) all banks that are insured by the Federal Deposit Insurance Corporation, as well as the Illinois Funds local government pooled- investment fund, are authorized depositories

1.09 Collateralization

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral acceptable under 30 ILCS 235, witnessed by a written agreement and held at an independent - third party institution in the name of the Des Plaines Public Library.

1.10 Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the Des Plaines Public Library shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Treasurer and evidenced by safekeeping receipts and a written custodial agreement.

1.11 Diversification

The Des Plaines Public Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity. Specifically, investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.

- Investing in securities with varying maturities.
- Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

1.12 Maximum Maturities

To the extent possible, the Des Plaines Public Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Des Plaines Public Library will not directly invest in securities maturing more than 1 (one) year from the date of purchase. Reserve funds may be invested in securities exceeding 1 (one) year if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

1.13 Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers
- Clear delegation of authority to subordinate staff members.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the library's accounting records based on generally accepted government accounting procedures.
- A monthly summary of all investment transactions will be prepared by the library's accounting firm for review by the Board of Trustees.

1.14 Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. The use of U.S. Treasury bills, average Fed Fund rate, Illinois Fund or other stable markets can be used to determine whether market average yield benchmarks are being achieved.

1.15 Reporting

The Treasurer shall prepare or cause to be prepared an investment report at least monthly. The report should be provided to the Board of Trustees and available on

request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

1.16 Marking to Market

A statement of the market value of the portfolio shall be issued to the Board of Trustees quarterly.

1.17 Investment Policy Adoption

The investment policy shall be adopted by the Board of Trustees. The policy shall be reviewed on a semi-annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Trustees. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

1.18 Illinois Funds Account

The Treasurer may continue to use the Illinois Funds Account at any time for any reason provided the Illinois Funds account complies with the Public Funds Investment Act, 30 ILCS 235 and 40 ILCS 5/1-113.17.

Adopted: 05/18/00
Revised and Approved 12/17/15

List of Approved Financial Institutions, Security Brokers/Dealers

The Library Board of Trustees of the Des Plaines Public Library hereby authorizes the library to conduct financial transactions with the following institutions:

- Illinois Funds
- First Midwest Bank

Adopted: May 18, 2010



SUPPLEMENTAL NOTICE

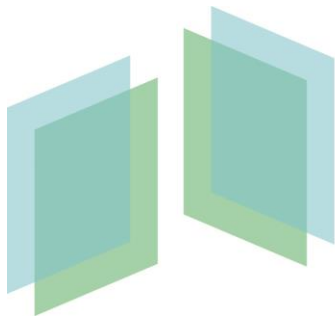
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on January 21, 2021 at 7:00 pm will proceed by electronic remote participation.

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, January 20 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, January 21 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, JANUARY 21, 2021

7:00 PM

By Electronic Remote

Agenda:

- **Report Out Management 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.



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BOARD OF TRUSTEES

Agenda for the Regular Meeting
January 21, 2021
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – December 17, 2020.
 - B. Acceptance of Financial Reports for December 2020.
 - C. Acceptance of Reports.
 1. Director's Report
 2. December 2020 Statistics Report

- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$299,126.80. [Action Item]
 - B. Report Out Management Committee Meeting, January 21, 2021 – Denise Hudec. [Action Item]

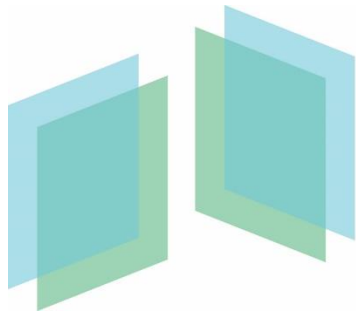
- IX. Announcements. (7:45 p.m.)
 - A. Filing Statement of Economic Interest begins March 2021.
 - B. February 18, 2021 Board of Trustee Meeting – 5:00 p.m.
 - C. Semi-Annual Board Dinner, February 18, 2021.
 - D. Des Plaines Chamber of Commerce “FOOD FIGHT”.
 - E. Per Capita Grant Requirements – Review “Serving Our Public 4.0 Standards For Illinois Public Libraries.

- X. Correspondence.

- XI. Other.

- XII. 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
December 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, December 17, 2020. Vice President Vincent Rangel 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, Carol Kidd.

Absent: Gregory Sarlo.

Also present: Jo Bonell, Don Sofolo, Mike Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

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- November 19, 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, NAYS: None. MOTION CARRIED.

Library Director Jo Bonell asked to remove from the Consent Agenda:

- B. Acceptance of Financial Reports for November 2020.

Library Director Jo Bonell reported that the library's fire panel had malfunctioned and had to be replaced as soon as possible. First Security Systems was the original vendor for the equipment. Library Director Jo Bonell stated that this was an emergency expense in the amount of \$17,320.00 and was approved by President Gregory Sarlo, Vice President Vincent Rangel and Treasurer Kristen Graack.

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, NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$342,656.04. [Action Item]

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$342,656.04 as listed on the vendor checks report of November 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, NAYS: None. MOTION CARRIED.

B. Review and Approve Three Year On-Site IT Services. [Action Item]

Library Director Jo Bonell explained that Outsource Solutions Group has worked with the library since 2008. The current contract with OSG was extended by six months, at no increase in cost to the library, to be eligible for funding from the Universal Service Fund. Assistant Director Roberta Johnson explained that E-Rate provides discounts for telecommunications, Internet access and internal connections to eligible schools and libraries.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve Outsource Solutions Group for Three Years of On-Site IT Services at a cost of \$378,022.02 first year, \$389,362.68 second year and \$401,043.66 third year. The contract will begin on July 1, 2021.

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

C. Approve Lynda.com - \$13,125.00. [Action Item]

Library Director Jo Bonell explained that Lynda.com is the most popular online learning database in the library catalog. Trustee Denise Hudec asked if the library was receiving any kind of discount through RAILS or with other libraries for Lynda.com and Library Director Jo Bonell responded that she would check to see if other discounts might be available.

MOTION by Denise Hudec, seconded by Kristen Graack to approve Lynda.com in the amount of \$13,125.00. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel. NAYS: None. MOTION CARRIED.

D. Approve Salary Schedule for 2021. [Action Item]

Library Director Jo Bonell explained that the minimum wage in Illinois will increase to \$11.00 an hour in 2021. She explained that the only change to the existing salary schedule was to increase the minimum salary for the Page position to \$11.00 an hour effective 01/01/2021.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the revised Salary Schedule by increasing the minimum wage for the Page position to \$11.00 an hour for 2021.

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

VIII. ANNOUNCEMENTS.

IX. CORRESPONDENCE.

X. OTHER.

XI. ADJOURNMENT.

MOTION by Denise Hudec, seconded by Bruce Lester, to adjourn the regular meeting.

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

Meeting adjourned at 7:33 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
December 31, 2020

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



January 14, 2021

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, 2020 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, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,932,555.16	\$ 1,561,933.58	\$ 4,494,488.74
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	\$ 9,059,197.36	\$ 1,561,933.58	\$ 10,621,130.94
LIABILITIES			
Accounts Payable	\$ 90,905.82	\$ -	\$ 90,905.82
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	390,225.30	-	390,225.30
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,459,725.30	-	6,459,725.30
FUND BALANCE			
Fund Balance - Unreserved	2,564,721.26	1,561,933.58	4,126,654.84
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,599,472.06	1,561,933.58	4,161,405.64
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,059,197.36	\$ 1,561,933.58	\$ 10,621,130.94

Des Plaines Public Library

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

For the 12 Months Ended December 31, 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	19,457.69	-	19,457.69
Interest	16,160.42	9,862.96	26,023.38
Special Events and Programs	5,311.69	-	5,311.69
Miscellaneous	56,495.77	-	56,495.77
Total Revenues	<u>6,239,780.60</u>	<u>9,862.96</u>	<u>6,249,643.56</u>
EXPENDITURES			
Personnel	\$ 2,895,775.09	\$ -	\$ 2,895,775.09
Operating	2,000,723.95	900.00	2,001,623.95
Library Materails	810,350.57	-	810,350.57
Capital Outlay	49,085.27	212,443.43	261,528.70
Other Expenditures	40,495.73	-	36,065.27
Total Expenditures	<u>5,799,929.03</u>	<u>219,343.43</u>	<u>6,019,272.46</u>
Net Change in Fund Balances	<u>439,851.57</u>	<u>(209,480.47)</u>	<u>230,371.10</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>\$ 2,599,472.06</u>	<u>\$ 1,561,933.58</u>	<u>\$ 4,161,405.64</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of December 31, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	371,778.67
202-1102015 - First Midwest Operating #8100292260	<u>121,748.58</u>
	<u>493,527.25</u>
201-1102028 - Cash Library Donations	<u>213,688.91</u>
201-1102079 - IL Funds - 151600222591	2,346,587.58
202-1102079 - IL Funds - 151600222591	<u>1,440,185.00</u>
	<u>3,786,772.58</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,494,488.74</u></u>

Des Plaines Public Library
Balance Sheet as of December 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	314,994.82	56,783.85	371,778.67
1102028 - Cash Library Donations	213,581.65	107.26	213,688.91
1102079 - IL Funds - 151600222591	2,996,364.37	(649,776.79)	2,346,587.58
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	<u>50,154.48</u>	<u>0.00</u>	<u>50,154.48</u>
	<u>9,652,083.04</u>	<u>(592,885.68)</u>	<u>9,059,197.36</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	204,018.34	(113,112.52)	90,905.82
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>6,572,837.82</u>	<u>(113,112.52)</u>	<u>6,459,725.30</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>8,732,458.31</u>	<u>(113,112.52)</u>	<u>8,619,345.79</u>
Excess Revenues Over Expenses	<u>919,624.73</u>	<u>(479,773.16)</u>	<u>439,851.57</u>

Des Plaines Public Library
Balance Sheet as of December 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	208,550.58	(86,802.00)	121,748.58
1102079 - IL Funds - 151600222591	1,440,077.73	107.27	1,440,185.00
	1,648,628.31	(86,694.73)	1,561,933.58
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	86,802.00	(86,802.00)	0.00
	86,802.00	(86,802.00)	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,858,216.05	(86,802.00)	1,771,414.05
Excess Revenues Over Expenses	(209,587.74)	107.27	(209,480.47)
<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 December 31, 2020

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <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 12 Months Ended December 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	0.00	5,992,159.03	6,100,000.00	107,840.97	98.23
	<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	0.00	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	0.00	7,500.00	0.00	(7,500.00)	0.00
201-4822095 - State Grant - Library	0.00	0.00	3,000.00	3,000.00	0.00
	<u>0.00</u>	<u>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	31.99	3,008.69	9,000.00	5,991.31	33.43
201-4850102 - Library Fines	(396.73)	7,301.71	30,000.00	22,698.29	24.34
201-4850201 - Copying Fees	260.67	6,608.79	27,000.00	20,391.21	24.48
201-4850207 - Non-Res Cards	208.50	2,432.50	3,000.00	567.50	81.08
201-4850208 - Meeting Room Fees	0.00	106.00	3,000.00	2,894.00	3.53
	<u>104.43</u>	<u>19,457.69</u>	<u>72,000.00</u>	<u>52,542.31</u>	<u>27.02</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	240.06	16,160.42	76,000.00	59,839.58	21.26
	<u>240.06</u>	<u>16,160.42</u>	<u>76,000.00</u>	<u>59,839.58</u>	<u>21.26</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	1,062.00	43,967.24	50,000.00	6,032.76	87.93
201-4899910 - Vending Machine Revenue	21.16	507.78	1,500.00	992.22	33.85
201-4899920 - Library Donations	100.00	7,034.00	5,000.00	(2,034.00)	140.68
201-4899940 - Friends Book Sale	251.00	4,986.75	0.00	(4,986.75)	0.00
	<u>1,434.16</u>	<u>56,495.77</u>	<u>56,500.00</u>	<u>4.23</u>	<u>99.99</u>
Total Library Fund	<u><u>1,778.65</u></u>	<u><u>6,239,780.60</u></u>	<u><u>6,478,488.00</u></u>	<u><u>238,707.40</u></u>	<u><u>96.32</u></u>

Des Plaines Public Library
 Revenue Report
 For the 12 Months Ended December 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>107.27</u>	<u>9,862.96</u>	<u>100.00</u>	<u>(9,762.96)</u>	<u>9,862.96</u>
	<u>107.27</u>	<u>9,862.96</u>	<u>100.00</u>	<u>(9,762.96)</u>	<u>9,862.96</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>107.27</u>	<u>9,862.96</u>	<u>500,100.00</u>	<u>490,237.04</u>	<u>1.97</u>
Total of All Funds	<u>1,885.92</u>	<u>6,249,643.56</u>	<u>6,978,588.00</u>	<u>728,944.44</u>	<u>89.55</u>

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 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>
Salaries					
5910100 - Full-time Salaries	257,391.59	2,237,439.92	2,410,733.00	173,293.08	92.81
5910200 - Part-time Salaries	<u>67,717.83</u>	<u>658,335.17</u>	<u>834,840.00</u>	<u>176,504.83</u>	<u>78.86</u>
	<u>325,109.42</u>	<u>2,895,775.09</u>	<u>3,245,573.00</u>	<u>349,797.91</u>	<u>89.22</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	23,830.68	222,504.85	241,013.00	18,508.15	92.32
5918021 - Employer Contribution - IMRF	32,566.61	267,035.73	309,489.00	42,453.27	86.28
5918040 - Life Insurance Premiums	219.24	1,791.26	1,932.00	140.74	92.72
5918050 - PPO Insurance Premiums	(16,470.86)	286,453.02	321,453.00	34,999.98	89.11
5918051 - HMO Insurance Premiums	537.23	200,428.79	236,951.00	36,522.21	84.59
5918055 - Dental Insurance Premiums	2,073.84	18,723.51	20,485.00	1,761.49	91.40
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>42,756.74</u>	<u>1,008,992.16</u>	<u>1,156,323.00</u>	<u>147,330.84</u>	<u>87.26</u>
Contractual Services					
5920100 - Legal Fees	0.00	1,720.20	6,000.00	4,279.80	28.67
5920110 - Professional Services	2,895.25	439,986.11	431,416.00	(8,570.11)	101.99
5920120 - Communication Services	4,185.25	32,153.49	22,000.00	(10,153.49)	146.15
5920140 - Integrated Library System	0.00	89,291.56	90,600.00	1,308.44	98.56
5920202 - Conferences	0.00	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	100.00	5,753.16	7,000.00	1,246.84	82.19
5920230 - Publication of Notices	0.00	163.35	0.00	(163.35)	0.00
5920990 - Property/Liability Insurance	1,310.42	34,738.42	44,000.00	9,261.58	78.95
5930010 - R&M Equipment	523.61	79,029.44	84,475.00	5,445.56	93.55
5930020 - R&M Buildings & Structures	1,525.50	80,940.65	128,890.00	47,949.35	62.80
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	221.67	13,363.41	19,300.00	5,936.59	69.24
5930320 - Cleaning/Custodial Services	0.00	56,728.38	69,460.00	12,731.62	81.67
5930490 - Refuse Contract	360.00	4,157.40	4,320.00	162.60	96.24
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	4,374.70	45,912.45	70,450.00	24,537.55	65.17
5960990 - Misc. Contractual Services	<u>16,724.83</u>	<u>102,197.15</u>	<u>102,145.00</u>	<u>(52.15)</u>	<u>100.05</u>
	<u>32,221.23</u>	<u>991,731.79</u>	<u>1,089,856.00</u>	<u>98,124.21</u>	<u>91.00</u>
Commodities					
5970100 - Supplies	2,276.13	21,405.89	49,000.00	27,594.11	43.69
5970110 - Meals	200.00	260.52	2,000.00	1,739.48	13.03
5970115 - Supplies - Dept/Other	168.57	15,738.11	17,700.00	1,961.89	88.92
5970170 - Janitorial	178.86	12,335.88	19,000.00	6,664.12	64.93
5970260 - Postage & Parcel	1,000.00	6,755.00	6,000.00	(755.00)	112.58
5970500 - Water Bill	754.78	4,391.40	12,000.00	7,608.60	36.60

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 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	45,447.22	307,344.37	368,000.00	60,655.63	83.52
5970610 - E-audio/Audio	8,392.25	82,795.79	80,000.00	(2,795.79)	103.49
5970620 - E-Subscriptions/Subscriptions	2,516.52	57,552.66	68,430.00	10,877.34	84.10
5970630 - Visual Materials	17,046.28	130,672.64	167,000.00	36,327.36	78.25
5970640 - Databases	344.28	152,479.66	185,000.00	32,520.34	82.42
5970810 - Natural Gas	1,187.28	13,865.89	25,000.00	11,134.11	55.46
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>79,512.17</u>	<u>810,350.57</u>	<u>1,005,630.00</u>	<u>195,279.43</u>	<u>80.58</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	192.64	7,952.79	8,110.00	157.21	98.06
5980410 - Computer Hardware	0.00	1,682.64	7,500.00	5,817.36	22.44
5980420 - Computer Software	1,086.12	39,294.40	39,265.00	(29.40)	100.07
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>1,278.76</u>	<u>49,085.27</u>	<u>58,375.00</u>	<u>9,289.73</u>	<u>84.09</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	422.49	31,078.52	73,000.00	41,921.48	42.57
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>251.00</u>	<u>4,986.75</u>	<u>0.00</u>	<u>(4,986.75)</u>	<u>0.00</u>
	<u>673.49</u>	<u>36,065.27</u>	<u>633,000.00</u>	<u>596,934.73</u>	<u>5.70</u>
Total Library Fund Expenditures	<u>481,551.81</u>	<u>5,799,929.03</u>	<u>7,188,757.00</u>	<u>1,388,827.97</u>	<u>80.68</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>0.00</u>	<u>900.00</u>	<u>0.00</u>	<u>(900.00)</u>	<u>0.00</u>
	<u>0.00</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	0.00	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>0.00</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>0.00</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>481,551.81</u>	<u>6,019,272.46</u>	<u>7,512,007.00</u>	<u>1,492,734.54</u>	<u>80.13</u>

Des Plaines Public Library

Check List

All Bank Accounts

December 18, 2020 - January 21, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18465	01/21/21	ANDREW LANGLIE	125.00
18466	01/21/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	480.00
18467	01/21/21	ARTHUR J. GALLAGHER RISK MANAGEMENT	3,145.00
18468	01/21/21	BARNES & NOBLE INC	394.90
18469	01/21/21	CDW GOVERNMENT	347.49
18470	01/21/21	CHILDREN'S PLUS, INC.	5,804.25
18471	01/21/21	CITY OF DES PLAINES	754.78
18472	01/21/21	COLLEY ELEVATOR COMPANY	606.00
18473	01/21/21	D&Z HOUSE OF BOOKS	1,755.67
18474	01/21/21	EBSCO INFORMATION SERVICES	1,859.79
18475	01/21/21	FACILITY GATEWAY CORPORATION	1,500.00
18476	01/21/21	FINDAWAY WORLD LLC	434.90
18477	01/21/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18478	01/21/21	FOX VALLEY FIRE & SAFETY	572.00
18479	01/21/21	HR SOURCE	275.00
18480	01/21/21	LAUTERBACH & AMEN, LLP.	1,575.00
18481	01/21/21	LYNN RYMARZ	275.00
18482	01/21/21	MARY FRANCES RAFFE	13.96
18483	01/21/21	MATTHEW BENDER & CO, INC	163.43
18484	01/21/21	MIKE HUDSON	107.00
18485	01/21/21	OUTSOURCE SOLUTIONS GROUP, INC.	1,773.61
18486	01/21/21	OVERDRIVE, INC.	16,301.80
18487	01/21/21	QUADIENT LEASING USA INC	221.67
18488	01/21/21	RAINBOW BOOK COMPANY	611.53
18489	01/21/21	ROTARY CLUB OF RIVER CITIES	100.00
18490	01/21/21	THOMAS KLISE/CRIMSON MULTIMEDIA	85.12
18491	01/21/21	THOMSON REUTERS-WEST	40.86
18492	01/21/21	WAREHOUSE DIRECT, INC.	178.86
18493	01/21/21	WORLD BOOK INC	999.00
18494	01/21/21	FIRST SECURITY SYSTEMS, INC.	347.50
18495	01/21/21	TODAY'S BUSINESS SOLUTIONS INC	192.64
18496	01/21/21	BAKER & TAYLOR	8,414.39
18497	01/21/21	BAKER & TAYLOR	19,052.29
18498	01/21/21	MIDWEST TAPE	25,121.96
18499	01/21/21	BRAINFUSE INCORPORATED	4,050.00
18500	01/21/21	CARAHSOFT TECHNOLOGY CORPORATION	13,125.00
18501	01/21/21	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18502	01/21/21	GORDAN C. JAMES	1,500.00
18503	01/21/21	LIBRARIESFIRST	500.00
18504	01/21/21	LIMRICC	45,493.96
18505	01/21/21	LYNGSOE SYSTEMS, INC	2,500.00
18506	01/21/21	MANGO LANGUAGES	3,924.71
18507	01/21/21	MLD WRITES	400.00
18508	01/21/21	MORNINGSTAR INCORPORATED	6,796.00
18509	01/21/21	NATIONAL ASSOCIATION OF PARLIAMENTARIANS	104.00
18510	01/21/21	OAKBROOK MECHANICAL SERVICES	2,954.17
18511	01/21/21	OUTSOURCE SOLUTIONS GROUP, INC.	34,028.51
18512	01/21/21	PROQUEST LLC	5,755.60
18513	01/21/21	SCHOLASTIC INC	8,773.00
18514	01/21/21	TIAA COMMERCIAL FINANCE	657.91
51162	12/31/20	IMRF	48,841.96
51163	12/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	251.00
51164	12/31/20	NEOFUNDS BY NEOPOST	1,000.00
51165	12/31/20	NICOR GAS	1,187.28
51166	12/31/20	COMCAST CABLE	2,827.16
51167	12/31/20	VERIZON WIRELESS	1,358.09
51168	12/31/20	BANKCARD SERVICES	15,218.05
Vendor Check Total			299,126.80
Check List Total			299,126.80

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18465	01/21/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	Videography - Dec Board Meeting	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18466	01/21/21	<u>480.00</u>
201-5960990	Misc. Contractual Services	Inv # 10561	160.00			
201-5960990	Misc. Contractual Services	Inv # 10619	320.00			
ARTHUR J. GALLAGHER RISK MANAGEMENT				18467	01/21/21	<u>3,145.00</u>
201-5920990	Property/Liability Insurance	Inv # 3148190	3,145.00			
BARNES & NOBLE INC				18468	01/21/21	<u>394.90</u>
201-5970600	Ebooks/Books	Inv # 4059396	364.93			
201-5970600	Ebooks/Books	Inv # 4059478	29.97			
CDW GOVERNMENT				18469	01/21/21	<u>347.49</u>
201-5990900	Per Capita Grant Expenditures	Inv # 4944081	347.49			
CHILDREN'S PLUS, INC.				18470	01/21/21	<u>5,804.25</u>
201-5970600	Ebooks/Books	Inv # 192202	254.20			
201-5970600	Ebooks/Books	Inv # 192197	609.54			
201-5970600	Ebooks/Books	Inv # 192216	95.91			
201-5970600	Ebooks/Books	Inv # 192223	159.90			
201-5970600	Ebooks/Books	Inv # 192196	293.88			
201-5970600	Ebooks/Books	Inv # 192220	62.93			
201-5970600	Ebooks/Books	Inv # 191830	20.98			
201-5970600	Ebooks/Books	Inv # 192252	442.41			
201-5970600	Ebooks/Books	Inv # 192206	58.47			
201-5970600	Ebooks/Books	Inv # 192222	212.72			
201-5970600	Ebooks/Books	Inv # 192213	496.14			
201-5970600	Ebooks/Books	Inv # 192204	75.96			
201-5970600	Ebooks/Books	Inv # 191671	55.97			
201-5970600	Ebooks/Books	Inv # 191506	19.49			
201-5970600	Ebooks/Books	Inv # 191505	57.97			
201-5970600	Ebooks/Books	Inv # 191701	130.58			
201-5970600	Ebooks/Books	Inv # 191702	91.91			
201-5970600	Ebooks/Books	Inv # 191804	14.90			
201-5970600	Ebooks/Books	Inv # 191512	37.94			
201-5970600	Ebooks/Books	Inv # 191503	87.41			
201-5970600	Ebooks/Books	Inv # 191508	31.98			
201-5970600	Ebooks/Books	Inv # 191502	37.98			
201-5970600	Ebooks/Books	Inv # 191605	523.85			
201-5970600	Ebooks/Books	Inv # 191766	207.56			
201-5970600	Ebooks/Books	Inv # 191699	17.99			
201-5970600	Ebooks/Books	Inv # 191700	90.95			
201-5970600	Ebooks/Books	Inv # 191528	167.59			
201-5970600	Ebooks/Books	Inv # 192033	67.80			
201-5970600	Ebooks/Books	Inv # 192021	548.90			
201-5970600	Ebooks/Books	Inv # 192019	548.90			
201-5970600	Ebooks/Books	Inv # 191511	41.94			
201-5970600	Ebooks/Books	Inv # 191510	110.70			
201-5970600	Ebooks/Books	Inv # 191509	21.99			
201-5970600	Ebooks/Books	Inv # 191507	45.98			
201-5970600	Ebooks/Books	Inv # 191504	60.93			
CITY OF DES PLAINES				18471	01/21/21	<u>754.78</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970500	Water Bill	Acct # 91080763-001	754.78			
COLLEY ELEVATOR COMPANY				18472	01/21/21	<u>606.00</u>
201-5930020	R&M Buildings & Structures	Inv # 205237	606.00			
D&Z HOUSE OF BOOKS				18473	01/21/21	<u>1,755.67</u>
201-5970620	E-Subscriptions/Subscriptions	Inv # 2020/I139342	625.75			
201-5970600	Ebooks/Books	Inv # 2020/I140365	1,129.92			
EBSCO INFORMATION SERVICES				18474	01/21/21	<u>1,859.79</u>
201-5970620	E-Subscriptions/Subscriptions	Inv # 2102420	3,039.75			
201-5970620	E-Subscriptions/Subscriptions	Inv # 2102419	66.01			
201-5970620	E-Subscriptions/Subscriptions	CM # 2102961	-858.97			
201-5970620	E-Subscriptions/Subscriptions	CM # 2102050	-387.00			
FACILITY GATEWAY CORPORATION				18475	01/21/21	<u>1,500.00</u>
201-5930010	R&M Equipment	Inv # 093897	1,500.00			
FINDAWAY WORLD LLC				18476	01/21/21	<u>434.90</u>
201-5970610	E-audio/Audio	Inv # 336646	434.90			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18477	01/21/21	<u>360.00</u>
201-5930490	Refuse Contract	Inv # 5265690	360.00			
FOX VALLEY FIRE & SAFETY				18478	01/21/21	<u>572.00</u>
201-5930020	R&M Buildings & Structures	Inv # IN00401533	572.00			
HR SOURCE				18479	01/21/21	<u>275.00</u>
201-5920110	Professional Services	Inv # 12653	275.00			
LAUTERBACH & AMEN, LLP.				18480	01/21/21	<u>1,575.00</u>
201-5920110	Professional Services	Inv # 51521 (November)	1,575.00			
LYNN RYMARZ				18481	01/21/21	<u>275.00</u>
201-5960210	Special Event Programming	Zelda Fitzgerald This Side of Paradise (12/17/20)	275.00			
MARY FRANCES RAFFE				18482	01/21/21	<u>13.96</u>
201-5970600	Ebooks/Books	Refund for Welcome to Narnia	13.96			
MATTHEW BENDER & CO, INC				18483	01/21/21	<u>163.43</u>
201-5970640	Databases	Inv # 22477403	163.43			
MIKE HUDSON				18484	01/21/21	<u>107.00</u>
201-5910200	Part-time Salaries	Freelance Graphic Design Services	107.00			
OUTSOURCE SOLUTIONS GROUP, INC.				18485	01/21/21	<u>1,773.61</u>
201-5930010	R&M Equipment	Inv # 57038	273.61			
201-5960990	Misc. Contractual Services	Inv # 56866	1,500.00			
OVERDRIVE, INC.				18486	01/21/21	<u>16,301.80</u>
201-5970600	Ebooks/Books	Inv # 01018MA20426926	3,939.06			
201-5970600	Ebooks/Books	Inv # 01018MA20428213	336.45			
201-5970600	Ebooks/Books	Inv # 01018CP20427300	991.41			
201-5970600	Ebooks/Books	Inv # 01018MA20463922	317.00			
201-5970600	Ebooks/Books	Inv # 01018CP20462962	1,657.32			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 01018MA20462670	9,060.56			
QUADIENT LEASING USA INC				18487	01/21/21	<u>221.67</u>
201-5930210	Rental of Equipment	Inv # N8625908	221.67			
RAINBOW BOOK COMPANY				18488	01/21/21	<u>611.53</u>
201-5970600	Ebooks/Books	Inv # 191472	180.58			
201-5970600	Ebooks/Books	Inv # 191471	430.95			
ROTARY CLUB OF RIVER CITIES				18489	01/21/21	<u>100.00</u>
201-5920220	Membership Dues	Inv # 715	100.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18490	01/21/21	<u>85.12</u>
201-5970630	Visual Materials	Inv # 004550	85.12			
THOMSON REUTERS-WEST				18491	01/21/21	<u>40.86</u>
201-5970640	Databases	Inv # 843512359	20.43			
201-5970640	Databases	Inv # 843345488	20.43			
WAREHOUSE DIRECT, INC.				18492	01/21/21	<u>178.86</u>
201-5970170	Janitorial	Inv # 4825528-1	89.43			
201-5970170	Janitorial	Inv # 4825528-2	89.43			
WORLD BOOK INC				18493	01/21/21	<u>999.00</u>
201-5970600	Ebooks/Books	Inv # 0001617772, Acct # L7322	999.00			
FIRST SECURITY SYSTEMS, INC.				18494	01/21/21	<u>347.50</u>
201-5930020	R&M Buildings & Structures	Inv # S90230	347.50			
TODAY'S BUSINESS SOLUTIONS INC				18495	01/21/21	<u>192.64</u>
201-5980400	Equipment	Inv # 102620-22	192.64			
BAKER & TAYLOR				18496	01/21/21	<u>8,414.39</u>
201-5960990	Misc. Contractual Services	Inv # 2035612006	25.32			
201-5960990	Misc. Contractual Services	Inv # 2035591292	37.17			
201-5960990	Misc. Contractual Services	Inv # 2035564486	28.08			
201-5960990	Misc. Contractual Services	Inv # 2035647416	26.89			
201-5960990	Misc. Contractual Services	Inv # 2035594378	33.05			
201-5960990	Misc. Contractual Services	Inv # 2035622426	35.54			
201-5960990	Misc. Contractual Services	Inv # 2035637440	36.54			
201-5960990	Misc. Contractual Services	Inv # 2035591243	60.37			
201-5960990	Misc. Contractual Services	Inv # 2035549193	2.82			
201-5960990	Misc. Contractual Services	Inv # 2035572352	43.20			
201-5960990	Misc. Contractual Services	Inv # 2035632657	35.79			
201-5960990	Misc. Contractual Services	Inv # 2035626996	36.04			
201-5960990	Misc. Contractual Services	Inv # 2035620310	37.67			
201-5960990	Misc. Contractual Services	Inv # 2035598226	34.31			
201-5960990	Misc. Contractual Services	Inv # 2035580607	35.79			
201-5960990	Misc. Contractual Services	Inv # 2035615899	84.56			
201-5960990	Misc. Contractual Services	Inv # 2035587714	39.93			
201-5960990	Misc. Contractual Services	Inv # 2035598225	529.98			
201-5960990	Misc. Contractual Services	Inv # 2035587713	479.94			
201-5960990	Misc. Contractual Services	Inv # 2035620309	442.97			
201-5960990	Misc. Contractual Services	Inv # 2035626995	495.63			
201-5960990	Misc. Contractual Services	Inv # 2035632656	489.99			
201-5960990	Misc. Contractual Services	Inv # 2035615898	1,100.10			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035572351	512.49			
201-5960990	Misc. Contractual Services	Inv # 2035591242	771.76			
201-5960990	Misc. Contractual Services	Inv # 2035549192	43.49			
201-5960990	Misc. Contractual Services	Inv # 2035637439	524.25			
201-5960990	Misc. Contractual Services	Inv # 2035622425	424.20			
201-5960990	Misc. Contractual Services	Inv # 2035594377	487.68			
201-5960990	Misc. Contractual Services	Inv # 2035647415	364.88			
201-5960990	Misc. Contractual Services	Inv # 2035564485	374.74			
201-5960990	Misc. Contractual Services	Inv # 2035591291	440.44			
201-5960990	Misc. Contractual Services	Inv # 2035612005	298.78			
BAKER & TAYLOR				18497	01/21/21	<u>19,052.29</u>
201-5960990	Misc. Contractual Services	Inv # 2035649837	26.91			
201-5970600	Ebooks/Books	Inv # 2035649837	78.58			
201-5960990	Misc. Contractual Services	Inv # 2035650683	17.07			
201-5970600	Ebooks/Books	Inv # 2035650683	126.53			
201-5960990	Misc. Contractual Services	Inv # 2035649898	18.49			
201-5970600	Ebooks/Books	Inv # 2035649898	177.63			
201-5960990	Misc. Contractual Services	Inv # 2035653102	24.38			
201-5970600	Ebooks/Books	Inv # 2035653102	406.69			
201-5960990	Misc. Contractual Services	Inv # 2035645993	15.55			
201-5970600	Ebooks/Books	Inv # 2035645993	100.07			
201-5960990	Misc. Contractual Services	Inv # 2035650119	29.84			
201-5970600	Ebooks/Books	Inv # 2035650119	262.02			
201-5960990	Misc. Contractual Services	inv # 2035653239	8.96			
201-5970600	Ebooks/Books	inv # 2035653239	139.19			
201-5960990	Misc. Contractual Services	Inv # 2035653056	86.99			
201-5970600	Ebooks/Books	Inv # 2035653056	654.10			
201-5960990	Misc. Contractual Services	Inv # 2035653345	2.18			
201-5970600	Ebooks/Books	Inv # 2035653345	33.14			
201-5960990	Misc. Contractual Services	Inv # 2035654055	20.75			
201-5970600	Ebooks/Books	Inv # 2035654055	184.81			
201-5960990	Misc. Contractual Services	Inv # 0000143828	17.38			
201-5970600	Ebooks/Books	Inv # 0000143828	102.33			
201-5960990	Misc. Contractual Services	Inv # 2035595466	1.93			
201-5970600	Ebooks/Books	Inv # 2035595466	16.46			
201-5960990	Misc. Contractual Services	Inv # 2035646977	22.99			
201-5970600	Ebooks/Books	Inv # 2035646977	186.95			
201-5960990	Misc. Contractual Services	Inv # 2035653831	29.90			
201-5970600	Ebooks/Books	Inv # 2035653831	71.69			
201-5960990	Misc. Contractual Services	Inv # 2035651055	4.35			
201-5970600	Ebooks/Books	Inv # 2035651055	24.00			
201-5960990	Misc. Contractual Services	Inv # 2035650862	9.69			
201-5970600	Ebooks/Books	Inv # 2035650862	63.10			
201-5960990	Misc. Contractual Services	Inv # 2035653045	3.29			
201-5970600	Ebooks/Books	Inv # 2035653045	10.17			
201-5960990	Misc. Contractual Services	Inv # 2035689922	19.06			
201-5970600	Ebooks/Books	Inv # 2035689922	175.52			
201-5960990	Misc. Contractual Services	Inv # 2035635665	19.47			
201-5970600	Ebooks/Books	Inv # 2035635665	119.00			
201-5960990	Misc. Contractual Services	Inv # 2035589237	9.84			
201-5970600	Ebooks/Books	Inv # 2035589237	31.67			
201-5960990	Misc. Contractual Services	Inv # 2035614115	30.87			
201-5970600	Ebooks/Books	Inv # 2035614115	288.16			
201-5960990	Misc. Contractual Services	Inv # 2035628671	38.29			
201-5970600	Ebooks/Books	Inv # 2035628671	297.97			

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201-5960990	Misc. Contractual Services	Inv # 2035650095	11.95			
201-5970600	Ebooks/Books	Inv # 2035650095	131.38			
201-5960990	Misc. Contractual Services	Inv # 2035628676	22.58			
201-5970600	Ebooks/Books	Inv # 2035628676	71.67			
201-5960990	Misc. Contractual Services	Inv # 2035546537	6.06			
201-5970600	Ebooks/Books	Inv # 2035546537	33.22			
201-5960990	Misc. Contractual Services	Inv # 2035568799	17.59			
201-5970600	Ebooks/Books	Inv # 2035568799	60.65			
201-5960990	Misc. Contractual Services	Inv # 2035568591	1.09			
201-5970600	Ebooks/Books	Inv # 2035568591	5.38			
201-5960990	Misc. Contractual Services	Inv # 2035614625	3.33			
201-5970600	Ebooks/Books	Inv # 2035614625	10.75			
201-5960990	Misc. Contractual Services	Inv # 2035632488	41.55			
201-5970600	Ebooks/Books	Inv # 2035632488	458.02			
201-5960990	Misc. Contractual Services	Inv # 2035568975	45.41			
201-5970600	Ebooks/Books	Inv # 2035568975	367.77			
201-5960990	Misc. Contractual Services	Inv # 2035583520	7.22			
201-5970600	Ebooks/Books	Inv # 2035583520	67.09			
201-5960990	Misc. Contractual Services	Inv # 2035591272	14.92			
201-5970600	Ebooks/Books	Inv # 2035591272	117.43			
201-5960990	Misc. Contractual Services	Inv # 2035546528	26.93			
201-5970600	Ebooks/Books	Inv # 2035546528	105.79			
201-5960990	Misc. Contractual Services	Inv # 2035645977	9.50			
201-5970600	Ebooks/Books	Inv # 2035645977	83.47			
201-5960990	Misc. Contractual Services	Inv # 2035568976	17.63			
201-5970600	Ebooks/Books	Inv # 2035568976	127.73			
201-5960990	Misc. Contractual Services	Inv # 2035595454	47.55			
201-5970600	Ebooks/Books	Inv # 2035595454	320.51			
201-5960990	Misc. Contractual Services	Inv # 2035591275	39.39			
201-5970600	Ebooks/Books	Inv # 2035591275	137.47			
201-5960990	Misc. Contractual Services	Inv # 2035639210	32.89			
201-5970600	Ebooks/Books	Inv # 2035639210	95.94			
201-5960990	Misc. Contractual Services	Inv # 2035599135	3.41			
201-5970600	Ebooks/Books	Inv # 2035599135	19.86			
201-5960990	Misc. Contractual Services	Inv # 2035643572	38.87			
201-5970600	Ebooks/Books	Inv # 2035643572	208.32			
201-5960990	Misc. Contractual Services	Inv # 2035589274	11.43			
201-5970600	Ebooks/Books	Inv # 2035589274	103.91			
201-5960990	Misc. Contractual Services	Inv # 2035594379	63.37			
201-5970600	Ebooks/Books	Inv # 2035594379	616.20			
201-5960990	Misc. Contractual Services	Inv # 2035641622	25.72			
201-5970600	Ebooks/Books	Inv # 2035641622	491.42			
201-5960990	Misc. Contractual Services	Inv # 2035589238	4.36			
201-5970600	Ebooks/Books	Inv # 2035589238	57.10			
201-5960990	Misc. Contractual Services	Inv # 2035584271	69.69			
201-5970600	Ebooks/Books	Inv # 2035584271	166.87			
201-5960990	Misc. Contractual Services	Inv # 2035589273	46.37			
201-5970600	Ebooks/Books	Inv # 2035589273	552.23			
201-5960990	Misc. Contractual Services	Inv # 2035568894	7.72			
201-5970600	Ebooks/Books	Inv # 2035568894	71.95			
201-5960990	Misc. Contractual Services	Inv # 2035591746	26.64			
201-5970600	Ebooks/Books	Inv # 2035591746	61.84			
201-5960990	Misc. Contractual Services	Inv # 2035586255	8.65			
201-5970600	Ebooks/Books	Inv # 2035586255	92.04			
201-5960990	Misc. Contractual Services	Inv # 2035537596	5.79			
201-5970600	Ebooks/Books	Inv # 2035537596	40.86			

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201-5960990	Misc. Contractual Services	Inv # 2035611153	35.88			
201-5970600	Ebooks/Books	Inv # 2035611153	124.43			
201-5960990	Misc. Contractual Services	Inv # 2035595334	6.21			
201-5970600	Ebooks/Books	Inv # 2035595334	31.07			
201-5960990	Misc. Contractual Services	Inv # 2035591852	13.17			
201-5970600	Ebooks/Books	Inv # 2035591852	44.92			
201-5960990	Misc. Contractual Services	Inv # 2035612592	36.36			
201-5970600	Ebooks/Books	Inv # 2035612592	110.55			
201-5960990	Misc. Contractual Services	Inv # 2035614222	2.18			
201-5970600	Ebooks/Books	Inv # 2035614222	18.82			
201-5960990	Misc. Contractual Services	Inv # 2035635829	4.50			
201-5970600	Ebooks/Books	Inv # 2035635829	37.57			
201-5960990	Misc. Contractual Services	Inv # 2035611431	5.44			
201-5970600	Ebooks/Books	Inv # 2035611431	38.39			
201-5960990	Misc. Contractual Services	Inv # 2035576659	57.16			
201-5970600	Ebooks/Books	Inv # 2035576659	467.98			
201-5960990	Misc. Contractual Services	Inv # 2035628861	6.43			
201-5970600	Ebooks/Books	Inv # 2035628861	14.34			
201-5960990	Misc. Contractual Services	Inv # 2035611185	62.83			
201-5970600	Ebooks/Books	Inv # 2035611185	704.98			
201-5960990	Misc. Contractual Services	Inv # 5016575436	7.70			
201-5970600	Ebooks/Books	Inv # 5016575436	123.42			
201-5970640	Databases	Inv # 5016575436	139.99			
201-5960990	Misc. Contractual Services	Inv # 2035642223	1.78			
201-5970600	Ebooks/Books	Inv # 2035642223	15.89			
201-5960990	Misc. Contractual Services	Inv # 2035614190	0.94			
201-5970600	Ebooks/Books	Inv # 2035614190	5.38			
201-5960990	Misc. Contractual Services	Inv # 2035659696	24.92			
201-5970600	Ebooks/Books	Inv # 2035659696	228.50			
201-5960990	Misc. Contractual Services	Inv # 2035624804	36.11			
201-5970600	Ebooks/Books	Inv # 2035624804	301.43			
201-5960990	Misc. Contractual Services	Inv # 2035614306	9.99			
201-5970600	Ebooks/Books	Inv # 2035614306	23.90			
201-5960990	Misc. Contractual Services	Inv # 2035628626	37.53			
201-5970600	Ebooks/Books	Inv # 2035628626	201.75			
201-5960990	Misc. Contractual Services	Inv # 2035628714	4.95			
201-5970600	Ebooks/Books	Inv # 2035628714	48.95			
201-5960990	Misc. Contractual Services	Inv # 2035595439	45.44			
201-5970600	Ebooks/Books	Inv # 2035595439	258.06			
201-5960990	Misc. Contractual Services	Inv # 2035614132	9.41			
201-5970600	Ebooks/Books	Inv # 2035614132	87.58			
201-5960990	Misc. Contractual Services	Inv # 2035628577	9.35			
201-5970600	Ebooks/Books	Inv # 2035628577	77.15			
201-5960990	Misc. Contractual Services	Inv # 2035642095	5.34			
201-5970600	Ebooks/Books	Inv # 2035642095	31.22			
201-5960990	Misc. Contractual Services	Inv # 2035628237	19.29			
201-5970600	Ebooks/Books	Inv # 2035628237	63.69			
201-5960990	Misc. Contractual Services	Inv # 2035611240	18.93			
201-5970600	Ebooks/Books	Inv # 2035611240	89.69			
201-5960990	Misc. Contractual Services	Inv # 2035620336	15.15			
201-5970600	Ebooks/Books	Inv # 2035620336	23.89			
201-5960990	Misc. Contractual Services	Inv # 2035595433	12.02			
201-5970600	Ebooks/Books	Inv # 2035595433	56.79			
201-5960990	Misc. Contractual Services	Inv # 2035554548	5.14			
201-5970600	Ebooks/Books	Inv # 2035554548	43.02			
201-5960990	Misc. Contractual Services	Inv # 2035551863	21.42			

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201-5970600	Ebooks/Books	Inv # 2035551863	164.36			
201-5960990	Misc. Contractual Services	Inv # 2035537877	13.17			
201-5970600	Ebooks/Books	Inv # 2035537877	53.62			
201-5960990	Misc. Contractual Services	Inv # 2035537699	1.78			
201-5970600	Ebooks/Books	Inv # 2035537699	10.78			
201-5960990	Misc. Contractual Services	Inv # 2035537276	1.78			
201-5970600	Ebooks/Books	Inv # 2035537276	15.33			
201-5960990	Misc. Contractual Services	Inv # 2035533671	73.53			
201-5970600	Ebooks/Books	Inv # 2035533671	639.90			
201-5960990	Misc. Contractual Services	Inv # 2035551875	47.97			
201-5970600	Ebooks/Books	Inv # 2035551875	356.56			
201-5960990	Misc. Contractual Services	Inv # 2035585033	37.74			
201-5970600	Ebooks/Books	Inv # 2035585033	317.87			
201-5960990	Misc. Contractual Services	Inv # 2035548645	16.53			
201-5970600	Ebooks/Books	Inv # 2035548645	139.34			
201-5960990	Misc. Contractual Services	Inv # 2035558052	15.29			
201-5970600	Ebooks/Books	Inv # 2035558052	123.09			
201-5960990	Misc. Contractual Services	Inv # 2035532624	51.51			
201-5970600	Ebooks/Books	Inv # 2035532624	195.51			
201-5960990	Misc. Contractual Services	Inv # 2035537576	26.60			
201-5970600	Ebooks/Books	Inv # 2035537576	188.01			
201-5960990	Misc. Contractual Services	Inv # 2035576340	39.41			
201-5970600	Ebooks/Books	Inv # 2035576340	230.44			
201-5960990	Misc. Contractual Services	Inv # 2035533665	39.57			
201-5970600	Ebooks/Books	Inv # 2035533665	299.66			
201-5960990	Misc. Contractual Services	Inv # 2035569546	60.60			
201-5970600	Ebooks/Books	Inv # 2035569546	209.83			
201-5960990	Misc. Contractual Services	Inv # 2035583486	2.18			
201-5970600	Ebooks/Books	Inv # 2035583486	16.56			
201-5960990	Misc. Contractual Services	Inv # 2035583392	9.69			
201-5970600	Ebooks/Books	Inv # 2035583392	35.33			
201-5960990	Misc. Contractual Services	Inv # 2035558584	43.04			
201-5970600	Ebooks/Books	Inv # 2035558584	282.85			
201-5960990	Misc. Contractual Services	Inv # 2035589373	81.80			
201-5970600	Ebooks/Books	Inv # 2035589373	644.79			
201-5960990	Misc. Contractual Services	Inv # 2035540788	26.04			
201-5970600	Ebooks/Books	Inv # 2035540788	72.30			
201-5960990	Misc. Contractual Services	Inv # 2035589255	31.57			
201-5970600	Ebooks/Books	Inv # 2035589255	267.33			
201-5960990	Misc. Contractual Services	Inv # 2035568691	28.67			
201-5970600	Ebooks/Books	Inv # 2035568691	91.52			
201-5960990	Misc. Contractual Services	Inv # 2035545340	9.84			
201-5970600	Ebooks/Books	Inv # 2035545340	15.52			
201-5960990	Misc. Contractual Services	Inv # 2035581198	20.46			
201-5970600	Ebooks/Books	Inv # 2035581198	253.40			
201-5960990	Misc. Contractual Services	Inv # 2035561064	1.88			
201-5970600	Ebooks/Books	Inv # 2035561064	20.88			
201-5960990	Misc. Contractual Services	Inv # 2035637458	11.91			
201-5970600	Ebooks/Books	Inv # 2035637458	96.05			
201-5960990	Misc. Contractual Services	Inv # 2035560935	7.63			
201-5970600	Ebooks/Books	Inv # 2035560935	52.66			
201-5960990	Misc. Contractual Services	Inv # 2035591280	3.26			
201-5970600	Ebooks/Books	Inv # 2035591280	24.97			
201-5960990	Misc. Contractual Services	Inv # 2035537646	13.07			
201-5970600	Ebooks/Books	Inv # 2035537646	109.82			
201-5960990	Misc. Contractual Services	Inv # 2035611265	13.51			

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201-5970600	Ebooks/Books	Inv # 2035611265	122.62			
MIDWEST TAPE				18498	01/21/21	<u>25,121.96</u>
201-5960990	Misc. Contractual Services	Inv # 99738971	170.90			
201-5970610	E-audio/Audio	Inv # 99738971	543.01			
201-5960990	Misc. Contractual Services	Inv # 99767481	57.75			
201-5970610	E-audio/Audio	Inv # 99767481	159.00			
201-5960990	Misc. Contractual Services	Inv # 99711673	226.70			
201-5970630	Visual Materials	Inv # 99711673	709.63			
201-5960990	Misc. Contractual Services	Inv # 99738973	61.05			
201-5970610	E-audio/Audio	Inv # 99738973	1,375.67			
201-5960990	Misc. Contractual Services	Inv # 99738970	34.75			
201-5970630	Visual Materials	Inv # 99738970	174.66			
201-5960990	Misc. Contractual Services	Inv # 99738974	6.50			
201-5970630	Visual Materials	Inv # 99738974	31.98			
201-5970630	Visual Materials	Inv # 99768101	37.13			
201-5970630	Visual Materials	Inv # 99764144	227.23			
201-5970610	E-audio/Audio	Inv # 99768100	35.99			
201-5970610	E-audio/Audio	Inv # 99705769	187.97			
201-5960990	Misc. Contractual Services	Inv # 99721957	27.75			
201-5970630	Visual Materials	Inv # 99721957	92.46			
201-5960990	Misc. Contractual Services	Inv # 99721954	169.90			
201-5970610	E-audio/Audio	Inv # 99721954	482.56			
201-5960990	Misc. Contractual Services	Inv # 99721956	53.65			
201-5970610	E-audio/Audio	Inv # 99721956	1,128.71			
201-5970610	E-audio/Audio	Inv # 99731864	22.49			
201-5970610	E-audio/Audio	Inv # 99731866	9.99			
201-5970630	Visual Materials	Inv # 99731867	364.14			
201-5970610	E-audio/Audio	Inv # 99764141	74.99			
201-5970630	Visual Materials	Inv # 99764143	312.38			
201-5970610	E-audio/Audio	Inv # 99764140	199.97			
201-5970610	E-audio/Audio	Inv # 99731863	615.90			
201-5960990	Misc. Contractual Services	Inv # 99828845	104.70			
201-5970610	E-audio/Audio	Inv # 99828845	329.58			
201-5960990	Misc. Contractual Services	Inv # 99828842	451.80			
201-5970630	Visual Materials	Inv # 99828842	1,775.48			
201-5960990	Misc. Contractual Services	Inv # 99828844	9.25			
201-5970610	E-audio/Audio	Inv # 99828844	181.95			
201-5960990	Misc. Contractual Services	Inv # 99828843	91.60			
201-5970630	Visual Materials	Inv # 99828843	557.33			
201-5970630	Visual Materials	Inv # 99777719	14.99			
201-5960990	Misc. Contractual Services	Inv # 99779723	42.55			
201-5970610	E-audio/Audio	Inv # 99779723	1,019.77			
201-5970630	Visual Materials	Inv # 99777717	113.73			
201-5960990	Misc. Contractual Services	Inv # 99779726	50.50			
201-5970630	Visual Materials	Inv # 99779726	342.37			
201-5970630	Visual Materials	Inv # 99803994	23.99			
201-5970610	E-audio/Audio	Inv # 99803992	59.98			
201-5960990	Misc. Contractual Services	Inv # 99764310	25.90			
201-5970610	E-audio/Audio	Inv # 99764310	438.86			
201-5960990	Misc. Contractual Services	Inv # 99763968	107.55			
201-5970630	Visual Materials	Inv # 99763968	645.19			
201-5960990	Misc. Contractual Services	Inv # 99763969	779.30			
201-5970630	Visual Materials	Inv # 99763969	3,286.73			
201-5960990	Misc. Contractual Services	Inv # 99799951	34.90			
201-5970610	E-audio/Audio	Inv # 99799951	108.21			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

December 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 99799955	211.10			
201-5970630	Visual Materials	Inv # 99799955	1,067.94			
201-5960990	Misc. Contractual Services	Inv # 99799956	72.95			
201-5970630	Visual Materials	Inv # 99799956	324.56			
201-5970610	E-audio/Audio	Inv # 99805319	747.89			
201-5960990	Misc. Contractual Services	Inv # 99799954	5.55			
201-5970610	E-audio/Audio	Inv # 99799954	124.97			
201-5960990	Misc. Contractual Services	Inv # 99799953	960.45			
201-5970630	Visual Materials	Inv # 99799953	3,415.53			
BRAINFUSE INCORPORATED				18499	01/21/21	<u>4,050.00</u>
201-5970640	Databases	Inv # 2009373	4,050.00			
CARASOFT TECHNOLOGY CORPORATION				18500	01/21/21	<u>13,125.00</u>
201-5970640	Databases	Inv # 23370133INVR	13,125.00			
CRYSTAL MAINTENANCE SERVICES CORP				18501	01/21/21	<u>3,890.00</u>
201-5930320	Cleaning/Custodial Services	Inv # 27236	3,890.00			
GORDAN C. JAMES				18502	01/21/21	<u>1,500.00</u>
201-5899920	Expended Donations	Author Visit	1,200.00			
201-5960210	Special Event Programming	Author Visit	300.00			
LIBRARIESFIRST				18503	01/21/21	<u>500.00</u>
201-5920220	Membership Dues	Inv # 7695	500.00			
LIMRICC				18504	01/21/21	<u>45,493.96</u>
201-2401002	Payroll Liabilities	January 2021	45,493.96			
LYNGSOE SYSTEMS, INC				18505	01/21/21	<u>2,500.00</u>
201-5930010	R&M Equipment	Prorated Contract: January 2021	2,500.00			
MANGO LANGUAGES				18506	01/21/21	<u>3,924.71</u>
201-5970640	Databases	Inv # INV007761	3,924.71			
MLD WRITES				18507	01/21/21	<u>400.00</u>
201-5960210	Special Event Programming	Ida B. Wells: Her Life and Legacy	400.00			
MORNINGSTAR INCORPORATED				18508	01/21/21	<u>6,796.00</u>
201-5970640	Databases	Subscription ID: 35739352	6,796.00			
NATIONAL ASSOCIATION OF PARLIAMENTARIANS				18509	01/21/21	<u>104.00</u>
201-5920220	Membership Dues	Customer # 188110	104.00			
OAKBROOK MECHANICAL SERVICES				18510	01/21/21	<u>2,954.17</u>
201-5930020	R&M Buildings & Structures	Inv # 24021	2,954.17			
OUTSOURCE SOLUTIONS GROUP, INC.				18511	01/21/21	<u>34,028.51</u>
201-5920110	Professional Services	Inv # 57144	33,420.30			
201-5960990	Misc. Contractual Services	Inv # 57237	350.00			
201-5980420	Computer Software	Inv # 57242	258.21			
PROQUEST LLC				18512	01/21/21	<u>5,755.60</u>
201-5970640	Databases	Inv # 70659868	1,762.00			
201-5970620	E-Subscriptions/Subscriptions	Inv # 70654596	3,993.60			

**Des Plaines Public Library
Vendor Checks Report**

First Midwest Operating
December 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
SCHOLASTIC INC				18513	01/21/21	<u>8,773.00</u>
201-5970640	Databases	Inv # 26698520	2,977.00			
201-5970640	Databases	Inv # 25794862	5,796.00			
TIAA COMMERCIAL FINANCE				18514	01/21/21	<u>657.91</u>
201-5930210	Rental of Equipment	Inv # 7789539	657.91			
					Check List Total	<u><u>228,443.26</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

December 1, 2020 - December 31, 2020

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51162	12/31/20	IMRF	48,841.96
51163	12/31/20	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	251.00
51164	12/31/20	NEOFUNDS BY NEOPOST	1,000.00
51165	12/31/20	NICOR GAS	1,187.28
51166	12/31/20	COMCAST CABLE	2,827.16
51167	12/31/20	VERIZON WIRELESS	1,358.09
51168	12/31/20	BANKCARD SERVICES	15,218.05
		Vendor Check Total	<u>70,683.54</u>
		Check List Total	<u><u>70,683.54</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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)

Des Plaines Public Library
 Disbursement Reconciliation
 December 31, 2020

Total Expenses per Expense Report			<u><u>\$481,551.81</u></u>
Gross Payroll	325,109.42		
Benefits Expense	<u>42,756.74</u>		
Total Payroll Expenses		367,866.16	
Check List		299,807.34	
Total Transfers and expenses per payroll and vendor checks reports			<u>667,673.50</u>
		Variance	<u>186,121.69</u>
Less: (disbursements included above)			
IMRF		(48,841.96)	
LIMRICC		(45,493.96)	
Accounts Payable		(92,831.02)	
PR Fee		1,045.25	
			(186,121.69)
		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			



Dear Santa,
I Love you because you give presents to people. If sometime people are bad, they get coal. I would like Barbie set and Don't Cry Baby. Any other toys will do.

Your friend,
Kristyn Andersen

Dear Santa Claus,
I would like to have Talking cookie Monster and woodstock, Snoopy Dog, Linnis Doll, Charle Brown Doll, Hungry Harry game, Super Herus game, Snoopy, house with woodstock.
I was a good boy

Love,
David Cummings
1858 Oakton Street

Dear Santa
How are your r

Dear Santa,
How do your el
How does Rudol
Shine?

Love
Angelique Santora

Dear Santa,
I love Santa Claus. I Love St. Stephen School.

Love
Chank Santak

DES PLAINES MEMORY
December 2020

Claus,
atron and a model
you. I have been a
1 year. My sister
watch and a Barbie
has been a good girl

Love,
Santa I like you very much. We would like you to come to our house for cookies and milk. You can leave me my presents for Christmas. I believe in you

Your friend,
Tina Berry



ADULT PROGRAMS



ZELDA FITZGERALD

THIS SIDE OF PARADISE

THURSDAY, DECEMBER 17
7 PM

Storyteller Lynn Rymarz presents a dramatic portrayal of Zelda Fitzgerald, the "first American Flapper."

DES PLAINES PUBLIC LIBRARY

PETRA SINGS ANDY SWINGS

Sunday, Dec 27
2 p.m.

Enjoy jazz standards by Cole Porter, Jerome Kern, Irving Berlin & more with jazz duo, Petra van Nuis & Andy Brown.

Live Virtual Event!
PLEASE REGISTER

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.

DEC. 1 7 PM
157 MINUTES
PG-13

A Man Called Ove
A grumpy widower who spends his days enforcing black construction rules and making his white grove, has finally grown up on the job as an unlikely friendship develops with his business neighbor.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

Grab and Go Craft

Stop by the library between December 7 - 18 to pick up your craft kit.

Enjoy a Craft at Home. Use small amount of fabric on and completed to make beautiful Christmas holiday decorations. Registration required. See web for details.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

virtual CURIOSITY CAFE

THURSDAY, DECEMBER 10
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk, and participate in a discussion on the topic.

Pierre Thiam:
A forgotten ancient grain that could help Africa prosper

LEARN MORE AT [DPPL.ORG](https://www.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.

DEC. 15 7 PM
113 MINUTES
PG

Tommy's Honour
A historical drama depicting the rise and career of, and the complex relationship between, the pioneering Scottish golfing champion, and his son. Powerfully scoring tale of the wealthy founder of the game of golf.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

KIDS PROGRAMS

Family craft fun!



virtual craft afternoons

LET'S GET COZY WITH NO-SEW PILLOWS

NEW KIT!

WINTER SOLSTICE IS HERE



ROCKY'S KITS FOR KIDS

WHILE SUPPLIES LAST! PICK UP YOUR KIT AT THE 1ST FLOOR CARRY-OUT SERVICE DESK STARTING SATURDAY DECEMBER 19TH. BEST FOR AGES 5+.

We do! Join our virtual party! Yay!

ELEPHANT AND PIGGIE

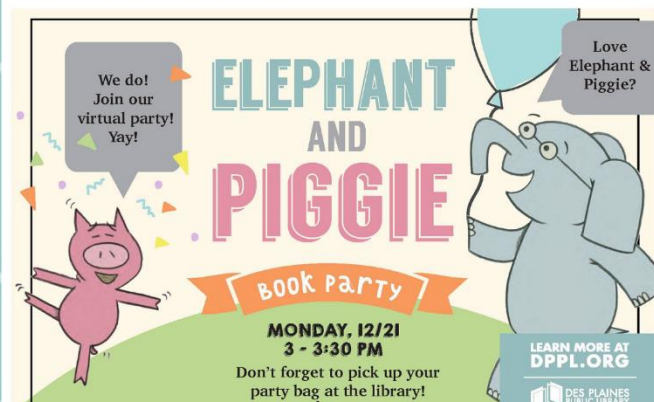
Love Elephant & Piggie?

BOOK PARTY

MONDAY, 12/21
3 - 3:30 PM

Don't forget to pick up your party bag at the library!

LEARN MORE AT DPPL.ORG



DES PLAINES PUBLIC LIBRARY



NEW YEAR'S EVE

★ AT HOME KITS ★


Come to the library to pick up New Year's Eve party fun!
One bag per child, while supplies last.

Starting December 26th

DES PLAINES PUBLIC LIBRARY


NEW ON THE BLOG

In 2020, We Kept Families Crafting, Reading, Moving, and Learning!



NEW ON THE BLOG

Keeping 'em Happy 2: Winter Break Edition



TEEN PROGRAMS



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

School Relaxation Kit

SCHOOL CAN BE STRESSFUL!

Take some time to relax with our end of semester relaxation kit

For Teens in Grades 7-12. One kit per teen. Registration required.

DES PLAINES PUBLIC LIBRARY



Need help with schoolwork?

Chat with a tutor @dppl.org



let's play GAMES ONLINE

JACKBOX PARTY PACK 3 • SCATTERGORIES • 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

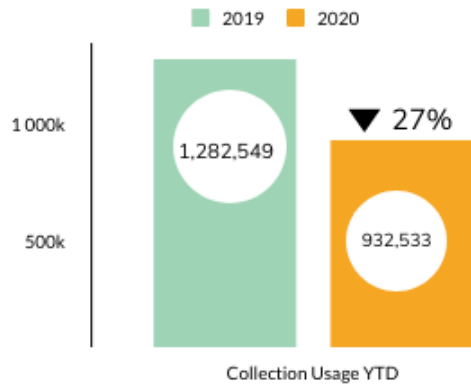
DES PLAINES PUBLIC LIBRARY



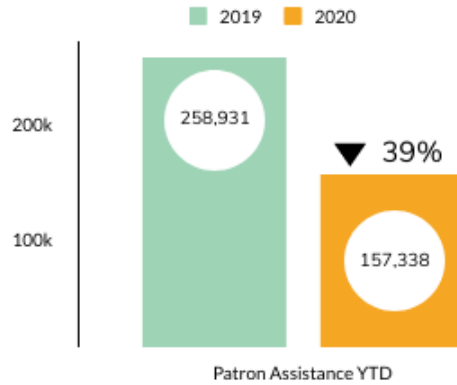
STATISTICS REPORT

December 2020

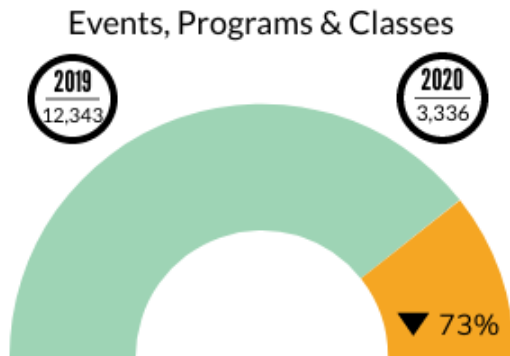
Collection Usage YTD



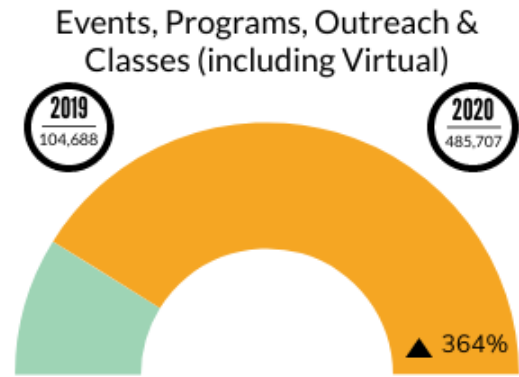
Patron Assistance YTD



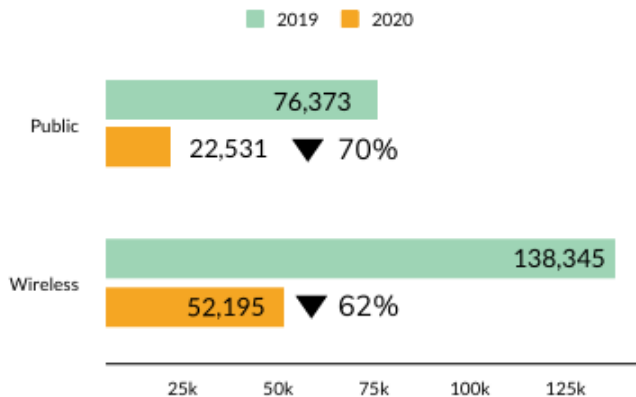
Bookings YTD



Attendance YTD

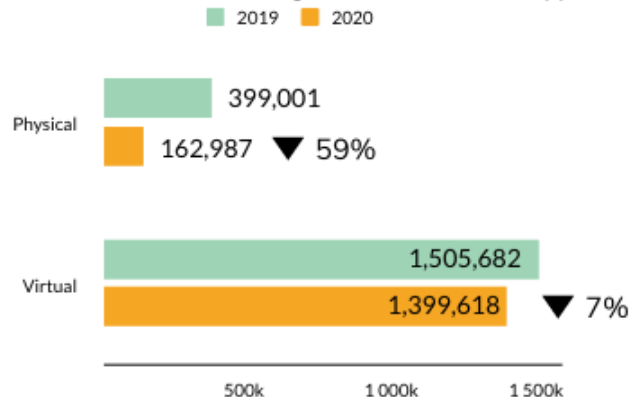


Computer Usage YTD



Traffic YTD

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

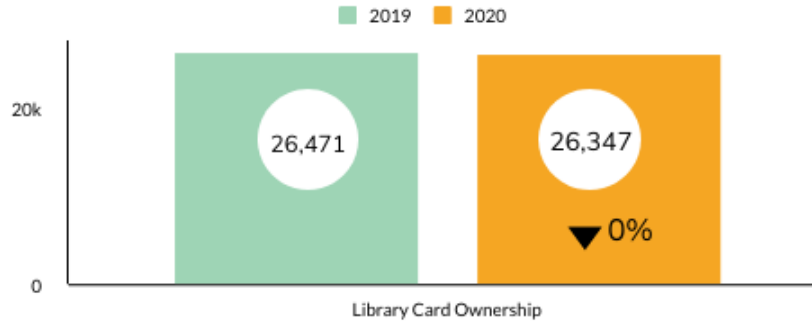




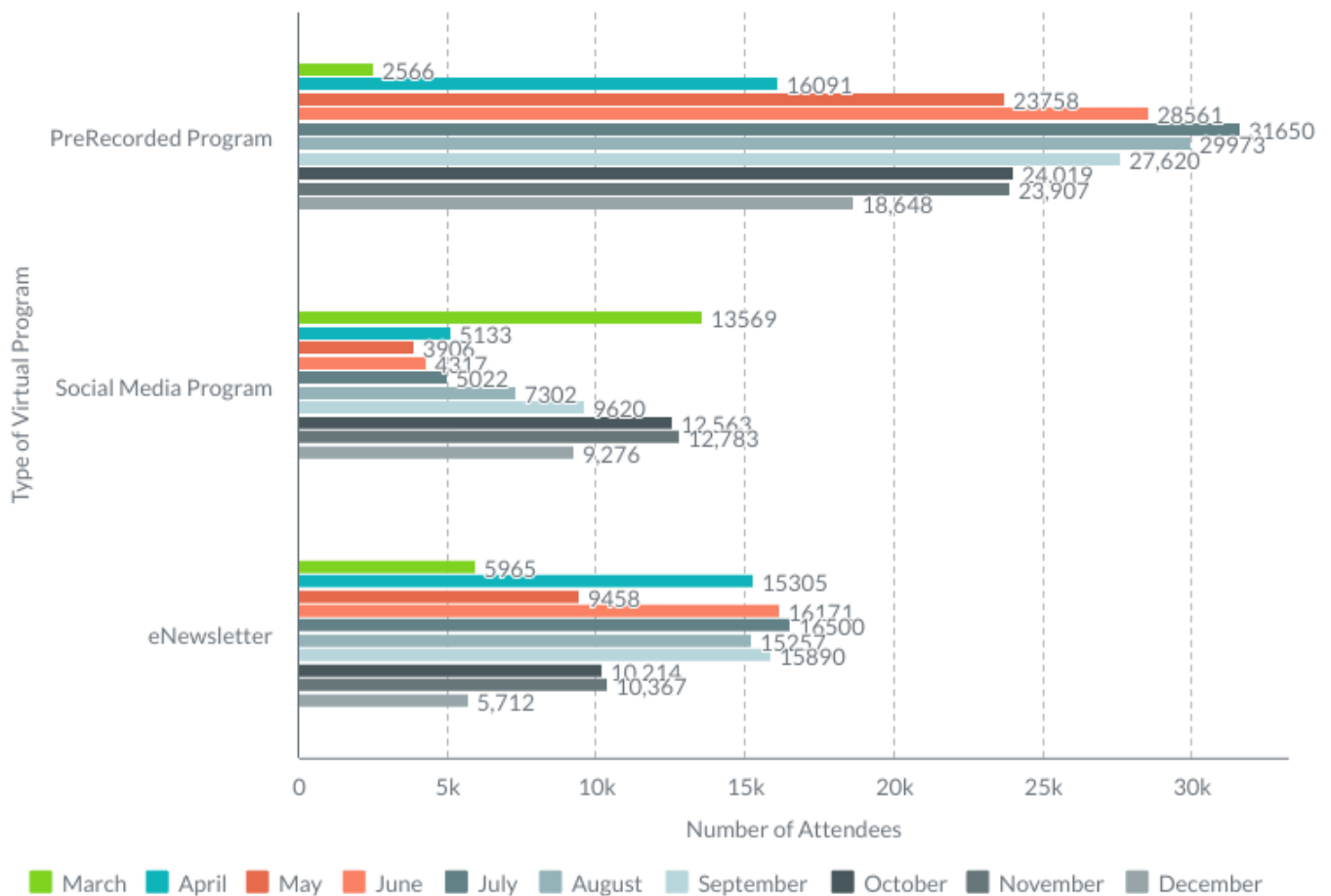
STATISTICS REPORT

December 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

DECEMBER 2020

COLLECTION USAGE			
		Year to Date 2020	932,533
		Year to Date 2019	1,282,549
		% Change	-27%
PATRON ASSISTANCE			
		Year to Date 2020	157,338
		Year to Date 2019	258,931
		% Change	-39%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2020	3,336
		Year to Date 2019	12,343
		% Change	-73%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2020	485,707
		Year to Date 2019	104,688
		% Change	364%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2020	162,987
		Year to Date 2019	399,001
		% Change	-59%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2020	1,399,618
		Year to Date 2019	1,505,682
		% Change	-7%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2020	26,347
		Current month valid library cards 2019	26,471
		% Change	0%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2020	22,531
		Year to Date 2019	76,373
		% Change	-70%
		Wireless	
		Year to Date 2020	52,195
		Year to Date 2019	138,345
		% Change	-62%

STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	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	34,991	505,260
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	15,879	14,433	15,131	15,560	15,876	175,093
	ILL	549	598	333	5	2	24	489	640	747	753	637	664	5,441
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	21,445	18,816	19,246	20,442	22,492	246,739
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	91,419	88,439	95,728	89,134	74,023	932,533
	Physical materials	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
PATRON ASSISTANCE														
	Youth Services	2,466	2,130	946	13	11	347	795	1,288	1,132	1,583	1,108	451	12,270
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	5,963	6,297	7,042	5,186	3,957	60,637
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	7,481	7,296	9,506	8,591	10,985	84,431
	Security	0	0	0	0	0	0	0	0	0	0	416	339	755
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	14,725	18,131	15,301	15,732	157,338
	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	10,796	11,162	10,732	14,756	12,265	8,285	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS														
	Youth Services	82	93	22	11	0	0	0	0	0	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	0	0	0	0	0	315
	Virtual Services-Youth Services (5) and Adult Services (29)	0	0	0	0	39	55	51	42	62	53	50	34	386
	Outside groups	15	26	16	0	0	0	0	0	0	19	2	0	78
	Public study rooms	779	800	770	0	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	34	3,336
	Youth & Adult Services	134	164	191	189	132	368	367	70	118	208	184	154	2,279
	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE														
	Youth Services	913	1,070	211	0	0	0	161	390	251	622	2,262	278	6,158
	Adult Services	6,793	6,804	1,521	0	0	0	186	205	192	265	274	428	16,668
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	52,532	53,130	46,796	47,057	33,636	431,769
	Outside groups	321	235	2,870	0	0	0	0	0	0	8,789	1,148	0	13,363
	Public study rooms	1,459	1,664	1,472	0	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	740	11,833
	Outreach-Adult Services	586	283	0	0	0	87	57	53	41	43	47	124	1,321
2020	Total	10,914	13,127	29,881	36,914	38,806	49,759	53,907	53,626	54,526	57,615	51,426	35,206	485,707
	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	7,809	43,103
	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
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	2,498	162,987
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
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	102,654	1,399,618
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
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	26,347	26,347
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

COMPUTER USAGE														
	Public computers-Youth Services	916	926	378	0	0	0	0	0	0	0	0	20	2,240
	Public computers Adult	5,036	5,315	2,901	0	0	88	874	1,520	1,388	1,646	1,092	431	20,291
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	1,388	1,646	1,092	451	22,531
	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
2020	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	3,510	3,441	52,195
	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	3,510	3,441	52,195
	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
2019	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

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DES PLAINES

CHAMBER OF COMMERCE & INDUSTRY



1400 E. Touhy Ave. Suite 145 · Des Plaines, IL 60018 ·
Telephone 847-824-4200 · Fax 847-824-7932

January 11, 2021

During February 2021, the Des Plaines Chamber of Commerce & Industry's Board of Directors *challenges* you to participate in the annual "FOOD FIGHT" benefiting the Self-Help Closet & Pantry of Des Plaines (SHC&P of DP).

We ask your Business, Club or Condominium Board to encourage your staff/members/neighbors to bring non-perishable food and other needed items to your place of business *throughout* February. Please refer to the Pantry Website www.selfhelppantry.org for a complete list of needed items.

This year the Pantry will also be accepting monetary donations. The monetary donations would be counted at face value while the food donations would equate to \$1.00 for each pound of food for the "Food Fight" Challenge.

The "Food Fight" will begin on February 1 and end on March 1, 2021. The organization that collects the most food or monetary donations will be presented with a certificate and acknowledged in the Chamber & Pantry Newsletter. The Kiwanis Club of Des Plaines won last year. Over 5,974 pounds of food was collected in total with the participation of 10 organizations. The biggest winner, of course, will be the SHC&P of DP and their clients.

Each business or organization must contact the Food Pantry and make an appointment to schedule your time of delivery. Also, participating organizations must register with the Chamber by replying to this email or by completing and returning the form below.

Monetary donations can be made either by check or through the Pantry's PayPal Account, which is accessible through their Website www.selfhelppantry.org. *If paying through PayPal, you must note that your donation is for the Food Fight and give the name of your participating organization.*

Please complete the information below, and return to the Chamber Office, 1400 E. Touhy Avenue, Suite 145, Des Plaines 60018 or fax to 847-824-7932. The Chamber will provide the Food Pantry with a list of participating businesses and organizations. For details contact the Des Plaines Chamber of Commerce & Industry at 847-824-4200 or Debra Walusiak, Exec. Director of the SHC&P at 847-337-1443.

Thank you!

Andrea Friedman
Program Director

2021 February "FOOD FIGHT" Challenge

YES! Our organization will participate in the February 2021 "Food Fight" Challenge.

Organization Name _____

Contact Name _____

Address _____

Phone _____

RETURN to Des Plaines Chamber, 1400 E. Touhy, Ste. 145, Des Plaines 60018 or fax to 847-824-7932 by February 1, 2020. Questions – 847-824-4200

Des Plaines Chamber of Commerce FOOD FIGHT

February 1 – 28, 2021

Here's what the Pantry needs (or go to their website <https://sites.google.com/view/closet-pantry-of-des-plaines/donations?authuser=0>)

Donation Needs as of JANUARY 9, 2021

We are only accepting donations of non-perishable food items, fresh produce, personal and paper products due to the coronavirus pandemic. The following items in **BOLD TYPE** are in very short supply:

- **Canned chicken**
- **Cans of baked beans (16 oz cans)**
- Canned corn
- **Spaghetti sauce**
- Peanut butter
- **Boxed sides (mashed potatoes, stuffing, etc))**
- **Jell-O or Instant pudding**
- **Old-fashioned oatmeal**
- **Laundry detergent and dish soap**
- **Ramen**
- **Cat food**
- **Dog food**
- **Condensed soup (Campbell's, etc.)**
- **Canned ready-to-serve soup (Progresso, Campbell's Chunky, etc.)**
- **Meal shakes for people with diabetes (Glucerna or generic)**
- Pancake or biscuit mix
- Salt, pepper
- Canned frosting (for birthday bags for children)
- Postage stamps

Fresh Produce - any

- apples
- oranges
- bananas
- potatoes
- onions
- squash

- lettuce
- tomatoes
- herbs
- home-grown vegetables in the summer

Paper Items and Toiletries

- toilet paper
- full-size toothpaste
- toothbrushes
- **laundry detergent**
- **WINTER GLOVES - all sizes**
- postage stamps



SUPPLEMENTAL NOTICE

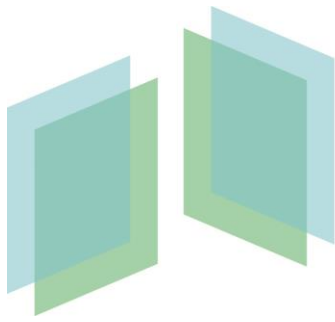
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on February 18, 2021 at 5:00 pm will proceed by electronic remote participation.

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, February 17 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, February 18 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, FEBRUARY 18, 2021

5:00 PM

By Electronic Remote

Agenda:

- **Review and Approve Proposal for the Removal and Installation of an Automated Materials Handling System and Related Equipment**
- **Approve Illinois Public Library Annual Report**

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

February 18, 2021

5:00 PM

- I. Call to Order. (5:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. Consent Agenda. [Action Item] (5:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – January 21, 2021.
 - B. Approval of the Minutes of the Management Committee Meeting – January 21, 2021.
 - C. Acceptance of Financial Reports for January 2021.
 - D. Acceptance of Reports.
 1. January 2021 Statistics Report
 2. Director’s Report on Strategic Goals

- VII. New Business. (5:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$240,593.45. [Action Item]
 - B. Review and Approve Proposal for the Removal and Installation of an Automated Materials Handling System and Related Equipment. [Action Item]
 - C. Review and Approve Changes to Policy C – General Regulations, C-1, Registration Eligibility. [Action Item]
 - D. Review Serving Our Public 4.0 Standards For Illinois Public Libraries – Trustee Requirement for Per Capita Grant Application. [Action Item]
 - E. Review and Approve Per Capita Grant Application. [Action Item]
 - F. Review and Approve Illinois Public Library Annual Report. [Action Item]

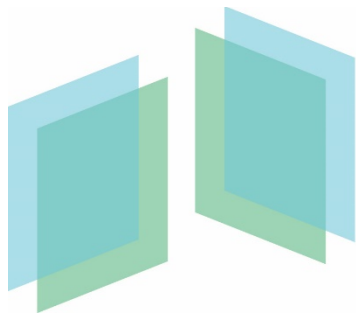
- VIII. Announcements. (5:45 p.m.)

- IX. Correspondence.

- X. Other.

- XI. Adjournment. (6:00 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
January 21, 2021

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, January 21, 2021. 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, Roberta Johnson, Heather Imhoff.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Vincent Rangel, seconded by Mindy Capper, 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.

No public comments or questions.

VI. CONSENT AGENDA.

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

VII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$299,126.80. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$299,126.80 as listed on the vendor checks report of December 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. Report Out Management Committee Meeting, January 21, 2021 – Denise Hudec. [Action Item]

Chair Denise Hudec reported that the Management Committee met to discuss to changes to the following:

Job Descriptions

Acquisitions and Cataloging Manager
Building and Security Manager
Head of Patron Accounts Services
Material Services Manager

Personnel Policy

Drug-Free Workplace Policy, including the Legalization of Cannabis in Illinois, in the Personnel Policy

Investment Policy

Chair Denise Hudec also reported that materials (job descriptions, personnel policy and investment policy) sent to the Management Committee were also mailed to all board members for their review.

MOTION by Committee to approve changes to Job Descriptions, Personnel Policy and Investment Policy, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

- A. Filing Statement of Economic Interest begins March 2021.

Secretary Carol Kidd reminded the board that they will receive an email from Secretary of State to file their Statement of Economic Interest beginning March 1, 2021.

- B. February 18, 2021 Board of Trustee Meeting – 5:00 p.m.

Secretary Carol Kidd stated that the February Board Meeting will meet at 5:00 p.m.

- C. Semi-Annual Board Dinner, February 18, 2021.

The board consensus was to use Zoom for the board dinner after the board meeting.

- D. Des Plaines Chamber of Commerce “FOOD FIGHT”.

Library Director Jo Bonell asked the board to participate in the Chamber Food Fight by bringing donations to the library.

- E. Per Capita Grant Requirements – Review *Serving Our Public 4.0 Standards For Illinois Public Libraries*.

Library Director Jo Bonell reminded the board that they would be reviewing *Serving Our Public 4.0 Standards For Illinois Public Libraries* at the February 18 board meeting.

IX. CORRESPONDENCE.

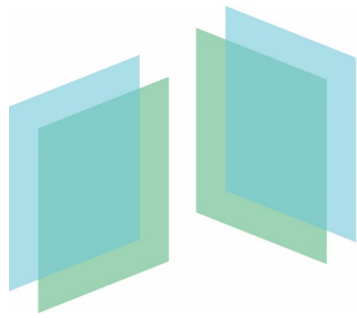
X. OTHER.

XI. ADJOURNMENT.

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

Meeting adjourned at 7:36 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Management Committee
January 21, 2021

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 Thursday, January 21, 2021. Chair Denise Hudec called the meeting to order at 5:30 p.m.

II. ROLL CALL.

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

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

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Gregory Sarlo, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

IV. Public Comments and Questions.

None.

V. REVIEW JOB DESCRIPTIONS. [Action Item]

Library Director Jo Bonell asked the committee to approve changes to the following job descriptions:

Acquisitions and Cataloging Manager
Building and Security Manager
Head of Patron Accounts Services
Material Services Manager

MOTION by Gregory Sarlo, seconded by Kristen Graack, to approve the following job descriptions with changes:

Acquisitions and Cataloging Manager
Building and Security Manager
Head of Patron Accounts Services
Material Services Manager

ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VI. REVIEW AND APPROVE PERSONNEL POLICY. [Action Item]

Library Director Jo Bonell asked the committee to review the Drug-Free Workplace Policy which includes the legalization of cannabis in Illinois.

MOTION by Kristen Graack, seconded by Gregory Sarlo to approve the changes to the Personnel Policy, which includes the legalization of cannabis in Illinois. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VII. REVIEW AND APPROVE INVESTMENT POLICY. [Action Item]

Library Director Jo Bonell asked the committee to review slight changes to the Investment Policy. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ADJOURNMENT.

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

Meeting adjourned at 5:57 p.m.

Minutes prepared by Carol Kidd.



February 11, 2021

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, 2021 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the One Month then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
January 31, 2021

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of January 31, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 1,906,680.74	\$ 2,062,036.27	\$ 3,968,717.01
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 7,983,168.46	\$ 2,062,036.27	\$ 10,045,204.73
LIABILITIES			
Accounts Payable	\$ 160,199.40	\$ -	\$ 160,199.40
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	499,890.37	-	499,890.37
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,569,390.37	-	6,569,390.37
FUND BALANCE			
Fund Balance - Unreserved	1,379,027.29	2,062,036.27	3,441,063.56
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	1,413,778.09	2,062,036.27	3,475,814.36
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 7,983,168.46	\$ 2,062,036.27	\$ 10,045,204.73

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2021

	General Fund	Capital Improvements Fund	Total
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Fines & Fees	601.61	-	601.61
Interest	181.94	102.69	284.63
Miscellaneous	1,402.65	-	1,402.65
	<u>2,186.20</u>	<u>102.69</u>	<u>2,288.89</u>
Total Revenues			
EXPENDITURES			
Personnel	\$ 222,435.28	\$ -	\$ 222,435.28
Operating	268,173.68	-	268,173.68
Library Materails	119,581.28	-	119,581.28
Capital Outlay	7,485.06	-	7,485.06
Other Expenditures	493.65	-	493.65
	<u>619,368.95</u>	<u>-</u>	<u>619,368.95</u>
Total Expenditures			
Net Change in Fund Balances	<u>(617,182.75)</u>	<u>102.69</u>	<u>(617,080.06)</u>
FUND BALANCES			
Beginning of the year	<u>2,030,960.84</u>	<u>2,061,933.58</u>	<u>4,092,894.42</u>
End of the period	<u>\$ 1,413,778.09</u>	<u>\$ 2,062,036.27</u>	<u>\$ 3,475,814.36</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of January 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	145,580.15
202-1102015 - First Midwest Operating #8100292260	<u>121,748.58</u>
	<u>267,328.73</u>
201-1102028 - Cash Library Donations	<u>213,845.70</u>
201-1102079 - IL Funds - 151600222591	1,546,754.89
202-1102079 - IL Funds - 151600222591	<u>1,940,287.69</u>
	<u>3,487,042.58</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>3,968,717.01</u></u>

Des Plaines Public Library
Balance Sheet as of January 31, 2021

	<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	(128,221.33)	273,801.48	145,580.15
1102028 - Cash Library Donations	213,688.91	156.79	213,845.70
1102079 - IL Funds - 151600222591	2,346,587.58	(799,832.69)	1,546,754.89
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	50,154.48	(50,154.48)	0.00
	8,559,197.36	(576,028.90)	7,983,168.46
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	119,045.55	41,153.85	160,199.40
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,528,236.52	41,153.85	6,569,390.37
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,996,210.04	0.00	1,996,210.04
	2,030,960.84	0.00	2,030,960.84
 Total Liabilities and Fund Balance	 8,559,197.36	 41,153.85	 8,600,351.21
 Excess Revenues Over Expenses	 0.00	 (617,182.75)	 (617,182.75)

Des Plaines Public Library
Balance Sheet as of January 31, 2021

	<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	621,748.58	(500,000.00)	121,748.58
1102079 - IL Funds - 151600222591	1,440,185.00	500,102.69	1,940,287.69
	<u>2,061,933.58</u>	<u>102.69</u>	<u>2,062,036.27</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,061,933.58</u>	<u>0.00</u>	<u>2,061,933.58</u>
Total Liabilities and Fund Balance	<u>2,061,933.58</u>	<u>0.00</u>	<u>2,061,933.58</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>102.69</u>	<u>102.69</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
	<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	<u>202,147.19</u>	<u>0.00</u>	<u>202,147.19</u>
	<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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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>

Des Plaines Public Library
Balance Sheet as of January 31, 2021

	<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 1 Month Ended January 31, 2021**

_____ 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>0.00</u>	<u>6,100,000.00</u>	<u>6,100,000.00</u>	<u>0.00</u>
	<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	<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	414.11	414.11	9,000.00	8,585.89	4.60
201-4850201 - Copying Fees	187.50	187.50	12,500.00	12,312.50	1.50
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>601.61</u>	<u>601.61</u>	<u>24,000.00</u>	<u>23,398.39</u>	<u>2.51</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>181.94</u>	<u>181.94</u>	<u>28,000.00</u>	<u>27,818.06</u>	<u>0.65</u>
	<u>181.94</u>	<u>181.94</u>	<u>28,000.00</u>	<u>27,818.06</u>	<u>0.65</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	812.00	812.00	50,000.00	49,188.00	1.62
201-4899910 - Vending Machine Revenue	14.00	14.00	500.00	486.00	2.80
201-4899920 - Library Donations	150.00	150.00	5,000.00	4,850.00	3.00
201-4899940 - Friends Book Sale	<u>426.65</u>	<u>426.65</u>	<u>0.00</u>	<u>(426.65)</u>	<u>0.00</u>
	<u>1,402.65</u>	<u>1,402.65</u>	<u>55,500.00</u>	<u>54,097.35</u>	<u>2.53</u>
Total Library Fund	<u><u>2,186.20</u></u>	<u><u>2,186.20</u></u>	<u><u>6,386,488.00</u></u>	<u><u>6,384,301.80</u></u>	<u><u>0.03</u></u>

Des Plaines Public Library
 Revenue Report
 For the 1 Month Ended January 31, 2021

	<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>102.69</u>	<u>102.69</u>	<u>17,000.00</u>	<u>16,897.31</u>	<u>0.60</u>
	<u>102.69</u>	<u>102.69</u>	<u>17,000.00</u>	<u>16,897.31</u>	<u>0.60</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>102.69</u>	<u>102.69</u>	<u>517,000.00</u>	<u>516,897.31</u>	<u>0.02</u>
Total of All Funds	<u>2,288.89</u>	<u>2,288.89</u>	<u>6,903,488.00</u>	<u>6,901,199.11</u>	<u>0.03</u>

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2021**

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	178,294.14	178,294.14	2,483,313.00	2,305,018.86	7.18
5910200 - Part-time Salaries	<u>44,141.14</u>	<u>44,141.14</u>	<u>830,211.00</u>	<u>786,069.86</u>	<u>5.32</u>
	<u>222,435.28</u>	<u>222,435.28</u>	<u>3,313,524.00</u>	<u>3,091,088.72</u>	<u>6.71</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	16,383.32	16,383.32	240,329.00	223,945.68	6.82
5918021 - Employer Contribution - IMRF	22,412.44	22,412.44	290,885.00	268,472.56	7.70
5918040 - Life Insurance Premiums	124.16	124.16	1,886.00	1,761.84	6.58
5918050 - PPO Insurance Premiums	56,915.02	56,915.02	410,610.00	353,694.98	13.86
5918051 - HMO Insurance Premiums	24,447.79	24,447.79	208,034.00	183,586.21	11.75
5918055 - Dental Insurance Premiums	1,329.88	1,329.88	20,000.00	18,670.12	6.65
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>14,000.00</u>	<u>14,000.00</u>	<u>0.00</u>
	<u>121,612.61</u>	<u>121,612.61</u>	<u>1,200,744.00</u>	<u>1,079,131.39</u>	<u>10.13</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	30,000.00	30,000.00	0.00
5920110 - Professional Services	68,700.85	68,700.85	464,296.00	395,595.15	14.80
5920120 - Communication Services	4,204.75	4,204.75	19,100.00	14,895.25	22.01
5920140 - Integrated Library System	22,001.70	22,001.70	88,010.00	66,008.30	25.00
5920202 - Conferences	304.44	304.44	5,000.00	4,695.56	6.09
5920204 - Training	300.00	300.00	750.00	450.00	40.00
5920210 - Marketing	6,990.04	6,990.04	51,000.00	44,009.96	13.71
5920220 - Membership Dues	2,336.09	2,336.09	6,400.00	4,063.91	36.50
5920990 - Property/Liability Insurance	4,996.58	4,996.58	57,000.00	52,003.42	8.77
5930010 - R&M Equipment	7,742.42	7,742.42	58,635.00	50,892.58	13.20
5930020 - R&M Buildings & Structures	7,997.14	7,997.14	131,325.00	123,327.86	6.09
5930030 - R&M Vehicles	214.39	214.39	1,500.00	1,285.61	14.29
5930210 - Rental of Equipment	1,315.82	1,315.82	25,600.00	24,284.18	5.14
5930320 - Cleaning/Custodial Services	7,780.00	7,780.00	73,175.00	65,395.00	10.63
5930490 - Refuse Contract	360.00	360.00	7,000.00	6,640.00	5.14
5960040 - Pre-Employment Testing	0.00	0.00	3,000.00	3,000.00	0.00
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	7,226.15	7,226.15	51,500.00	44,273.85	14.03
5960990 - Misc. Contractual Services	<u>4,090.70</u>	<u>4,090.70</u>	<u>101,025.00</u>	<u>96,934.30</u>	<u>4.05</u>
	<u>146,561.07</u>	<u>146,561.07</u>	<u>1,175,116.00</u>	<u>1,028,554.93</u>	<u>12.47</u>
<u>Commodities</u>					
5970100 - Supplies	456.58	456.58	41,000.00	40,543.42	1.11
5970110 - Meals	0.00	0.00	1,500.00	1,500.00	0.00
5970115 - Supplies - Dept/Other	188.00	188.00	66,100.00	65,912.00	0.28
5970170 - Janitorial	0.00	0.00	18,600.00	18,600.00	0.00
5970260 - Postage & Parcel	1,112.39	1,112.39	6,000.00	4,887.61	18.54
5970500 - Water Bill	0.00	0.00	10,000.00	10,000.00	0.00

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2021**

	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	9,917.18	9,917.18	368,000.00	358,082.82	2.69
5970610 - E-audio/Audio	9,159.72	9,159.72	80,000.00	70,840.28	11.45
5970620 - E-Subscriptions/Subscriptions	8,462.43	8,462.43	68,430.00	59,967.57	12.37
5970630 - Visual Materials	3,659.46	3,659.46	167,000.00	163,340.54	2.19
5970640 - Databases	84,612.90	84,612.90	185,000.00	100,387.10	45.74
5970810 - Natural Gas	2,012.62	2,012.62	22,000.00	19,987.38	9.15
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>0.00</u>
	<u>119,581.28</u>	<u>119,581.28</u>	<u>1,039,830.00</u>	<u>920,248.72</u>	<u>11.50</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,310.00	6,310.00	0.00
5980410 - Computer Hardware	1,890.24	1,890.24	6,800.00	4,909.76	27.80
5980420 - Computer Software	5,594.82	5,594.82	44,495.00	38,900.18	12.57
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
	<u>7,485.06</u>	<u>7,485.06</u>	<u>60,305.00</u>	<u>52,819.94</u>	<u>12.41</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	67.00	67.00	73,000.00	72,933.00	0.09
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>426.65</u>	<u>426.65</u>	<u>0.00</u>	<u>(426.65)</u>	<u>0.00</u>
	<u>493.65</u>	<u>493.65</u>	<u>633,000.00</u>	<u>632,506.35</u>	<u>0.08</u>
Total Library Fund Expenditures	<u>619,368.95</u>	<u>619,368.95</u>	<u>7,422,519.00</u>	<u>6,803,150.05</u>	<u>8.34</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	36,500.00	36,500.00	0.00
5980400 - Equipment	0.00	0.00	157,420.00	157,420.00	0.00
5980410 - Computer Hardware	0.00	0.00	30,900.00	30,900.00	0.00
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>4,160.00</u>	<u>4,160.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>239,980.00</u>	<u>239,980.00</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>279,980.00</u>	<u>279,980.00</u>	<u>0.00</u>
Total of All Funds	<u>619,368.95</u>	<u>619,368.95</u>	<u>7,702,499.00</u>	<u>7,083,130.05</u>	<u>8.04</u>

DPPL Sorter Replacement, Proposal Summary for Board February 2021

	Vendor	Sorter Cost	Sorter Maint. Cost Year 2	10 RFID pads	Pads Maint. Cost Year 2	7 Self- checks	Self-Checks Maint. Cost Year 2	3 Security Gates	Gates Maint. Cost Year 2	Total 1st Year Project Cost for All Components	Total 2nd Year Service Agreements Cost	
1A	Lyngsoe (transparent gates)	\$143,675	\$11,905	Lyngsoe recommends purchasing these components from Envisionware (see below).						\$206,316	1st gate option	\$18,212
1B	Lyngsoe (ProLine gates - older model)									\$204,165	2nd gate option	\$17,948
2	Envisionware (transparent gates)	\$150,720	\$12,298	\$9,785	\$1,245	\$35,405	\$3,180	\$17,451	\$1,882	\$213,361	1st gate option \$18,605	
2B	Envisionware (ProLine gates - older model)							\$15,300	\$1,618	\$211,210	2nd gate option \$18,341	
3	Bibliotheca	\$166,618	\$14,459	\$7,690	\$1,090	\$36,664	\$7,491	\$22,515	\$3,596	\$233,487	\$26,636	
4	F E Technologies	\$173,235	\$19,581	\$7,500	\$560	\$39,215	\$2,960	\$19,739	\$1,424	\$239,689	\$24,525	

REGISTRATION ELIGIBILITY

Des Plaines Residents

Every person who lives within the city limits of Des Plaines is entitled to a library card ~~valid for three years.~~

Each applicant must sign an application form and the library card using his/her legal signature. Applications by patrons in eighth grade or below must be signed by a parent or guardian, who must show proof of identity and address.

Applicants in ninth grade or above must show photo identification and proof of residence in the city limits of Des Plaines.

All fines and fees of \$10.00 and over must be cleared by the patron before a card is issued or renewed.

Business Property Owners

A person who owns or leases taxable property in Des Plaines as an individual or partner, principal stockholder, or other joint owner, or is a senior administrative officer of a firm, business, or other corporation owning or leasing taxable property within the city, may be issued a library card, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property. (75ILCS 5/4-7)

School and Non-Profit Courtesy Cards

A courtesy card may be issued in the name of a school or non-profit organization located within the city limits of Des Plaines. The card will be issued to an organization representative, ~~for a period of one year.~~

Non-Residents

Persons who live in an area that does not support a public library through local taxes and are in the attendance area of the Des Plaines schools, may obtain a library card by paying annual fees at least equal to the cost paid by residents of Des Plaines. The fee is determined annually in July by the Des Plaines Library Board of Trustees, in accordance with Public Act 88-253 (75ILCS 5/4-7).

LIBRARY CARD RESPONSIBILITY

The card owner is responsible for all items checked out on that card until the card is reported as lost or stolen to the Des Plaines Public Library.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Revised and Approved 12/18/01
Revised and Approved 04/15/03
Reviewed and Approved 06/20/06
Revised and Approved 08/21/07
Reviewed and Approved 04/15/08
Revised and Approved 09/15/09
Revised and Approved 11/17/09
Revised and Approved 07/20/10
Revised and Approved 12/20/11
Reviewed and Approved 01/18/13
Reviewed and Approved 04/15/14
Revised and Approved 12/17/15
Revised and Approved 09/27/18

Board Stats Reporting Form

JANUARY 2021

COLLECTION USAGE			
		Year to Date 2021	70,222
		Year to Date 2020	114,893
		% Change	-39%
PATRON ASSISTANCE			
		Year to Date 2021	17,029
		Year to Date 2020	21,328
		% Change	-20%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2021	47
		Year to Date 2020	1,000
		% Change	-95%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2021	9,662
		Year to Date 2020	10,914
		% Change	-11%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2021	9,390
		Year to Date 2020	34,677
		% Change	-73%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2021	107,117
		Year to Date 2020	151,266
		% Change	-29%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2021	26,426
		Current month valid library cards 2020	26,359
		% Change	0%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2021	854
		Year to Date 2020	5,952
		% Change	-86%
		Wireless	
		Year to Date 2021	3,060
		Year to Date 2020	9,570
		% Change	-68%

STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
COLLECTION USAGE														
	Physical materials (Circ. General)	29,983												29,983
	E-materials	16,364												16,364
	ILL	5,553												5,553
	Databases	18,322												18,322
2021	Total	70,222	0	0	0	0	0	0	0	0	0	0	0	70,222
	Physical materials	82,594	80,353	43,414	63	177	7,884	34,793	53,455	54,443	60,598	52,495	34,991	505,260
	E-materials	11,367	10,857	13,184	16,102	17,125	14,667	14,912	15,879	14,433	15,131	15,560	15,876	175,093
	ILL	549	598	333	5	2	24	489	640	747	753	637	664	5,441
	Databases	20,383	16,378	20,744	23,829	23,296	19,637	20,031	21,445	18,816	19,246	20,442	22,492	246,739
2020	Total	114,893	108,186	77,675	39,999	40,600	42,212	70,225	91,419	88,439	95,728	89,134	74,023	932,533
PATRON ASSISTANCE														
	Youth Services	591												591
	Adult Services	4,231												4,231
	PAMS	11,956												11,956
	Security	251												251
2021	Total	17,029	0	0	0	0	0	0	0	0	0	0	0	17,029
	Youth Services	2,466	2,130	946	13	11	347	795	1,288	1,132	1,583	1,108	451	12,270
	Adult Services	9,051	9,505	6,077	33	29	2,579	4,918	5,963	6,297	7,042	5,186	3,957	60,637
	PAMS	9,811	9,549	5,742	402	124	6,987	7,957	7,481	7,296	9,506	8,591	10,985	84,431
	Security	0	0	0	0	0	0	0	0	0	0	416	339	755
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	14,725	18,131	14,885	15,393	158,093
EVENTS, PROGRAMS AND CLASSES-BOOKINGS														
	Youth Services	4												4
	Adult Services	33												33
	Virtual Services	10												10
	Outside groups	0												0
	Public study rooms	0												0
2021	Total	47	0	0	0	0	0	0	0	0	0	0	0	47
	Youth Services	82	93	22	11	0	0	0	0	0	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	0	0	0	0	0	315
	Virtual Services	0	0	0	0	39	55	51	42	62	53	50	34	386
	Outside groups	15	26	16	0	0	0	0	0	0	19	2	0	78
	Public study rooms	779	800	770	0	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	34	3,336
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE														
	Youth Services	220												220
	Adult Services	351												351
	Virtual Services	8,641												8,641
	Outside groups	0												0
	Public study rooms	0												0
	Outreach- Youth Services	376												376
	Outreach-Adult Services	74												74
2021	Total	9,662	0	0	0	0	0	0	0	0	0	0	0	9,662
	Youth Services	913	1,070	211	0	0	0	161	390	251	622	2,262	278	6,158
	Adult Services	6,793	6,804	1,521	0	0	0	186	205	192	265	274	428	16,668
	Virtual Services	0	0	22,100	36,544	37,753	49,049	53,172	52,532	53,130	46,796	47,057	33,636	431,769
	Outside groups	321	235	2,870	0	0	0	0	0	0	8,789	1,148	0	13,363
	Public study rooms	1,459	1,664	1,472	0	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	740	11,833
	Outreach-Adult Services	586	283	0	0	0	87	57	53	41	43	47	124	1,321
2020	Total	10,914	13,127	29,881	36,914	38,806	49,759	53,907	53,626	54,526	57,615	51,426	35,206	485,707

TRAFFIC														
2021	Physical Visits (gate count)	9,390												9,390
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	2,498	162,987
2021	Virtual visits (catalog, website, mobile app)	107,117												107,117
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	102,654	1,399,618
LIBRARY CARD OWNERSHIP-report the latest month														
2021	Number of valid library cards held by DPPL residents	26,426												26,426
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	26,347	26,347
COMPUTER USAGE														
	Public computers-Youth Services	0												0
	Public computers Adult	396												396
2021	Total	396	0	0	0	0	0	0	0	0	0	0	0	396
	Public computers-Youth Services	916	926	378	0	0	0	0	0	0	0	0	20	2,240
	Public computers-Adult	5,036	5,315	2,901	0	0	88	874	1,520	1,388	1,646	1,092	431	20,291
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	1,388	1,646	1,092	451	22,531
2021	Wireless	3,060												3,060
	Total	3,060	0	0	0	0	0	0	0	0	0	0	0	3,060
	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	3,510	3,441	52,195
2020	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	3,510	3,441	52,195



DIRECTOR'S REPORT

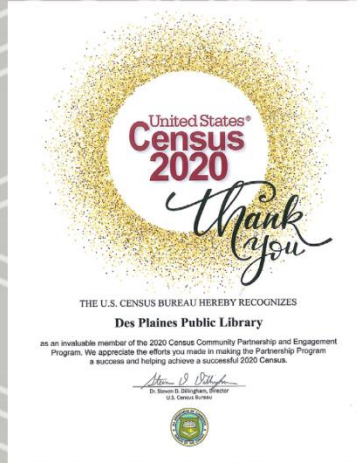
January 2021

Feb. 2021

Hear Library Staff,
 We would like you
 to know how grateful
 we are for all your
 energy & creativity in
 keeping the library so
 viable and helpful this
 past, very long year.
 The many and varied
 virtual programs,
 pamphlets, book reviews
 and videos have been
 informative, entertaining
 and cheerful.

You adapted and met
 the challenge admirably.
 Your work has added
 to the well being of
 this community.
 We look forward to
 roaming the shelves of
 your wonderful collection
 of materials again.

Most Sincerely,
 Joyce + Bob



Kind Words



From: [Redacted]
Sent: Tuesday, February 2, 2021 11:45 AM
To: Jo Bonell <JBonell@dpl.org>
Subject: Library is doing a great job during this difficult time

I wanted to express my thank you to the staff at the library. I feel that they go above and beyond in terms of dedication, helpfulness, and kindness.

Since Covid, I have been involved in the two book clubs and the Tuesday evening film discussions. Prior to covid, I attended the Thursday evening book discussions. The staff is truly dedicated to these programs and as a patron, I appreciate it. The group keeps growing each month and the programs are as good in zoom as they were in person. A special thanks to Joel for his book club leadership. He is the best!

Last week I needed to print and then fax a document. The library staff made it so easy for me. They guided me through the process and were extremely helpful.

I cannot thank the library and it's staff enough for all they have done for the community during this difficult time.

Susan

AT CATHOLIC CHARITIES



SUPPORTING D62



Listen Now
Episode 71 Now Available



The Great Des Plaines Public Library

BAKE-ALONG

THAT'S A WRAP!



Listen Now
Episode 70 Now Available

Stephen King | On Writing
A Memoir of the Craft

STEPHEN KING

IF IT BLEEDS

SAD JANET
LUCIE BRITTON

THE SECRET LIFE OF GROCERIES

FOSSIL MEN

THE SWEENEY SISTERS

THE KID

BOOM TOWN

EMPERESS OF SALT AND FORTUNE

CRICKETS WAR

BANANA SPLIT

EIGHT PERFECT MURDERS

CALCULATING STARS

MINER RECS

JANUARY 7, 2021

ADULT PROGRAMS

virtual CURIOSITY CAFE

THURSDAY, JANUARY 7
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Heidi Larson
Why rumors about vaccines spread – and how to rebuild trust

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

introducing LIVE CHESS TUTORING

Middleton & Dekker's PLAGUE PAMPHLETS OF 1603

Wednesday, January 20
7 PM VIRTUAL EVENT

PRESENTED IN COOPERATION WITH THE SHAKESPEARE PROJECT OF CHICAGO

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.

JAN. 5 7 PM

THE KID
Chris Chapple's first dramatic comedy – a tale of an abandoned baby adopted by an impoverished couple and the life they build together.

LEARN MORE AT DPPL.ORG

virtual CURIOSITY CAFE

THURSDAY, JANUARY 21
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Erika Cheung
Theranos, whistleblowing and speaking truth to power

LEARN MORE AT DPPL.ORG

Des Plaines Virtual Book Club

Wednesday, January 20 at 6 pm

Small local virtual book discussion. Copies of the book are available at the library. Please register.

BOOM TOWN
by Sam Anderson

LEARN MORE AT 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.

JAN. 19 7 PM

Tell No One
An accidental discovery near a doctor's office sets off a chain of events eight years after his wife's heinous murder, and things take a turn for the unexpected. Based on Victor Corman's international best-selling thriller.


LEARN MORE AT DPPL.ORG

TEEN PROGRAMS

TEENS

Tutoring @ 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)



You've got homework. We've got help. Peer tutors from Maine West High School will be available to tutor students in grades 8-12 in all subject areas.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

Take & Make

ORIGAMI BOOKMARKS

BEGINNING
JANUARY 4

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

TEENS

CODE Q

LGBTQ SOCIAL CLUB

TUESDAYS AT 4 PM
JANUARY 26 | FEBRUARY 23



Are you or your friend an LGBTQ teen? Join us via Zoom and show your support as we watch movies, play games and interact about topics that support LGBTQ youth.

LEARN MORE AT DPPL.ORG


DES PLAINES PUBLIC LIBRARY

TEENS

happy tails

Pick up a Happy Tails Kit from the library, and earn service hours making dog toys to donate to local animal rescues!

Pick up your kit starting in January



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS & PARENTS

COLLEGE PLANNING

DEVELOPING A 4-YEAR PLAN FOR SUCCESS



WEDNESDAY
01.13.20
7 - 8:30 PM
 VIRTUAL PROGRAM

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.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

VIRTUAL SCAVENGER HUNT

SATURDAY, JANUARY 30 • 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.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS



virtual TEEN ADVISORY BOARD



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

DUNGEONS & DRAGONS

EVERY MONTH
SATURDAYS • 2PM

Fight monsters & make friends! Join us online for a session of Dungeons & Dragons



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

KIDS PROGRAMS

Family craft fun!

virtual crafternoons

This Week
SHAKE PAINTINGS

ROCKY'S RECS

DPPL'S PICKS FOR KIDS

2021

Kids' Choice Book Awards

Monarch & Bluestem

DES PLAINES PUBLIC LIBRARY • DPPL.ORG

BURSTING WITH BATIK!

ROCKY'S KITS FOR KIDS

NEW KIT!
WHILE SUPPLIES LAST! PICK UP YOUR KIT AT THE 1ST FLOOR CARRY-OUT SERVICE DESK STARTING SATURDAY JANUARY 16TH. BEST FOR AGES 4+.



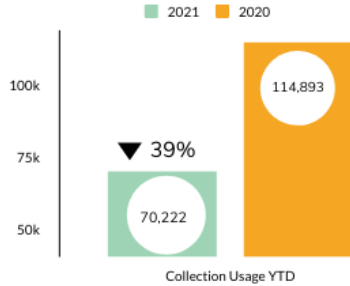
☐ TODAY'S STORYTIME:
THE VERY IMPATIENT CATERPILLAR
by ROSS BURACH



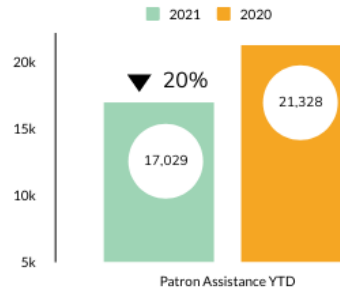
STATISTICS REPORT

January 2021

Collection Usage YTD

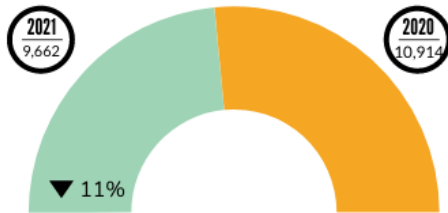


Patron Assistance YTD



Attendance YTD

Events, Programs, Outreach & Classes

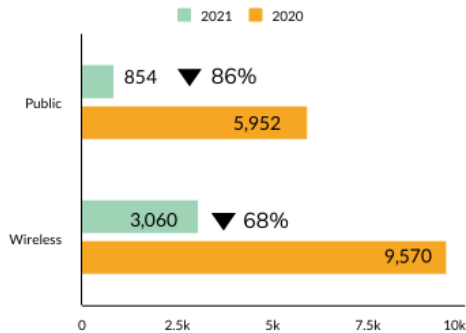


Bookings YTD

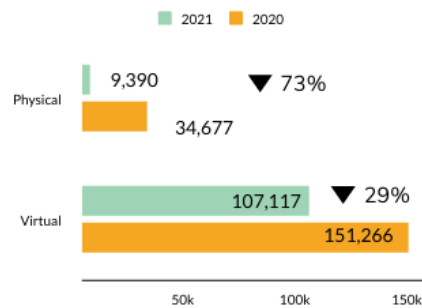
Events, Programs & Classes



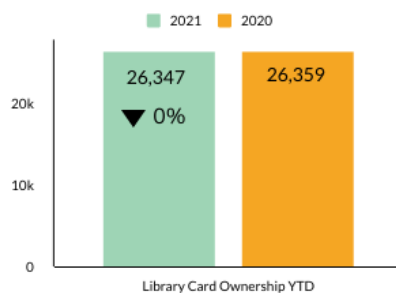
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD





SUPPLEMENTAL NOTICE

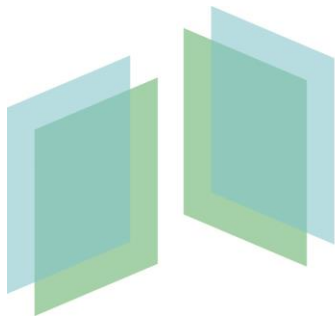
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on March 18, 2021 at 7:00 pm will proceed by electronic remote participation.

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, March 17 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, March 18 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, MARCH 18, 2021

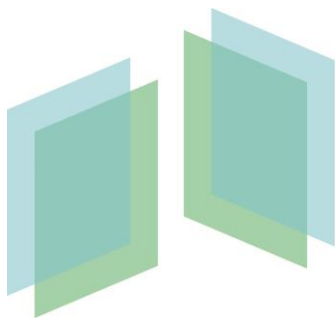
7:00 PM

By Electronic Remote

Agenda:

- **Discuss and Approve Library Fine Free Proposal.
[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

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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

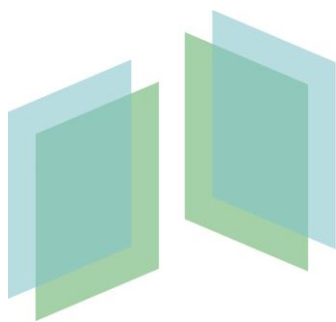
March 18, 2021

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 – Christine Halblander and Michelle Shimon.
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting –February 18, 2021.
 - B. Acceptance of Financial Reports for February 2021.
 - C. Acceptance of Reports.
 1. February 2021 Statistics Report
 2. Director’s Report on Strategic Goals

- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$206,866.80.
 - B. Discuss and Approve Library Fine Free Proposal. [Action Item]
- IX. Announcements. (7:45 p.m.)
- X. Correspondence.
- XI. Other.
- XII. Adjournment. (7:50 p.m.)

This meeting will be recorded for television broadcast.



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES Minutes of the Regular Meeting February 18, 2021

I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, February 18, 2021. President Gregory Sarlo called the meeting to order at 5:01 p.m.

II. ROLL CALL.

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

Absent: Denise Hudec.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

Trustee Denise Hudec entered the meeting at 5:03 p.m.

VI. CONSENT AGENDA.

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

VII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$240,593.45. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$240,593.45 as listed on the vendor checks report of January 2021 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 the Removal and Installation of an Automated Materials Handling System and Related Equipment. [Action Item]

Library Director Jo Bonell reviewed the proposal for the Removal and Installation of the Automated Materials Handling System and Related Equipment. She stated that also included in the proposal were the gates, RFID tags and self-checks. This equipment was included due to cost considerations and extra time needed for the Automated Materials Handling System to be shipped, received and installed.

Trustee Kristen Graack asked for the total first year cost for Lyngsoe and Envisionware and Library Director Jo Bonell responded the total first year costs for all components would be \$206,316. Trustee Kristen Graack also asked who would service the equipment and Michelle Meyer-Edley, Head of Patron Accounts and Materials Services responded that Envisionware and Lyngsoe would work together to service the equipment.

The purchase of the sorter and maintenance contract for years one and two would be purchased from Lyngsoe. The purchase of 10 RFID pads, 7 Self-checks and 3 Security Gates and maintenance contract for years one and two would be purchased from Envisionware.

The board discussed the purchase of this equipment.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the proposals from Lyngsoe and Envisionware for the Removal and Installation of the Automated Materials Handling System and Related Equipment in the amount of \$206,316 for total project cost for all components and \$18,212 for total 2nd year service agreements cost. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- C. Review and Approve Changes to Policy C – General Regulations, C-1, Registration Eligibility. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve changes to Policy C – General Regulations, C-1, Registration Eligibility. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- D. Review Serving Our Public 4.0 Standards For Illinois Public Libraries – Trustee Requirement for Per Capita Grant Application. [Action Item]

MOTION by Nicholas Harkovich, seconded by Kristen Graack, that Serving Our Public 4.0 Standards for Illinois Public Libraries has been reviewed by the board as a requirement for the Per Capital Grant application. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- E. Review and Approve Per Capita Grant Application. [Action Item]

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Per Capita Grant application, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- F. Review and Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the Illinois Public Library Annual Report, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Harkovich, Hudec, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

President Gregory Sarlo announced that Michelle Shimon and Christine Halblander were appointed to the Des Plaines Public Library Board of Trustees at the February 16, 2021 Des Plaines City Council meeting. Their terms of service will be through June 30, 2022.

Trustees Bruce Lester, Denise Hudec, Vincent Rangel and Nicholas Harkovich were reappointed to the Des Plaines Public Library Board of Trustees at the February 16, 2021 Des Plaines City Council meeting. Their terms of service will be through June 30, 2023. These appointments will become official at the March 1, 2021 Des Plaines City Council meeting, second reading.

IX. CORRESPONDENCE.

X. OTHER.

XI. ADJOURNMENT.

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

Meeting adjourned at 5:42 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
February 28, 2021

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



March 10, 2021

Members of the Board of Trustees:

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

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of February 28, 2021 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 28, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,076,216.21	\$ 2,062,143.36	\$ 4,138,359.57
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 8,152,703.93	\$ 2,062,143.36	\$ 10,214,847.29
LIABILITIES			
Accounts Payable	\$ 188,517.03	\$ 2,627.06	\$ 191,144.09
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	528,208.00	2,627.06	530,835.06
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,597,708.00	2,627.06	6,600,335.06
FUND BALANCE			
Fund Balance - Unreserved	1,520,245.13	2,059,516.30	3,579,761.43
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	1,554,995.93	2,059,516.30	3,614,512.23
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,152,703.93	\$ 2,062,143.36	\$ 10,214,847.29

Des Plaines Public Library

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

For the 2 Months Ended February 28, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 528,961.69	\$ -	\$ 528,961.69
Fines & Fees	964.69	-	964.69
Interest	281.47	209.78	491.25
Miscellaneous	3,814.69	-	3,814.69
Total Revenues	<u>534,022.54</u>	<u>209.78</u>	<u>534,232.32</u>
EXPENDITURES			
Personnel	\$ 436,481.15	\$ -	\$ 436,481.15
Operating	394,043.86	-	394,043.86
Library Materials	179,734.86	-	179,734.86
Capital Outlay	21,101.83	2,627.06	23,728.89
Other Expenditures	<u>672.75</u>	<u>-</u>	<u>672.75</u>
Total Expenditures	<u>1,033,234.45</u>	<u>2,627.06</u>	<u>1,035,861.51</u>
Net Change in Fund Balances	<u>(499,211.91)</u>	<u>(2,417.28)</u>	<u>(501,629.19)</u>
FUND BALANCES			
Beginning of the year	<u>2,054,207.84</u>	<u>2,061,933.58</u>	<u>4,116,141.42</u>
End of the period	<u>\$ 1,554,995.93</u>	<u>\$ 2,059,516.30</u>	<u>\$ 3,614,512.23</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of February 28, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	812,396.63
202-1102015 - First Midwest Operating #8100292260	<u>124,375.64</u>
	<u>936,772.27</u>
201-1102028 - Cash Library Donations	<u>213,852.26</u>
201-1102079 - IL Funds - 151600222591	1,049,467.32
202-1102079 - IL Funds - 151600222591	<u>1,937,767.72</u>
	<u>2,987,235.04</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,138,359.57</u></u>

Des Plaines Public Library
Balance Sheet as of February 28, 2021

	<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	145,580.15	666,816.48	812,396.63
1102028 - Cash Library Donations	213,845.70	6.56	213,852.26
1102079 - IL Funds - 151600222591	1,546,754.89	(497,287.57)	1,049,467.32
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119200 - Receivable - Miscellaneous	23,247.00	(23,247.00)	0.00
	8,006,415.46	146,288.47	8,152,703.93
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	160,199.40	28,317.63	188,517.03
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,569,390.37	28,317.63	6,597,708.00
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,019,457.04	0.00	2,019,457.04
	2,054,207.84	0.00	2,054,207.84
 Total Liabilities and Fund Balance	 8,623,598.21	 28,317.63	 8,651,915.84
 Excess Revenues Over Expenses	 (617,182.75)	 117,970.84	 (499,211.91)

Des Plaines Public Library
Balance Sheet as of February 28, 2021

	<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	121,748.58	2,627.06	124,375.64
1102079 - IL Funds - 151600222591	1,940,287.69	(2,519.97)	1,937,767.72
	<u>2,062,036.27</u>	<u>107.09</u>	<u>2,062,143.36</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	2,627.06	2,627.06
	<u>0.00</u>	<u>2,627.06</u>	<u>2,627.06</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,061,933.58	0.00	2,061,933.58
Total Liabilities and Fund Balance	<u>2,061,933.58</u>	<u>2,627.06</u>	<u>2,064,560.64</u>
Excess Revenues Over Expenses	<u>102.69</u>	<u>(2,519.97)</u>	<u>(2,417.28)</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
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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 February 28, 2021

	<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 2 Months Ended February 28, 2021**

_____ 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>528,961.69</u>	<u>528,961.69</u>	<u>6,100,000.00</u>	<u>5,571,038.31</u>	<u>8.67</u>
	<u>528,961.69</u>	<u>528,961.69</u>	<u>6,100,000.00</u>	<u>5,571,038.31</u>	<u>8.67</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	249.73	663.84	9,000.00	8,336.16	7.38
201-4850201 - Copying Fees	113.35	300.85	12,500.00	12,199.15	2.41
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>363.08</u>	<u>964.69</u>	<u>24,000.00</u>	<u>23,035.31</u>	<u>4.02</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>99.53</u>	<u>281.47</u>	<u>28,000.00</u>	<u>27,718.53</u>	<u>1.01</u>
	<u>99.53</u>	<u>281.47</u>	<u>28,000.00</u>	<u>27,718.53</u>	<u>1.01</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	2,373.19	3,185.19	50,000.00	46,814.81	6.37
201-4899910 - Vending Machine Revenue	13.85	27.85	500.00	472.15	5.57
201-4899920 - Library Donations	25.00	175.00	5,000.00	4,825.00	3.50
201-4899940 - Friends Book Sale	<u>0.00</u>	<u>426.65</u>	<u>0.00</u>	<u>(426.65)</u>	<u>0.00</u>
	<u>2,412.04</u>	<u>3,814.69</u>	<u>55,500.00</u>	<u>51,685.31</u>	<u>6.87</u>
Total Library Fund	<u><u>531,836.34</u></u>	<u><u>534,022.54</u></u>	<u><u>6,386,488.00</u></u>	<u><u>5,852,465.46</u></u>	<u><u>8.36</u></u>

Des Plaines Public Library
 Revenue Report
 For the 2 Months Ended February 28, 2021

	<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>107.09</u>	<u>209.78</u>	<u>17,000.00</u>	<u>16,790.22</u>	<u>1.23</u>
	<u>107.09</u>	<u>209.78</u>	<u>17,000.00</u>	<u>16,790.22</u>	<u>1.23</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>107.09</u>	<u>209.78</u>	<u>517,000.00</u>	<u>516,790.22</u>	<u>0.04</u>
Total of All Funds	<u>531,943.43</u>	<u>534,232.32</u>	<u>6,903,488.00</u>	<u>6,369,255.68</u>	<u>7.74</u>

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 2021**

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	171,236.69	349,530.83	2,483,313.00	2,133,782.17	14.08
5910200 - Part-time Salaries	<u>42,809.18</u>	<u>86,950.32</u>	<u>830,211.00</u>	<u>743,260.68</u>	<u>10.47</u>
	<u>214,045.87</u>	<u>436,481.15</u>	<u>3,313,524.00</u>	<u>2,877,042.85</u>	<u>13.17</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	15,765.91	32,149.23	240,329.00	208,179.77	13.38
5918021 - Employer Contribution - IMRF	0.00	22,412.44	290,885.00	268,472.56	7.70
5918040 - Life Insurance Premiums	124.16	248.32	1,886.00	1,637.68	13.17
5918050 - PPO Insurance Premiums	19,650.20	76,565.22	410,610.00	334,044.78	18.65
5918051 - HMO Insurance Premiums	5,594.88	30,042.67	208,034.00	177,991.33	14.44
5918055 - Dental Insurance Premiums	1,329.88	2,659.76	20,000.00	17,340.24	13.30
5918070 - Workers Compensation	<u>11,940.00</u>	<u>11,940.00</u>	<u>14,000.00</u>	<u>2,060.00</u>	<u>85.29</u>
	<u>54,405.03</u>	<u>176,017.64</u>	<u>1,200,744.00</u>	<u>1,024,726.36</u>	<u>14.66</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	460.00	460.00	30,000.00	29,540.00	1.53
5920110 - Professional Services	36,620.30	105,321.15	464,296.00	358,974.85	22.68
5920120 - Communication Services	234.65	4,439.40	19,100.00	14,660.60	23.24
5920140 - Integrated Library System	0.00	22,001.70	88,010.00	66,008.30	25.00
5920202 - Conferences	0.00	304.44	5,000.00	4,695.56	6.09
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	678.35	7,668.39	51,000.00	43,331.61	15.04
5920220 - Membership Dues	1,075.00	3,411.09	6,400.00	2,988.91	53.30
5920230 - Publication of Notices	72.90	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	4,996.58	57,000.00	52,003.42	8.77
5930010 - R&M Equipment	18,071.39	25,813.81	58,635.00	32,821.19	44.02
5930020 - R&M Buildings & Structures	6,133.34	14,130.48	131,325.00	117,194.52	10.76
5930030 - R&M Vehicles	0.00	214.39	1,500.00	1,285.61	14.29
5930210 - Rental of Equipment	657.91	1,973.73	25,600.00	23,626.27	7.71
5930320 - Cleaning/Custodial Services	3,890.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	720.00	7,000.00	6,280.00	10.29
5960040 - Pre-Employment Testing	0.00	0.00	3,000.00	3,000.00	0.00
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	1,335.59	8,561.74	51,500.00	42,938.26	16.62
5960990 - Misc. Contractual Services	<u>5,765.72</u>	<u>9,856.42</u>	<u>101,025.00</u>	<u>91,168.58</u>	<u>9.76</u>
	<u>75,355.15</u>	<u>221,916.22</u>	<u>1,175,116.00</u>	<u>953,199.78</u>	<u>18.88</u>
<u>Commodities</u>					
5970100 - Supplies	1,632.84	2,089.42	41,000.00	38,910.58	5.10
5970110 - Meals	0.00	0.00	1,500.00	1,500.00	0.00
5970115 - Supplies - Dept/Other	2,616.89	2,804.89	66,100.00	63,295.11	4.24
5970170 - Janitorial	277.44	277.44	18,600.00	18,322.56	1.50
5970260 - Postage & Parcel	1,050.00	2,162.39	6,000.00	3,837.61	36.04

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970270 - Printing	4,176.57	4,176.57	0.00	(4,176.57)	0.00
5970500 - Water Bill	505.66	505.66	10,000.00	9,494.34	5.06
5970600 - Ebooks/Books	23,525.46	33,442.64	368,000.00	334,557.36	9.09
5970610 - E-audio/Audio	2,696.37	11,856.09	80,000.00	68,143.91	14.82
5970620 - E-Subscriptions/Subscriptions	2,637.02	11,099.45	68,430.00	57,330.55	16.22
5970630 - Visual Materials	11,037.56	14,697.02	167,000.00	152,302.98	8.80
5970640 - Databases	3,832.88	88,445.78	185,000.00	96,554.22	47.81
5970810 - Natural Gas	2,274.89	4,287.51	22,000.00	17,712.49	19.49
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>0.00</u>
	<u>56,263.58</u>	<u>175,844.86</u>	<u>1,039,830.00</u>	<u>863,985.14</u>	<u>16.91</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,310.00	6,310.00	0.00
5980410 - Computer Hardware	5,656.01	7,546.25	6,800.00	(746.25)	110.97
5980420 - Computer Software	7,960.76	13,555.58	44,495.00	30,939.42	30.47
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
	<u>13,616.77</u>	<u>21,101.83</u>	<u>60,305.00</u>	<u>39,203.17</u>	<u>34.99</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	179.10	246.10	73,000.00	72,753.90	0.34
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>426.65</u>	<u>0.00</u>	<u>(426.65)</u>	<u>0.00</u>
	<u>179.10</u>	<u>672.75</u>	<u>633,000.00</u>	<u>632,327.25</u>	<u>0.11</u>
 Total Library Fund Expenditures	 <u>413,865.50</u>	 <u>1,033,234.45</u>	 <u>7,422,519.00</u>	 <u>6,389,284.55</u>	 <u>13.92</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	36,500.00	36,500.00	0.00
5980400 - Equipment	0.00	0.00	157,420.00	157,420.00	0.00
5980410 - Computer Hardware	0.00	0.00	30,900.00	30,900.00	0.00
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>2,627.06</u>	<u>2,627.06</u>	<u>4,160.00</u>	<u>1,532.94</u>	<u>63.15</u>
	<u>2,627.06</u>	<u>2,627.06</u>	<u>239,980.00</u>	<u>237,352.94</u>	<u>1.09</u>
 Total Capital Projects Fund Expenditures	 <u>2,627.06</u>	 <u>2,627.06</u>	 <u>279,980.00</u>	 <u>277,352.94</u>	 <u>0.94</u>
 Total of All Funds	 <u>416,492.56</u>	 <u>1,035,861.51</u>	 <u>7,702,499.00</u>	 <u>6,666,637.49</u>	 <u>13.45</u>

Des Plaines Public Library

Check List

All Bank Accounts

February 19, 2021 - March 18, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18566	03/18/21	ADDISON PUBLIC LIBRARY	17.95
18567	03/18/21	ANDREW LANGLE	125.00
18568	03/18/21	ANDREW TROTTER	135.00
18569	03/18/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
18570	03/18/21	ARTHUR J. GALLAGHER RISK MANAGEMENT	11,940.00
18571	03/18/21	BAKER & TAYLOR	25,154.79
18572	03/18/21	CDW GOVERNMENT	4,371.93
18573	03/18/21	CHILDREN'S PLUS, INC.	989.84
18574	03/18/21	CITY OF DES PLAINES	505.66
18575	03/18/21	COLRON CHAMBERS	65.00
18576	03/18/21	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18577	03/18/21	DE LAGE LANDEN FIANACIAL SERVICES	1,512.54
18578	03/18/21	EBSCO INFORMATION SERVICES	70.00
18579	03/18/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18580	03/18/21	GARVEY'S OFFICE PRODUCTS	277.44
18581	03/18/21	GOVCONNECTION INC	13,295.06
18582	03/18/21	ILLINOIS LIBRARY ASSOCIATION	725.00
18583	03/18/21	IMPACT NETWORKING, LLC.	4,164.07
18584	03/18/21	INGRAM LIBRARY SERVICES	22.49
18585	03/18/21	J&S PLUMBING, INC.	225.00
18586	03/18/21	LAUTERBACH & AMEN, LLP.	3,660.00
18587	03/18/21	LIMRICC	45,438.50
18588	03/18/21	LYNGSOE SYSTEMS, INC	2,500.00
18589	03/18/21	MIDWEST TAPE	9,000.00
18590	03/18/21	MIDWEST TAPE	4,278.07
18591	03/18/21	MIKE HUDSON	99.00
18592	03/18/21	MNI	231.90
18593	03/18/21	OAKBROOK MECHANICAL SERVICES	5,908.34
18594	03/18/21	OFFICE REVOLUTION, LLC.	2,627.06
18595	03/18/21	OUTSOURCE SOLUTIONS GROUP, INC.	43,360.35
18596	03/18/21	PADDOCK PUBLICATIONS, INC.	72.90
18597	03/18/21	POSTMASTER	245.00
18598	03/18/21	RAILS	2,631.03
18599	03/18/21	STACKMAP, LLC	1,809.00
18600	03/18/21	THOMAS KLISE/CRIMSON MULTIMEDIA	436.40
18601	03/18/21	THOMSON REUTERS-WEST	21.86
18602	03/18/21	TIAA COMMERCIAL FINANCE	657.91
51177	02/28/21	VERIZON WIRELESS	3,743.77
51178	02/28/21	NICOR GAS	2,274.89
51779	02/28/21	NEOFUNDS BY NEOPOST	1,050.00
51780	02/28/21	BANKCARD SERVICES	8,145.35
51781	02/28/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	508.70
Vendor Check Total			206,866.80
Check List Total			206,866.80

Check count = 42

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ADDISON PUBLIC LIBRARY				18566	03/18/21	<u>17.95</u>
201-5960990	Misc. Contractual Services	ILL 198234074	5.00			
201-5970600	Ebooks/Books	ILL 198234074	12.95			
ANDREW LANGLIE				18567	03/18/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	February 18, 2021	125.00			
ANDREW TROTTER				18568	03/18/21	<u>135.00</u>
201-5960210	Special Event Programming	Teen Dungeons and Dragons	135.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18569	03/18/21	<u>320.00</u>
201-5960990	Misc. Contractual Services	Inv # 10961	160.00			
201-5960990	Misc. Contractual Services	Inv # 11039	160.00			
ARTHUR J. GALLAGHER RISK MANAGEMENT				18570	03/18/21	<u>11,940.00</u>
201-5918070	Workers Compensation	Inv # 3680269	11,940.00			
BAKER & TAYLOR				18571	03/18/21	<u>25,154.79</u>
201-5970600	Ebooks/Books	INV# 2035724374	497.70			
201-5960990	Misc. Contractual Services	INV# 2035724375	40.62			
201-5960990	Misc. Contractual Services	INV# 5016718185	2.10			
201-5970600	Ebooks/Books	INV# 5016718185	113.66			
201-5960990	Misc. Contractual Services	INV# 2035697095	3.29			
201-5970600	Ebooks/Books	INV# 2035697095	5.97			
201-5960990	Misc. Contractual Services	INV# 2035687016	1.09			
201-5970600	Ebooks/Books	INV# 2035687016	6.77			
201-5960990	Misc. Contractual Services	INV# 2035730766	122.67			
201-5970600	Ebooks/Books	INV# 2035730766	1,069.78			
201-5960990	Misc. Contractual Services	INV# 2035697092	1.93			
201-5970600	Ebooks/Books	INV# 2035697092	16.46			
201-5960990	Misc. Contractual Services	INV# 2035673952	16.45			
201-5970600	Ebooks/Books	INV# 2035673952	30.45			
201-5960990	Misc. Contractual Services	INV# 2035751051	29.89			
201-5970600	Ebooks/Books	INV# 2035751051	255.59			
201-5960990	Misc. Contractual Services	INV# 2035713918	50.83			
201-5970600	Ebooks/Books	INV# 2035713917	718.94			
201-5970600	Ebooks/Books	INV# 2035705567	456.77			
201-5960990	Misc. Contractual Services	INV# 2035705568	19.43			
201-5960990	Misc. Contractual Services	INV# 2035733057	32.36			
201-5970600	Ebooks/Books	INV# 2035733057	263.35			
201-5960990	Misc. Contractual Services	INV# 2035692969	17.55			
201-5970600	Ebooks/Books	INV# 2035692969	179.75			
201-5960990	Misc. Contractual Services	INV# 2035673807	1.63			
201-5970600	Ebooks/Books	INV# 2035673807	10.21			
201-5960990	Misc. Contractual Services	INV# 2035692472	3.14			
201-5970600	Ebooks/Books	INV# 2035692472	8.94			
201-5960990	Misc. Contractual Services	INV# 2035727609	1.63			
201-5970600	Ebooks/Books	INV# 2035727609	13.56			
201-5960990	Misc. Contractual Services	INV# 2035674086	1.93			
201-5970600	Ebooks/Books	INV# 2035674086	15.87			
201-5960990	Misc. Contractual Services	INV# 2035686550	7.88			
201-5970600	Ebooks/Books	INV# 2035686550	143.46			
201-5960990	Misc. Contractual Services	INV# 2035680888	9.87			
201-5970600	Ebooks/Books	INV# 2035680888	47.71			
201-5960990	Misc. Contractual Services	INV# 2035680840	1.09			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035680840	5.38			
201-5960990	Misc. Contractual Services	INV# 2035679009	3.86			
201-5970600	Ebooks/Books	INV# 2035679009	29.53			
201-5960990	Misc. Contractual Services	INV# 2035686919	4.95			
201-5970600	Ebooks/Books	INV# 2035686919	78.27			
201-5960990	Misc. Contractual Services	INV# 2035686575	11.48			
201-5970600	Ebooks/Books	INV# 2035686575	84.46			
201-5960990	Misc. Contractual Services	INV# 2035692517	4.36			
201-5970600	Ebooks/Books	INV# 2035692517	42.10			
201-5960990	Misc. Contractual Services	INV# 2035714664	2.18			
201-5970600	Ebooks/Books	INV# 2035714664	15.48			
201-5960990	Misc. Contractual Services	INV# 2035772754	30.11			
201-5970600	Ebooks/Books	INV# 2035772754	253.16			
201-5960990	Misc. Contractual Services	INV# 2035707674	3.29			
201-5970600	Ebooks/Books	INV# 2035707674	10.17			
201-5960990	Misc. Contractual Services	INV# 2035702742	7.92			
201-5970600	Ebooks/Books	INV# 2035702742	84.10			
201-5960990	Misc. Contractual Services	INV# 2035731483	29.15			
201-5970600	Ebooks/Books	INV# 2035731483	253.08			
201-5960990	Misc. Contractual Services	INV# 2035727589	14.51			
201-5970600	Ebooks/Books	INV# 2035727589	105.12			
201-5960990	Misc. Contractual Services	INV# 2035711420	29.90			
201-5970600	Ebooks/Books	INV# 2035711420	170.43			
201-5960990	Misc. Contractual Services	INV# 2035710186	16.42			
201-5970600	Ebooks/Books	INV# 2035710186	136.47			
201-5960990	Misc. Contractual Services	INV# 2035714878	71.32			
201-5970600	Ebooks/Books	INV# 2035714878	328.30			
201-5960990	Misc. Contractual Services	INV# 2035733159	3.12			
201-5970600	Ebooks/Books	INV# 2035733159	37.93			
201-5960990	Misc. Contractual Services	INV# 2035767504	35.88			
201-5970600	Ebooks/Books	INV# 2035767504	133.28			
201-5960990	Misc. Contractual Services	INV# 2035733118	8.60			
201-5970600	Ebooks/Books	INV# 2035733118	52.20			
201-5960990	Misc. Contractual Services	INV# 2035719425	50.83			
201-5970600	Ebooks/Books	INV# 2035719425	107.82			
201-5960990	Misc. Contractual Services	INV# 2035733100	113.80			
201-5970600	Ebooks/Books	INV# 2035733100	264.91			
201-5960990	Misc. Contractual Services	INV# 2035735784	78.20			
201-5970600	Ebooks/Books	INV# 2035735784	327.19			
201-5960990	Misc. Contractual Services	INV# 2035714589	32.75			
201-5970600	Ebooks/Books	INV# 2035714589	83.92			
201-5960990	Misc. Contractual Services	INV# 2035776136	13.10			
201-5970600	Ebooks/Books	INV# 2035776136	112.17			
201-5960990	Misc. Contractual Services	INV# 2035724679	11.96			
201-5970600	Ebooks/Books	INV# 2035724679	46.90			
201-5960990	Misc. Contractual Services	INV# 2035746559	8.27			
201-5970600	Ebooks/Books	INV# 2035746559	52.68			
201-5960990	Misc. Contractual Services	INV# 2035741194	38.55			
201-5970600	Ebooks/Books	INV# 2035741193	498.21			
201-5960990	Misc. Contractual Services	INV# 2035711372	56.48			
201-5970600	Ebooks/Books	INV# 2035711371	711.80			
201-5960990	Misc. Contractual Services	INV# 2035754649	43.00			
201-5970600	Ebooks/Books	INV# 2035754648	586.45			
201-5960990	Misc. Contractual Services	INV# 2035729489	56.35			
201-5970600	Ebooks/Books	INV# 2035729488	673.61			
201-5960990	Misc. Contractual Services	INV# 2035761492	46.95			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035761491	550.65			
201-5960990	Misc. Contractual Services	INV# 2035734610	62.87			
201-5970600	Ebooks/Books	INV# 2035734609	799.49			
201-5960990	Misc. Contractual Services	INV# 2035793435	15.03			
201-5960990	Misc. Contractual Services	INV# 2035782482	34.10			
201-5970600	Ebooks/Books	INV# 2035782481	548.05			
201-5960990	Misc. Contractual Services	INV# 2035770261	36.39			
201-5970600	Ebooks/Books	INV# 2035770260	477.98			
201-5960990	Misc. Contractual Services	INV# 2035746335	25.86			
201-5970600	Ebooks/Books	INV# 2035746334	314.81			
201-5960990	Misc. Contractual Services	INV# 2035691709	22.31			
201-5970600	Ebooks/Books	INV# 2035691708	295.19			
201-5970600	Ebooks/Books	INV# 2035654053	69.66			
201-5970600	Ebooks/Books	INV# 2035693153	48.93			
201-5970600	Ebooks/Books	INV# 2035758330	6.57			
201-5960990	Misc. Contractual Services	INV# 2035738122	34.61			
201-5970600	Ebooks/Books	INV# 2035738122	333.46			
201-5960990	Misc. Contractual Services	INV# 2035714310	38.60			
201-5970600	Ebooks/Books	INV# 2035714310	318.14			
201-5960990	Misc. Contractual Services	INV# 2035714309	42.32			
201-5970600	Ebooks/Books	INV# 2035714309	88.98			
201-5960990	Misc. Contractual Services	INV# 2035714337	11.44			
201-5970600	Ebooks/Books	INV# 2035714337	141.39			
201-5960990	Misc. Contractual Services	INV# 2035772403	26.57			
201-5970600	Ebooks/Books	INV# 2035772403	225.31			
201-5960990	Misc. Contractual Services	INV# 2035744998	42.88			
201-5970600	Ebooks/Books	INV# 2035744998	310.22			
201-5960990	Misc. Contractual Services	INV# 2035707615	0.94			
201-5970600	Ebooks/Books	INV# 2035707615	4.77			
201-5960990	Misc. Contractual Services	INV# 2035714323	8.46			
201-5970600	Ebooks/Books	INV# 2035714323	50.52			
201-5960990	Misc. Contractual Services	INV# 2035707502	8.87			
201-5970600	Ebooks/Books	INV# 2035707502	26.81			
201-5960990	Misc. Contractual Services	INV# 2035727757	26.32			
201-5970600	Ebooks/Books	INV# 2035727757	66.35			
201-5960990	Misc. Contractual Services	INV# 2035772499	26.81			
201-5970600	Ebooks/Books	INV# 2035772499	198.27			
201-5960990	Misc. Contractual Services	INV# 2035738229	31.25			
201-5970600	Ebooks/Books	INV# 2035738229	108.85			
201-5960990	Misc. Contractual Services	INV# 2035720763	5.49			
201-5970600	Ebooks/Books	INV# 2035720763	48.25			
201-5960990	Misc. Contractual Services	INV# 2035751030	42.02			
201-5970600	Ebooks/Books	INV# 2035751030	105.22			
201-5960990	Misc. Contractual Services	INV# 2035711380	5.98			
201-5970600	Ebooks/Books	INV# 2035711380	26.34			
201-5960990	Misc. Contractual Services	INV# 2035714311	26.75			
201-5970600	Ebooks/Books	INV# 2035714311	116.99			
201-5960990	Misc. Contractual Services	INV# 2035744166	53.82			
201-5970600	Ebooks/Books	INV# 2035744166	111.42			
201-5960990	Misc. Contractual Services	INV# 2035753693	6.78			
201-5970600	Ebooks/Books	INV# 2035753693	56.75			
201-5960990	Misc. Contractual Services	INV# 2035776105	81.55			
201-5970600	Ebooks/Books	INV# 2035776104	947.80			
201-5960990	Misc. Contractual Services	INV# 2035779866	2.87			
201-5970600	Ebooks/Books	INV# 2035779866	31.29			
201-5960990	Misc. Contractual Services	INV# 2035767159	2.03			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035767159	16.31			
201-5960990	Misc. Contractual Services	INV# 2035746763	5.34			
201-5970600	Ebooks/Books	INV# 2035746763	31.22			
201-5960990	Misc. Contractual Services	INV# 2035772608	29.31			
201-5970600	Ebooks/Books	INV# 2035772608	73.48			
201-5960990	Misc. Contractual Services	INV# 2035779811	13.01			
201-5970600	Ebooks/Books	INV# 2035779811	52.19			
201-5960990	Misc. Contractual Services	INV# 2035753565	65.64			
201-5970600	Ebooks/Books	INV# 2035753565	216.36			
201-5960990	Misc. Contractual Services	INV# 2035772706	2.87			
201-5970600	Ebooks/Books	INV# 2035772706	33.32			
201-5960990	Misc. Contractual Services	INV# 2035772405	7.72			
201-5970600	Ebooks/Books	INV# 2035772405	69.67			
201-5960990	Misc. Contractual Services	INV# 2035751080	19.29			
201-5970600	Ebooks/Books	INV# 2035751080	61.63			
201-5960990	Misc. Contractual Services	INV# 2035769023	4.20			
201-5970600	Ebooks/Books	INV# 2035769023	43.71			
201-5960990	Misc. Contractual Services	INV# 2035772831	13.01			
201-5970600	Ebooks/Books	INV# 2035772831	48.28			
201-5960990	Misc. Contractual Services	INV# 2035792336	20.93			
201-5970600	Ebooks/Books	INV# 2035792336	170.32			
201-5960990	Misc. Contractual Services	INV# 2035785253	48.41			
201-5970600	Ebooks/Books	INV# 2035785253	526.75			
201-5960990	Misc. Contractual Services	INV# 2035746651	19.29			
201-5970600	Ebooks/Books	INV# 2035746551	48.97			
201-5960990	Misc. Contractual Services	INV# 2035772523	4.65			
201-5970600	Ebooks/Books	INV# 2035772523	35.93			
201-5960990	Misc. Contractual Services	INV# 2035772538	7.12			
201-5970600	Ebooks/Books	INV# 2035772538	42.49			
201-5960990	Misc. Contractual Services	INV# 2035793063	35.23			
201-5970600	Ebooks/Books	INV# 2035793063	346.44			
201-5960990	Misc. Contractual Services	INV# 2035772421	23.67			
201-5970600	Ebooks/Books	INV# 2035772421	100.53			
201-5960990	Misc. Contractual Services	INV# 2035753462	1.93			
201-5970600	Ebooks/Books	INV# 2035753462	15.89			
201-5960990	Misc. Contractual Services	INV# 2035753443	43.01			
201-5970600	Ebooks/Books	INV# 2035753443	386.25			
201-5960990	Misc. Contractual Services	INV# 2035769033	14.95			
201-5970600	Ebooks/Books	INV# 2035769033	50.48			
201-5960990	Misc. Contractual Services	INV# 2035753634	76.61			
201-5970600	Ebooks/Books	INV# 2035753634	572.18			
201-5960990	Misc. Contractual Services	INV# 2035769036	44.07			
201-5970600	Ebooks/Books	INV# 2035769036	301.67			
201-5960990	Misc. Contractual Services	INV# 2035785417	27.02			
201-5970600	Ebooks/Books	INV# 2035785417	222.47			
201-5960990	Misc. Contractual Services	INV# 2035745004	11.96			
201-5970600	Ebooks/Books	INV# 2035745004	43.02			
201-5960990	Misc. Contractual Services	INV# 2035772488	52.78			
201-5970600	Ebooks/Books	INV# 2035772488	213.21			
201-5960990	Misc. Contractual Services	INV# 2035733571	3.29			
201-5970600	Ebooks/Books	INV# 2035733571	5.97			
201-5960990	Misc. Contractual Services	INV# 2035785915	2.18			
201-5970600	Ebooks/Books	INV# 2035785915	18.07			
201-5960990	Misc. Contractual Services	INV# 2035753763	16.15			
201-5970600	Ebooks/Books	INV# 2035753763	46.46			
201-5960990	Misc. Contractual Services	INV# 2035784746	4.65			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035784746	32.01			
201-5960990	Misc. Contractual Services	INV# 2035746521	8.32			
201-5970600	Ebooks/Books	INV# 2035746521	111.76			
201-5960990	Misc. Contractual Services	INV# 2035785904	6.43			
201-5970600	Ebooks/Books	INV# 2035785904	39.86			
201-5960990	Misc. Contractual Services	INV# 2035777558	3.29			
201-5970600	Ebooks/Books	INV# 2035777558	9.57			
201-5960990	Misc. Contractual Services	INV# 2035780708	26.91			
201-5970600	Ebooks/Books	INV# 2035780708	56.43			
201-5960990	Misc. Contractual Services	INV# 2035773526	2.99			
201-5970600	Ebooks/Books	INV# 2035773526	10.75			
201-5960990	Misc. Contractual Services	INV# 2035776149	14.95			
201-5970600	Ebooks/Books	INV# 2035776149	60.91			
201-5960990	Misc. Contractual Services	INV# 2035751029	16.53			
201-5970600	Ebooks/Books	INV# 2035751029	144.42			
201-5960990	Misc. Contractual Services	INV# 2035740532	1.50			
201-5970600	Ebooks/Books	INV# 2035740532	15.89			
201-5960990	Misc. Contractual Services	INV# 2035711448	1.88			
201-5970600	Ebooks/Books	INV# 2035711448	31.13			
201-5960990	Misc. Contractual Services	INV# 2035746969	1.88			
201-5970600	Ebooks/Books	INV# 2035746969	24.10			
201-5960990	Misc. Contractual Services	INV# 2035808416	44.88			
201-5970600	Ebooks/Books	INV# 2035808415	526.25			
201-5960990	Misc. Contractual Services	INV# 2035760531	19.30			
201-5970600	Ebooks/Books	INV# 2035760531	166.87			
201-5960990	Misc. Contractual Services	INV# 2035711375	12.60			
201-5970600	Ebooks/Books	INV# 2035711375	125.35			
201-5960990	Misc. Contractual Services	INV# 2035711933	10.09			
201-5970600	Ebooks/Books	INV# 2035711933	90.69			
201-5960990	Misc. Contractual Services	INV# 2035693031	23.92			
201-5970600	Ebooks/Books	INV# 2035693031	93.15			
201-5960990	Misc. Contractual Services	INV# 2035753709	38.18			
201-5970600	Ebooks/Books	INV# 2035753709	362.98			
201-5960990	Misc. Contractual Services	INV# 2035751277	43.33			
201-5970600	Ebooks/Books	INV# 2035751277	796.18			
201-5960990	Misc. Contractual Services	INV# 2035764790	28.71			
201-5970600	Ebooks/Books	INV# 2035764790	255.13			
CDW GOVERNMENT				18572	03/18/21	<u>4,371.93</u>
201-5970115	Supplies - Dept/Other	Inv # 8530380	222.99			
201-5970115	Supplies - Dept/Other	Inv # 8514467	536.34			
201-5930010	R&M Equipment	Inv # 8573027	3,612.60			
CHILDREN'S PLUS, INC.				18573	03/18/21	<u>989.84</u>
201-5970600	Ebooks/Books	Inv # 191698	43.98			
201-5970600	Ebooks/Books	Inv # 194168	129.74			
201-5970600	Ebooks/Books	Inv # 194170	92.91			
201-5970600	Ebooks/Books	Inv # 193272	382.57			
201-5970600	Ebooks/Books	Inv # 193271	340.64			
CITY OF DES PLAINES				18574	03/18/21	<u>505.66</u>
201-5970500	Water Bill	Acct # 71080763-001	505.66			
COLRON CHAMBERS				18575	03/18/21	<u>65.00</u>
201-5960210	Special Event Programming	Teen Dungeons and Dragons	65.00			

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
CRYSTAL MAINTENANCE SERVICES CORP 201-5970170	Janitorial	Inv # 27363	3,890.00	18576	03/18/21	<u>3,890.00</u>
DE LAGE LANDEN FIANACIAL SERVICES 201-5930010	R&M Equipment	Inv # 70670860	738.41	18577	03/18/21	<u>1,512.54</u>
201-5930010	R&M Equipment	Inv # 71460663	774.13			
EBSCO INFORMATION SERVICES 201-5970640	Databases	Inv # 1000150055-1	70.00	18578	03/18/21	<u>70.00</u>
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES 201-5930490	Refuse Contract	Inv # 5356946	360.00	18579	03/18/21	<u>360.00</u>
GARVEY'S OFFICE PRODUCTS 201-5970170	Janitorial	Inv # PINV2019049	277.44	18580	03/18/21	<u>277.44</u>
GOVCONNECTION INC 201-5980410	Computer Hardware	Inv # 70926332	5,399.25	18581	03/18/21	<u>13,295.06</u>
201-5980410	Computer Hardware	Inv # 70960921	256.76			
201-5930010	R&M Equipment	Inv # 70950479	7,639.05			
ILLINOIS LIBRARY ASSOCIATION 201-5920220	Membership Dues	Inv # 185488	725.00	18582	03/18/21	<u>725.00</u>
IMPACT NETWORKING, LLC. 201-5970100	Supplies	Inv # 1939184	30.00	18583	03/18/21	<u>4,164.07</u>
201-5970270	Printing	Inv # 1977131	4,134.07			
INGRAM LIBRARY SERVICES 201-5970600	Ebooks/Books	Inv # 51178694	22.49	18584	03/18/21	<u>22.49</u>
J&S PLUMBING, INC. 201-5930020	R&M Buildings & Structures	Inv # 202628	225.00	18585	03/18/21	<u>225.00</u>
LAUTERBACH & AMEN, LLP. 201-5920110	Professional Services	Inv # 53715	1,600.00	18586	03/18/21	<u>3,660.00</u>
201-5920100	Legal Fees	Inv # 52847	460.00			
201-5920110	Professional Services	Inv # 52715	1,600.00			
LIMRICC 201-2401002	Payroll Liabilities	March 2021	45,438.50	18587	03/18/21	<u>45,438.50</u>
LYNGSOE SYSTEMS, INC 201-5930010	R&M Equipment	Inv # 004041	2,500.00	18588	03/18/21	<u>2,500.00</u>
MIDWEST TAPE 201-5970630	Visual Materials	Inv # 99886359	9,000.00	18589	03/18/21	<u>9,000.00</u>
MIDWEST TAPE 201-5970610	E-audio/Audio	Inv # 500062636	63.99	18590	03/18/21	<u>4,278.07</u>
201-5960990	Misc. Contractual Services	Inv # 500067798	38.50			
201-5970630	Visual Materials	Inv # 500067798	136.40			
201-5960990	Misc. Contractual Services	Inv # 500067797	24.05			
201-5970610	E-audio/Audio	Inv # 500067797	494.87			
201-5960990	Misc. Contractual Services	Inv # 500067795	42.35			
201-5970610	E-audio/Audio	Inv # 500067795	107.74			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv # 99517497	146.46			
201-5970610	E-audio/Audio	Inv # 99983509	551.91			
201-5960990	Misc. Contractual Services	Inv # 500009366	86.25			
201-5970630	Visual Materials	Inv # 500009366	422.01			
201-5960990	Misc. Contractual Services	Inv # 500009363	29.60			
201-5970610	E-audio/Audio	Inv # 500009363	610.84			
201-5960990	Misc. Contractual Services	Inv # 500009364	90.05			
201-5970610	E-audio/Audio	Inv # 500009364	369.07			
201-5960990	Misc. Contractual Services	Inv # 500027990	18.50			
201-5970610	E-audio/Audio	Inv # 500027990	389.90			
201-5960990	Misc. Contractual Services	Inv # 500027991	9.75			
201-5970630	Visual Materials	Inv # 500027991	53.97			
201-5960990	Misc. Contractual Services	Inv # 500027969	61.45			
201-5970630	Visual Materials	Inv # 500027969	383.86			
201-5960990	Misc. Contractual Services	Inv # 500027967	38.50			
201-5970610	E-audio/Audio	Inv # 500027967	108.05			
MIKE HUDSON				18591	03/18/21	<u>99.00</u>
201-5960990	Misc. Contractual Services	Freelance Graphic Design Services	46.00			
201-5960990	Misc. Contractual Services	Freelance Graphic Design Services	53.00			
MNI				18592	03/18/21	<u>231.90</u>
201-5970640	Databases	Inv # 527552-00	231.90			
OAKBROOK MECHANICAL SERVICES				18593	03/18/21	<u>5,908.34</u>
201-5930020	R&M Buildings & Structures	Inv # 24748	2,954.17			
201-5930020	R&M Buildings & Structures	Inv # 24363	2,954.17			
OFFICE REVOLUTION, LLC.				18594	03/18/21	<u>2,627.06</u>
202-5980600	Furniture and Fixtures	Proposal - 50% Deposit	2,627.06			
OUTSOURCE SOLUTIONS GROUP, INC.				18595	03/18/21	<u>43,360.35</u>
201-5920110	Professional Services	Inv # 58179	33,420.30			
201-5960990	Misc. Contractual Services	Inv # 58180	350.00			
201-5960990	Misc. Contractual Services	Inv # 57844	1,500.00			
201-5980420	Computer Software	Inv # 56767	285.87			
201-5930010	R&M Equipment	Inv # 57543	2,807.20			
201-5980420	Computer Software	Inv # 57548	4,996.98			
PADDOCK PUBLICATIONS, INC.				18596	03/18/21	<u>72.90</u>
201-5920230	Publication of Notices	Inv # 169368	72.90			
POSTMASTER				18597	03/18/21	<u>245.00</u>
201-5920210	Marketing	Permit # 203	245.00			
RAILS				18598	03/18/21	<u>2,631.03</u>
201-5970620	E-Subscriptions/Subscriptions	Inv # 7631	2,631.03			
STACKMAP, LLC				18599	03/18/21	<u>1,809.00</u>
201-5980420	Computer Software	Inv # 9406	1,809.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18600	03/18/21	<u>436.40</u>
201-5970630	Visual Materials	Inv # 005020	91.22			
201-5970630	Visual Materials	Inv # 005019	265.18			
201-5970630	Visual Materials	Inv # 005021	80.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

February 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
THOMSON REUTERS-WEST 201-5970640	Databases	Inv # 843847624	21.86	18601	03/18/21	<u>21.86</u>
TIAA COMMERCIAL FINANCE 201-5930210	Rental of Equipment	Inv # 7943193	657.91	18602	03/18/21	<u>657.91</u>
					Check List Total	<u><u>191,144.09</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

February 1, 2021 - February 28, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51177	02/28/21	VERIZON WIRELESS	3,743.77
51178	02/28/21	NICOR GAS	2,274.89
51779	02/28/21	NEOFUNDS BY NEOPOST	1,050.00
51780	02/28/21	BANKCARD SERVICES	8,145.35
51781	02/28/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	508.70
		Vendor Check Total	<u>15,722.71</u>
		Check List Total	<u><u>15,722.71</u></u>

Check count = 5



DIRECTOR'S REPORT

February 2021

THE LIBRARY IS

OPEN

WELCOME BACK!

all the info you need at dppl.org/reopening

A GOOD BOOK IS NEVER FAR AWAY

ADULT WINTER READING 2021

READ A BOOK AND ENJOY THE EXPERIENCE BY VISITING A LOCAL RESTAURANT

JANUARY 8 - FEBRUARY 28

780 entries this year!
A 37% participation increase from 2020.

FEATURED BLOG

THE LIBRARY IS OPEN WELCOME BACK!

INFO AT DPPL.ORG/REOPENING

The Library is OPEN: What You Need to Know

Welcome back everyone!

FOUR STAR LIBRARY
by DPPL
02.08.21

All floors of the library are now open, with all of our physical collections available for short-term browsing and lending, as well as many services. Masks and social distancing are required and some services are limited.

CUSTOMER HOURS
10 to 7 Monday through Friday
10 to 4 Saturday
1 to 4 Sunday

To keep our community safe, we are following Phase Four guidelines by limiting occupancy and observing strict social distancing.

ENTERING THE BUILDING

- You (and your children over two) **MUST** wear a **face mask everywhere in the library**, and maintain social distancing - please stay six feet from other people.
- Please bring your library card - you can also put the card number on your phone.
- Hand sanitizer is widely available and we encourage you to use it when you enter and when you leave.
- If you don't feel well, please stay home!

USING THE LIBRARY SAFELY

- Please keep your visit short. Occupancy of the building is limited, so please come in, choose whatever you want from the collections, and take them home to enjoy!
- Adult computers are available by appointment only. Please call 847-376-2841 to schedule a time.

WELCOME BACK

Kind Words

From: [redacted]
Sent: Thursday, February 25, 2021 7:11 AM
To: Stephanie Spetler <Spetler@dppl.org>
Subject: Book Selection in Children's Department

Good Morning,

My child, [redacted] is ten years old. In December, she let us know that even though she was born a boy, she is actually transgender. She was struggling with feeling alone in this journey. I called the library, hoping there would be a handful of children's books available on the topic. I spoke to a wonderful librarian who assured me she would put together some books for us to pick up.

When I got to the library to pick up the books, I was astounded. There were twenty books, not just three or four. We were thrilled!! We read through the stack of books over the next few days. We laughed with some and cried with others. I just could not believe all of the choices you had on this topic.

One of the books was even about a child who was transgender, black, and had autism- just like [redacted]

From the bottom of my heart, I want to thank you. I want you to know how this helped us, and how I am sure they will help many other families. There is a sense of feeling alone in different situations, but reading all of these books helped [redacted] to see that she is not alone.

Thank you, [redacted]



FREEGAL

IRISH MUSIC PLAYLIST

DPPL on demand



LinkedIn 2.0

THURSDAY, FEBRUARY 25
10 - 11:30 AM

Have a basic LinkedIn profile, but want to learn more? Join Lauren Milligan from ResumayDay.com for this informative virtual event.



ADULT PROGRAMS

IDA B. WELLS HER LIFE AND LEGACY

AUTHOR & EDUCATOR, MICHELLE DUSTER, WILL DISCUSS THE LIFE AND LEGACY OF HER GREAT-GRANDMOTHER IDA B. WELLS.

Saturday, February 6
10:30 am

DES PLAINES PUBLIC LIBRARY

FRANCES CAUSEY'S THE LONG SHADOW FILM SCREENING & DIRECTOR Q & A

WEDNESDAY, FEBRUARY 24-7 PM

CAUSEY TRACES HER FAMILY'S LEGACY OF WHITE PRIVILEGE IN THE CONTEXT OF ANTI-BLACK RACISM IN THE US.

DES PLAINES PUBLIC LIBRARY

MACBETH

MONDAY, FEBRUARY 22
AT 7 PM

THE SHAKESPEARE PROJECT OF CHICAGO
PRESENTS AN IN-DEPTH LOOK AT WHY
MODERN PERFORMANCES OF MACBETH SEEM
LOST ON 21ST CENTURY THEATERGOERS.

of 1605

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.

FEB. 2 7 PM
LIL ADAM'S MOONLIGHT

LEARN MORE AT DPPL.ORG

virtual CURIOSITY CAFE

THURSDAY, FEBRUARY 11 12:30-1:30 PM

Join us on Zoom to watch a TED talk and participate in a discussion on the topic.

Colman McCarthy: I'd Rather Teach Peace

LEARN MORE AT DPPL.ORG

virtual CURIOSITY CAFE

THURSDAY, FEBRUARY 25 12:30-1:30 PM

Join us on Zoom to watch a TED talk and participate in a discussion on the topic.

Tina Seelig: The little risks you can take to increase your luck

LEARN MORE AT DPPL.ORG

To Go Crafts

Stop by the library between February 1-14 to pick up your craft kit

Learn to make an easy & inexpensive hand sock with your hands and a needle & thread.

KIDS PROGRAMS

ROCKY'S RECS
 DPPL'S PICKS FOR KIDS
 February 2021

BRUCE PARTY
 Friday, February 12
 3 - 3:30 p.m.
 Please register.

Love grumpy Bruce?
 So do we!
 Join our Zoom Bruce party.

VIRTUAL
STORYTIME
 NEW
 STORIES
 EVERY MONTH!

The KING of KINDERGARTEN
 DEBORAH BARRES - VANESSA RHANTLEY-NEWTON

Stuffed Animal Workshop
 Wednesday, February 3 - 10 am

LEARN MORE AT
DPPL.ORG

ROCKY'S BIRTHDAY HUNT

NEW KIT!
 WHILE SUPPLIES LAST! PICK UP YOUR KIT AT
 THE 2ND FLOOR DESK
 STARTING SATURDAY FEBRUARY
 27TH. BEST FOR AGES 4+.

ROCKY'S
 KITS FOR KIDS

THIS WEEK
DIY Clay Art

WATCH THE VIDEO PICK UP THE MATERIALS, GET DIPPING
 WITH DPPL
 @DPPLKIDS
 @DPPLKIDSLIBRARY

Watch the Video
[HTTPS://YOUTUBE.COM/10J0K1M9Y44](https://youtu.be/10J0K1M9Y44)

Kids' Choice Book Awards
 Monday & Tuesday

PETE the cat
 BOOK PARTY

VIRTUAL
STORYTIME
 NEW
 STORIES
 EVERY MONTH!

Hair Love
 An African American Story
 Matthew A. Cherry
 Illustrations by
 Vashti Harrison

Family
 craft Fun!
**virtual
 crafternoons**
 This Week
HOMEMADE BIRD FEEDERS

**CARNIVAL
 for Kids**

FRIDAY, FEBRUARY 19
 FROM 3:30 - 4:15 PM

JOIN MISS BECKY FOR A BILINGUAL PROGRAM ON CARNIVAL AND ITS' MUSIC AND DANCES.

TEEN PROGRAMS

TEEN
READ ALONG
BLACK HISTORY MONTH

★ ★ ★
FEBRUARY 8
7 PM

Listen to and discuss a story celebrating Black voices.

SCAN TO REGISTER

DES PLAINES PUBLIC LIBRARY

TEENS

happy tails

Pick up a Happy Tails Kit from the library, and earn service hours making dog toys to donate to local animal rescues!

Pick up your kit starting in January

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

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

TEENS

CODE Q

LGBTQ SOCIAL CLUB

TUESDAYS AT 4 PM
JANUARY 26 | FEBRUARY 23

Are you or your friend an LGBTQ teen? Join us via Zoom and show your support as we watch movies, play games and interact about topics that support LGBTQ youth.

TEENS

Tutoring @ 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)

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

TEENS

virtual TEEN ADVISORY BOARD

TEENS

let's play

GAMES ONLINE

JACKBOX PARTY PACK 3 • SCATTERGORIES • CODENAMES • AND MORE

WEDNESDAY 4 PM

JAN 20, FEB 17

USE YOUR PHONE OR MOBILE DEVICE TO JOIN THE FUN! GRADES 7 - 12

LEARN MORE AT DPPL.ORG

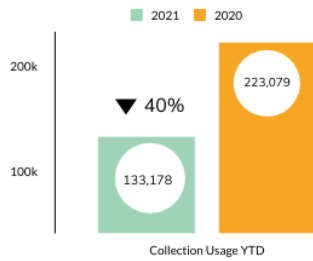
DES PLAINES PUBLIC LIBRARY



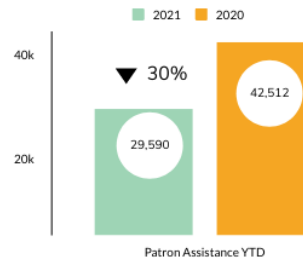
STATISTICS REPORT

February 2021

Collection Usage YTD



Patron Assistance YTD



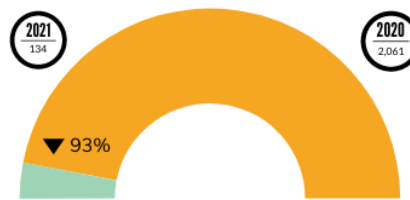
Attendance YTD

Events, Programs, Outreach & Classes

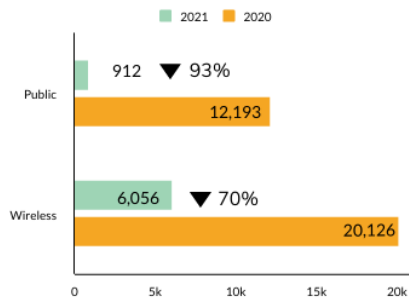


Bookings YTD

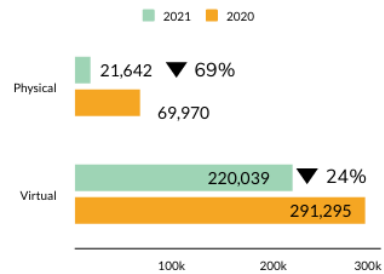
Events, Programs & Classes



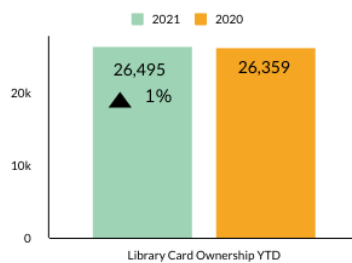
Computer Usage YTD



Traffic YTD



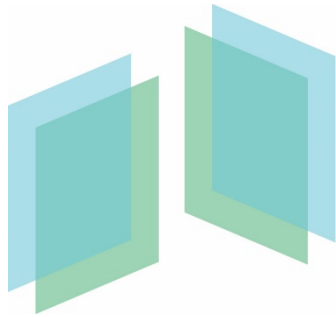
Library Card Ownership YTD



Board Stats Reporting Form

FEBRUARY 2021

COLLECTION USAGE		
	Year to Date 2021	133,178
	Year to Date 2020	223,079
	% Change	-40%
PATRON ASSISTANCE		
	Year to Date 2021	29,590
	Year to Date 2020	42,512
	% Change	-30%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	134
	Year to Date 2020	2,061
	% Change	-93%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	23,911
	Year to Date 2020	24,041
	% Change	-1%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	21,642
	Year to Date 2020	69,970
	% Change	-69%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	220,039
	Year to Date 2020	291,295
	% Change	-24%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	26,495
	Current month valid library cards 2020	26,359
	% Change	1%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	912
	Year to Date 2020	12,193
	% Change	-93%
	Wireless	
	Year to Date 2021	6,056
	Year to Date 2020	20,126
	% Change	-70%



DES PLAINES PUBLIC LIBRARY

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SUPPLEMENTAL NOTICE

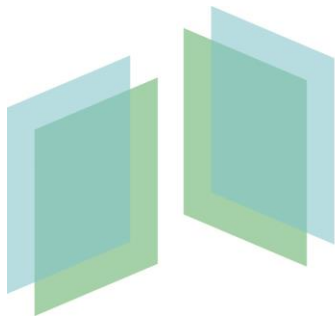
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees Management Committee on April 15, 2021 at 6:00 pm will proceed by electronic remote participation.

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 Wednesday, April 14, 2021 at 4:00 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, April 15 at 4:00 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

MANAGEMENT COMMITTEE MEETING

THURSDAY, APRIL 15, 2021

6:00 PM

By Electronic Remote

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 847-376-2789 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee
April 15, 2021
6:00 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review and Approve Job Descriptions. [Action Item]
- VI. Adjournment.



SUPPLEMENTAL NOTICE

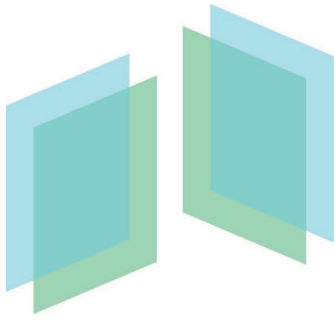
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on April 15, 2021 at 7:00 pm will proceed by electronic remote participation.

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, April 14, 2021 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, April 15, 2021 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, APRIL 15, 2021

7:00 PM

By Electronic Remote

Agenda:

- **Report Out Management 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

BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 15, 2021
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – March 18, 2021.
 - B. Acceptance of Financial Reports for March 2021.
 - C. Acceptance of Reports.
 - 1. Director’s Report on Strategic Goals
 - 2. March 2021 Statistics Report

- VII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$172,322.71. [Action Item]
 - B. Review and Approve C- Library Regulations, C-3 Overdue Materials.[Action Item]
 - C. Report Out Management Committee Action – Denise Hudec. [Action Item]

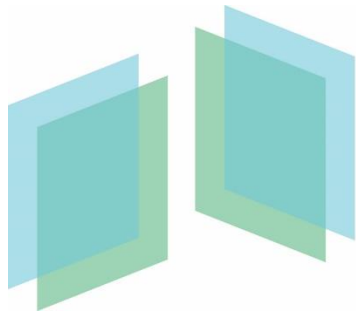
- VIII. Announcements. (7:45 p.m.)

- IX. Correspondence.

- X. Other.

- XI. Adjournment. (7:50 p.m.)

This meeting will be recorded for television broadcast.



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DRAFT

BOARD OF TRUSTEES Minutes of the Regular Meeting March 18, 2021

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 18, 2021. President Gregory Sarlo called the meeting to order at 7:04 p.m.

II. ROLL CALL.

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

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff, Christine Halblander, Michelle Shimon.

III. PLEDGE OF ALLEGIANCE.

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, Lester, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

V. OATH OF OFFICE.

Christine Halblander and Michelle Shimon took the Oath of Office for library trustees for the Des Plaines Public Library.

VI. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

VII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Consent Agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon, Sarlo, NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$206,866.80. [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$206,866.80 as listed on the vendor checks report of February 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon, Sarlo. NAYS: None. MOTION CARRIED.

- B. Discuss and Approve Library Fine Free Proposal. [Action Item]

Library Director Jo Bonell explained the advantages of the Des Plaines Public Library becoming fine free. She also explained that our Consortium has a procedure we would have to follow if we went fine free, which would freeze library cards if materials were more than 14 days overdue, and would send a bill for replacement if the materials were more than 45 days overdue.

The board discussed the pros and cons of the library becoming fine free.

President Gregory Sarlo asked Library Director Jo Bonell to respond to Trustees Harkovich and Lester about issues presented at the board meeting. These issues included length of time for returning materials when there were no holds on the materials and possible costs involved in purchasing additional materials because of lengthy patron holds.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the Des Plaines Public Library becoming Fine Free, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon, Sarlo. NAYS: None. ABSTAIN: Harkovich. MOTION CARRIED.

Library Director Jo Bonell stated that becoming fine free would require a change to library policy. The board will be asked to vote on the new policy at their April board meeting, with fine free implementation beginning on May 1, 2021.

ANNOUNCEMENTS.

Library Trustee Mindy Capper announced her resignation from the Board, which becomes effective after the April board meeting. President Gregory Sarlo thanked Trustee Mindy Capper for serving on the board.

X. CORRESPONDENCE.

XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:37 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
March 31, 2021

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



April 06, 2021

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, 2021 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, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,683,556.09	\$ 2,101,392.27	\$ 5,784,948.36
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,765,046.78	\$ 2,101,392.27	\$ 11,866,439.05
LIABILITIES			
Accounts Payable	\$ 111,297.37	\$ 6,275.00	\$ 117,572.37
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	454,413.66	6,275.00	460,688.66
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,523,913.66	6,275.00	6,530,188.66
FUND BALANCE			
Fund Balance - Unreserved	3,206,382.32	2,095,117.27	5,301,499.59
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,241,133.12	2,095,117.27	5,336,250.39
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,765,046.78	\$ 2,101,392.27	\$ 11,866,439.05

Des Plaines Public Library

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

For the 3 Months Ended March 31, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 2,635,634.33	\$ -	\$ 2,635,634.33
Fines & Fees	2,566.07	-	2,566.07
Interest	382.27	337.54	719.81
Miscellaneous	5,469.10	-	5,469.10
Total Revenues	<u>2,644,051.77</u>	<u>337.54</u>	<u>2,644,389.31</u>
EXPENDITURES			
Personnel	\$ 656,082.30	\$ -	\$ 656,082.30
Operating	497,754.86	-	497,754.86
Library Materials	236,944.73	-	236,944.73
Capital Outlay	23,385.54	8,970.34	32,355.88
Other Expenditures	<u>1,520.22</u>	<u>-</u>	<u>1,520.22</u>
Total Expenditures	<u>1,416,887.65</u>	<u>8,970.34</u>	<u>1,425,857.99</u>
Net Change in Fund Balances	<u>1,227,164.12</u>	<u>(8,632.80)</u>	<u>1,218,531.32</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 3,241,133.12</u>	<u>\$ 2,095,117.27</u>	<u>\$ 5,336,250.39</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of March 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	355,107.80
202-1102015 - First Midwest Operating #8100292260	<u>28,023.58</u>
	<u>383,131.38</u>
201-1102028 - Cash Library Donations	<u>213,884.99</u>
201-1102079 - IL Funds - 151600222591	3,114,063.30
202-1102079 - IL Funds - 151600222591	<u>2,073,368.69</u>
	<u>5,187,431.99</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,784,948.36</u></u>

Des Plaines Public Library
Balance Sheet as of March 31, 2021

	<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	962,396.63	(607,288.83)	355,107.80
1102028 - Cash Library Donations	213,852.26	32.73	213,884.99
1102079 - IL Funds - 151600222591	857,650.83	2,256,412.47	3,114,063.30
1118000 - Receivable - Property Taxes	<u>6,081,490.69</u>	<u>0.00</u>	<u>6,081,490.69</u>
	<u>8,115,890.41</u>	<u>1,649,156.37</u>	<u>9,765,046.78</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	188,517.03	(77,219.66)	111,297.37
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,601,133.32</u>	<u>(77,219.66)</u>	<u>6,523,913.66</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>1,979,218.20</u>	<u>0.00</u>	<u>1,979,218.20</u>
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
Total Liabilities and Fund Balance	<u>8,615,102.32</u>	<u>(77,219.66)</u>	<u>8,537,882.66</u>
Excess Revenues Over Expenses	<u>(499,211.91)</u>	<u>1,726,376.03</u>	<u>1,227,164.12</u>

Des Plaines Public Library
Balance Sheet as of March 31, 2021

	<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	(25,624.36)	53,647.94	28,023.58
1102079 - IL Funds - 151600222591	2,129,584.21	(56,215.52)	2,073,368.69
	2,103,959.85	(2,567.58)	2,101,392.27
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	2,627.06	3,647.94	6,275.00
	2,627.06	3,647.94	6,275.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,106,377.13	3,647.94	2,110,025.07
Excess Revenues Over Expenses	(2,417.28)	(6,215.52)	(8,632.80)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

Des Plaines Public Library
Balance Sheet as of March 31, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,353,391.00)</u>	<u>0.00</u>	<u>(1,353,391.00)</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	 <u>2,560,784.41</u>	 <u>0.00</u>	 <u>2,560,784.41</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2021**

_____ 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>2,106,672.64</u>	<u>2,635,634.33</u>	<u>6,100,000.00</u>	<u>3,464,365.67</u>	<u>43.21</u>
	<u>2,106,672.64</u>	<u>2,635,634.33</u>	<u>6,100,000.00</u>	<u>3,464,365.67</u>	<u>43.21</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	691.57	1,355.41	9,000.00	7,644.59	15.06
201-4850201 - Copying Fees	909.81	1,210.66	12,500.00	11,289.34	9.69
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>1,601.38</u>	<u>2,566.07</u>	<u>24,000.00</u>	<u>21,433.93</u>	<u>10.69</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>100.80</u>	<u>382.27</u>	<u>28,000.00</u>	<u>27,617.73</u>	<u>1.37</u>
	<u>100.80</u>	<u>382.27</u>	<u>28,000.00</u>	<u>27,617.73</u>	<u>1.37</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	986.51	4,171.70	50,000.00	45,828.30	8.34
201-4899910 - Vending Machine Revenue	14.43	42.28	500.00	457.72	8.46
201-4899920 - Library Donations	25.00	200.00	5,000.00	4,800.00	4.00
201-4899940 - Friends Book Sale	<u>628.47</u>	<u>1,055.12</u>	<u>0.00</u>	<u>(1,055.12)</u>	<u>0.00</u>
	<u>1,654.41</u>	<u>5,469.10</u>	<u>55,500.00</u>	<u>50,030.90</u>	<u>9.85</u>
Total Library Fund	<u><u>2,110,029.23</u></u>	<u><u>2,644,051.77</u></u>	<u><u>6,386,488.00</u></u>	<u><u>3,742,436.23</u></u>	<u><u>41.40</u></u>

Des Plaines Public Library
 Revenue Report
 For the 3 Months Ended March 31, 2021

	<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>127.76</u>	<u>337.54</u>	<u>17,000.00</u>	<u>16,662.46</u>	<u>1.99</u>
	<u>127.76</u>	<u>337.54</u>	<u>17,000.00</u>	<u>16,662.46</u>	<u>1.99</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>127.76</u>	<u>337.54</u>	<u>517,000.00</u>	<u>516,662.46</u>	<u>0.07</u>
Total of All Funds	<u>2,110,156.99</u>	<u>2,644,389.31</u>	<u>6,903,488.00</u>	<u>4,259,098.69</u>	<u>38.31</u>

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2021**

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	174,000.01	523,530.84	2,483,313.00	1,959,782.16	21.08
5910200 - Part-time Salaries	<u>45,601.14</u>	<u>132,551.46</u>	<u>830,211.00</u>	<u>697,659.54</u>	<u>15.97</u>
	<u>219,601.15</u>	<u>656,082.30</u>	<u>3,313,524.00</u>	<u>2,657,441.70</u>	<u>19.80</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	16,172.19	48,321.42	240,329.00	192,007.58	20.11
5918021 - Employer Contribution - IMRF	20,530.57	42,943.01	290,885.00	247,941.99	14.76
5918040 - Life Insurance Premiums	124.16	372.48	1,886.00	1,513.52	19.75
5918050 - PPO Insurance Premiums	(3,709.84)	72,855.38	410,610.00	337,754.62	17.74
5918051 - HMO Insurance Premiums	(6,085.14)	23,957.53	208,034.00	184,076.47	11.52
5918055 - Dental Insurance Premiums	1,329.88	3,989.64	20,000.00	16,010.36	19.95
5918070 - Workers Compensation	<u>0.00</u>	<u>11,940.00</u>	<u>14,000.00</u>	<u>2,060.00</u>	<u>85.29</u>
	<u>28,361.82</u>	<u>204,379.46</u>	<u>1,200,744.00</u>	<u>996,364.54</u>	<u>17.02</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	230.00	690.00	30,000.00	29,310.00	2.30
5920110 - Professional Services	38,490.41	143,811.56	464,296.00	320,484.44	30.97
5920120 - Communication Services	447.38	4,886.78	19,100.00	14,213.22	25.59
5920140 - Integrated Library System	0.00	22,001.70	88,010.00	66,008.30	25.00
5920202 - Conferences	844.44	1,148.88	5,000.00	3,851.12	22.98
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	7,995.32	15,663.71	51,000.00	35,336.29	30.71
5920220 - Membership Dues	200.00	3,611.09	6,400.00	2,788.91	56.42
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	4,996.58	57,000.00	52,003.42	8.77
5930010 - R&M Equipment	7,047.26	32,861.07	58,635.00	25,773.93	56.04
5930020 - R&M Buildings & Structures	4,180.00	18,310.48	131,325.00	113,014.52	13.94
5930030 - R&M Vehicles	0.00	214.39	1,500.00	1,285.61	14.29
5930210 - Rental of Equipment	879.58	2,853.31	25,600.00	22,746.69	11.15
5930320 - Cleaning/Custodial Services	0.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	1,080.00	7,000.00	5,920.00	15.43
5960040 - Pre-Employment Testing	0.00	0.00	3,000.00	3,000.00	0.00
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	1,832.56	10,394.30	51,500.00	41,105.70	20.18
5960990 - Misc. Contractual Services	<u>8,952.23</u>	<u>18,808.65</u>	<u>101,025.00</u>	<u>82,216.35</u>	<u>18.62</u>
	<u>71,459.18</u>	<u>293,375.40</u>	<u>1,175,116.00</u>	<u>881,740.60</u>	<u>24.97</u>
<u>Commodities</u>					
5970100 - Supplies	341.27	2,430.69	41,000.00	38,569.31	5.93
5970110 - Meals	610.00	610.00	1,500.00	890.00	40.67
5970115 - Supplies - Dept/Other	1,075.92	3,880.81	66,100.00	62,219.19	5.87
5970170 - Janitorial	5,150.04	5,427.48	18,600.00	13,172.52	29.18
5970260 - Postage & Parcel	1,258.10	3,420.49	6,000.00	2,579.51	57.01

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970270 - Printing	(4,176.57)	0.00	0.00	0.00	0.00
5970500 - Water Bill	0.00	505.66	10,000.00	9,494.34	5.06
5970600 - Ebooks/Books	26,776.27	60,218.91	368,000.00	307,781.09	16.36
5970610 - E-audio/Audio	3,392.09	15,248.18	80,000.00	64,751.82	19.06
5970620 - E-Subscriptions/Subscriptions	784.36	11,883.81	68,430.00	56,546.19	17.37
5970630 - Visual Materials	15,681.22	30,378.24	167,000.00	136,621.76	18.19
5970640 - Databases	10,207.17	98,652.95	185,000.00	86,347.05	53.33
5970810 - Natural Gas	0.00	4,287.51	22,000.00	17,712.49	19.49
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>0.00</u>
	<u>61,099.87</u>	<u>236,944.73</u>	<u>1,039,830.00</u>	<u>802,885.27</u>	<u>22.79</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,310.00	6,310.00	0.00
5980410 - Computer Hardware	355.10	7,901.35	6,800.00	(1,101.35)	116.20
5980420 - Computer Software	1,928.61	15,484.19	44,495.00	29,010.81	34.80
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
	<u>2,283.71</u>	<u>23,385.54</u>	<u>60,305.00</u>	<u>36,919.46</u>	<u>38.78</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	219.00	465.10	73,000.00	72,534.90	0.64
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>628.47</u>	<u>1,055.12</u>	<u>0.00</u>	<u>(1,055.12)</u>	<u>0.00</u>
	<u>847.47</u>	<u>1,520.22</u>	<u>633,000.00</u>	<u>631,479.78</u>	<u>0.24</u>
 Total Library Fund Expenditures	 <u>383,653.20</u>	 <u>1,416,887.65</u>	 <u>7,422,519.00</u>	 <u>6,005,631.35</u>	 <u>19.09</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	36,500.00	36,500.00	0.00
5980400 - Equipment	68.28	68.28	157,420.00	157,351.72	0.04
5980410 - Computer Hardware	6,275.00	6,275.00	30,900.00	24,625.00	20.31
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>2,627.06</u>	<u>4,160.00</u>	<u>1,532.94</u>	<u>63.15</u>
	<u>6,343.28</u>	<u>8,970.34</u>	<u>239,980.00</u>	<u>231,009.66</u>	<u>3.74</u>
 Total Capital Projects Fund Expenditures	 <u>6,343.28</u>	 <u>8,970.34</u>	 <u>279,980.00</u>	 <u>271,009.66</u>	 <u>3.20</u>
 Total of All Funds	 <u>389,996.48</u>	 <u>1,425,857.99</u>	 <u>7,702,499.00</u>	 <u>6,276,641.01</u>	 <u>18.51</u>

See Accountants' Compilation Report

Des Plaines Public Library

Check List

All Bank Accounts

March 19, 2021 - April 15, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18603	03/31/21	DE LAGE LANDEN FIANACIAL SERVICES	738.41
18604	04/15/21	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	230.00
18605	04/15/21	ANDREW LANGLIE	125.00
18606	04/15/21	ANNE ARUNDEL COUNTY PUBLIC LIBRARY	15.99
18607	04/15/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
18608	04/15/21	ATI TECHNOLOGY PARTNERS	397.20
18609	04/15/21	BAKER & TAYLOR	7,683.40
18610	04/15/21	BAKER & TAYLOR	12,568.99
18611	04/15/21	CENGAGE LEARNING/GALE	1,950.00
18612	04/15/21	CHILDREN'S PLUS, INC.	100.95
18613	04/15/21	CITY OF DES PLAINES,	1.00
18614	04/15/21	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18615	04/15/21	D&Z HOUSE OF BOOKS	1,205.76
18616	04/15/21	DE LAGE LANDEN FIANACIAL SERVICES	774.13
18617	04/15/21	EBSCO INFORMATION SERVICES	352.21
18618	04/15/21	ESTHER KAETZEL	20.00
18619	04/15/21	FINDAWAY WORLD LLC	1,205.00
18620	04/15/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18621	04/15/21	GOVCONNECTION INC	355.10
18622	04/15/21	IMPACT NETWORKING, LLC.	1,699.36
18623	04/15/21	ITSAVVY LLC	6,275.00
18624	04/15/21	KANOPY	6,500.00
18625	04/15/21	KOS HOME IMPROVEMENT	440.00
18626	04/15/21	LAUTERBACH & AMEN, LLP.	3,670.00
18627	04/15/21	MIDWEST TAPE	9,000.00
18628	04/15/21	MIDWEST TAPE	8,580.31
18629	04/15/21	MIKE HUDSON	225.00
18630	04/15/21	NANCY B MCCULLY	150.00
18631	04/15/21	OUTSOURCE SOLUTIONS GROUP, INC.	35,880.30
18632	04/15/21	OVERDRIVE, INC.	6,550.75
18633	04/15/21	QUADIENT LEASING USA INC	221.67
18634	04/15/21	STANLEY ACCESS TECH	3,740.00
18635	04/15/21	THE SHAKESPEARE PROJECT OF CHICAGO	250.00
18636	04/15/21	THOMAS KLISE/CRIMSON MULTIMEDIA	562.52
18637	04/15/21	THOMSON REUTERS-WEST	21.86
18638	04/15/21	TIAA COMMERCIAL FINANCE	657.91
18639	04/15/21	WOLTERS KLUWER LAW & BUSINESS	143.96
18640	04/15/21	WORLD BOOK INC	999.00
18641	04/15/21	ROTARY CLUB OF RIVER CITIES	200.00
18642	04/15/21	ANGELA JOY	250.00
51782	03/31/21	NICOR GAS	2,796.75
51783	03/31/21	VERIZON WIRELESS	1,178.13
51784	03/31/21	BANKCARD SERVICES	17,682.68
51785	03/31/21	NEOFUNDS BY NEOPOST	1,000.00
51786	03/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	628.47
51787	03/31/21	IMRF	31,464.31
Vendor Check Total			173,061.12
Check List Total			173,061.12

Check count = 46

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				18604	04/15/21	<u>230.00</u>
201-5920100	Legal Fees	INV# FEB 21	230.00			
ANDREW LANGLIE				18605	04/15/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	INV# MARCH 18, 2021	125.00			
ANNE ARUNDEL COUNTY PUBLIC LIBRARY				18606	04/15/21	<u>15.99</u>
201-5970600	Ebooks/Books	INV# 206425063	15.99			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18607	04/15/21	<u>320.00</u>
201-5960990	Misc. Contractual Services	INV# 11129	320.00			
ATI TECHNOLOGY PARTNERS				18608	04/15/21	<u>397.20</u>
201-5930010	R&M Equipment	INV# 79690	397.20			
BAKER & TAYLOR				18609	04/15/21	<u>7,683.40</u>
201-5970600	Ebooks/Books	Inv # 2035795301	1,243.46			
201-5960990	Misc. Contractual Services	Inv # 2035795302	103.24			
201-5970600	Ebooks/Books	Inv # 2035811300	37.67			
201-5970600	Ebooks/Books	Inv # 2035819757	844.67			
201-5960990	Misc. Contractual Services	Inv # 2035819758	69.83			
201-5960990	Misc. Contractual Services	Inv # 2035847349	35.79			
201-5970600	Ebooks/Books	Inv # 2035847348	488.51			
201-5970600	Ebooks/Books	Inv # 5016794639	53.42			
201-5970600	Ebooks/Books	Inv # 2035850163	524.42			
201-5960990	Misc. Contractual Services	Inv # 2035850164	43.00			
201-5970600	Ebooks/Books	Inv # 2035838432	602.77			
201-5960990	Misc. Contractual Services	Inv # 2035838433	45.57			
201-5970600	Ebooks/Books	Inv # 2035842056	33.74			
201-5970600	Ebooks/Books	Inv # 2035834174	530.24			
201-5960990	Misc. Contractual Services	Inv # 2035834175	46.26			
201-5970600	Ebooks/Books	Inv # 2035825574	462.24			
201-5960990	Misc. Contractual Services	Inv # 2035825575	36.48			
201-5970600	Ebooks/Books	Inv # 2035717074	670.37			
201-5960990	Misc. Contractual Services	Inv # 2035717075	44.69			
201-5970600	Ebooks/Books	Inv # 2035854791	336.22			
201-5960990	Misc. Contractual Services	Inv # 2035854792	26.20			
201-5970600	Ebooks/Books	Inv # 2035859762	442.35			
201-5960990	Misc. Contractual Services	Inv # 2035859763	37.86			
201-5970600	Ebooks/Books	Inv # 2035868025	102.78			
201-5960990	Misc. Contractual Services	Inv # 2035865665	41.81			
201-5970600	Ebooks/Books	Inv # 2035862827	167.04			
201-5960990	Misc. Contractual Services	Inv # 2035862828	10.89			
201-5970600	Ebooks/Books	Inv # 2035865664	515.33			
201-5970600	Ebooks/Books	Inv # 5016825104	86.55			
BAKER & TAYLOR				18610	04/15/21	<u>12,568.99</u>
201-5960990	Misc. Contractual Services	Inv # 2035799746	5.79			
201-5970600	Ebooks/Books	Inv # 2035799746	43.14			
201-5960990	Misc. Contractual Services	Inv # 2035799606	10.96			
201-5970600	Ebooks/Books	Inv # 2035799606	44.05			
201-5960990	Misc. Contractual Services	Inv # 2035799882	16.22			
201-5970600	Ebooks/Books	Inv # 2035799882	130.26			
201-5960990	Misc. Contractual Services	Inv # 2035798202	64.37			
201-5970600	Ebooks/Books	Inv # 2035798202	277.26			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035810382	36.04			
201-5970600	Ebooks/Books	Inv # 2035810382	84.78			
201-5960990	Misc. Contractual Services	Inv # 2035790028	25.12			
201-5970600	Ebooks/Books	Inv # 2035790028	98.14			
201-5960990	Misc. Contractual Services	Inv # 2035818881	21.69			
201-5970600	Ebooks/Books	Inv # 2035818881	140.65			
201-5960990	Misc. Contractual Services	Inv # 2035802996	2.18			
201-5970600	Ebooks/Books	Inv # 2035802996	26.11			
201-5960990	Misc. Contractual Services	Inv # 2035820515	1.09			
201-5970600	Ebooks/Books	Inv # 2035820515	19.08			
201-5960990	Misc. Contractual Services	Inv # 2035822880	4.36			
201-5970600	Ebooks/Books	Inv # 2035822880	48.37			
201-5960990	Misc. Contractual Services	Inv # 2035808398	31.28			
201-5970600	Ebooks/Books	Inv # 2035808398	244.13			
201-5960990	Misc. Contractual Services	Inv # 2035792417	14.20			
201-5970600	Ebooks/Books	Inv # 2035792417	137.06			
201-5960990	Misc. Contractual Services	Inv # 2035817102	18.43			
201-5970600	Ebooks/Books	Inv # 2035817102	161.40			
201-5960990	Misc. Contractual Services	Inv # 2035810331	43.81			
201-5970600	Ebooks/Books	Inv # 2035810331	162.81			
201-5960990	Misc. Contractual Services	Inv # 2035814693	14.60			
201-5970600	Ebooks/Books	Inv # 2035814693	147.21			
201-5960990	Misc. Contractual Services	Inv # 2035818013	22.45			
201-5970600	Ebooks/Books	Inv # 2035818013	223.81			
201-5960990	Misc. Contractual Services	Inv # 2035814694	24.11			
201-5970600	Ebooks/Books	Inv # 2035814694	225.18			
201-5960990	Misc. Contractual Services	Inv # 2035810485	45.94			
201-5970600	Ebooks/Books	Inv # 2035810485	466.33			
201-5960990	Misc. Contractual Services	Inv # 2035821401	152.49			
201-5970600	Ebooks/Books	Inv # 2035821401	398.74			
201-5960990	Misc. Contractual Services	Inv # 5016750783	0.70			
201-5970600	Ebooks/Books	Inv # 5016750783	20.03			
201-5960990	Misc. Contractual Services	Inv # 2035792338	32.60			
201-5970600	Ebooks/Books	Inv # 2035792338	72.27			
201-5960990	Misc. Contractual Services	Inv # 0000143987	34.76			
201-5970600	Ebooks/Books	Inv # 0000143987	204.66			
201-5960990	Misc. Contractual Services	Inv # 2035795303	9.78			
201-5970600	Ebooks/Books	Inv # 2035795303	66.96			
201-5960990	Misc. Contractual Services	Inv # 2035751404	3.56			
201-5970600	Ebooks/Books	Inv # 2035751404	28.38			
201-5960990	Misc. Contractual Services	Inv # 2035818857	257.14			
201-5970600	Ebooks/Books	Inv # 2035818857	501.62			
201-5960990	Misc. Contractual Services	Inv # 2035809374	16.11			
201-5970600	Ebooks/Books	Inv # 2035809374	121.90			
201-5960990	Misc. Contractual Services	Inv # 2035790084	3.86			
201-5970600	Ebooks/Books	Inv # 2035790084	32.92			
201-5960990	Misc. Contractual Services	Inv # 2035820764	32.04			
201-5970600	Ebooks/Books	Inv # 2035820764	291.87			
201-5960990	Misc. Contractual Services	Inv # 2035818090	28.11			
201-5970600	Ebooks/Books	Inv # 2035818090	75.21			
201-5960990	Misc. Contractual Services	Inv # 2035799740	52.47			
201-5970600	Ebooks/Books	Inv # 2035799740	684.74			
201-5960990	Misc. Contractual Services	Inv # 2035792462	1.63			
201-5970600	Ebooks/Books	Inv # 2035792462	9.65			
201-5960990	Misc. Contractual Services	Inv # 2035793053	62.79			
201-5970600	Ebooks/Books	Inv # 2035793053	106.20			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2035837488	12.71			
201-5970600	Ebooks/Books	Inv # 2035837488	30.48			
201-5960990	Misc. Contractual Services	Inv # 2035849049	9.00			
201-5970600	Ebooks/Books	Inv # 2035849049	58.44			
201-5960990	Misc. Contractual Services	Inv # 2035837353	39.95			
201-5970600	Ebooks/Books	Inv # 2035837353	347.29			
201-5960990	Misc. Contractual Services	Inv # 2035837300	5.79			
201-5970600	Ebooks/Books	Inv # 2035837300	46.55			
201-5960990	Misc. Contractual Services	Inv # 2035835275	65.04			
201-5970600	Ebooks/Books	Inv # 2035835275	298.94			
201-5960990	Misc. Contractual Services	Inv # 2035837365	18.56			
201-5970600	Ebooks/Books	Inv # 2035837365	186.08			
201-5960990	Misc. Contractual Services	Inv # 2035843904	5.49			
201-5970600	Ebooks/Books	Inv # 2035843904	47.12			
201-5960990	Misc. Contractual Services	Inv # 2035837324	26.18			
201-5970600	Ebooks/Books	Inv # 2035837324	223.14			
201-5960990	Misc. Contractual Services	Inv # 2035842288	35.79			
201-5970600	Ebooks/Books	Inv # 2035842288	345.42			
201-5960990	Misc. Contractual Services	Inv # 2035848847	56.81			
201-5970600	Ebooks/Books	Inv # 2035848847	502.23			
201-5960990	Misc. Contractual Services	Inv # 2035849555	116.61			
201-5970600	Ebooks/Books	Inv # 2035849555	270.14			
201-5960990	Misc. Contractual Services	Inv # 2035834178	14.95			
201-5970600	Ebooks/Books	Inv # 2035834178	37.59			
201-5960990	Misc. Contractual Services	Inv # 2035835285	29.78			
201-5970600	Ebooks/Books	Inv # 2035835285	232.04			
201-5960990	Misc. Contractual Services	Inv # 2035832715	9.72			
201-5970600	Ebooks/Books	Inv # 2035832715	22.08			
201-5960990	Misc. Contractual Services	Inv # 2035836021	6.33			
201-5970600	Ebooks/Books	Inv # 2035836021	48.48			
201-5960990	Misc. Contractual Services	Inv # 2035834093	65.19			
201-5970600	Ebooks/Books	Inv # 2035834093	527.25			
201-5960990	Misc. Contractual Services	Inv # 2035834100	176.07			
201-5970600	Ebooks/Books	Inv # 2035834100	503.62			
201-5960990	Misc. Contractual Services	Inv # 2035836020	44.85			
201-5970600	Ebooks/Books	Inv # 2035836020	113.40			
201-5960990	Misc. Contractual Services	Inv # 2035837328	16.30			
201-5970600	Ebooks/Books	Inv # 2035837328	43.01			
201-5960990	Misc. Contractual Services	Inv # 2035817797	0.94			
201-5970600	Ebooks/Books	Inv # 2035817797	10.49			
201-5960990	Misc. Contractual Services	Inv # 2035829893	7.12			
201-5970600	Ebooks/Books	Inv # 2035829893	41.99			
201-5960990	Misc. Contractual Services	Inv # 2035810577	10.89			
201-5970600	Ebooks/Books	Inv # 2035810577	117.67			
201-5960990	Misc. Contractual Services	Inv # 2035817584	15.49			
201-5970600	Ebooks/Books	Inv # 2035817584	70.41			
201-5960990	Misc. Contractual Services	Inv # 2035822698	9.57			
201-5970600	Ebooks/Books	Inv # 2035822698	29.11			
201-5960990	Misc. Contractual Services	Inv # 2035799609	22.88			
201-5970600	Ebooks/Books	Inv # 2035799609	88.42			
201-5960990	Misc. Contractual Services	Inv # 2035810338	90.30			
201-5970600	Ebooks/Books	Inv # 2035810338	692.32			
201-5960990	Misc. Contractual Services	Inv # 2035817948	25.72			
201-5970600	Ebooks/Books	Inv # 2035817948	186.92			
201-5960990	Misc. Contractual Services	Inv # 2035830116	13.51			
201-5970600	Ebooks/Books	Inv # 2035830116	111.22			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CENGAGE LEARNING/GALE				18611	04/15/21	<u>1,950.00</u>
201-5970640	Databases	INV# 74039212	1,950.00			
CHILDREN'S PLUS, INC.				18612	04/15/21	<u>100.95</u>
201-5970600	Ebooks/Books	INV# 194609	29.99			
201-5970600	Ebooks/Books	INV# 794693	70.96			
CITY OF DES PLAINES,				18613	04/15/21	<u>1.00</u>
201-5960990	Misc. Contractual Services	INV# 4/21-4/22 LEASE	1.00			
CRYSTAL MAINTENANCE SERVICES CORP				18614	04/15/21	<u>3,890.00</u>
201-5970170	Janitorial	INV# 27422	3,890.00			
D&Z HOUSE OF BOOKS				18615	04/15/21	<u>1,205.76</u>
201-5970600	Ebooks/Books	INV# 2021/I144384	1,205.76			
DE LAGE LANDEN FIANACIAL SERVICES				18616	04/15/21	<u>774.13</u>
201-5930010	R&M Equipment	INV# 71815205	774.13			
EBSCO INFORMATION SERVICES				18617	04/15/21	<u>352.21</u>
201-5970620	E-Subscriptions/Subscriptions	INV# 2105809	-18.00			
201-5970620	E-Subscriptions/Subscriptions	INV# 2103990	-23.95			
201-5970620	E-Subscriptions/Subscriptions	INV# 2104759	-101.06			
201-5970620	E-Subscriptions/Subscriptions	INV# 2105808	-123.39			
201-5970620	E-Subscriptions/Subscriptions	INV# 2104760	-723.62			
201-5970620	E-Subscriptions/Subscriptions	INV# 2103989	-1,795.40			
201-5970620	E-Subscriptions/Subscriptions	INV# 1603624	-1,965.76			
201-5970620	E-Subscriptions/Subscriptions	INV# 1626006	119.00			
201-5970620	E-Subscriptions/Subscriptions	INV# 1626004	24.95			
201-5970620	E-Subscriptions/Subscriptions	INV# 2105519	2.08			
201-5970620	E-Subscriptions/Subscriptions	INV# 2105518	180.32			
201-5970620	E-Subscriptions/Subscriptions	EBSCO INFORMATION SERVICES	4,777.04			
ESTHER KAETZEL				18618	04/15/21	<u>20.00</u>
201-5970600	Ebooks/Books	INV# 3/30/21	20.00			
FINDAWAY WORLD LLC				18619	04/15/21	<u>1,205.00</u>
201-5970610	E-audio/Audio	INV# 344019	1,205.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18620	04/15/21	<u>360.00</u>
201-5930490	Refuse Contract	INV# 5400770	360.00			
GOVCONNECTION INC				18621	04/15/21	<u>355.10</u>
201-5980410	Computer Hardware	INV# 71067734	355.10			
IMPACT NETWORKING, LLC.				18622	04/15/21	<u>1,699.36</u>
201-5930010	R&M Equipment	INV# 2064677	1,699.36			
ITSAVVY LLC				18623	04/15/21	<u>6,275.00</u>
202-5980410	Computer Hardware	INV# 01252504	250.00			
202-5980410	Computer Hardware	INV# 01251529	5,175.00			
202-5980410	Computer Hardware	INV# 01251266	850.00			
KANOPY				18624	04/15/21	<u>6,500.00</u>
201-5970640	Databases	INV# KDEP-8160	6,500.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
KOS HOME IMPROVEMENT				18625	04/15/21	<u>440.00</u>
201-5930020	R&M Buildings & Structures	INV# 767	440.00			
LAUTERBACH & AMEN, LLP.				18626	04/15/21	<u>3,670.00</u>
201-5920110	Professional Services	Invoice No. 54001	2,070.00			
201-5920110	Professional Services	Invoice No. 54468	1,600.00			
MIDWEST TAPE				18627	04/15/21	<u>9,000.00</u>
201-5970630	Visual Materials	INV# 500225722	9,000.00			
MIDWEST TAPE				18628	04/15/21	<u>8,580.31</u>
201-5970610	E-audio/Audio	INV# 500131820	131.98			
201-5970610	E-audio/Audio	INV# 500091141	315.95			
201-5960990	Misc. Contractual Services	INV# 500096784	14.80			
201-5970610	E-audio/Audio	INV# 500096784	326.92			
201-5960990	Misc. Contractual Services	INV# 500096787	126.75			
201-5970630	Visual Materials	INV# 500096787	701.39			
201-5960990	Misc. Contractual Services	INV# 500096785	15.65			
201-5970610	E-audio/Audio	INV# 500096785	52.46			
201-5970610	E-audio/Audio	INV# 500091817	15.74			
201-5960990	Misc. Contractual Services	INV# 500109571	105.75			
201-5970630	Visual Materials	INV# 500109571	500.71			
201-5960990	Misc. Contractual Services	INV# 500109570	6.50			
201-5970630	Visual Materials	INV# 500109570	38.23			
201-5960990	Misc. Contractual Services	INV# 500109569	20.35			
201-5970610	E-audio/Audio	INV# 500109569	421.89			
201-5960990	Misc. Contractual Services	INV# 500109567	46.45			
201-5970610	E-audio/Audio	INV# 500109567	154.08			
201-5960990	Misc. Contractual Services	INV# 500096783	241.15			
201-5970630	Visual Materials	INV# 500096783	1,425.06			
201-5960990	Misc. Contractual Services	INV# 500189262	15.40			
201-5970610	E-audio/Audio	INV# 500189262	45.41			
201-5960990	Misc. Contractual Services	INV# 500189264	9.75			
201-5970630	Visual Materials	INV# 500189264	74.22			
201-5960990	Misc. Contractual Services	INV# 500189265	12.95			
201-5970610	E-audio/Audio	INV# 500189265	218.93			
201-5960990	Misc. Contractual Services	INV# 500189266	61.65			
201-5970630	Visual Materials	INV# 500189266	263.07			
201-5960990	Misc. Contractual Services	INV# 500189633	134.05			
201-5970630	Visual Materials	INV# 500189633	709.84			
201-5970610	E-audio/Audio	INV# 500167709	168.73			
201-5960990	Misc. Contractual Services	INV# 500154258	16.25			
201-5970630	Visual Materials	INV# 500154258	112.45			
201-5960990	Misc. Contractual Services	INV# 500154360	259.70			
201-5970630	Visual Materials	INV# 500154360	1,411.60			
201-5960990	Misc. Contractual Services	INV# 500154259	7.40			
201-5970610	E-audio/Audio	INV# 500154259	129.96			
201-5960990	Misc. Contractual Services	INV# 500154361	62.10			
201-5970610	E-audio/Audio	INV# 500154361	205.04			
MIKE HUDSON				18629	04/15/21	<u>225.00</u>
201-5910200	Part-time Salaries	MIKE HUDSON - 2/22/21	81.00			
201-5910200	Part-time Salaries	MIKE HUDSON - 3/23/21	32.00			
201-5910200	Part-time Salaries	MIKE HUDSON - 3/15/21	48.00			
201-5910200	Part-time Salaries	MIKE HUDSON - 3/8/21	64.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

March 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NANCY B MCCULLY				18630	04/15/21	<u>150.00</u>
201-5960210	Special Event Programming	INV# EXPLORE SICILY AND MALTA	150.00			
OUTSOURCE SOLUTIONS GROUP, INC.				18631	04/15/21	<u>35,880.30</u>
201-5980420	Computer Software	INV# 58628	610.00			
201-5960990	Misc. Contractual Services	INV# 58688	350.00			
201-5920110	Professional Services	INV# 58689	33,420.30			
201-5960990	Misc. Contractual Services	INV# 58429	1,500.00			
OVERDRIVE, INC.				18632	04/15/21	<u>6,550.75</u>
201-5970600	Ebooks/Books	INV# 01018CP21035568	794.00			
201-5970600	Ebooks/Books	INV# 01018MA21035332	2,251.75			
201-5970600	Ebooks/Books	INV# 01018MA21036529	149.97			
201-5970600	Ebooks/Books	INV# 01018MA21074956	2,436.33			
201-5970600	Ebooks/Books	INV# 01018CP21076211	645.72			
201-5970600	Ebooks/Books	INV# 0108MA21075206	272.98			
QUADIENT LEASING USA INC				18633	04/15/21	<u>221.67</u>
201-5930210	Rental of Equipment	INV# N8775792	221.67			
STANLEY ACCESS TECH				18634	04/15/21	<u>3,740.00</u>
201-5930020	R&M Buildings & Structures	INV# 0906151529	3,740.00			
THE SHAKESPEARE PROJECT OF CHICAGO				18635	04/15/21	<u>250.00</u>
201-5960210	Special Event Programming	INV# SCREENING - BY HELP OF DEVILS	250.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18636	04/15/21	<u>562.52</u>
201-5970630	Visual Materials	INV# 005056	295.18			
201-5970630	Visual Materials	INV# 005058	201.02			
201-5970630	Visual Materials	INV# 005057	66.32			
THOMSON REUTERS-WEST				18637	04/15/21	<u>21.86</u>
201-5970640	Databases	INV# 844011758	21.86			
TIAA COMMERCIAL FINANCE				18638	04/15/21	<u>657.91</u>
201-5930210	Rental of Equipment	INV# 8018419	657.91			
WOLTERS KLUWER LAW & BUSINESS				18639	04/15/21	<u>143.96</u>
201-5970600	Ebooks/Books	INV# 4805175724	143.96			
WORLD BOOK INC				18640	04/15/21	<u>999.00</u>
201-5970640	Databases	INV# 0001606204	999.00			
ROTARY CLUB OF RIVER CITIES				18641	04/15/21	<u>200.00</u>
201-5920220	Membership Dues	INV# 746	200.00			
ANGELA JOY				18642	04/15/21	<u>250.00</u>
201-5960210	Special Event Programming	INV# Virtual Author Visit	250.00			
Check List Total						<u><u>117,572.37</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

March 1, 2021 - March 31, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51782	03/31/21	NICOR GAS	2,796.75
51783	03/31/21	VERIZON WIRELESS	1,178.13
51784	03/31/21	BANKCARD SERVICES	17,682.68
51785	03/31/21	NEOFUNDS BY NEOPOST	1,000.00
51786	03/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	628.47
51787	03/31/21	IMRF	31,464.31
Vendor Check Total			<u>54,750.34</u>
Check List Total			<u><u>54,750.34</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948									
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673									
Other Revenue	2,289	5,271	3,484									
	2,289	534,232	2,110,157	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963									
Other Expense	275,321	145,415	142,034									
Change in A/P & AJE's	(91,308)	(49,276)	73,572									
	528,061	364,590	463,568	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 March 31, 2021

Total Expenses per Expense Report			<u><u>\$389,996.48</u></u>
Gross Payroll	219,601.15		
Benefits Expense	28,361.82		
Payroll Fees	1,400.11		
Total Payroll Expenses		249,363.08	
Check List		173,061.12	
Total Transfers and expenses per payroll and vendor checks reports			<u>422,424.20</u>
		Variance	<u>32,427.72</u>
Less: (disbursements included above)			
IMRF		(31,464.31)	
LIMRICC		0.00	
VOID Checks		(738.41)	
Accounts Payable		0.00	
Contractor Payments	<u> </u>	(225.00)	
			(32,427.72)
		Variance	<u><u>(0.00)</u></u>



DIRECTOR'S REPORT

March 2021

ROCKY'S RECS
DPPL'S PICKS FOR KIDS

March 2021

Des Plaines Public Library offers its condolences to the loved ones of the victims of the recent shooting in Georgia, and reaffirms its commitment to respect and support our Asian American and Pacific Islander (AAPI) community, and all people.



NEW ON THE BLOG

Misconceptions of Female Rulers

NEW ON THE BLOG

WHAT YA BOOK SHOULD YOU BASED ON YOUR D&D CL

DES PLAINES PUBLIC LIBRARY

Suburban Cook County

EARLY VOTING

At the Des Plaines Public Library
Visit DPPL.ORG for more election information

Monday, Mar 22-Saturday, Mar 27 • 9 am - 5 pm
Sunday, Mar 28 • 10 am - 4 pm

DES PLAINES MEMORY
MAKING HISTORY TOGETHER | DESPLAINESMEMORY.ORG

RAYMOND "POP" IMIG

ELECT

Raymond "Pop" Imig
ALDERMAN
3rd Ward
CITIZENS CONSTRUCTIVE PARTY

Vote the Ticket
STRAIGHT

Polling Place
Whitcomb Garden, Grandland Ave.
PRINTED IN DES PLAINES BY
DES PLAINES PUBLISHING CO. (Over)

March 2021 News | TIME TO VOTE!

virtual
CURIOSITY CAFE
THURSDAY, MARCH 11
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Jasmine Crowe:
What we're getting wrong in the fight to end hunger

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

To Go Crafts
CRAFT KIT FOR ADULTS

Stop by the library between March 1-16* to pick up your craft kit

Tissue paper flowers are colorful and customizable. Take home this simple craft kit and make a beautiful bouquet of tissue paper flowers.

*Kit available while supplies last

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

virtual
Tuesday Morning Book Group

Black Buck
A NOVEL BY MATEO SKARPOUR

virtual
Thursday Evening Book Group

VOYAGE OF MERCY
THE USS JACOB FROTH, THE IRISH FANCIER, AND THE BRAGGARTER'S RISK OF AMERICA'S FIRST HEMLOCKARY WINTER

STEPHEN PULEO

Des Plaines
VIRTUAL BOOK CLUB
History Club

Wednesday, March 17 at 6 pm

Staff will lead a virtual book discussion. Copies of the book are available at the library. See card for details.

SPQR
A HISTORY OF ANCIENT ROME
by MARY BEARD

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

THE 19TH AMENDMENT TURNS 100:
A MUSICAL CELEBRATION OF VOTES FOR WOMEN

Friday, March 19 at 7 PM

Online Zoom Event Chicago cabaret artists Catherine Thomson and Anita Kellen celebrate in song the rabble-raising pioneers who won the right to vote for women. Please Register.

VOTES FOR WOMEN
INTERNATIONAL SUFFRAGES UNION
LIBER VOTUM
PRESIDENT WILSON SAVES
This is the time to support Woman Suffrage.

ADULT PROGRAMS

DPPL
on demand

The Joy Of Magazines

The Amazing Adventure of Bertha Benz
And the History of the German Automobile
Tuesday March 30, 7pm live on Zoom

Join German historian Anette Isaacs as she introduces you to Bertha Benz and her contribution to the history of the automobile. Please Register.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

Pristine Patagonia

MARCH 5 AT 7 PM

Online Zoom Event Join world traveler Brian Michalski on his spellbinding journey through Patagonia. Learn about this remote region's wildlife, vegetation, Chilean and Argentinian influences, delightful cuisine and more. Please Register.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

TRIVIA NIGHT
Women's History Month

March is Women's History Month; join us for this Zoom trivia game celebrating women! Participants will play in small teams, and members of the winning team will each get a gift card prize.

THURSDAY, MARCH 18 • 6:30 PM

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

TEEN PROGRAMS

take & make

TISSUE PAPER FLOWERS

PICK UP A KIT TO CRAFT AT HOME BEGINNING MARCH 1

TEENS

DUNGEONS & DRAGONS

Thursday March 25
3pm - 6pm

Have fun, slay [TBD], and make friends while playing a FULL Dungeons & Dragons campaign in only 2.5 hours

LEARN MORE AT DPPL.ORG

dpplteen • Following

dpplteen Have you watched Moxie on Netflix yet? For our #WomensHistoryMonth #TeenBookThursday we're highlighting Moxie by Jennifer Mathieu, about a girl who is FED UP with her school's sexist dress code and gross comments from boys in the hallway. Taking matters into her own hands, she revisits her mom's Riot Grrrl 90s past and ends up with a full blown revolution on her hands.

For more 90s rebellion, try #TheMiseducationofCameronPost by Emily Danforth or #RebelGirls by Elizabeth Keenan.

22 likes
MARCH 4

Add a comment...

dpplteen • Following

dpplteen Happy #TeenBookThursday! The Downstairs Girl by Stacey Lee shares the story of Jo Kuan, an immigrant who works as a lady's maid by day, but by night pens her anonymous strong-willed Miss Sweetie newspaper column, giving spitfire advice and sharing ideas about race and gender in 1890 Atlanta, Georgia.

For some more women finding their voice through writing, try Nikki Grimes's memoir #OrdinaryHazards or #DearRachelMaddow by Adrienne Kiser

#TheDownstairsGirl #StaceyLee

14 likes
MARCH 18

Add a comment...

TEENS

let's play

GAMES ONLINE

JACKBOX PARTY PACK 3 • SCATTERGORIES • CODENAMES • AND MORE

WEDNESDAY 4 PM

MARCH 17, APRIL 14, MAY 19

USE YOUR PHONE OR MOBILE ADVISE TO JOIN THE FUN! GRADES 7 - 12

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

let's play

GAMES ONLINE

AMONG US

WEDNESDAY 4 PM

MARCH 24th

USE YOUR PHONE OR MOBILE ADVISE TO JOIN THE FUN! GRADES 7 - 12

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

dpplteen • Following

dpplteen Today is International Transgender Day of Visibility, a day to celebrate transgender and non-binary people around the world and acknowledge the determination it takes to live openly and authentically. Celebrate by checking out one of the many books we have that revolves around being trans or non-binary! And make sure to join us monthly for Code Q, our LGBTQ+ social club.

#InternationalTransgenderdayofvisibility #trans #bookstagram #dppl #teens #inbinbio #librariesofinstagram

Tw

Liked by mpplteen and 23 others
7 DAYS AGO

Add a comment...

FEELING SPRINGY



NEW KIT!

WHILE SUPPLIES LAST! PICK UP YOUR KIT AT THE 2ND FLOOR DESK STARTING **SATURDAY MARCH 20TH**. BEST FOR AGES 3+.

New kits and videos available February 22, March 15, & April 26

Pick up a kit at the library and use the materials to do a step-by-step project from a video on our website. Ages 5+

WITH DPPL

VIRTUAL **STORYTIME**

NEW STORIES EVERY MONTH!

Firebird

MISTY COPELAND CHRISTOPHER MYERS

Family craft fun!

virtual **craftafternoons**

SENSORY BOTTLES

Let's Shake It Up! Pt. II

VIRTUAL **STORYTIME**

NEW STORIES EVERY MONTH!

Strega Nona

an old tale retold and illustrated by John Schoenherr

KIDS PROGRAMS

PETE the cat

FRIDAY, MARCH 5 • 3 - 3:30 PM

Love Pete the Cat? So do we! Join our Pete party!

Pickup a party pack at the Library, and get groovy with us at a super fun celebration of Pete the Cat. Registration required.

LEARN MORE AT DPPL.ORG

zoom in to **STORYTIME!**

Tuesdays @ 7:15pm, March 2, 9, 16

Thursdays @ 9:30am, March 4, 11, 18

LEARN MORE AT DPPL.ORG

MaK E a SMaSH B O O K

Family TIME

FOR GRADES 4-6

TUESDAY, MARCH 23 AT 11 AM - 12 PM

SMASH TOGETHER A SCRAPBOOK WHERE YOU CAN PUT MEMORIES, PHOTOS, CARDS, AND OTHER SENTIMENTAL STUFF!

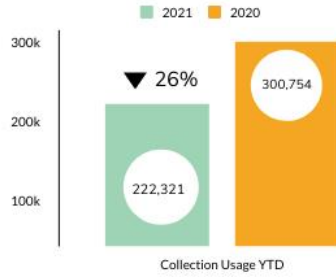
Andrew + AJ



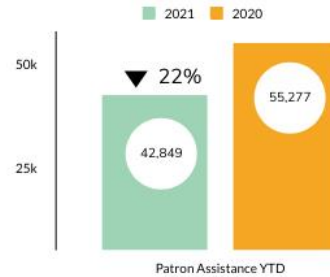
STATISTICS REPORT

March 2021

Collection Usage YTD

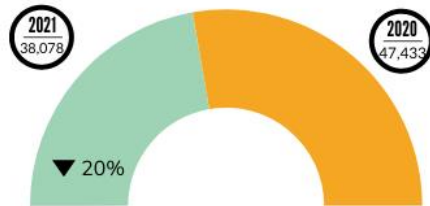


Patron Assistance YTD



Attendance YTD

Events, Programs, Outreach & Classes

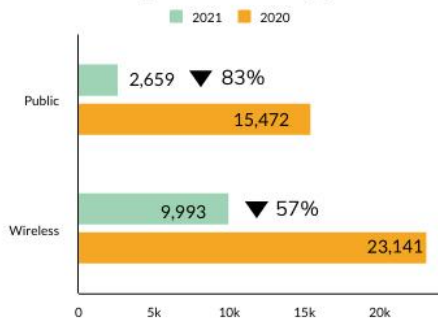


Bookings YTD

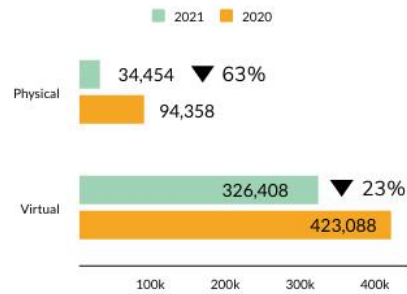
Events, Programs & Classes



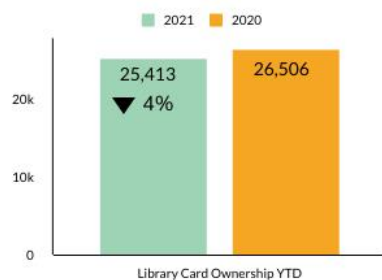
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



The number of library cards is 25,413, a drop of about 1,000 from that reported in February. CCS has updated their monthly reports to reflect the Governing Board policy of removing patrons with cards that are inactive for over 3 years. They are running these reports in chunks over the next 3 months. CCS estimates that we will lose between 4,000-5,000 patrons by June.

Board Stats Reporting Form

MARCH 2021

COLLECTION USAGE			
		Year to Date 2021	222,321
		Year to Date 2020	300,754
		% Change	-26%
PATRON ASSISTANCE			
		Year to Date 2021	42,849
		Year to Date 2020	55,277
		% Change	-22%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2021	173
		Year to Date 2020	2,914
		% Change	-94%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2021	38,078
		Year to Date 2020	47,433
		% Change	-20%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2021	34,454
		Year to Date 2020	94,358
		% Change	-63%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2021	326,408
		Year to Date 2020	423,088
		% Change	-23%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2021	25,413
		Current month valid library cards 2020	26,506
		% Change	-4%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2021	2,659
		Year to Date 2020	15,472
		% Change	-83%
		Wireless	
		Year to Date 2021	9,993
		Year to Date 2020	23,141
		% Change	-57%

2021 STATISTICS REPORT		JAN	FEB	MARCH	YTD
COLLECTION USAGE					
	Physical materials	30,756	35,582	53,516	119,854
	E-materials	16,364	15,387	16,110	47,861
	ILL	759	668	718	2,145
	Databases	18,322	16,941	17,198	52,461
2021	Total	66,201	68,578	87,542	222,321
	Physical materials	82,594	80,353	43,414	206,361
	E-materials	11,367	10,857	13,184	35,408
	ILL	549	598	333	1,480
	Databases	20,383	16,378	20,744	57,505
2020	Total	114,893	108,186	77,675	300,754
PATRON ASSISTANCE					
	Youth Services	591	834	1,140	2,565
	Adult Services	4,231	4,562	6,153	14,946
	PAMS	11,956	7,070	6,312	25,338
	Security	251	95	21	367
2021	Total	17,029	12,561	13,626	42,849
	Youth Services	2,466	2,130	946	5,542
	Adult Services	9,051	9,505	6,077	24,633
	PAMS	9,811	9,549	5,742	25,102
	Security	0	0	0	0
2020	Total	21,328	21,184	12,765	55,277
EVENTS, PROGRAMS AND CLASSES-BOOKINGS					
	Youth Services	4	20	12	36
	Adult Services	33	46	43	122
	Outside groups	0	10	5	15
	Public study rooms	0	0	0	0
2021	Total	37	76	60	173
	Youth Services	82	93	22	197
	Adult Services	124	142	45	311
	Outside groups	15	26	16	57
	Public study rooms	779	800	770	2,349
2020	Total	1,000	1,061	853	2,914
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE					
	Youth Services	220	531	339	1,090
	Adult Services	351	474	1,240	2,065
	Virtual Services	8,641	12,724	9,337	30,702
	Outside groups	0	1,305	1,180	2,485
	Public study rooms	0	0	0	0
	Outreach- Youth Services	376	419	619	1,414
	Outreach-Adult Services	74	101	147	322
2021	Total	9,662	15,554	12,862	38,078
	Youth Services	913	1,070	211	2,194
	Adult Services	6,793	6,804	1,521	15,118
	Virtual Services	0	0	22,100	22,100
	Outside groups	321	235	2,870	3,426
	Public study rooms	1,459	1,664	1,472	4,595
	Outreach- Youth Services	842	3,071	1,707	5,620
	Outreach-Adult Services	586	283	0	869
2020	Total	10,914	13,127	29,881	47,433

TRAFFIC					
2021	Physical Visits (gate count)	9,390	12,252	12,812	34,454
2020	Physical Visits (gate count)	34,677	35,293	24,388	94,358
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	326,408
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	423,088
LIBRARY CARD OWNERSHIP-report the latest month					
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	25,413
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,506
COMPUTER USAGE					
	Public computers-Youth Services	0	0	0	0
	Public computers Adult	396	516	1,747	2,659
2021	Total	396	516	1,747	2,659
	Public computers-Youth Services	916	926	378	2,220
	Public computers-Adult	5,036	5,315	2,901	13,252
2020	Total	5,952	6,241	3,279	15,472
2021	Wireless	3,060	2,996	3,937	9,993
	Total	3,060	2,996	3,937	9,993
	Wireless	9,570	10,556	3,015	23,141
2020	Total	9,570	10,556	3,015	23,141

C-3

OVERDUE MATERIALS

If an item is overdue by fourteen (14) days, the library card to which the item was charged will be suspended until the item is returned. If an item is overdue by forty-five (45) days, the library card to which the item was charged will be assessed the replacement cost of the item as determined by the Library.

Patron Accounts staff members are authorized to waive replacement cost fees if the item is returned quickly and if the item is in good condition, and to further exercise their good judgment in the spirit of fairness and understanding.



SUPPLEMENTAL NOTICE

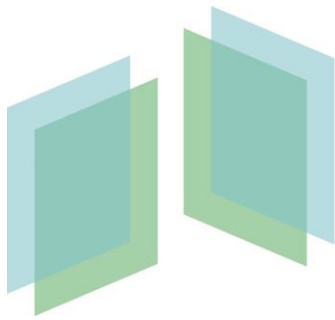
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees Management Committee on May 20, 2021 at 6:30 pm will proceed by electronic remote participation.

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, May 19, 2021 at 4:30 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, May 20, 2021 at 4:30 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

MANAGEMENT COMMITTEE MEETING

THURSDAY, MAY 20, 2021

6:30 PM

By Electronic Remote

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 847-376-2789 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee
May 20, 2021
6:30 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review and Approve Job Descriptions. [Action Item]
- VI. Review and Approve Salary and Classification Schedule. [Action Item]
- VII. Adjournment.

JOB TITLE: School Liaison Librarian

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 9

STATUS: Exempt

OBJECTIVE:

To plan and implement an extensive program of outreach to schools and other organizations serving children and their families, teachers, and caregivers. To participate in the development of the Youth Services collection and offer reference and readers' advisory services, programming, and instruction to the public.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Represents the library through regular visits to local schools and other community organizations serving children and families. Maintains excellent working relationships with their administrators and faculty.
3. May manage Seasonal Preschool Outreach Internship program by hiring, training, disciplining, and evaluating seasonal staff.
4. Assists in oversight of the Youth Services collection of materials.
5. Anticipates and provides materials for curriculum support, preschool through eighth grade.
6. Performs Readers' Advisory.
7. Answers readers' services and basic reference questions.
8. Instructs patrons in the use of the library's eCollections and associated technology.
9. Plans, prepare, conducts, and evaluates programs.
10. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
11. Promotes and markets the Library's Youth Services collections, including writing promotional material and creating physical and digital displays.
12. Stays current with trends in youth literature and library services.
13. Maintains memberships in professional associations and participates in their activities.
14. Attends appropriate meetings, workshops, and conferences.
15. Writes reports and compiles statistics.
16. Writes and administers grants.

17. Oversees the work of volunteers.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library work experience with children.
3. Available to work evenings and weekends.
4. Valid Illinois driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06
Revised and Approved 08/21/07
Reviewed and Approved 08/18/09
Revised and Approved 04/15/14
Revised and Approved 12/17/15
Revised and Approved 09/27/18
Revised and Approved 11/21/19

JOB TITLE: Seasonal Preschool Outreach Intern

DEPARTMENT: Youth Services

REPORTS TO: School Liaison Librarian

CLASSIFICATION: Group 4

STATUS: Seasonal Non-Exempt

OBJECTIVE:

To plan and perform early literacy storytimes for young children in community schools and/or daycares.

DUTIES:

1. Plans and performs engaging storytimes for local preschools and daycares.
2. Applies training in content-appropriate materials for young children to develop storytime programs.
3. Communicates regularly and professionally with supervisor, other interns, library staff, teachers, and school/daycare administrators.
4. Checks materials in/out using the library's online catalog.
5. May gather and reshelve materials accurately and efficiently.
6. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Applicants must have a valid IL driver's license and be able to provide their own vehicle for travel to and from the Library and outreach locations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work as a member of a team.
2. Ability to work independently.
3. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Approved 11/21/19

JOB TITLE: Youth Services Assistant

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE:

To provide reference and readers' advisory services, programming, instruction, and materials selection to children.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Performs readers' advisory.
3. Answers readers' services and basic reference questions.
4. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
5. Plans, prepares, and conducts programs.
6. Assists with staffing, operations, and programming.
7. Instructs patrons in the use of the Library's eCollections and associated technology.
8. Selects materials for the collection and participates in collection evaluation and maintenance.
9. Stays current with trends in youth literature and Library services.
10. Promotes and markets the Library's youth services collections, including writing promotional material and creating physical and digital displays.
11. May promote programs, events, and services to community groups, including in-person visits.
12. Attends appropriate meetings, workshops, and conferences.
13. Oversees the work of volunteers.
14. Performs a variety of clerical tasks.
15. May write reports, grants, and compile statistics.
16. May assist at other public desks.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelors Degree.

2. One year experience working with children. Library experience working with children preferred.
3. Available to work evenings and weekends.

Or

1. Two years college.
2. Two years experience working with children. Library experience working with children preferred.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to

another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 08/18/09
Revised and Approved 12/17/15
Revised and Approved 09/27/18

JOB TITLE: Youth Services Assistant Manager

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 9

STATUS: Exempt

OBJECTIVE:

To supervise select Youth Services staff and assist the Head of Youth Services in the management of the Youth Services Department. This position serves on the Management team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Hires, trains, supervises, disciplines, and evaluates part-time staff.
3. Assists in developing long-term strategic goals for the Youth Services department.
4. Participates in planning the department budget.
5. Oversees selection and organization of the non-fiction collection.
6. Participates in review and revision of the collection development policy.
7. Selects material for the collection and participates in collection evaluation and maintenance.
8. Oversees the operations of the Youth Services information desk including staffing and scheduling.
9. Performs Readers' Advisory.
10. Answers readers' services and basic reference questions.
11. Oversees the management of the Youth Services department Summer Reading Challenge.
12. Represents the Library through partnerships with community organizations.
13. Participates in managers' meetings.
14. Attends professional meetings, maintains memberships in profession associations, and participates in their activities.
15. Stays current with trends in youth literature and library services.
16. Writes reports, grants and compiles statistics as assigned.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library work experience with children.
3. One year supervisory experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
3. Ability to lead and work as a member of a team.
4. Ability to establish rapport with children and caregivers. Ability to work independently.
5. Ability to work independently.
6. Ability to remain calm in difficult situations.
7. Ability to handle multiple and simultaneous tasks.
8. Ability to instruct Library staff in Library methods and procedures.
9. Skill in written and spoken communication.
10. Extensive knowledge and skill in the use of appropriate technology.
11. Extensive knowledge of materials for children and their caregivers in a variety of formats.
12. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
13. Ability to use print and electronic resources.
14. Knowledge of the professional practices, procedures, and techniques of library science.
15. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Approved 11/21/19

JOB TITLE: Youth Services Librarian

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 8

STATUS: Non-Exempt

OBJECTIVE:

To participate in the development of the Youth Services collection, provide outreach to community groups, and offer reference and readers' advisory services, programming, and instruction to the public.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Assists in oversight of the Youth Services collection of materials.
3. Represents the library through partnerships with community organizations.
4. Performs Readers' Advisory.
5. Answers readers' services and basic reference questions.
6. Instructs patrons in the use of the Library's eCollections and associated technology.
7. Plans, prepares, conducts, and evaluates programs.
8. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
9. Promotes and markets the Library's youth services collections, including writing promotional material and creating physical and digital displays.
10. Stays current with trends in youth literature and Library services.
11. Maintains memberships in professional associations and participates in their activities.
12. Attends appropriate meetings, workshops, and conferences.
13. Writes reports and compiles statistics.
14. Writes and manages grants.
15. Oversees the work of volunteers.
16. May coordinate with Teen Services for programming, collections, and outreach.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. One year library work experience with children.
3. Available to work evenings and weekends.
4. Valid Illinois driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Revised and Approved 11/21/06
Revised and Approved 08/21/07
Reviewed and Approved 08/18/09
Revised and Approved 04/15/14
Revised and Approved 12/17/15
Revised and Approved 09/27/18

JOB TITLE: Teen Services Assistant

DEPARTMENT: Adult Services

REPORTS TO: Readers' Services Manager

CLASSIFICATION: Group 6

STATUS: Non-exempt

OBJECTIVE:

To provide full services, including readers' advisory, basic reference, programming, instruction, materials selection, and advocacy support for older teens. This position works closely with the Teen Librarian, within the Readers' Services Group.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Performs readers' advisory.
3. Answers readers services and basic reference questions.
4. Assists and instructs patrons in the use of office machines, computers, and library equipment.
5. Plans, prepares, and conducts programs for teens.
6. Assists with staffing, operations, and programming in the teen space. Keeps the teen space neat and orderly.
7. Instructs patrons in the use of the library's eCollections and associated technology.
8. Selects material for the collection and participates in collection evaluation and maintenance.
9. Stays current with trends in teen literature and teen services.
10. Promotes and markets the library's High School collections, including writing promotional material and creating physical and digital displays.
11. May promote programs, events, and services to local high schools, including in-person visits to schools or related sites.
12. Attends appropriate meetings, workshops, and conferences.
13. Performs a variety of clerical tasks.
14. May write reports, grants, and compile statistics.
15. May prepare weekly desk schedules as assigned.
16. May assist at other public services desks.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree.
2. One year customer service experience.
3. Valid Illinois driver's license.
4. Available to work evenings and weekends.

Or

1. Two years college.
2. Three years library or bookstore experience in customer service.
3. Valid Illinois driver's license.
4. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print, online, and electronic resources.
9. Extensive knowledge of young adult literature, popular materials, and Library resources in a variety of formats.
10. Knowledge of nonfiction, music, and film.
11. Skill in written and spoken communication.
12. Extensive knowledge and skill in the use of appropriate technology.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Des Plaines Public Library Salary and Classification Schedule

DRAFT

Group	Title	Minimum	Maximum
12	Library Director	Set by Board	
11	Assistant Director	\$ 67,003	\$ 100,505
10	Head of Adult Services Head of Patron Accounts and Materials Services Head of Youth Services Human Resources Manager	\$ 58,263	\$ 87,397
9	Acquisitions and Cataloging Manager Building and Security Services Manager 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 Teen 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

Approved _____



SUPPLEMENTAL NOTICE

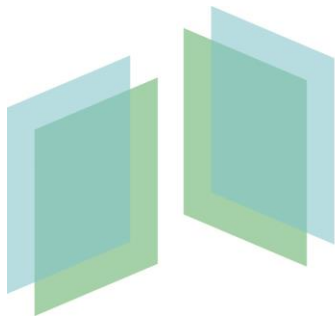
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on May 20, 2021 at 7:00 pm will proceed by electronic remote participation.

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, May 19, 2021 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, May 20, 2021 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, MAY 20, 2021

7:00 PM

By Electronic Remote

Agenda:

- **Report Out Management Committee Action**
- **Appoint Nominating Committee**
- **Review and Approve Proposals for Network Security Replacement Firewall**

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
May 20, 2021
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. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – April 15, 2021.
 - B. Approval of the Minutes of the Management Committee Meeting – April 15, 2021.
 - C. Acceptance of Financial Reports for April 2021.
 - D. Acceptance of Reports
 1. Director's Report
 2. Statistics Report

- VII. New Business. (7:15 p.m.)
- A. Approve Payment of Vendor Checks Report and ACH Payments - \$425,698.18. [Action Item]
 - B. Report Out Management Committee Meeting – Denise Hudec. [Action Item]
 - C. Review and Approve Proposals for Network Security Replacement Firewall. [Action Item]
 - D. Appoint Nominating Committee [Action Item]
 - E. Approve Payment to RAILS for OverDrive, 07/01/2021 – 06/30/2022 -\$12,548.38. [Action Item]
- VIII. Announcements.
- A. Committee Assignments.
- IX. Correspondence.
- X. Other.
- XI. Adjournment. (7:50 p.m.)
- This meeting will be recorded for television broadcast.**



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

DRAFT Minutes of the Regular Meeting
April 15, 2021

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 15, 2021. Vice-President Vincent Rangel 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, Christine Halblander, Bruce Lester, Vincent Rangel, Carol Kidd.

Absent: Denise Hudec, Nicholas Harkovich, Gregory Sarlo, Michelle Shimon-Hutchison.

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

III. PLEDGE OF ALLEGIANCE

Trustees Michelle Shimon-Hutchison and Denise Hudec entered the meeting at 7:03 p.m.

IV. CONSIDERATION OF THE AGENDA

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

No public comments or questions.

VI. CONSENT AGENDA

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the Consent Agenda as presented. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$172,322.71 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$172,322.71 as listed on the vendor checks report of March 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

- B. Review and Approve C- Library Regulations, C-3 Overdue Materials. [Action Item]

Library Director Jo Bonell asked the Board to approve replacing Policy C - Library Regulations C-3 Overdue Fines with Library Regulations C-3 Overdue Materials, to reflect the Library going fine free in May. The Board previously discussed this policy revision at the March 18, 2021 Board meeting. Library Director Jo Bonell reviewed how the new fine free procedures would work, and stated that patrons would still be responsible for lost or damaged items. The new policy is compliant with our library consortium's requirements for going fine free.

MOTION by Bruce Lester, seconded by Christine Halblander, to approve the new Policy C- Library Regulations C-3 Overdue Materials. ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None.

- C. Report Out Management Committee Action – Denise Hudec. [Action Item]

Trustee Denise Hudec reported on the Management Committee's review of five revised job descriptions:

Assistant Director
Readers' Services Manager

Readers' Services Assistant
Teen Services Librarian
Teen Services Assistant

The Management Committee recommends that the first four job descriptions be approved by the Board. They recommend that the Teen Services Assistant position be reviewed at the May 20, 2021 board meeting along with the Salary and Classification Schedule.

MOTION by Committee , to approve four Library job descriptions:

Assistant Director
Readers' Services Manager
Readers' Services Assistant
Teen Services Librarian

ROLL CALL VOTE: AYES: Capper, Graack, Halblander, Hudec, Lester, Rangel, Shimon-Hutchison. NAYS: None.

Vice President Vincent Rangel thanked the Management Committee for their work. Trustee Denice Hudec encouraged the new Board members to consider which committee they would be interested in serving and let President Gregory Sarlo know.

VIII. ANNOUNCEMENTS

Trustee Mindy Capper said she would be resigning from the Board to pursue an advanced teaching degree, and that this would be her last meeting. The Trustees and the Director thanked her for her commitment to the library, especially during the pandemic. The Library will purchase children's books in Trustee Capper's honor.

Assistant Director Roberta Johnson announced that she would be retiring on July 2nd, after 23 years at the Library. Johnson thanked the staff and the Board for creating an amazing community resource.

Head of Marketing and Communications Heather Imhoff showed our Spring mailing, which was sent to all Des Plaines households, inviting residents to participate in the Library's many activities. The mailer includes an offer for all cardholders (new and former) to pick up a Library umbrella, while supplies last. Trustee Rangel thanked the staff for reaching out directly to the community.

IX. CORRESPONDENCE

None.

X. OTHER

Trustee Denice Hudec asked how Spring Early Voting had gone. Library Director Jo Bonell said there were over 2,500 votes cast in the Library.

XI ADJOURNMENT

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

Meeting adjourned at 7:23 p.m.

Minutes prepared by Carol Kidd.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Management Committee Meeting
April 15, 2021

I. CALL TO ORDER

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, April 15, 2021. Committee Chair Denise Hudec called the meeting to order at 6:03 p.m.

II. ROLL CALL

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

Also present: Jo Bonell, Heather Imhoff.

III. CONSIDERATION OF THE AGENDA

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTIONS [Action Item]

Library Director Jo Bonell asked the Committee to approve changes to the following five Library job descriptions:

Assistant Director
Readers' Services Manager
Teen Services Librarian
Teen Services Assistant
Readers' Services Assistant

The Committee reviewed each job description. Trustee Hudec asked for clarification on the task of preparing the Board packet. Director Bonell stated that multiple staff contribute to this task. Trustee Hudec asked if the Assistant Director position would be posted internally first, and Director Bonell said that it would. Trustee Graack asked if the Director would look for a candidate with a business management background. Director Bonell said not specifically, that the Assistant Director's business-related tasks were very teachable.

The Teen Services Assistant is a new job description, based on the Readers' Services Assistant and in the same salary classification. This job title will be added to the Salary and Classification Schedule when it is next reviewed. The Committee decided to ask the Board to review and approve this job description at the May 2021 meeting.

MOTION by Denise Hudec, seconded by Kristen Graack, to recommend approving the changes to the four job descriptions to the Board as a whole, and ask the Board to review and approve the Teen Services Assistant position at the May Management Committee meeting. ROLL CALL VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

VI. OTHER

The Committee discussed the various Board Committees and Officer positions.

VII. ADJOURNMENT

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

Meeting adjourned at 6:27 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
April 30, 2021

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



May 13, 2021

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, 2021 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, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,608,477.72	\$ 2,095,184.57	\$ 5,703,662.29
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,689,968.41	\$ 2,095,184.57	\$ 11,785,152.98
LIABILITIES			
Accounts Payable	\$ 310,007.38	\$ 31,083.44	\$ 341,090.82
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	653,123.67	31,083.44	684,207.11
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,722,623.67	31,083.44	6,753,707.11
FUND BALANCE			
Fund Balance - Unreserved	2,932,593.94	2,064,101.13	4,996,695.07
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,967,344.74	2,064,101.13	5,031,445.87
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,689,968.41	\$ 2,095,184.57	\$ 11,785,152.98

Des Plaines Public Library

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

For the 4 Months Ended April 30, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 2,966,918.84	\$ -	\$ 2,966,918.84
Fines & Fees	3,673.29	-	3,673.29
Interest	497.63	404.84	902.47
Miscellaneous	7,005.94	-	7,005.94
Total Revenues	<u>2,978,095.70</u>	<u>404.84</u>	<u>2,978,500.54</u>
EXPENDITURES			
Personnel	\$ 870,838.05	\$ -	\$ 870,838.05
Operating	797,669.32	-	797,669.32
Library Materials	316,746.35	-	316,746.35
Capital Outlay	30,333.45	40,053.78	70,387.23
Other Expenditures	<u>7,932.79</u>	<u>-</u>	<u>7,932.79</u>
Total Expenditures	<u>2,024,719.96</u>	<u>40,053.78</u>	<u>2,064,773.74</u>
Net Change in Fund Balances	<u>953,375.74</u>	<u>(39,648.94)</u>	<u>913,726.80</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 2,967,344.74</u>	<u>\$ 2,064,101.13</u>	<u>\$ 5,031,445.87</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of April 30, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	448,787.88
202-1102015 - First Midwest Operating #8100292260	<u>52,832.02</u>
	<u>501,619.90</u>
201-1102028 - Cash Library Donations	<u>213,942.03</u>
201-1102079 - IL Funds - 151600222591	2,945,247.81
202-1102079 - IL Funds - 151600222591	<u>2,042,352.55</u>
	<u>4,987,600.36</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,703,662.29</u></u>

Des Plaines Public Library
Balance Sheet as of April 30, 2021

	<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	355,107.80	93,680.08	448,787.88
1102028 - Cash Library Donations	213,884.99	57.04	213,942.03
1102079 - IL Funds - 151600222591	3,114,063.30	(168,815.49)	2,945,247.81
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	<u>9,765,046.78</u>	<u>(75,078.37)</u>	<u>9,689,968.41</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	111,297.37	198,710.01	310,007.38
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,523,913.66</u>	<u>198,710.01</u>	<u>6,722,623.67</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
Total Liabilities and Fund Balance	<u>8,537,882.66</u>	<u>198,710.01</u>	<u>8,736,592.67</u>
Excess Revenues Over Expenses	<u>1,227,164.12</u>	<u>(273,788.38)</u>	<u>953,375.74</u>

Des Plaines Public Library
Balance Sheet as of April 30, 2021

	<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	28,023.58	24,808.44	52,832.02
1102079 - IL Funds - 151600222591	2,073,368.69	(31,016.14)	2,042,352.55
	2,101,392.27	(6,207.70)	2,095,184.57
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	6,275.00	24,808.44	31,083.44
	6,275.00	24,808.44	31,083.44
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,110,025.07	24,808.44	2,134,833.51
Excess Revenues Over Expenses	(8,632.80)	(31,016.14)	(39,648.94)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of April 30, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,353,391.00)	0.00	(1,353,391.00)
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</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, 2021**

_____ 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 2020	<u>331,284.51</u>	<u>2,966,918.84</u>	<u>6,100,000.00</u>	<u>3,133,081.16</u>	<u>48.64</u>
	<u>331,284.51</u>	<u>2,966,918.84</u>	<u>6,100,000.00</u>	<u>3,133,081.16</u>	<u>48.64</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	138.31	1,493.72	9,000.00	7,506.28	16.60
201-4850201 - Copying Fees	968.91	2,179.57	12,500.00	10,320.43	17.44
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>1,107.22</u>	<u>3,673.29</u>	<u>24,000.00</u>	<u>20,326.71</u>	<u>15.31</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>115.36</u>	<u>497.63</u>	<u>28,000.00</u>	<u>27,502.37</u>	<u>1.78</u>
	<u>115.36</u>	<u>497.63</u>	<u>28,000.00</u>	<u>27,502.37</u>	<u>1.78</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	343.55	4,515.25	50,000.00	45,484.75	9.03
201-4899910 - Vending Machine Revenue	17.87	60.15	500.00	439.85	12.03
201-4899920 - Library Donations	50.00	250.00	5,000.00	4,750.00	5.00
201-4899940 - Friends Book Sale	<u>1,125.42</u>	<u>2,180.54</u>	<u>0.00</u>	<u>(2,180.54)</u>	<u>0.00</u>
	<u>1,536.84</u>	<u>7,005.94</u>	<u>55,500.00</u>	<u>48,494.06</u>	<u>12.62</u>
Total Library Fund	<u><u>334,043.93</u></u>	<u><u>2,978,095.70</u></u>	<u><u>6,386,488.00</u></u>	<u><u>3,408,392.30</u></u>	<u><u>46.63</u></u>

Des Plaines Public Library
 Revenue Report
 For the 4 Months Ended April 30, 2021

	<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>67.30</u>	<u>404.84</u>	<u>17,000.00</u>	<u>16,595.16</u>	<u>2.38</u>
	<u>67.30</u>	<u>404.84</u>	<u>17,000.00</u>	<u>16,595.16</u>	<u>2.38</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>67.30</u>	<u>404.84</u>	<u>517,000.00</u>	<u>516,595.16</u>	<u>0.08</u>
Total of All Funds	<u>334,111.23</u>	<u>2,978,500.54</u>	<u>6,903,488.00</u>	<u>3,924,987.46</u>	<u>43.14</u>

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2021**

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	169,715.36	693,246.20	2,483,313.00	1,790,066.80	27.92
5910200 - Part-time Salaries	<u>45,040.39</u>	<u>177,591.85</u>	<u>830,211.00</u>	<u>652,619.15</u>	<u>21.39</u>
	<u>214,755.75</u>	<u>870,838.05</u>	<u>3,313,524.00</u>	<u>2,442,685.95</u>	<u>26.28</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	15,816.83	64,138.25	240,329.00	176,190.75	26.69
5918021 - Employer Contribution - IMRF	41,130.32	84,073.33	290,885.00	206,811.67	28.90
5918040 - Life Insurance Premiums	124.16	496.64	1,886.00	1,389.36	26.33
5918050 - PPO Insurance Premiums	62,981.50	135,836.88	410,610.00	274,773.12	33.08
5918051 - HMO Insurance Premiums	27,260.52	51,218.05	208,034.00	156,815.95	24.62
5918055 - Dental Insurance Premiums	1,329.88	5,319.52	20,000.00	14,680.48	26.60
5918070 - Workers Compensation	<u>0.00</u>	<u>11,940.00</u>	<u>14,000.00</u>	<u>2,060.00</u>	<u>85.29</u>
	<u>148,643.21</u>	<u>353,022.67</u>	<u>1,200,744.00</u>	<u>847,721.33</u>	<u>29.40</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	690.00	30,000.00	29,310.00	2.30
5920110 - Professional Services	35,822.30	179,633.86	464,296.00	284,662.14	38.69
5920120 - Communication Services	655.84	5,542.62	19,100.00	13,557.38	29.02
5920140 - Integrated Library System	22,001.70	44,003.40	88,010.00	44,006.60	50.00
5920202 - Conferences	10.00	1,158.88	5,000.00	3,841.12	23.18
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	6,816.22	22,479.93	51,000.00	28,520.07	44.08
5920220 - Membership Dues	1,911.00	5,522.09	6,400.00	877.91	86.28
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	38,173.00	43,169.58	57,000.00	13,830.42	75.74
5930010 - R&M Equipment	12,042.49	44,903.56	58,635.00	13,731.44	76.58
5930020 - R&M Buildings & Structures	14,988.34	33,298.82	131,325.00	98,026.18	25.36
5930030 - R&M Vehicles	0.00	214.39	1,500.00	1,285.61	14.29
5930210 - Rental of Equipment	657.91	3,511.22	25,600.00	22,088.78	13.72
5930320 - Cleaning/Custodial Services	0.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	1,440.00	7,000.00	5,560.00	20.57
5960040 - Pre-Employment Testing	0.00	0.00	3,000.00	3,000.00	0.00
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	9,053.76	19,448.06	51,500.00	32,051.94	37.76
5960990 - Misc. Contractual Services	<u>8,778.69</u>	<u>27,587.34</u>	<u>101,025.00</u>	<u>73,437.66</u>	<u>27.31</u>
	<u>151,271.25</u>	<u>444,646.65</u>	<u>1,175,116.00</u>	<u>730,469.35</u>	<u>37.84</u>
<u>Commodities</u>					
5970100 - Supplies	828.12	3,258.81	41,000.00	37,741.19	7.95
5970110 - Meals	0.00	610.00	1,500.00	890.00	40.67
5970115 - Supplies - Dept/Other	4,215.21	8,096.02	66,100.00	58,003.98	12.25
5970170 - Janitorial	4,517.03	9,944.51	18,600.00	8,655.49	53.47
5970260 - Postage & Parcel	0.00	3,420.49	6,000.00	2,579.51	57.01

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	642.88	1,148.54	10,000.00	8,851.46	11.49
5970600 - Ebooks/Books	34,287.43	94,506.34	368,000.00	273,493.66	25.68
5970610 - E-audio/Audio	6,174.06	21,422.24	80,000.00	58,577.76	26.78
5970620 - E-Subscriptions/Subscriptions	118.19	12,002.00	68,430.00	56,428.00	17.54
5970630 - Visual Materials	9,121.65	39,499.89	167,000.00	127,500.11	23.65
5970640 - Databases	16,540.83	115,193.78	185,000.00	69,806.22	62.27
5970810 - Natural Gas	3,356.22	7,643.73	22,000.00	14,356.27	34.74
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>0.00</u>
	<u>79,801.62</u>	<u>316,746.35</u>	<u>1,039,830.00</u>	<u>723,083.65</u>	<u>30.46</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	6,163.00	6,163.00	6,310.00	147.00	97.67
5980410 - Computer Hardware	0.00	7,901.35	6,800.00	(1,101.35)	116.20
5980420 - Computer Software	784.91	16,269.10	44,495.00	28,225.90	36.56
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
	<u>6,947.91</u>	<u>30,333.45</u>	<u>60,305.00</u>	<u>29,971.55</u>	<u>50.30</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	4,778.45	5,243.55	73,000.00	67,756.45	7.18
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>1,634.12</u>	<u>2,689.24</u>	<u>0.00</u>	<u>(2,689.24)</u>	<u>0.00</u>
	<u>6,412.57</u>	<u>7,932.79</u>	<u>633,000.00</u>	<u>625,067.21</u>	<u>1.25</u>
 Total Library Fund Expenditures	 <u>607,832.31</u>	 <u>2,024,719.96</u>	 <u>7,422,519.00</u>	 <u>5,397,799.04</u>	 <u>27.28</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	36,500.00	36,500.00	0.00
5980400 - Equipment	30,208.44	30,276.72	157,420.00	127,143.28	19.23
5980410 - Computer Hardware	875.00	7,150.00	30,900.00	23,750.00	23.14
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>2,627.06</u>	<u>4,160.00</u>	<u>1,532.94</u>	<u>63.15</u>
	<u>31,083.44</u>	<u>40,053.78</u>	<u>239,980.00</u>	<u>199,926.22</u>	<u>16.69</u>
 Total Capital Projects Fund Expenditures	 <u>31,083.44</u>	 <u>40,053.78</u>	 <u>279,980.00</u>	 <u>239,926.22</u>	 <u>14.31</u>
 Total of All Funds	 <u>638,915.75</u>	 <u>2,064,773.74</u>	 <u>7,702,499.00</u>	 <u>5,637,725.26</u>	 <u>26.81</u>

Des Plaines Public Library

Check List

All Bank Accounts

April 16, 2021 - May 20, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18624	05/20/21	ALGONQUIN MIDDLE SCHOOL	30.00
18625	05/20/21	ANDERTOONS, LLC	600.00
18626	05/20/21	ANDREW LANGLIE	125.00
18627	05/20/21	ANDREW TROTTER	135.00
18628	05/20/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
18629	05/20/21	AUTOMATED LOGIC, INC.	4,734.00
18630	05/20/21	BAKER & TAYLOR	14,468.89
18631	05/20/21	BAKER & TAYLOR	8,001.03
18632	05/20/21	CDW GOVERNMENT	3,583.91
18633	05/20/21	CHERYL BROWN	250.00
18634	05/20/21	CHILDREN'S PLUS, INC.	1,466.06
18635	05/20/21	CITY OF DES PLAINES	642.88
18636	05/20/21	COLLEY ELEVATOR COMPANY	3,946.00
18637	05/20/21	COMPUTYPE, INC.	1,345.00
18638	05/20/21	COOPERATIVE COMPUTER SERVICES	22,001.70
18639	05/20/21	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18640	05/20/21	D&Z HOUSE OF BOOKS	270.72
18641	05/20/21	DE LAGE LANDEN FIANACIAL SERVICES	1,498.65
18642	05/20/21	DES PLAINES CHAMBER OF COMMERCE	120.00
18643	05/20/21	EBSCO INFORMATION SERVICES	32.20
18644	05/20/21	FINDAWAY WORLD LLC	46.74
18645	05/20/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18646	05/20/21	GOVCONNECTION INC	3,390.82
18647	05/20/21	HR SOURCE	1,720.00
18648	05/20/21	ILLINOIS LIBRARY ASSOCIATION	100.00
18649	05/20/21	INGRAM LIBRARY SERVICES	419.06
18650	05/20/21	ITSAVVY LLC	875.00
18651	05/20/21	J&S PLUMBING, INC.	400.00
18652	05/20/21	KOIOS	900.00
18653	05/20/21	LAUTERBACH & AMEN, LLP.	1,600.00
18654	05/20/21	LIMRICC	88,351.51
18655	05/20/21	LYNGSOE SYSTEMS, INC	31,235.00
18656	05/20/21	MIDWEST TAPE	14,149.70
18657	05/20/21	NEWSBANK	7,085.00
18658	05/20/21	NILES-MAINE LIBRARY DISTRICT	400.00
18659	05/20/21	OAKBROOK MECHANICAL SERVICES	5,908.34
18660	05/20/21	OUTSOURCE SOLUTIONS GROUP, INC.	36,290.54
18661	05/20/21	OVERDRIVE, INC.	13,136.93
18662	05/20/21	RECORD INFORMATION SERVICES INC	652.00
18663	05/20/21	RECORDED BOOKS, INC	394.95
18664	05/20/21	ROWMAN & LITTLEFIELD PUBLISHING COMPANY	67.89
18665	05/20/21	SHARON YIESLA	200.00
18666	05/20/21	THOMAS KLISE/CRIMSON MULTIMEDIA	2,155.41
18667	05/20/21	THOMSON REUTERS-WEST	21.86
18668	05/20/21	TIAA COMMERCIAL FINANCE	657.91
18669	05/20/21	TODAY'S BUSINESS SOLUTIONS INC	11,916.00
18670	05/20/21	TOWN SQUARE PUBLICATIONS	1,885.00
18671	05/20/21	VALUE LINE PUBLISHING, LLC.	6,100.00
18672	05/20/21	VISOGRAPHIC	4,931.22
18673	05/20/21	WILIUG	50.00
18674	05/20/21	WORLD BOOK INC	55.90
18675	05/20/21	LIBRARIES OF ILLINOIS RISK AGENCY	38,173.00
51788	04/30/21	NICOR GAS	3,356.22
51789	04/30/21	BANKCARD SERVICES	15,919.41
51790	04/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	616.72
51791	04/30/21	IMRF	31,127.42
51792	04/30/21	VERIZON WIRELESS	1,065.73

Des Plaines Public Library

Check List

All Bank Accounts

April 16, 2021 - May 20, 2021

Check Number	Check Date	Payee	Amount
51794	04/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	82.05
51795	04/30/21	IMRF	32,013.16
51796	04/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	426.65
Vendor Check Total			<u>425,698.18</u>
Check List Total			<u><u>425,698.18</u></u>

Check count = 60

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALGONQUIN MIDDLE SCHOOL				18624	05/20/21	<u>30.00</u>
201-5970640	Databases	Algonquin MS yearbook	30.00			
ANDERTOONS, LLC				18625	05/20/21	<u>600.00</u>
201-5960210	Special Event Programming	VIRTUAL CARTOON CLASSES	600.00			
ANDREW LANGLIE				18626	05/20/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	INV# APRIL 15, 2021	125.00			
ANDREW TROTTER				18627	05/20/21	<u>135.00</u>
201-5960210	Special Event Programming	DUNGEONS AND DRAGONS PRESENTER	135.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18628	05/20/21	<u>320.00</u>
201-5960990	Misc. Contractual Services	INV# 11270	320.00			
AUTOMATED LOGIC, INC.				18629	05/20/21	<u>4,734.00</u>
201-5930020	R&M Buildings & Structures	AUTOMATED LOGIC, INC.	4,734.00			
BAKER & TAYLOR				18630	05/20/21	<u>14,468.89</u>
201-5960990	Misc. Contractual Services	INV# 2035843739	16.16			
201-5970600	Ebooks/Books	INV# 2035843739	48.53			
201-5960990	Misc. Contractual Services	INV# 2035851155	5.74			
201-5970600	Ebooks/Books	INV# 2035851155	91.60			
201-5960990	Misc. Contractual Services	INV# 2035850106	26.91			
201-5970600	Ebooks/Books	INV# 2035850106	66.73			
201-5960990	Misc. Contractual Services	INV# 2035865211	137.54			
201-5970600	Ebooks/Books	INV# 2035865211	266.35			
201-5960990	Misc. Contractual Services	INV# 2035865213	39.68			
201-5970600	Ebooks/Books	INV# 2035865213	395.38			
201-5960990	Misc. Contractual Services	INV# 2035870287	11.43			
201-5970600	Ebooks/Books	INV# 2035870287	94.81			
201-5960990	Misc. Contractual Services	INV# 2035851248	31.40			
201-5970600	Ebooks/Books	INV# 2035851248	133.93			
201-5960990	Misc. Contractual Services	INV# 2035851278	17.07			
201-5970600	Ebooks/Books	INV# 2035851278	141.93			
201-5960990	Misc. Contractual Services	INV# 2035858754	1.09			
201-5970600	Ebooks/Books	INV# 2035858754	5.38			
201-5960990	Misc. Contractual Services	INV# 2035858890	17.51			
201-5970600	Ebooks/Books	INV# 2035858890	116.53			
201-5960990	Misc. Contractual Services	INV# 2035843755	3.27			
201-5970600	Ebooks/Books	INV# 2035843755	33.79			
201-5960990	Misc. Contractual Services	INV# 2035851554	3.29			
201-5970600	Ebooks/Books	INV# 2035851554	14.31			
201-5960990	Misc. Contractual Services	INV# 2035864686	49.89			
201-5970600	Ebooks/Books	INV# 2035864686	539.09			
201-5960990	Misc. Contractual Services	INV# 2035858799	24.98			
201-5970600	Ebooks/Books	INV# 2035858799	230.40			
201-5960990	Misc. Contractual Services	INV# 2035859092	16.92			
201-5970600	Ebooks/Books	INV# 2035859092	135.03			
201-5960990	Misc. Contractual Services	INV# 0000144000	17.38			
201-5970600	Ebooks/Books	INV# 0000144000	102.33			
201-5960990	Misc. Contractual Services	INV# 2035850100	28.58			
201-5970600	Ebooks/Books	INV# 2035850100	255.48			
201-5960990	Misc. Contractual Services	INV# 2035864715	31.40			
201-5970600	Ebooks/Books	INV# 2035864715	140.24			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV# 2035845878	6.77			
201-5970600	Ebooks/Books	INV# 2035845878	47.53			
201-5960990	Misc. Contractual Services	INV# 2035873770	3.14			
201-5970600	Ebooks/Books	INV# 2035873770	7.17			
201-5960990	Misc. Contractual Services	INV# 2035874047	1.93			
201-5970600	Ebooks/Books	INV# 2035874047	15.89			
201-5960990	Misc. Contractual Services	INV# 2035874210	1.78			
201-5970600	Ebooks/Books	INV# 2035874210	9.65			
201-5960990	Misc. Contractual Services	INV# 2035881773	17.76			
201-5970600	Ebooks/Books	INV# 2035881773	152.05			
201-5960990	Misc. Contractual Services	INV# 2035867128	16.15			
201-5970600	Ebooks/Books	INV# 2035867128	35.79			
201-5960990	Misc. Contractual Services	INV# 2035873771	26.87			
201-5970600	Ebooks/Books	INV# 2035873771	217.41			
201-5960990	Misc. Contractual Services	INV# 2035876982	30.72			
201-5970600	Ebooks/Books	INV# 2035876982	219.60			
201-5960990	Misc. Contractual Services	INV# 2035879570	39.69			
201-5970600	Ebooks/Books	INV# 2035879570	351.65			
201-5960990	Misc. Contractual Services	INV# 2035873821	9.94			
201-5970600	Ebooks/Books	INV# 2035873821	78.59			
201-5960990	Misc. Contractual Services	INV# 2035894448	14.99			
201-5970600	Ebooks/Books	INV# 2035894448	119.18			
201-5960990	Misc. Contractual Services	INV# 2035887783	43.32			
201-5970600	Ebooks/Books	INV# 2035887783	344.67			
201-5960990	Misc. Contractual Services	INV# 2035876777	58.29			
201-5970600	Ebooks/Books	INV# 2035876777	524.58			
201-5960990	Misc. Contractual Services	INV# 2035881698	24.27			
201-5970600	Ebooks/Books	INV# 2035881698	77.71			
201-5960990	Misc. Contractual Services	INV# 2035886993	22.38			
201-5970600	Ebooks/Books	INV# 2035886993	173.85			
201-5960990	Misc. Contractual Services	INV# 2035884813	84.12			
201-5970600	Ebooks/Books	INV# 2035884813	661.18			
201-5960990	Misc. Contractual Services	INV# 2035895717	59.80			
201-5970600	Ebooks/Books	INV# 2035895717	151.78			
201-5960990	Misc. Contractual Services	INV# 2035888439	54.34			
201-5970600	Ebooks/Books	INV# 2035888439	512.42			
201-5960990	Misc. Contractual Services	INV# 2035895736	48.71			
201-5970600	Ebooks/Books	INV# 2035895736	397.82			
201-5960990	Misc. Contractual Services	INV# 2035886178	56.81			
201-5970600	Ebooks/Books	INV# 2035886178	147.28			
201-5960990	Misc. Contractual Services	INV# 2035885285	13.07			
201-5970600	Ebooks/Books	INV# 2035885285	121.39			
201-5960990	Misc. Contractual Services	INV# 2035886990	11.96			
201-5970600	Ebooks/Books	INV# 2035886990	37.60			
201-5960990	Misc. Contractual Services	INV# 2035882825	40.81			
201-5970600	Ebooks/Books	INV# 2035882825	346.62			
201-5960990	Misc. Contractual Services	INV# 2035880611	3.76			
201-5970600	Ebooks/Books	INV# 2035880611	33.46			
201-5960990	Misc. Contractual Services	INV# 2035888897	3.86			
201-5970600	Ebooks/Books	INV# 2035888897	31.23			
201-5960990	Misc. Contractual Services	INV# 2035887742	23.92			
201-5970600	Ebooks/Books	INV# 2035887742	39.39			
201-5960990	Misc. Contractual Services	INV# 2035888672	18.54			
201-5970600	Ebooks/Books	INV# 2035888672	92.65			
201-5960990	Misc. Contractual Services	INV# 2035891723	47.48			
201-5970600	Ebooks/Books	INV# 2035891723	314.81			

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201-5960990	Misc. Contractual Services	INV# 2035894389	12.56			
201-5970600	Ebooks/Books	INV# 2035894389	43.01			
201-5960990	Misc. Contractual Services	INV# 2035888726	19.44			
201-5970600	Ebooks/Books	INV# 2035888726	50.04			
201-5960990	Misc. Contractual Services	INV# 2035904683	3.86			
201-5970600	Ebooks/Books	INV# 2035904683	30.65			
201-5960990	Misc. Contractual Services	INV# 2035900324	26.80			
201-5970600	Ebooks/Books	INV# 2035900324	295.68			
201-5960990	Misc. Contractual Services	INV# 5016862151	1.40			
201-5970600	Ebooks/Books	INV# 5016862151	25.03			
201-5960990	Misc. Contractual Services	INV# 2035858838	16.00			
201-5970600	Ebooks/Books	INV# 2035858838	41.80			
201-5960990	Misc. Contractual Services	INV# 2035913085	35.40			
201-5970600	Ebooks/Books	INV# 2035913085	346.18			
201-5960990	Misc. Contractual Services	INV# 2035918684	110.77			
201-5970600	Ebooks/Books	INV# 2035918684	947.44			
201-5960990	Misc. Contractual Services	INV# 2035913101	26.16			
201-5970600	Ebooks/Books	INV# 2035913101	161.82			
201-5960990	Misc. Contractual Services	INV# 2035916551	11.58			
201-5970600	Ebooks/Books	INV# 2035916551	88.54			
201-5960990	Misc. Contractual Services	INV# 2035926534	58.39			
201-5970600	Ebooks/Books	INV# 2035926534	529.88			
201-5960990	Misc. Contractual Services	INV# 2035918157	38.87			
201-5970600	Ebooks/Books	INV# 2035918157	108.19			
201-5960990	Misc. Contractual Services	INV# 2035926703	33.93			
201-5970600	Ebooks/Books	INV# 2035926703	257.90			
201-5960990	Misc. Contractual Services	INV# 2035918718	18.88			
201-5970600	Ebooks/Books	INV# 2035918718	72.26			
201-5960990	Misc. Contractual Services	INV# 2035920636	28.26			
201-5970600	Ebooks/Books	INV# 2035920636	107.66			
201-5960990	Misc. Contractual Services	INV# 5016896505	0.70			
201-5970600	Ebooks/Books	INV# 5016896505	11.24			
201-5960990	Misc. Contractual Services	INV# 2035904636	13.01			
201-5970600	Ebooks/Books	INV# 2035904636	32.86			
201-5960990	Misc. Contractual Services	INV# 2035907681	27.64			
201-5970600	Ebooks/Books	INV# 2035907681	221.32			
201-5960990	Misc. Contractual Services	INV# 2035907665	16.69			
201-5970600	Ebooks/Books	INV# 2035907665	139.22			
201-5960990	Misc. Contractual Services	INV# 2035907741	27.06			
201-5970600	Ebooks/Books	INV# 2035907741	173.45			
201-5960990	Misc. Contractual Services	INV# 2035902931	71.90			
201-5970600	Ebooks/Books	INV# 2035902931	641.99			
201-5960990	Misc. Contractual Services	INV# 2035897167	3.14			
201-5970600	Ebooks/Books	INV# 2035897167	8.96			
201-5960990	Misc. Contractual Services	INV# 2035900700	12.26			
201-5970600	Ebooks/Books	INV# 2035900700	35.48			
201-5960990	Misc. Contractual Services	INV# 2035907698	6.54			
201-5970600	Ebooks/Books	INV# 2035907698	34.33			
201-5960990	Misc. Contractual Services	INV# 2035904646	7.57			
201-5970600	Ebooks/Books	INV# 2035904646	62.98			
201-5960990	Misc. Contractual Services	INV# 2035897109	2.18			
201-5970600	Ebooks/Books	INV# 2035897109	14.25			
201-5960990	Misc. Contractual Services	INV# 2035843596	2.18			
201-5970600	Ebooks/Books	INV# 2035843596	13.35			

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05/20/21

8,001.03

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201-5960990	Misc. Contractual Services	INV# 2035059076	33.60			
201-5970600	Ebooks/Books	INV# 2035155850	494.85			
201-5960990	Misc. Contractual Services	INV# 2035155851	24.25			
201-5970600	Ebooks/Books	INV# 2035553158	0.09			
201-5960990	Misc. Contractual Services	INV# 2035594378	-0.02			
201-5970600	Ebooks/Books	INV# 2035878140	614.87			
201-5960990	Misc. Contractual Services	INV# 2035878141	49.09			
201-5970600	Ebooks/Books	INV# 2035878250	516.46			
201-5960990	Misc. Contractual Services	INV# 2035878251	40.43			
201-5970600	Ebooks/Books	INV# 2035886987	519.65			
201-5960990	Misc. Contractual Services	INV# 2035886988	44.63			
201-5970600	Ebooks/Books	INV# 2035890503	450.49			
201-5960990	Misc. Contractual Services	INV# 2035890504	39.93			
201-5970600	Ebooks/Books	INV# 2035895734	535.90			
201-5960990	Misc. Contractual Services	INV# 2035895735	44.29			
201-5970600	Ebooks/Books	INV# 2035896128	581.76			
201-5960990	Misc. Contractual Services	INV# 2035896129	44.25			
201-5970600	Ebooks/Books	INV# 2035901211	360.84			
201-5970600	Ebooks/Books	INV# 2035901212	26.45			
201-5970600	Ebooks/Books	INV# 2035905829	46.95			
201-5960990	Misc. Contractual Services	INV# 2035918723	1,324.37			
201-5960990	Misc. Contractual Services	INV# 2035918724	99.79			
201-5970600	Ebooks/Books	INV# 2035921823	465.77			
201-5960990	Misc. Contractual Services	INV# 2035921824	41.31			
201-5970600	Ebooks/Books	INV# 2035925230	510.07			
201-5960990	Misc. Contractual Services	INV# 203595231	37.42			
201-5970600	Ebooks/Books	INV# 2035933569	986.97			
201-5960990	Misc. Contractual Services	INV# 2035933570	66.57			
CDW GOVERNMENT				18632	05/20/21	<u>3,583.91</u>
201-5990900	Per Capita Grant Expenditures	INV# 9247991	3,210.45			
202-5980400	Equipment	INV# B344610	373.46			
CHERYL BROWN				18633	05/20/21	<u>250.00</u>
201-5960210	Special Event Programming	KIDDIELAND REMEMBERED	250.00			
CHILDREN'S PLUS, INC.				18634	05/20/21	<u>1,466.06</u>
201-5970600	Ebooks/Books	INV# 196880	173.12			
201-5970600	Ebooks/Books	INV# 195811	335.38			
201-5970600	Ebooks/Books	INV# 195921	29.98			
201-5970600	Ebooks/Books	INV# 195572	161.62			
201-5970600	Ebooks/Books	INV# 195706	172.29			
201-5970600	Ebooks/Books	INV# 195766	34.98			
201-5970600	Ebooks/Books	INV# 195704	498.87			
201-5970600	Ebooks/Books	INV# 195850	45.83			
201-5970600	Ebooks/Books	INV# 194169	13.99			
CITY OF DES PLAINES				18635	05/20/21	<u>642.88</u>
201-5970500	Water Bill	CITY OF DES PLAINES	642.88			
COLLEY ELEVATOR COMPANY				18636	05/20/21	<u>3,946.00</u>
201-5930020	R&M Buildings & Structures	INV# 208169	606.00			
201-5930020	R&M Buildings & Structures	INV# 208714	720.00			
201-5930020	R&M Buildings & Structures	INV# 206667	102.00			
201-5930020	R&M Buildings & Structures	INV# 207616	306.00			
201-5930020	R&M Buildings & Structures	INV# 208775	394.00			

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201-5930020	R&M Buildings & Structures	INV# 207079	606.00			
201-5930020	R&M Buildings & Structures	INV# 209518	606.00			
201-5930020	R&M Buildings & Structures	INV# 205966	606.00			
COMPUTYPE, INC.				18637	05/20/21	<u>1,345.00</u>
201-5970115	Supplies - Dept/Other	INV# 667814	1,345.00			
COOPERATIVE COMPUTER SERVICES				18638	05/20/21	<u>22,001.70</u>
201-5920140	Integrated Library System	INV# 1816	22,001.70			
CRYSTAL MAINTENANCE SERVICES CORP				18639	05/20/21	<u>3,890.00</u>
201-5970170	Janitorial	INV# 27486	3,890.00			
D&Z HOUSE OF BOOKS				18640	05/20/21	<u>270.72</u>
201-5970600	Ebooks/Books	INV# 2021/i144770	270.72			
DE LAGE LANDEN FIANACIAL SERVICES				18641	05/20/21	<u>1,498.65</u>
201-5930010	R&M Equipment	INV# 72212512	760.24			
201-5930010	R&M Equipment	INV# 72023521	738.41			
DES PLAINES CHAMBER OF COMMERCE				18642	05/20/21	<u>120.00</u>
201-5990900	Per Capita Grant Expenditures	Invoice #	120.00			
EBSCO INFORMATION SERVICES				18643	05/20/21	<u>32.20</u>
201-5970620	E-Subscriptions/Subscriptions	INV# 2106166	32.20			
FINDAWAY WORLD LLC				18644	05/20/21	<u>46.74</u>
201-5970610	E-audio/Audio	INV# 346803	46.74			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18645	05/20/21	<u>360.00</u>
201-5930490	Refuse Contract	INV# 5460445	360.00			
GOVCONNECTION INC				18646	05/20/21	<u>3,390.82</u>
201-5930010	R&M Equipment	INV# 71223301	2,290.84			
202-5980400	Equipment	INV# 71116398	141.84			
202-5980400	Equipment	INV# 71111059	958.14			
HR SOURCE				18647	05/20/21	<u>1,720.00</u>
201-5920220	Membership Dues	INV# FY22-48198	1,720.00			
ILLINOIS LIBRARY ASSOCIATION				18648	05/20/21	<u>100.00</u>
201-5990900	Per Capita Grant Expenditures	INV# 197564	50.00			
201-5990900	Per Capita Grant Expenditures	inv# 197283	50.00			
INGRAM LIBRARY SERVICES				18649	05/20/21	<u>419.06</u>
201-5970600	Ebooks/Books	INV# 52417146	240.42			
201-5970600	Ebooks/Books	INV# 52417145	178.64			
ITSAVVY LLC				18650	05/20/21	<u>875.00</u>
202-5980410	Computer Hardware	INV# 01260269	875.00			
J&S PLUMBING, INC.				18651	05/20/21	<u>400.00</u>
201-5930020	R&M Buildings & Structures	INV# 203364	400.00			
KOIOS				18652	05/20/21	<u>900.00</u>
201-5990900	Per Capita Grant Expenditures	INV# 1150	900.00			

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LAUTERBACH & AMEN, LLP.				18653	05/20/21	<u>1,600.00</u>
201-5920110	Professional Services	INV# 55431	1,600.00			
LIMRICC				18654	05/20/21	<u>88,351.51</u>
201-2401002	Payroll Liabilities	APRIL 2021	45,461.43			
201-2401002	Payroll Liabilities	MAY 2021	42,890.08			
LYNGSOE SYSTEMS, INC				18655	05/20/21	<u>31,235.00</u>
201-5930010	R&M Equipment	INV# 004163	2,500.00			
202-5980400	Equipment	INV# 004177	28,735.00			
MIDWEST TAPE				18656	05/20/21	<u>14,149.70</u>
201-5960990	Misc. Contractual Services	Inv # 500247097	24.05			
201-5970610	E-audio/Audio	Inv # 500247097	569.87			
201-5960990	Misc. Contractual Services	Inv # 500247095	69.30			
201-5970610	E-audio/Audio	Inv # 500247095	247.02			
201-5960990	Misc. Contractual Services	Inv # 500247094	3.25			
201-5970630	Visual Materials	Inv # 500247094	17.24			
201-5960990	Misc. Contractual Services	Inv # 500247093	85.10			
201-5970630	Visual Materials	Inv # 500247093	393.49			
201-5970630	Visual Materials	Inv # 500180962	52.48			
201-5970630	Visual Materials	Inv # 500197674	59.98			
201-5970610	E-audio/Audio	Inv # 500197672	9.99			
201-5960990	Misc. Contractual Services	Inv # 500225182	50.05			
201-5970610	E-audio/Audio	Inv # 500225182	155.42			
201-5960990	Misc. Contractual Services	Inv # 500225181	188.15			
201-5970630	Visual Materials	Inv # 500225181	882.94			
201-5960990	Misc. Contractual Services	Inv # 500225180	24.05			
201-5970610	E-audio/Audio	Inv # 500225180	504.87			
201-5960990	Misc. Contractual Services	Inv # 500224879	32.50			
201-5970630	Visual Materials	Inv # 500224879	123.13			
201-5970610	E-audio/Audio	Inv # 500225828	275.96			
201-5960990	Misc. Contractual Services	Inv # 500284219	6.50			
201-5970630	Visual Materials	Inv # 500284219	53.98			
201-5960990	Misc. Contractual Services	Inv # 500284218	38.85			
201-5970610	E-audio/Audio	Inv # 500284218	825.79			
201-5960990	Misc. Contractual Services	Inv # 500284216	31.05			
201-5970610	E-audio/Audio	Inv # 500284216	93.37			
201-5960990	Misc. Contractual Services	Inv # 500284215	167.00			
201-5970630	Visual Materials	Inv # 500284215	721.07			
201-5970610	E-audio/Audio	Inv # 500288579	63.73			
201-5970630	Visual Materials	Inv # 500297661	228.66			
201-5970610	E-audio/Audio	Inv # 500265435	9.99			
201-5960990	Misc. Contractual Services	Inv # 500315550	35.95			
201-5970630	Visual Materials	Inv # 500315550	259.84			
201-5960990	Misc. Contractual Services	Inv # 500315553	15.40			
201-5970610	E-audio/Audio	Inv # 500315553	42.41			
201-5960990	Misc. Contractual Services	Inv # 500315552	42.55			
201-5970610	E-audio/Audio	Inv # 500315552	952.77			
201-5960990	Misc. Contractual Services	Inv # 500315551	266.40			
201-5970630	Visual Materials	Inv # 500315551	1,624.58			
201-5970610	E-audio/Audio	Inv # 500362177	347.94			
201-5960990	Misc. Contractual Services	Inv # 500377078	50.30			
201-5970610	E-audio/Audio	Inv # 500377078	151.22			
201-5960990	Misc. Contractual Services	Inv # 500377710	35.15			

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201-5970610	E-audio/Audio	Inv # 500377710	790.81			
201-5960990	Misc. Contractual Services	Inv # 500377711	52.00			
201-5970630	Visual Materials	Inv # 500377711	296.09			
201-5960990	Misc. Contractual Services	Inv # 500377712	29.25			
201-5970630	Visual Materials	Inv # 500377712	190.92			
201-5960990	Misc. Contractual Services	Inv # 500341289	42.45			
201-5970630	Visual Materials	Inv # 500341289	275.82			
201-5960990	Misc. Contractual Services	Inv # 500341286	33.30			
201-5970610	E-audio/Audio	Inv # 500341286	683.82			
201-5960990	Misc. Contractual Services	Inv # 500341287	89.80			
201-5970610	E-audio/Audio	Inv # 500341287	300.97			
201-5970610	E-audio/Audio	Inv # 500326623	67.99			
201-5960990	Misc. Contractual Services	Inv # 500341285	203.55			
201-5970630	Visual Materials	Inv # 500341285	1,259.59			
NEWSBANK				18657	05/20/21	<u>7,085.00</u>
201-5970640	Databases	INV# RT548063	7,085.00			
NILES-MAINE LIBRARY DISTRICT				18658	05/20/21	<u>400.00</u>
201-5960210	Special Event Programming	AN EVENING WITH MARTHA HALL KELLY	400.00			
OAKBROOK MECHANICAL SERVICES				18659	05/20/21	<u>5,908.34</u>
201-5930020	R&M Buildings & Structures	INV# 25127	2,954.17			
201-5930020	R&M Buildings & Structures	INV# 25429	2,954.17			
OUTSOURCE SOLUTIONS GROUP, INC.				18660	05/20/21	<u>36,290.54</u>
201-5920110	Professional Services	INV# 59299	33,420.30			
201-5960990	Misc. Contractual Services	INV# 58914	1,020.24			
201-5960990	Misc. Contractual Services	INV# 58991	1,500.00			
201-5960990	Misc. Contractual Services	INV# 59298	350.00			
OVERDRIVE, INC.				18661	05/20/21	<u>13,136.93</u>
201-5970600	Ebooks/Books	INV# 01018CP21208134	556.75			
201-5970600	Ebooks/Books	INV# 01018MA21207425	379.38			
201-5970600	Ebooks/Books	INV# 01018MA21210072	7,361.05			
201-5970600	Ebooks/Books	INV# 01018MA21126069	368.97			
201-5970600	Ebooks/Books	INV# 01018MA21129937	3,827.82			
201-5970600	Ebooks/Books	INV# 01018CP21126919	642.96			
RECORD INFORMATION SERVICES INC				18662	05/20/21	<u>652.00</u>
201-5970640	Databases	INV# 49959	652.00			
RECORDED BOOKS, INC				18663	05/20/21	<u>394.95</u>
201-5970640	Databases	INV# 76721821	394.95			
ROWMAN & LITTLEFIELD PUBLISHING COMPANY				18664	05/20/21	<u>67.89</u>
201-5970640	Databases	INV# 11454149	67.89			
SHARON YIESLA				18665	05/20/21	<u>200.00</u>
201-5960210	Special Event Programming	HYDRANGEAS ARE HOT	200.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18666	05/20/21	<u>2,155.41</u>
201-5970630	Visual Materials	INV# 005267	244.66			
201-5970630	Visual Materials	INV# 005292	122.32			
201-5970630	Visual Materials	INV# 005144	20.00			
201-5970630	Visual Materials	INV# 005161	727.37			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

April 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	INV# 005212	282.11			
201-5970630	Visual Materials	INV# 005211	60.00			
201-5970630	Visual Materials	INV# 005145	40.00			
201-5970630	Visual Materials	INV# 005354	262.77			
201-5970630	Visual Materials	INV# 005353	396.18			
THOMSON REUTERS-WEST				18667	05/20/21	<u>21.86</u>
201-5970640	Databases	INV# 844182608	21.86			
TIAA COMMERCIAL FINANCE				18668	05/20/21	<u>657.91</u>
201-5930210	Rental of Equipment	INV# 8090635	657.91			
TODAY'S BUSINESS SOLUTIONS INC				18669	05/20/21	<u>11,916.00</u>
201-5980400	Equipment	INV# 11785	6,163.00			
201-5930010	R&M Equipment	INV# 11787	5,753.00			
TOWN SQUARE PUBLICATIONS				18670	05/20/21	<u>1,885.00</u>
201-5920210	Marketing	TOWN SQUARE PUBLICATIONS	1,885.00			
VALUE LINE PUBLISHING, LLC.				18671	05/20/21	<u>6,100.00</u>
201-5970640	Databases	INV# KF-687809-214	6,100.00			
VISOGRAPHIC				18672	05/20/21	<u>4,931.22</u>
201-5920210	Marketing	INV# 227574	4,931.22			
WILIUG				18673	05/20/21	<u>50.00</u>
201-5920202	Conferences	SPRING 2021 CONFERENCE	10.00			
201-5920220	Membership Dues	2021-22 MEMBERSHIP DUES	40.00			
WORLD BOOK INC				18674	05/20/21	<u>55.90</u>
201-5970640	Databases	INV# DM100086230	55.90			
LIBRARIES OF ILLINOIS RISK AGENCY				18675	05/20/21	<u>38,173.00</u>
201-5920990	Property/Liability Insurance	Dec 31, 2020 - Dec 31, 2021	38,173.00			
Check List Total						<u><u>341,090.82</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

April 1, 2021 - April 30, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51788	04/30/21	NICOR GAS	3,356.22
51789	04/30/21	BANKCARD SERVICES	15,919.41
51790	04/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	616.72
51791	04/30/21	IMRF	31,127.42
51792	04/30/21	VERIZON WIRELESS	1,065.73
51794	04/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	82.05
51795	04/30/21	IMRF	32,013.16
51796	04/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	426.65
		Vendor Check Total	<u>84,607.36</u>
		Check List Total	<u><u>84,607.36</u></u>

Check count = 8

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662								
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285								
Other Revenue	2,289	5,271	3,484	2,827								
	2,289	534,232	2,110,157	334,111	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399								
Other Expense	275,321	145,415	142,034	275,517								
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)								
	528,061	364,590	463,568	415,398	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 April 30, 2021

Total Expenses per Expense Report			<u><u>\$638,915.75</u></u>
Gross Payroll	214,755.75		
Benefits Expense	148,643.21		
Total Payroll Expenses		363,398.96	
Check List		425,698.18	
Total Transfers and expenses per payroll and vendor checks reports			<u>789,097.14</u>
		Variance	150,181.39
Less: (disbursements included above)			
IMRF		(63,140.58)	
LIMRICC		(88,351.51)	
Payroll Fees		802.00	
Reclass		508.70	
			(150,181.39)
		Variance	<u><u>(0.00)</u></u>



DIRECTOR'S REPORT

April 2021

Des Plaines Public Library
Published by Later · April 2 ·

Today is World Autism Awareness Day and the start of Autism Acceptance Month.

Des Plaines Public Library is proud to support and stand with autistic and neurodivergent people, this month and every day. Two upcoming DPPL programs you may find of interest:

Film Talk Tuesdays... [See More](#)



DPPL IS NOW

Fine Free!

Sync into a good audiobook.

audiobooksync.com

April 29th - August 1st

Audiobooks for Teens

Two FREE Downloads Per Week

Des Plaines Public Library
Published by Later · April 15 at 2:32 PM ·

DPPL's Spring "Things To Do" mailing has dropped. 🌱

Look for it in 60016 and 60018 residential mailboxes now or check it out online <https://bit.ly/323v3Bm>

And don't miss your free gift - a limited edition umbrella for DPPL library card holders only! While supplies last. Coupon NOT needed to redeem, just bring your DPPL card to the 1st floor Info desk.

THINGS TO DO AT DPPL THIS

Spring

Sign Up Promote

60016 and 60018 mailboxes Now.

If you are looking for Spring, you can find a bit of it now at Des Plaines Public Library!

Stop by the 4th floor for gardening inspiration - and pick up a free vegetable or flower seed packet while your here! While supplies last.

BOOKS NOW TRENDING
HOW DOES YOUR GARDEN GROW?
Find them on the 4th Floor

HOW DOES YOUR GARDEN GROW?

Please take a seed packet for your own garden! Find more gardening books in the 630s to 636

DPPL
on demand
Biography In Context

DES PLAINES MEMORY
MAKING HISTORY TOGETHER | DESPLAINESMEMORY.ORG

ADULT PROGRAMS

Nancy McCully explores the historic Mediterranean islands of Sicily and Malta. Discover ancient temples, medieval towns, charming fishing villages and more. Please Register

ONLINE ZOOM EVENT
Explore Sicily and Malta
THURSDAY
APRIL 29TH
7PM

Learn More
DPPL.ORG

Take & Make
Cookbook & Cardamom
Thursday April 15th | 2 - 3pm

Pick up this Take and Make ingredient from the 4th floor information desk and borrow a coordinating cookbook. Make a recipe, take some photos, and share the experience with others on Zoom.

Learn More At
DPPL.ORG

THE SHAKESPEARE PROJECT OF CHICAGO

LIVE ZOOM FILM SCREENING
BY HELP OF DEVILS
WEDNESDAY
APRIL 14TH
7PM

Artistic director Peter Garino of The Shakespeare Project of Chicago presents his new film *By Help of Devils* which examines 12 of Shakespeare's most notorious villains. Please Register.

Learn More
DPPL.ORG

To Go Crafts
CRAFT KIT FOR ADULTS

Stop by the library between
April 5 - 23*
to pick up your craft kit

Get cozy and cross stitch a succulent, cactus, or bonsai that's cute to look at and doesn't need to be watered.

PLUS! An optional zoom program to craft along on April 13 at 6:30pm

*Kits available while supplies last

Learn More
DPPL.ORG

TEEN PROGRAMS



She's Rising Presents

The steps to employment

Animal Needle Felting

BEGINNING
Monday April 5

TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. SIGN UP TO

Grades 4 -

LEARN MORE

dpplteen Today at 4pm we are playing Jackbox games for "Let's Play Games Online". Click on the link in our bio to receive your zoom link See you there!

#zoom #jackboxgames #letsplay #teens #grades7-12 #linkinbio #dppl #desplainespubliclibrary

3w

Liked by arianahaze and others

APRIL 14

Add a comment...

VIRTUAL SCAVENGER HUNT

FRIDAY, APRIL 2 • 2 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

LEARN MORE AT **DPPL.ORG**

DES PLAINES PUBLIC LIBRARY

TikTok

dpplteen • Following Des Plaines Public Library

dpplteen In honor of April Fool's Day, we are playing Two Truth's and a Lie. We will post a list of facts/statements every day from April 1st-April 4th and you will have to guess which one is a lie. If you answer correctly, you will be entered into a raffle for a chance to win a Starbucks gift card. See if you can guess the lie! For teens in grades 7-12.

Which one of these is a lie?
 A. Lottery by K. Camp is a song made famous by TikTok.
 B. Laxed (Siren Beat) by Jawsh 685 is a song made famous by TikTok.
 C. Hold On by Wilson Phillips is a song made famous by TikTok.

Liked by totally.liliana and others

APRIL 4

Add a comment...

NEW ON THE BLOG



DPPL CHARACTER PARTIES VIDEO ARCHIVE

Love The Bad Seed? Love The Good Egg? So do we! Join us for a Zoom party!

BAD SEED PARTY

FRIDAY APRIL 9
3 - 3:30PM

Pick up a party pack at the library and join us for celebration of the Bad Seed & friends. Registration required and starts March 26th.

DES PLAINES PUBLIC LIBRARY
LEARN MORE AT DPPL.ORG

VIRTUAL STORYTIME

NEW STORIES EVERY MONTH!



KIDS PROGRAMS



Pick Up Starts Tuesday April 13th

TODDLERS & UP

WHILE SUPPLIES LAST

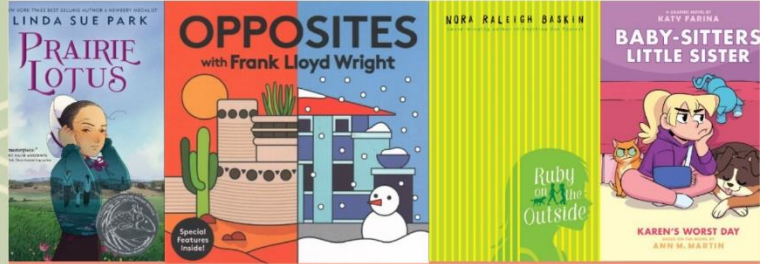
I WON'T GET THIS MESSY!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



1KB4K FINISHER

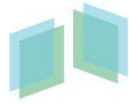


April 2021

ROCKY'S RECS

DPPL'S PICKS FOR KIDS

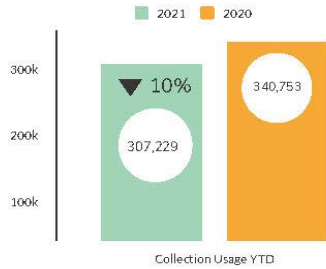




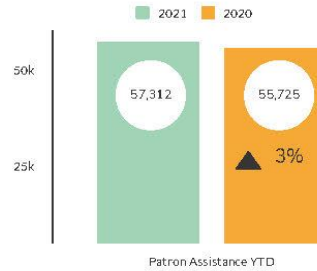
STATISTICS REPORT

April 2021

Collection Usage YTD

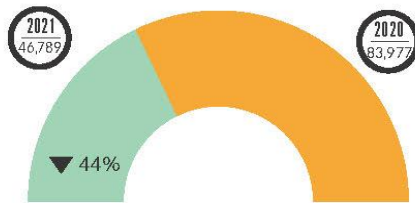


Patron Assistance YTD



Attendance YTD

Events, Programs, Outreach & Classes

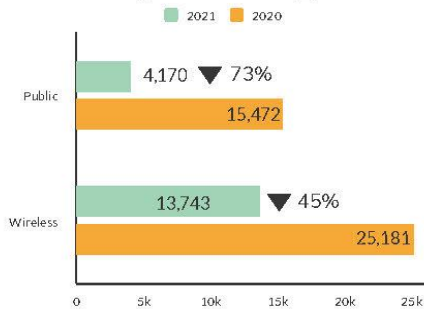


Bookings YTD

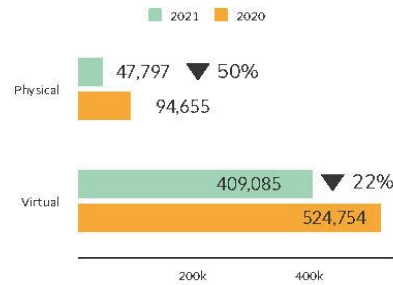
Events, Programs & Classes



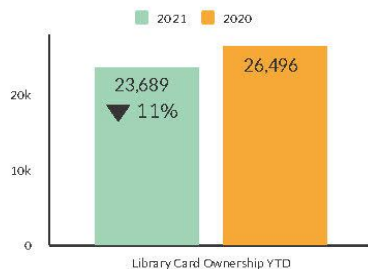
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: In April 2021 we issued 264 new library cards, including 70 online digital cards. We issued 53 cards in April 2020 (while the library was closed), and 228 in April 2019. Card ownership is up, but this month's chart indicates a decrease in card ownership as CCS continues the project of "cleaning" our patron database, deleting records with no activity for more than 3 years. This is occurring monthly in batches until completed and an additional 2,500 that will be deleted next week. In addition, we will run the National Change of Address Report at the end of May, as well, deleting patrons who have moved away, and the cumulative number as reported may go down even more.

2021 Year to Date Statistics

APRIL 2021

COLLECTION USAGE			
		Year to Date 2021	307,229
		Year to Date 2020	340,753
		% Change	-10%
PATRON ASSISTANCE			
		Year to Date 2021	57,312
		Year to Date 2020	55,725
		% Change	3%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2021	225
		Year to Date 2020	2,929
		% Change	-92%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2021	46,789
		Year to Date 2020	83,977
		% Change	-44%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2021	47,797
		Year to Date 2020	94,655
		% Change	-50%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2021	409,085
		Year to Date 2020	524,754
		% Change	-22%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2021	23,689
		Current month valid library cards 2020	26,496
		% Change	-11%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2021	4,170
		Year to Date 2020	15,472
		% Change	-73%
		Wireless	
		Year to Date 2021	13,743
		Year to Date 2020	25,181
		% Change	-45%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	YTD
COLLECTION USAGE						
	Physical materials	30,756	35,582	53,516	53,243	173,097
	E-materials	16,364	15,387	16,110	13,766	61,627
	ILL	759	668	718	620	2,765
	Databases	18,322	16,941	17,198	17,279	69,740
2021	Total	66,201	68,578	87,542	84,908	307,229
	Physical materials	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
PATRON ASSISTANCE						
	Youth Services	591	834	1,140	1,262	3,827
	Adult Services	4,231	4,562	6,153	5,391	20,337
	PAMS	11,956	7,070	6,312	7,810	33,148
	Security	251	95	21	143	510
2021	Total	17,029	12,561	13,626	14,606	57,312
	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
	Security	0	0	0	0	0
2020	Total	21,328	21,184	12,765	448	55,725
EVENTS, PROGRAMS AND CLASSES-BOOKINGS						
	Youth Services	4	20	12	10	46
	Adult Services	33	46	43	37	159
	Outside groups	0	10	5	5	20
	Public study rooms	0	0	0	0	0
2021	Total	37	76	60	52	225
	Youth Services	82	93	22	11	208
	Adult Services	124	142	45	4	315
	Outside groups	15	26	16	0	57
	Public study rooms	779	800	770	0	2,349
2020	Total	1,000	1,061	853	15	2,929
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE						
	Youth Services	220	531	339	339	1,429
	Adult Services	351	474	1,240	787	2,852
	Virtual Services	8,641	12,724	9,337	7,144	37,846
	Outside groups	0	18	1,305	1,183	2,506
	Public study rooms	0	0	0	0	0
	Outreach- Youth Services	376	419	619	326	1,740
	Outreach-Adult Services	74	101	147	94	416
2021	Total	9,662	14,267	12,987	9,873	46,789
	Youth Services	913	1,070	211	0	2,194
	Adult Services	6,793	6,804	1,521	0	15,118
	Virtual Services	0	0	22,100	36,544	58,644
	Outside groups	321	235	2,870	0	3,426
	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	29,881	36,914	83,977



2021 Network Security Firewall - Replacement

The PA-820 from Palo Alto Networks is an enterprise grade firewall that manages all incoming and outgoing internet traffic. The firewall's role as a network security device is essential in monitoring and filtering network traffic, acting as a barrier between the library networks and the internet, as well as between the Staff and Patron networks. The firewall is critical in allowing Staff and Patrons to securely access the internet and library resources.

The PA-820 is considered a next-generation firewall, with security features and enhancements (subscriptions) including intrusion prevention, threat prevention, malware prevention, web and URL filtering, deep packet inspection, and DNS security.

With security in mind, Outsource Solutions Group (OSG) has recently recommended, and the library has acted on security upgrades to both the Email Filter and Antivirus. To further improve the security posture of the library's network, we recommend a replacement of the current firewall, which is at the end of its lifecycle. After thorough vetting of current firewalls on the market, we recommend a Palo Alto Networks firewall, as they are considered the leader in the field of Network Firewalls (per market research leader Gartner's Magic Quadrant).

The following quotes all deliver the same equipment and subscriptions with matching part numbers:

Vendor Quote price	
CDW-G	\$14,694.00
Outsource Solutions Group	\$16,251.25
IT Saavy	\$16,530.00
Insight	\$19,142.86



Invoice

Invoice Number Date
7958 5/7/2021

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

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

Joanie Sebastian

FEIN: 45-2063614

Phone: 630-734-5116

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

Charge Date	Description	Amount
5/7/2021	OverDrive: July 1, 2021 to June 30, 2022	\$12,536.10

Payment Terms: Due On Receipt

Total: \$12,536.10

Des Plaines PL

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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)



SUPPLEMENTAL NOTICE

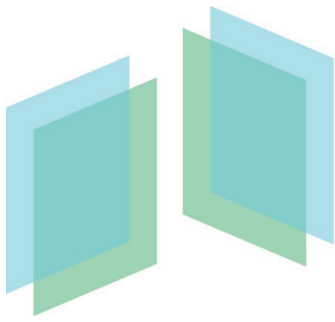
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees Management Committee on June 17, 2021 at 6:30 pm will proceed by electronic remote participation.

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 16, 2021 at 4:30 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, June 17, 2021 at 4:30 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

MANAGEMENT COMMITTEE MEETING

THURSDAY, JUNE 17, 2021

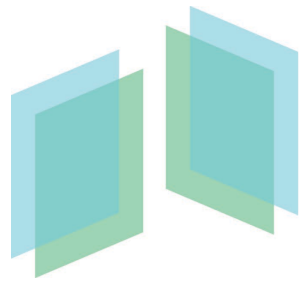
6:30 PM

By Electronic Remote

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 847-376-2789 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 Management Committee
June 17, 2021
6:30 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review and Approve Job Descriptions. [Action Item]
- VII. Adjournment.

**Des Plaines Public Library
Salary and Classification
Schedule**

Group	Title	Minimum	Maximum
12	Library Director	Set by Board	
11	Assistant Director	\$ 67,003	\$ 100,505
10	Head of Adult Services Head of Patron Accounts and Materials Services Head of Youth Services Human Resources Manager	\$ 58,263	\$ 87,397
9	Acquisitions and Cataloging Manager Building and Security Services Manager 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 Teen 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

Approved: 5/21/2021

JOB TITLE: Acquisitions and Receiving Assistant

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE: To perform work related to acquiring, receiving, entering data, processing, maintaining, and troubleshooting circulating library materials.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Acquires, receives, processes, maintains, and troubleshoots a variety of circulating library materials.
3. Receives and verifies invoices pertaining to incoming library materials.
4. Prepares invoices for Administrative Assistant.
5. Orders materials for circulation using a variety of acquisition systems.
6. Communicates with materials selectors and vendors to resolve problems and complete the acquisitions process.
7. Enters data into the catalog database for all processed library materials, including creating on-order item records.
8. Inspects processed materials before they are cleared to circulate.
9. Distributes library materials with the appropriate information for further cataloging and processing.
10. Compiles and maintains department files related to acquisitions and receiving.
11. Repairs and withdraws library materials, as needed.
12. Attends appropriate meetings, workshops, and conferences.
13. Maintains neatness of shared work areas.
14. May assist with department projects, as needed.
15. May acquire, process, examine, maintain, and troubleshoot circulating devices.
16. May compile and maintain department files related to the acquisition and use of circulating devices and technologies.
17. May edit MARC records, as needed.
18. May reclassify and relabel collections.
19. May order and organize department supplies.
20. May sort and deliver mail.
21. May process periodicals.

22. May train new selectors to use vendor sites.
23. May assist in the training of new Acquisitions and Receiving Assistants and Processing Clerks, as needed.
24. May oversee the work of department volunteers, as needed.
25. May assist at public service desks, as needed.
26. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Library Technical Assistant (LTA) degree or two years college.
2. Two years of library work experience.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff.
2. Considerable ability to work independently.
3. Considerable problem-solving skills.
4. Considerable ability to follow through tasks to completion and attend to detail.
5. Considerable ability to enter data accurately and in a timely manner.
6. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
7. Ability to provide excellent customer service to all.
8. Ability to work as a member of a team.
9. Ability to remain calm in difficult situations.
10. Ability to learn new technologies and devices.
11. Ability to manage a constant flow of materials, including integrating new materials into an existing workflow.
12. Knowledge of integrated online library systems.
13. Skill in written and spoken communications.
14. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Revised and Approved 08/21/07
Revised and Approved 08/18/09
Revised and Approved 04/15/14
Revised and Approved 12/17/15

JOB TITLE: Acquisitions and Receiving Assistant

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 6

STATUS: Non-exempt

GENERAL STATEMENT OBJECTIVE:

~~Under the supervision of the Acquisitions and Cataloging Manager, the Acquisitions and Receiving Assistant performs~~ To perform work related to acquiring, receiving, entering data, processing, maintaining, and troubleshooting circulating library materials the acquisition and data entry of library materials, as well as the maintenance and troubleshooting of various circulating technologies. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

~~ESSENTIAL DUTIES AND RESPONSIBILITIES:~~

- ~~1. Understands and practices the Values of the Des Plaines Public Library.~~
- ~~2. Provides uniformly gracious and friendly service to all.~~
- ~~3. Understands and carries out the library's policies and procedures, while safeguarding confidential and restricted information.~~
- ~~4. Works independently to manage the constant flow of materials, including integrating new materials into the existing workflow.~~
- ~~5. Examines and troubleshoots various types of circulating devices/technologies to ensure items are in proper working condition.~~
- ~~6. Works with library vendors to place orders and to resolve any issues with orders and/or received items.~~
- ~~7. Communicates with material selectors from various departments regarding orders and items~~ and vendors to resolve problems and complete the acquisitions process.
- ~~8. Trains~~ May train new material selectors ~~in the~~ to use of vendor web sites and ordering procedures.
- ~~9. Performs bibliographic data entry and edits~~ May edit MARC records, as needed.
- ~~10. Compiles and maintains department files related to acquisitions,~~ and receiving ~~and the maintenance of circulating devices/technologies.~~
- ~~11. Prepares invoices for Administrative Assistant.~~
- ~~12. Attends appropriate meetings, workshops, and conferences.~~
- ~~13. May oversee the work of department volunteers,~~ as needed.
- ~~14. May perform mending of damaged materials~~ Repairs and withdraws library materials, as needed.
- ~~15. May order~~ and organize department supplies.
- ~~16. May sort and deliver incoming mail.~~

17. Maintains neatness of **shared** work areas including desks, counters, shelves, tables, and personal space.
18. Performs other duties as assigned.
 - Acquires, receives, processes, maintains, and troubleshoots a variety of circulating library materials.
 - Receives and verifies invoices pertaining to incoming library materials.
 - Orders materials for circulation using a variety of acquisition systems.
 - Enters data into the catalog database for all processed library materials, including creating on-order item records.
 - Inspects processed materials before they are cleared to circulate.
 - Distributes library materials with the appropriate information for further cataloging and processing.
 - May assist with department projects, as needed.
 - May acquire, process, examine, maintain, and troubleshoot circulating devices.
 - May compile and maintain department files related to the acquisition and use of circulating devices and technologies.
 - May reclassify and relabel collections.
 - May process periodicals.
 - May assist in the training of new Acquisitions and Receiving Assistants and Processing Clerks, as needed.
 - May assist at public service desks, as needed.

(New text and order)

1. Understands and carries out the Library's policies and procedures.
2. Acquires, receives, processes, maintains, and troubleshoots a variety of circulating library materials.
3. Receives and verifies invoices pertaining to incoming library materials.
4. Prepares invoices for Administrative Assistant.
5. Orders materials for circulation using a variety of acquisition systems.
6. Communicates with materials selectors and vendors to resolve problems and complete the acquisitions process.
7. Enters data into the catalog database for all processed library materials, including creating on-order item records.
8. Inspects processed materials before they are cleared to circulate.
9. Distributes library materials with the appropriate information for further cataloging and processing.
10. Compiles and maintains department files related to acquisitions and receiving.
11. Repairs and withdraws library materials, as needed.
12. Attends appropriate meetings, workshops, and conferences.
13. Maintains neatness of shared work areas.
14. May assist with department projects, as needed.

15. May acquire, process, examine, maintain, and troubleshoot circulating devices.
16. May compile and maintain department files related to the acquisition and use of circulating devices and technologies.
17. May edit MARC records, as needed.
18. May reclassify and relabel collections.
19. May order and organize department supplies.
20. May sort and deliver mail.
21. May process periodicals.
22. May train new selectors to use vendor sites.
23. May assist in the training of new Acquisitions and Receiving Assistants and Processing Clerks, as needed.
24. May oversee the work of department volunteers, as needed.
25. May assist at public service desks, as needed.
26. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Library Technical Assistant (LTA) degree or two years college.
2. Two years of library work experience.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff ~~and patrons.~~
2. Ability to ~~perform~~ provide excellent customer service to all ~~and to communicate general library policies and procedures to the public.~~
3. Ability to work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to follow through tasks to completion and attend to detail.
6. Considerable problem-solving skills.
7. ~~Demonstrated ability and~~ Willingness to learn new skills.
8. ~~Working~~ Knowledge of integrated online library systems.
9. Ability to learn new technologies/ ~~and~~ devices.
10. ~~Knowledge of current library classification and cataloging practice and principles, including MARC.~~
11. Considerable knowledge and skills in the use of appropriate technology including Microsoft Office 365.
12. Skill in written and spoken communication.
 - Ability to remain calm in difficult situations.
 - Considerable ability to enter data accurately and in a timely manner.

- Ability to manage a constant flow of materials, including integrating new materials into an existing workflow.

(New text and order)

1. Considerable ability to establish and maintain effective working relationships with staff.
2. Considerable ability to work independently.
3. Considerable problem-solving skills.
4. Considerable ability to follow through tasks to completion and attend to detail.
5. Considerable ability to enter data accurately and in a timely manner.
6. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
7. Ability to provide excellent customer service to all.
8. Ability to work as a member of a team.
9. Ability to remain calm in difficult situations.
10. Ability to learn new technologies and devices.
11. Ability to manage a constant flow of materials, including integrating new materials into an existing workflow.
12. Knowledge of integrated online library systems.
13. Skill in written and spoken communications.
14. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any

essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Acquisitions & Cataloging Manager
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Assistant Director
CLASSIFICATION: Exempt, Group 9

OBJECTIVE:

Oversees all aspects of the Acquisitions & Cataloging Group including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Acquisitions & Cataloging Group upholds the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Acquisition & Cataloging Group.
3. Interview, hires, trains, supervises, disciplines, and evaluates up to eight staff members.
4. Plans, organizes, and schedules the daily workflow of Acquisitions and Cataloging staff.
5. Oversees purchasing, receiving, processing and classification of Library materials.
6. Participates in planning the Group budget, and under the supervision of the Library Director and Assistant Director, oversees the Group's expenditures.
7. Prepares and maintains the funding reports for specific material types.
8. Coordinates and participates as Library representative at the Combined Computer Services consortium, and government organizations for all acquisition and cataloging issues.
9. Attends professional meetings, and maintains memberships in professional associations and participates in their activities.
10. Works at the Adult Services Reference desk as assigned.
11. Oversees the work of volunteers.
12. Represents the Library at community organizations and events.
13. Participates in continuing education.
14. Acts as Librarian in Charge as assigned.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Five years library experience.
3. Two years technical services experience.
4. One year supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct library staff in library methods and procedures.
8. Considerable skill in written and spoken communications.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Knowledge of the professional practices, procedures and techniques of library science.
11. Knowledge of current library classification and cataloging practice and principles.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to

another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Acquisitions & Cataloging Manager

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Assistant Director

CLASSIFICATION: Exempt, Group 9

OBJECTIVE:

Oversees all aspects of the Acquisitions & Cataloging Group including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Acquisitions & Cataloging Group upholds the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Acquisition & Cataloging Group.
3. Interview, hires, trains, supervises, disciplines, and evaluates up to eight staff members.
4. Plans, organizes, and schedules the daily workflow of Acquisitions and Cataloging staff.
5. Oversees purchasing, receiving, processing and classification of Library materials.
6. Participates in planning the Group budget, and under the supervision of the Library Director and Assistant Director, oversees the Group's expenditures.
7. Prepares and maintains the funding reports for specific material types.
8. Coordinates and participates as Library representative at the Combined Computer Services consortium, and government organizations for all acquisition and cataloging issues.
9. Attends professional meetings, and maintains memberships in professional associations and participates in their activities.
10. Works at the Adult Services Reference desk as assigned.
11. Oversees the work of volunteers.
12. Represents the Library at community organizations and events.
13. Participates in continuing education.
14. Acts as Librarian in Charge as assigned.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Five years library experience.
3. Two years technical services experience.
4. One year supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct library staff in library methods and procedures.
8. Considerable skill in written and spoken communications.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Knowledge of the professional practices, procedures and techniques of library science.
11. Knowledge of current library classification and cataloging practice and principles.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to

another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Copy Cataloging Assistant

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE: To perform work related to copy cataloging and data entry of library materials.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Analyzes library materials and determines the items' proper classification and cataloging.
3. Performs bibliographic data entry, and imports and edits MARC records.
4. Communicates with materials selectors regarding classification of new items, as needed.
5. Corrects local errors in bibliographic and item records, as needed.
6. Keeps current with national and local cataloging and classification practices and principles, including RDA, MARC, and Dewey Decimal Classification.
7. Compiles and maintains department files related to copy cataloging.
8. Attends appropriate meetings, workshops, and conferences.
9. Maintains neatness of shared work areas.
10. May assist with processing and catalog record changes for department projects, as needed.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Library Technical Assistant (LTA) degree.
2. Two years of library work experience in a technical services department.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to work independently.
2. Considerable problem-solving skills.
3. Considerable ability to enter data accurately and in a timely manner.
4. Considerable ability to follow through tasks to completion and attend to detail.
5. Considerable knowledge and skill in the use of appropriate technology

- including Microsoft Office 365.
6. Ability to establish and maintain effective working relationships with staff.
 7. Ability to provide excellent customer service to all.
 8. Ability to work as a member of a team.
 9. Ability to remain calm in difficult situations.
 10. Skill in written and spoken communications.
 11. Knowledge of current national and local library classification and cataloging practices and principles, including RDA, MARC, AACR2, and Dewey Decimal Classification.
 12. Knowledge of integrated online library systems and OCLC staff client.
 13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Revised and Approved 08/21/07

Revised and Approved 08/18/09

Revised and Approved 04/15/14

Revised and Approved 12/17/15

JOB TITLE: Copy Cataloging Assistant

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 6

STATUS: Non-exempt

GENERAL STATEMENT OBJECTIVE:

~~Under the supervision of the Acquisitions and Cataloging Manager, the Copy Cataloging Assistant performs~~ To perform work related to the acquisition, copy cataloging, and data entry of library materials. ~~This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES:~~

- ~~1. Understands and practices the Values of the Des Plaines Public Library.~~
- ~~2. Provides uniformly gracious and friendly service to all.~~
- ~~3. Understands and carries out the library's policies and procedures, while safeguarding confidential and restricted information.~~
- ~~4. Works independently to analyze~~ Analyzes large quantities of new library materials and determine the items' proper classification and cataloging.
- ~~5. Performs bibliographic data entry, and imports~~ and edits MARC records ~~daily.~~
- ~~6. Keeps current with national and local cataloging and classification practices and principles, including RDA, MARC, DDC, AACR2, and OCLC staff client~~ and Dewey Decimal Classification.
- ~~7. Communicates with material selectors from various departments regarding classification of new items, as needed.~~
- ~~8. Compiles and maintains department files related to copy cataloging.~~
- ~~9. Attends appropriate meetings, workshops, and conferences.~~
- ~~10. May oversee the work of department volunteers.~~
- ~~11. Maintains neatness of shared work areas including desks, counters, shelves, tables, and personal space.~~
- ~~12. Performs other duties as assigned.~~
 - Corrects local errors in bibliographic and item records, as needed.
 - May assist with processing and catalog record changes for department projects, as needed.

(New text and order)

1. Understands and carries out the Library's policies and procedures.

2. Analyzes library materials and determines the items' proper classification and cataloging.
3. Performs bibliographic data entry, and imports and edits MARC records.
4. Communicates with materials selectors regarding classification of new items, as needed.
5. Corrects local errors in bibliographic and item records, as needed.
6. Keeps current with national and local cataloging and classification practices and principles, including RDA, MARC, and Dewey Decimal Classification.
7. Compiles and maintains department files related to copy cataloging.
8. Attends appropriate meetings, workshops, and conferences.
9. Maintains neatness of shared work areas.
10. May assist with processing and catalog record changes for department projects, as needed.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Library Technical Assistant (LTA) LTA degree.
2. Two years of library work experience in a technical services department.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff ~~and patrons.~~
2. Ability to ~~perform~~ provide excellent customer service to all ~~and to communicate general library policies and procedures to the public.~~
3. Ability to work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to follow through tasks to completion and attend to detail.
6. Considerable problem-solving skills.
7. ~~Demonstrated ability and~~ Willingness to learn new skills.
8. Knowledge of current national and local library classification and cataloging practices and principles, including RDA, MARC, ~~DDC~~, AACR2, and ~~OCLC staff client~~ Dewey Decimal Classification.
9. ~~Working~~ Knowledge of integrated online library systems and OCLC staff client.
10. Considerable knowledge and skills in the use of appropriate technology including Microsoft Office 365.
11. Skill in written and spoken communication.
 - Ability to remain calm in difficult situations.
 - Considerable ability to enter data accurately and in a timely manner.

(New text and order)

1. Considerable ability to work independently.
2. Considerable problem-solving skills.
3. Considerable ability to enter data accurately and in a timely manner.
4. Considerable ability to follow through tasks to completion and attend to detail.
5. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
6. Ability to establish and maintain effective working relationships with staff.
7. Ability to provide excellent customer service to all.
8. Ability to work as a member of a team.
9. Ability to remain calm in difficult situations.
10. Skill in written and spoken communications.
11. Knowledge of current national and local library classification and cataloging practices and principles, including RDA, MARC, AACR2, and Dewey Decimal Classification.
12. Knowledge of integrated online library systems and OCLC staff client.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an

incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Metadata and Cataloging Specialist

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 8

STATUS: Exempt

OBJECTIVE: To oversee the use and distribution of metadata. To manage the integrity of the Library's materials and patron records within the integrated library system (ILS). To perform original cataloging and authority control.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Compiles and analyzes data related to the Library's collections, programs, and patron services.
3. Performs original cataloging and classification of library materials and provides authority control for bibliographic data.
4. Assists with budget recommendations and the competitive bid process for equipment and materials related to the integrated library system (ILS) and automatic materials handler (AMH).
5. Organizes data produced by Library staff for optimal use by all staff.
6. Collects and presents data on a regular basis to the Administrative Team to support Library decision making.
7. Sets up data collection and reporting routines to assist Library staff.
8. Provides specialized training to staff in use of the public catalog and of the bibliographic database.
9. Trains Acquisitions and Cataloging staff in cataloging practices and resources.
10. Coordinates training on the use of upgrades and new releases of the integrated library system (ILS).
11. Collaborates in the creation and management of material collections and lending rules.
12. Manages and updates the Library's integrated library system (ILS) lending and staff permissions policies, while safeguarding confidential and restricted information.
13. Programs the automatic materials handler (AMH).
14. Acts as liaison to select library consortium technical groups.
15. Keeps informed of current trends and developments affecting libraries.
16. Attends professional meetings, maintains memberships in professional library associations, and participates in their activities.

17. Maintains neatness of shared work areas.
18. Scheduled to work the Public Services Desks, as needed.
19. May act as migration coordinator during a change of the ILS.
20. May serve as representative to a library consortium advisory group.
21. May oversee the work of volunteers.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science from an ALA accredited program, with emphasis in cataloging.
2. Two years database analysis experience.
3. Two years original cataloging experience.
4. One year authority control experience.
5. Available to work evenings and weekends.
6. Valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff.
2. Considerable ability to work independently.
3. Considerable working ability to handle multiple and simultaneous tasks.
4. Considerable skill in written and spoken communications.
5. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
6. Considerable knowledge of current library classification and cataloging practice and principles.
7. Considerable knowledge of bibliographic and patron databases.
8. Considerable knowledge of Microsoft Excel and Access.
9. Ability to perform excellent customer service and to communicate Library policies and procedures to the staff.
10. Ability to work, and lead when necessary, as a member of a team.
11. Ability to remain calm in difficult situations.
12. Ability to instruct Library staff in library methods and procedures.
13. Knowledge of database management and construction.
14. Knowledge of web programming and markup languages.
15. Knowledge of the professional practices, procedures and techniques of library science.
16. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Revised and Approved 08/21/07
Revised and Approved 08/18/09
Revised and Approved 04/15/14
Revised and Approved 12/17/15

JOB TITLE: Metadata and Cataloging Specialist
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Acquisitions and Cataloging Manager
CLASSIFICATION: Group 8
STATUS: Exempt

GENERAL STATEMENT OBJECTIVE:

~~Under the general supervision of the Acquisitions and Cataloging Manager, this person is responsible for overseeing all collection metadata and distribution of numerical data about the library in collaboration with the administrative team. This person performs professional library work that includes the coordination of all bibliographic and public catalog data library wide. This person also performs~~ To oversee the use and distribution of metadata. To manage the integrity of the Library's materials and patron records within the integrated library system (ILS). To perform original cataloging and authority control. ~~This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~1. Understands and practices the values of the Des Plaines Public Library.~~
- ~~2. Provides uniformly gracious and friendly service to all.~~
- ~~3. Understands and carries out the library's policies and procedures, while safeguarding confidential and restricted information.~~
4. Compiles and analyzes data related to the library's collections, programs, and patron services.
5. Collects and presents data on a regular basis to the Administrative Team to support library decision making.
6. Organizes data produced by library staff for optimal use by all staff.
- ~~7. Trains library staff in setting up data collection and reporting routines.~~ Sets up data collection and reporting routines to assist Library staff.
8. Performs original cataloging and classification of library materials and provides authority control for bibliographic data.
9. Provides specialized training to staff in use of the public catalog and of the bibliographic database. (Two separate duties.) Trains Acquisitions and Cataloging staff in cataloging practices and resources.
10. Collaborates in the creation and management of material collections and lending rules.
11. Programs the automatic materials handler.

12. Coordinates training on the use of upgrades and new releases of the integrated library system (ILS).
13. Scheduled to work the Public Services Desks, as needed.
14. Acts as liaison to select library consortium technical groups.
15. Keeps informed of current trends and developments affecting libraries.
16. Attends professional meetings, maintains memberships in professional library associations, and participates in their activities.
17. May serve as representative to a library consortium advisory group.
18. May act as migration coordinator during a change of the ILS.
19. Maintains neatness of **shared** work areas ~~including desks, counters, shelves, tables, and personal space.~~
20. Performs other duties as assigned.
 - Assists with budget recommendations and the competitive bid process for equipment and materials related to the integrated library system (ILS) and automatic materials handler (AMH).
 - Manages and updates the Library's integrated library system (ILS) lending and staff permissions policies, while safeguarding confidential and restricted information.
 - May oversee the work of volunteers.

(New text and order)

1. Understands and carries out the Library's policies and procedures.
2. Compiles and analyzes data related to the Library's collections, programs, and patron services.
3. Performs original cataloging and classification of library materials and provides authority control for bibliographic data.
4. Assists with budget recommendations and the competitive bid process for equipment and materials related to the integrated library system (ILS) and automatic materials handler (AMH).
5. Organizes data produced by Library staff for optimal use by all staff.
6. Collects and presents data on a regular basis to the Administrative Team to support Library decision making.
7. Sets up data collection and reporting routines to assist Library staff.
8. Provides specialized training to staff in use of the public catalog and of the bibliographic database.
9. Trains Acquisitions and Cataloging staff in cataloging practices and resources.
10. Coordinates training on the use of upgrades and new releases of the integrated library system (ILS).
11. Collaborates in the creation and management of material collections and lending rules.

12. Manages and updates the Library's integrated library system (ILS) lending and staff permissions policies, while safeguarding confidential and restricted information.
13. Programs the automatic materials handler (AMH).
14. Acts as liaison to select library consortium technical groups.
15. Keeps informed of current trends and developments affecting libraries.
16. Attends professional meetings, maintains memberships in professional library associations, and participates in their activities.
17. Maintains neatness of shared work areas.
18. Scheduled to work the Public Services Desks, as needed.
19. May act as migration coordinator during a change of the ILS.
20. May serve as representative to a library consortium advisory group.
21. May oversee the work of volunteers.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science from an ALA accredited program, with emphasis in cataloging.
2. Two years database analysis experience.
3. Two years original cataloging experience.
4. One year authority control experience.
5. 6. Valid Illinois driver's license.
6. 5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. ~~Extensive~~ **Considerable** knowledge of current library classification and cataloging practice and principles.
2. Considerable knowledge of bibliographic and patron databases.
3. Considerable knowledge of Microsoft Office, especially Excel and Access.
4. ~~Intermediate~~ Knowledge of database management and construction.
5. ~~Basic~~ Knowledge of web programming and markup languages.
6. ~~Considerable~~ Ability to work, and lead when necessary, as a member of a team.
7. Considerable ability to work independently.
8. Considerable working ability to handle multiple and simultaneous tasks.
9. Ability to remain calm in difficult situations.
10. Ability to instruct library staff in library methods and procedures.
11. Considerable skill in written and spoken communications.
12. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.

13. Knowledge of professional practices, procedures and techniques of library science.
14. Willingness to learn new skills.
 - Considerable ability to establish and maintain effective working relationships with staff.
 - Ability to perform excellent customer service and to communicate Library policies and procedures to the staff.

(New text and order)

1. Considerable ability to establish and maintain effective working relationships with staff.
2. Considerable ability to work independently.
3. Considerable working ability to handle multiple and simultaneous tasks.
4. Considerable skill in written and spoken communications.
5. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
6. Considerable knowledge of current library classification and cataloging practice and principles.
7. Considerable knowledge of bibliographic and patron databases.
8. Considerable knowledge of Microsoft Excel and Access.
9. Ability to perform excellent customer service and to communicate Library policies and procedures to the staff.
10. Ability to work, and lead when necessary, as a member of a team.
11. Ability to remain calm in difficult situations.
12. Ability to instruct Library staff in library methods and procedures.
13. Knowledge of database management and construction.
14. Knowledge of web programming and markup languages.
15. Knowledge of the professional practices, procedures and techniques of library science.
16. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Approved 08/18/09
Revised and Approved 04/15/14
Revised and Approved 09/27/18

JOB TITLE: Materials Services Clerk
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Materials Services Manager
CLASSIFICATION: Group 3
STATUS: Non-Exempt
OBJECTIVE: To check in and route materials.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Checks materials in and routes to the appropriate locations.
3. Answers basic patron questions on the telephone; refers patrons to appropriate staff for assistance.
4. Searches for and prepares holds.
5. Operates switchboard and automatic materials handler.
6. Sorts and inspects materials; reports damaged items.
7. Prints daily reports for volunteers and staff.
8. Assists with interlibrary loan duties as assigned.
9. Withdraws items from the library collections.
10. Examines and maintains circulating devices.
11. Corrects RFID tagging issues.
12. Prepares and routes school library books returned in error.
13. Maintains neatness of public areas including desks, counters, shelves, and tables.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree.
2. One year of library experience or one year of experience in retail customer service and organizing and working with merchandise.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general library information to the public on the telephone.

3. Considerable ability to work independently.
4. Considerable working ability to handle multiple and simultaneous tasks.
5. Considerable skill in written and spoken communications.
6. Considerable knowledge and skill in the use of appropriate technology, including Microsoft Office 360.
7. Ability to work as a member of a team.
8. Ability to remain calm in difficult situations.
9. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, push, talk, hear, and use fingers and hands to handle objects, tools, or controls. The employee is occasionally required to bend, or squat, and reach with hands and arms.

The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017

Approved 09/27/18

JOB TITLE: Materials Services Clerk
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Materials Services Manager
CLASSIFICATION: Group 3
STATUS: Non-Exempt
OBJECTIVE: To check in and route materials.

GENERAL STATEMENT:

~~Under the supervision of the Materials Services Manager, the Materials Services Clerk is responsible for basic circulation functions. The work includes customer interaction while operating the switchboard. This work also includes checking in and out, sorting, routing, and processing a constant flow of materials. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~1. Understands and practices the Values of the Des Plaines Public Library.~~
- ~~2. Provides uniformly gracious and friendly service to all.~~
3. Understands and carries out the Library's policies and procedures, while safeguarding confidential and restricted information.
4. Answers basic patron questions on the telephone; refers patrons to appropriate staff for assistance.
5. Operates switchboard and automatic materials handler.
6. Checks materials in and routes to the appropriate locations.
7. Sorts and inspects materials; reports damaged items.
8. Searches for and prepares holds.
9. Prints daily reports for volunteers and staff.
10. Assists with interlibrary loan duties as assigned.
11. Withdraws items from the library collections.
12. Examines and maintains circulating devices.
- ~~13. Uses inventory technology for a variety of tasks, including finding items on missing lists.~~
14. Corrects RFID tagging issues.
15. Prepares and routes school library books returned in error.
16. Maintains neatness of public areas including desks, counters, shelves, and tables, and personal space.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree.
2. One year of library experience or one year of experience in retail customer service and organizing and working with merchandise.
3. **Available to work evenings and weekends.**

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform excellent customer service and to communicate general library information to the public on the telephone.
2. **Considerable** ability to establish and maintain effective work relationships with staff and patrons.
3. ~~Ability to handle detail and a wide variety of tasks in a fast-paced, constantly changing service environment.~~
4. ~~Demonstrated ability and willingness to learn new skills.~~
5. Ability to work as a member of a team, ~~as well as independently.~~
6. **Considerable ability to work independently.**
7. **Considerable working ability to handle multiple and simultaneous tasks.**
8. **Considerable** knowledge and skill in the use of appropriate technology, **including Microsoft Office 360.**
9. ~~Ability to put items in alphabetical and numerical order.~~
10. Ability to remain calm in difficult situations.
11. **Considerable** skill in **written and** spoken communications.
12. Willingness to learn new skills.

KNOWLEDGE, SKILLS, AND ABILITIES: (new text and order)

1. **Considerable ability to establish and maintain effective working relationships with staff and patrons.**
2. **Considerable ability to perform excellent customer service and to communicate general library information to the public on the telephone.**
3. **Considerable ability to work independently.**
4. **Considerable working ability to handle multiple and simultaneous tasks.**
5. **Considerable skill in written and spoken communications.**
6. **Considerable knowledge and skill in the use of appropriate technology, including Microsoft Office 360.**
7. **Ability to work as a member of a team.**
8. **Ability to remain calm in difficult situations.**
9. **Willingness to learn new skills.**

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, push, talk, hear, and use fingers and hands to handle objects, tools, or controls. The employee is occasionally required to bend, squat, and reach with hands and arms.

~~While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are essential. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.~~

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017

Approved 09/27/18

JOB TITLE: Materials Services Manager
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Assistant Director
CLASSIFICATION: Group 8
STATUS: Exempt

OBJECTIVE:

To manage the Material Services Group. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES

1. Understands and carries out the Library's policies and procedures.
2. Plans and coordinates all aspects of the operation of the Materials Services Group, including extensive coordination with Patron Account Services and Acquisitions and Cataloging Services.
3. Hires, trains, supervises, disciplines, and evaluates up to 35 staff members.
4. Directly supervises the Page Supervisor and the Materials Services Clerks.
5. Participates in planning the department's budget, and oversees the Materials Services Group's expenditures.
6. Manages the daily workflow of van delivery, picklist, switchboard, automatic materials handler, and other Materials Services Clerk duties.
7. Works closely with Department Heads and Managers to coordinate collection shelving projects and resolve problems.
8. Participates in continuing education and library-related working groups.
9. May represent the library at community organizations and events.
10. Compiles statistical data and creates reports.
11. Oversees the work of volunteers.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree.
2. Two years of retail or public library supervisory experience.
3. One year of public library experience.
4. Available to work evenings and weekends.
5. Valid Illinois driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Considerable ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to solve problems.
6. Considerable skill in spoken and written communications.
7. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
8. Ability to handle detailed, multiple, simultaneous, and varied tasks.
9. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
10. Ability to remain calm in difficult situations.
11. Ability to train staff in library methods and procedures.
12. Knowledge of circulation practices, procedures and automated circulation systems or other applicable inventory control system.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to walk; and use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be

required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18
Revised and Approved 01/21/21

JOB TITLE: Materials Services Manager
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Assistant Director
CLASSIFICATION: Group 8
STATUS: Exempt

OBJECTIVE:

To manage the Materials Services Group. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

~~Oversees all aspects of the Material Services Group, including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Materials Services Group upholds the Library's mission, vision, and values.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES:~~

1. Understands and carries out the Library's policies and procedures.
2. Plans and coordinates all aspects of the operation of the Materials Services Group, including extensive coordination with Patron Account Services and the Acquisitions and Cataloging Services.
3. Participates in planning the department's budget, and oversees the Group's expenditures.
4. Interviews, hires, trains, supervises, disciplines, and evaluates up to 35 staff members.
5. Directly supervises the Page Supervisor and Materials Services Clerks.
6. Manages the daily workflow of van delivery, picklist, switchboard, automatic materials handler, and other Materials Services Clerk duties.
7. Works closely with Department Heads and Managers other managers to coordinate collection shelving projects and resolve problems.
8. Compiles statistical data and creates reports.
9. ~~Collects and maintains records, statistics, and reports.~~
10. Participates in continuing education and library-related working groups.
10. ~~Supervises~~ Oversees the work of volunteers.
11. May represent the library at community organizations and events.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree.
2. Two years retail or public library supervisory experience.
3. One year public library experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Considerable ability to lead and work as a member of a team.
4. Ability to handle detailed, multiple, simultaneous, and varied tasks.
5. **Considerable** ability to work independently.
6. ~~Demonstrated problem-solving skills.~~
7. **Considerable ability to solve problems.**
8. Ability to remain calm in difficult situations.
9. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
10. Ability to train staff in library methods and procedures.
11. Knowledge of circulation practice, procedures and automated circulation systems or other applicable inventory control system.
12. Considerable knowledge and skill in the use of appropriate technology, **including Microsoft Office 360.**
13. **Considerable** skill in spoken and written communication.
14. Willingness to learn new skills.

KNOWLEDGE, SKILLS, AND ABILITIES: (new text and order)

1. **Considerable ability to establish and maintain effective work relationships with staff and patrons.**
2. **Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.**
3. **Considerable ability to lead and work as a member of a team.**
4. **Considerable ability to work independently.**
5. **Considerable ability to solve problems.**
6. **Considerable skill in spoken and written communications.**
7. **Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.**
8. **Ability to handle detailed, multiple, simultaneous, and varied tasks.**
9. **Ability to set priorities, make independent decisions and exercise discretion**

- with patrons and staff.
10. Ability to remain calm in difficult situations.
 11. Ability to train staff in library methods and procedures.
 12. Knowledge of circulation practices, procedures and automated circulation systems or other applicable inventory control system.
 13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to walk; and use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

~~While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are required. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.~~

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

Revised and Approved 01/21/21

JOB TITLE: Page
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Page Supervisor
CLASSIFICATION: Group 1
STATUS: Non-Exempt
OBJECTIVE: To sort and shelve library materials.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Shelves materials accurately and efficiently.
3. Empties both indoor and outdoor return bins.
4. Shelf-reads the collections.
5. Gathers and re-shelves materials; maintains neatness of public areas.
6. Sorts and inspects materials; reports damaged items.
7. Checks collections for missing items and pulls items to be withdrawn.
8. Answers basic directional questions and refers patrons to appropriate staff for assistance.
9. May check in materials on automatic materials handler.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Sixteen years of age.
2. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Ability to work independently.
5. Ability to remain calm in difficult situations.
6. Skill in written and spoken communications.
7. Skill in the use of appropriate technology.
8. Ability to put items in alphabetical and numerical order.
9. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, bend, stand, reach; and use fingers and hands to handle objects, tools, or controls. The employee is occasionally required to sit.

The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another. Specific vision abilities required by the job include close vision and ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Revised and Approved 08/21/07

Revised and Approved 08/18/09

Revised and Approved 04/15/14

Revised and Approved 12/17/15

JOB TITLE: Page
DEPARTMENT: Patron Accounts and Material Services
REPORTS TO: Page Supervisor
CLASSIFICATION: Group 1
STATUS: Non-Exempt
OBJECTIVE : To sort and shelve library materials.

GENERAL STATEMENT:

~~Under the direct supervision of the Page Supervisor, the Page is responsible for shelving library materials, shelf reading, and general straightening of public areas. In addition, the Page pulls books for withdrawal and works on special shifting projects. This person deals responsibly with patron problems and emergencies to help maintain a safe and pleasant environment.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Values of the Des Plaines Public Library.
- ~~2. Provides uniformly gracious and friendly service to all.~~
3. Understands and carries out the library's policies and procedures, ~~while safeguarding confidential and restricted information.~~
4. Empties both indoor and outdoor return bins.
5. Sorts and inspects materials; reports damaged items.
6. Gathers and re-shelves materials; **maintains neatness of public areas.**
7. Shelves materials accurately and efficiently.
8. Shelf-reads the collection.
9. Checks collections for missing items and pulls items to be withdrawn.
- ~~10. Maintains neatness of public areas including floors, desks, counters, shelves, tables, and areas visible to the public.~~
11. Answers basic directional questions and refers patrons to appropriate staff for assistance.
12. May check in materials on automatic materials handler.
- ~~13. Maintains neatness of public areas including desks, counters, shelves, tables and personal space.~~
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Sixteen years of age.

2. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Ability to establish and maintain effective work relationships with staff and patrons.
- ~~3. Working knowledge of written and spoken English.~~
4. Ability to work as a member of a team.
- ~~5. Ability to handle detail and a wide variety of tasks in a fast-paced service oriented environment.~~
6. Ability to put items in alphabetical and numerical order.
7. Willingness to learn new skills.
8. Considerable ability to work independently.
9. Ability to remain calm in different situations.
10. Considerable skill in written and spoken communication.
11. Skill in the use of appropriate technology.

KNOWLEDGE, SKILLS, AND ABILITIES: (new text and order)

1. Ability to establish and maintain effective work relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Ability to work independently.
5. Ability to remain calm in difficult situations.
6. Skill in written and spoken communications.
7. Skill in the use of appropriate technology.
8. Ability to put items in alphabetical and numerical order.
9. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, **move**, bend, stand, ~~sit, squat, reach, and~~ stretch, **talk, hear, and use fingers and hands to handle objects, tools, or controls. The employee is occasionally required to sit during the work shift.** ~~continuously during the work shift.~~ Specific vision abilities required by the job include close vision and the ability to adjust focus. ~~The employee must have good eye/hand coordination for gripping and manipulating materials and objects.~~ The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 08/18/09
Revised and Approved 09/27/18

JOB TITLE: Page Supervisor
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Materials Services Manager
CLASSIFICATION: Group 7
STATUS: Non-Exempt

OBJECTIVE:

To supervise the daily work of the Pages. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Oversees the daily work of the Pages.
3. Hires, trains, supervises, disciplines, and evaluates up to twenty staff members.
4. Participates in planning the department budget.
5. Schedules work and maintains adequate and appropriate Page staffing levels.
6. Works closely with the Materials Services Manager to coordinate collection shelving projects and resolve problems.
7. Participates in appropriate regional committees.
8. May represent the Library at community organizations and events.
9. May write reports and compile statistics.
10. Maintains the neatness of public areas including floors, desks, counters, shelves, and tables.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Two years college.
2. Two years library experience or as retail supervisor.
3. One year supervisory or training experience.
4. Available to work evenings and weekends.
5. Valid Illinois driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
3. Considerable ability to lead and work as a member of a team.
4. Considerable working ability to handle multiple and simultaneous tasks.
5. Considerable skill in written and spoken communications.
6. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
7. Ability to work independently.
8. Ability to solve problems.
9. Ability to remain calm in difficult situations.
10. Ability to instruct staff in library methods and procedures.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the

incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Page Supervisor
DEPARTMENT: Patron Accounts and Materials Services
REPORTS TO: Materials Services Manager
CLASSIFICATION: Group 7
STATUS: Non-Exempt

OBJECTIVE:

To supervise the daily work of the Pages. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

~~GENERAL STATEMENT:~~

~~Under the supervision of the Materials Services Manager, the Page Supervisor is responsible for the work of all pages. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES:~~

- ~~1. Understands and practices the Values of the Des Plaines Public Library.~~
- ~~2. Provides uniformly gracious and friendly service to all.~~
- ~~3. Understands and carries out the Library's policies and procedures, while safeguarding confidential and restricted information.~~
- ~~4. Hires, trains, supervises, disciplines, and evaluates up to 20 staff members.~~
- 5. Oversees the daily work of the Pages.**
- 6. Participates in planning the department budget.**
- ~~7. Schedules work and maintains adequate and appropriate Page staffing levels.~~
- ~~8. Works closely with the Materials Services Manager to coordinate and resolve collection shelving projects and problems.~~
- 9. Participates in appropriate regional committees.**
- ~~10. May write reports and compile statistics.~~
- ~~11. Attends appropriate meetings, workshops, and conferences.~~
- ~~12. May represent the Library at community organizations and events.~~
- ~~13. Maintains the neatness of public areas including floors, desks, counters, shelves, and tables, and personal space.~~
- ~~14. Performs other duties as assigned.~~

MINIMUM QUALIFICATIONS:

1. Two years college.
2. Two years library experience or as retail supervisor.
3. One year supervisory or training experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. **Considerable** ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. **Considerable** ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to lead and work as a member of a team.
4. **Ability to work independently.**
5. ~~Demonstrated problem solving skills.~~
6. **Ability to solve problems.**
7. **Considerable working ability to handle multiple and simultaneous tasks.**
8. ~~Ability to handle detail and a wide variety of tasks.~~
9. Ability to remain calm in difficult situations.
10. ~~Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.~~
11. Ability to ~~train~~ **instruct** staff in library methods and procedures.
12. **Considerable** knowledge and skill in the use of appropriate technology, **including Microsoft Office 360.**
13. ~~Ability to put items in numerical and alphabetical order.~~
14. **Considerable** skill in spoken and written communications.
15. Willingness to learn new skills.

KNOWLEDGE, SKILLS, AND ABILITIES: (New text and order)

1. **Considerable** ability to establish and maintain effective work relationships with staff and patrons.
2. **Considerable** ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
3. **Considerable** ability to lead and work as a member of a team.
4. **Considerable** working ability to handle multiple and simultaneous tasks.
5. **Considerable** skill in written and spoken communications.
6. **Considerable** knowledge and skill in the use of appropriate technology including Microsoft Office 360.

7. Ability to work independently.
8. Ability to solve problems.
9. Ability to remain calm in difficult situations.
10. Ability to instruct staff in library methods and procedures.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

~~While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch during the work shift. Speech and hearing abilities are required. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.~~

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017
Revised and Approved 09/27/18

JOB TITLE: Processing Clerk

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 3

STATUS: Non-Exempt

OBJECTIVE: To perform work related to the preparation, maintenance, and repair of library materials for circulation.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Prepares library materials for circulation by attaching identifying and informational labels and security strips to a variety of formats.
3. Programs RFID tags for circulating items.
4. Repairs and withdraws library materials, as needed.
5. Maintains an inventory of processing and mending supplies, and maintains departmental files, as needed.
6. Maintains neatness of shared work areas.
7. May enter and edit classification and item record data into the catalog database.
8. May create protective covers for books.
9. May scan, edit, and print artwork for materials processing.
10. May distribute damaged materials to selectors.
11. May process periodicals.
12. May assist with department projects, as needed.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School degree.
2. One year of work experience.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to work independently.
2. Considerable problem-solving skills.
3. Considerable ability to perform assigned tasks accurately and in a timely manner.

4. Considerable ability to handle a variety of detailed tasks in a constant flow of materials.
5. Considerable ability to follow through tasks to completion and attend to detail.
6. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
7. Ability to establish and maintain effective working relationships with staff.
8. Ability to provide excellent customer service to all.
9. Ability to work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Skill in written and spoken communications.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Revised and Approved 08/21/07

Revised and Approved 08/18/09

Revised and Approved 04/15/14

Revised and Approved 12/17/15

JOB TITLE: Processing Clerk
DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 3

STATUS: Non-exempt

GENERAL STATEMENT: OBJECTIVE:

~~Under the direct supervision of the Acquisitions and Cataloging Manager, the Processing Clerk performs~~ To perform work related to the preparation, maintenance, and repair of library materials for circulation. ~~This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES:~~

- ~~1. Understands and practices the Values of the Des Plaines Public Library.~~
- ~~2. Provides uniformly gracious and friendly service to all.~~
- ~~3. Understands and carries out the library's policies and procedures, while safeguarding confidential and restricted information.~~
- ~~4. Ability to handle a variety of detailed tasks in a constant flow of materials.~~
- ~~5. Prepares library materials for circulation by attaching identifying and informational labels and security strips to a variety of formats.~~
- ~~6. Repairs and replaces~~ withdraws library materials, as needed.
- ~~7. Programs RFID tags for circulating items.~~
- ~~8. Performs data entry.~~
- ~~9. Compiles and maintains departmental files related to processing library materials.~~
- ~~10. Maintains an inventory of~~ processing and mending supplies, and maintains departmental files, as needed.
- ~~11. Maintains neatness of shared work areas including desks, counters, shelves, tables, and personal space.~~
- ~~12. Performs other duties as assigned.~~
 - May enter and edit classification and item record data into the catalog database.
 - May create protective covers for books.
 - May scan, edit, and print artwork for materials processing.
 - May distribute damaged materials to selectors.
 - May process periodicals.
 - May assist with department projects, as needed.

(New text and order)

1. Understands and carries out the Library's policies and procedures.
2. Prepares library materials for circulation by attaching identifying and informational labels and security strips to a variety of formats.
3. Programs RFID tags for circulating items.
4. Repairs and withdraws library materials, as needed.
5. Maintains an inventory of processing and mending supplies, and maintains departmental files, as needed.
6. Maintains neatness of shared work areas.
7. May enter and edit classification and item record data into the catalog database.
8. May create protective covers for books.
9. May scan, edit, and print artwork for materials processing.
10. May distribute damaged materials to selectors.
11. May process periodicals.
12. May assist with department projects, as needed.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School degree.
2. One year work experience.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff ~~and patrons.~~
2. Ability to ~~perform~~ provide excellent customer service to all ~~and to communicate general library policies and procedures to the public.~~
3. Ability to work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to follow through tasks to completion and attend to detail.
6. Considerable problem-solving skills.
7. Skill in written and spoken communication.
8. Considerable knowledge and skills in the use of appropriate technology including Microsoft Office 365.
9. ~~Demonstrated ability and~~ Willingness to learn new skills.
 - Ability to remain calm in difficult situations.
 - Considerable ability to perform assigned tasks accurately and in a timely manner.
 - Considerable ability to handle a variety of detailed tasks in a constant flow of materials.

(New text and order)

1. Considerable ability to work independently.
2. Considerable problem-solving skills.
3. Considerable ability to perform assigned tasks accurately and in a timely manner.
4. Considerable ability to handle a variety of detailed tasks in a constant flow of materials.
5. Considerable ability to follow through tasks to completion and attend to detail.
6. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
7. Ability to establish and maintain effective working relationships with staff.
8. Ability to provide excellent customer service to all.
9. Ability to work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Skill in written and spoken communications.
12. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability

as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised/Reviewed dates:

Approved 10/19/2017
Revised and Approved 09/27/18



SUPPLEMENTAL NOTICE

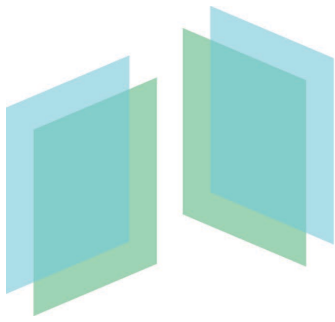
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on June 17, 2021 at 7:00 pm will proceed by electronic remote participation.

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, June 16, 2021 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, June 17, 2021 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, JUNE 17, 2021

7:00 PM

By Electronic Remote

Agenda:

- **Report Out Management Committee Action**
- **Report Out Nominating Committee Action**
- **Approve Library Board Meeting Dates**

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
June 17, 2021
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. [Action Item] (7:20p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – May 20, 2021.
 - B. Approval of the Minutes of the Management Committee Meeting – May 20, 2021.
 - C. Approval of the Minutes of the Nominating Committee Meeting – June 2, 2021.
 - D. Acceptance of Financial Reports for May 2021.
 - E. Acceptance of Reports.
 1. Director’s Report
 2. Statistics Report.

- VII. New Business. (7:20p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$261,267.84. [Action Item]
 - B. Report Out Management Committee Meeting – Denise Hudec. [Action Item]
 - C. Review and Approve Microsoft Annual Licenses - \$10,363.87. [Action Item]
 - D. Approve Library Board Meeting Dates. [Action Item]
 - E. Approve Non-Resident Fee. [Action Item]
 - F. Report Out Nominating Committee Action, June 20, 2019 – Bruce Lester. Approve Slate of Officers – President, Vice President, Treasurer and Secretary. [Action Item]

- VIII. Nominating Committee. (7:35 p.m.)
 - A. Election of Officers – President, Vice President, Treasurer and Secretary.
 - B. Oath of Office.

- IX. Announcements. (7:40 p.m.)
 - A. July 15, 2021 Board of Trustees Meeting – 4:00 p.m.
 - B. Semi-Annual Board Dinner, July 15, 2021.

- X. Correspondence.

- XI. Other

- XII. Adjournment. (7:45 p.m.)

This meeting will be recorded for television broadcast.



DRAFT

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

DRAFT Minutes of the Regular Meeting
May 20, 2021

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 20, 2021. 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: Christine Halblander, Denise Hudec, Vincent Rangel, Michelle Shimon-Hutchison, Gregory Sarlo, Carol Kidd.

Absent: Kristen Graack, Nicholas Harkovich, Bruce Lester.

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff, Drew Langlie, Don Sofolo, Stephanie Spetter, Joanie Sebastian, Michelle Meyer-Edley, John Leach.

III. PLEDGE OF ALLEGIANCE

Trustees Bruce Lester and Nicholas Harkovich entered the meeting at 7:03 p.m.

IV. CONSIDERATION OF THE AGENDA

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

V. PUBLIC COMMENTS AND QUESTIONS

President Gregory Sarlo thanked the Mayor and Des Plaines City Council for

approving the inclusion of the Pride Flag to be displayed in the City.

VI. CONSENT AGENDA

Trustee Denise Hudec asked to remove item D Acceptance of Reports from the Consent Agenda.

MOTION by Bruce Lester, seconded by Christine Halblander, to approve the following Agenda items:

- A. Approval of the Minutes of the Regular Board Meeting – April 15, 2021
- B. Approval of the Minutes of the Management Committee Meeting – April 15, 2021
- C. Acceptance of Financial Reports for April 2021.

ROLL CALL VOTE: AYES: Halblander, Harkovich, Hudec, Lester, Rangel, Sarlo, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

Trustee Kristen Graack entered the meeting at 7:05 p.m.

Trustee Denise Hudec asked that the Director's Report include a list of newly hired and/or departing staff. Director Jo Bonell stated that now that the Library was hiring staff again she will include that list with the next Director's Report.

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

- D. Acceptance of Reports from the Consent Agenda.

ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$425,698.18 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$425,698.18, as listed on the vendor checks report of April 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report out Management Committee Meeting – Denise Hudec.
[Action Item]

Trustee Denise Hudec reported on the Management Committee’s review of six revised Library job descriptions.

MOTION by Committee, to approve six revised Library job descriptions:

School Liaison Librarian
Seasonal Preschool Outreach Intern
Teen Services Assistant
Youth Services Assistant Manager
Youth Services Assistant
Youth Services Librarian

ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None.

The Management Committee also reviewed the revised Library Salary and Classification Schedule with the new Teen Services Assistant job description added to Group 6.

MOTION by Committee, to approve the revised Library Salary and Classification Schedule.

ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None.

President Gregory Sarlo thanked the Management Committee and the Library Director for their work.

- C. Review and Approve Proposals for Network Security Replacement Firewall. [Action Item]

Director Jo Bonell stated that she had asked OSG to review Library internet security in light of recent nationwide cyber-attacks. OSG recommended that the Library replace its six-year-old firewall system, which is at the end of its lifecycle. OSG IT Manager Drew Langlie and OSG President Don Sofolo described the system, which protects both the patron and the staff network, and the proposal to replace the firewall. The new system will identify potential threats and provide extensive reporting on the network usage. OSG collected four quotes from vendors, comparing the same equipment and maintenance support subscription. The chosen vendor will supply the equipment and OSG will install it as part of their full-service contract.

Trustee Kristen Graack asked if the OSG quote was for the same equipment as the other quotes. Mr. Sofolo stated that it was. This will be a one-time purchase of the hardware and the quote includes a three-year support subscription. The lifecycle on the new hardware will also be five to six years. Trustee Kristen Graack asked how the software would be updated. Mr. Sofolo explained that the support subscription included regular updates to the software.

Trustee Denise Hudec asked if the Library currently had a support subscription for the firewall. Mr. Sofolo stated that the Library had a warranty for the current firewall, and the new firewall had greater capabilities and therefore would have a corresponding support system.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the proposal from CDW-G, the lowest responsible bidder, to replace the Network Security Firewall at a cost of \$14,694.00. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None.

D. Appoint Nominating Committee [Action Item]

Carol Kidd, Secretary, misspoke when she reported that Kristen Graack would be chair of the Nominating committee. Trustee Bruce Lester was appointed by President Gregory Sarlo as Chair of the Nominating Committee.

Carol Kidd reported that the Board is approaching its annual officers' election for 2021/2022. The Nominating Committee will be Chair Bruce Lester and Trustee's Kristen Graack and Christine Halblander. The Committee will meet before the June 2021 meeting to consider candidates.

E. Approve Payment to RAILS for OverDrive, 07/01/2021 – 06/30/2022, \$12,536.10.

Director Jo Bonell explained that this annual purchase is for our membership in a consortial collection of ebooks, eaudiobooks, and other downloadable content for patron use. The vendor is OverDrive, and our library system RAILS manages the service.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment to RAILS for OverDrive, 07/01/2021 – 06/30/2022 in the amount of \$12,536.10. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None.

VIII. ANNOUNCEMENTS

A. Committee Assignments.

Board Secretary Carol Kidd announced the following committee assignments made by President Sarlo:

Building & Grounds: Chair Nicholas Harkovich, Vincent Rangel, Michelle Shimon-Hutchison

Finance: Chair Kristen Graack, Michelle Shimon-Hutchison, Bruce Lester

Management: Chair Denise Hudec, Kristen Graack, Christine Halblander

Planning: Chair Vincent Rangel, Bruce Lester, Nicholas Harkovich

Executive Committee: Chair Gregory Sarlo, Vincent Rangel, Kristen Graack, Denise Hudec, Nicholas Harkovich

The Trustees discussed the Illinois update on mask wearing which follows CDC guidance and was announced on May 17, 2021. The current Library COVID-19 Rules of Conduct policy is intended to sunset upon the state-wide announcement of Phase 5, which is expected on June 11, 2021.

Director Jo Bonell stated that the Library will follow the current guidance by posting updated signage asking unvaccinated visitors to wear masks and follow social distancing guidelines. The Library administration and Board recognize that there is no practical way for staff to enforce mask wearing. The current setup of furniture and computer stations supports six-foot separation of patrons.

Trustee Bruce Lester asked that Library Security be prepared to address instances of harassment of patrons wearing masks. Director Jo Bonell agreed and stated that no harassment of patrons for any reason will be tolerated. The staff will continue to wear masks in all public areas of the library.

Trustee Denise Hudec asked if the staff had discussed mask-wearing policy in the children's areas, as children currently cannot be vaccinated. Director Jo Bonell said the Management Team had discussed it but realized that since children went everywhere in the library, mask-wearing in one area could not be enforced. Staff will offer masks to children as necessary. Trustee Michelle Shimon-Hutchison asked if mask-wearing for children 12 and under would be enforced after the June 11th announcement, and Director Jo Bonell said she believed that this practice would not continue after that date.

The Trustees discussed potential changes to the Open Meetings Act post-pandemic and what those changes might mean to in-person Board meetings. President Gregory Sarlo emphasized that safety was his primary concern in conducting Board meetings. The Library has several options for meeting spaces.

Head of Marketing and Communication Heather Imhoff announced the new Library Wi-Fi Plaza, with brightly colored tables and chairs out in front for patrons to enjoy the warm weather while using the Library's Wi-Fi. The extended Wi-Fi is a result of a grant to the Library.

The Library is hosting a District 62 exhibit of student art expressing their experiences during the pandemic, called *Six Feet ApART*. The art will also be photographed as a part of the Des Plaines Memory archives.

President of the Friends of the Library John Leach thanked Assistant Director Roberta Johnson for her years of support and commitment to the Friends.

IX. CORRESPONDENCE

None.

X. OTHER

None.

XI ADJOURNMENT

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

Meeting adjourned at 7:53 p.m.

Minutes prepared by Carol Kidd.



DRAFT

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Management Committee Meeting
May 20, 2021

I. CALL TO ORDER

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, May 20, 2021. Committee Chair Denise Hudec called the meeting to order at 6:32 p.m.

II. ROLL CALL

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

Also present: Vincent Rangel, Jo Bonell, Roberta Johnson, Stephanie Spetter, Joanie Sebastian, Michelle Meyer-Edley, John Leach.

III. CONSIDERATION OF THE AGENDA

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTIONS [Action Item]

Library Director Jo Bonell asked the Committee to approve changes to the following six Library job descriptions:

School Liaison Librarian
Seasonal Preschool Outreach Intern
Teen Services Assistant
Youth Services Assistant
Youth Services Assistant Manager
Youth Services Librarian

The Committee reviewed each job description. Director Bonell stated that no substantive changes were made, only formatting and minor wording updates. She plans to revise all Library job descriptions and bring them to the committee this year. Trustee Hudec asked if the committee could get copies of the job descriptions with the changes in red, and Director Bonell agreed.

Trustee Hudec asked when the Preschool Outreach Internship program would start up again. Head of Youth Services Stephanie Spetter responded that they were planning for Spring 2022.

MOTION by Kristen Graack, seconded by Denise Hudec, to recommend approving the changes to the six job descriptions to the Board, and ask the Board to review and approve the Teen Services Assistant. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VI. REVIEW AND APPROVE SALARY AND CLASSIFICATION SCHEDULE [Action Item]

Director Bonell presented the Library Salary and Classification Schedule with the new Teen Services Assistant job description added to Group 6. Trustee Graack asked if every Library position was now on the Schedule, and Director Bonell said they were. Trustee Graack asked if there was a current organizational chart. Director Bonell said there was, and she would provide the chart to the Board.

Director Bonell thanked the Committee and stated that she would bring more revised job descriptions to them in June for their review.

MOTION by Kristen Graack, seconded by Denise Hudec, to recommend approving the changes to the revised Salary and Classification Schedule to the Board as a whole. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VII. OTHER

The Committee discussed the potential timing of returning to in-person meetings. President Sarlo said that this would be brought up at the full Board meeting, but that they would not take any action as it was not on the agenda, and there was still

no announcement on revisions to the Open Meeting Acts.

President Sarlo commented that we could not ask the Trustees if they were vaccinated, that information could only be volunteered by the individual.

VIII. ADJOURNMENT

MOTION by Kristen Graack, seconded by Denise Hudec, to adjourn the regular meeting. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:50 p.m.

Minutes prepared by Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
June 2, 2021

I CALL TO ORDER

The Nominating Committee was held by electronic remote participation on Wednesday, June 2, 2021.

The meeting was called to order by Chair Bruce Lester at 5:02 p.m.

II, ROLL CALL

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

Also present: Vincent Rangel, Jo Bonell.

Absent: Christine Halblander

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Bruce Lester, 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.

Chair Bruce Lester stated that he spoke with Trustee and Nominating Committee member Christine Halblander and she did not have any recommendations for these offices.

MOTION by Kristen Graack, seconded by Bruce Lester, to recommend to the board Gregory Sarlo for President, Vincent Rangel for Vice President, Kristen Graack for Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: Graack, Lester. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

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

The meeting adjourned at 5:14 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
May 31, 2021

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



June 10, 2021

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, 2021 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, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,406,939.19	\$ 2,064,158.91	\$ 5,471,098.10
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,488,429.88	\$ 2,064,158.91	\$ 11,552,588.79
LIABILITIES			
Accounts Payable	\$ 217,488.74	\$ 16,589.98	\$ 234,078.72
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	560,605.03	16,589.98	577,195.01
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,630,105.03	16,589.98	6,646,695.01
FUND BALANCE			
Fund Balance - Unreserved	2,823,574.05	2,047,568.93	4,871,142.98
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,858,324.85	2,047,568.93	4,905,893.78
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,488,429.88	\$ 2,064,158.91	\$ 11,552,588.79

Des Plaines Public Library

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

For the 5 Months Ended May 31, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,310,430.12	\$ -	\$ 3,310,430.12
Intergovernmental	5,000.00	-	5,000.00
Fines & Fees	5,574.48	-	5,574.48
Interest	599.43	462.62	1,062.05
Miscellaneous	8,509.61	-	8,509.61
Total Revenues	<u>3,330,113.64</u>	<u>462.62</u>	<u>3,330,576.26</u>
EXPENDITURES			
Personnel	\$ 1,089,357.30	\$ -	\$ 1,089,357.30
Operating	915,329.23	-	915,329.23
Library Materails	384,826.32	-	384,826.32
Capital Outlay	33,402.01	56,643.76	90,045.77
Other Expenditures	<u>61,642.93</u>	<u>-</u>	<u>61,642.93</u>
Total Expenditures	<u>2,485,757.79</u>	<u>56,643.76</u>	<u>2,542,401.55</u>
Net Change in Fund Balances	<u>844,355.85</u>	<u>(56,181.14)</u>	<u>788,174.71</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 2,858,324.85</u>	<u>\$ 2,047,568.93</u>	<u>\$ 4,905,893.78</u>

Supplementary Information

Des Plaines Public Library
 Treasurer's Report as of May 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	730,519.49
202-1102015 - First Midwest Operating #8100292260	<u>38,338.56</u>
	<u>768,858.05</u>
201-1102028 - Cash Library Donations	<u>213,998.59</u>
201-1102079 - IL Funds - 151600222591	2,461,921.11
202-1102079 - IL Funds - 151600222591	<u>2,025,820.35</u>
	<u>4,487,741.46</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,471,098.10</u></u>

Des Plaines Public Library
Balance Sheet as of May 31, 2021

	<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	448,787.88	281,731.61	730,519.49
1102028 - Cash Library Donations	213,942.03	56.56	213,998.59
1102079 - IL Funds - 151600222591	2,945,247.81	(483,326.70)	2,461,921.11
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	<u>9,689,968.41</u>	<u>(201,538.53)</u>	<u>9,488,429.88</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	310,007.38	(92,518.64)	217,488.74
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,722,623.67</u>	<u>(92,518.64)</u>	<u>6,630,105.03</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	 <u>8,736,592.67</u>	 <u>(92,518.64)</u>	 <u>8,644,074.03</u>
 Excess Revenues Over Expenses	 <u>953,375.74</u>	 <u>(109,019.89)</u>	 <u>844,355.85</u>

Des Plaines Public Library
Balance Sheet as of May 31, 2021

	<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	52,832.02	(14,493.46)	38,338.56
1102079 - IL Funds - 151600222591	2,042,352.55	(16,532.20)	2,025,820.35
	2,095,184.57	(31,025.66)	2,064,158.91
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	31,083.44	(14,493.46)	16,589.98
	31,083.44	(14,493.46)	16,589.98
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,134,833.51	(14,493.46)	2,120,340.05
Excess Revenues Over Expenses	(39,648.94)	(16,532.20)	(56,181.14)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

**Des Plaines Public Library
Revenue Report
For the 5 Months Ended May 31, 2021**

_____ 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 2020	<u>343,511.28</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</u>
	<u>343,511.28</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</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	5,000.00	5,000.00	0.00	(5,000.00)	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>5,000.00</u>	<u>5,000.00</u>	<u>168,988.00</u>	<u>163,988.00</u>	<u>2.96</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	153.13	1,646.85	9,000.00	7,353.15	18.30
201-4850201 - Copying Fees	1,748.06	3,927.63	12,500.00	8,572.37	31.42
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>1,901.19</u>	<u>5,574.48</u>	<u>24,000.00</u>	<u>18,425.52</u>	<u>23.23</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>101.80</u>	<u>599.43</u>	<u>28,000.00</u>	<u>27,400.57</u>	<u>2.14</u>
	<u>101.80</u>	<u>599.43</u>	<u>28,000.00</u>	<u>27,400.57</u>	<u>2.14</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	812.00	5,327.25	50,000.00	44,672.75	10.65
201-4899910 - Vending Machine Revenue	80.17	140.32	500.00	359.68	28.06
201-4899920 - Library Donations	50.00	300.00	5,000.00	4,700.00	6.00
201-4899940 - Friends Book Sale	<u>561.50</u>	<u>2,742.04</u>	<u>0.00</u>	<u>(2,742.04)</u>	<u>0.00</u>
	<u>1,503.67</u>	<u>8,509.61</u>	<u>55,500.00</u>	<u>46,990.39</u>	<u>15.33</u>
Total Library Fund	<u><u>352,017.94</u></u>	<u><u>3,330,113.64</u></u>	<u><u>6,386,488.00</u></u>	<u><u>3,056,374.36</u></u>	<u><u>52.14</u></u>

Des Plaines Public Library
 Revenue Report
 For the 5 Months Ended May 31, 2021

	<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>57.78</u>	<u>462.62</u>	<u>17,000.00</u>	<u>16,537.38</u>	<u>2.72</u>
	<u>57.78</u>	<u>462.62</u>	<u>17,000.00</u>	<u>16,537.38</u>	<u>2.72</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>57.78</u></u>	<u><u>462.62</u></u>	<u><u>517,000.00</u></u>	<u><u>516,537.38</u></u>	<u><u>0.09</u></u>
Total of All Funds	<u><u>352,075.72</u></u>	<u><u>3,330,576.26</u></u>	<u><u>6,903,488.00</u></u>	<u><u>3,572,911.74</u></u>	<u><u>48.24</u></u>

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2021**

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	171,784.15	865,030.35	2,483,313.00	1,618,282.65	34.83
5910200 - Part-time Salaries	<u>46,735.10</u>	<u>224,326.95</u>	<u>830,211.00</u>	<u>605,884.05</u>	<u>27.02</u>
	<u>218,519.25</u>	<u>1,089,357.30</u>	<u>3,313,524.00</u>	<u>2,224,166.70</u>	<u>32.88</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	16,111.79	80,250.04	240,329.00	160,078.96	33.39
5918021 - Employer Contribution - IMRF	0.00	84,073.33	290,885.00	206,811.67	28.90
5918040 - Life Insurance Premiums	124.16	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	19,715.57	155,552.45	410,610.00	255,057.55	37.88
5918051 - HMO Insurance Premiums	5,566.61	56,784.66	208,034.00	151,249.34	27.30
5918055 - Dental Insurance Premiums	1,329.88	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>11,940.00</u>	<u>14,000.00</u>	<u>2,060.00</u>	<u>85.29</u>
	<u>42,848.01</u>	<u>395,870.68</u>	<u>1,200,744.00</u>	<u>804,873.32</u>	<u>32.97</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	690.00	30,000.00	29,310.00	2.30
5920110 - Professional Services	32,735.23	212,369.09	464,296.00	251,926.91	45.74
5920120 - Communication Services	702.31	6,244.93	19,100.00	12,855.07	32.70
5920140 - Integrated Library System	0.00	44,003.40	88,010.00	44,006.60	50.00
5920202 - Conferences	0.00	1,158.88	5,000.00	3,841.12	23.18
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	6,702.51	29,182.44	51,000.00	21,817.56	57.22
5920220 - Membership Dues	219.00	5,741.09	6,400.00	658.91	89.70
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	43,169.58	57,000.00	13,830.42	75.74
5930010 - R&M Equipment	7,330.82	52,234.38	58,635.00	6,400.62	89.08
5930020 - R&M Buildings & Structures	4,354.17	37,652.99	131,325.00	93,672.01	28.67
5930030 - R&M Vehicles	37.50	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	4,602.20	8,113.42	25,600.00	17,486.58	31.69
5930320 - Cleaning/Custodial Services	0.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	1,800.00	7,000.00	5,200.00	25.71
5960040 - Pre-Employment Testing	77.00	77.00	3,000.00	2,923.00	2.57
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	11,182.31	30,630.37	51,500.00	20,869.63	59.48
5960990 - Misc. Contractual Services	<u>6,508.85</u>	<u>34,096.19</u>	<u>101,025.00</u>	<u>66,928.81</u>	<u>33.75</u>
	<u>74,811.90</u>	<u>519,458.55</u>	<u>1,175,116.00</u>	<u>655,657.45</u>	<u>44.20</u>
<u>Commodities</u>					
5970100 - Supplies	6,263.33	9,522.14	41,000.00	31,477.86	23.22
5970110 - Meals	0.00	610.00	1,500.00	890.00	40.67
5970115 - Supplies - Dept/Other	817.54	8,913.56	66,100.00	57,186.44	13.48
5970170 - Janitorial	4,881.98	14,826.49	18,600.00	3,773.51	79.71
5970260 - Postage & Parcel	1,000.00	4,420.49	6,000.00	1,579.51	73.67

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	0.00	1,148.54	10,000.00	8,851.46	11.49
5970600 - Ebooks/Books	37,553.70	132,060.04	368,000.00	235,939.96	35.89
5970610 - E-audio/Audio	3,744.01	25,166.25	80,000.00	54,833.75	31.46
5970620 - E-Subscriptions/Subscriptions	71.72	12,073.72	68,430.00	56,356.28	17.64
5970630 - Visual Materials	6,723.74	46,223.63	167,000.00	120,776.37	27.68
5970640 - Databases	7,023.95	122,217.73	185,000.00	62,782.27	66.06
5970810 - Natural Gas	0.00	7,643.73	22,000.00	14,356.27	34.74
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>0.00</u>
	<u>68,079.97</u>	<u>384,826.32</u>	<u>1,039,830.00</u>	<u>655,003.68</u>	<u>37.01</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	124.75	6,287.75	6,310.00	22.25	99.65
5980410 - Computer Hardware	0.00	7,901.35	6,800.00	(1,101.35)	116.20
5980420 - Computer Software	2,943.81	19,212.91	44,495.00	25,282.09	43.18
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
	<u>3,068.56</u>	<u>33,402.01</u>	<u>60,305.00</u>	<u>26,902.99</u>	<u>55.39</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	53,657.34	58,900.89	73,000.00	14,099.11	80.69
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>52.80</u>	<u>2,742.04</u>	<u>0.00</u>	<u>(2,742.04)</u>	<u>0.00</u>
	<u>53,710.14</u>	<u>61,642.93</u>	<u>633,000.00</u>	<u>571,357.07</u>	<u>9.74</u>
 Total Library Fund Expenditures	 <u>461,037.83</u>	 <u>2,485,757.79</u>	 <u>7,422,519.00</u>	 <u>4,936,761.21</u>	 <u>33.49</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	36,500.00	36,500.00	0.00
5980400 - Equipment	1,099.98	31,376.70	157,420.00	126,043.30	19.93
5980410 - Computer Hardware	15,490.00	22,640.00	30,900.00	8,260.00	73.27
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>2,627.06</u>	<u>4,160.00</u>	<u>1,532.94</u>	<u>63.15</u>
	<u>16,589.98</u>	<u>56,643.76</u>	<u>239,980.00</u>	<u>183,336.24</u>	<u>23.60</u>
 Total Capital Projects Fund Expenditures	 <u>16,589.98</u>	 <u>56,643.76</u>	 <u>279,980.00</u>	 <u>223,336.24</u>	 <u>20.23</u>
 Total of All Funds	 <u>477,627.81</u>	 <u>2,542,401.55</u>	 <u>7,702,499.00</u>	 <u>5,160,097.45</u>	 <u>33.01</u>

Des Plaines Public Library

Check List

All Bank Accounts

May 21, 2021 - June 17, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18676	06/17/21	ANDREW LANGLE	125.00
18677	06/17/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	640.00
18678	06/17/21	ARLINGTON HEIGHTS MEMORIAL LIBRARY	208.33
18679	06/17/21	BAKER & TAYLOR	6,796.35
18680	06/17/21	BAKER & TAYLOR	11,282.75
18681	06/17/21	CHILDREN'S PLUS, INC.	1,704.76
18682	06/17/21	CHIPPEWA MIDDLE SCHOOL	40.00
18683	06/17/21	COLE INFOMRATION SERVICES	1,288.90
18684	06/17/21	COLLEY ELEVATOR COMPANY	606.00
18685	06/17/21	CRYSTAL MAINTENANCE SERVICES CORP	3,890.00
18686	06/17/21	D&Z HOUSE OF BOOKS	1,242.44
18687	06/17/21	DE LAGE LANDEN FIANACIAL SERVICES	39.98
18688	06/17/21	DES PLAINES CHAMBER OF COMMERCE	30.00
18689	06/17/21	EBSCO INFORMATION SERVICES	3,092.00
18690	06/17/21	ENVISIONWARE, INC	53,627.34
18691	06/17/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18692	06/17/21	FOX VALLEY FIRE & SAFETY	85.00
18693	06/17/21	GOVCONNECTION INC	3,390.82
18694	06/17/21	IMPACT NETWORKING, LLC.	4,602.20
18695	06/17/21	ITSAVVY LLC	15,490.00
18696	06/17/21	J&S PLUMBING, INC.	709.00
18697	06/17/21	JAMIE LYNN PORTO	200.00
18698	06/17/21	LAUTERBACH & AMEN, LLP.	1,600.00
18699	06/17/21	LESLIE GODDARD	250.00
18700	06/17/21	LIMRICC	45,636.43
18701	06/17/21	LYNGSOE SYSTEMS, INC	5,000.00
18702	06/17/21	MIDWEST TAPE	8,944.91
18703	06/17/21	OAKBROOK MECHANICAL SERVICES	2,954.17
18704	06/17/21	OUTSOURCE SOLUTIONS GROUP, INC.	33,409.11
18705	06/17/21	OVERDRIVE, INC.	4,550.61
18706	06/17/21	RAILS	12,536.10
18707	06/17/21	RAINBOW BOOK COMPANY	190.07
18708	06/17/21	RECORDED BOOKS, INC	209.30
18709	06/17/21	ROUTER MONKEY CNC	550.00
18710	06/17/21	THE NEW YORK TIMES	2,002.00
18711	06/17/21	THOMAS KLISE/CRIMSON MULTIMEDIA	1,216.21
18712	06/17/21	THOMSON REUTERS-WEST	21.86
18713	06/17/21	TWISTED TREE YOGA STUDIO	225.00
18714	06/17/21	VISOGRAPHIC	4,931.22
18715	06/17/21	WAREHOUSE DIRECT, INC.	175.86
18716	06/17/21	GERALD HUG	225.00
51797	05/31/21	NEOFUNDS BY NEOPOST	1,000.00
51798	05/31/21	VERIZON WIRELESS	1,112.20
51799	05/31/21	NICOR GAS	930.49
51800	05/31/21	BANKCARD SERVICES	24,093.63
51801	05/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	52.80
Vendor Check Total			261,267.84
Check List Total			261,267.84

Check count = 46

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE						
201-5960990	Misc. Contractual Services	Video for May Board Meeting	125.00	18676	06/17/21	<u>125.00</u>
AQUARIUM ADVENTURE HOFFMAN ESTATES						
201-5960990	Misc. Contractual Services	INV# 11432	160.00	18677	06/17/21	<u>640.00</u>
201-5960990	Misc. Contractual Services	INV# 11498	480.00			
ARLINGTON HEIGHTS MEMORIAL LIBRARY						
201-5960210	Special Event Programming	INV# 5182021	208.33	18678	06/17/21	<u>208.33</u>
BAKER & TAYLOR						
201-5970600	Ebooks/Books	INV# 2036005236	14.31	18679	06/17/21	<u>6,796.35</u>
201-5970600	Ebooks/Books	INV# 2036000734	525.86			
201-5960990	Misc. Contractual Services	INV# 2036000735	43.38			
201-5970600	Ebooks/Books	INV# 2035950606	617.19			
201-5960990	Misc. Contractual Services	INV# 2035950607	45.82			
201-5970600	Ebooks/Books	INV# 2035949065	876.39			
201-5960990	Misc. Contractual Services	INV# 2035949066	65.20			
201-5970600	Ebooks/Books	INV# 2035937410	712.34			
201-5960990	Misc. Contractual Services	INV# 2035937411	59.55			
201-5970600	Ebooks/Books	INV# 2035950003	143.67			
201-5970600	Ebooks/Books	INV# 2035990531	739.98			
201-5960990	Misc. Contractual Services	INV# 2035990532	59.36			
201-5970600	Ebooks/Books	INV# 2035963541	870.71			
201-5960990	Misc. Contractual Services	INV# 2035963542	66.88			
201-5970600	Ebooks/Books	INV# 2035967199	617.30			
201-5960990	Misc. Contractual Services	INV# 2035967200	48.08			
201-5970600	Ebooks/Books	INV# 2035980605	512.44			
201-5960990	Misc. Contractual Services	INV# 2035980606	41.81			
201-5970600	Ebooks/Books	INV# 2035979616	39.73			
201-5970600	Ebooks/Books	INV# 2035969846	488.99			
201-5960990	Misc. Contractual Services	INV# 2035969847	38.80			
201-5970600	Ebooks/Books	INV# 2035997923	153.64			
201-5960990	Misc. Contractual Services	INV# 2035997924	14.92			
BAKER & TAYLOR						
201-5960990	Misc. Contractual Services	INV# 2035989275	19.30	18680	06/17/21	<u>11,282.75</u>
201-5970600	Ebooks/Books	INV# 2035989275	154.34			
201-5960990	Misc. Contractual Services	INV# 2035989458	9.72			
201-5970600	Ebooks/Books	INV# 2035989458	30.45			
201-5960990	Misc. Contractual Services	INV# 2035986840	21.38			
201-5970600	Ebooks/Books	INV# 2035986840	80.09			
201-5960990	Misc. Contractual Services	INV# 2035978361	6.58			
201-5970600	Ebooks/Books	INV# 2035973861	26.71			
201-5960990	Misc. Contractual Services	INV# 2035988758	35.88			
201-5970600	Ebooks/Books	INV# 2035988758	118.92			
201-5960990	Misc. Contractual Services	INV# 2035995212	67.34			
201-5970600	Ebooks/Books	INV# 2035995212	575.71			
201-5960990	Misc. Contractual Services	INV# 2035920478	19.00			
201-5970600	Ebooks/Books	INV# 2035920478	162.26			
201-5960990	Misc. Contractual Services	INV# 2035933703	32.66			
201-5970600	Ebooks/Books	INV# 2035933703	257.02			
201-5960990	Misc. Contractual Services	INV# 2035936121	29.64			
201-5970600	Ebooks/Books	INV# 2035936121	300.26			
201-5960990	Misc. Contractual Services	INV# 2035932761	65.79			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035932761	276.79			
201-5960990	Misc. Contractual Services	INV# 2035928929	33.75			
201-5970600	Ebooks/Books	INV# 2035928929	77.02			
201-5960990	Misc. Contractual Services	INV# 2035932953	39.90			
201-5970600	Ebooks/Books	INV# 2035932953	431.49			
201-5960990	Misc. Contractual Services	INV# 2035937465	20.12			
201-5970600	Ebooks/Books	INV# 2035937465	186.60			
201-5960990	Misc. Contractual Services	INV# 2035936245	7.45			
201-5970600	Ebooks/Books	INV# 2035936245	86.60			
201-5960990	Misc. Contractual Services	INV# 2035920708	9.57			
201-5970600	Ebooks/Books	INV# 2035902708	31.66			
201-5960990	Misc. Contractual Services	INV# 2035918704	3.26			
201-5970600	Ebooks/Books	INV# 2035918704	24.34			
201-5960990	Misc. Contractual Services	INV# 2035913277	6.43			
201-5970600	Ebooks/Books	INV# 2035913277	25.00			
201-5960990	Misc. Contractual Services	INV# 2035932371	3.29			
201-5970600	Ebooks/Books	INV# 2035932371	9.54			
201-5960990	Misc. Contractual Services	INV# 5016932918	13.30			
201-5970600	Ebooks/Books	INV# 5016932918	443.65			
201-5960990	Misc. Contractual Services	INV# 2035920777	36.67			
201-5970600	Ebooks/Books	INV# 2035920777	304.22			
201-5960990	Misc. Contractual Services	INV# 2035932505	9.87			
201-5970600	Ebooks/Books	INV# 2035932505	36.28			
201-5960990	Misc. Contractual Services	INV# 2035932875	7.72			
201-5970600	Ebooks/Books	INV# 2035932875	59.61			
201-5960990	Misc. Contractual Services	INV# 2035936215	12.42			
201-5970600	Ebooks/Books	INV# 2035936215	95.57			
201-5960990	Misc. Contractual Services	INV# 2035936340	1.93			
201-5970600	Ebooks/Books	INV# 2035936340	26.72			
201-5960990	Misc. Contractual Services	INV# 2035936449	1.78			
201-5970600	Ebooks/Books	INV# 2035936449	10.78			
201-5960990	Misc. Contractual Services	INV# 2035952492	5.79			
201-5970600	Ebooks/Books	INV# 2035952492	47.68			
201-5960990	Misc. Contractual Services	INV# 2035952879	38.74			
201-5970600	Ebooks/Books	INV# 2035952879	324.47			
201-5960990	Misc. Contractual Services	INV# 2035944623	17.07			
201-5970600	Ebooks/Books	INV# 2035944623	139.59			
201-5960990	Misc. Contractual Services	INV# 2035952533	6.58			
201-5970600	Ebooks/Books	INV# 2035952533	32.44			
201-5960990	Misc. Contractual Services	INV# 2035981623	5.79			
201-5970600	Ebooks/Books	INV# 2035981623	48.22			
201-5960990	Misc. Contractual Services	INV# 2035965671	9.72			
201-5970600	Ebooks/Books	INV# 2035965671	29.88			
201-5960990	Misc. Contractual Services	INV# 2035981025	59.60			
201-5970600	Ebooks/Books	INV# 2035981025	814.57			
201-5960990	Misc. Contractual Services	INV# 2035968366	27.96			
201-5970600	Ebooks/Books	INV# 2035968366	126.09			
201-5960990	Misc. Contractual Services	INV# 2035969596	17.94			
201-5970600	Ebooks/Books	INV# 2035969596	31.05			
201-5960990	Misc. Contractual Services	INV# 2035987004	44.84			
201-5970600	Ebooks/Books	INV# 2035987004	422.34			
201-5960990	Misc. Contractual Services	INV# 2035981628	2.57			
201-5970600	Ebooks/Books	INV# 2035981628	16.22			
201-5960990	Misc. Contractual Services	INV# 2035973743	26.17			
201-5970600	Ebooks/Books	INV# 2035973743	67.53			
201-5960990	Misc. Contractual Services	INV# 2035981264	9.90			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035981264	106.05			
201-5960990	Misc. Contractual Services	INV# 2035979532	4.45			
201-5970600	Ebooks/Books	INV# 2035979532	44.78			
201-5960990	Misc. Contractual Services	INV# 2035979578	5.12			
201-5970600	Ebooks/Books	INV# 2035979578	62.73			
201-5960990	Misc. Contractual Services	INV# 2035973771	7.57			
201-5970600	Ebooks/Books	INV# 2035973771	61.88			
201-5960990	Misc. Contractual Services	INV# 2035973733	5.05			
201-5970600	Ebooks/Books	INV# 2035973733	55.74			
201-5960990	Misc. Contractual Services	INV# 2035964686	27.83			
201-5970600	Ebooks/Books	INV# 2035964686	252.49			
201-5960990	Misc. Contractual Services	INV# 2035971273	40.25			
201-5970600	Ebooks/Books	INV# 2035971273	238.43			
201-5960990	Misc. Contractual Services	INV# 2035982767	25.89			
201-5970600	Ebooks/Books	INV# 2035982767	190.31			
201-5960990	Misc. Contractual Services	INV# 2035966908	5.98			
201-5970600	Ebooks/Books	INV# 2035966908	13.74			
201-5960990	Misc. Contractual Services	INV# 2035975251	3.51			
201-5970600	Ebooks/Books	INV# 2035975251	28.54			
201-5960990	Misc. Contractual Services	INV# 2035966209	19.82			
201-5970600	Ebooks/Books	INV# 2035966209	71.42			
201-5960990	Misc. Contractual Services	INV# 2035968705	7.91			
201-5970600	Ebooks/Books	INV# 2035968705	99.47			
201-5960990	Misc. Contractual Services	INV# 2035965815	25.09			
201-5970600	Ebooks/Books	INV# 2035965815	209.97			
201-5960990	Misc. Contractual Services	INV# 2035969611	5.14			
201-5970600	Ebooks/Books	INV# 2035969611	43.64			
201-5960990	Misc. Contractual Services	INV# 2035969569	14.92			
201-5970600	Ebooks/Books	INV# 2035969569	100.27			
201-5960990	Misc. Contractual Services	INV# 2035973119	9.59			
201-5970600	Ebooks/Books	INV# 2035973119	80.80			
201-5960990	Misc. Contractual Services	INV# 2035966209	19.82			
201-5970600	Ebooks/Books	INV# 2035966209	71.42			
201-5960990	Misc. Contractual Services	INV# 2035965723	39.01			
201-5970600	Ebooks/Books	INV# 2035965723	341.73			
201-5960990	Misc. Contractual Services	INV# 2035944598	9.72			
201-5970600	Ebooks/Books	INV# 2035944598	30.48			
201-5960990	Misc. Contractual Services	INV# 2035965712	9.20			
201-5970600	Ebooks/Books	INV# 2035965712	78.35			
201-5960990	Misc. Contractual Services	INV# 2035952264	5.87			
201-5970600	Ebooks/Books	INV# 2035952264	70.35			
201-5960990	Misc. Contractual Services	INV# 2035952405	13.16			
201-5970600	Ebooks/Books	INV# 2035952405	29.29			
201-5960990	Misc. Contractual Services	INV# 2035959952	7.87			
201-5970600	Ebooks/Books	INV# 2035959952	71.23			
201-5960990	Misc. Contractual Services	INV# 2035959904	5.74			
201-5970600	Ebooks/Books	INV# 2035959904	56.89			
201-5960990	Misc. Contractual Services	INV# 2035959924	3.56			
201-5970600	Ebooks/Books	INV# 2035959924	20.43			
201-5960990	Misc. Contractual Services	INV# 2035959920	5.30			
201-5970600	Ebooks/Books	INV# 2035959920	50.40			
201-5960990	Misc. Contractual Services	INV# 2035945243	62.79			
201-5970600	Ebooks/Books	INV# 2035945243	174.94			
201-5960990	Misc. Contractual Services	INV# 2035944479	47.57			
201-5970600	Ebooks/Books	INV# 2035944479	529.38			
201-5960990	Misc. Contractual Services	INV# 2035952540	1.93			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2035952540	15.33			
201-5960990	Misc. Contractual Services	INV# 2035952275	61.45			
201-5970600	Ebooks/Books	INV# 2035952275	257.05			
201-5960990	Misc. Contractual Services	INV# 2035997042	7.72			
201-5970600	Ebooks/Books	INV# 2035997042	63.56			
201-5960990	Misc. Contractual Services	INV# 2035996831	6.68			
201-5970600	Ebooks/Books	INV# 2035996831	58.07			
201-5960990	Misc. Contractual Services	INV# 2035995209	74.75			
201-5970600	Ebooks/Books	INV# 2035995209	266.24			
201-5960990	Misc. Contractual Services	INV# 2035996992	11.43			
201-5970600	Ebooks/Books	INV# 2035996992	116.53			
CHILDREN'S PLUS, INC.				18681	06/17/21	<u>1,704.76</u>
201-5970600	Ebooks/Books	INV# 197416	64.22			
201-5970600	Ebooks/Books	INV# 198579	25.00			
201-5970600	Ebooks/Books	INV# 198445	12.23			
201-5970600	Ebooks/Books	INV# 198444	15.29			
201-5970600	Ebooks/Books	INV# 198349	89.75			
201-5970600	Ebooks/Books	INV# 198321	131.51			
201-5970600	Ebooks/Books	INV# 196479	75.23			
201-5970600	Ebooks/Books	INV# 198258	181.16			
201-5970600	Ebooks/Books	INV# 197640	302.63			
201-5970600	Ebooks/Books	INV# 197617	433.06			
201-5970600	Ebooks/Books	INV# 197642	261.71			
201-5970600	Ebooks/Books	INV# 198215	112.97			
CHIPPEWA MIDDLE SCHOOL				18682	06/17/21	<u>40.00</u>
201-5970600	Ebooks/Books	2 YEARBOOKS	40.00			
COLE INFOMRATION SERVICES				18683	06/17/21	<u>1,288.90</u>
201-5970640	Databases	INV# INV40071086	354.95			
201-5970640	Databases	INV# 0799067-IN	933.95			
COLLEY ELEVATOR COMPANY				18684	06/17/21	<u>606.00</u>
201-5930020	R&M Buildings & Structures	INV# 211859	606.00			
CRYSTAL MAINTENANCE SERVICES CORP				18685	06/17/21	<u>3,890.00</u>
201-5970170	Janitorial	INV# 27549	3,890.00			
D&Z HOUSE OF BOOKS				18686	06/17/21	<u>1,242.44</u>
201-5970600	Ebooks/Books	INV# 2021/I146418	1,242.44			
DE LAGE LANDEN FIANACIAL SERVICES				18687	06/17/21	<u>39.98</u>
201-5930010	R&M Equipment	INV# 72537469	39.98			
DES PLAINES CHAMBER OF COMMERCE				18688	06/17/21	<u>30.00</u>
201-5990900	Per Capita Grant Expenditures	INV# 19536	30.00			
EBSCO INFORMATION SERVICES				18689	06/17/21	<u>3,092.00</u>
201-5970640	Databases	INV# 1000156686-1	3,092.00			
ENVISIONWARE, INC				18690	06/17/21	<u>53,627.34</u>
201-5990900	Per Capita Grant Expenditures	INV# INV-US-52707	53,627.34			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18691	06/17/21	<u>360.00</u>
201-5930490	Refuse Contract	INV# 5509052	360.00			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
FOX VALLEY FIRE & SAFETY				18692	06/17/21	<u>85.00</u>
201-5930020	R&M Buildings & Structures	INV# IN00437221	85.00			
GOVCONNECTION INC				18693	06/17/21	<u>3,390.82</u>
201-5930010	R&M Equipment	INV# 71223301	2,290.84			
202-5980400	Equipment	INV# 71111059	958.14			
202-5980400	Equipment	INV# 71116398	141.84			
IMPACT NETWORKING, LLC.				18694	06/17/21	<u>4,602.20</u>
201-5930210	Rental of Equipment	INV# OP192313	4,602.20			
ITSAVVY LLC				18695	06/17/21	<u>15,490.00</u>
202-5980410	Computer Hardware	INV# 01258015	7,385.00			
202-5980410	Computer Hardware	INV# 01266482	8,105.00			
J&S PLUMBING, INC.				18696	06/17/21	<u>709.00</u>
201-5930020	R&M Buildings & Structures	INV# 204179	180.00			
201-5930020	R&M Buildings & Structures	INV# 204041	529.00			
JAMIE LYNN PORTO				18697	06/17/21	<u>200.00</u>
201-5960210	Special Event Programming	Mosaic Flower Pots	200.00			
LAUTERBACH & AMEN, LLP.				18698	06/17/21	<u>1,600.00</u>
201-5920110	Professional Services	INV# 56201	1,600.00			
LESLIE GODDARD				18699	06/17/21	<u>250.00</u>
201-5960210	Special Event Programming	Betty Crocker	250.00			
LIMRICC				18700	06/17/21	<u>45,636.43</u>
201-2401002	Payroll Liabilities	June 2021	45,636.43			
LYNGSOE SYSTEMS, INC				18701	06/17/21	<u>5,000.00</u>
201-5930010	R&M Equipment	March 2021 Services	2,500.00			
201-5930010	R&M Equipment	May 2021 Services	2,500.00			
MIDWEST TAPE				18702	06/17/21	<u>8,944.91</u>
201-5970610	E-audio/Audio	INV# 500492198	47.99			
201-5970630	Visual Materials	INV# 500492199	23.24			
201-5960990	Misc. Contractual Services	INV# 500504175	11.55			
201-5970610	E-audio/Audio	INV# 500504175	37.92			
201-5960990	Misc. Contractual Services	INV# 500504174	74.45			
201-5970630	Visual Materials	INV# 500504174	348.39			
201-5960990	Misc. Contractual Services	INV# 500504173	37.00			
201-5970610	E-audio/Audio	INV# 500504173	840.80			
201-5960990	Misc. Contractual Services	INV# 500504172	131.60			
201-5970630	Visual Materials	INV# 500504172	697.33			
201-5970610	E-audio/Audio	INV# 500504424	567.91			
201-5970630	Visual Materials	INV# 500504425	205.71			
201-5970630	Visual Materials	INV# 500504427	59.98			
201-5960990	Misc. Contractual Services	INV# 500412244	104.45			
201-5970610	E-audio/Audio	INV# 500412244	313.53			
201-5960990	Misc. Contractual Services	INV# 500412241	109.60			
201-5970630	Visual Materials	INV# 500412241	755.71			
201-5960990	Misc. Contractual Services	INV# 500412242	32.50			
201-5970630	Visual Materials	INV# 500412242	120.18			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV# 500412243	35.15			
201-5970610	E-audio/Audio	INV# 500412243	739.81			
201-5970630	Visual Materials	INV# 500424077	52.48			
201-5970630	Visual Materials	INV# 500424079	78.72			
201-5970630	Visual Materials	INV# 500388151	168.69			
201-5970610	E-audio/Audio	INV# 500388150	167.97			
201-5970630	Visual Materials	INV# 500440728	15.19			
201-5970630	Visual Materials	INV# 500429609	53.98			
201-5960990	Misc. Contractual Services	INV# 500436180	3.25			
201-5970630	Visual Materials	INV# 500436180	17.24			
201-5960990	Misc. Contractual Services	INV# 500435389	13.00			
201-5970630	Visual Materials	INV# 500435389	80.21			
201-5960990	Misc. Contractual Services	INV# 500445063	24.05			
201-5970610	E-audio/Audio	INV# 500445063	450.87			
201-5970610	E-audio/Audio	INV# 500445064	149.43			
201-5960990	Misc. Contractual Services	INV# 500445067	22.75			
201-5970630	Visual Materials	INV# 500445067	104.95			
201-5960990	Misc. Contractual Services	INV# 500445066	42.25			
201-5970630	Visual Materials	INV# 500445066	247.37			
201-5970630	Visual Materials	INV# 500440726	55.17			
201-5970630	Visual Materials	INV# 500440729	59.98			
201-5970610	E-audio/Audio	INV# 500440725	99.98			
201-5960990	Misc. Contractual Services	INV# 500476375	120.05			
201-5970630	Visual Materials	INV# 500476375	644.67			
201-5960990	Misc. Contractual Services	INV# 500476376	121.65			
201-5970630	Visual Materials	INV# 500476376	454.05			
201-5960990	Misc. Contractual Services	INV# 500476378	30.80			
201-5970610	E-audio/Audio	INV# 500476378	91.87			
201-5960990	Misc. Contractual Services	INV# 500476377	11.10			
201-5970610	E-audio/Audio	INV# 500476377	221.94			
201-5960990	Misc. Contractual Services	INV# 500445064	46.45			
OAKBROOK MECHANICAL SERVICES				18703	06/17/21	<u>2,954.17</u>
201-5930020	R&M Buildings & Structures	INV# 25798	2,954.17			
OUTSOURCE SOLUTIONS GROUP, INC.				18704	06/17/21	<u>33,409.11</u>
201-5980420	Computer Software	INV# 59715	576.40			
201-5960990	Misc. Contractual Services	INV# 59866	59.80			
201-5980420	Computer Software	INV# 59103	595.68			
201-5960990	Misc. Contractual Services	INV# 59864	350.00			
201-5920110	Professional Services	INV# 59865	30,327.23			
201-5960990	Misc. Contractual Services	INV# 59501	1,500.00			
OVERDRIVE, INC.				18705	06/17/21	<u>4,550.61</u>
201-5970600	Ebooks/Books	INV# 01018MA21245842	3,608.17			
201-5970600	Ebooks/Books	INV# 01018CP21243470	683.00			
201-5970600	Ebooks/Books	INV# 01018MA21244645	259.44			
RAILS				18706	06/17/21	<u>12,536.10</u>
201-5970600	Ebooks/Books	INV# 7958	12,536.10			
RAINBOW BOOK COMPANY				18707	06/17/21	<u>190.07</u>
201-5970600	Ebooks/Books	INV# 197085	104.70			
201-5970600	Ebooks/Books	INV# 197086	85.37			
RECORDED BOOKS, INC				18708	06/17/21	<u>209.30</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

May 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970640	Databases	INV# 76724716	209.30			
ROUTER MONKEY CNC				18709	06/17/21	<u>550.00</u>
201-5960210	Special Event Programming	INV# 0039	275.00			
201-5920210	Marketing	INV# 0039	275.00			
THE NEW YORK TIMES				18710	06/17/21	<u>2,002.00</u>
201-5970640	Databases	Acct # 901506790 - Services 3/15/21-3/13/22	2,002.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18711	06/17/21	<u>1,216.21</u>
201-5970630	Visual Materials	INV# 005407	495.67			
201-5970630	Visual Materials	INV# 005408	243.03			
201-5970630	Visual Materials	INV# 005584	132.33			
201-5970630	Visual Materials	INV# 00583	345.18			
THOMSON REUTERS-WEST				18712	06/17/21	<u>21.86</u>
201-5970640	Databases	INV# 844370816	21.86			
TWISTED TREE YOGA STUDIO				18713	06/17/21	<u>225.00</u>
201-5960210	Special Event Programming	Yoga in the Park - 6/26, 7/16, 8/9	225.00			
VISOGRAPHIC				18714	06/17/21	<u>4,931.22</u>
201-5920210	Marketing	INV# 227988	4,931.22			
WAREHOUSE DIRECT, INC.				18715	06/17/21	<u>175.86</u>
201-5970170	Janitorial	INV# 4825528-2	87.93			
201-5970170	Janitorial	INV# 4825528-1	87.93			
GERALD HUG				18716	06/17/21	<u>225.00</u>
201-5960210	Special Event Programming	GERALD HUG - Hands On!	225.00			
Check List Total						<u><u>234,078.72</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

May 1, 2021 - May 31, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51797	05/31/21	NEOFUNDS BY NEOPOST	1,000.00
51798	05/31/21	VERIZON WIRELESS	1,112.20
51799	05/31/21	NICOR GAS	930.49
51800	05/31/21	BANKCARD SERVICES	24,093.63
51801	05/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	52.80
Vendor Check Total			<u>27,189.12</u>
Check List Total			<u><u>27,189.12</u></u>

Check count = 5

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098							
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511							
Other Revenue	2,289	5,271	3,484	2,827	8,564							
	2,289	534,232	2,110,157	334,111	352,076	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367							
Other Expense	275,321	145,415	142,034	275,517	216,261							
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024							
	528,061	364,590	463,568	415,398	584,652	-	-	-	-	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	-	-	-	-	-	-	-

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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)

Des Plaines Public Library
 Disbursement Reconciliation
 May 31, 2021

Total Expenses per Expense Report			<u><u>\$477,627.81</u></u>
Gross Payroll	218,519.25		
Benefits Expense	42,848.01		
Total Payroll Expenses		261,367.26	
Check List		261,267.84	
Total Transfers and expenses per payroll and vendor checks reports			<u>522,635.10</u>
		Variance	45,007.29
Less: (disbursements included above)			
IMRF		0.00	
LIMRICC		(45,636.43)	
Payroll Fees		808.00	
Voided Check 18492		(178.86)	
			(45,007.29)
		Variance	<u><u>(0.00)</u></u>

DIRECTOR'S REPORT

May 2021



COMINGS & GOINGS

Coming

- Laurie Papadourakis, Assistant Director (internal)
- Dennis Polonsky, Security Monitor (PT to FT)
- Becky Keane-Adams, Youth Services Assistant (15 hour to 20 hour)
- Lydia Hachett, Readers Services Assistant (PT to FT)
- Mawesh Fatima, PT Readers Services Assistant

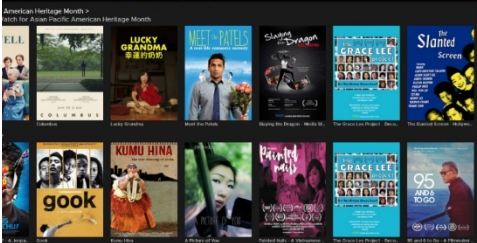
Going

- Kyle Haack, FT Building & Security Services Manager
- Sally Battle, PT Youth Services Librarian
- Wanda Johnson, PT Page
- Natalie Baddour, PT Readers Services' Assistant
- Lisa Hale, PT Production Clerk



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MAY 2021

MINER RECS
May 11, 2021

MINER RECS
PODCAST
Episode 72



ADULT PROGRAMS

SOUND OPINIONS

The 10 Most Important Artists in Chicago Music History

TUESDAY, MAY 11, 7:00 PM

SOUND OPINIONS PRESENTS THE 10 MOST IMPORTANT ARTISTS IN CHICAGO MUSIC HISTORY

Join music critics Jim DeRogatis and Greg Kot, for a live, online event celebrating Chicago music. They'll trace the city's rich musical history through the 10 artists they feel constitute the most enduring and influential sounds over the past half-century.

LEARN MORE AT DPPL.ORG

ONLINE ZOOM EVENT

7PM

HYDRANGEAS ARE HOT!

WEDNESDAY, MAY 19, 2021

COLORFUL HYDRANGEAS HAVE BECOME A PROMINENT PLANT IN THE GARDEN LANDSCAPE. HORTICULTURIST SHARON YESLA WILL DISCUSS THE DIFFERENT SPECIES AVAILABLE AND THEIR CARE. PLEASE REGISTER.

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CHOOSE YOUR MEDIGAP INSURANCE WISELY

THURSDAY, MAY 6 • 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

new films every other tuesday

FILM TALK TUESDAY

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

MAY 4 7 PM
139 MINUTES R

The Joy Luck Club

Based on Amy Tan's 1989 best-selling novel, The Joy Luck Club tells the story of four Chinese women who immigrate to America, and whose extraordinary lives are filled with love and tragedy, richness and magic, and who are sustained by the hopes and dreams they have for their daughters.

LEARN MORE AT DPPL.ORG



KIDS PROGRAMS



TEEN PROGRAMS

TEENS

CONGRATULATIONS TO THE CLASS OF

2021

Come pick up your "Grad Bag" to celebrate the occasion!
For teens graduating from 8th or 12th grade. One bag per teen.

TEENS

Tutoring @ 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)

TEENS

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 May 5!

SCAN ME



School Relaxation Kit

SCHOOL CAN BE STRESSFUL!
Take some time to relax
with our end of semester
Relaxation Kit

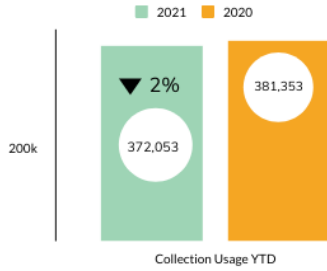
For Teens in
Grades 7-12



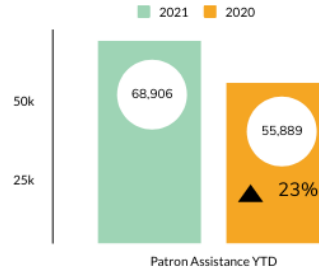
STATISTICS REPORT

May 2021

Collection Usage YTD

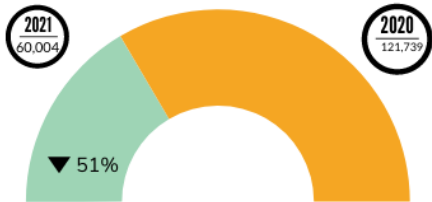


Patron Assistance YTD



Attendance YTD

Events, Programs, Outreach & Classes

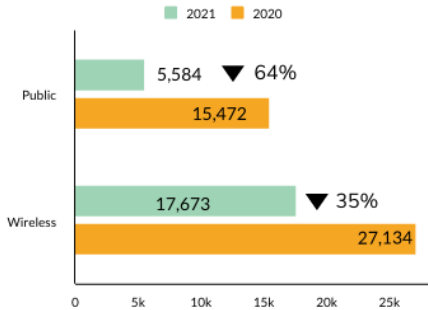


Bookings YTD

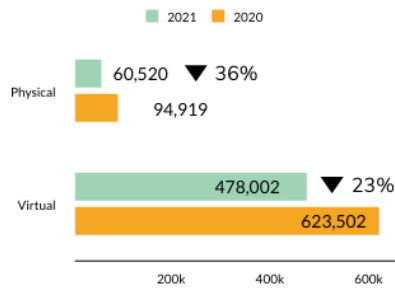
Events, Programs & Classes



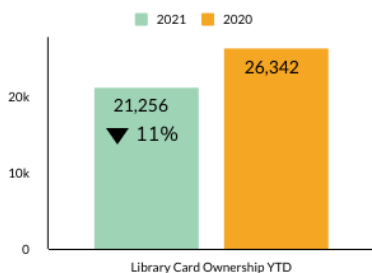
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: Despite the 11% decrease reflected in this chart, actual card ownership is up. The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

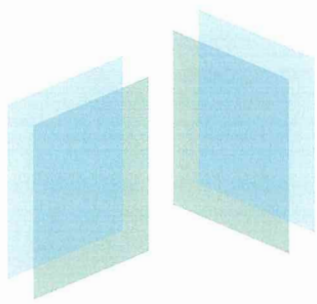
2021 Year to Date Statistics

MAY 2021

COLLECTION USAGE			
		Year to Date 2021	372,053
		Year to Date 2020	381,353
		% Change	-2%
PATRON ASSISTANCE			
		Year to Date 2021	68,906
		Year to Date 2020	55,889
		% Change	23%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2021	273
		Year to Date 2020	2,968
		% Change	-91%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2021	60,004
		Year to Date 2020	121,730
		% Change	-51%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2021	60,520
		Year to Date 2020	94,919
		% Change	-36%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2021	478,002
		Year to Date 2020	623,502
		% Change	-23%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2021	21,256
		Current month valid library cards 2020	26,342
		% Change	-19%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2021	5,584
		Year to Date 2020	15,472
		% Change	-64%
		Wireless	
		Year to Date 2021	17,673
		Year to Date 2020	27,134
		% Change	-35%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	YTD
COLLECTION USAGE							
	Physical materials	30,756	35,582	53,516	53,243	51,265	224,362
	E-materials	16,364	15,387	16,110	13,766	13,011	74,638
	ILL	759	668	718	620	548	3,313
	Databases	18,322	16,941	17,198	17,279	16,466	69,740
2021	Total	66,201	68,578	87,542	84,908	81,290	372,053
	Physical materials	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
PATRON ASSISTANCE							
	Youth Services	591	834	1,140	1,262	914	4,741
	Adult Services	4,231	4,562	6,153	5,391	5,138	25,475
	PAMS	11,956	7,070	6,312	7,810	5,542	38,690
	Security	251	95	21	143	71	581
2021	Total	17,029	12,561	13,626	14,606	11,665	68,906
	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
	Security	0	0	0	0	0	0
2020	Total	21,328	21,184	12,765	448	164	55,889
EVENTS, PROGRAMS AND CLASSES-BOOKINGS							
	Youth Services	4	20	12	10	4	50
	Adult Services	33	46	43	37	45	159
	Outside groups	0	10	5	5	0	20
	Public study rooms	0	0	0	0	44	44
2021	Total	37	76	60	52	93	273
	Youth Services	82	93	22	11	0	208
	Adult Services	124	142	45	4	0	315
	Outside groups	15	26	16	0	39	96
	Public study rooms	779	800	770	0	0	2,349
2020	Total	1,000	1,061	853	15	39	2,968
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE							
	Youth Services	220	531	339	339	32	1,461
	Adult Services	351	474	1,240	787	416	3,268
	Virtual Services	8,641	12,724	9,337	7,144	9,832	47,678
	Outside groups	0	18	1,305	1,183	0	2,506
	Public study rooms	0	0	0	0	63	0
	Outreach- Youth Services	376	419	619	326	2,818	4,558
	Outreach-Adult Services	74	101	147	94	117	533
2021	Total	9,662	14,267	12,987	9,873	13,278	60,004
	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	121,730

TRAFFIC							
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	60,520
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	94,919
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	82,677	68,917	478,002
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	623,502
LIBRARY CARD OWNERSHIP-report the latest month							
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	23,689	21,256	21,256
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,342
COMPUTER USAGE							
	Public computers-Youth Services	0	0	0	0	0	0
	Public computers Adult	396	516	1,747	1,511	1,414	5,584
2021	Total	396	516	1,747	1,511	1,414	5,584
	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
2021	Wireless	3,060	2,996	3,937	3,750	3,930	17,673
	Total	3,060	2,996	3,937	3,750	3,930	17,673
	Wireless	9,570	10,556	3,015	2,040	1,953	27,134
2020	Total	9,570	10,556	3,015	2,040	1,953	27,134



DES PLAINES PUBLIC LIBRARY

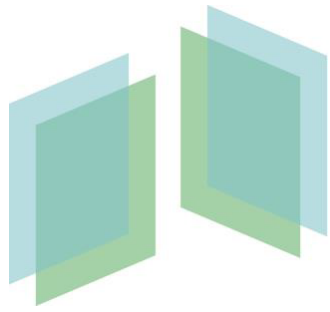
Work. Learn. Play. dppl.org

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2021 through July 2022 on the third Thursday of each month at 7:00 PM in the second floor Conference Room. **Exceptions are February 17, 2022 when the meeting is at 5:00 PM. and July 21, 2022 when the meeting is at 4:00 PM.**

Month	Day	Year
August	19	2021
September	16	2021
October	21	2021
November	18	2021
December	16	2021
January	20	2022
February	17	2022
March	17	2022
April	21	2022
May	19	2022
June	16	2022
July	21	2022

Jo Bonell
Library Director

Approved _____



DES PLAINES PUBLIC LIBRARY

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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 2020

Arlington Heights	\$442.00
Mount Prospect	\$550.00
Niles	\$291.00
Park Ridge	\$425.00

Des Plaines \$278.00

Non-Resident Fees 2021

Arlington Heights	\$447.00
Mount Prospect	**
Niles	\$293.00
Park Ridge	\$280.00

Des Plaines **\$278.00**

* Provided by Illinois State Library.

** The cost of the library card is based on the amount of taxes paid by the resident.

OATH OF OFFICE (SECRETARY)

I, _____, SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF SECRETARY OF THE DES PLAINES PUBLIC LIBRARY ACCORDING TO THE BEST OF MY ABILITY.

OATH OF OFFICE (TREASURER)

I, _____, SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF TREASURER OF THE DES PLAINES PUBLIC LIBRARY ACCORDING TO THE BEST OF MY ABILITY.

OATH OF OFFICE (VICE PRESIDENT)

I, _____, SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF VICE PRESIDENT OF THE DES PLAINES PUBLIC LIBRARY ACCORDING TO THE BEST OF MY ABILITY.

OATH OF OFFICE (PRESIDENT)

I, _____, SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF PRESIDENT FOR THE DES PLAINES PUBLIC LIBRARY ACCORDING TO THE BEST OF MY ABILITY.



SUPPLEMENTAL NOTICE

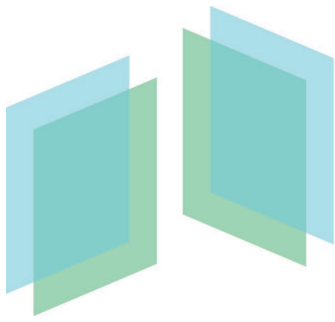
Pursuant to Illinois General Assembly, SB 2135, the meeting of the Des Plaines Public Library Board of Trustees on July 22, 2021 at 4:00 pm will proceed by electronic remote participation.

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 21, 2021 at 2:00 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 22, 2021 at 2:00 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

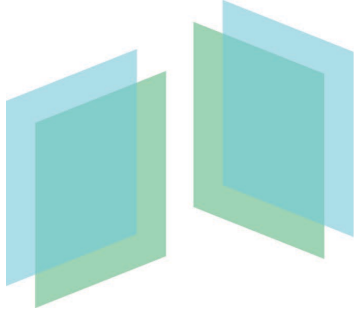
THURSDAY, JULY 22, 2021

4:00 PM*

By Electronic Remote

***Note: Special Time**

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



DES PLAINES PUBLIC LIBRARY

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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting **July 22, 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 17, 2021.
 - B. Approval of the Minutes of the Nominating Committee Meeting – June 2, 2021.
 - C. Approval of the Minutes of the Management Committee Meeting – June 17, 2021.
 - D. Approval of the Minutes of the Special Board Meeting – June 28, 2021.
 - E. Acceptance of Financial Reports for June 2021.
 - F. 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 - \$126,152.91. [Action Item]
 - B. Approve EBSCO - \$25,999.14. [Action Item]
- VII. Announcements. (4:30 p.m.)
- VIII. Correspondence.
- IX. Other.
- X. Executive Session – To Discuss (4:35 p.m.)
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
 - B. Imminent or Probable Litigation.
- XI. Executive Session Action.
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
 - B. Imminent or Probable Litigation.
- XII. Adjournment. (5:15 p.m.)

This meeting will be recorded for television broadcast.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

DRAFT Minutes of the Regular Meeting
June 17, 2021

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 17, 2021. President Gregory Sarlo called the meeting to order at 7:02 p.m.

II. ROLL CALL

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

Absent: Christine Halblander, Michelle Shimon-Hutchison.

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff, Drew Langlie, Stephanie Spetter, Joanie Sebastian, Michelle Meyer-Edley, John Leach.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

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

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

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

Trustee Michelle Shimon-Hutchison entered the meeting at 7:06 p.m.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$261,267.84 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$261,267.84, as listed on the vendor checks report of May 2021 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, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report out Management Committee Meeting – Denise Hudec. [Action Item]

Trustee Denise Hudec reported on the Management Committee's review of nine revised Library job descriptions.

MOTION by Committee, to approve nine revised Library job descriptions:

Material Services Clerk
Material Services Manager
Acquisitions and Receiving Assistant
Acquisitions and Cataloging Manager
Copy Cataloging Assistant
Page
Page Supervisor
Processing Clerk
Metadata and Cataloging Specialist

ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

President Gregory Sarlo thanked the Management Committee and the Library Director for their work.

- C. Review and Approve Microsoft Annual Licenses - \$10,363.87. [Action Item]

Library Jo Bonell explained that there are Microsoft licenses for every staff and patron computer in the library.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the Microsoft Annual Licenses in the amount of \$10,363.87, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

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

The board reviewed the meeting dates and proposed that the September meeting date be changed from September 16, 2021 to September 23, 2021.

MOTION by Bruce Lester, seconded by Vincent Rangel, to approve the library board meeting dates, as presented.

Trustee Bruce Lester withdrew his motion.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the library board meeting dates, except for September 16, 2021, which will be moved to September 23, 2021. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

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

MOTION by Bruce Lester, seconded by Denise Hudec, to approve the non-resident fee for 2021/2022 in the amount of \$278.00. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- F. Report Out Nominating Committee Action, June 2, 2021 – Bruce Lester. Approve Slate of Officers – President, Vice President, Treasurer and Secretary. [Action Item]

Chair Bruce Lester reported that the Nominating Committee met and their recommendation to the board for the office of President is Gregory Sarlo, Vice President, Vincent Rangel, Treasurer, Kristen Graack and Secretary, Carol Kidd.

Chair Bruce Lester asked if there were any other nominations from the floor. No other nominations.

VIII. 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: Graack, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, 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.

IX. ANNOUNCEMENTS.

A. July 15, 2021 Board of Trustees Meeting – 4:00 p.m.

President Gregory Sarlo announced that he would be unable to attend the July 15, 2021 board meeting and asked if they would consider postponing the meeting to July 22, 2021.

B. Semi-Annual Board Dinner, July 15, 2021.

No decision was made concerning the semi-annual board dinner, but the board will be informed if there will be a dinner.

X. CORRESPONDENCE.

None.

Trustee Denise Hudec left the meeting at 7:35 p.m.

XI. OTHER.

XII ADJOURNMENT

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

Meeting adjourned at 7:36 p.m.

Minutes prepared by Carol Kidd.



DRAFT

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
June 2, 2021

I CALL TO ORDER

The Nominating Committee was held by electronic remote participation on Wednesday, June 2, 2021.

The meeting was called to order by Chair Bruce Lester at 5:02 p.m.

II, ROLL CALL

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

Also present: Vincent Rangel, Jo Bonell.

Absent: Christine Halblander

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Bruce Lester, 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.

Chair Bruce Lester stated that he spoke with Trustee and Nominating Committee member Christine Halblander and she did not have any recommendations for these offices.

MOTION by Kristen Graack, seconded by Bruce Lester, to recommend to the board Gregory Sarlo for President, Vincent Rangel for Vice President, Kristen Graack for Treasurer and Carol Kidd for Secretary. ROLL CALL VOTE: AYES: Graack, Lester. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

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

The meeting adjourned at 5:14 p.m.

Minutes prepared by Carol Kidd.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Management Committee Meeting
June 17, 2021

I. CALL TO ORDER

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, June 17, 2021. Committee Chair Denise Hudec called the meeting to order at 6:32 p.m.

II. ROLL CALL

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

Absent: Christine Halblander.

Also present: Gregory Sarlo, Jo Bonell,

III. CONSIDERATION OF THE AGENDA

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTIONS [Action Item]

Library Director Jo Bonell asked the Committee to approve changes to the following nine Library job descriptions:

The Committee reviewed each job description.

Trustee Kristen Graack asked if an *ampersand* or the word *and* would be used in the job descriptions, since both have been used in the past. President Gregory Sarlo replied that there should be consistency and Library Director Jo Bonell stated that she would use the word *and* in the job descriptions.

Chair Denise Hudec asked whether the job description for Metadata and Cataloging Specialist should require a driver's license as a qualification. Library Director Jo Bonell responded that for this position, the employee is required to go to meetings throughout the CCS system to represent the library and this requires having a driver's license.

MOTION by Kristen Graack, seconded by Denise Hudec, to recommend to the board approving changes to the following nine job descriptions, as presented.

Material Services Clerk
Material Services Manager
Acquisitions and Receiving Assistant
Acquisitions and Cataloging Manager
Copy Cataloging Assistant
Page
Page Supervisor
Processing Clerk
Metadata and Cataloging Specialist

ROLL CALL VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

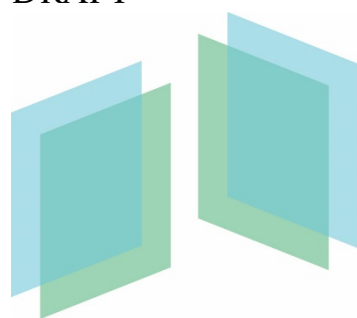
VI. ADJOURNMENT

MOTION by Kristen Graack, seconded by Denise Hudec, to adjourn the Management Committee meeting. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:49 p.m.

Minutes prepared by Carol Kidd.

DRAFT



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BOARD OF TRUSTEES
Minutes of the Special Board Meeting
June 28, 2021

I. CALL TO ORDER.

The Special Board meeting of the Des Plaines Public Library Board of Trustees was held by electronic participation on Monday, June 28, 2021. President Gregory Sarlo called the meeting to order at 6:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Michelle Shimon-Hutchison, Gregory Sarlo, Carol Kidd.

Also present: Jo Bonell.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

- V. EXECUTIVE SESSION – TO DISCUSS
 - A. Imminent or Probable Litigation

MOTION by Kristen Graack, seconded by Bruce Lester, to enter into Executive Session at 6:01 p.m. to discuss Imminent or Probable Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 6:49 p.m. and was called to order by President Gregory Sarlo.

- VI. (Regular Session) Action.
 - A. Imminent or Probable Litigation

No action was taken.

- VII. ADJOURNMENT.

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

Meeting adjourned at 6:49 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
June 30, 2021

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



July 14, 2021

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, 2021 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, 2021

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 2,952,454.31	\$ 2,044,980.43	\$ 4,997,434.74
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 9,033,945.00</u>	<u>\$ 2,044,980.43</u>	<u>\$ 11,078,925.43</u>
LIABILITIES			
Accounts Payable	\$ 89,212.93	\$ -	\$ 89,212.93
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	<u>302,744.80</u>	<u>-</u>	<u>302,744.80</u>
Total Liabilities	<u>432,329.22</u>	<u>-</u>	<u>432,329.22</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>6,501,829.22</u>	<u>-</u>	<u>6,501,829.22</u>
FUND BALANCE			
Fund Balance - Unreserved	2,497,364.98	2,044,980.43	4,542,345.41
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	<u>2,532,115.78</u>	<u>2,044,980.43</u>	<u>4,577,096.21</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 9,033,945.00</u>	<u>\$ 2,044,980.43</u>	<u>\$ 11,078,925.43</u>

Des Plaines Public Library

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

For the 6 Months Ended June 30, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,310,430.12	\$ -	\$ 3,310,430.12
Intergovernmental	5,000.00	-	5,000.00
Fines & Fees	6,524.29	-	6,524.29
Interest	666.08	501.19	1,167.27
Miscellaneous	25,052.65	-	25,052.65
Total Revenues	<u>3,347,673.14</u>	<u>501.19</u>	<u>3,348,174.33</u>
EXPENDITURES			
Personnel	\$ 1,309,447.06	\$ -	\$ 1,309,447.06
Operating	965,470.83	-	965,470.83
Library Materails	455,020.54	-	455,020.54
Capital Outlay	35,311.96	59,270.83	94,582.79
Other Expenditures	<u>63,075.97</u>	<u>-</u>	<u>63,075.97</u>
Total Expenditures	<u>2,829,526.36</u>	<u>59,270.83</u>	<u>2,888,797.19</u>
Net Change in Fund Balances	<u>518,146.78</u>	<u>(58,769.64)</u>	<u>459,377.14</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 2,532,115.78</u>	<u>\$ 2,044,980.43</u>	<u>\$ 4,577,096.21</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of June 30, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	470,720.85
202-1102015 - First Midwest Operating #8100292260	<u>24,375.65</u>
	<u>495,096.50</u>
201-1102028 - Cash Library Donations	<u>214,011.33</u>
201-1102079 - IL Funds - 151600222591	2,267,222.13
202-1102079 - IL Funds - 151600222591	<u>2,020,604.78</u>
	<u>4,287,826.91</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,997,434.74</u></u>

Des Plaines Public Library
Balance Sheet as of June 30, 2021

	<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	730,519.49	(259,798.64)	470,720.85
1102028 - Cash Library Donations	213,998.59	12.74	214,011.33
1102079 - IL Funds - 151600222591	2,461,921.11	(194,698.98)	2,267,222.13
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	<u>9,488,429.88</u>	<u>(454,484.88)</u>	<u>9,033,945.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	217,488.74	(128,275.81)	89,212.93
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,630,105.03</u>	<u>(128,275.81)</u>	<u>6,501,829.22</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	 <u>8,644,074.03</u>	 <u>(128,275.81)</u>	 <u>8,515,798.22</u>
 Excess Revenues Over Expenses	 <u>844,355.85</u>	 <u>(326,209.07)</u>	 <u>518,146.78</u>

Des Plaines Public Library
Balance Sheet as of June 30, 2021

	<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	38,338.56	(13,962.91)	24,375.65
1102079 - IL Funds - 151600222591	2,025,820.35	(5,215.57)	2,020,604.78
	2,064,158.91	(19,178.48)	2,044,980.43
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	16,589.98	(16,589.98)	0.00
	16,589.98	(16,589.98)	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,120,340.05	(16,589.98)	2,103,750.07
Excess Revenues Over Expenses	(56,181.14)	(2,588.50)	(58,769.64)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

Des Plaines Public Library
Balance Sheet as of June 30, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,353,391.00)</u>	<u>0.00</u>	<u>(1,353,391.00)</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	 <u>2,560,784.41</u>	 <u>0.00</u>	 <u>2,560,784.41</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, 2021**

_____ 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 2020	<u>0.00</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</u>
	<u>0.00</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</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	5,000.00	0.00	(5,000.00)	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>5,000.00</u>	<u>168,988.00</u>	<u>163,988.00</u>	<u>2.96</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	141.66	1,788.51	9,000.00	7,211.49	19.87
201-4850201 - Copying Fees	808.15	4,735.78	12,500.00	7,764.22	37.89
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>949.81</u>	<u>6,524.29</u>	<u>24,000.00</u>	<u>17,475.71</u>	<u>27.18</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>66.65</u>	<u>666.08</u>	<u>28,000.00</u>	<u>27,333.92</u>	<u>2.38</u>
	<u>66.65</u>	<u>666.08</u>	<u>28,000.00</u>	<u>27,333.92</u>	<u>2.38</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	15,909.91	21,237.16	50,000.00	28,762.84	42.47
201-4899910 - Vending Machine Revenue	26.03	166.35	500.00	333.65	33.27
201-4899920 - Library Donations	5.00	305.00	5,000.00	4,695.00	6.10
201-4899940 - Friends Book Sale	<u>602.10</u>	<u>3,344.14</u>	<u>0.00</u>	<u>(3,344.14)</u>	<u>0.00</u>
	<u>16,543.04</u>	<u>25,052.65</u>	<u>55,500.00</u>	<u>30,447.35</u>	<u>45.14</u>
Total Library Fund	<u><u>17,559.50</u></u>	<u><u>3,347,673.14</u></u>	<u><u>6,386,488.00</u></u>	<u><u>3,038,814.86</u></u>	<u><u>52.42</u></u>

Des Plaines Public Library
 Revenue Report
 For the 6 Months Ended June 30, 2021

	<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>38.57</u>	<u>501.19</u>	<u>17,000.00</u>	<u>16,498.81</u>	<u>2.95</u>
	<u>38.57</u>	<u>501.19</u>	<u>17,000.00</u>	<u>16,498.81</u>	<u>2.95</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>38.57</u>	<u>501.19</u>	<u>517,000.00</u>	<u>516,498.81</u>	<u>0.10</u>
Total of All Funds	<u>17,598.07</u>	<u>3,348,174.33</u>	<u>6,903,488.00</u>	<u>3,555,313.67</u>	<u>48.50</u>

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 2021**

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	174,447.56	1,039,477.91	2,483,313.00	1,443,835.09	41.86
5910200 - Part-time Salaries	<u>45,642.20</u>	<u>269,969.15</u>	<u>830,211.00</u>	<u>560,241.85</u>	<u>32.52</u>
	<u>220,089.76</u>	<u>1,309,447.06</u>	<u>3,313,524.00</u>	<u>2,004,076.94</u>	<u>39.52</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	1,056.45	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	16,210.92	96,460.96	240,329.00	143,868.04	40.14
5918021 - Employer Contribution - IMRF	20,719.03	104,792.36	290,885.00	186,092.64	36.03
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	(3,888.95)	151,663.50	410,610.00	258,946.50	36.94
5918051 - HMO Insurance Premiums	0.00	56,784.66	208,034.00	151,249.34	27.30
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>11,940.00</u>	<u>14,000.00</u>	<u>2,060.00</u>	<u>85.29</u>
	<u>34,097.45</u>	<u>429,968.13</u>	<u>1,200,744.00</u>	<u>770,775.87</u>	<u>35.81</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	690.00	30,000.00	29,310.00	2.30
5920110 - Professional Services	0.00	212,369.09	464,296.00	251,926.91	45.74
5920120 - Communication Services	646.04	6,890.97	19,100.00	12,209.03	36.08
5920140 - Integrated Library System	0.00	44,003.40	88,010.00	44,006.60	50.00
5920202 - Conferences	0.00	1,158.88	5,000.00	3,841.12	23.18
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	0.00	29,182.44	51,000.00	21,817.56	57.22
5920220 - Membership Dues	150.00	5,891.09	6,400.00	508.91	92.05
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	3,145.00	46,314.58	57,000.00	10,685.42	81.25
5930010 - R&M Equipment	0.00	52,234.38	58,635.00	6,400.62	89.08
5930020 - R&M Buildings & Structures	1,125.00	38,777.99	131,325.00	92,547.01	29.53
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	1,811.91	9,925.33	25,600.00	15,674.67	38.77
5930320 - Cleaning/Custodial Services	0.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	2,160.00	7,000.00	4,840.00	30.86
5960040 - Pre-Employment Testing	215.00	292.00	3,000.00	2,708.00	9.73
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	4,061.51	34,691.88	51,500.00	16,808.12	67.36
5960990 - Misc. Contractual Services	<u>4,529.69</u>	<u>38,625.88</u>	<u>101,025.00</u>	<u>62,399.12</u>	<u>38.23</u>
	<u>16,044.15</u>	<u>535,502.70</u>	<u>1,175,116.00</u>	<u>639,613.30</u>	<u>45.57</u>
<u>Commodities</u>					
5970100 - Supplies	(4,020.79)	5,501.35	41,000.00	35,498.65	13.42
5970110 - Meals	8.16	618.16	1,500.00	881.84	41.21
5970115 - Supplies - Dept/Other	3,289.86	12,203.42	66,100.00	53,896.58	18.46
5970170 - Janitorial	218.13	15,044.62	18,600.00	3,555.38	80.89
5970260 - Postage & Parcel	1,000.00	5,420.49	6,000.00	579.51	90.34

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	706.45	1,854.99	10,000.00	8,145.01	18.55
5970600 - Ebooks/Books	16,658.29	148,718.33	368,000.00	219,281.67	40.41
5970610 - E-audio/Audio	2,802.47	27,968.72	80,000.00	52,031.28	34.96
5970620 - E-Subscriptions/Subscriptions	25,000.28	37,074.00	68,430.00	31,356.00	54.18
5970630 - Visual Materials	13,905.51	60,129.14	167,000.00	106,870.86	36.01
5970640 - Databases	7,083.57	129,301.30	185,000.00	55,698.70	69.89
5970810 - Natural Gas	0.00	7,643.73	22,000.00	14,356.27	34.74
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>3,542.29</u>	<u>3,542.29</u>	<u>5,900.00</u>	<u>2,357.71</u>	<u>60.04</u>
	<u>70,194.22</u>	<u>455,020.54</u>	<u>1,039,830.00</u>	<u>584,809.46</u>	<u>43.76</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	6,287.75	6,310.00	22.25	99.65
5980410 - Computer Hardware	379.09	8,280.44	6,800.00	(1,480.44)	121.77
5980420 - Computer Software	1,530.86	20,743.77	44,495.00	23,751.23	46.62
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
	<u>1,909.95</u>	<u>35,311.96</u>	<u>60,305.00</u>	<u>24,993.04</u>	<u>58.56</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	830.94	59,731.83	73,000.00	13,268.17	81.82
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>602.10</u>	<u>3,344.14</u>	<u>0.00</u>	<u>(3,344.14)</u>	<u>0.00</u>
	<u>1,433.04</u>	<u>63,075.97</u>	<u>633,000.00</u>	<u>569,924.03</u>	<u>9.96</u>
 Total Library Fund Expenditures	 <u>343,768.57</u>	 <u>2,829,526.36</u>	 <u>7,422,519.00</u>	 <u>4,592,992.64</u>	 <u>38.12</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	36,500.00	36,500.00	0.00
5980400 - Equipment	0.00	31,376.70	157,420.00	126,043.30	19.93
5980410 - Computer Hardware	0.00	22,640.00	30,900.00	8,260.00	73.27
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>2,627.07</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>2,627.07</u>	<u>59,270.83</u>	<u>239,980.00</u>	<u>180,709.17</u>	<u>24.70</u>
 Total Capital Projects Fund Expenditures	 <u>2,627.07</u>	 <u>59,270.83</u>	 <u>279,980.00</u>	 <u>220,709.17</u>	 <u>21.17</u>
 Total of All Funds	 <u>346,395.64</u>	 <u>2,888,797.19</u>	 <u>7,702,499.00</u>	 <u>4,813,701.81</u>	 <u>37.50</u>

Des Plaines Public Library

Check List

All Bank Accounts

June 18, 2021 - July 15, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18575	06/18/21	COLRON CHAMBERS	(65.00)
18717	06/21/21	COLRON CHAMBERS	65.00
18718	07/15/21	ANDREW LANGLIE	125.00
18719	07/15/21	ANDREW LANGLIE	125.00
18720	07/15/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	160.00
18721	07/15/21	ART EXCURSIONS INCORPORATED	350.00
18722	07/15/21	ARTHUR J. GALLAGHER RISK MANAGEMENT	3,145.00
18723	07/15/21	BAKER & TAYLOR	8,089.21
18724	07/15/21	BAKER & TAYLOR	5,056.83
18725	07/15/21	BLACKSTONE PUBLISHING	12.95
18726	07/15/21	CHILDREN'S PLUS, INC.	3,479.40
18727	07/15/21	CITY OF DES PLAINES	706.45
18728	07/15/21	DEMCO EDUCATIONAL CORP	3,542.29
18729	07/15/21	EBSCO INFORMATION SERVICES	26,749.89
18730	07/15/21	ENVISIONWARE, INC	2,861.00
18731	07/15/21	ILLINOIS LIBRARY ASSOCIATION	50.00
18732	07/15/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18733	07/15/21	HR SOURCE	150.00
18734	07/15/21	ILLINOIS DEPT OF EMPLOYMENT SECURITY	1,056.45
18735	07/15/21	IMPACT NETWORKING, LLC.	1,590.24
18736	07/15/21	INGRAM LIBRARY SERVICES	148.55
18737	07/15/21	UNITED STATES TREASURY	122.36
18738	07/15/21	ITSAVVY LLC	68.00
18739	07/15/21	J&S PLUMBING, INC.	1,125.00
18740	07/15/21	JULIE JURGENS	450.00
18741	07/15/21	MIDWEST TAPE	6,493.14
18742	07/15/21	MIDWEST TAPE	9,000.00
18743	07/15/21	OFFICE REVOLUTION, LLC.	2,627.07
18744	07/15/21	OUTSOURCE SOLUTIONS GROUP, INC.	1,811.09
18745	07/15/21	Physicians Immediate Care	80.00
18746	07/15/21	PROQUEST LLC	6,524.13
18747	07/15/21	QUADIENT LEASING USA INC	221.67
18748	07/15/21	RAINBOW BOOK COMPANY	681.71
18749	07/15/21	RECORDED BOOKS, INC	89.70
18750	07/15/21	THOMAS KLISE/CRIMSON MULTIMEDIA	1,042.99
18751	07/15/21	THOMSON REUTERS-WEST	21.86
18752	07/15/21	TWISTED TREE YOGA STUDIO	225.00
18753	07/15/21	BACKGROUND SCREENING CONSULTANTS LLC	125.00
18754	07/15/21	IHLS-OCLC	745.95
51802	06/30/21	IMRF	31,711.62
51803	06/30/21	BANKCARD SERVICES	2,667.29
51804	06/30/21	NEOFUNDS BY NEOPOST	1,000.00
51805	06/30/21	VERIZON WIRELESS	1,093.92
51806	06/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	602.10
51807	06/30/21	ADP	167.00
51808	06/30/21	ADP	275.00
51809	06/30/21	ADP	169.00
Vendor Check Total			126,898.86
Check List Total			126,898.86

Check count = 47

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

June 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18718	07/15/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	June 28, 2021	125.00			
ANDREW LANGLIE				18719	07/15/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	June 17, 2021	125.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18720	07/15/21	<u>160.00</u>
201-5960990	Misc. Contractual Services	Inv. 11498	160.00			
ART EXCURSIONS INCORPORATED				18721	07/15/21	<u>350.00</u>
201-5960210	Special Event Programming	The Art of Norman Rockwell	350.00			
ARTHUR J. GALLAGHER RISK MANAGEMENT				18722	07/15/21	<u>3,145.00</u>
201-5920990	Property/Liability Insurance	Inv. 3148191	3,145.00			
BAKER & TAYLOR				18723	07/15/21	<u>8,089.21</u>
201-5960990	Misc. Contractual Services	Inv # 2036048424	22.86			
201-5970600	Ebooks/Books	Inv # 2036048424	185.08			
201-5960990	Misc. Contractual Services	Inv # 2036053867	32.91			
201-5970600	Ebooks/Books	Inv # 2036053867	246.78			
201-5960990	Misc. Contractual Services	Inv # 2036039736	12.03			
201-5970600	Ebooks/Books	Inv # 2036039736	105.37			
201-5960990	Misc. Contractual Services	Inv # 2036047251	39.24			
201-5970600	Ebooks/Books	Inv # 2036047251	307.22			
201-5960990	Misc. Contractual Services	Inv # 2036033991	24.26			
201-5970600	Ebooks/Books	Inv # 2036033991	173.50			
201-5960990	Misc. Contractual Services	Inv # 2036053071	72.14			
201-5970600	Ebooks/Books	Inv # 2036053071	651.92			
201-5960990	Misc. Contractual Services	Inv # 2036046265	26.91			
201-5970600	Ebooks/Books	Inv # 2036046265	104.63			
201-5960990	Misc. Contractual Services	Inv # 2036035099	4.65			
201-5970600	Ebooks/Books	Inv # 2036035099	30.54			
201-5960990	Misc. Contractual Services	Inv # 2036036571	4.45			
201-5970600	Ebooks/Books	Inv # 2036036571	56.89			
201-5960990	Misc. Contractual Services	Inv # 2036037829	21.46			
201-5970600	Ebooks/Books	Inv # 2036037829	248.65			
201-5960990	Misc. Contractual Services	Inv # 2036037615	14.06			
201-5970600	Ebooks/Books	Inv # 2036037615	121.88			
201-5960990	Misc. Contractual Services	Inv # 2036035091	3.86			
201-5970600	Ebooks/Books	Inv # 2036035091	31.80			
201-5960990	Misc. Contractual Services	Inv # 2036034877	16.45			
201-5970600	Ebooks/Books	Inv # 2036034877	48.43			
201-5960990	Misc. Contractual Services	Inv # 2036029411	15.70			
201-5970600	Ebooks/Books	Inv # 2036029411	90.89			
201-5960990	Misc. Contractual Services	Inv # 2036029470	44.05			
201-5970600	Ebooks/Books	Inv # 2036029470	381.32			
201-5960990	Misc. Contractual Services	Inv # 2036040039	6.28			
201-5970600	Ebooks/Books	Inv # 2036040039	52.72			
201-5960990	Misc. Contractual Services	Inv # 2036048630	3.29			
201-5970600	Ebooks/Books	Inv # 2036048630	9.57			
201-5960990	Misc. Contractual Services	Inv # 2036037605	3.14			
201-5970600	Ebooks/Books	Inv # 2036037605	9.57			
201-5960990	Misc. Contractual Services	Inv # 2036048483	23.16			
201-5970600	Ebooks/Books	Inv # 2036048483	194.24			
201-5960990	Misc. Contractual Services	Inv # 2036048420	14.05			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

June 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2036048420	105.35			
201-5960990	Misc. Contractual Services	Inv # 2035996832	6.58			
201-5970600	Ebooks/Books	Inv # 2035996832	19.11			
201-5960990	Misc. Contractual Services	Inv # 2036008166	38.94			
201-5970600	Ebooks/Books	Inv # 2036008166	353.81			
201-5960990	Misc. Contractual Services	Inv # 2036001960	75.15			
201-5970600	Ebooks/Books	Inv # 2036001960	766.74			
201-5960990	Misc. Contractual Services	Inv # 2035996762	6.69			
201-5970600	Ebooks/Books	Inv # 2035996762	51.62			
201-5960990	Misc. Contractual Services	Inv # 2036010115	1.09			
201-5970600	Ebooks/Books	Inv # 2036010115	4.77			
201-5960990	Misc. Contractual Services	Inv # 2036016798	13.36			
201-5970600	Ebooks/Books	Inv # 2036016798	107.28			
201-5960990	Misc. Contractual Services	Inv # 2036017085	23.79			
201-5970600	Ebooks/Books	Inv # 2036017085	213.99			
201-5960990	Misc. Contractual Services	Inv # 2036024462	11.91			
201-5970600	Ebooks/Books	Inv # 2036024462	95.29			
201-5960990	Misc. Contractual Services	Inv # 2036029416	15.44			
201-5970600	Ebooks/Books	Inv # 2036029416	126.61			
201-5960990	Misc. Contractual Services	Inv # 2036027399	46.28			
201-5970600	Ebooks/Books	Inv # 2036027399	479.92			
201-5960990	Misc. Contractual Services	Inv # 2036009771	43.81			
201-5970600	Ebooks/Books	Inv # 2036009771	220.60			
201-5960990	Misc. Contractual Services	Inv # 2036024437	8.97			
201-5970600	Ebooks/Books	Inv # 2036024437	28.07			
201-5960990	Misc. Contractual Services	Inv # 2036034849	5.79			
201-5970600	Ebooks/Books	Inv # 2036034849	46.26			
201-5960990	Misc. Contractual Services	Inv # 2036035107	6.43			
201-5970600	Ebooks/Books	Inv # 2036035107	52.47			
201-5960990	Misc. Contractual Services	Inv # 2036035056	0.94			
201-5970600	Ebooks/Books	Inv # 2036035056	12.80			
201-5960990	Misc. Contractual Services	Inv # 2036009733	11.43			
201-5970600	Ebooks/Books	Inv # 2036009733	94.18			
201-5960990	Misc. Contractual Services	Inv # 2036009839	6.58			
201-5970600	Ebooks/Books	Inv # 2036009839	18.50			
201-5960990	Misc. Contractual Services	Inv # 2036004324	3.27			
201-5970600	Ebooks/Books	Inv # 2036004324	38.16			
201-5960990	Misc. Contractual Services	Inv # 2035996767	32.60			
201-5970600	Ebooks/Books	Inv # 2035996767	91.38			
201-5960990	Misc. Contractual Services	Inv # 2036014591	47.48			
201-5970600	Ebooks/Books	Inv # 2036014591	424.59			
201-5960990	Misc. Contractual Services	Inv # 2036014654	2.97			
201-5970600	Ebooks/Books	Inv # 2036014654	36.15			
201-5960990	Misc. Contractual Services	Inv # 2036016884	8.46			
201-5970600	Ebooks/Books	Inv # 2036016884	46.37			
201-5960990	Misc. Contractual Services	Inv # 2036016886	4.50			
201-5970600	Ebooks/Books	Inv # 2036016886	47.71			
201-5960990	Misc. Contractual Services	Inv # 2036015164	62.79			
201-5970600	Ebooks/Books	Inv # 2036015164	168.18			
201-5960990	Misc. Contractual Services	Inv # 2036016883	3.29			
201-5970600	Ebooks/Books	Inv # 2036016883	9.56			
201-5960990	Misc. Contractual Services	Inv # 2036024008	52.71			
201-5970600	Ebooks/Books	Inv # 2036024008	177.41			
201-5960990	Misc. Contractual Services	Inv # 2036020342	28.71			
201-5970600	Ebooks/Books	Inv # 2036020342	226.42			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

June 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BAKER & TAYLOR				18724	07/15/21	<u>5,056.83</u>
201-5960990	Misc. Contractual Services	Inv. 2036051293	43.44			
201-5960990	Misc. Contractual Services	Inv. 2036007182	33.41			
201-5960990	Misc. Contractual Services	Inv. 2036013307	44.38			
201-5960990	Misc. Contractual Services	Inv. 2036015797	41.31			
201-5960990	Misc. Contractual Services	Inv. 2036024019	39.99			
201-5960990	Misc. Contractual Services	Inv. 2036018756	11.88			
201-5960990	Misc. Contractual Services	Inv. 2036036056	0.70			
201-5960990	Misc. Contractual Services	Inv. 2036034015	66.29			
201-5960990	Misc. Contractual Services	Inv. 2036038419	39.93			
201-5970600	Ebooks/Books	Inv. 2036051292	566.32			
201-5970600	Ebooks/Books	Inv. 2036007181	459.54			
201-5970600	Ebooks/Books	Inv. 2036013306	524.81			
201-5970600	Ebooks/Books	Inv. 5016969307	102.43			
201-5970600	Ebooks/Books	Inv. 2036015796	566.46			
201-5970600	Ebooks/Books	Inv. 2036024018	620.95			
201-5970600	Ebooks/Books	Inv. 2036018755	189.10			
201-5970600	Ebooks/Books	Inv. 2036015625	42.01			
201-5970600	Ebooks/Books	Inv. 5017007008	305.09			
201-5970600	Ebooks/Books	Inv. 2036036055	11.35			
201-5970600	Ebooks/Books	Inv. 2036034014	842.70			
201-5970600	Ebooks/Books	Inv. 2036038418	504.74			
BLACKSTONE PUBLISHING				18725	07/15/21	<u>12.95</u>
201-5970610	E-audio/Audio	Inv 1227145	12.95			
CHILDREN'S PLUS, INC.				18726	07/15/21	<u>3,479.40</u>
201-5970600	Ebooks/Books	Inv. 198258	181.16			
201-5970600	Ebooks/Books	Inv. 198353	17.33			
201-5970600	Ebooks/Books	Inv. 198446	37.72			
201-5970600	Ebooks/Books	Inv. 198525	138.70			
201-5970600	Ebooks/Books	Inv. 198751	68.26			
201-5970600	Ebooks/Books	Inv. 198752	177.38			
201-5970600	Ebooks/Books	Inv. 198866	928.98			
201-5970600	Ebooks/Books	Inv. 199037	34.66			
201-5970600	Ebooks/Books	Inv. 199102	117.05			
201-5970600	Ebooks/Books	Inv. 199165	545.12			
201-5970600	Ebooks/Books	Inv. 199439	21.37			
201-5970600	Ebooks/Books	Inv. 199613	426.93			
201-5970600	Ebooks/Books	Inv. 199614	305.83			
201-5970600	Ebooks/Books	Inv. 199615	13.25			
201-5970600	Ebooks/Books	Inv. 199805	88.65			
201-5970600	Ebooks/Books	Inv. 199956	18.35			
201-5970600	Ebooks/Books	Inv. 199958	137.24			
201-5970600	Ebooks/Books	Inv. 199968	150.85			
201-5970600	Ebooks/Books	Inv. 199980	18.35			
201-5970600	Ebooks/Books	Inv. 199981	52.22			
CITY OF DES PLAINES				18727	07/15/21	<u>706.45</u>
201-5970500	Water Bill	71080763-001	706.45			
DEMCO EDUCATIONAL CORP				18728	07/15/21	<u>3,542.29</u>
201-5970900	Equipment < \$10,000	6963100	3,542.29			
EBSCO INFORMATION SERVICES				18729	07/15/21	<u>26,749.89</u>
201-5970620	E-Subscriptions/Subscriptions	cg16193-00	25,999.14			

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
201-5970620	E-Subscriptions/Subscriptions	Crdt Memo 1000793	78.59			
201-5970620	E-Subscriptions/Subscriptions	Crdt Memo 2106985	60.50			
201-5970620	E-Subscriptions/Subscriptions	Crdt Memo 2107506	611.66			
ENVISIONWARE, INC				18730	07/15/21	<u>2,861.00</u>
201-5970115	Supplies - Dept/Other	US-65222	2,861.00			
ILLINOIS LIBRARY ASSOCIATION				18731	07/15/21	<u>50.00</u>
201-5990900	Per Capita Grant Expenditures	Inv # 195629	50.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18732	07/15/21	<u>360.00</u>
201-5930490	Refuse Contract	Inv. 5555679	360.00			
HR SOURCE				18733	07/15/21	<u>150.00</u>
201-5920220	Membership Dues	Inv. 13929	150.00			
ILLINOIS DEPT OF EMPLOYMENT SECURITY				18734	07/15/21	<u>1,056.45</u>
201-5918010	Unemployment Compensation	Account 4588988	1,056.45			
IMPACT NETWORKING, LLC.				18735	07/15/21	<u>1,590.24</u>
201-5930210	Rental of Equipment	Inv. 2064677	1,590.24			
INGRAM LIBRARY SERVICES				18736	07/15/21	<u>148.55</u>
201-5970600	Ebooks/Books	Inv. 53348611	44.40			
201-5970600	Ebooks/Books	Inv. 53338863	104.15			
UNITED STATES TREASURY				18737	07/15/21	<u>122.36</u>
201-5918050	PPO Insurance Premiums	Form 720	122.36			
ITSAVVY LLC				18738	07/15/21	<u>68.00</u>
201-5980410	Computer Hardware	Inv. 01276548	68.00			
J&S PLUMBING, INC.				18739	07/15/21	<u>1,125.00</u>
201-5930020	R&M Buildings & Structures	Inv. 205212	1,125.00			
JULIE JURGENS				18740	07/15/21	<u>450.00</u>
201-5960210	Special Event Programming	Music by ButterBean	450.00			
MIDWEST TAPE				18741	07/15/21	<u>6,493.14</u>
201-5970610	E-audio/Audio	Inv # 500549368	207.97			
201-5960990	Misc. Contractual Services	Inv # 500545554	44.40			
201-5970610	E-audio/Audio	Inv # 500545554	897.76			
201-5960990	Misc. Contractual Services	Inv # 500545556	30.80			
201-5970610	E-audio/Audio	Inv # 500545556	87.97			
201-5960990	Misc. Contractual Services	Inv # 500545555	19.90			
201-5970630	Visual Materials	Inv # 500545555	109.70			
201-5960990	Misc. Contractual Services	Inv # 500545553	143.10			
201-5970630	Visual Materials	Inv # 500545553	732.36			
201-5960990	Misc. Contractual Services	Inv # 500565374	38.85			
201-5970610	E-audio/Audio	Inv # 500565374	804.79			
201-5960990	Misc. Contractual Services	Inv # 500565377	19.25			
201-5970610	E-audio/Audio	Inv # 500565377	60.70			
201-5960990	Misc. Contractual Services	Inv # 500565376	36.15			
201-5970630	Visual Materials	Inv # 500565376	221.65			
201-5960990	Misc. Contractual Services	Inv # 500565375	112.30			
201-5970630	Visual Materials	Inv # 500565375	624.66			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv # 500614886	11.99			
201-5970630	Visual Materials	Inv # 500614887	123.10			
201-5960990	Misc. Contractual Services	Inv # 500611200	23.35			
201-5970610	E-audio/Audio	Inv # 500611200	79.89			
201-5960990	Misc. Contractual Services	Inv # 500611202	133.90			
201-5970630	Visual Materials	Inv # 500611202	655.16			
201-5960990	Misc. Contractual Services	Inv # 500611203	22.20			
201-5970610	E-audio/Audio	Inv # 500611203	464.88			
201-5960990	Misc. Contractual Services	Inv # 500611204	29.25			
201-5970630	Visual Materials	Inv # 500611204	194.91			
201-5970610	E-audio/Audio	Inv # 500577003	55.99			
201-5970630	Visual Materials	Inv # 500577004	99.55			
201-5970630	Visual Materials	Inv # 500631568	239.92			
201-5970610	E-audio/Audio	Inv # 500631562	67.99			
201-5970610	E-audio/Audio	Inv # 500631563	21.59			
201-5970630	Visual Materials	Inv # 500631565	29.99			
201-5970630	Visual Materials	Inv # 500631566	27.18			
201-5970630	Visual Materials	Inv # 500631567	19.99			
MIDWEST TAPE				18742	07/15/21	<u>9,000.00</u>
201-5970630	Visual Materials	Doc 500534415	9,000.00			
OFFICE REVOLUTION, LLC.				18743	07/15/21	<u>2,627.07</u>
202-5980600	Furniture and Fixtures	Inv. 109234	2,627.07			
OUTSOURCE SOLUTIONS GROUP, INC.				18744	07/15/21	<u>1,811.09</u>
201-5960990	Misc. Contractual Services	Inv. 60065	1,500.00			
201-5980410	Computer Hardware	Inv. 59785	311.09			
Physicians Immediate Care				18745	07/15/21	<u>80.00</u>
201-5960040	Pre-Employment Testing	Statement 4208662	80.00			
PROQUEST LLC				18746	07/15/21	<u>6,524.13</u>
201-5970640	Databases	Inv. 70673104	5,410.08			
201-5970640	Databases	Inv. 70673093	1,114.05			
QUADIENT LEASING USA INC				18747	07/15/21	<u>221.67</u>
201-5930210	Rental of Equipment	Inv. N8911797	221.67			
RAINBOW BOOK COMPANY				18748	07/15/21	<u>681.71</u>
201-5970600	Ebooks/Books	Inv. 198628	86.45			
201-5970600	Ebooks/Books	Inv. 198627	19.37			
201-5970600	Ebooks/Books	Inv. 198819	575.89			
RECORDED BOOKS, INC				18749	07/15/21	<u>89.70</u>
201-5970640	Databases	Inv. 76725700	89.70			
THOMAS KLISE/CRIMSON MULTIMEDIA				18750	07/15/21	<u>1,042.99</u>
201-5970630	Visual Materials	Inv. 005704	275.67			
201-5970630	Visual Materials	Inv. 005705	70.00			
201-5970630	Visual Materials	Inv. 005638	667.32			
201-5970630	Visual Materials	Inv. 005639	30.00			
THOMSON REUTERS-WEST				18751	07/15/21	<u>21.86</u>
201-5970640	Databases	Inv. 844536770	21.86			

**Des Plaines Public Library
Vendor Checks Report**

First Midwest Operating
June 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
TWISTED TREE YOGA STUDIO 201-5960210	Special Event Programming	June 27, 2021	225.00	18752	07/15/21	<u>225.00</u>
BACKGROUND SCREENING CONSULTANTS LLC 201-5960040	Pre-Employment Testing	Inv # 18543	125.00	18753	07/15/21	<u>125.00</u>
IHLS-OCLC 201-5980420	Computer Software	INV# 23496	745.95	18754	07/15/21	<u>745.95</u>
					Check List Total	<u><u>89,212.93</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

June 1, 2021 - June 30, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51802	06/30/21	IMRF	31,711.62
51803	06/30/21	BANKCARD SERVICES	2,667.29
51804	06/30/21	NEOFUNDS BY NEOPOST	1,000.00
51805	06/30/21	VERIZON WIRELESS	1,093.92
51806	06/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	602.10
51807	06/30/21	ADP	167.00
51808	06/30/21	ADP	275.00
51809	06/30/21	ADP	169.00
Vendor Check Total			<u>37,685.93</u>
Check List Total			<u><u>37,685.93</u></u>

Check count = 8

Des Plaines Public Library
 Disbursement Reconciliation
 June 30, 2021

Total Expenses per Expense Report			<u><u>\$346,395.64</u></u>
Gross Payroll	220,089.76		
Benefits Expense	34,097.45		
Total Payroll Expenses		254,187.21	
Check List		126,898.86	
Total Transfers and expenses per payroll and vendor checks reports			<u>381,086.07</u>
		Variance	<u>34,690.43</u>
Less: (disbursements included above)			
IMRF		(31,711.62)	
LIMRICC		0.00	
Voided Check 18575		(65.00)	
Deposit		(1,800.00)	
Reclass		(1,113.81)	
			(34,690.43)
		Variance	<u><u>0.00</u></u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435						
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-						
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598						
	2,289	534,232	2,110,157	334,111	352,076	17,598	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187						
Other Expense	275,321	145,415	142,034	275,517	216,261	92,208						
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	144,866						
	528,061	364,590	463,568	415,398	584,652	491,262	-	-	-	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	-	-	-	-	-	-

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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)



DIRECTOR'S REPORT

June 2021

2021
 Illinois Library Association
 Reference Services
 Award
WINNER



Sponsored by AnceL, Glink ▶ Steven Giese



D62 FOOD DISTRIBUTION



CARDS FOR KIDS
OUTREACH AT OASIS
MOBILE HOME PARK



Kiwanis
 EKIWANIS AND KIWANIS CLUB OF DES PLAINES
 COMMUNITY-WIDE
BABY SHOWER DRIVE
 GRATEFULLY ACCEPTING DONATIONS FOR
 the Breakfast with Baby Program with the Des Plaines Salvation Army



Stop by the Des Plaines Public Library to Donate
 Between Monday, June 14th - Friday, June 18th

Or Stop by the Des Plaines Salvation Army on
SATURDAY, JUNE 19TH
 10:00a.m.-2:00p.m.




COMING

Dani Castonzo, PT Readers' Services Assistant
Maureen Bocka, PT Readers' Services Assistant
Russ Murrell, PT Building & Security Services Assistant

GOING

Roberta Johnson, Assistant Director

PROMOTIONS

Laurie Papadourakis, FT Materials Services Manager to Assistant Director
Dana Jenkins, FT Patron Accounts Supervisor to FT Materials Services Manager
Cheryl Gladfelter, FT Youth Services Librarian to FT School Liaison Librarian
John Rosmus, PT Clerk to PT Acquisitions and Cataloging Assistant - Devices
Melissa Cybulski, PT to FT PAMS Assistant
Kevin Christoffel, PT to FT Building & Security Services Assistant
Dennis Polansky, PT to FT Building & Security Services Assistant



COMINGS & GOINGS

GRANTS & DONATIONS



Notification from the State of Illinois of the Illinois Public Library Per Capita Grant award for \$86,086.90

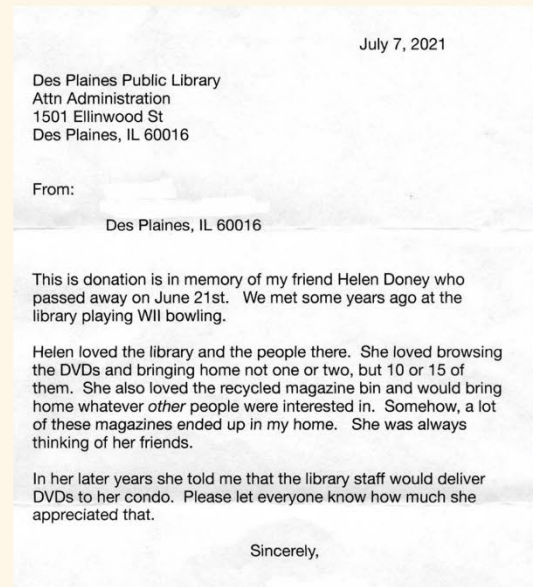


At their June meeting, the Friends funded the cost of our annual film license from Swank (Movie Licensing USA) in the amount of \$1396.00.

In Memorium



Two donations in the amount of \$25 each were made to DPPL in remembrance of long time patron and library lover Helen Doney.



TEEN PROGRAMS

TEENS

let's play

GAMES ONLINE

JACKBOX PARTY PACK 3 • SCATGORIES • CODENAMES • AND MORE

WEDNESDAY 4 PM

JUNE 23, JULY 21, and AUGUST 18

USE YOUR PHONE OR MOBILE DEVICE TO JOIN THE FUN! GRADES 7 - 12

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

TEENS

TEEN BOOK CAFE

SCAN ME TO REGISTER!



Join us to talk about your favorite books!

WEDNESDAYS • 4 PM
JUNE 9, JULY 14, AUGUST 11

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

TEENS

Mailed It!

COMPETITION

Monday, June 14th - Sunday, June 21st

Test your decorating skills with our take home Mailed It Kit. We will give you the supplies and instructions to make your own Pokeball Oreos Pops. Email teen@dppl.org or tag [#dpplteen](https://www.instagram.com/dpplteen) in a picture of your finished product on Instagram. Those who post a picture will be entered into a raffle for a gift card. For teens in grades 7-12. Available while supplies last.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY



TEENS

Clean Up Give Back

FRIDAY, JUNE 11 • 11AM

Des Plaines Public Library is teaming up with "Clean Up Give Back" to clean up garbage around the library. Meet in front of the library to team up with other teens in the area to make the library and the environment a cleaner place. All equipment will be provided by Clean Up Give Back. For teens in grades 7-12. Registration required.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

FOR GRADES 7-12

Teen

Reading To Rise!

SUMMER READING

June 5 - August 1

- Read a book or attend a program to earn an entry into our raffle.
- The more books you read and programs you attend, the more entries you get.
- The winner will get their choice of a prize from 3 FABULOUS PRIZE PACKAGES!



TEENS

TEEN PHOTOSHOP BATTLE

JUNE 7TH-13TH

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

TEENS

Take & Make

MACRAMÉ RAINBOW

BEGINNING JUNE 7

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

WHILE SUPPLIES LAST

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

AudioFile®

Sync

AUDIOBOOKS FOR TEENS

JULY 22 - JULY 28

SPELLSINGER
By Alex Dean Foster (GraphicAudio)

JULY 29 - AUGUST 4

STORM AND FURY
By Jennifer L. Amannout (HarperAudio)

KEEP THIS

DES PLAINES PUBLIC LIBRARY

WEE ARTISTES!

June 26th edition

Reading To Art!

Kickoff Kit!

PICK UP A KICKOFF KIT AT THE YOUTH SERVICES DESK BEGINNING MONDAY, JUNE 7 AT 10 A.M.!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

story stretchers

TUESDAY-JUNE 29 10 AM

YOGA

WITH TWISTED TREE

Families with children ages 2 - 6

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Reading To Art!

NAME THAT TUNE!

Disney Edition

Tuesday, June 8

CARTOONING

with Mark Anderson

Alphabet Animals: Grades K - 3 at 1 p.m.
A Tale of Two Tails: Grades 4 - 6 at 3 p.m.

LEARN MORE AT DPPL.ORG

KIDS PROGRAMS

DES PLAINES PUBLIC LIBRARY

June 2021

ROCKY'S RECS

DPPL'S PICKS FOR KIDS

THIS WEEK

Silly Sally Obstacle Course at Arndt Park

DES PLAINES PUBLIC LIBRARY

MOVE & GROOVE.

Hey kids... Name: _____

Reading To Art-rageous!

DES PLAINES PUBLIC LIBRARY SUMMER READING CHALLENGE 2021

- For children birth - 8th grade.
- Program dates: June 5 - August 1, 2021.
- Pick up an activity card at the 2nd floor information desk.
- Complete 10 activities and earn a prize.
- You may begin picking up your prize on or after Monday, June 14, 2021.
- Return to the library or e-mail your completed activity card (Summer@dpppl.org) no later than 4 p.m. on Sunday, August 1, 2021, for your prize (while supplies last).

DES PLAINES MEMORY



NEW ON THE DPPL BLOG
Pride and Progress



DES PLAINES
PUBLIC LIBRARY



NEW ON THE BLOG
**Art As
a Way
of Healing**

DES
PLAINES
PUBLIC LIBRARY

ADULT PROGRAMS



**READ BOOKS!
MAKE ART!
WIN PRIZES!**

That's ART-rageous! Adult Summer Reading

June 5 - August 1

Read Books:

Enter each book read for a chance to win a membership to The Art Institute of Chicago

Make Art:

- Try our weekly ART-rageous! challenges for a chance to win restaurant gift cards.
- See and contribute to our community art project on the 3rd floor.
- Enter your Bookmark design. The winning bookmarks will be professionally printed.



**Reading!
To Art-
rageous!**

That's Art-rageous!

SCULPEY SCULPTURE KITS

Zoom program: Wednesday, June 9th at 7:00pm

- Pick up your kit at the 3rd or 4th floor desk beginning JUNE 1ST (available while supplies last).
- Join us on Zoom on Wednesday, JUNE 9TH, to show off your work and see what others have made.

SHARE YOUR CREATION WITH US FOR A CHANCE TO WIN A GIFT CARD TO A LOCAL RESTAURANT!

LEARN MORE AT [DPPL.ORG](https://www.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 15 7 PM
56 MINUTES

How About Adolf?

A dinner party with friends quickly gets out of hand when guests Thomas and his pregnant girlfriend, Anne, announce they want to raise their unborn son Adolf. This voracious news leads to confrontation with all kinds of secrets coming out!

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

CURIOSITY CAFE

THURSDAY, JUNE 24
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Joel Braunold:
How do we build resilient communities against violence?

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

That's Art-rageous!

BINGO NIGHT

Zoom Program • Wednesday, June 30, 2021 • 7PM

Join us for an art-themed BINGO night on Zoom! Visit the 3rd or 4th floor desk beginning June 21st to pick up your BINGO cards (available while supplies last).

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

CURIOSITY CAFE

THURSDAY, JUNE 10
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Oskar Eustis:
Why theater is essential to democracy

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

That's Art-rageous!

WATERCOLOR PAINTING KITS

Zoom Program • Kits are available starting June 14th

Paint your masterpiece with your watercolor painting kit!

- Pick up your Watercolor kit at the 3rd or 4th floor desk beginning June 14th (available while supplies last).
- Meet us on Zoom on Wednesday, June 23rd at 7pm, to show off your work, see what others have made, and trade tips and tricks.
- Share your creation with us for a chance to win a gift card to a local restaurant!

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

ADULT PROGRAMS

Kiddieland Remembered

Wednesday, June 16, 2021 • 7PM

Online Zoom Event • Presented by Cheryl Brown

From 1929 to 2009 Kiddieland Amusement Park in Metros Park brought joy to thousands of families. Learn about the 80-year history of the park with vintage photos and slides. Please Register.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

VIRTUAL (ZOOM)

FILE MANAGEMENT

THURSDAY, JUNE 17 • 2:00-3:00 PM

Understanding how to work with files and folders is an important part of using your computer. In this class, we'll show you the basics of working with files and folders and organizing the same using File Explorer.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

An Evening with Martha Hall Kelly

TUESDAY, JUNE 1, 2021
7 - 8 P.M.

Online Zoom Event

Join us for a delightful evening with Martha Hall Kelly, author of *Lilac Girls*, *Lost Flowers* and the new title *Sunflower Sisters*. Kelly will speak about her writing process and the inspiration for her stories. Discussion and Q & A will be moderated by library staff. Please Register.

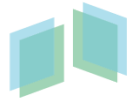
LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

TECH CLASS ON THE PLAZA

JUNE 25 | 10:00 - 11:00 A.M.

Join us on the Plaza to learn about the library's ebook services. Discover the streaming options available through DPPL that enables you to enjoy movies, TV shows, educational/instructional videos, documentaries and music. Bring your questions and feel free to bring your device. Laptops will also be provided.

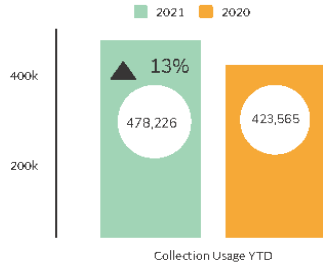
LEARN MORE AT [DPPL.ORG](https://www.dppl.org)



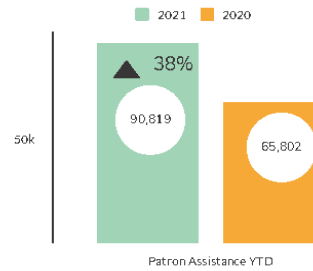
STATISTICS REPORT

June 2021

Collection Usage YTD

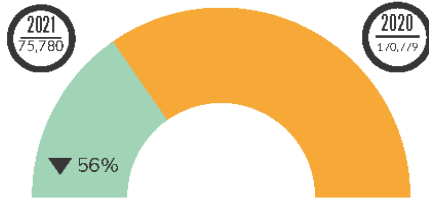


Patron Assistance YTD



Attendance YTD

Events, Programs, Outreach & Classes

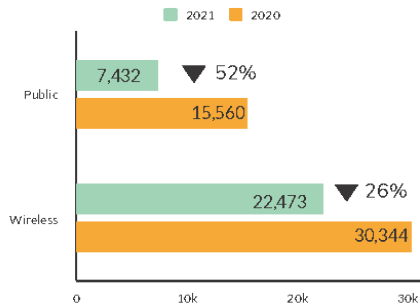


Bookings YTD

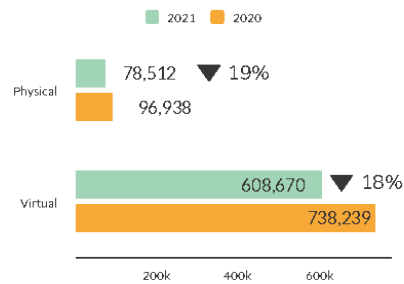
Events, Programs & Classes



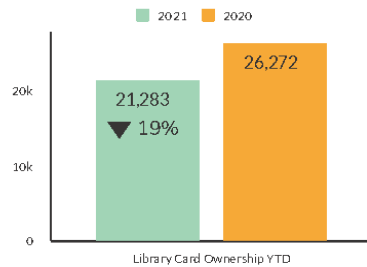
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



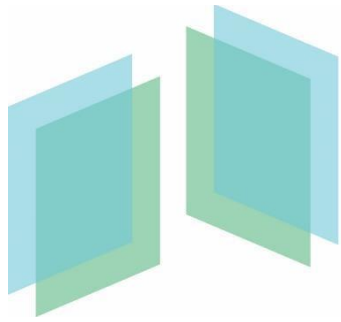
NOTE: Despite the 19% decrease reflected in this chart, actual card ownership is up. The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

JUNE 2021

COLLECTION USAGE		
	Year to Date 2021	478,226
	Year to Date 2020	423,565
	% Change	13%
PATRON ASSISTANCE		
	Year to Date 2021	90,819
	Year to Date 2020	65,802
	% Change	38%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	678
	Year to Date 2020	2,968
	% Change	-77%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	75,780
	Year to Date 2020	170,779
	% Change	-56%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	78,512
	Year to Date 2020	96,938
	% Change	-19%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	608,670
	Year to Date 2020	738,239
	% Change	-18%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	21,283
	Current month valid library cards 2020	26,272
	% Change	-19%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	7,432
	Year to Date 2020	15,560
	% Change	-52%
	Wireless	
	Year to Date 2021	22,473
	Year to Date 2020	30,344
	% Change	-26%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	YTD
COLLECTION USAGE								
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	285,281
	E-materials	16,364	15,387	16,110	13,766	13,011	12,379	87,017
	ILL	759	668	718	620	548	606	3,919
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	102,009
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	478,226
	Physical materials	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
PATRON ASSISTANCE								
	Youth Services	591	834	1,140	1,262	914	4,010	8,751
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	32,162
	PAMS	11,956	7,070	6,312	7,810	5,542	7,380	46,070
	Security	251	95	21	143	71	3,255	3,836
2021	Total	17,029	12,561	13,626	14,606	11,665	21,332	90,819
	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
	Security	0	0	0	0	0	0	0
2020	Total	21,328	21,184	12,765	448	164	9,913	65,802
EVENTS, PROGRAMS AND CLASSES-BOOKINGS								
	Youth Services	4	20	12	10	4	25	75
	Adult Services	33	46	43	37	45	49	253
	Outside groups	0	10	5	5	0	1	21
	Public study rooms	0	0	0	0	44	285	329
2021	Total	37	76	60	52	93	360	678
	Youth Services	82	93	22	11	0	0	208
	Adult Services	124	142	45	4	0	0	315
	Outside groups	15	26	16	0	39	0	96
	Public study rooms	779	800	770	0	0	0	2,349
2020	Total	1,000	1,061	853	15	39	0	2,968
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE								
	Youth Services	220	531	339	339	32	1,703	3,164
	Adult Services	351	474	1,240	787	416	1,538	4,806
	Virtual Services	8,641	12,724	9,337	7,144	9,832	11,342	59,020
	Outside groups	0	18	1,305	1,183	0	19	2,525
	Public study rooms	0	0	0	0	63	406	469
	Outreach- Youth Services	376	419	619	326	2,818	599	5,157
	Outreach-Adult Services	74	101	147	94	117	106	639
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	75,780
	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	49,049	145,446
	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	49,759	170,779
TRAFFIC								
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	78,512
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	96,938
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	82,677	68,917	130,668	608,670
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	738,239
LIBRARY CARD OWNERSHIP-report the latest month								
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	23,689	21,256	21,283	21,283
2020	Number of valid library cards held by DPPL residents	26,359	26,454	26,506	26,496	26,342	26,272	26,272
COMPUTER USAGE								
	Public computers-Youth Services	0	0	0	0	0	0	0
	Public computers Adult	396	516	1,747	1,511	1,414	1,848	7,432
2021	Total	396	516	1,747	1,511	1,414	1,848	7,432
	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
2021	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	22,473
	Total	3,060	2,996	3,937	3,750	3,930	4,800	22,473
	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	30,344
2020	Total	9,570	10,556	3,015	2,040	1,953	3,210	30,344



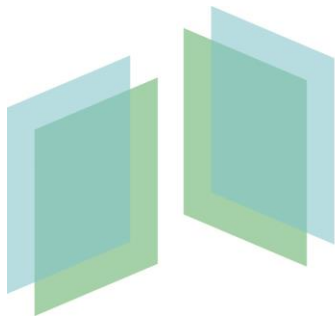
DES PLAINES PUBLIC LIBRARY

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SUPPLEMENTAL NOTICE

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

If a member of the public would like to access the live meeting via electronic remote, they should email to PublicComments@dppl.org with their name and email address no later than Tuesday, August 17, 2021 at 1:30 pm.



DES PLAINES PUBLIC LIBRARY

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 18, 2021

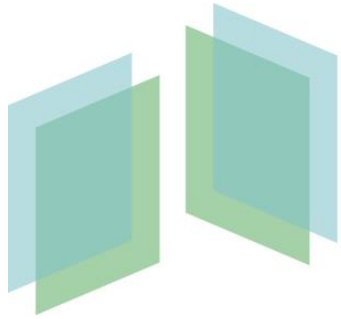
3:00 PM

By Electronic Remote

Agenda:

- **Review & Approve 2022 Draft Library Budget 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.



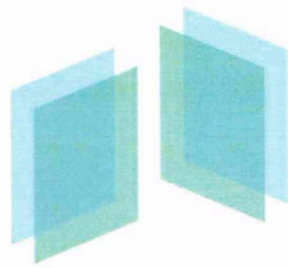
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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Meeting of the Finance Committee
August 18, 2021
3:00 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review and Approve 2022 Draft Library Budget [Action Item]
- VI. Adjournment



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Des Plaines Public Library 2022 Budget Summary **DRAFT**

The 2022 Des Plaines Public Library tax levy includes a \$300,000 increase from the previous year. This increase fulfills our Strategic Plan by allowing sufficient funds to replace essential equipment in Capital Projects. It also reflects mandated increases due to Minimum Wage.

2022 Library Operating Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Beginning Balance	\$ 2,286,041	\$ 2,159,621	\$ 2,219,629	\$ 2,219,629	\$ 1,519,242
Revenues	\$ 6,512,184	\$ 6,268,032	\$ 6,386,488	\$ 6,341,904	\$ 6,889,818
Expenditures	\$ (6,038,604)	\$ (5,708,024)	\$ (6,789,519)	\$ (6,542,291)	\$ (6,669,947)
Transfers	\$ (600,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (750,000)
Ending Balance	\$ 2,159,621	\$ 2,219,629	\$ 1,316,598	\$ 1,519,242	\$ 989,113

2022 Library Capital Projects Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Beginning Balance	\$ 1,316,143	\$ 1,771,415	\$ 2,103,751	\$ 2,103,751	\$ 2,363,731
Revenues	\$ 25,077	\$ 9,863	\$ 17,000	\$ 1,000	\$ 2,000
Expenditures	\$ (169,805)	\$ (177,527)	\$ (279,980)	\$ (241,020)	\$ (750,940)
Transfers	\$ 600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 750,000
Ending Balance	\$ 1,771,415	\$ 2,103,751	\$ 2,340,771	\$ 2,363,731	\$ 2,364,791

Library Staff

	2018	2019	2020	2021	2022
Full Time	40	40	42	41	41
Part Time	62 (FTE 26.7)	63 (FTE 26.9)	64 (FTE 27.1)	62 (FTE 25.9)	59 (FTE 25.9)
Total FTE	66.7	66.9	69.1	66.9	66.9

Approved by the Board of Directors on XXXXX.

Des Plaines Public Library Budget

Fund 201

Revenue - Fund 2110 & 2130

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed
TAXES					
810026	Property Taxes 2018				
810027	Property Taxes 2019	5,992,159			
810028	Property Taxes 2020		6,100,000	6,100,000	
810028	Property Taxes 2021				6,400,000
TOTAL TAXES		5,992,159	6,100,000	6,100,000	6,400,000
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	72,955	73,000	86,086	75,000
822095	Other State Grants	7,500	3,000	3,000	10,000
TOTAL INTERGOVERNMENTAL REVENUE		173,443	168,988	182,074	177,988
FINES & FEES					
850101	Library Fees	3,009	9,000	3,000	3,000
850102	Library Fines	7,302	0	1,000	-
850201	Copying and Printing Fees	6,609	12,500	9,400	20,000
850207	Non-Resident Cards	2,433	1,000	-	-
850208	Meeting Room Fees	106	1,500	-	1,500
TOTAL FINES & FEES		19,458	24,000	13,400	24,500
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events	5,312	10,000	2,000	20,000
TOTAL SPECIAL PROGRAMS & EVENTS		5,312	10,000	2,000	20,000
OTHER REVENUE					
890010	Interest Income	16,160	28,000	1,330	1,330
890050	Sale of Fixed Assets	0	0	0	0
899900	Miscellaneous Revenue	43,967	50,000	42,000	70,000
899910	Vending Machine	508	500	500	1,000
899920	Library Donations	7,034	5,000	600	190,000
899940	Friends Book Sale Passthrough	4,987	0	0	5,000
TOTAL OTHER REVENUE		72,656	83,500	44,430	267,330
FUND TOTAL		6,263,028	6,386,488	6,341,904	6,889,818

Des Plaines Public Library Budget

Fund 202

Revenue - Capital Projects Fund

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed
OTHER REVENUE					
890010	Interest Income	9,863	17,000	1,000	2,000
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		9,863	17,000	1,000	2,000
OTHER FINANCING SOURCES					
898902	Transfer from Library Fund	500,000	500,000	500,000	750,000
TOTAL OTHER FINANCING SOURCES		500,000	500,000	500,000	750,000
FUND TOTAL		509,863	517,000	501,000	752,000

Des Plaines Public Library Budget

Fund 201 Expenditures - Fund 2110 & 2130							
Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	2,237,440	2,483,313	2,400,000	2,430,951		
910200	Part-time Salaries	658,335	830,211	700,000	838,279		
910400	Non-Supervisory Overtime						
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910970	Compensated Absences						
TOTAL SALARIES		2,895,775	3,313,524	3,100,000	3,269,230		
BENEFITS							
918010	Unemployment Compensation	0	15,000	0	15,000		
918020	Employer Contr - FICA	222,505	240,329	220,000	248,109		
918021	Employer Contr - IMRF	267,036	290,885	270,000	223,448		
918040	Life Insurance Premiums	1,791	1,886	1,700	1,886		
918050	PPO Insurance Premiums	286,453	410,610	405,000	425,000		
918051	HMO Insurance Premiums	200,429	208,034	160,000	190,000		
918055	Dental Insurance Premiums	18,724	20,000	18,000	20,000		
918070	Workers Compensation	12,055	14,000	14,000	14,000		
TOTAL BENEFITS		1,008,992	1,200,744	1,088,700	1,137,443		
CONTRACTUAL SERVICES							
920100	Legal Fees and Notices	1,720	30,000	30,000	20,000		20,000
920110	Professional Services	439,986	464,296	464,296	445,348	Accounting Service	21,970
						IT Management Service	407,050
						Payroll Service	11,328
						Audit	5,000
920120	Communication Services	32,153	19,100	19,100	48,840	Comcast	36,000
						Outreach connectivity	8,340
						Verizon	4,500
920140	Integrated Library System	89,292	88,010	88,010	88,450	CCS/OCLC	
920202	Conferences	5,044	5,000	5,000	0		
920204	Training	60	750	750	0		
920210	Marketing	0	51,000	51,000	53,000	Advertising	13,000
						Mailings	27,000
						Printing	3,000
						Special events promotion	10,000
920220	Membership Dues	5,753	6,400	7,000	6,400		
920230	Publication of Notices	163					
920990	Property/Liability Insurance	34,738	57,000	57,000	57,000		
930010	R & M Equipment	79,029	58,635	84,475	77,316	Envisionware annual maintenance: (gates, pads, self-checks)	6,500
						Appliance Repair	1,000
						ATI - ShoreTel	4,000
						AV Maintenance	1,000

						Backflow Device Testing	1,500
						BDR Server warranty	0
						Exacqvision	525
						Impact Copier and Printer Support/Usage	26,000
						Juniper Fire Wall	575
						Lyngsoe (sorter)	12,000
						Network Maintenance - Cisco Routers & Switches	7,640
						Sensource People Counter	600
						UPS Annual Agreement (2)	3,760
						TBS Software and Hardware Lease	12,216

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
930020	R & M Bldgs & Structures	80,941	131,325	100,000	110,960	Access Card Reader Maintenance	1,000
						Carpeting/Entrance Mats	1,500
						Door Maintenance	4,740
						Elevator Maintenance	10,000
						Fire Protection Equipment Testing	5,575
						HVAC Controls	19,400
						HVAC Maintenance Agreement	37,250
						HVAC Water Treatment	1,000
						Lighting/Electrical	3,000
						Meeting Room Partition Maintenance	1,220
						Anderson Pest Control	2,000
						Painting	10,000
						Plumbing Repairs	5,000
						Security Alarm Panel	1,775
						Security Camera Repair	5,000
						Woodwork/Laminate Repair	2,500
930030	R & M Vehicles	0	1,500	1,000	2,000	Library Van Maintenance	
930210	Rental of Equipment	13,363	25,600	19,300	890	Impact Copier/Printer Lease	0
						Postage Machine	890
930320	Cleaning: Custodial Services	56,728	73,175	50,000	87,575	Housekeeping Contract	60,000
						Carpet/furniture/drapery cleaning	16,400
						Additional Housekeeping	2,500
						Window/Glass Cleaning	8,675
930490	Refuse Contract	4,157	7,000	6,000	6,000		
960040	Pre-Employment Testing	452	3,000	1,000	3,000		
960065	Bank Fees	0	300	0	300		
960070	Mileage	40	500	100	500		
960210	Special Event Programming	45,912	51,500	51,500	51,850	Adult Programming	15,000
						Teen Programming	10,000
						PAS Outreach Activities	1,850
						Youth Programming	25,000
960990	Misc. Contractual Services	102,198	101,025	101,025	114,835	Aquarium Service	5,000
						Backup Disaster Recovery Off-Site Storage	18,000
						Baker & Taylor Processing	27,000

						Baker & Taylor Title Source	1,495
						Building Alarm Monitoring	400
						Communico	16,250
						E-rate Services	5,000
						Mfactor ticketing system	3,000
						Ingram Processing	1,000
						Later social media scheduling	190
						Mad Mimi	800
						Midwest Tape Processing	26,000
						Pictochart	50
						Server Monitoring and Maintenance	4,450
						Skillshare	100
						Unique Management	500
						web Hosting (FortKabbit, Amazon, GitHub)	600
						Web Maintenance & Support	5,000
TOTAL CONTRACTUAL SERVICES		991,732	1,175,116	1,136,556	1,174,264		

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
COMMODITIES							
970100	Supplies	21,406	41,000	40,000	94,600		
970110	Meals	261	1,500	1,000	2,000	Library Hosted Meetings & All Staff	1,500
970115	Supplies: Departments	15,738	66,100	50,000	0		
970170	Janitorial	12,336	18,600	18,600	18,600	Housekeeping Supplies	14,000
						HVAC Filters	2,500
						Lighting	100
						Plumbing supplies and parts	2,000
970260	Postage and Parcel	6,755	6,000	7,500	11,000	Interlibrary Loan, Mail, FedEx	11,000
970500	Water Bill	4,391	10,000	7,000	10,000	Water Bill	10,000
970600	Ebooks/Books	308,024	368,000	368,000	369,850	Ebooks/Books - ADULT	256,000
						Ebooks/Books - YOUTH	113,850
970610	Eaudio/Audio	82,796	80,000	80,000	72,500	Eaudio/Audio - ADULT	66,000
						Eaudio/Audio - YOUTH	6,500
970620	Esubscriptions/Subscriptions	57,553	68,430	68,430	58,430	Esubscriptions/Magazines/Newspapers/Microfilm	58,430
970630	Visual Materials	130,673	167,000	167,000	185,100	Streaming Movies/DVDs/Video Games ADULT	153,900
						Streaming Movies/DVDs/Video Games - YOUTH	31,200
970640	Databases	152,480	185,000	185,000	178,000	Databases/Print Reference/Devices	178,000
970810	Natural Gas	13,866	22,000	22,000	22,000		22,000
970850	Gasoline	109	300	200	300		300
970900	Equipment < \$10,000	4,644	5,900	5,900	2,200	Cart lifecycle (Material Services)	1,000
						Sorter Bin Replacement	1,200
							0
TOTAL COMMODITIES		811,031	1,039,830	1,020,630	1,024,580		

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CAPITAL EXPENDITURES							

980300	Improvements	0	0	0	0		
980400	Equipment	7,953	6,310	6,310	6,310	TBS Hardware	6,310
980410	Computer Hardware	1,683	6,800	7,900	8,450	Monitor replacements	3,000
						Printer/scanner for IT office	950
						Printer replacements	4,500
980420	Computer Software	39,294	44,495	44,495	45,170	Adobe Creative Cloud Suite (STAFF)	4,800
						Adobe Creative Cloud Suite (PUBLIC)	500
						Adobe Acrobat Pro (8)	440
						Adobe Stock	2,400
						Cash Register (TBS)	1,825
						Cataloger Desk	850
						Connectwise	1,010
						Cricut	120
						DeepFreeze	825
						DropBox	120
						Dell Desktop Authority	2,200
						EZProxy	610
						FireEye	5,000
						Gimlet	710
						GoDaddy	60
						Phishing Test Service	1,200
						Public Web Browser	125
						Quartex	8,000
						Sentinel One	7,200
						Shopkeep	1,100
						SSL	785
						Stackmap	1,810
						Web Dewey	800
						Website Software (Vimeo, Adobe XD, EE plugins, PodOmatic, Meetup, Simple Texting, Jotform, Motion Array Stock)	1,750
						Zoom subscriptions	930
980600	Furniture & Fixtures	155	2,700	2,700	4,500	Signage	4,500
						Refurb Commons gaming chairs	2,000
TOTAL CAPITAL EXPENDITURES		49,085	60,305	61,405	64,430		
TOTAL OPERATING EXPENDITURES		5,829,570	6,922,519	6,542,291	6,669,947		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	72,955	73,000	75,000	75,000		
990901	State Grant Expenditures	0					
990940	Transfer to Cap Proj Fund 202	500,000	500,000	500,000	750,000		
993000	Contingency Reserve	0	60,000	60,000	70,000		
999940	Friends Book Sale (passthrough)	4,987			5,000		
TOTAL OTHER FUNDING ACTIVITIES		577,942	633,000	635,000	895,000		
FUND TOTAL		6,334,557	7,422,519	7,042,291	7,564,947		

Des Plaines Public Library

FUND 201

2130 Expenditures - IL Library Per Capita Grant

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences	8,368	9,400	6,500	16,500		
920204	Training	436	5,000	5,000	1,250	Admin	500
						BSS	750
920210	In-Service Training				1000		
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog	16,142	400	400	150	Volunteer Incentives	150
960990	Misc Contractual Svcs	1,800	7,300	10,800	1,800	Koios for Adwords	1,800
TOTAL CONTRACTUAL SERVICES		26,747	73,000	22,700	20,700		
COMMODITIES							
970260	Postage and Parcel						
970270	Printing	4,969	5,000	2500	4,300		
TOTAL COMMODITIES		4,969	5,000	2,500	4,300		
CAPITAL EXPENDITURES							
980400	Equipment	21,567	55,300	55,300	-		
980410	Computer Hardware						
980600	Furniture and Fixtures				50,000	1st floor carpet & flooring	50,000
TOTAL CAPITAL EXPENDITURES		21,567	55,300	55,300	50,000		
PER CAPITA TOTAL		53,283	73,000	86,000	75,000		

Des Plaines Public Library							
Fund 202		Expenditures - Capital Projects Fund					
Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920110	Professional Services	-	40,000	0			
960990	Misc Contractual Svcs	900					
TOTAL CONTRACTUAL SERVICES		900	40,000	0	0		
CAPITAL EXPENDITURES							
980300	Improvements	51,995	36,500	36,500	218,000	Elevator soft start system	11,000
						UPS batteries (2)	7,200
						New Wi-Fi system	9,800
						Six 2-person study rooms	190,000
980400	Equipment	85,902	157,420	157,420	309,940	Chiller	300,000
						Large format printer	5,000
						TBS Equipment upgrade	4,940
980410	Computer Hardware	57,081	30,900	30,900	209,500	Lifecycle - PC desktops, STAFF	50,000
						Lifecycle - PC desktops, PUBLIC	-
						Lifecycle - laptops, PUBLIC	
						Lifecycle - laptops, IT stable	2,500
						Lifecycle - 10 Ipads for Board	5,000
						Envisionware RFID pads	2,000
						OPAC Thin Clients	5,000
						New Backup Server	15,000
						Switches	130,000
980420	Computer Software	10,981	11,000	11,000	10,500	Microsoft Annual Licenses	10,500
980600	Furniture & Fixtures	6,485	4,160	5,200	3,000	Public desk chairs	3,000
TOTAL CAPITAL EXPENDITURES		212,443	239,980	241,020	750,940		
FUND TOTAL		213,343	239,980	241,020	750,940		

2022 - 2028 Projected Capital Projects

Technology				Building			
ITEM	COST	NOTES	ITEM	COST	NOTES		
Wi-Fi system & licenses	\$ 14,000	6 yr life, 6 years old	MEP New chiller	\$ 300,000	includes related equipment		
Full PC Desktop lifecycle - 5year cycle	\$ 101,000	All PCs that qualify (100)	MEP New heating boiler project	\$ 180,000	includes related equipment		
Essential PC lifecycle - 4 & 5 year cycle	\$ 58,000	58 priority PCs, all staff	Meeting Room Partition	\$ 45,000	22 years old		
12 Switches 6 year cycle	\$ 130,000	7 year old system	Terrace awning	\$ 18,000	Price from 2015		
Camera system	\$ 75,000	good thru end of 2022	One person study rooms	\$ 150,000	5 - 7 enclosed carrels		
Back-up Server 5-6 cycle	\$ 14,000		Administration carpet	\$ 25,500	price from 2019		
Envisionware Suite	\$ 45,000	not rec'd at this time	Temperature control server room	\$ 15,000	estimate		
Phone system	\$ 55,000		building access system (keycard)	\$ 90,000	10 doors and software		
4th floor UPS battery	\$ 6,650		Fire protection devices	\$ 10,000	visual, sound alarms		
4th floor UPS	\$ 16,000	due in 2026	renovate 1st floor pantry	\$ 5,000			
Firewall support & security	\$ 7,700		MEP backup water heater (older one)	?	due in 2025		
Teleconferencing equipment for Room B	\$ 45,000	hybrid system	MEP Freight elevator sump pump	?	due in 2025		
Other			Heating system for BSS offices	?			
Library vehicle	\$ 25,000	9 years old	Soft Start for elevators	\$ 11,000	approved Nov 2020		
replace book drops	\$ 15,000	5 years old					
Space audit	\$ 40,000						
HR Source salary classification	\$ 11,500						
Website design	\$ 15,000	8 years old					

DPPPL Revenue Compared to Budgeted Expenditures, 2011 - 2021

Year	Total Revenue	Levy Collected	Budgeted		Revenue /Budget		End of Year Reserves
			Expenditures	Actual Expenditures	Difference		
2011	\$ 6,964,017	\$ 6,625,483	\$ 6,381,312	\$ 5,883,974	\$ 582,705	\$ 3,768,293	
2012	\$ 6,735,438	\$ 6,409,096	\$ 6,386,086	\$ 5,617,434	\$ 349,352	\$ 4,900,550	
2013	\$ 6,636,036	\$ 6,385,802	\$ 6,807,545	\$ 6,126,625	\$ (171,509)	\$ 5,409,961	
2014	\$ 6,507,486	\$ 6,144,530	\$ 6,906,255	\$ 6,321,026	\$ (398,769)	\$ 3,768,296	
2015	\$ 6,412,951	\$ 6,072,634	\$ 7,918,102	\$ 7,251,845	\$ (1,505,151)	\$ 4,757,527	
2016	\$ 6,394,921	\$ 6,065,699	\$ 7,573,597	\$ 7,837,850	\$ (1,178,676)	\$ 3,314,598	
2017	\$ 6,298,247	\$ 6,003,992	\$ 6,523,786	\$ 6,125,568	\$ (225,539)	\$ 3,487,277	
2018	\$ 6,435,947	\$ 5,993,622	\$ 6,557,398	\$ 6,321,040	\$ (121,451)	\$ 3,602,184	
2019	\$ 6,502,950	\$ 6,069,879	\$ 6,666,767	\$ 6,208,409	\$ (163,817)	\$ 3,931,036	
2020	\$ 6,466,488	\$ 5,997,162	\$ 7,012,007	\$ 6,591,209	\$ (545,519)	\$ 4,117,719	
2021	\$ 6,386,488	\$ 6,100,000	\$ 7,069,499				

(Projected)

Mean Cost per Des Plaines Household

2019 Estimated # of Households - 22,327

Levy	Levy Increase	\$\$ Per Household	\$\$ Increase
\$ 6,100,000	0%	\$ 273.21	-
\$ 6,161,000	1%	\$ 275.94	2.73
\$ 6,222,000	2%	\$ 278.68	5.46
\$ 6,283,000	3%	\$ 281.41	8.20
\$ 6,344,000	4%	\$ 284.14	10.93
\$ 6,405,000	5%	\$ 286.87	13.66

$$\$300,000 \div 22,327 = \$13.43$$

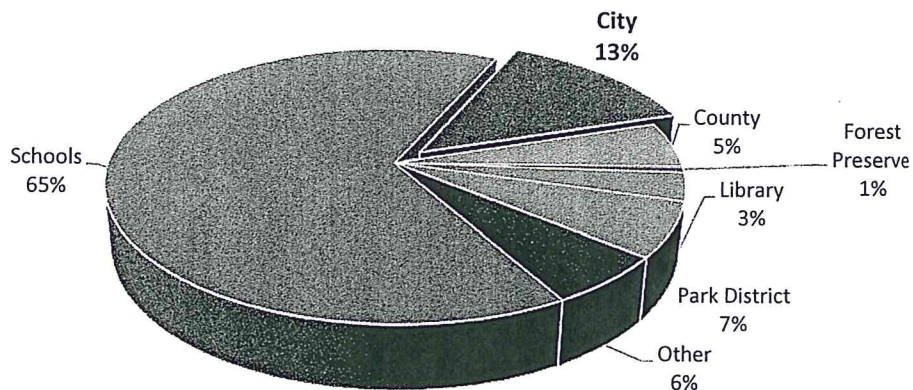
2021 Budget
PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2019 tax bill (paid in 2020) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support thirteen different jurisdictions.³

Elk Grove Township⁴

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	5.18	0.010	0.12%
Water Reclamation District	201.69	0.389	4.59%
Mount Prospect Park District	283.61	0.547	6.45%
Harper CC District 512	208.95	0.403	4.75%
High School District 214	1,221.53	2.356	27.79%
School District 59	1,426.33	2.751	32.45%
Des Plaines Library	144.65	0.279	3.29%
City of Des Plaines	580.69	1.120	13.21%
Road & Bridge Elk Grove	7.26	0.014	0.17%
General Assistance Elk Grove	5.70	0.011	0.13%
Town of Elk Grove	28.52	0.055	0.65%
Forest Preserve District	30.59	0.059	0.70%
Consolidated Elections	15.55	0.030	0.35%
County of Cook	235.39	0.454	5.36%
Total	\$4,395.64	8.478	100.00%

Elk Grove Property Tax Breakdown



³ Based on a 2019 Tax Bill (payable in 2020) for an Elk Grove Township property owner.

⁴ The average bill is calculated using an equalized assessed value of about \$52K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

2021 Budget

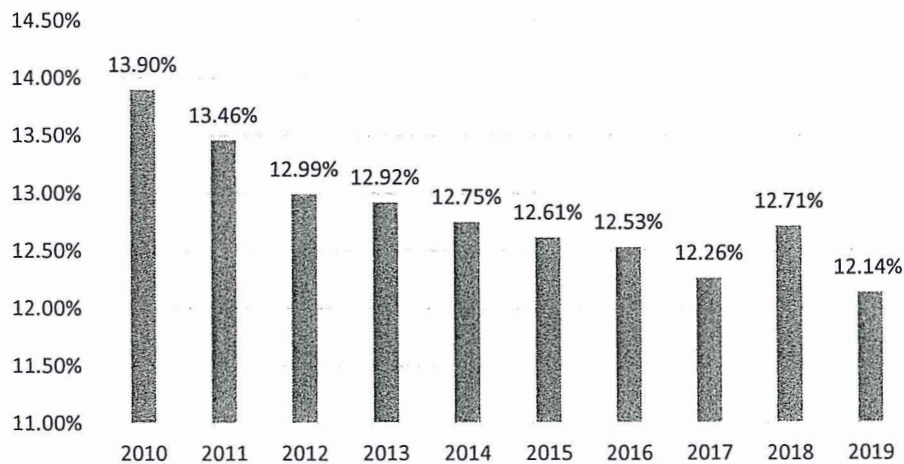
PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2019 tax bill (paid in 2020) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support thirteen different jurisdictions.¹

Maine Township²

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	5.18	0.010	0.11%
Water Reclamation District	201.69	0.389	4.21%
Des Plaines Park District	234.87	0.453	4.91%
Oakton College District	114.58	0.221	2.39%
High School District 207	1,323.67	2.553	27.66%
School District 62	1,853.55	3.575	38.74%
Des Plaines Library	144.65	0.279	3.02%
City of Des Plaines	580.69	1.120	12.14%
Road & Bridge Maine	27.48	0.053	0.57%
Maine General Assistance	-	0.000	0.00%
Town of Maine	17.11	0.033	0.36%
Forest Preserve District	30.59	0.059	0.64%
Consolidated Elections	15.55	0.030	0.33%
County of Cook	235.39	0.454	4.92%
Total	\$4,785.01	9.229	100.00%

City Portion of Overall Tax Bill



¹ Based on a 2019 Tax Bill (payable in 2020) for a Maine Township property owner.

² The average bill is calculated using an equalized assessed value of about \$52K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

COMPARING ILLINOIS LIBRARY REVENUE PER CAPITA

Data from 2018IMLS

Name	Population	Revenue	Per Capita
ELK GROVE VILLAGE PUBLIC LIBRARY	22,104	\$5,456,217	\$246.84
WILMETTE PUBLIC LIBRARY DISTRICT	27,087	\$6,476,241	\$239.09
NORTHBROOK PUBLIC LIBRARY	33,170	\$7,423,470	\$223.80
ELA AREA PUBLIC LIBRARY DISTRICT	34,462	\$7,557,116	\$219.29
MOUNT PROSPECT PUBLIC LIBRARY	54,167	\$11,695,240	\$215.91
VERNON AREA PUBLIC LIBRARY DISTRICT	41,055	\$8,156,428	\$198.67
ARLINGTON HEIGHTS MEMORIAL LIBRARY	75,101	\$14,192,749	\$188.98
SKOKIE PUBLIC LIBRARY	64,784	\$12,024,815	\$185.61
OAK PARK PUBLIC LIBRARY	51,878	\$9,486,179	\$182.86
ELMHURST PUBLIC LIBRARY	44,121	\$8,031,456	\$182.03
GENEVA PUBLIC LIBRARY DISTRICT	30,505	\$5,460,289	\$179.00
LISLE LIBRARY DISTRICT	28,504	\$5,037,604	\$176.73
HIGHLAND PARK PUBLIC LIBRARY	29,763	\$5,218,302	\$175.33
FOUNTAINDALE PUBLIC LIBRARY DISTRICT	67,683	\$11,675,870	\$172.51
GLENVIEW PUBLIC LIBRARY	44,692	\$7,673,759	\$171.70
BARRINGTON PUBLIC LIBRARY DISTRICT	44,157	\$7,545,720	\$170.88
HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT	43,160	\$6,950,125	\$161.03
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	40,809	\$6,484,538	\$158.90
COOK MEMORIAL PUBLIC LIBRARY DISTRICT	59,842	\$9,191,690	\$153.60
ADDISON PUBLIC LIBRARY	36,942	\$5,312,264	\$143.80
FREMONT PUBLIC LIBRARY DISTRICT	37,499	\$5,352,341	\$142.73
LAKE VILLA PUBLIC LIBRARY DISTRICT	40,276	\$5,554,770	\$137.92
DEKALB PUBLIC LIBRARY	44,030	\$5,818,760	\$132.15
SAINT CHARLES PUBLIC LIBRARY DISTRICT	55,092	\$7,062,368	\$128.19
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY	126,849	\$15,828,956	\$124.79
ORLAND PARK PUBLIC LIBRARY	56,767	\$7,063,706	\$124.43
NILES-MAINE DISTRICT LIBRARY	57,284	\$7,065,789	\$123.35
INDIAN TRAILS PUBLIC LIBRARY DISTRICT	67,010	\$7,556,109	\$112.76
TINLEY PARK PUBLIC LIBRARY	56,703	\$6,238,123	\$110.01
WARREN-NEWPORT PUBLIC LIBRARY DISTRICT	66,690	\$7,271,518	\$109.03
DOWNERS GROVE PUBLIC LIBRARY	49,213	\$5,300,359	\$107.70
DES PLAINES PUBLIC LIBRARY	58,364	\$6,283,075	\$107.65
NAPERVILLE PUBLIC LIBRARY	141,853	\$14,815,648	\$104.44
OAK LAWN PUBLIC LIBRARY	56,690	\$5,721,295	\$100.92
EVANSTON PUBLIC LIBRARY	74,486	\$7,189,132	\$96.52
CHAMPAIGN PUBLIC LIBRARY	81,055	\$7,350,149	\$90.68
GAIL BORDEN PUBLIC LIBRARY DISTRICT	144,597	\$12,694,391	\$87.79
POPLAR CREEK PUBLIC LIBRARY DISTRICT	66,306	\$5,785,538	\$87.26
WHITE OAK LIBRARY DISTRICT	77,893	\$6,343,132	\$81.43
PALATINE PUBLIC LIBRARY DISTRICT	88,983	\$6,662,856	\$74.88
BLOOMINGTON PUBLIC LIBRARY	76,610	\$5,453,751	\$71.19
Average expenditure per capita:		\$146.40	
If DPPL was raised to the average:	\$	8,544,506	



SUPPLEMENTAL NOTICE

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

If a member of the public would like to access the live meeting via electronic remote, they should email to PublicComments@dppl.org with their name and email address no later than Wednesday, August 18, 2021 at 4:30 pm.



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

MANAGEMENT COMMITTEE MEETING

THURSDAY, AUGUST 19, 2021

6:00 PM

By Electronic Remote

Agenda:

- **Review & Approve Job Description Action**
- **Review & Approve Salary and Classifications Schedule Action**
- **Review & Approve Bylaws of the Board of Trustees 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
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee
August 19, 2021
6:00 p.m.

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Review and Approve Job Description. [Action Item]
- VI. Review and Approve Salary and Classifications Schedule. [Action Item]
- VII. Review and Approve Bylaws of the Board of Trustees. [Action Item]
- VIII. Adjournment.

NEW POSITION

JOB TITLE: Security Services Supervisor

DEPARTMENT: Building and Security Services

REPORTS TO: Building and Security Services Manager

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE:

To provide security of the Library for both patrons and staff. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Provides security services, and oversees all security monitors.
3. Hires, trains, supervises, disciplines, and evaluates up to eight staff members.
4. Participates in planning the department budget.
5. Schedules work and maintains adequate and appropriate staffing levels for security monitors.
6. Works closely with the Building and Security Services Manager to identify and solve all issues which may impact the safety of persons and property in the Library.
7. Trains security staff on proper security procedures and security records system.
8. Provides surveillance and operates the DVR security system.
9. Maintains and monitors the Incident Report process.
10. Maintains and monitors the security office log books.
11. Performs minor cleaning and repairs and resolves building problems as needed.
12. Coordinates and logs room setups and tear-downs for scheduled programs.
13. Answers building emergency calls.
14. Manages crowd control at special events.
15. Escorts patrons and staff to vehicles upon request.
16. May shovel snow from walkways, or spread salt in inclement weather.
17. May perform room set ups and teardowns for scheduled programs.
18. May perform AED, CPR and BBP clean up.
19. May write reports and compile statistics.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School degree.
2. At least five years experience in security services.
3. At least one year experience in supervision.
4. Valid Illinois driver's license.
5. Ability to work evenings, weekends and holidays.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Considerable ability to handle problems diplomatically and firmly and to maintain a comfortable level of order in the Library.
4. Considerable ability to de-escalate and remain calm in difficult situations.
5. Considerable ability to lead a team and be a member of a team.
6. Ability to perform duties without direct supervision.
7. Knowledge of basic computer skills and appropriate software applications.
8. Knowledge of the basic methods, materials and equipment used in custodial and building maintenance work.
9. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

1. A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops and brooms.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 50 pounds. The employee must be able to transport/move up to 150 pounds of Library materials from one location to another.

The employee will be required to lift, set up, and take down meeting room tables, chairs, and the stage platform.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles, and toxic cleaning chemicals.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Employees may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an employee/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the employee/applicant when possible.

Des Plaines Public Library
Salary and Classification Schedule

Effective August 19, 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 Building and Security Services Manager 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 Security Services 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 Teen Services Assistant Youth Services Assistant	\$33,314 \$17.09	\$49,970 \$25.62
5	Patron Accounts Assistant	\$29,445	\$43,452

	Monitor, Full-Time Monitor, Part-Time Building And Security Services Assistant, Full Time Building And Security Services Assistant, Part Time	\$15.10	\$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

Approved 05/20/2021

BYLAWS OF THE BOARD OF TRUSTEES

DES PLAINES PUBLIC LIBRARY

Article I NAME

The name shall be the Board of Trustees of the Des Plaines Public Library, hereinafter referred to as the Board.

Article II OBJECTIVES

The Board shall provide library service to the residents of the City of Des Plaines, Illinois, and other patrons as authorized by law.

Article III GOVERNMENT

Section 1. The government of the Des Plaines Public Library shall be vested in the Board.

Section 2. The Board shall consist of nine Trustees appointed by the Mayor of the City of Des Plaines, with the approval of the City Council, to serve a term of three years. The terms of three Trustees expire June 30 of each year, or at the time that their successors are appointed.

Section 3. Board members are expected to attend all regular board meetings per board year and to fulfill their committee obligations. If a Board member attends fewer than six meetings per year, the Board President shall request that the Mayor remove the Board member in question from the Board in accordance with appropriate statutes.

Section 4. The Board shall adopt policy and general regulations devised to ensure the achievement of the Library's objectives, employ the Library Director, supervise the expenditure of the Library's funds, discharge such legal responsibilities as indicated by law and perform such other duties as may be appropriate.

Article IV OFFICERS

Section 1. The officers shall consist of a President, a Vice President, Treasurer, a Secretary, and such other officers as the Board may from time to time deem necessary. The Secretary may be a member of the Library staff.

Section 2. The President shall preside at all meetings of the Board, appoint any necessary committees, serve as ex officio member of all committees, sign official documents, cause to be prepared and distribute an agenda for all Board meetings, regular and special, and assume such other duties as directed by the Board. The President shall be responsible for orientation of each newly appointed Trustee. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest.

Section 3. The Vice President shall perform the duties of the President in the absence or the inability of the President to act.

Section 4. The Treasurer shall serve as the Chair of the Finance Committee and monitor the cash flow decisions (e.g. line of credit, interest rates, levy and other deposits) and make recommendations to the Board of Trustees.

Section 5. The Secretary shall keep, or cause to be kept, minutes of transactions, a list of subjects referred to committees of the Board with dates of reference, sign documents and correspondence in the name of the Board when so directed by the President and/or the Board and perform such other duties as the Board may direct. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

Section 6. Vacancies occurring between annual elections of officers may be filled by the Board at any meeting by majority vote when a quorum is present.

Article V ELECTIONS

The President shall designate three Board members to select a slate of officers to be presented at the June meeting for consideration for election at the July meeting. Nominations from the floor may be accepted prior to the July meeting vote. The officers shall be elected for a term of one year and will assume office at the July meeting upon election.

Article VI MEETINGS

Section 1. Regular Board meetings shall be held at the Library on dates determined by the Board at each July meeting.

Section 2. Special Board meetings may be called by the Secretary on order of the President, or upon the written request of three trustees. Notice shall be sent to Board Members for receipt at least one day before the meeting. No business shall be transacted other than that stated in the notice.

Section 3. At all meetings, five Trustees shall constitute a quorum.

Section 4. At the discretion of the President, or upon the duly adopted motion of any Trustee at any meeting, the Board may recess to executive session for consideration of matters as authorized by state statutes. Attendance at the executive sessions by persons other than Trustees will be at the discretion of the Board members.

Section 5.

Remote attendance (5 ILCS 120/7)

If a trustee is prevented from physically attending a meeting, the trustee may be allowed to attend the meeting by video or audio conference provided all of the following conditions are satisfied:

- (a) The trustee must be prevented from physically attending because of:
 - (i) Personal illness or disability;

- (ii) Employment purposes or the business of the public body, or
- (iii) A family or other emergency; and

(b) At least twenty-four hours advance notice shall be given by the trustee to the Secretary or the President of the Board unless such advance notice is impractical; and

(c) A quorum of the Board must be physically present at the meeting; and

(d) A minimum of three physically present trustees must vote affirmatively to permit the attendance by audio or video conference.

Once remote participation is approved, Trustees participating electronically are afforded all of the same rights and are held to the same laws and standards of conduct as trustees physically participating, included the right to have their vote counted.

Article VII VOTING

Section 1. A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the By-laws.

Section 2. All motions dealing with the hiring or dismissal of the Library Director must be approved by six votes.

Article VIII COMMITTEES

Section 1. The President shall appoint committees as needed in addition to the standing committees.

Section 2. Standing committees of the Board shall be Finance, Building and Grounds, Management, Planning, and Executive.

Section 3. The Finance Committee shall determine the financial needs of the Library and work with the Library Director in the preparation and presentation of the annual budget. The Committee shall also oversee the financial records of the Library as detailed in Article IX.

Section 4. The Building and Grounds Committee shall be responsible for seeing that the library building and grounds are properly equipped and in good repair and appearance.

Section 5. The Management Committee shall formulate policies regarding management of the Library including managerial and operational matters. This committee shall review and revise the By-laws in the first quarter of even-numbered years.

Section 6. The Planning Committee shall review the Strategic Plan annually and report its recommendations to the full Board in November.

Section 7. The Executive Committee shall consist of the President, the Vice-President, and the Chairs of each of the other Standing Committees. The President may name additional members to the Executive Committee at the President's discretion. The Executive Committee shall meet as needed to discuss the Library Director's compensation

and make recommendations to the full Board of Trustees. The Executive Committee may act in any emergency between Board meetings, but actions which would ordinarily require full Board approval require a super-majority of two-thirds of the Committee members in agreement and must be ratified by the full Board at the next regularly scheduled Board meeting. Minutes must be taken of any meeting during which action is taken which would ordinarily require full Board approval, and those minutes shall be preserved as are minutes of any other Standing Committee meeting.

Article IX FINANCES

Section 1. The Board shall have the exclusive control of the expenditure of all monies collected for the library and deposited to the credit of the Library Fund and any gift or endowment funds provided for library purposes.

Section 2. An annual balanced budget of expected receipts and expenditures shall be prepared by the Library Director for the consideration of the Finance Committee and final approval by the Board within the time limits prescribed for inclusion in the annual levy and appropriations ordinances.

Section 3. After approval of the annual appropriation ordinance of the City of Des Plaines, the Board may by an annual resolution, authorize the Library Director to expend available funds for library purposes without prior approval of the Board, provided such expenditures do not exceed the limitations of applicable Illinois statutes requiring competitive bidding or prior approval of the Board, and such expenditures do not exceed the applicable line item amount authorized in the annual operating budget.

Section 4. Checks drawn on the library's accounts, exclusive of payroll checks, shall be brought to the Board of Trustees for approval at a scheduled monthly meeting and shall require at least two signatures: those of a Board officer and the Library Director, or when the Library Director is absent, either a Board officer and designated Department Head or two Board officers.

Section 5 The Treasurer shall cause a record of all receipts, disbursement and balances in any fund to be kept and maintained and provide monthly statements of the funds to the Board and the Library Director. At the end of the fiscal year an audit shall be performed by independent public accountants.

Article X ADMINISTRATION

The Library Director shall execute the policies adopted by the Board. The Director's duties shall include directing and supervising all staff members in their duties and proposing policies and procedures that promote the efficiency of Library operations and service to patrons.

Article XI PARLIAMENTARY AUTHORITY

Proceedings of all meetings shall be governed by Robert's Rules of Order Revised.

Article XII AMENDMENTS

These By-laws may be amended at any regular meeting by a two-thirds affirmative vote of a quorum of the members. A copy of the proposed amendment must accompany the call for the meeting.

Approved 5/21/91
Reviewed and Approved 3/20/95
Revised and Approved 04/15/97
Reviewed and Approved 04/21/98
Reviewed and Approved 04/20/99
Revised and Approved 12/19/00
Revised and Approved 06/19/01
Reviewed and Approved 01/15/02
Revised and Approved 07/20/04
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08
Revised and Approved 05/18/10
Reviewed and Approved 4/15/14

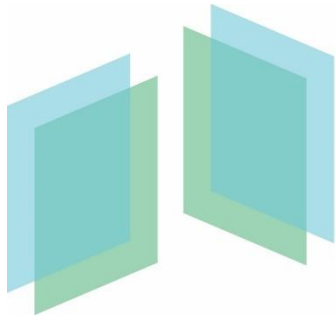


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A recording of the meeting will be published to the library's website within one week, as usual.



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

BOARD OF TRUSTEES MEETING

THURSDAY, AUGUST 19, 2021

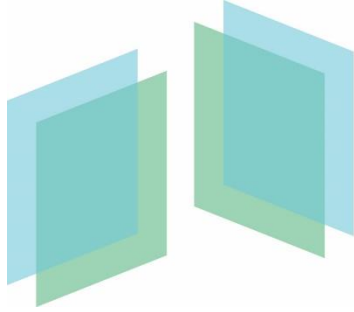
7:00 PM

By Electronic Remote

Agenda:

- **Report Out Management Committee Action**
- **Report Out Finance Committee Action**
- **Review and Approve 2022 Draft Library Budget Action**

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DES PLAINES PUBLIC LIBRARY

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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting **August 19, 2021** **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 22, 2021.
 - B. Acceptance of Financial Reports for July 2021.
 - 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 - \$448,783.72. [Action Item]
 - B. Approve Payment to Lyngsoe Systems for 35% of shipment on new sorter-\$50,286.25. [Action Item]
 - C. Report Out Management Committee – Denise Hudec. [Action Item]
 - D. Report Out Finance Committee – Kristen Graack. [Action Item]
 - E. Review and Approve 2022 Draft Library Budget. [Action Item]

- VII. Announcements. (7:45 p.m.)
- VIII. Correspondence.
- IX. Other
- X. Executive Session – To Discuss (7:50 p.m.)
 - A. Imminent or Probable Litigation.
- XI. Executive Session Action.
 - A. Imminent or Probable Litigation.
- XII. Adjournment. (8:15 p.m.)

This meeting will be recorded for television broadcast.



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DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
July 22, 2021

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 22, 2021. 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: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Michelle Shimon-Hutchison, Gregory Sarlo, Carol Kidd.

Absent: Christine Halblander, Vincent Rangel.

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Drew Langlie, Stephanie Spetter, Michelle Meyer-Edley, John Leach.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Shimon-Hutchison, Sarlo, NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

MOTION by Nicholas Harkovich, seconded by Michelle Shimon-Hutchison, to approve Consent Agenda, as presented. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Shimon-Hutchison, Sarlo, NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$126,152.91 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$126,152.91, as listed on the vendor checks report of June 2021 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, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- B. Approve EBSCO - \$25,999.14. [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment to EBSCO in the amount of \$5,999.14. ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Lester, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Christine Halblander entered the meeting at 4:13 p.m.

IX. ANNOUNCEMENTS.

Library Director Jo Bonell announced that library employee Steven Giese was awarded Reference Services by the Illinois Library Association. He will be honored at the 2021 ILA Annual Conference. Trustee Bruce Lester stated that Steven is an outstanding, customer service oriented, patient and kind librarian. Trustee Denise Hudec seconded that statement.

Library Director Jo Bonell mentioned that the Directors Report now included Comings & Goings and Grants & Donations.

X. CORRESPONDENCE.

None.

XI. OTHER.

President Sarlo stated that Executive Session would be postponed to the August 19, 2021 meeting.

The August board meeting will be held in Conference Room B.

XII ADJOURNMENT

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

Meeting adjourned at 4:25 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
July 31, 2021

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



August 12, 2021

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, 2021 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, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,577,141.36	\$ 2,045,013.60	\$ 4,622,154.96
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 8,658,632.05	\$ 2,045,013.60	\$ 10,703,645.65
LIABILITIES			
Accounts Payable	\$ 346,341.94	\$ 52,383.59	\$ 398,725.53
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	689,458.23	52,383.59	741,841.82
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,758,958.23	52,383.59	6,811,341.82
FUND BALANCE			
Fund Balance - Unreserved	1,864,923.02	1,992,630.01	3,857,553.03
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	1,899,673.82	1,992,630.01	3,892,303.83
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,658,632.05	\$ 2,045,013.60	\$ 10,703,645.65

Des Plaines Public Library

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

For the 7 Months Ended July 31, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,310,430.12	\$ -	\$ 3,310,430.12
Intergovernmental	51,494.00	-	51,494.00
Fines & Fees	7,673.98	-	7,673.98
Interest	719.22	534.36	1,253.58
Miscellaneous	26,755.29	-	26,755.29
Total Revenues	<u>3,397,072.61</u>	<u>534.36</u>	<u>3,397,606.97</u>
EXPENDITURES			
Personnel	\$ 1,603,910.13	\$ -	\$ 1,603,910.13
Operating	1,211,027.74	-	1,211,027.74
Library Materails	562,807.12	-	562,807.12
Capital Outlay	67,922.48	111,654.42	179,576.90
Other Expenditures	<u>64,500.32</u>	<u>-</u>	<u>64,500.32</u>
Total Expenditures	<u>3,511,367.79</u>	<u>111,654.42</u>	<u>3,623,022.21</u>
Net Change in Fund Balances	<u>(114,295.18)</u>	<u>(111,120.06)</u>	<u>(225,415.24)</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 1,899,673.82</u>	<u>\$ 1,992,630.01</u>	<u>\$ 3,892,303.83</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of July 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	545,557.13
202-1102015 - First Midwest Operating #8100292260	<u>74,132.17</u>
	<u>619,689.30</u>
201-1102028 - Cash Library Donations	<u>214,068.37</u>
201-1102079 - IL Funds - 151600222591	1,817,015.86
202-1102079 - IL Funds - 151600222591	<u>1,970,881.43</u>
	<u>3,787,897.29</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,622,154.96</u></u>

Des Plaines Public Library
Balance Sheet as of July 31, 2021

	<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	470,720.85	74,836.28	545,557.13
1102028 - Cash Library Donations	214,011.33	57.04	214,068.37
1102079 - IL Funds - 151600222591	2,267,222.13	(450,206.27)	1,817,015.86
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	9,033,945.00	(375,312.95)	8,658,632.05
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	89,212.93	257,129.01	346,341.94
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,501,829.22	257,129.01	6,758,958.23
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	2,013,969.00	0.00	2,013,969.00
 Total Liabilities and Fund Balance	 8,515,798.22	 257,129.01	 8,772,927.23
 Excess Revenues Over Expenses	 518,146.78	 (632,441.96)	 (114,295.18)

Des Plaines Public Library
Balance Sheet as of July 31, 2021

	<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	24,375.65	49,756.52	74,132.17
1102079 - IL Funds - 151600222591	2,020,604.78	(49,723.35)	1,970,881.43
	2,044,980.43	33.17	2,045,013.60
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	52,383.59	52,383.59
	0.00	52,383.59	52,383.59
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,103,750.07	52,383.59	2,156,133.66
Excess Revenues Over Expenses	(58,769.64)	(52,350.42)	(111,120.06)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

Des Plaines Public Library
Balance Sheet as of July 31, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,353,391.00)</u>	<u>0.00</u>	<u>(1,353,391.00)</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
Total Liabilities and Net Capital Assets	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</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, 2021**

_____ 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 2020	<u>0.00</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</u>
	<u>0.00</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	46,494.00	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	5,000.00	0.00	(5,000.00)	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>46,494.00</u>	<u>51,494.00</u>	<u>168,988.00</u>	<u>117,494.00</u>	<u>30.47</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	0.00	1,788.51	9,000.00	7,211.49	19.87
201-4850201 - Copying Fees	1,149.69	5,885.47	12,500.00	6,614.53	47.08
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>1,149.69</u>	<u>7,673.98</u>	<u>24,000.00</u>	<u>16,326.02</u>	<u>31.97</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>53.14</u>	<u>719.22</u>	<u>28,000.00</u>	<u>27,280.78</u>	<u>2.57</u>
	<u>53.14</u>	<u>719.22</u>	<u>28,000.00</u>	<u>27,280.78</u>	<u>2.57</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	846.29	22,083.45	50,000.00	27,916.55	44.17
201-4899910 - Vending Machine Revenue	84.10	250.45	500.00	249.55	50.09
201-4899920 - Library Donations	50.00	355.00	5,000.00	4,645.00	7.10
201-4899940 - Friends Book Sale	<u>722.25</u>	<u>4,066.39</u>	<u>0.00</u>	<u>(4,066.39)</u>	<u>0.00</u>
	<u>1,702.64</u>	<u>26,755.29</u>	<u>55,500.00</u>	<u>28,744.71</u>	<u>48.21</u>
Total Library Fund	<u><u>49,399.47</u></u>	<u><u>3,397,072.61</u></u>	<u><u>6,386,488.00</u></u>	<u><u>2,989,415.39</u></u>	<u><u>53.19</u></u>

Des Plaines Public Library
 Revenue Report
 For the 7 Months Ended July 31, 2021

	<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>33.17</u>	<u>534.36</u>	<u>17,000.00</u>	<u>16,465.64</u>	<u>3.14</u>
	<u>33.17</u>	<u>534.36</u>	<u>17,000.00</u>	<u>16,465.64</u>	<u>3.14</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>33.17</u>	<u>534.36</u>	<u>517,000.00</u>	<u>516,465.64</u>	<u>0.10</u>
Total of All Funds	<u>49,432.64</u>	<u>3,397,606.97</u>	<u>6,903,488.00</u>	<u>3,505,881.03</u>	<u>49.22</u>

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2021**

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	217,606.10	1,257,084.01	2,483,313.00	1,226,228.99	50.62
5910200 - Part-time Salaries	<u>76,856.97</u>	<u>346,826.12</u>	<u>830,211.00</u>	<u>483,384.88</u>	<u>41.78</u>
	<u>294,463.07</u>	<u>1,603,910.13</u>	<u>3,313,524.00</u>	<u>1,709,613.87</u>	<u>48.40</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	21,590.31	118,051.27	240,329.00	122,277.73	49.12
5918021 - Employer Contribution - IMRF	11,440.49	116,232.85	290,885.00	174,652.15	39.96
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	54,340.31	206,003.81	410,610.00	204,606.19	50.17
5918051 - HMO Insurance Premiums	27,993.50	84,778.16	208,034.00	123,255.84	40.75
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>11,940.00</u>	<u>14,000.00</u>	<u>2,060.00</u>	<u>85.29</u>
	<u>115,364.61</u>	<u>545,332.74</u>	<u>1,200,744.00</u>	<u>655,411.26</u>	<u>45.42</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	690.00	30,000.00	29,310.00	2.30
5920110 - Professional Services	75,720.60	288,089.69	464,296.00	176,206.31	62.05
5920120 - Communication Services	585.77	7,476.74	19,100.00	11,623.26	39.15
5920140 - Integrated Library System	22,128.03	66,131.43	88,010.00	21,878.57	75.14
5920202 - Conferences	0.00	1,158.88	5,000.00	3,841.12	23.18
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	0.00	29,182.44	51,000.00	21,817.56	57.22
5920220 - Membership Dues	360.00	6,251.09	6,400.00	148.91	97.67
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	46,314.58	57,000.00	10,685.42	81.25
5930010 - R&M Equipment	7,797.77	60,032.15	58,635.00	(1,397.15)	102.38
5930020 - R&M Buildings & Structures	13,602.81	52,380.80	131,325.00	78,944.20	39.89
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	0.00	9,925.33	25,600.00	15,674.67	38.77
5930320 - Cleaning/Custodial Services	0.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	2,520.00	7,000.00	4,480.00	36.00
5960040 - Pre-Employment Testing	205.00	497.00	3,000.00	2,503.00	16.57
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	1,663.30	36,355.18	51,500.00	15,144.82	70.59
5960990 - Misc. Contractual Services	<u>7,769.02</u>	<u>46,394.90</u>	<u>101,025.00</u>	<u>54,630.10</u>	<u>45.92</u>
	<u>130,192.30</u>	<u>665,695.00</u>	<u>1,175,116.00</u>	<u>509,421.00</u>	<u>56.65</u>
<u>Commodities</u>					
5970100 - Supplies	382.97	5,884.32	41,000.00	35,115.68	14.35
5970110 - Meals	173.97	792.13	1,500.00	707.87	52.81
5970115 - Supplies - Dept/Other	1,937.33	14,140.75	66,100.00	51,959.25	21.39
5970170 - Janitorial	7,053.85	22,098.47	18,600.00	(3,498.47)	118.81
5970260 - Postage & Parcel	0.00	5,420.49	6,000.00	579.51	90.34

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	0.00	1,854.99	10,000.00	8,145.01	18.55
5970600 - Ebooks/Books	40,692.10	189,410.43	368,000.00	178,589.57	51.47
5970610 - E-audio/Audio	14,124.70	42,093.42	80,000.00	37,906.58	52.62
5970620 - E-Subscriptions/Subscriptions	5,168.74	42,242.74	68,430.00	26,187.26	61.73
5970630 - Visual Materials	18,294.96	78,424.10	167,000.00	88,575.90	46.96
5970640 - Databases	18,173.01	147,474.31	185,000.00	37,525.69	79.72
5970810 - Natural Gas	1,784.95	9,428.68	22,000.00	12,571.32	42.86
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>3,542.29</u>	<u>5,900.00</u>	<u>2,357.71</u>	<u>60.04</u>
	<u>107,786.58</u>	<u>562,807.12</u>	<u>1,039,830.00</u>	<u>477,022.88</u>	<u>54.12</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	269.12	6,556.87	6,310.00	(246.87)	103.91
5980410 - Computer Hardware	0.00	8,280.44	6,800.00	(1,480.44)	121.77
5980420 - Computer Software	31,059.00	51,802.77	44,495.00	(7,307.77)	116.42
5980600 - Furniture & Fixtures	<u>1,282.40</u>	<u>1,282.40</u>	<u>2,700.00</u>	<u>1,417.60</u>	<u>47.50</u>
	<u>32,610.52</u>	<u>67,922.48</u>	<u>60,305.00</u>	<u>(7,617.48)</u>	<u>112.63</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	702.10	60,433.93	73,000.00	12,566.07	82.79
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>722.25</u>	<u>4,066.39</u>	<u>0.00</u>	<u>(4,066.39)</u>	<u>0.00</u>
	<u>1,424.35</u>	<u>64,500.32</u>	<u>633,000.00</u>	<u>568,499.68</u>	<u>10.19</u>
 Total Library Fund Expenditures	 <u>681,841.43</u>	 <u>3,511,367.79</u>	 <u>7,422,519.00</u>	 <u>3,911,151.21</u>	 <u>47.31</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	36,500.00	36,500.00	0.00
5980400 - Equipment	51,181.25	82,557.95	157,420.00	74,862.05	52.44
5980410 - Computer Hardware	1,202.34	23,842.34	30,900.00	7,057.66	77.16
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>52,383.59</u>	<u>111,654.42</u>	<u>239,980.00</u>	<u>128,325.58</u>	<u>46.53</u>
 Total Capital Projects Fund Expenditures	 <u>52,383.59</u>	 <u>111,654.42</u>	 <u>279,980.00</u>	 <u>168,325.58</u>	 <u>39.88</u>
 Total of All Funds	 <u>734,225.02</u>	 <u>3,623,022.21</u>	 <u>7,702,499.00</u>	 <u>4,079,476.79</u>	 <u>47.04</u>

Des Plaines Public Library

Check List

All Bank Accounts

July 16, 2021 - August 19, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18755	08/19/21	ANDREW LANGLEIE	125.00
18756	08/19/21	ANDREW TROTTER	135.00
18757	08/19/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	645.79
18758	08/19/21	AUTOMATED LOGIC, INC.	4,734.00
18759	08/19/21	BAKER & TAYLOR	7,122.29
18760	08/19/21	BAKER & TAYLOR	12,490.47
18761	08/19/21	BARRY BAUMAN	175.00
18762	08/19/21	CDW GOVERNMENT	15,166.48
18763	08/19/21	CENGAGE LEARNING/GALE	3,670.97
18764	08/19/21	CHILDREN'S PLUS, INC.	1,884.76
18765	08/19/21	CITY OF DES PLAINES -	5,480.00
18766	08/19/21	COLLEY ELEVATOR COMPANY	1,959.00
18767	08/19/21	CONSUMERS CHECKBOOK	275.00
18768	08/19/21	COOPERATIVE COMPUTER SERVICES	22,128.03
18769	08/19/21	COSTCO MEMBERSHIP	60.00
18770	08/19/21	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18771	08/19/21	CUSTOM EDUCATION SOLUTIONS	795.98
18772	08/19/21	D&Z HOUSE OF BOOKS	3,922.73
18773	08/19/21	D.K. AGENCIES (P) LTD.	500.00
18774	08/19/21	DE LAGE LANDEN FIANACIAL SERVICES	0.70
18775	08/19/21	Dow Jones & Company INC.	1,500.00
18776	08/19/21	EBSCO INFORMATION SERVICES	2,399.73
18777	08/19/21	FINDAWAY WORLD LLC	3,251.53
18778	08/19/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18779	08/19/21	GOVCONNECTION INC	1,202.34
18780	08/19/21	ILLINOIS LIBRARY ASSOCIATION	100.00
18781	08/19/21	INFORMATION TODAY, INC.	319.73
18782	08/19/21	InfoUSA Marketing, Inc.,	9,000.00
18783	08/19/21	INSIGHT PUBLIC SECTOR, INC.	194.62
18784	08/19/21	ITSAVVY LLC	1,578.00
18785	08/19/21	Joseph Stuart Craig	160.00
18786	08/19/21	LAUTERBACH & AMEN, LLP.	3,400.00
18787	08/19/21	LIBRARY IDEAS LLC	7,250.00
18788	08/19/21	LIMRICC	92,937.68
18789	08/19/21	LYNGSOE SYSTEMS, INC	55,286.25
18790	08/19/21	MATTHEW BENDER & CO, INC	191.10
18791	08/19/21	MIDWEST TAPE	9,000.00
18792	08/19/21	MIDWEST TAPE	11,543.18
18793	08/19/21	MULTICULTURAL BOOKS & VIDEOS	267.80
18794	08/19/21	OAKBROOK MECHANICAL SERVICES	5,908.34
18795	08/19/21	OUTSOURCE SOLUTIONS GROUP, INC.	81,908.70
18796	08/19/21	OVERDRIVE, INC.	12,968.29
18797	08/19/21	PARTITION PROS	1,607.47
18798	08/19/21	PHYSICIANS IMMEDIATE CARE CHICAGO	205.00
18799	08/19/21	PRONUNCIATOR	1,850.00
18800	08/19/21	PROQUEST LLC	2,065.86
18801	08/19/21	RAINBOW BOOK COMPANY	44.86
18802	08/19/21	ROTARY CLUB OF RIVER CITIES	100.00
18803	08/19/21	SIDECAR PUBLICATIONS LLC	348.00
18804	08/19/21	SUSAN MADDOX	200.00
18805	08/19/21	TAKEFORM	1,282.40
18806	08/19/21	THOMAS KLISE/CRIMSON MULTIMEDIA	1,863.97
18807	08/19/21	THOMSON REUTERS-WEST	21.86
18808	08/19/21	TODAY'S BUSINESS SOLUTIONS INC	920.12
18809	08/19/21	ZOOBEAN INC	1,295.00
18810	08/19/21	ALGONQUIN MIDDLE SCHOOL	30.00
51810	07/31/21	IMRF	32,575.12

Des Plaines Public Library

Check List

All Bank Accounts

July 16, 2021 - August 19, 2021

Check Number	Check Date	Payee	Amount
51811	07/31/21	NICOR GAS	751.30
51812	07/22/21	VERIZON WIRELESS	1,033.65
51813	07/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	722.25
51814	07/31/21	NICOR GAS	1,033.65
51815	07/31/21	BANKCARD SERVICES	13,942.22
Vendor Check Total			<u>448,783.72</u>
Check List Total			<u><u>448,783.72</u></u>

Check count = 62

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANDREW LANGLIE				18755	08/19/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	INV# July 22, 2021	125.00			
ANDREW TROTTER				18756	08/19/21	<u>135.00</u>
201-5960210	Special Event Programming	Teen Dungeons and Dragons	135.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18757	08/19/21	<u>645.79</u>
201-5960990	Misc. Contractual Services	INV# 11600	320.00			
201-5960990	Misc. Contractual Services	INV# 11759	325.79			
AUTOMATED LOGIC, INC.				18758	08/19/21	<u>4,734.00</u>
201-5930020	R&M Buildings & Structures	INV# 339221	4,734.00			
BAKER & TAYLOR				18759	08/19/21	<u>7,122.29</u>
201-5970600	Ebooks/Books	INV# 2036116323	13.56			
201-5970600	Ebooks/Books	INV# 2036091438	495.77			
201-5960990	Misc. Contractual Services	INV# 2036102233	61.43			
201-5970600	Ebooks/Books	INV# 2036102232	713.91			
201-5970600	Ebooks/Books	INV# 2036112310	531.81			
201-5960990	Misc. Contractual Services	INV# 2036112311	40.18			
201-5960990	Misc. Contractual Services	INV# 2036067797	77.48			
201-5970600	Ebooks/Books	INV# 2036067796	856.71			
201-5970600	Ebooks/Books	INV# 2036061483	839.90			
201-5960990	Misc. Contractual Services	INV# 2036061484	56.22			
201-5970600	Ebooks/Books	INV# 2036057307	324.45			
201-5960990	Misc. Contractual Services	INV# 2036057308	27.08			
201-5970600	Ebooks/Books	INV# 2036089159	300.99			
201-5970600	Ebooks/Books	INV# 2036084374	104.02			
201-5970600	Ebooks/Books	INV# 2036078426	59.64			
201-5970600	Ebooks/Books	INV# 2036084366	1,012.94			
201-5960990	Misc. Contractual Services	INV# 2036084367	69.83			
201-5970600	Ebooks/Books	INV# 2036076443	1,429.31			
201-5960990	Misc. Contractual Services	INV# 2036076444	107.06			
BAKER & TAYLOR				18760	08/19/21	<u>12,490.47</u>
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.86			
201-5970600	Ebooks/Books	BAKER & TAYLOR	30.66			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.29			
201-5970600	Ebooks/Books	BAKER & TAYLOR	10.17			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	5.98			
201-5970600	Ebooks/Books	BAKER & TAYLOR	19.11			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	1.09			
201-5970600	Ebooks/Books	BAKER & TAYLOR	5.97			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	6.14			
201-5970600	Ebooks/Books	BAKER & TAYLOR	51.59			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	20.93			
201-5970600	Ebooks/Books	BAKER & TAYLOR	77.08			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	45.91			
201-5970600	Ebooks/Books	BAKER & TAYLOR	116.53			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	18.43			
201-5970600	Ebooks/Books	BAKER & TAYLOR	137.66			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	78.33			
201-5970600	Ebooks/Books	BAKER & TAYLOR	874.30			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	27.10			
201-5970600	Ebooks/Books	BAKER & TAYLOR	161.12			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	11.41			
201-5970600	Ebooks/Books	BAKER & TAYLOR	75.48			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	15.73			
201-5970600	Ebooks/Books	BAKER & TAYLOR	129.34			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	49.50			
201-5970600	Ebooks/Books	BAKER & TAYLOR	549.52			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	23.38			
201-5970600	Ebooks/Books	BAKER & TAYLOR	200.67			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.29			
201-5970600	Ebooks/Books	BAKER & TAYLOR	10.16			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	26.32			
201-5970600	Ebooks/Books	BAKER & TAYLOR	61.51			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	23.01			
201-5970600	Ebooks/Books	BAKER & TAYLOR	186.17			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	7.00			
201-5970600	Ebooks/Books	BAKER & TAYLOR	343.31			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	40.62			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	37.42			
201-5970600	Ebooks/Books	BAKER & TAYLOR	503.07			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	11.58			
201-5970600	Ebooks/Books	BAKER & TAYLOR	96.46			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	1.09			
201-5970600	Ebooks/Books	BAKER & TAYLOR	6.77			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.56			
201-5970600	Ebooks/Books	BAKER & TAYLOR	18.15			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	12.26			
201-5970600	Ebooks/Books	BAKER & TAYLOR	60.96			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	13.36			
201-5970600	Ebooks/Books	BAKER & TAYLOR	115.64			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	0.94			
201-5970600	Ebooks/Books	BAKER & TAYLOR	17.03			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	18.49			
201-5970600	Ebooks/Books	BAKER & TAYLOR	142.25			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	64.09			
201-5970600	Ebooks/Books	BAKER & TAYLOR	786.96			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	30.95			
201-5970600	Ebooks/Books	BAKER & TAYLOR	123.43			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.71			
201-5970600	Ebooks/Books	BAKER & TAYLOR	31.23			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	7.92			
201-5970600	Ebooks/Books	BAKER & TAYLOR	89.15			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	36.22			
201-5970600	Ebooks/Books	BAKER & TAYLOR	297.81			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	34.91			
201-5970600	Ebooks/Books	BAKER & TAYLOR	315.68			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	16.45			
201-5970600	Ebooks/Books	BAKER & TAYLOR	41.18			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	6.43			
201-5970600	Ebooks/Books	BAKER & TAYLOR	20.33			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	2.18			
201-5970600	Ebooks/Books	BAKER & TAYLOR	17.93			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	11.90			
201-5970600	Ebooks/Books	BAKER & TAYLOR	381.81			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	19.87			
201-5970600	Ebooks/Books	BAKER & TAYLOR	164.95			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	28.11			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	BAKER & TAYLOR	142.30			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	1.78			
201-5970600	Ebooks/Books	BAKER & TAYLOR	11.35			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	26.91			
201-5970600	Ebooks/Books	BAKER & TAYLOR	73.69			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	5.79			
201-5970600	Ebooks/Books	BAKER & TAYLOR	45.98			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	5.14			
201-5970600	Ebooks/Books	BAKER & TAYLOR	60.94			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	5.45			
201-5970600	Ebooks/Books	BAKER & TAYLOR	51.51			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.56			
201-5970600	Ebooks/Books	BAKER & TAYLOR	28.95			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	5.98			
201-5970600	Ebooks/Books	BAKER & TAYLOR	24.50			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	28.11			
201-5970600	Ebooks/Books	BAKER & TAYLOR	147.29			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	33.92			
201-5970600	Ebooks/Books	BAKER & TAYLOR	338.41			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	11.58			
201-5970600	Ebooks/Books	BAKER & TAYLOR	92.00			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	9.21			
201-5970600	Ebooks/Books	BAKER & TAYLOR	76.60			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	22.41			
201-5970600	Ebooks/Books	BAKER & TAYLOR	190.68			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	10.97			
201-5970600	Ebooks/Books	BAKER & TAYLOR	89.33			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.24			
201-5970600	Ebooks/Books	BAKER & TAYLOR	30.67			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	26.32			
201-5970600	Ebooks/Books	BAKER & TAYLOR	69.30			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	10.97			
201-5970600	Ebooks/Books	BAKER & TAYLOR	94.18			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	9.65			
201-5970600	Ebooks/Books	BAKER & TAYLOR	87.85			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	31.78			
201-5970600	Ebooks/Books	BAKER & TAYLOR	138.45			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	19.37			
201-5970600	Ebooks/Books	BAKER & TAYLOR	162.18			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	1.93			
201-5970600	Ebooks/Books	BAKER & TAYLOR	15.90			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	14.09			
201-5970600	Ebooks/Books	BAKER & TAYLOR	108.46			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	4.36			
201-5970600	Ebooks/Books	BAKER & TAYLOR	44.88			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.27			
201-5970600	Ebooks/Books	BAKER & TAYLOR	48.12			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	3.29			
201-5970600	Ebooks/Books	BAKER & TAYLOR	10.16			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	1.93			
201-5970600	Ebooks/Books	BAKER & TAYLOR	14.76			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	27.02			
201-5970600	Ebooks/Books	BAKER & TAYLOR	216.87			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	31.40			
201-5970600	Ebooks/Books	BAKER & TAYLOR	134.48			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	28.95			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	BAKER & TAYLOR	228.94			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	6.07			
201-5970600	Ebooks/Books	BAKER & TAYLOR	84.25			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	14.95			
201-5970600	Ebooks/Books	BAKER & TAYLOR	69.48			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	14.95			
201-5970600	Ebooks/Books	BAKER & TAYLOR	47.19			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	43.76			
201-5970600	Ebooks/Books	BAKER & TAYLOR	357.03			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	103.75			
201-5970600	Ebooks/Books	BAKER & TAYLOR	776.47			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	2.82			
201-5970600	Ebooks/Books	BAKER & TAYLOR	24.38			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	45.89			
201-5970600	Ebooks/Books	BAKER & TAYLOR	611.43			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	1.93			
201-5970600	Ebooks/Books	BAKER & TAYLOR	15.34			
201-5960990	Misc. Contractual Services	BAKER & TAYLOR	19.74			
201-5970600	Ebooks/Books	BAKER & TAYLOR	40.03			
BARRY BAUMAN				18761	08/19/21	<u>175.00</u>
201-5960210	Special Event Programming	BARRY BAUMAN - The Demise of Mary Lincoln	175.00			
CDW GOVERNMENT				18762	08/19/21	<u>15,166.48</u>
201-5980420	Computer Software	INV# G308255	14,694.00			
201-5960990	Misc. Contractual Services	INV# H295278	472.48			
CENGAGE LEARNING/GALE				18763	08/19/21	<u>3,670.97</u>
201-5970640	Databases	INV# 74614597	2,501.58			
201-5970620	E-Subscriptions/Subscriptions	INV# 74579026	1,169.39			
CHILDREN'S PLUS, INC.				18764	08/19/21	<u>1,884.76</u>
201-5970600	Ebooks/Books	INV# 199969	18.35			
201-5970600	Ebooks/Books	INV# 200377	361.81			
201-5970600	Ebooks/Books	INV# 200375	90.57			
201-5970600	Ebooks/Books	INV# 200378	37.72			
201-5970600	Ebooks/Books	INV# 199957	21.41			
201-5970600	Ebooks/Books	INV# 200137	17.33			
201-5970600	Ebooks/Books	INV# 200376	205.93			
201-5970600	Ebooks/Books	INV# 200699	10.19			
201-5970600	Ebooks/Books	INV# 200346	91.49			
201-5970600	Ebooks/Books	INV# 200761	90.74			
201-5970600	Ebooks/Books	INV# 201231	22.43			
201-5970600	Ebooks/Books	INV# 200922	36.70			
201-5970600	Ebooks/Books	INV# 201121	55.05			
201-5970600	Ebooks/Books	INV# 200992	128.44			
201-5970600	Ebooks/Books	INV# 200920	155.99			
201-5970600	Ebooks/Books	INV# 200993	203.90			
201-5970600	Ebooks/Books	INV# 200921	281.78			
201-5970600	Ebooks/Books	INV# 200923	54.93			
CITY OF DES PLAINES -				18765	08/19/21	<u>5,480.00</u>
201-5920110	Professional Services	INV# 2021-00000008	580.00			
201-5920110	Professional Services	INV# 2021-00000009	4,900.00			
COLLEY ELEVATOR COMPANY				18766	08/19/21	<u>1,959.00</u>

Des Plaines Public Library**Vendor Checks Report**

First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 214354	606.00			
201-5930020	R&M Buildings & Structures	INV# 211062	141.00			
201-5930020	R&M Buildings & Structures	INV# 210670	606.00			
201-5930020	R&M Buildings & Structures	INV# 213137	606.00			
CONSUMERS CHECKBOOK						
201-5970640	Databases	INV# CHI1170172E2021	275.00	18767	08/19/21	<u>275.00</u>
COOPERATIVE COMPUTER SERVICES						
201-5920140	Integrated Library System	INV# 1857	22,128.03	18768	08/19/21	<u>22,128.03</u>
COSTCO MEMBERSHIP						
201-5920220	Membership Dues	COSTCO MEMBERSHIP	60.00	18769	08/19/21	<u>60.00</u>
CRYSTAL MAINTENANCE SERVICES CORP						
201-5970170	Janitorial	INV# 27612	4,892.50	18770	08/19/21	<u>4,892.50</u>
CUSTOM EDUCATION SOLUTIONS						
201-5970600	Ebooks/Books	INV# SI0001128	795.98	18771	08/19/21	<u>795.98</u>
D&Z HOUSE OF BOOKS						
201-5970600	Ebooks/Books	INV# 2021/I147196	3,254.23	18772	08/19/21	<u>3,922.73</u>
201-5970620	E-Subscriptions/Subscriptions	INV# 2021-I147288	668.50			
D.K. AGENCIES (P) LTD.						
201-5970600	Ebooks/Books	INV# DKBF-170-21	500.00	18773	08/19/21	<u>500.00</u>
DE LAGE LANDEN FIANACIAL SERVICES						
201-5930010	R&M Equipment	INV# 73095693	0.70	18774	08/19/21	<u>0.70</u>
Dow Jones & Company INC.						
201-5970640	Databases	INV# 96988134	1,500.00	18775	08/19/21	<u>1,500.00</u>
EBSCO INFORMATION SERVICES						
201-5970620	E-Subscriptions/Subscriptions	INV# 1634636	992.71	18776	08/19/21	<u>2,399.73</u>
201-5970620	E-Subscriptions/Subscriptions	INV# 1626310	-21.98			
201-5970620	E-Subscriptions/Subscriptions	INV# 1637269	10.00			
201-5970620	E-Subscriptions/Subscriptions	INV# 1635932	349.00			
201-5970620	E-Subscriptions/Subscriptions	INV# 1635537	1,070.00			
FINDAWAY WORLD LLC						
201-5970610	E-audio/Audio	INV# 359026	334.93	18777	08/19/21	<u>3,251.53</u>
201-5970610	E-audio/Audio	INV# 357676	1,466.70			
201-5970600	Ebooks/Books	INV# 357677	709.95			
201-5970600	Ebooks/Books	INV# 357601	739.95			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES						
201-5930490	Refuse Contract	INV# 5602894	360.00	18778	08/19/21	<u>360.00</u>
GOVCONNECTION INC						
202-5980410	Computer Hardware	INV# 60787327 & 60780144	1,131.32	18779	08/19/21	<u>1,202.34</u>
202-5980410	Computer Hardware	INV# 71580381	71.02			
ILLINOIS LIBRARY ASSOCIATION						
201-5920220	Membership Dues	INV# 202612	100.00	18780	08/19/21	<u>100.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
INFORMATION TODAY, INC.				18781	08/19/21	<u>319.73</u>
201-5970640	Databases	INV# 1730461-B1	319.73			
InfoUSA Marketing, Inc.,				18782	08/19/21	<u>9,000.00</u>
201-5970640	Databases	INV# 10003867631	7,000.00			
201-5970640	Databases	INV# 10003866535	2,000.00			
INSIGHT PUBLIC SECTOR, INC.				18783	08/19/21	<u>194.62</u>
201-5970115	Supplies - Dept/Other	INV# 1100856327	57.94			
201-5970115	Supplies - Dept/Other	INV# 1100854161	136.68			
ITSAVVY LLC				18784	08/19/21	<u>1,578.00</u>
201-5970115	Supplies - Dept/Other	INV# 01283213	354.00			
201-5970100	Supplies	INV# 01282991	270.00			
202-5980400	Equipment	INV# 01284021	895.00			
201-5970115	Supplies - Dept/Other	INV# 01280606	59.00			
Joseph Stuart Craig				18785	08/19/21	<u>160.00</u>
201-5960210	Special Event Programming	Back to School concert	160.00			
LAUTERBACH & AMEN, LLP.				18786	08/19/21	<u>3,400.00</u>
201-5920110	Professional Services	INV# 56435	1,600.00			
201-5920110	Professional Services	INV# 57782	1,600.00			
201-5920110	Professional Services	INV# 57330	200.00			
LIBRARY IDEAS LLC				18787	08/19/21	<u>7,250.00</u>
201-5970610	E-audio/Audio	INV# 83421	7,250.00			
LIMRICC				18788	08/19/21	<u>92,937.68</u>
201-2401002	Payroll Liabilities	AUGUST 2021	47,249.91			
201-2401002	Payroll Liabilities	JULY 2021	45,687.77			
LYNGSOE SYSTEMS, INC				18789	08/19/21	<u>55,286.25</u>
201-5930010	R&M Equipment	INV# 004262	2,500.00			
201-5930010	R&M Equipment	INV# 004261	2,500.00			
202-5980400	Equipment	INV# 004309	50,286.25			
MATTHEW BENDER & CO, INC				18790	08/19/21	<u>191.10</u>
201-5970640	Databases	INV# 2606121X	191.10			
MIDWEST TAPE				18791	08/19/21	<u>9,000.00</u>
201-5970630	Visual Materials	INV# 500796716	9,000.00			
MIDWEST TAPE				18792	08/19/21	<u>11,543.18</u>
201-5960990	Misc. Contractual Services	INV# 500782448	22.75			
201-5970630	Visual Materials	INV# 500782448	154.43			
201-5960990	Misc. Contractual Services	INV# 500782449	14.80			
201-5970610	E-audio/Audio	INV# 500782449	332.92			
201-5960990	Misc. Contractual Services	INV# 500782446	58.00			
201-5970610	E-audio/Audio	INV# 500782446	176.55			
201-5960990	Misc. Contractual Services	INV# 500785080	83.00			
201-5970630	Visual Materials	INV# 500785080	500.77			
201-5970610	E-audio/Audio	INV# 500750480	415.93			
201-5970630	Visual Materials	INV# 500750481	23.98			
201-5960990	Misc. Contractual Services	INV# 500766382	34.65			
201-5970610	E-audio/Audio	INV# 500766382	111.81			

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# 500766380	53.25			
201-5970630	Visual Materials	INV# 500766280	326.62			
201-5960990	Misc. Contractual Services	INV# 500765929	51.80			
201-5970610	E-audio/Audio	INV# 500765929	1,197.72			
201-5960990	Misc. Contractual Services	INV# 500766381	152.80			
201-5970630	Visual Materials	INV# 500766381	931.10			
201-5960990	Misc. Contractual Services	INV# 500694131	15.40			
201-5970610	E-audio/Audio	INV# 500694131	48.11			
201-5960990	Misc. Contractual Services	INV# 500694099	133.95			
201-5970630	Visual Materials	INV# 500694099	743.64			
201-5960990	Misc. Contractual Services	INV# 500710643	7.40			
201-5970610	E-audio/Audio	INV# 500710643	162.96			
201-5960990	Misc. Contractual Services	INV# 500710644	176.55			
201-5970630	Visual Materials	INV# 500710644	573.39			
201-5960990	Misc. Contractual Services	INV# 500710645	3.85			
201-5970610	E-audio/Audio	INV# 500710645	11.24			
201-5970630	Visual Materials	INV# 500701329	104.96			
201-5970610	E-audio/Audio	INV# 500701328	55.99			
201-5970630	Visual Materials	INV# 500724742	305.15			
201-5970610	E-audio/Audio	INV# 500724741	375.94			
201-5960990	Misc. Contractual Services	INV# 500647852	54.65			
201-5970610	E-audio/Audio	INV# 500647852	154.81			
201-5960990	Misc. Contractual Services	INV# 500647851	97.35			
201-5970630	Visual Materials	INV# 500647851	509.77			
201-5960990	Misc. Contractual Services	INV# 500647850	16.25			
201-5970630	Visual Materials	INV# 500647850	117.95			
201-5960990	Misc. Contractual Services	INV# 500644659	29.60			
201-5970610	E-audio/Audio	INV# 500644659	624.84			
201-5970610	E-audio/Audio	INV# 500675283	679.89			
201-5960990	Misc. Contractual Services	INV# 500694133	52.00			
201-5970630	Visual Materials	INV# 500964133	333.36			
201-5960990	Misc. Contractual Services	INV# 500694130	7.40			
201-5970610	E-audio/Audio	INV# 500694130	137.96			
201-5960990	Misc. Contractual Services	INV# 500678845	16.65			
201-5970610	E-audio/Audio	INV# 500678845	367.91			
201-5960990	Misc. Contractual Services	INV# 500678846	65.00			
201-5970630	Visual Materials	INV# 500678846	362.83			
201-5960990	Misc. Contractual Services	INV# 500678849	39.40			
201-5970630	Visual Materials	INV# 500678849	197.15			
201-5960990	Misc. Contractual Services	INV# 500678847	69.55			
201-5970610	E-audio/Audio	INV# 500678847	205.47			
201-5970630	Visual Materials	INV# 500681765	41.98			
MULTICULTURAL BOOKS & VIDEOS				18793	08/19/21	<u>267.80</u>
201-5970600	Ebooks/Books	INV# 21-0492	267.80			
OAKBROOK MECHANICAL SERVICES				18794	08/19/21	<u>5,908.34</u>
201-5930020	R&M Buildings & Structures	INV# 26232	2,954.17			
201-5930020	R&M Buildings & Structures	INV# 26565	2,954.17			
OUTSOURCE SOLUTIONS GROUP, INC.				18795	08/19/21	<u>81,908.70</u>
201-5980420	Computer Software	INV# 60822	592.12			
201-5980420	Computer Software	INV# 60304	592.12			
201-5980420	Computer Software	INV# 61127	119.99			
201-5960990	Misc. Contractual Services	INV# 60358	350.00			
201-5960990	Misc. Contractual Services	INV# 61061	350.00			

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Vendor Checks Report

First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5920110	Professional Services	INV# 60532	33,420.30			
201-5920110	Professional Services	INV# 61098	33,420.30			
201-5960990	Misc. Contractual Services	INV# 60623	1,500.00			
201-5980420	Computer Software	INV# 60561	10,363.87			
201-5980420	Computer Software	INV# 60557	1,200.00			
OVERDRIVE, INC.				18796	08/19/21	<u>12,968.29</u>
201-5970600	Ebooks/Books	INV# 01018MA21280770	7,591.90			
201-5970600	Ebooks/Books	INV# 01018MA21279745	137.97			
201-5970600	Ebooks/Books	INV# 01018CP21278583	835.55			
201-5970600	Ebooks/Books	INV# 01018CP21306475	890.29			
201-5970600	Ebooks/Books	INV# 01018MA21308984	2,892.63			
201-5970600	Ebooks/Books	INV# 01018MA21307507	619.95			
PARTITION PROS				18797	08/19/21	<u>1,607.47</u>
201-5930020	R&M Buildings & Structures	inv# 2906	1,607.47			
PHYSICIANS IMMEDIATE CARE CHICAGO				18798	08/19/21	<u>205.00</u>
201-5960040	Pre-Employment Testing	INV# 4213006	205.00			
PRONUNCIATOR				18799	08/19/21	<u>1,850.00</u>
201-5970640	Databases	INV# 25701	1,850.00			
PROQUEST LLC				18800	08/19/21	<u>2,065.86</u>
201-5970640	Databases	INV# 70673113	2,065.86			
RAINBOW BOOK COMPANY				18801	08/19/21	<u>44.86</u>
201-5970600	Ebooks/Books	INV# 200700	44.86			
ROTARY CLUB OF RIVER CITIES				18802	08/19/21	<u>100.00</u>
201-5920220	Membership Dues	INV# 774	100.00			
SIDECAR PUBLICATIONS LLC				18803	08/19/21	<u>348.00</u>
201-5980420	Computer Software	INV# INV-2497	348.00			
SUSAN MADDOX				18804	08/19/21	<u>200.00</u>
201-5960210	Special Event Programming	Knife Skills	200.00			
TAKEFORM				18805	08/19/21	<u>1,282.40</u>
201-5980600	Furniture & Fixtures	INV# 104508	1,282.40			
THOMAS KLISE/CRIMSON MULTIMEDIA				18806	08/19/21	<u>1,863.97</u>
201-5970630	Visual Materials	INV# 005878	235.18			
201-5970630	Visual Materials	INV# 005880	443.68			
201-5970630	Visual Materials	INV# 005879	120.00			
201-5970630	Visual Materials	INV# 006015	74.11			
201-5970630	Visual Materials	INV# 006017	61.22			
201-5970630	Visual Materials	INV# 006016	40.00			
201-5970630	Visual Materials	INV# 005945	586.37			
201-5970630	Visual Materials	INV# 005946	303.41			
THOMSON REUTERS-WEST				18807	08/19/21	<u>21.86</u>
201-5970640	Databases	INV# 844695005	21.86			
TODAY'S BUSINESS SOLUTIONS INC				18808	08/19/21	<u>920.12</u>
201-5930010	R&M Equipment	INV# 12175	651.00			

Des Plaines Public Library

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First Midwest Operating

July 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5980400	Equipment	INV# 071921-19	115.84			
201-5980400	Equipment	INV# 011821-35	153.28			
ZOUBEAN INC				18809	08/19/21	<u>1,295.00</u>
201-5980420	Computer Software	INV# 17418	1,295.00			
ALGONQUIN MIDDLE SCHOOL				18810	08/19/21	<u>30.00</u>
201-5970600	Ebooks/Books	ALGONQUIN MIDDLE SCHOOL	30.00			
					Check List Total	<u><u>398,725.53</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

July 1, 2021 - July 31, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51810	07/31/21	IMRF	32,575.12
51811	07/31/21	NICOR GAS	751.30
51812	07/22/21	VERIZON WIRELESS	1,033.65
51813	07/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	722.25
51814	07/31/21	NICOR GAS	1,033.65
51815	07/31/21	BANKCARD SERVICES	13,942.22
		Vendor Check Total	<u>50,058.19</u>
		Check List Total	<u><u>50,058.19</u></u>

Check count = 6

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435	4,622,155					
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-	-					
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598	49,433					
	2,289	534,232	2,110,157	334,111	352,076	17,598	49,433	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187	409,828					
Other Expense	275,321	145,415	142,034	275,517	216,261	91,462	324,397					
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	145,612	(309,513)					
	528,061	364,590	463,568	415,398	584,652	491,262	424,712	-	-	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	(375,279)	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 July 31, 2021

Total Expenses per Expense Report			<u><u>\$734,225.02</u></u>
Gross Payroll	294,463.07		
Benefits Expense	115,364.61		
Total Payroll Expenses		409,827.68	
Check List		448,783.72	
Total Transfers and expenses per payroll and vendor checks reports			<u>858,611.40</u>
		Variance	<u>124,386.38</u>
Less: (disbursements included above)			
IMRF		(32,575.12)	
LIMRICC		(92,937.68)	
Voided Check 18264		(30.00)	
Payroll Fees		1,156.42	
			(124,386.38)
		Variance	<u><u>(0.00)</u></u>

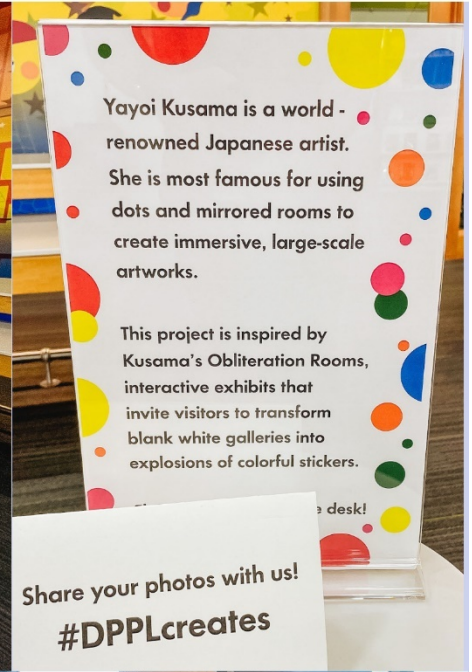
DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2020

	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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)



DIRECTOR'S REPORT

July 2021



DPPL's 2021 Summer Community Art Project

Share your photos with us!
#DPPLcreates

7/6/21

Dear Stephanie,



On behalf of the Kwanis Club of Greater Chicagoland and the Des Plaines Kwanis Club, we thank the Des Plaines Library for volunteering to collect donations of baby diapers, clothes and other accessories for our community Baby Shower at the library.

Thanks to your generous participation, over 16,600 diapers and other baby items were donated (over a thousand). We greatly appreciate your help in this first community shower for the Breakfast with Baby program at the Des Plaines Salvation Army.

Thank you especially, Stephanie, for volunteering to pick up the boxes of donated items! Also for serving on the Committee. We appreciate all your support.

Gerry Piskorski
Community Baby Shower Committee



Quick Picks Return



COMING

Tulin Akin, PT Teen Services Assistant
Connie Gusek, PT Materials Services Clerk
Nick Howley, PT Page
Joe Matteis, FT Building and Security Services Manager
Tia Munton, PT Patron Accounts Assistant
Bridget O'Kane, PT Readers Services Assistant
Jordan Ratliff, PT Patron Accounts Assistant
Zoe Salemi, PT Youth Services Assistant
Bert Schafer, PT Materials Services Clerk



PROMOTIONS

Esli Avalos, PT Youth Services Assistant to FT Youth Services Librarian
Patty Fudali, PT Page to PT Materials Services Clerk

GOING

RMaritza Jimenez PT Materials Services Clerk

COMINGS & GOINGS

GRANTS & DONATIONS



The Friends at their August 10, 2021 meeting approved funding for Read For the Record (\$462.83) and Halloween Hoopla Kits (\$726)



MB has increased their annual support of our Preschool Outreach program to \$300 for the 2021-22 school year. This will offset the purchase of paperback books and other early literacy supports for children in preschool who visit the library following their seasonal outreach visits.

DES PLAINES MEMORY



July 2021



HANDS ON!

HOW TO TAKE GREAT PHOTOS ON YOUR PHONE WITH JERRY HUG

**SATURDAY, JULY 24
10:00-11:30 AM**

LEARN HOW TO SHOOT SHARP PHOTOS WITH GOOD EXPOSURE, READY TO SHARE ONLINE OR MAKE PRINTS.

LOCATION: PEACE GARDEN OR ROOM C (IN CASE OF RAIN)

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

Betty Crocker

And Her Cookbook That Changed How America Cooks

**THURSDAY, JULY 8, 2021
AT 7 PM**

History comes alive with Leslie Goddard.

This fun illustrated lecture looks at how Betty Crocker was invented, why her cookbook has endured and what makes her so iconic. Please Register.

Betty Crocker's PICTURE COOK BOOK

Online Zoom Event

ADULT PROGRAMS



Des Plaines Public Library

Published by Charlie Crane · July 26 at 10:00 AM · 3

On this episode of DPPL On Demand, Christina discusses LinkedIn Learning (formerly known as Lynda.com), a database featuring thousands of courses and tutorials about technology, photography, business, art and much more. If you have any questions, please reach out to us at askalibrarian@dppl.org.

DPPL on demand

Learn To Do Almost Anything At LinkedIn Learning

0:03 / 1:43

Virtual (Zoom)

History Center

the Demise of Mary Lincoln:

AN ARTISTIC CONSPIRACY

A Des Plaines History Center Coffee Talk virtual program. Conservator and art historian, Barry Bosman, will recount how he discovered an unusual form of the Lady Mary Lincoln by Francis Carpenter—owned by the Lincoln family and valued at \$900,000—was a fake.

THURSDAY, JULY 15, 2021
7 PM

THE ART OF Norman Rockwell

MONDAY, JULY 26, 2021 | 7 PM

Art historian Jeff Mishur takes a look at the development of Norman Rockwell's career from his earliest days at The Saturday Evening Post through his work for Life and Look magazines.

Please Register | Online Zoom Event

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

ADULT Take & Make

COOKBOOK & GINGER ROOT

INGREDIENT PICK UP STARTS WEDNESDAY, JULY 14
THURSDAY, AUGUST 5 • 2 PM VIA ZOOM

PICK UP THIS INGREDIENT FROM THE 4TH FLOOR INFORMATION DESK AND BORROW A COORDINATING COOKBOOK. MAKE A RECIPE, TAKE SOME PHOTOS, AND SHARE THE EXPERIENCE WITH OTHERS ON ZOOM.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

DES PLAINES PUBLIC LIBRARY

TEENS

take & make



FRIDA KAHLO CROSS STITCH

BEGINNING
JULY 5

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

WHILE SUPPLIES LAST

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

Clean Up Give Back

FRIDAY, JULY 9 • 11AM



Des Plaines Public Library is teaming up with "Clean Up Give Back" to clean up garbage around the library. Meet in front of the library to team up with other teens in the area to make the library and the environment a cleaner place. All equipment will be provided by Clean Up Give Back. For teens in grades 7-12. Registration required.


LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

TEEN PHOTOSHOP BATTLE

JULY 12TH - 18TH



WE SUPPLY THE STARTING PHOTO. YOU CREATE A NEW IMAGE FROM THAT STARTING PHOTO USING IMAGE MANIPULATION SOFTWARE. WE WILL THEN PICTURE YOUR IMAGE ON OUR INSTAGRAM ACCOUNT. AT THE END OF THE BATTLE, WE WILL HOLD A RAFFLE FOR A GIFT CARD TO A LOCAL RESTAURANT!

EMAIL YOUR SUBMISSIONS TO TEEN@DPPL.ORG FOR TEENS IN GRADES 7-12.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

MOSAIC FLOWER POTS for Teens

MONDAY JULY 12TH,
3-4:30 P.M.

Join us outside in the peace garden to make your very own mosaic flower pot! Please wear a mask for this program. For teens in grades 7-12. Registration required.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Cupcake Wars

JULY 18 - AUGUST 1

Basic cupcake ingredients available to pick up from the 3rd Floor Desk, but you can use any materials you choose! See card for submission details.



LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



TEEN PROGRAMS

Youth

Art-rageous! Kit
JULY 8TH EDITION - CATCH SOME AIR!

MARIO KART TOURNAMENT

SATURDAY, JULY 10
2 PM

Join us for a virtual Mario Kart 8 Deluxe tournament! For ages 8 - 12

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Youth

Art-rageous! Kit
JULY 13TH EDITION - GET SLIMED

Wednesday, July 14

CARTOONING
with Mark Anderson

My Silly Summer: Grades K - 3 at 1 p.m.
Draw Your Own Adventure: Grades 4 - 6 at 3 p.m.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

FAMILY PAJAMA STORYTIME

YOGA
WITH TWISTED TREE

Friday, JUNE 25 & Friday, July 16

7:15 pm

Families with children of all ages

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

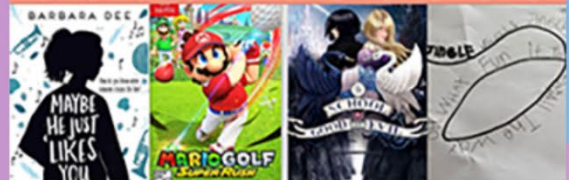
KIDS PROGRAMS



JULY 2021

ROCKY'S RECS

DPPL'S PICKS FOR KIDS



Reading To Art

DIY with DPPL

New kits and videos available Saturday • June 12, June 26, & July 17

Pick up a kit at the library and use the materials to do a step-by-step project from a video on our website. Grades 3 and up

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

COLORFUL CULTURE

with Children's Author Angela Joy

Thursday, July 29 | 7 PM

Explore a rainbow of colors and cultures with Angela Joy, the author of *Black is a Rainbow Color*. Listen to the story, and then dive deeper into the "secret" historical messages embedded in each page.

This event is co-hosted by Mount Prospect Public Library and Des Plaines Public Library.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

PRE-TEEN BOOK CLUB

Roll with It

PIE IN THE SKY

Wednesday, June 23 & Wednesday, July 21 at 4PM

This program will meet outdoors on the Fourth Floor Terrace and be socially distanced, and masked.

Join us for a casual, fun, no-pressure book club that focuses on acceptance and inclusion.

Copies of the book will be available at the Youth Services Desk on the Second Floor, one month prior to the discussion. Visit dppl.org/events to sign up and view the complete book description.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

WEE ARTISTES!

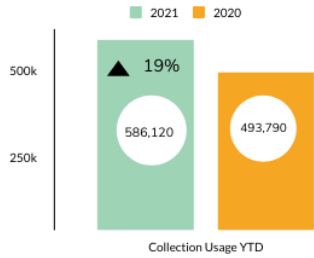
July 17th edition



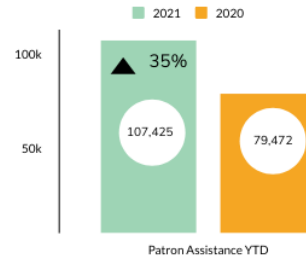
STATISTICS REPORT

July 2021

Collection Usage YTD

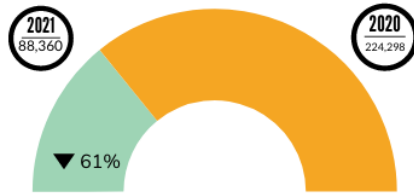


Patron Assistance YTD



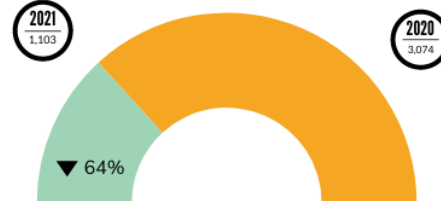
Attendance YTD

Events, Programs, Outreach & Classes

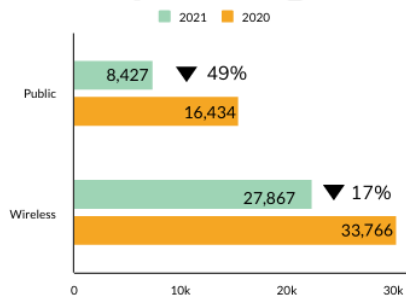


Bookings YTD

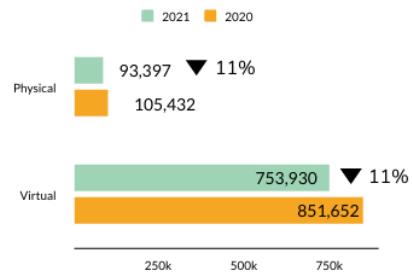
Events, Programs & Classes



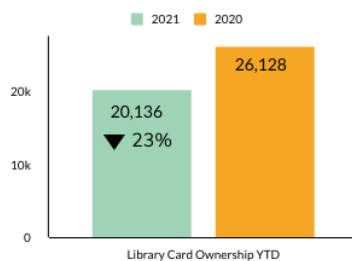
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

JULY 2021

COLLECTION USAGE			
		Year to Date 2021	586,120
		Year to Date 2020	493,790
		% Change	19%
PATRON ASSISTANCE			
		Year to Date 2021	107,425
		Year to Date 2020	79,472
		% Change	35%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS			
		Year to Date 2021	1,103
		Year to Date 2020	3,074
		% Change	-64%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE			
		Year to Date 2021	88,360
		Year to Date 2020	224,298
		% Change	-61%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2021	93,397
		Year to Date 2020	105,432
		% Change	-11%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2021	753,930
		Year to Date 2020	851,652
		% Change	-11%
LIBRARY CARD OWNERSHIP			
		Current month valid library cards 2021	20,136
		Current month valid library cards 2020	26,128
		% Change	-23%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2021	8,427
		Year to Date 2020	16,434
		% Change	-49%
		Wireless	
		Year to Date 2021	27,867
		Year to Date 2020	33,766
		% Change	-17%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	YTD
COLLECTION USAGE									
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	61,137	346,418
	Ematerials	16,364	15,387	16,110	13,766	13,011	12,379	12,586	99,603
	ILL	759	668	718	620	548	606	608	4,527
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	33,563	135,572
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	107,894	586,120
	Physical materials	82,594	80,353	43,414	63	177	7,884	34,793	249,278
	Ematerials	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
PATRON ASSISTANCE									
	Youth Services	591	834	1,140	1,262	914	4,010	3,474	12,225
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	6,151	38,313
	PAMS	11,956	7,070	6,312	7,810	5,542	7,380	6,732	52,802
	Security	251	95	21	143	71	3,255	249	4,085
2021	Total	17,029	12,561	13,626	14,606	11,665	21,332	16,606	107,425
	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
	Security	0	0	0	0	0	0	0	0
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	79,472
EVENTS, PROGRAMS AND CLASSES-BOOKINGS									
	Youth Services	4	20	12	10	4	25	22	97
	Adult Services	33	46	43	37	45	49	53	306
	Outside groups	0	10	5	5	0	1	0	21
	Public study rooms	0	0	0	0	44	285	350	679
2021	Total	37	76	60	52	93	360	425	1,103
	Youth Services	82	93	22	11	0	0	0	208
	Adult Services	124	142	45	4	0	0	0	315
	Virtual Services Youth Services and Adult Services	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE									
	Youth Services	220	531	339	339	32	1,703	1,407	4,571
	Adult Services	351	474	1,240	787	416	1,538	1,158	5,964
	Virtual Services	8,641	12,724	9,337	7,144	9,832	11,342	8,975	67,995
	Outside groups	0	18	1,305	1,183	0	19	0	2,525
	Public study rooms	0	0	0	0	63	406	480	949
	Outreach- Youth Services	376	419	619	326	2,818	599	429	5,586
	Outreach-Adult Services	74	101	147	94	117	106	131	770
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	12,580	88,360
	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	224,298
TRAFFIC									
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	14,885	93,397
2020	Physical Visits (gate count)	34,677	35,293	24,388	297	264	2,019	8,494	105,432
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	82,677	68,917	130,668	145,260	753,930
2020	Virtual visits (catalog, website, mobile app)	151,266	140,029	131,793	101,666	98,748	114,737	113,413	851,652
LIBRARY CARD OWNERSHIP-report the latest month									
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	23,689	21,256	21,283	20,136	20,136
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
COMPUTER USAGE									
	Public computers-Youth Services	0	0	0	0	0	0	1	1
	Public computers Adult	396	516	1,747	1,511	1,414	874	1,968	8,426
2021	Total	396	516	1,747	1,511	1,414	874	1,969	8,427
	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
2021	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	5,394	27,867
	Total	3,060	2,996	3,937	3,750	3,930	4,800	5,394	27,867
	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	33,766
2020	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	33,766

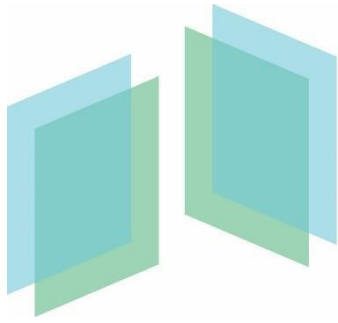


SUPPLEMENTAL NOTICE

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

If a member of the public would like to access the live meeting via electronic remote, they should email to PublicComments@dppl.org with their name and email address no later than Wednesday, September 22, 2021 at 5:30 pm.

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



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

BOARD OF TRUSTEES MEETING

THURSDAY, SEPTEMBER 23, 2021

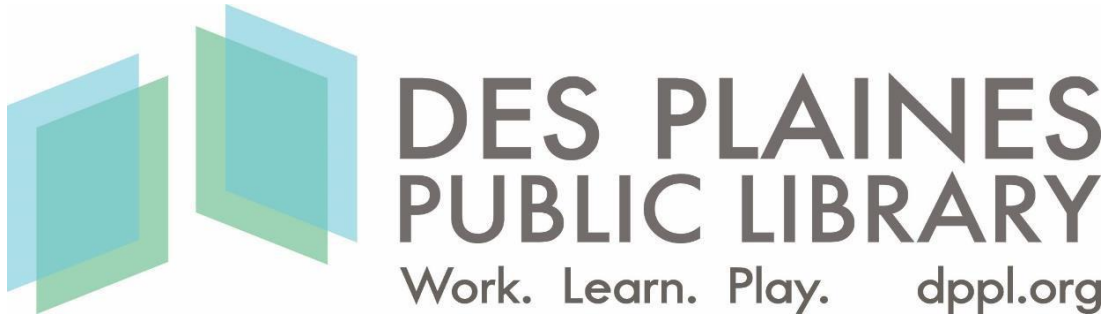
7:00 PM

By Electronic Remote

Agenda:

- 2022 Library Budget - No Levy Increase
- Library Closings, January, 2022- December, 2022

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
September 23, 2021
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. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – August 19, 2021.
 - B. Approval of the Minutes of the Finance Committee- August 18, 2021
 - C. Approval of the Minutes of the Management Committee- August 19 ,2021
 - D. Acceptance of Financial Reports for August 2021.
 - E. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.
- VII. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments - \$248,324.75. [Action Item]
 - B. Approve Final Payment to Lyngsoe Systems for New Sorter- \$64,653.75. [Action Item]
 - C. 2022 Library Budget - No Levy Increase. [Action Item]
 - D. Approve Library Closings, January, 2022- December, 2022. [Action Item]

VIII. Announcements. (7:45 p.m.)

IX. Correspondence.

X. Other

XI. Adjournment. (8:00 p.m.)

This meeting will be recorded for television broadcast.



DRAFT

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 19, 2021

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 19, 2021. President Gregory Sarlo called the meeting to order at 7:01 p.m.

President Gregory Sarlo stated that as Board President he determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Denise Hudec, Bruce Lester, Gregory Sarlo.

Absent: Nicholas Harkovich, Michelle Shimon-Hutchison, Vincent Rangel.

Also present: Jo Bonell, Michelle Meyer-Edley, Heather Imhoff, Laurie Papadourakis, Stephanie Spetter, Joanie Sebastian, John Leach, Donnita Tony.

III. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Kristen Graack, to approve the agenda as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, 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 Christine Halblander, to approve the Consent Agenda, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Sarlo, NAYS: None. MOTION CARRIED.

Trustee Michelle Shimon-Hutchison entered the meeting at 7:09 p.m.

VI. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$448,783.72 [Action Item]

MOTION by Kristen Graack, seconded by Denise Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$448,783.72, as listed on the vendor checks report of July 2021 and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- B. Approve Payment to Lyngsoe Systems - \$50,286.25. [Action Item]

MOTION by Kristen Graack, seconded by Christine Halblander, to approve payment to Lyngsoe Systems in the amount of \$50,286.25, which is 35% of the total cost of the new sorter. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

- C. Report Out Management Committee – Denise Hudec. [Action Item]

Chair Denise Hudec reported that the Management Committee reviewed and approved one new job description, Security Services Manager and that this job description was added to the Salary Classification Schedule. The Committee asks for board approval for the new job description and revised Salary Classification Schedule.

MOTION by Committee, to approve the new job description, Security Services Manager and to approve the revised Salary Classification Schedule. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Vincent Rangel entered the meeting at 7:12 pm.

D. Report Out Finance Committee – Kristen Graack. [Action Item]

Chair Kristen Graack noted that in the 2022 draft budget there was an increase to Capital Projects due to the aging of the building and the increased need for replacements and repairs.

Library Director Jo Bonell stated that the draft budget included a \$300,000 increase in the levy, which will cost the median Des Plaines household an additional \$13.00 per year, depending on the outcome of the 2020 census.

Chair Kristen Graack stated the Finance Committee supports this budget, including increasing the levy 5%. The Levy has not been raised in over 11 years, except for a 1% raise in 2018.

Trustee Nickolas Harkovich entered the meeting at 7:19 pm.

President Gregory Sarlo thanked everyone for their hard work on the preparation and review of the 2022 Draft Library Budget

Trustee Kristen Graack thanked library staff and the Finance Committee for their hard work during this budget process. She also thanked the Friends of the Library for the revenue they provide the library, as well as their continued partnership and support.

MOTION by Committee, to approve the 2022 Draft Library Budget, as presented.
ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

VII. ANNOUNCEMENTS.

Library Director Bonell announced that the library was awarded a Per Capita Grant in the amount of \$86,086.90.

VIII. CORRESPONDENCE.

No correspondence.

IX. OTHER.

None.

- X. Executive Session-To Discuss
A. Imminent or Probable Litigation.

MOTION by Kristen Graack, seconded by Bruce Lester, to enter into Executive Session at 7:28 p.m. to discuss Imminent or Probable Litigation. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Rangel, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:33 p.m. and was called to order by President Gregory Sarlo.

- XI. Executive Session Action-To Discuss
A. Imminent or Probable Litigation.

No action taken.

XII. ADJOURNMENT

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

Meeting adjourned at 7:36 p.m.

Minutes prepared by Jo Bonell.



DRAFT

BOARD OF TRUSTEES Minutes of the Finance Committee August 18, 2021

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, August 18, 2021. Chair Kristen Graack called the meeting to order at 3:05 p.m.

Chair Kristen Graack stated that as Chair of the Finance Committee she determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

II. ROLL CALL.

Roll call indicated the following committee members were present: Kristen Graack, Bruce Lester, Michelle Shimon-Hutchison.

Absent: None.

Also present: Jo Bonell, Heather Imhoff, John Leach, Laurie Papadourakis, Gregory Sarlo.

III. CONSIDERATION OF THE AGENDA.

MOTION by Bruce Lester, seconded by Michelle Shimon-Hutchison, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Lester, Shimon-Hutchison. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

V. REVIEW AND APPROVE 2022 DRAFT LIBRARY BUDGET.

Chair Kristen Graack noted that in the 2022 draft budget there was an increase to Capital Projects due to the aging of the building and the increased need for replacements and repairs.

Library Director Jo Bonell stated that the draft budget included a \$300,000 increase in the levy, which will cost the median Des Plaines household an additional \$13.00 per year, depending on the outcome of the 2020 census.

Chair Kristen Graack thanked the Friends of the Library for their donations to the library.

MOTION by Kristen Graack, seconded by Michelle Shimon-Hutchison, to approve and to recommend to the board the 2022 draft library budget. ROLL CALL VOTE: AYES: Graack, Lester, Shimon-Hutchison. 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.

Meeting adjourned at 3:30 p.m.

Minutes prepared by Jo Bonell.



DRAFT

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 August 19, 2021

I. CALL TO ORDER.

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, August 19, 2021. Chair Denise Hudec called the meeting to order at 6:00 p.m.

Chair Denise Hudec stated that as Chair of the Management Committee she determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Denise Hudec.

Absent: None.

Also present: Jo Bonell, Michelle Meyer-Edley, John Leach, Laurie Papadourakis, Vincent Rangel, Gregory Sarlo, Joanie Sebastian, Stephanie Spetter.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Christine Halblander, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTION.

Library Director Jo Bonell asked the Committee to approve a new job description, Security Services Supervisor, for the Building and Security Services department.

MOTION by Christine Halblander, seconded by Kristen Graack to approve the new job description, Security Services Supervisor, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

VI. REVIEW AND APPROVE SALARY AND CLASSIFICATIONS SCHEDULE.

Library Director Jo Bonell stated that the Salary and Classifications Schedule now includes the new job description for Security Services Supervisor.

MOTION by Kristen Graack, seconded by Christine Halblander, to approve the salary and classification schedule, which includes the new job description for Security Services Supervisor. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

VII. REVIEW AND APPROVE BYLAWS OF THE BOARD OF TRUSTEES.

Library Director Jo Bonell presented revised Bylaws to allow remote participation at board meetings.

The Committee requested that Library Director Jo Bonell amend the Bylaws draft to specifically include Committee meetings.

MOTION by Kristen Graack, seconded by Christine Halblander, to table the discussion of the Bylaws, pending a written amendment by Library Director Jo Bonell that specifically includes Committee meetings. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

VIII. ADJOURNMENT.

MOTION by Christine Halblander, seconded by Kristen Graack, to adjourn the meeting. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:15 p.m.

Minutes prepared by Jo Bonell.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
August 31, 2021

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



September 09, 2021

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, 2021 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, 2021

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 2,041,082.02	\$ 1,992,661.07	\$ 4,033,743.09
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u><u>\$ 8,122,572.71</u></u>	<u><u>\$ 1,992,661.07</u></u>	<u><u>\$ 10,115,233.78</u></u>
LIABILITIES			
Accounts Payable	\$ 125,311.23	\$ 3,690.28	\$ 129,001.51
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	<u>302,744.80</u>	<u>-</u>	<u>302,744.80</u>
Total Liabilities	<u>468,427.52</u>	<u>3,690.28</u>	<u>472,117.80</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>6,537,927.52</u>	<u>3,690.28</u>	<u>6,541,617.80</u>
FUND BALANCE			
Fund Balance - Unreserved	1,549,894.39	1,988,970.79	3,538,865.18
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	<u>1,584,645.19</u>	<u>1,988,970.79</u>	<u>3,573,615.98</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$ 8,122,572.71</u></u>	<u><u>\$ 1,992,661.07</u></u>	<u><u>\$ 10,115,233.78</u></u>

Des Plaines Public Library

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

For the 8 Months Ended August 31, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,310,430.12	\$ -	\$ 3,310,430.12
Intergovernmental	145,038.84	-	145,038.84
Fines & Fees	8,553.56	-	8,553.56
Interest	768.52	565.42	1,333.94
Miscellaneous	31,613.18	-	31,613.18
Total Revenues	<u>3,496,404.22</u>	<u>565.42</u>	<u>3,496,969.64</u>
EXPENDITURES			
Personnel	\$ 1,828,547.62	\$ -	\$ 1,828,547.62
Operating	1,331,928.81	322.50	1,332,251.31
Library Materails	625,751.82	-	625,751.82
Capital Outlay	71,504.40	115,022.20	186,526.60
Other Expenditures	<u>66,795.38</u>	<u>-</u>	<u>66,795.38</u>
Total Expenditures	<u>3,925,728.03</u>	<u>115,344.70</u>	<u>4,041,072.73</u>
Net Change in Fund Balances	<u>(429,323.81)</u>	<u>(114,779.28)</u>	<u>(544,103.09)</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 1,584,645.19</u>	<u>\$ 1,988,970.79</u>	<u>\$ 3,573,615.98</u>

Supplementary Information

Des Plaines Public Library
 Treasurer's Report as of August 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	605,471.37
202-1102015 - First Midwest Operating #8100292260	<u>25,438.86</u>
	<u>630,910.23</u>
201-1102028 - Cash Library Donations	<u>214,375.88</u>
201-1102079 - IL Funds - 151600222591	1,220,734.77
202-1102079 - IL Funds - 151600222591	<u>1,967,222.21</u>
	<u>3,187,956.98</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,033,743.09</u></u>

Des Plaines Public Library
Balance Sheet as of August 31, 2021

	<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	545,557.13	59,914.24	605,471.37
1102028 - Cash Library Donations	214,068.37	307.51	214,375.88
1102079 - IL Funds - 151600222591	1,817,015.86	(596,281.09)	1,220,734.77
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	<u>8,658,632.05</u>	<u>(536,059.34)</u>	<u>8,122,572.71</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	346,341.94	(172,946.45)	173,395.49
2401002 - Payroll Liabilities	0.00	(48,084.26)	(48,084.26)
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,758,958.23</u>	<u>(221,030.71)</u>	<u>6,537,927.52</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	 <u>8,772,927.23</u>	 <u>(221,030.71)</u>	 <u>8,551,896.52</u>
 Excess Revenues Over Expenses	 <u>(114,295.18)</u>	 <u>(315,028.63)</u>	 <u>(429,323.81)</u>

Des Plaines Public Library
Balance Sheet as of August 31, 2021

	<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	74,132.17	(48,693.31)	25,438.86
1102079 - IL Funds - 151600222591	1,970,881.43	(3,659.22)	1,967,222.21
	<u>2,045,013.60</u>	<u>(52,352.53)</u>	<u>1,992,661.07</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	52,383.59	(48,693.31)	3,690.28
	<u>52,383.59</u>	<u>(48,693.31)</u>	<u>3,690.28</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	<u>2,156,133.66</u>	<u>(48,693.31)</u>	<u>2,107,440.35</u>
Excess Revenues Over Expenses	<u>(111,120.06)</u>	<u>(3,659.22)</u>	<u>(114,779.28)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	<u>302,744.80</u>	<u>0.00</u>	<u>302,744.80</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	<u>302,744.80</u>	<u>0.00</u>	<u>302,744.80</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>302,744.80</u>	<u>0.00</u>	<u>302,744.80</u>

Des Plaines Public Library
Balance Sheet as of August 31, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,353,391.00)	0.00	(1,353,391.00)
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</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, 2021**

_____ 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 2020	<u>0.00</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</u>
	<u>0.00</u>	<u>3,310,430.12</u>	<u>6,100,000.00</u>	<u>2,789,569.88</u>	<u>54.27</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	86,086.90	86,086.90	73,000.00	(13,086.90)	117.93
201-4822090 - Grant Revenue	0.00	5,000.00	0.00	(5,000.00)	0.00
201-4822095 - State Grant - Library	<u>7,457.94</u>	<u>7,457.94</u>	<u>3,000.00</u>	<u>(4,457.94)</u>	<u>248.60</u>
	<u>93,544.84</u>	<u>145,038.84</u>	<u>168,988.00</u>	<u>23,949.16</u>	<u>85.83</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	161.57	1,950.08	9,000.00	7,049.92	21.67
201-4850201 - Copying Fees	718.01	6,603.48	12,500.00	5,896.52	52.83
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>879.58</u>	<u>8,553.56</u>	<u>24,000.00</u>	<u>15,446.44</u>	<u>35.64</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>49.30</u>	<u>768.52</u>	<u>28,000.00</u>	<u>27,231.48</u>	<u>2.74</u>
	<u>49.30</u>	<u>768.52</u>	<u>28,000.00</u>	<u>27,231.48</u>	<u>2.74</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	3,855.38	25,938.83	50,000.00	24,061.17	51.88
201-4899910 - Vending Machine Revenue	33.66	284.11	500.00	215.89	56.82
201-4899920 - Library Donations	300.00	655.00	5,000.00	4,345.00	13.10
201-4899940 - Friends Book Sale	<u>668.85</u>	<u>4,735.24</u>	<u>0.00</u>	<u>(4,735.24)</u>	<u>0.00</u>
	<u>4,857.89</u>	<u>31,613.18</u>	<u>55,500.00</u>	<u>23,886.82</u>	<u>56.96</u>
Total Library Fund	<u><u>99,331.61</u></u>	<u><u>3,496,404.22</u></u>	<u><u>6,386,488.00</u></u>	<u><u>2,890,083.78</u></u>	<u><u>54.75</u></u>

Des Plaines Public Library
 Revenue Report
 For the 8 Months Ended August 31, 2021

	<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>31.06</u>	<u>565.42</u>	<u>17,000.00</u>	<u>16,434.58</u>	<u>3.33</u>
	<u>31.06</u>	<u>565.42</u>	<u>17,000.00</u>	<u>16,434.58</u>	<u>3.33</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>31.06</u></u>	<u><u>565.42</u></u>	<u><u>517,000.00</u></u>	<u><u>516,434.58</u></u>	<u><u>0.11</u></u>
Total of All Funds	<u><u>99,362.67</u></u>	<u><u>3,496,969.64</u></u>	<u><u>6,903,488.00</u></u>	<u><u>3,406,518.36</u></u>	<u><u>50.66</u></u>

**Des Plaines Public Library
Expense Report
For the 8 Months Ended August 31, 2021**

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	173,168.25	1,430,252.26	2,483,313.00	1,053,060.74	57.59
5910200 - Part-time Salaries	<u>51,469.24</u>	<u>398,295.36</u>	<u>830,211.00</u>	<u>431,915.64</u>	<u>47.98</u>
	<u>224,637.49</u>	<u>1,828,547.62</u>	<u>3,313,524.00</u>	<u>1,484,976.38</u>	<u>55.18</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	16,547.55	134,598.82	240,329.00	105,730.18	56.01
5918021 - Employer Contribution - IMRF	28,331.96	144,564.81	290,885.00	146,320.19	49.70
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	(2,945.82)	203,057.99	410,610.00	207,552.01	49.45
5918051 - HMO Insurance Premiums	(1,517.54)	83,260.62	208,034.00	124,773.38	40.02
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>225.00</u>	<u>12,165.00</u>	<u>14,000.00</u>	<u>1,835.00</u>	<u>86.89</u>
	<u>40,641.15</u>	<u>585,973.89</u>	<u>1,200,744.00</u>	<u>614,770.11</u>	<u>48.80</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	23,886.50	24,576.50	30,000.00	5,423.50	81.92
5920110 - Professional Services	35,020.30	323,109.99	464,296.00	141,186.01	69.59
5920120 - Communication Services	739.23	8,215.97	19,100.00	10,884.03	43.02
5920140 - Integrated Library System	120.39	66,251.82	88,010.00	21,758.18	75.28
5920202 - Conferences	775.00	1,933.88	5,000.00	3,066.12	38.68
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	1,590.00	30,772.44	51,000.00	20,227.56	60.34
5920220 - Membership Dues	150.00	6,401.09	6,400.00	(1.09)	100.02
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	46,314.58	57,000.00	10,685.42	81.25
5930010 - R&M Equipment	(5,000.00)	55,032.15	58,635.00	3,602.85	93.86
5930020 - R&M Buildings & Structures	9,930.67	62,311.47	131,325.00	69,013.53	47.45
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	0.00	9,925.33	25,600.00	15,674.67	38.77
5930320 - Cleaning/Custodial Services	400.00	12,070.00	73,175.00	61,105.00	16.49
5930490 - Refuse Contract	360.00	2,880.00	7,000.00	4,120.00	41.14
5960040 - Pre-Employment Testing	812.05	1,309.05	3,000.00	1,690.95	43.64
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	3,218.19	39,573.37	51,500.00	11,926.63	76.84
5960990 - Misc. Contractual Services	<u>8,257.59</u>	<u>54,652.49</u>	<u>101,025.00</u>	<u>46,372.51</u>	<u>54.10</u>
	<u>80,259.92</u>	<u>745,954.92</u>	<u>1,175,116.00</u>	<u>429,161.08</u>	<u>63.48</u>
<u>Commodities</u>					
5970100 - Supplies	2,823.33	8,707.65	41,000.00	32,292.35	21.24
5970110 - Meals	3,708.00	4,500.13	1,500.00	(3,000.13)	300.01
5970115 - Supplies - Dept/Other	2,746.73	16,887.48	66,100.00	49,212.52	25.55
5970170 - Janitorial	9,785.00	31,883.47	18,600.00	(13,283.47)	171.42
5970260 - Postage & Parcel	1,000.00	6,420.49	6,000.00	(420.49)	107.01

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 8 Months Ended August 31, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	967.62	2,822.61	10,000.00	7,177.39	28.23
5970600 - Ebooks/Books	21,573.22	210,983.65	368,000.00	157,016.35	57.33
5970610 - E-audio/Audio	3,124.50	45,217.92	80,000.00	34,782.08	56.52
5970620 - E-Subscriptions/Subscriptions	1,436.23	43,678.97	68,430.00	24,751.03	63.83
5970630 - Visual Materials	6,621.05	85,045.15	167,000.00	81,954.85	50.93
5970640 - Databases	8,810.18	156,284.49	185,000.00	28,715.51	84.48
5970810 - Natural Gas	348.84	9,777.52	22,000.00	12,222.48	44.44
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>3,542.29</u>	<u>5,900.00</u>	<u>2,357.71</u>	<u>60.04</u>
	<u>62,944.70</u>	<u>625,751.82</u>	<u>1,039,830.00</u>	<u>414,078.18</u>	<u>60.18</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	1,716.22	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	0.00	6,556.87	6,310.00	(246.87)	103.91
5980410 - Computer Hardware	412.53	8,692.97	6,800.00	(1,892.97)	127.84
5980420 - Computer Software	1,453.17	53,255.94	44,495.00	(8,760.94)	119.69
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>1,282.40</u>	<u>2,700.00</u>	<u>1,417.60</u>	<u>47.50</u>
	<u>3,581.92</u>	<u>71,504.40</u>	<u>60,305.00</u>	<u>(11,199.40)</u>	<u>118.57</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,626.21	62,060.14	73,000.00	10,939.86	85.01
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>668.85</u>	<u>4,735.24</u>	<u>0.00</u>	<u>(4,735.24)</u>	<u>0.00</u>
	<u>2,295.06</u>	<u>66,795.38</u>	<u>633,000.00</u>	<u>566,204.62</u>	<u>10.55</u>
 Total Library Fund Expenditures	 <u>414,360.24</u>	 <u>3,925,728.03</u>	 <u>7,422,519.00</u>	 <u>3,496,790.97</u>	 <u>52.89</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
5960990 - Misc. Contractual Services	<u>322.50</u>	<u>322.50</u>	<u>0.00</u>	<u>(322.50)</u>	<u>0.00</u>
	<u>322.50</u>	<u>322.50</u>	<u>40,000.00</u>	<u>39,677.50</u>	<u>0.81</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	36,500.00	36,500.00	0.00
5980400 - Equipment	127.00	82,684.95	157,420.00	74,735.05	52.53
5980410 - Computer Hardware	3,240.78	27,083.12	30,900.00	3,816.88	87.65
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>3,367.78</u>	<u>115,022.20</u>	<u>239,980.00</u>	<u>124,957.80</u>	<u>47.93</u>
 Total Capital Projects Fund Expenditures	 <u>3,690.28</u>	 <u>115,344.70</u>	 <u>279,980.00</u>	 <u>164,635.30</u>	 <u>41.20</u>
 Total of All Funds	 <u>418,050.52</u>	 <u>4,041,072.73</u>	 <u>7,702,499.00</u>	 <u>3,661,426.27</u>	 <u>52.46</u>

See Accountants' Compilation Report

Des Plaines Public Library

Check List

All Bank Accounts

August 20, 2021 - September 16, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18811	08/26/21	LYNGSOE SYSTEMS, INC	5,000.00
18812	09/16/21	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	230.00
18813	09/16/21	ANDERSON LOCK CO LTD	1,370.50
18814	09/16/21	ANETTE ISAACS	275.00
18815	09/16/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	340.00
18816	09/16/21	ARTHUR J. GALLAGHER RISK MANAGEMENT	225.00
18817	09/16/21	BACKGROUND SCREENING CONSULTANTS LLC	812.05
18818	09/16/21	BAKER & TAYLOR	4,936.09
18819	09/16/21	BAKER & TAYLOR	6,695.48
18820	09/16/21	CHILDREN'S PLUS, INC.	970.25
18821	09/16/21	CITY OF DES PLAINES	967.62
18822	09/16/21	COLLEY ELEVATOR COMPANY	606.00
18823	09/16/21	COOPERATIVE COMPUTER SERVICES	120.39
18824	09/16/21	CRYSTAL MAINTENANCE SERVICES CORP	9,785.00
18825	09/16/21	DONNITA TONY	125.00
18826	09/16/21	EBCO INFORMATION SERVICES	42.99
18827	09/16/21	FINDAWAY WORLD LLC	164.97
18828	09/16/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18829	09/16/21	GOVCONNECTION INC	3,240.78
18830	09/16/21	ITSAVVY LLC	1,172.00
18831	09/16/21	JOANN STORES LLC	1,500.00
18832	09/16/21	JOURNAL AND TOPICS NEWSPAPERS	590.00
18833	09/16/21	KIWANIS CLUB OF DES PLAINES	150.00
18834	09/16/21	LAUTERBACH & AMEN, LLP.	1,600.00
18835	09/16/21	MARK POHLAD	200.00
18836	09/16/21	MICHAEL B. AUSTIN	322.50
18837	09/16/21	MIDWEST TAPE	9,205.13
18838	09/16/21	MOUNT PROSPECT PUBLIC LIBRARY	21.99
18839	09/16/21	MOUSEPADS NOW	496.10
18840	09/16/21	NICHE ACADEMY LLC	2,040.00
18841	09/16/21	OAKBROOK MECHANICAL SERVICES	2,954.17
18842	09/16/21	OUTSOURCE SOLUTIONS GROUP, INC.	36,035.09
18843	09/16/21	OVERDRIVE, INC.	5,694.92
18844	09/16/21	PENWORTHY COMPANY	318.59
18845	09/16/21	ROWMAN & LITTLEFIELD PUBLISHING COMPANY	109.21
18846	09/16/21	SCHOLASTIC LIBRARY PUBLISHING	3,656.00
18847	09/16/21	SPEED-E-KLEEN, INC.	400.00
18848	09/16/21	TAFT STETTINIUS & HOLLISTER LLP	23,656.50
18849	09/16/21	TAKEFORM	1,923.59
18850	09/16/21	THOMAS KLISE/CRIMSON MULTIMEDIA	708.49
18851	09/16/21	THOMSON REUTERS-WEST	21.86
18852	09/16/21	TODAY'S BUSINESS SOLUTIONS INC	300.00
18853	09/16/21	TUMBLEWEED PRESS INC.	565.00
18854	09/16/21	TWISTED TREE YOGA STUDIO	150.00
18855	09/16/21	UNITED STATES POSTAL SERVICE	1,000.00
18856	09/16/21	WILLIAM PACK	250.00
18857	09/16/21	WOKRGROUPS DAVINCI	2,693.25
18858	09/16/21	LIMRICC	48,084.26
51816	08/31/21	BANKCARD SERVICES	19,819.57
51817	08/31/21	NEOFUNDS BY NEOPOST	1,000.00
51818	08/31/21	VERIZON WIRELESS	1,036.86
51819	08/31/21	COMCAST CABLE	150.25
51820	08/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	668.85
51821	08/31/21	NICOR GAS	348.84
51822	08/31/21	IMRF	43,214.61
Vendor Check Total			248,324.75
Check List Total			248,324.75

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
LYNGSOE SYSTEMS, INC				18811	08/26/21	<u>5,000.00</u>
201-5930020	R&M Buildings & Structures	March 2021 Services	2,500.00			
201-5930020	R&M Buildings & Structures	May 2021 Services	2,500.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				18812	09/16/21	<u>230.00</u>
201-5920100	Legal Fees	ACCT# 3094904	230.00			
ANDERSON LOCK CO LTD				18813	09/16/21	<u>1,370.50</u>
201-5930020	R&M Buildings & Structures	INV# 1072883	1,062.50			
201-5930020	R&M Buildings & Structures	INV# 7093805	308.00			
ANETTE ISAACS				18814	09/16/21	<u>275.00</u>
201-5960210	Special Event Programming	Levi Strauss, the Gold Rush	275.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18815	09/16/21	<u>340.00</u>
201-5960990	Misc. Contractual Services	INV# 11992	180.00			
201-5960990	Misc. Contractual Services	INV# 11912	160.00			
ARTHUR J. GALLAGHER RISK MANAGEMENT				18816	09/16/21	<u>225.00</u>
201-5918070	Workers Compensation	INV# 3826647	225.00			
BACKGROUND SCREENING CONSULTANTS LLC				18817	09/16/21	<u>812.05</u>
201-5960040	Pre-Employment Testing	INV# 18743	812.05			
BAKER & TAYLOR				18818	09/16/21	<u>4,936.09</u>
201-5970600	Ebooks/Books	Inv # 2036165118	526.69			
201-5960990	Misc. Contractual Services	Inv # 2036165119	51.54			
201-5960990	Misc. Contractual Services	Inv # 2036152841	38.55			
201-5970600	Ebooks/Books	Inv # 2036152840	508.57			
201-5960990	Misc. Contractual Services	Inv # 2036135764	37.86			
201-5970600	Ebooks/Books	Inv # 2036135763	452.81			
201-5970600	Ebooks/Books	Inv # 2036143239	488.56			
201-5960990	Misc. Contractual Services	Inv # 2036143240	37.86			
201-5970600	Ebooks/Books	Inv # 2036147458	450.58			
201-5960990	Misc. Contractual Services	Inv # 2036147459	35.35			
201-5960990	Misc. Contractual Services	Inv # 2036131891	27.58			
201-5970600	Ebooks/Books	Inv # 2036131890	351.48			
201-5970600	Ebooks/Books	Inv # 2036120849	699.26			
201-5960990	Misc. Contractual Services	Inv # 2036120850	54.85			
201-5960990	Misc. Contractual Services	Inv # 2036127254	26.95			
201-5970600	Ebooks/Books	Inv # 2036127253	457.68			
201-5960990	Misc. Contractual Services	Inv # 2036167602	60.93			
201-5970600	Ebooks/Books	Inv # 2036167601	628.99			
BAKER & TAYLOR				18819	09/16/21	<u>6,695.48</u>
201-5960990	Misc. Contractual Services	Inv # 2036146820	2.87			
201-5970600	Ebooks/Books	Inv # 2036146820	29.30			
201-5960990	Misc. Contractual Services	Inv # 2036146791	5.79			
201-5970600	Ebooks/Books	Inv # 2036146791	47.11			
201-5960990	Misc. Contractual Services	Inv # 2036146561	6.28			
201-5970600	Ebooks/Books	Inv # 2036146561	51.62			
201-5960990	Misc. Contractual Services	Inv # 2036153586	19.30			
201-5970600	Ebooks/Books	Inv # 2036153586	153.27			
201-5960990	Misc. Contractual Services	Inv # 2036153699	36.54			
201-5970600	Ebooks/Books	Inv # 2036153699	348.75			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2036156875	42.40			
201-5970600	Ebooks/Books	Inv # 2036156875	253.32			
201-5960990	Misc. Contractual Services	Inv # 2036138351	15.42			
201-5970600	Ebooks/Books	Inv # 2036138351	138.12			
201-5960990	Misc. Contractual Services	Inv # 2036146503	8.57			
201-5970600	Ebooks/Books	Inv # 2036146503	162.73			
201-5960990	Misc. Contractual Services	Inv # 2036122348	24.63			
201-5970600	Ebooks/Books	Inv # 2036122348	163.13			
201-5960990	Misc. Contractual Services	Inv # 2036125260	46.95			
201-5970600	Ebooks/Books	Inv # 2036125260	196.35			
201-5960990	Misc. Contractual Services	Inv # 2036125292	59.68			
201-5970600	Ebooks/Books	Inv # 2036125292	557.98			
201-5960990	Misc. Contractual Services	Inv # 2036135052	6.58			
201-5970600	Ebooks/Books	Inv # 2036135052	23.31			
201-5960990	Misc. Contractual Services	Inv # 2036135066	5.45			
201-5970600	Ebooks/Books	Inv # 2036135066	80.35			
201-5960990	Misc. Contractual Services	Inv # 2036141056	23.39			
201-5970600	Ebooks/Books	Inv # 2036141056	262.11			
201-5960990	Misc. Contractual Services	Inv # 2036132026	22.58			
201-5970600	Ebooks/Books	Inv # 2036132026	61.84			
201-5960990	Misc. Contractual Services	Inv # 2036128931	5.98			
201-5970600	Ebooks/Books	Inv # 2036128931	19.13			
201-5960990	Misc. Contractual Services	Inv # 2036134812	9.65			
201-5970600	Ebooks/Books	Inv # 2036134812	91.46			
201-5960990	Misc. Contractual Services	Inv # 2036127697	5.34			
201-5970600	Ebooks/Books	Inv # 2036127697	39.89			
201-5960990	Misc. Contractual Services	Inv # 2036152573	35.32			
201-5970600	Ebooks/Books	Inv # 2036152573	377.78			
201-5960990	Misc. Contractual Services	Inv # 2036128210	44.85			
201-5970600	Ebooks/Books	Inv # 2036128210	90.82			
201-5960990	Misc. Contractual Services	Inv # 2036135111	13.51			
201-5970600	Ebooks/Books	Inv # 2036135111	113.76			
201-5960990	Misc. Contractual Services	Inv # 2036132242	31.99			
201-5970600	Ebooks/Books	Inv # 2036132242	322.77			
201-5960990	Misc. Contractual Services	Inv # 2036125202	3.96			
201-5970600	Ebooks/Books	Inv # 2036125202	28.65			
201-5960990	Misc. Contractual Services	Inv # 2036134944	19.30			
201-5970600	Ebooks/Books	Inv # 2036134944	158.96			
201-5960990	Misc. Contractual Services	Inv # 2036137364	28.26			
201-5970600	Ebooks/Books	Inv # 2036137364	99.18			
201-5960990	Misc. Contractual Services	Inv # 2036125214	26.81			
201-5970600	Ebooks/Books	Inv # 2036125214	214.84			
201-5960990	Misc. Contractual Services	Inv # 2036129424	1.88			
201-5970600	Ebooks/Books	Inv # 2036129424	17.93			
201-5960990	Misc. Contractual Services	Inv # 5017141268	21.70			
201-5970600	Ebooks/Books	Inv # 5017141268	400.53			
201-5960990	Misc. Contractual Services	Inv # 2036120831	29.90			
201-5970600	Ebooks/Books	Inv # 2036120831	99.78			
201-5960990	Misc. Contractual Services	Inv # 2036128214	13.79			
201-5970600	Ebooks/Books	Inv # 2036128214	105.78			
201-5960990	Misc. Contractual Services	Inv # 2036122584	1.78			
201-5970600	Ebooks/Books	Inv # 2036122584	14.17			
201-5960990	Misc. Contractual Services	Inv # 2036123697	9.34			
201-5970600	Ebooks/Books	Inv # 2036123697	73.46			
201-5960990	Misc. Contractual Services	Inv # 2036121133	10.03			
201-5970600	Ebooks/Books	Inv # 2036121133	75.59			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2036120862	8.97			
201-5970600	Ebooks/Books	Inv # 2036120862	43.90			
201-5960990	Misc. Contractual Services	Inv # 2036120858	31.62			
201-5970600	Ebooks/Books	Inv # 2036120858	272.24			
201-5960990	Misc. Contractual Services	Inv # 2036111450	75.06			
201-5970600	Ebooks/Books	Inv # 2036111450	355.07			
201-5960990	Misc. Contractual Services	Inv # 2036113905	9.65			
201-5970600	Ebooks/Books	Inv # 2036113905	77.19			
201-5960990	Misc. Contractual Services	Inv # 2036114042	3.29			
201-5970600	Ebooks/Books	Inv # 2036114042	8.96			
201-5960990	Misc. Contractual Services	Inv # 2036115815	5.79			
201-5970600	Ebooks/Books	Inv # 2036115815	45.40			
201-5960990	Misc. Contractual Services	Inv # 2036116080	5.64			
201-5970600	Ebooks/Books	Inv # 2036116080	47.11			
201-5960990	Misc. Contractual Services	Inv # 5017113087	4.20			
201-5970600	Ebooks/Books	Inv # 5017113087	187.80			
CHILDREN'S PLUS, INC.				18820	09/16/21	<u>970.25</u>
201-5970600	Ebooks/Books	INV# 201479	12.24			
201-5970600	Ebooks/Books	INV# 201920	15.29			
201-5970600	Ebooks/Books	INV# 201345	14.23			
201-5970600	Ebooks/Books	INV# 202011	112.13			
201-5970600	Ebooks/Books	INV# 202186	22.43			
201-5970600	Ebooks/Books	INV# 202188	20.39			
201-5970600	Ebooks/Books	INV# 202029	56.06			
201-5970600	Ebooks/Books	INV# 201921	243.60			
201-5970600	Ebooks/Books	INV# 201629	201.85			
201-5970600	Ebooks/Books	INV# 202085	31.52			
201-5970600	Ebooks/Books	INV# 202086	147.74			
201-5970600	Ebooks/Books	INV# 201628	92.77			
CITY OF DES PLAINES				18821	09/16/21	<u>967.62</u>
201-5970500	Water Bill	ACCT# 70180763-001	967.62			
COLLEY ELEVATOR COMPANY				18822	09/16/21	<u>606.00</u>
201-5930020	R&M Buildings & Structures	INV# 215566	606.00			
COOPERATIVE COMPUTER SERVICES				18823	09/16/21	<u>120.39</u>
201-5920140	Integrated Library System	INV# 1882	120.39			
CRYSTAL MAINTENANCE SERVICES CORP				18824	09/16/21	<u>9,785.00</u>
201-5970170	Janitorial	INV# 27749	4,892.50			
201-5970170	Janitorial	INV# 27681	4,892.50			
DONNITA TONY				18825	09/16/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	INV# AUGUST 19, 2021	125.00			
EBSCO INFORMATION SERVICES				18826	09/16/21	<u>42.99</u>
201-5970620	E-Subscriptions/Subscriptions	INV# 1638240	42.99			
FINDAWAY WORLD LLC				18827	09/16/21	<u>164.97</u>
201-5970610	E-audio/Audio	INV# 360815	54.99			
201-5970610	E-audio/Audio	INV# 360791	49.99			
201-5970610	E-audio/Audio	INV# 359547	59.99			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18828	09/16/21	<u>360.00</u>

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930490	Refuse Contract	INV# 5655155	360.00			
GOVCONNECTION INC				18829	09/16/21	<u>3,240.78</u>
202-5980410	Computer Hardware	INV# 71668743	3,195.04			
202-5980410	Computer Hardware	INV# 71655514	45.74			
ITSAVVY LLC				18830	09/16/21	<u>1,172.00</u>
201-5980300	Improvements	INV# 01288221	1,029.00			
201-5970115	Supplies - Dept/Other	INV# 01286646	84.00			
202-5980400	Equipment	INV# 01286272	127.00			
201-5980410	Computer Hardware	INV# 01276548	-68.00			
JOANN STORES LLC				18831	09/16/21	<u>1,500.00</u>
201-5970640	Databases	INV# DMARVA22-540	1,500.00			
JOURNAL AND TOPICS NEWSPAPERS				18832	09/16/21	<u>590.00</u>
201-5920210	Marketing	INV# 918	590.00			
KIWANIS CLUB OF DES PLAINES				18833	09/16/21	<u>150.00</u>
201-5920220	Membership Dues	INV# 10238	150.00			
LAUTERBACH & AMEN, LLP.				18834	09/16/21	<u>1,600.00</u>
201-5920110	Professional Services	INV# 58729	1,600.00			
MARK POHLAD				18835	09/16/21	<u>200.00</u>
201-5960210	Special Event Programming	Abraham Lincoln	200.00			
MICHAEL B. AUSTIN				18836	09/16/21	<u>322.50</u>
202-5960990	Misc. Contractual Services	INV# 7/30/21	322.50			
MIDWEST TAPE				18837	09/16/21	<u>9,205.13</u>
201-5970610	E-audio/Audio	MIDWEST TAPE	353.91			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	65.45			
201-5970610	E-audio/Audio	MIDWEST TAPE	253.33			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	213.25			
201-5970630	Visual Materials	MIDWEST TAPE	1,128.20			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	31.05			
201-5970610	E-audio/Audio	MIDWEST TAPE	96.82			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	14.80			
201-5970610	E-audio/Audio	MIDWEST TAPE	289.92			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	13.00			
201-5970630	Visual Materials	MIDWEST TAPE	104.96			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	174.20			
201-5970630	Visual Materials	MIDWEST TAPE	958.01			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	3.25			
201-5970630	Visual Materials	MIDWEST TAPE	15.99			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	38.50			
201-5970610	E-audio/Audio	MIDWEST TAPE	117.35			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	18.50			
201-5970610	E-audio/Audio	MIDWEST TAPE	373.90			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	104.95			
201-5970630	Visual Materials	MIDWEST TAPE	612.48			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	6.50			
201-5970630	Visual Materials	MIDWEST TAPE	52.48			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	92.40			
201-5970610	E-audio/Audio	MIDWEST TAPE	257.91			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	MIDWEST TAPE	16.65			
201-5970610	E-audio/Audio	MIDWEST TAPE	303.91			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	245.00			
201-5970630	Visual Materials	MIDWEST TAPE	1,226.40			
201-5970610	E-audio/Audio	MIDWEST TAPE	67.99			
201-5970610	E-audio/Audio	MIDWEST TAPE	44.99			
201-5970630	Visual Materials	MIDWEST TAPE	18.74			
201-5970630	Visual Materials	MIDWEST TAPE	64.77			
201-5970630	Visual Materials	MIDWEST TAPE	89.97			
201-5970630	Visual Materials	MIDWEST TAPE	59.98			
201-5970630	Visual Materials	MIDWEST TAPE	35.97			
201-5970630	Visual Materials	MIDWEST TAPE	99.92			
201-5970630	Visual Materials	MIDWEST TAPE	170.30			
201-5970630	Visual Materials	MIDWEST TAPE	58.17			
201-5970630	Visual Materials	MIDWEST TAPE	64.77			
201-5970630	Visual Materials	MIDWEST TAPE	11.99			
201-5970610	E-audio/Audio	MIDWEST TAPE	67.99			
201-5970630	Visual Materials	MIDWEST TAPE	46.47			
201-5970630	Visual Materials	MIDWEST TAPE	58.48			
201-5970610	E-audio/Audio	MIDWEST TAPE	51.99			
201-5970630	Visual Materials	MIDWEST TAPE	227.83			
201-5970630	Visual Materials	MIDWEST TAPE	35.98			
201-5970610	E-audio/Audio	MIDWEST TAPE	603.91			
201-5970630	Visual Materials	MIDWEST TAPE	125.20			
201-5960990	Misc. Contractual Services	MIDWEST TAPE	16.65			
MOUNT PROSPECT PUBLIC LIBRARY				18838	09/16/21	<u>21.99</u>
201-5970600	Ebooks/Books	SubUrbia	21.99			
MOUSEPADS NOW				18839	09/16/21	<u>496.10</u>
201-5970100	Supplies	INV# 07282021A	496.10			
NICHE ACADEMY LLC				18840	09/16/21	<u>2,040.00</u>
201-5970640	Databases	INV# 5688	2,040.00			
OAKBROOK MECHANICAL SERVICES				18841	09/16/21	<u>2,954.17</u>
201-5930020	R&M Buildings & Structures	INV# 26935	2,954.17			
OUTSOURCE SOLUTIONS GROUP, INC.				18842	09/16/21	<u>36,035.09</u>
201-5980410	Computer Hardware	INV# 61571	180.53			
201-5960990	Misc. Contractual Services	INV# 61498	350.00			
201-5980420	Computer Software	INV# 61405	584.26			
201-5920110	Professional Services	INV# 61497	33,420.30			
201-5960990	Misc. Contractual Services	INV# 61193	1,500.00			
OVERDRIVE, INC.				18843	09/16/21	<u>5,694.92</u>
201-5970600	Ebooks/Books	INV# 01018MA21347605	280.47			
201-5970600	Ebooks/Books	INV# 01018CP21346490	894.22			
201-5970600	Ebooks/Books	INV# 01018MA21349406	4,520.23			
PENWORTHY COMPANY				18844	09/16/21	<u>318.59</u>
201-5970600	Ebooks/Books	INV# 0574007-IN	318.59			
ROWMAN & LITTLEFIELD PUBLISHING COMPANY				18845	09/16/21	<u>109.21</u>
201-5970640	Databases	INV# 11785050	68.38			
201-5970640	Databases	INV# 11785008	40.83			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

August 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
SCHOLASTIC LIBRARY PUBLISHING 201-5970640	Databases	INV# 31078296	3,656.00	18846	09/16/21	<u>3,656.00</u>
SPEED-E-KLEEN, INC. 201-5930320	Cleaning/Custodial Services	INV# 4285	400.00	18847	09/16/21	<u>400.00</u>
TAFT STETTINIUS & HOLLISTER LLP 201-5920100	Legal Fees	INV# 3746878	23,656.50	18848	09/16/21	<u>23,656.50</u>
TAKEFORM 201-5970100	Supplies	INV# 192959	1,923.59	18849	09/16/21	<u>1,923.59</u>
THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630	Visual Materials	INV# 006080	323.02	18850	09/16/21	<u>708.49</u>
201-5970630	Visual Materials	INV# 006079	385.47			
THOMSON REUTERS-WEST 201-5970640	Databases	INV# 844858991	21.86	18851	09/16/21	<u>21.86</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5980410	Computer Hardware	INV# 12184	300.00	18852	09/16/21	<u>300.00</u>
TUMBLEWEED PRESS INC. 201-5970640	Databases	INV# 106403	565.00	18853	09/16/21	<u>565.00</u>
TWISTED TREE YOGA STUDIO 201-5960210	Special Event Programming	INV# 9/12/21 & 10/11/21	150.00	18854	09/16/21	<u>150.00</u>
UNITED STATES POSTAL SERVICE 201-5920210	Marketing	POSTAGE FALL MAILING	1,000.00	18855	09/16/21	<u>1,000.00</u>
WILLIAM PACK 201-5960210	Special Event Programming	Trick or Treat	250.00	18856	09/16/21	<u>250.00</u>
WOKRGROUPS DAVINCI 201-5960990	Misc. Contractual Services	INV# 2021-102715	2,693.25	18857	09/16/21	<u>2,693.25</u>
LIMRICC 201-2401002	Payroll Liabilities	LIMRICC	48,084.26	18858	09/16/21	<u>48,084.26</u>
Check List Total						<u><u>182,085.77</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

August 1, 2021 - August 31, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51816	08/31/21	BANKCARD SERVICES	19,819.57
51817	08/31/21	NEOFUNDS BY NEOPOST	1,000.00
51818	08/31/21	VERIZON WIRELESS	1,036.86
51819	08/31/21	COMCAST CABLE	150.25
51820	08/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	668.85
51821	08/31/21	NICOR GAS	348.84
51822	08/31/21	IMRF	43,214.61
		Vendor Check Total	<u>66,238.98</u>
		Check List Total	<u><u>66,238.98</u></u>

Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435	4,622,155	4,033,743				
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-	-	-				
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598	49,433	99,363				
	2,289	534,232	2,110,157	334,111	352,076	17,598	49,433	99,363	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187	409,828	265,279				
Other Expense	275,321	145,415	142,034	275,517	216,261	91,462	324,397	152,772				
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	145,612	(309,513)	269,724				
	528,061	364,590	463,568	415,398	584,652	491,262	424,712	687,775	-	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	(375,279)	(588,412)	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 August 31, 2021

Total Expenses per Expense Report			<u><u>\$418,050.52</u></u>
Gross Payroll	224,637.49		
Benefits Expense	40,641.15		
Total Payroll Expenses		265,278.64	
Check List		248,324.75	
Total Transfers and expenses per payroll and vendor checks reports			<u>513,603.39</u>
		Variance	<u>95,552.87</u>
Less: (disbursements included above)			
IMRF		(43,214.61)	
LIMRICC		(48,084.26)	
Voided Check 18701		(5,000.00)	
Payroll Fees		746.00	
			(95,552.87)
		Variance	<u><u>0.00</u></u>

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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)



DIRECTOR'S REPORT

August 2021



350+ Attendees! Chalk Fest was a HIT!



Adult

Courtney Simone

9th-12th Grade

Cindy Castle

4th-8th Grade

M.N.

PS-3rd Grade

Avi Weiland



120+ Entrants of ALL AGES!

GRANTS & DONATIONS

STAFF



The Friends at their August meeting approved funding for Read For the Record (\$462.83) and Halloween Hoopla Kits (\$726). In September they approved the funding of books and crafts for 100 families at Family Reading Night (\$460.49)



Lurvey Garden Center & Landscape Supply had donated 300 pumpkins for our Halloween Hoopla kits (retail value \$1,296).



A donation of \$85 each was made to DPPL in remembrance of long time patron and library lover Helen Doney.



We have receipt of the WiFi project state grant money for \$7,457.

COMING
Kristen Sevcik,
Part Time Page

PROMOTIONS
Denis Polonsy, FT
Security Services
Supervisor

READING IS ART-RAGEOUS SRC RECAP

Adult

Adults read and entered 521 books for our grand prize drawing. 485 adults participated in Art-rageous activities. 1290 people put more than 7000 stickers on our community art project.

Teen

Teens submitted 255 electronic entries and 401 paper entries for a total of 656 entries. There were 68 individual participants. We put on 25 programs in total for teens with 14 raffle winners (including 2 grand prizes).

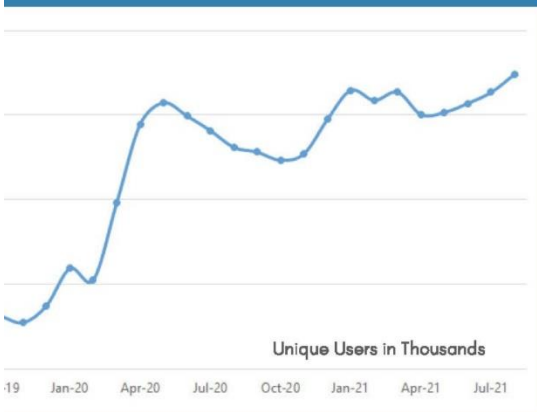
Youth

544 kids participate in the reading element of the program and distributed 512 SRC prize t-shirts. 2,100 craft and STEM kits were distributed from the library during SRC 2021.



HOLDS REPORT AUGUST 2021

CONTINUED INCREASE IN USERS



In November 2020, we reported on the increase in unique users of the Digital Library of Illinois (DLIL) collection, which saw a significant increase in March-June 2020. The number of unique users has stayed high, and has begun rising again in recent months. We expect that libraries and the consortium will see continued increased use and demand of eBook and eAudiobook collections. In response, DLIL selectors are focused on monitoring hold ratios, adding extra copies of popular titles and targeting the most in-demand titles for purchase.

**“E”
continues
to
INCREASE!**





NEW ON THE BLOG

Does My Facemask Look (and Smell) Clean Enough, and Other Random Thoughts on COVID-19



ADULT BLOGS, VIDEOS & PODCASTS



Create films with Windows 10 Video Editor

Knife Skills

TUESDAY, AUGUST 31 • 7PM

Join Chef Susan Maddox for a presentation on knife skills. This taped program will cover information about selecting knives, proper usage of knives, and preparation of ingredients. Chef Susan will be live to introduce the program and to answer your questions following the presentation. Please Register.

LEARN MORE AT DPPL.ORG

TECH CLASS ON THE PLAZA

AUGUST 20 | 10:00 - 11:00 A.M.

Join us on the Plaza to learn about the library's stock sections. Discover the streaming options available through OPDS that enables you to enjoy movies, TV shows, educational/instructional videos, documentaries and music. Bring your questions and feel free to bring your device. Laptops will also be provided.

LEARN MORE AT DPPL.ORG

Take & Make

COOKBOOK & GINGER ROOT

INGREDIENT PICK UP STARTS WEDNESDAY, JULY 14
THURSDAY, AUGUST 5 • 2 PM VIA ZOOM

PICKUP THIS INGREDIENT FROM THE 4TH FLOOR INFORMATION DESK AND BORROW A COORDINATING COOKBOOK. MAKE A RECIPE, TAKE SOME PHOTOS, AND SHARE THE EXPERIENCE WITH OTHERS ON ZOOM.

LEARN MORE AT DPPL.ORG

FORGE YOUR OWN PATH:
Homemade Garden Stones

AUGUST 27 • 3PM Library Plaza

Join us on the Library Plaza for this outdoor program and learn to make a personalized, functional art piece for your garden.

LEARN MORE AT DPPL.ORG

ADULT PROGRAMS

ADULT PROGRAM

TRIVIA Night

COMIC BOOK THEMED TRIVIA ON ZOOM

WEDNESDAY
AUGUST 11, 2021
6:30PM

WE'LL PLACE YOU ON A TEAM, OR YOU CAN GET A TEAM OR UP TO 4 FRIENDS TOGETHER FOR A NIGHT OF COMIC BOOK THEMED TRIVIA! WE'LL HAVE PRIZES FOR TONIGHT'S WINNING TEAM, AND FREE COMICS FOR EVERYONE ON SATURDAY, AUGUST 14TH!

NEW ADVENTURES!
SPECTACULAR!

LEARN MORE AT DPPL.ORG

CURIOSITY CAFE

THURSDAY, AUGUST 12
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Theater Gates:
How to revive a neighborhood: with imagination, beauty and art

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.

AUG 3
7 PM
108 MINUTES

My Old Lady

A New Yorker inherits an apartment in Paris from his estranged father and is surprised to find a lady living there with her daughter. Academy Award winners Kevin Kline and Maggie Smith and Academy Award nominee Kristin Scott Thomas star in this witty and heartfelt comedy about surprising inheritances and unexpected connections.

LEARN MORE AT DPPL.ORG

Book Groups

Tuesday Morning • 10 am

August 3 • The Vanishing Half
by Brit Bennett

Thursday Evening • 7:30 pm

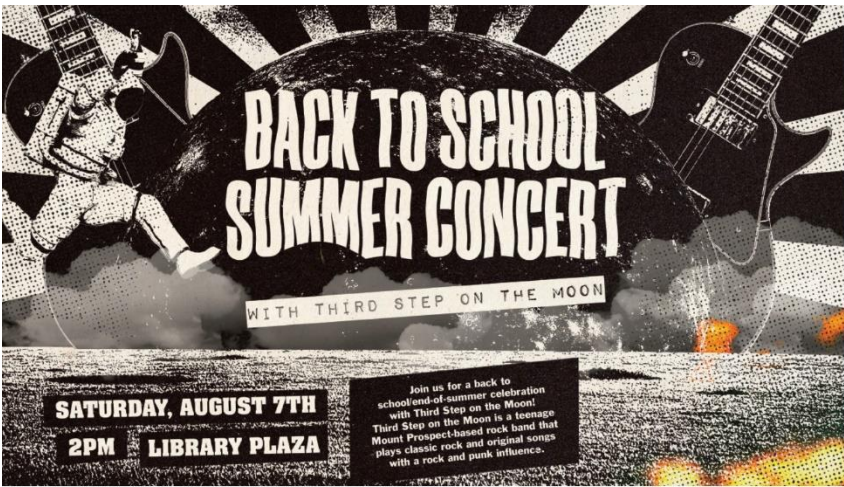
August 12 • The Five Wounds
by Kirstin Waldez Guade

CURIOSITY CAFE

THURSDAY, AUGUST 19
12:30 - 1:30 PM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Archie Crowley:
Exploring flexible language in self-identification



TEENS

Twisted Tree
yoga
in the park

Tuesday June 29 • 3 pm
Friday July 16 • 2 pm
Monday August 9 • 3 pm

Join Twisted Tree Yoga at Central Park to stretch, strengthen, and relax. This event will be socially distanced, and masked. No experience necessary. **Registration and parent consent required.** See card for details.

TEEN TALK



ABOUT OUR VARIOUS KITS:

"We really enjoy getting to go back to the library and it having such a great summer program!" - Simone G.

"I really enjoyed doing this, it was a fun project." - Soran R.

"Thanks for the fun activity!" - The Hanttula Family

"She really enjoyed it. Thank you des plaines library" - Whing K.

"We had so much fun with this craft. We had cousins and friends get together to decorate." - Minda B.

"My son Robert finished his rainbow craft. He had so much fun. Thank you for this fun summer program" - Simone G.

ABOUT BOOK BOXES:

"Love the book! And everything in the box!" - Adelaide Webb

"The book was great and I have had it recommended to me, so it was great to finally read it! The goodies were also nice!" - Saanvi S.

"You guys picked the perfect book and good treats! Thank you!" - Parker D.

TEEN PROGRAMS

OPEN AT THE DPPL!

MONDAY - FRIDAY: 3 PM - 7 PM
SATURDAYS: 9 AM - 5 PM

COME BY FOR A STUDY SESSION OR JUST TO HAVE FUN!

TEENS

let's play

GAMES ONLINE

JACKBOX PARTY PACK 3 • SCATEGORIES • CODENAMES • AND MORE

WEDNESDAY 4 PM

JUNE 23, JULY 21, and AUGUST 18

USE YOUR PHONE OR MOBILE DEVICE TO JOIN THE FUN! GRADES 7 - 12

LEARN MORE AT DPPL.ORG

TEEN PHOTOSHOP BATTLE

AUGUST 9TH-15TH

TEENS

Clean Up Give Back

FRIDAY, AUGUST 13TH • 11AM

LEARN MORE AT DPPL.ORG

TEENS

take & make

CLAY LEAF DISH

BEGINNING SEPTEMBER 7

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

WHILE SUPPLIES LAST

TEENS

TEEN BOOK CAFE

SCAN ME TO REGISTER!

Join us to talk about your favorite books!

WEDNESDAYS • 4 PM
JUNE 9, JULY 14, AUGUST 11

LEARN MORE AT DPPL.ORG

FREE COMIC BOOK DAY

10:30 AM - 4:00 PM
WHILE SUPPLIES LAST
SATURDAY, AUGUST 14

ADULTS, TEENS, & KIDS PICK UP
2 FREE COMIC BOOKS EACH
(WHILE SUPPLIES LAST)
STARTING AT 10:30 AM
IN THE LIBRARY PLAZA!

BANG!

BOOM!

IN PARTNERSHIP WITH PASTIMES
COMICS AND GAMES

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY



VIRTUAL
STORYTIME

NEW
STORIES
EVERY MONTH!

A companion to THE VERY IMPATIENT CATERPILLAR
THE LITTLE BUTTERFLY THAT COULD

What if I can't?

Ross Burach

KIDS PROGRAMS



AUGUST 2021

ROCKY'S RECS

DPPL'S PICKS FOR KIDS



VIRTUAL
STORYTIME

Come check out new virtual storytimes
the first Friday of every month!

LEARN MORE AT
DPPL.ORG

WILD
TiMeS

Have a "wild time" during this
virtual, high-energy
musical storytime

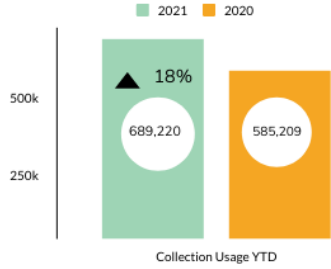
Best for birth-5, with adult



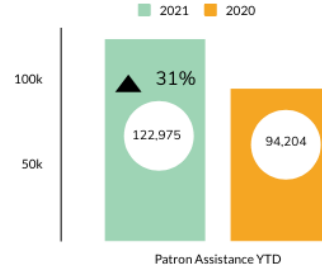
STATISTICS REPORT

August 2021

Collection Usage YTD

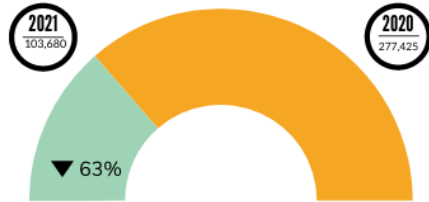


Patron Assistance YTD



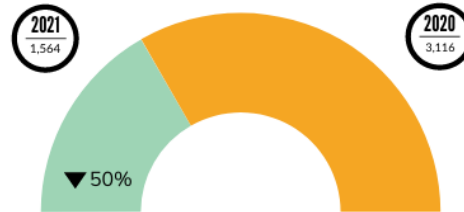
Attendance YTD

Events, Programs, Outreach & Classes

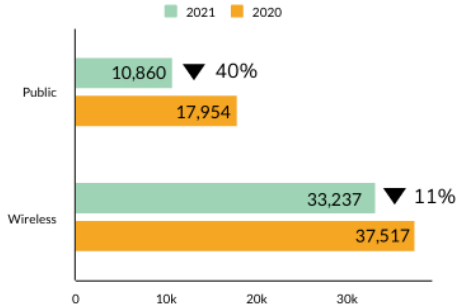


Bookings YTD

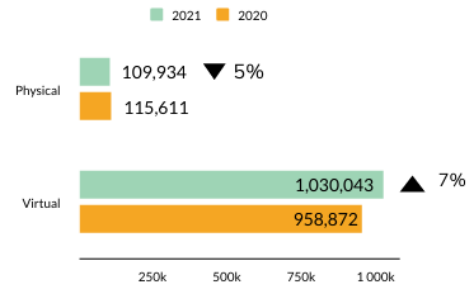
Events, Programs & Classes



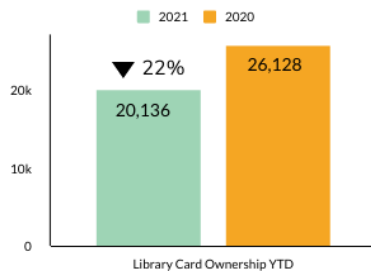
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

AUGUST 2021

COLLECTION USAGE		
	Year to Date 2021	689,220
	Year to Date 2020	585,209
	% Change	18%
PATRON ASSISTANCE		
	Year to Date 2021	122,975
	Year to Date 2020	94,204
	% Change	31%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	1,564
	Year to Date 2020	3,116
	% Change	-50%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	103,680
	Year to Date 2020	277,425
	% Change	-63%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	109,934
	Year to Date 2020	115,611
	% Change	-5%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	1,030,043
	Year to Date 2020	958,872
	% Change	7%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	20,137
	Current month valid library cards 2020	25,779
	% Change	-22%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	10,860
	Year to Date 2020	17,954
	% Change	-40%
	Wireless	
	Year to Date 2021	33,237
	Year to Date 2020	37,517
	% Change	-11%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	YTD
COLLECTION USAGE										
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	61,137	57,349	403,767
	E-materials	16,364	15,387	16,110	13,766	13,011	12,379	12,586	13,422	113,025
	ILL	759	668	718	620	548	606	608	625	5,152
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	33,563	31,704	167,276
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	107,894	103,100	689,220
	Physical materials	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
PATRON ASSISTANCE										
	Youth Services	591	834	1,140	1,262	914	4,010	3,474	1,182	13,407
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	6,151	6,352	44,665
	PAMS	11,956	7,070	6,312	7,810	5,542	7,380	6,732	7,595	60,397
	Security	251	95	21	143	71	3,255	249	421	4,506
2021	Total	17,029	12,561	13,626	14,606	11,665	21,332	16,606	15,550	122,975
	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
	Security	0	0	0	0	0	0	0	0	0
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	94,204
EVENTS, PROGRAMS AND CLASSES-BOOKINGS										
	Youth Services	4	20	12	10	4	25	22	3	100
	Adult Services	33	46	43	37	45	49	53	50	356
	Outside groups	0	10	5	5	0	1	0	1	22
	Public study rooms	0	0	0	0	44	285	350	407	1,086
2021	Total	37	76	60	52	93	360	425	461	1,564
	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 and Adult Services	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE										
	Youth Services	220	531	339	339	32	1,703	1,407	189	4,760
	Adult Services	351	474	1,240	787	416	1,538	1,158	1,397	7,361
	Virtual Services	8,641	12,724	9,337	7,144	9,832	11,342	8,975	11,931	79,926
	Outside groups	0	18	1,305	1,183	0	19	0	20	2,545
	Public study rooms	0	0	0	0	63	406	480	541	1,490
	Outreach- Youth Services	376	419	619	326	2,818	599	429	1,088	6,674
	Outreach-Adult Services	74	101	147	94	117	106	131	154	924
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	12,580	15,320	103,680
	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	277,425

SUSANA A. MENDOZA
COMPTROLLER - STATE OF ILLINOIS
325 W. Adams Street Springfield, IL 62704-1871



DES PLAINES PUBLIC LIBRARY

1501 ELLINWOOD STREET
DES PLAINES IL 60016-4553

Vendor Number ***** A

Agency * SECRETARY OF STATE
Warrant Number AC1840801
Warrant Amount \$86,086.90
Warrant Date 08-10-2021
Voucher Number PV350100019669

Payment Description: FY2021 PUBLIC LIBRARY PER CAPITA GRANT
FORMULA GRANT PER 75 ILCS 10/8
100% PAYMENT

Invoice Number	Inv. Date	Customer ID	Billing Account Number	Net Amount
				86086.90

DO YOU NEED HELP OR HAVE QUESTIONS ABOUT THIS PAYMENT?

For questions regarding this payment, please contact the Vouchering Agency at the number listed below:

SECRETARY OF STATE 217-782-3127

Payment of interest may be available if the State fails to comply with the Illinois Prompt Payment Act (30 ILCS 540/1).

www.illinoiscomptroller.gov/contact

AC1840801
REFER TO THIS NUMBER

DRAWN BY SUSANA A. MENDOZA COMPTROLLER 66-156
ON THE TREASURER OF THE STATE OF ILLINOIS 531
325 W. Adams Street Springfield, IL 62704-1871

PAY THIS AMOUNT: *Eighty-Six Thousand Eighty-Six*****90/100*

\$*****86086.90

VOID AFTER TWELVE MONTHS

TO THE ORDER OF:

DES PLAINES PUBLIC LIBRARY
1501 ELLINWOOD STREET
DES PLAINES IL 60016-4553

08-10-2021 DATE ISSUED

AC1840801



COUNTERSIGNED AND REGISTERED

Michael Frerichs

Michael Frerichs, Treasurer, State of Illinois

This document has a colored background and contains an artificial watermark on the reverse side.

GRANTED, DRAWN AND RECORDED

Susana A. Mendoza

Susana A. Mendoza, Comptroller, State of Illinois

Friends of the Des Plaines Public Library

September 11, 2021

Dr. Gregory Sarlo
President, Board of Trustees
Des Plaines Public Library
1501 Ellinwood
Des Plaines, IL 60016

Dear Board President Sarlo:

The Friends of the Des Plaines Library will be holding their Fall Book Sale on October 1, 2 and 3. The proceeds from the Sale benefit Library programs for adults, teens and the children of Des Plaines.

I am enclosing a bookmark designating the times as well as an application to join the Friends. We have two book sales a year, we maintain the Book Nook on the first floor of the Library and we are all volunteers.

We look forward to seeing you at the Book Sale.

Yours truly,



Karen Wierer
Vice President – Membership

Enclosures

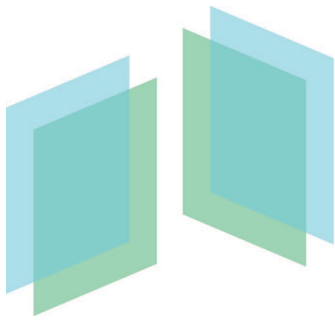


SUPPLEMENTAL NOTICE

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

If a member of the public would like to access the live meeting via electronic remote, they should email to PublicComments@dppl.org with their name and email address no later than Wednesday, October 20, 2021 at 5:30 p.m.

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



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, OCTOBER 21, 2021

7:00 PM

By Electronic Remote

- **Report Out Management Committee Meeting**
- **Review and Approve Air Conditioning for Server Room**
- **Approve One-Year Extension to Accounting Contract**

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 21, 2021
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. [Action Item] 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – September 23, 2021.
 - B. Acceptance of Financial Reports for September 2021.
 - C. 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 - \$317,121.97. [Action Item]
 - B. Report Out Management Committee Meeting – Denise Hudec. [Action Item]
 - C. Review and Approve Public Meeting Room Hybrid Teleconferencing System. [Action Item]
 - D. Approve One-Year Extension to Accounting Contract, Lauterbach and Amen. [Action Item]
 - E. Review and Approve Air Conditioning for Server Room. [Action Item]

- VIII. Announcements. 7:40 p.m.

- IX. Correspondence.

- X. Other.

- XI. Executive Session. (7:45 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. 8:15 p.m.

This meeting will be recorded for television broadcast.



DRAFT

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
September 23, 2021

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held by electronic remote participation on Thursday, September 23, 2021. Vice President Vincent Rangel called the meeting to order at 7:07 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Bruce Lester, Vincent Rangel, Michelle Shimon-Hutchison, Carol Kidd.

Absent: Nicholas Harkovich, Denise Hudec, Gregory Sarlo.

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Stephanie Spetter, Michelle Meyer-Edley, John Leach, Donnita Tony.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

MOTION by Kristen Graack, seconded by Christine Halblander, to approve the agenda as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Lester, Shimon-Hutchison, Rangel, NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

MOTION by Bruce Lester, seconded by Christine Halblander, to approve Consent Agenda, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Lester, Shimon-Hutchison, Rangel, NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$248,324.75 [Action Item]

MOTION by Kristen Graack, seconded by Bruce Lester, to approve payment of vendor checks and ACH Payments in the amount of \$248,324.75, as listed on the vendor checks report of August 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, Halblander, Lester, Shimon-Hutchison, Rangel, NAYS: None. MOTION CARRIED.

- B. Approve Final Payment to Lyngsoe Systems for New Sorter - \$64,653.75. [Action Item]

MOTION by Kristen Graack, seconded by Christine Halblander, to approve the final payment to Lyngsoe Systems for the New Sorter in the amount of \$64,653.75. ROLL CALL VOTE: AYES: Graack, Halblander, Lester, Shimon-Hutchison, Rangel, NAYS: None. MOTION CARRIED.

- C. 2022 Library Budget – No Levy Increase. [Action Item]

Chair Kristen Graack stated that the original budget document included a slight increase to the levy, but after being forwarded to the City of Des Plaines it was decided there would be no levy increase.

Library Director Jo Bonell and Board President Gregory Sarlo met with Des Plaines City Manager Michael Bartholomew and Assistant City Manager Dorothy Wisniewski and we decided there would be no levy increase.

MOTION by Kristen Graack, seconded by Christine Halblander, that there would be no levy increase for 2022 budget. ROLL CALL VOTE: AYES: Graack, Halblander, Lester, Shimon-Hutchison, Rangel, NAYS: None. MOTION CARRIED.

- D. Approve Library Closings, January, 2022 – December, 2022. [Action Item]

MOTION by Bruce Lester, seconded by Christine Halblander to approve the Library Closings, January 2022 – December 2022, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

Stephanie Spetter, Head of Youth Services, stated that she is the library representative to Kiwanis Club of Des Plaines and that the Kiwanis Club has been a very generous partner to the library. Stephanie asked the board to support the Kiwanis annual peanut fundraiser. The flyer will be emailed to all board members.

John Leach, Friends of the Library President, announced that the Friends will host their fall booksale from October 1 – 3 and invited all to attend.

IX. CORRESPONDENCE.

None.

X. OTHER.

XI ADJOURNMENT

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

Meeting adjourned at 7:19 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
September 30, 2021

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion



October 08, 2021

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, 2021 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Nine Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of September 30, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,766,569.94	\$ 1,988,478.58	\$ 4,755,048.52
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 8,848,060.63	\$ 1,988,478.58	\$ 10,836,539.21
LIABILITIES			
Accounts Payable	\$ 231,366.35	\$ -	\$ 231,366.35
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	574,482.64	-	574,482.64
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,643,982.64	-	6,643,982.64
FUND BALANCE			
Fund Balance - Unreserved	2,169,327.19	1,988,478.58	4,157,805.77
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,204,077.99	1,988,478.58	4,192,556.57
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,848,060.63	\$ 1,988,478.58	\$ 10,836,539.21

Des Plaines Public Library

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

For the 9 Months Ended September 30, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 4,514,588.26	\$ -	\$ 4,514,588.26
Intergovernmental	145,038.84	-	145,038.84
Fines & Fees	10,678.29	-	10,678.29
Interest	810.48	598.21	1,408.69
Miscellaneous	34,888.23	-	34,888.23
Total Revenues	<u>4,706,004.10</u>	<u>598.21</u>	<u>4,706,602.31</u>
EXPENDITURES			
Personnel	\$ 2,056,647.61	\$ -	\$ 2,056,647.61
Operating	1,552,711.67	322.50	1,553,034.17
Library Materails	690,205.55	-	690,205.55
Capital Outlay	147,260.60	115,547.20	262,807.80
Other Expenditures	<u>67,869.68</u>	<u>-</u>	<u>67,869.68</u>
Total Expenditures	<u>4,515,895.11</u>	<u>115,869.70</u>	<u>4,631,764.81</u>
Net Change in Fund Balances	<u>190,108.99</u>	<u>(115,271.49)</u>	<u>74,837.50</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 2,204,077.99</u>	<u>\$ 1,988,478.58</u>	<u>\$ 4,192,556.57</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of September 30, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	1,329,120.10
202-1102015 - First Midwest Operating #8100292260	<u>22,273.58</u>
	<u>1,351,393.68</u>
201-1102028 - Cash Library Donations	<u>215,144.73</u>
201-1102079 - IL Funds - 151600222591	1,221,805.11
202-1102079 - IL Funds - 151600222591	<u>1,966,205.00</u>
	<u>3,188,010.11</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,755,048.52</u></u>

Des Plaines Public Library
Balance Sheet as of September 30, 2021

	<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	605,471.37	723,648.73	1,329,120.10
1102028 - Cash Library Donations	214,375.88	768.85	215,144.73
1102079 - IL Funds - 151600222591	1,220,734.77	1,070.34	1,221,805.11
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	<u>8,122,572.71</u>	<u>725,487.92</u>	<u>8,848,060.63</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	173,395.49	57,970.86	231,366.35
2401002 - Payroll Liabilities	(48,084.26)	48,084.26	0.00
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,537,927.52</u>	<u>106,055.12</u>	<u>6,643,982.64</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	 <u>8,551,896.52</u>	 <u>106,055.12</u>	 <u>8,657,951.64</u>
 Excess Revenues Over Expenses	 <u>(429,323.81)</u>	 <u>619,432.80</u>	 <u>190,108.99</u>

Des Plaines Public Library
Balance Sheet as of September 30, 2021

	<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	25,438.86	(3,165.28)	22,273.58
1102079 - IL Funds - 151600222591	1,967,222.21	(1,017.21)	1,966,205.00
	1,992,661.07	(4,182.49)	1,988,478.58
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	3,690.28	(3,690.28)	0.00
	3,690.28	(3,690.28)	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,107,440.35	(3,690.28)	2,103,750.07
Excess Revenues Over Expenses	(114,779.28)	(492.21)	(115,271.49)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

Des Plaines Public Library
Balance Sheet as of September 30, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,353,391.00)	0.00	(1,353,391.00)
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</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, 2021**

_____ 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 2020	<u>1,204,158.14</u>	<u>4,514,588.26</u>	<u>6,100,000.00</u>	<u>1,585,411.74</u>	<u>74.01</u>
	<u>1,204,158.14</u>	<u>4,514,588.26</u>	<u>6,100,000.00</u>	<u>1,585,411.74</u>	<u>74.01</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	86,086.90	73,000.00	(13,086.90)	117.93
201-4822090 - Grant Revenue	0.00	5,000.00	0.00	(5,000.00)	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>7,457.94</u>	<u>3,000.00</u>	<u>(4,457.94)</u>	<u>248.60</u>
	<u>0.00</u>	<u>145,038.84</u>	<u>168,988.00</u>	<u>23,949.16</u>	<u>85.83</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	238.40	2,188.48	9,000.00	6,811.52	24.32
201-4850201 - Copying Fees	1,816.83	8,420.31	12,500.00	4,079.69	67.36
201-4850207 - Non-Res Cards	69.50	69.50	1,000.00	930.50	6.95
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>2,124.73</u>	<u>10,678.29</u>	<u>24,000.00</u>	<u>13,321.71</u>	<u>44.49</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>41.96</u>	<u>810.48</u>	<u>28,000.00</u>	<u>27,189.52</u>	<u>2.89</u>
	<u>41.96</u>	<u>810.48</u>	<u>28,000.00</u>	<u>27,189.52</u>	<u>2.89</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	2,428.00	28,366.83	50,000.00	21,633.17	56.73
201-4899910 - Vending Machine Revenue	85.25	369.36	500.00	130.64	73.87
201-4899920 - Library Donations	761.80	1,416.80	5,000.00	3,583.20	28.34
201-4899940 - Friends Book Sale	<u>0.00</u>	<u>4,735.24</u>	<u>0.00</u>	<u>(4,735.24)</u>	<u>0.00</u>
	<u>3,275.05</u>	<u>34,888.23</u>	<u>55,500.00</u>	<u>20,611.77</u>	<u>62.86</u>
Total Library Fund	<u><u>1,209,599.88</u></u>	<u><u>4,706,004.10</u></u>	<u><u>6,386,488.00</u></u>	<u><u>1,680,483.90</u></u>	<u><u>73.69</u></u>

Des Plaines Public Library
 Revenue Report
 For the 9 Months Ended September 30, 2021

	<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>32.79</u>	<u>598.21</u>	<u>17,000.00</u>	<u>16,401.79</u>	<u>3.52</u>
	<u>32.79</u>	<u>598.21</u>	<u>17,000.00</u>	<u>16,401.79</u>	<u>3.52</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>32.79</u></u>	<u><u>598.21</u></u>	<u><u>517,000.00</u></u>	<u><u>516,401.79</u></u>	<u><u>0.12</u></u>
Total of All Funds	<u><u>1,209,632.67</u></u>	<u><u>4,706,602.31</u></u>	<u><u>6,903,488.00</u></u>	<u><u>2,196,885.69</u></u>	<u><u>68.18</u></u>

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2021**

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	176,703.32	1,606,955.58	2,483,313.00	876,357.42	64.71
5910200 - Part-time Salaries	<u>51,396.67</u>	<u>449,692.03</u>	<u>830,211.00</u>	<u>380,518.97</u>	<u>54.17</u>
	<u>228,099.99</u>	<u>2,056,647.61</u>	<u>3,313,524.00</u>	<u>1,256,876.39</u>	<u>62.07</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	16,676.73	151,275.55	240,329.00	89,053.45	62.95
5918021 - Employer Contribution - IMRF	43,525.28	188,090.09	290,885.00	102,794.91	64.66
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	65,170.08	268,228.07	410,610.00	142,381.93	65.32
5918051 - HMO Insurance Premiums	33,572.47	116,833.09	208,034.00	91,200.91	56.16
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>12,165.00</u>	<u>14,000.00</u>	<u>1,835.00</u>	<u>86.89</u>
	<u>158,944.56</u>	<u>744,918.45</u>	<u>1,200,744.00</u>	<u>455,825.55</u>	<u>62.04</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	460.00	25,036.50	30,000.00	4,963.50	83.46
5920110 - Professional Services	35,020.30	358,130.29	464,296.00	106,165.71	77.13
5920120 - Communication Services	1,088.40	9,304.37	19,100.00	9,795.63	48.71
5920140 - Integrated Library System	0.00	66,251.82	88,010.00	21,758.18	75.28
5920202 - Conferences	15.00	1,948.88	5,000.00	3,051.12	38.98
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	0.00	30,772.44	51,000.00	20,227.56	60.34
5920220 - Membership Dues	1,605.00	8,006.09	6,400.00	(1,606.09)	125.10
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	46,314.58	57,000.00	10,685.42	81.25
5930010 - R&M Equipment	0.00	55,032.15	58,635.00	3,602.85	93.86
5930020 - R&M Buildings & Structures	4,550.54	66,862.01	131,325.00	64,462.99	50.91
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	6,914.10	16,839.43	25,600.00	8,760.57	65.78
5930320 - Cleaning/Custodial Services	0.00	12,070.00	73,175.00	61,105.00	16.49
5930490 - Refuse Contract	360.00	3,240.00	7,000.00	3,760.00	46.29
5960040 - Pre-Employment Testing	146.00	1,455.05	3,000.00	1,544.95	48.50
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	7,565.11	47,138.48	51,500.00	4,361.52	91.53
5960990 - Misc. Contractual Services	<u>4,113.85</u>	<u>58,766.34</u>	<u>101,025.00</u>	<u>42,258.66</u>	<u>58.17</u>
	<u>61,838.30</u>	<u>807,793.22</u>	<u>1,175,116.00</u>	<u>367,322.78</u>	<u>68.74</u>
<u>Commodities</u>					
5970100 - Supplies	1,230.31	9,937.96	41,000.00	31,062.04	24.24
5970110 - Meals	296.65	4,796.78	1,500.00	(3,296.78)	319.79
5970115 - Supplies - Dept/Other	1,763.58	18,651.06	66,100.00	47,448.94	28.22
5970170 - Janitorial	4,892.50	36,775.97	18,600.00	(18,175.97)	197.72
5970260 - Postage & Parcel	1,672.70	8,093.19	6,000.00	(2,093.19)	134.89

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	0.00	2,822.61	10,000.00	7,177.39	28.23
5970600 - Ebooks/Books	26,885.61	237,869.26	368,000.00	130,130.74	64.64
5970610 - E-audio/Audio	5,128.26	50,346.18	80,000.00	29,653.82	62.93
5970620 - E-Subscriptions/Subscriptions	1,150.23	44,829.20	68,430.00	23,600.80	65.51
5970630 - Visual Materials	15,587.22	100,632.37	167,000.00	66,367.63	60.26
5970640 - Databases	4,709.01	160,993.50	185,000.00	24,006.50	87.02
5970810 - Natural Gas	0.00	9,777.52	22,000.00	12,222.48	44.44
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>1,137.66</u>	<u>4,679.95</u>	<u>5,900.00</u>	<u>1,220.05</u>	<u>79.32</u>
	<u>64,453.73</u>	<u>690,205.55</u>	<u>1,039,830.00</u>	<u>349,624.45</u>	<u>66.38</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	8,445.00	15,001.87	6,310.00	(8,691.87)	237.75
5980410 - Computer Hardware	65,873.75	74,566.72	6,800.00	(67,766.72)	1,096.57
5980420 - Computer Software	1,437.45	54,693.39	44,495.00	(10,198.39)	122.92
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>1,282.40</u>	<u>2,700.00</u>	<u>1,417.60</u>	<u>47.50</u>
	<u>75,756.20</u>	<u>147,260.60</u>	<u>60,305.00</u>	<u>(86,955.60)</u>	<u>244.19</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	135.36	62,195.50	73,000.00	10,804.50	85.20
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>938.94</u>	<u>5,674.18</u>	<u>0.00</u>	<u>(5,674.18)</u>	<u>0.00</u>
	<u>1,074.30</u>	<u>67,869.68</u>	<u>633,000.00</u>	<u>565,130.32</u>	<u>10.72</u>
 Total Library Fund Expenditures	 <u>590,167.08</u>	 <u>4,515,895.11</u>	 <u>7,422,519.00</u>	 <u>2,906,623.89</u>	 <u>60.84</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
5960990 - Misc. Contractual Services	<u>0.00</u>	<u>322.50</u>	<u>0.00</u>	<u>(322.50)</u>	<u>0.00</u>
	<u>0.00</u>	<u>322.50</u>	<u>40,000.00</u>	<u>39,677.50</u>	<u>0.81</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	36,500.00	36,500.00	0.00
5980400 - Equipment	0.00	82,684.95	157,420.00	74,735.05	52.53
5980410 - Computer Hardware	0.00	27,083.12	30,900.00	3,816.88	87.65
5980420 - Computer Software	525.00	525.00	11,000.00	10,475.00	4.77
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>525.00</u>	<u>115,547.20</u>	<u>239,980.00</u>	<u>124,432.80</u>	<u>48.15</u>
 Total Capital Projects Fund Expenditures	 <u>525.00</u>	 <u>115,869.70</u>	 <u>279,980.00</u>	 <u>164,110.30</u>	 <u>41.38</u>
 Total of All Funds	 <u>590,692.08</u>	 <u>4,631,764.81</u>	 <u>7,702,499.00</u>	 <u>3,070,734.19</u>	 <u>60.13</u>

See Accountants' Compilation Report

Des Plaines Public Library

Check List

All Bank Accounts

September 17, 2021 - October 21, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18859	10/21/21	Allied Universal Technology Services	1,745.00
18860	10/21/21	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	460.00
18861	10/21/21	ANDREW TROTTER	135.00
18862	10/21/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	140.00
18863	10/21/21	ATI TECHNOLOGY PARTNERS	521.99
18864	10/21/21	BACKGROUND SCREENING CONSULTANTS LLC	146.00
18865	10/21/21	BAKER & TAYLOR	7,714.83
18866	10/21/21	BAKER & TAYLOR	9,124.19
18867	10/21/21	BARNES & NOBLE INC	1,559.90
18868	10/21/21	CHICAGO DISTRICT CAMPGROUND ASSOCIATION	73.09
18869	10/21/21	CHILDREN'S PLUS, INC.	1,529.08
18870	10/21/21	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18871	10/21/21	D&Z HOUSE OF BOOKS	1,016.04
18872	10/21/21	DEPAUL UNIVERISTY	85.00
18873	10/21/21	DONNITA TONY	125.00
18874	10/21/21	EBCO INFORMATION SERVICES	234.90
18875	10/21/21	EDC EDUCATIONAL SERVICES	2,198.94
18876	10/21/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18877	10/21/21	ILLINOIS LIBRARY ASSOCIATION	1,500.00
18878	10/21/21	IMPACT NETWORKING, LLC.	6,692.43
18879	10/21/21	INSIGHT PUBLIC SECTOR, INC.	288.00
18880	10/21/21	KIMBERLY MCLVER	200.00
18881	10/21/21	LAUTERBACH & AMEN, LLP.	1,600.00
18882	10/21/21	LIMRICC	48,084.26
18883	10/21/21	LYNGSOE SYSTEMS, INC	64,653.75
18884	10/21/21	MIDWEST ANTENNA AND SATELLITE, INC	9,000.00
18885	10/21/21	MIDWEST TAPE	10,694.81
18886	10/21/21	NAMI CCN	350.00
18887	10/21/21	NORTHBROOK PUBLIC LIBRARY	71.42
18888	10/21/21	OAKBROOK MECHANICAL SERVICES	2,954.17
18889	10/21/21	OUTSOURCE SOLUTIONS GROUP, INC.	34,338.84
18890	10/21/21	OVERDRIVE, INC.	4,577.61
18891	10/21/21	PROQUEST LLC	1,890.64
18892	10/21/21	QUADIENT LEASING USA INC	221.67
18893	10/21/21	RAINBOW BOOK COMPANY	319.67
18894	10/21/21	SUSAN MADDOX	300.00
18895	10/21/21	THE NEW YORK TIMES	2,080.00
18896	10/21/21	THOMAS KLISE/CRIMSON MULTIMEDIA	414.76
18897	10/21/21	THOMSON REUTERS-WEST	21.86
18898	10/21/21	COLLEY ELEVATOR COMPANY	606.00
18899	10/21/21	ENVISIONWARE, INC	8,445.00
51823	09/30/21	NEOFUNDS BY NEOPOST	1,000.00
51824	09/30/21	VERIZON WIRELESS	1,536.28
51825	09/30/21	IMRF	32,682.07
51826	09/30/21	BANKCARD SERVICES	16,606.81
51827	09/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	938.94
51828	09/30/21	IMRF	32,991.52
Vendor Check Total			317,121.97
Check List Total			317,121.97

Check count = 47

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Vendor Checks						
Allied Universal Technology Services				18859	10/21/21	<u>1,745.00</u>
201-5980410	Computer Hardware	INV# 200345	520.00			
201-5980410	Computer Hardware	INV# 56917	700.00			
202-5980420	Computer Software	INV# 201700	525.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				18860	10/21/21	<u>460.00</u>
201-5920100	Legal Fees	INV# 84211	460.00			
ANDREW TROTTER				18861	10/21/21	<u>135.00</u>
201-5960210	Special Event Programming	TEEN DUNGEONS AND DRAGONS	135.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18862	10/21/21	<u>140.00</u>
201-5960990	Misc. Contractual Services	INV# 12061	140.00			
ATI TECHNOLOGY PARTNERS				18863	10/21/21	<u>521.99</u>
201-5970115	Supplies - Dept/Other	INV# 81377	521.99			
BACKGROUND SCREENING CONSULTANTS LLC				18864	10/21/21	<u>146.00</u>
201-5960040	Pre-Employment Testing	INV# 19022	146.00			
BAKER & TAYLOR				18865	10/21/21	<u>7,714.83</u>
201-5960990	Misc. Contractual Services	INV# 2036221650	48.77			
201-5970600	Ebooks/Books	INV# 2036221649	559.22			
201-5970600	Ebooks/Books	INV# 2036230862	6.02			
201-5960990	Misc. Contractual Services	INV# 2036218124	23.16			
201-5970600	Ebooks/Books	INV# 2036218124	191.87			
201-5960990	Misc. Contractual Services	INV# 2036213654	11.58			
201-5970600	Ebooks/Books	INV# 2036213654	96.52			
201-5960990	Misc. Contractual Services	INV# 2036218119	43.91			
201-5970600	Ebooks/Books	INV# 2036218119	436.23			
201-5960990	Misc. Contractual Services	INV# 2036214041	6.48			
201-5970600	Ebooks/Books	INV# 2036214041	64.09			
201-5960990	Misc. Contractual Services	INV# 2036217948	9.50			
201-5970600	Ebooks/Books	INV# 2036217948	72.64			
201-5960990	Misc. Contractual Services	INV# 2036213653	5.15			
201-5970600	Ebooks/Books	INV# 2036213653	30.85			
201-5960990	Misc. Contractual Services	INV# 2036220953	11.96			
201-5970600	Ebooks/Books	INV# 2036220953	45.99			
201-5960990	Misc. Contractual Services	INV# 2036220652	6.58			
201-5970600	Ebooks/Books	INV# 2036220652	33.42			
201-5960990	Misc. Contractual Services	INV# 2036216122	14.92			
201-5970600	Ebooks/Books	INV# 2036216122	106.51			
201-5960990	Misc. Contractual Services	INV# 2036228879	45.54			
201-5970600	Ebooks/Books	INV# 2036228879	492.68			
201-5960990	Misc. Contractual Services	INV# 2036213690	12.56			
201-5970600	Ebooks/Books	INV# 2036213690	57.99			
201-5960990	Misc. Contractual Services	INV# 2036220649	18.44			
201-5970600	Ebooks/Books	INV# 2036220649	186.94			
201-5960990	Misc. Contractual Services	INV# 2036223155	45.36			
201-5970600	Ebooks/Books	INV# 2036223155	330.69			
201-5960990	Misc. Contractual Services	INV# 2036208294	30.78			
201-5970600	Ebooks/Books	INV# 2036208294	251.12			
201-5970600	Ebooks/Books	INV# 2035926534	0.10			
201-5970600	Ebooks/Books	INV# 2036207178	445.88			

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201-5960990	Misc. Contractual Services	INV# 2036207179	38.80			
201-5970600	Ebooks/Books	INV# 2036199810	501.26			
201-5970600	Ebooks/Books	INV# 0000144295	306.99			
201-5960990	Misc. Contractual Services	INV# 2036199811	31.59			
201-5970600	Ebooks/Books	INV# 2036179476	446.30			
201-5960990	Misc. Contractual Services	INV# 2036179477	37.86			
201-5970600	Ebooks/Books	INV# 2036170181	419.19			
201-5960990	Misc. Contractual Services	INV# 2036170182	48.39			
201-5970600	Ebooks/Books	INV# 2036172447	12.80			
201-5960990	Misc. Contractual Services	INV# 2036172448	1.63			
201-5970600	Ebooks/Books	INV# 2036209844	47.70			
201-5970600	Ebooks/Books	INV# 2036194334	566.08			
201-5960990	Misc. Contractual Services	INV# 2036194335	47.83			
201-5970600	Ebooks/Books	INV# 2036201159	51.10			
201-5970600	Ebooks/Books	INV# 2036184227	460.78			
201-5960990	Misc. Contractual Services	INV# 2036184228	37.86			
201-5970600	Ebooks/Books	INV# 2036200758	14.31			
201-5970600	Ebooks/Books	INV# 2036224967	543.09			
201-5960990	Misc. Contractual Services	INV# 2036224968	42.00			
201-5970600	Ebooks/Books	INV# 2036214709	292.00			
201-5960990	Misc. Contractual Services	INV# 2036214710	23.82			
BAKER & TAYLOR				18866	10/21/21	<u>9,124.19</u>
201-5960990	Misc. Contractual Services	INV# 2036202891	59.53			
201-5970600	Ebooks/Books	INV# 2036202891	540.06			
201-5960990	Misc. Contractual Services	INV# 2036195679	10.51			
201-5970600	Ebooks/Books	INV# 2036195679	85.13			
201-5960990	Misc. Contractual Services	INV# 2036195587	6.39			
201-5970600	Ebooks/Books	INV# 2036195587	44.32			
201-5960990	Misc. Contractual Services	INV# 2036220753	46.06			
201-5970600	Ebooks/Books	INV# 2036220753	124.64			
201-5960990	Misc. Contractual Services	INV# 2036163903	3.29			
201-5970600	Ebooks/Books	INV# 2036163903	9.54			
201-5960990	Misc. Contractual Services	INV# 2036161000	3.29			
201-5960990	Misc. Contractual Services	INV# 2036161000	3.58			
201-5960990	Misc. Contractual Services	INV# 0000144123	34.76			
201-5970600	Ebooks/Books	INV# 0000144123	204.66			
201-5960990	Misc. Contractual Services	INV# 2036203079	6.83			
201-5970600	Ebooks/Books	INV# 2036203079	80.69			
201-5960990	Misc. Contractual Services	INV# 2036211426	9.78			
201-5970600	Ebooks/Books	INV# 2036211426	73.59			
201-5960990	Misc. Contractual Services	INV# 2036203094	1.78			
201-5970600	Ebooks/Books	INV# 2036203094	13.56			
201-5960990	Misc. Contractual Services	INV# 2036195777	5.79			
201-5970600	Ebooks/Books	INV# 2036195777	46.57			
201-5960990	Misc. Contractual Services	INV# 2036186239	35.96			
201-5970600	Ebooks/Books	INV# 2036186239	307.42			
201-5960990	Misc. Contractual Services	INV# 2036196217	50.83			
201-5970600	Ebooks/Books	INV# 2036196217	114.68			
201-5960990	Misc. Contractual Services	INV# 2036205974	8.06			
201-5970600	Ebooks/Books	INV# 2036205974	75.22			
201-5960990	Misc. Contractual Services	INV# 2036207768	20.49			
201-5970600	Ebooks/Books	INV# 2036207768	224.26			
201-5960990	Misc. Contractual Services	INV# 2036203015	6.58			
201-5970600	Ebooks/Books	INV# 2036203015	15.54			
201-5960990	Misc. Contractual Services	INV# 2036195807	13.16			

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201-5970600	Ebooks/Books	INV# 2036195807	35.59			
201-5960990	Misc. Contractual Services	INV# 2036166279	3.14			
201-5970600	Ebooks/Books	INV# 2036166279	10.16			
201-5960990	Misc. Contractual Services	INV# 2036191273	9.84			
201-5970600	Ebooks/Books	INV# 2036191273	83.33			
201-5960990	Misc. Contractual Services	INV# 2306193512	7.12			
201-5970600	Ebooks/Books	INV# 2036193512	44.19			
201-5960990	Misc. Contractual Services	INV# 2036186109	8.21			
201-5970600	Ebooks/Books	INV# 2036186109	48.22			
201-5960990	Misc. Contractual Services	INV# 2036195665	17.22			
201-5970600	Ebooks/Books	INV# 2036195665	139.07			
201-5960990	Misc. Contractual Services	INV# 2036195785	4.36			
201-5970600	Ebooks/Books	INV# 2036195785	48.49			
201-5960990	Misc. Contractual Services	INV# 2036188929	6.58			
201-5970600	Ebooks/Books	INV# 2036188929	26.40			
201-5960990	Misc. Contractual Services	INV# 2036180795	19.44			
201-5970600	Ebooks/Books	INV# 2036180795	58.00			
201-5960990	Misc. Contractual Services	INV# 2036188813	9.87			
201-5970600	Ebooks/Books	INV# 2036188813	41.21			
201-5960990	Misc. Contractual Services	INV# 2036188930	3.24			
201-5970600	Ebooks/Books	INV# 2036188930	31.80			
201-5960990	Misc. Contractual Services	INV# 2036186189	17.67			
201-5970600	Ebooks/Books	INV# 2036186189	206.83			
201-5960990	Misc. Contractual Services	INV# 2036160797	3.29			
201-5970600	Ebooks/Books	INV# 2036160797	16.18			
201-5960990	Misc. Contractual Services	INV# 2036173704	2.99			
201-5970600	Ebooks/Books	INV# 2036173704	10.45			
201-5960990	Misc. Contractual Services	INV# 2036188774	15.14			
201-5970600	Ebooks/Books	INV# 2036188774	147.12			
201-5960990	Misc. Contractual Services	INV# 2036186208	32.98			
201-5970600	Ebooks/Books	INV# 2036186208	320.23			
201-5960990	Misc. Contractual Services	INV# 2036180817	36.67			
201-5970600	Ebooks/Books	INV# 2036180817	301.92			
201-5960990	Misc. Contractual Services	INV# 2036189450	15.07			
201-5970600	Ebooks/Books	INV# 2036189450	134.74			
201-5960990	Misc. Contractual Services	INV# 2036174888	62.55			
201-5970600	Ebooks/Books	INV# 2036174888	607.25			
201-5960990	Misc. Contractual Services	INV# 2036186147	13.95			
201-5970600	Ebooks/Books	INV# 2036186147	83.51			
201-5960990	Misc. Contractual Services	INV# 2036171652	12.97			
201-5970600	Ebooks/Books	INV# 2036171652	114.24			
201-5960990	Misc. Contractual Services	INV# 2036164127	36.34			
201-5970600	Ebooks/Books	INV# 2036164127	413.37			
201-5960990	Misc. Contractual Services	INV# 2036179726	7.71			
201-5970600	Ebooks/Books	INV# 2036179726	60.99			
201-5960990	Misc. Contractual Services	INV# 2036175279	18.84			
201-5970600	Ebooks/Books	INV# 2036175279	95.96			
201-5960990	Misc. Contractual Services	INV# 2036169867	29.90			
201-5970600	Ebooks/Books	INV# 2036169867	59.75			
201-5960990	Misc. Contractual Services	INV# 2036175272	1.88			
201-5970600	Ebooks/Books	INV# 2036175272	11.19			
201-5960990	Misc. Contractual Services	INV# 2036168848	1.78			
201-5970600	Ebooks/Books	INV# 2036168848	10.21			
201-5960990	Misc. Contractual Services	INV# 2036168776	23.39			
201-5970600	Ebooks/Books	INV# 2036168776	146.63			
201-5960990	Misc. Contractual Services	INV# 2036167619	13.10			

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201-5970600	Ebooks/Books	INV# 2036167619	115.14			
201-5960990	Misc. Contractual Services	INV# 2036164178	13.51			
201-5970600	Ebooks/Books	INV# 2036164178	114.66			
201-5960990	Misc. Contractual Services	INV# 2036166416	9.35			
201-5970600	Ebooks/Books	INV# 2036166416	77.22			
201-5960990	Misc. Contractual Services	INV# 2036184319	15.17			
201-5970600	Ebooks/Books	INV# 2036184319	119.34			
201-5960990	Misc. Contractual Services	INV# 2036167562	26.64			
201-5970600	Ebooks/Books	INV# 2036167562	290.94			
201-5960990	Misc. Contractual Services	INV# 2036160796	9.65			
201-5970600	Ebooks/Books	INV# 2036160796	78.85			
201-5960990	Misc. Contractual Services	INV# 2036168753	21.56			
201-5970600	Ebooks/Books	INV# 2036168753	183.41			
201-5960990	Misc. Contractual Services	INV# 2036153620	7.72			
201-5970600	Ebooks/Books	INV# 2036153620	65.86			
201-5960990	Misc. Contractual Services	INV# 2036179459	31.28			
201-5970600	Ebooks/Books	INV# 2036179459	230.89			
201-5960990	Misc. Contractual Services	INV# 2036161771	22.88			
201-5970600	Ebooks/Books	INV# 2036161771	198.64			
201-5960990	Misc. Contractual Services	INV# 2036157240	1.78			
201-5970600	Ebooks/Books	INV# 2036157240	10.21			
201-5960990	Misc. Contractual Services	INV# 2036154419	26.91			
201-5970600	Ebooks/Books	INV# 2036154419	52.89			
201-5960990	Misc. Contractual Services	INV# 5017168376	15.30			
201-5970600	Ebooks/Books	INV# 5017168376	396.21			
201-5970640	Databases	INV# 5017168376	10.51			
201-5960990	Misc. Contractual Services	INV# 5017196794	6.30			
201-5970600	Ebooks/Books	INV# 5017196794	118.45			
201-5970640	Databases	INV# 5017196794	139.99			
201-5960990	Misc. Contractual Services	INV# 5017226976	25.90			
201-5970600	Ebooks/Books	INV# 5017226976	456.97			
201-5970640	Databases	INV# 5017226976	139.99			
201-5960990	Misc. Contractual Services	INV# 2036210465	9.72			
201-5970600	Ebooks/Books	INV# 2036210465	51.53			
BARNES & NOBLE INC				18867	10/21/21	<u>1,559.90</u>
201-5970600	Ebooks/Books	INV# 4158881	171.52			
201-5970600	Ebooks/Books	INV# 4158877	171.52			
201-5970600	Ebooks/Books	INV# 4158876	166.77			
201-5970600	Ebooks/Books	INV# 4158875	166.77			
201-5970600	Ebooks/Books	INV# 4158874	170.39			
201-5970600	Ebooks/Books	INV# 4158746	47.96			
201-5970600	Ebooks/Books	INV# 4158745	170.39			
201-5970600	Ebooks/Books	INV# 4158708	161.53			
201-5970600	Ebooks/Books	INV# 4158707	171.52			
201-5970600	Ebooks/Books	INV# 4158680	161.53			
CHICAGO DISTRICT CAMPGROUND ASSOCIATION				18868	10/21/21	<u>73.09</u>
201-5970600	Ebooks/Books	INV# 11080056	73.09			
CHILDREN'S PLUS, INC.				18869	10/21/21	<u>1,529.08</u>
201-5970600	Ebooks/Books	INV# 202907	145.78			
201-5970600	Ebooks/Books	INV# 202908	142.72			
201-5970600	Ebooks/Books	INV# 202887	76.46			
201-5970600	Ebooks/Books	INV# 203119	465.52			
201-5970600	Ebooks/Books	INV# 202542	34.58			

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201-5970600	Ebooks/Books	INV# 202741	46.89			
201-5970600	Ebooks/Books	INV# 202799	112.14			
201-5970600	Ebooks/Books	INV# 202405	226.27			
201-5970600	Ebooks/Books	INV# 202344	77.48			
201-5970600	Ebooks/Books	INV# 202404	201.24			
CRYSTAL MAINTENANCE SERVICES CORP				18870	10/21/21	<u>4,892.50</u>
201-5970170	Janitorial	INV# 27816	4,892.50			
D&Z HOUSE OF BOOKS				18871	10/21/21	<u>1,016.04</u>
201-5970600	Ebooks/Books	INV# 2021/I150081	1,016.04			
DEPAUL UNIVERISTY				18872	10/21/21	<u>85.00</u>
201-5970600	Ebooks/Books	INV# LOST BOOK REPLACEMENT	85.00			
DONNITA TONY				18873	10/21/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	9/23/21 BOARD MEETING VIDEO	125.00			
EBSCO INFORMATION SERVICES				18874	10/21/21	<u>234.90</u>
201-5970620	E-Subscriptions/Subscriptions	INV# 1641912	191.91			
201-5970620	E-Subscriptions/Subscriptions	INV# 1638240	42.99			
EDC EDUCATIONAL SERVICES				18875	10/21/21	<u>2,198.94</u>
201-5970600	Ebooks/Books	INV# DIR9906624	2,198.94			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18876	10/21/21	<u>360.00</u>
201-5930490	Refuse Contract	INV# 5702438	360.00			
ILLINOIS LIBRARY ASSOCIATION				18877	10/21/21	<u>1,500.00</u>
201-5920220	Membership Dues	INV# 206105	1,500.00			
IMPACT NETWORKING, LLC.				18878	10/21/21	<u>6,692.43</u>
201-5930210	Rental of Equipment	INV# 2174081	2,523.25			
201-5930210	Rental of Equipment	INV# 2281730	4,169.18			
INSIGHT PUBLIC SECTOR, INC.				18879	10/21/21	<u>288.00</u>
201-5970100	Supplies	INV# 1100870091	288.00			
KIMBERLY MCLVER				18880	10/21/21	<u>200.00</u>
201-5960210	Special Event Programming	JOURNEYING THROUGH THE AMERICAN INDIAN WAY OF LIFE	200.00			
LAUTERBACH & AMEN, LLP.				18881	10/21/21	<u>1,600.00</u>
201-5920110	Professional Services	INV# 59672	1,600.00			
LIMRICC				18882	10/21/21	<u>48,084.26</u>
201-2401002	Payroll Liabilities	LIMRICC	48,084.26			
LYNGSOE SYSTEMS, INC				18883	10/21/21	<u>64,653.75</u>
201-5980410	Computer Hardware	INV# 004381	64,653.75			
MIDWEST ANTENNA AND SATELLITE, INC				18884	10/21/21	<u>9,000.00</u>
201-5970630	Visual Materials	INV# 501046337	9,000.00			
MIDWEST TAPE				18885	10/21/21	<u>10,694.81</u>
201-5970630	Visual Materials	INV# 501052700	61.48			
201-5960990	Misc. Contractual Services	INV# 501062571	108.35			

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201-5970630	Visual Materials	INV# 501062571	565.20			
201-5960990	Misc. Contractual Services	INV# 501062575	51.80			
201-5970610	E-audio/Audio	INV# 501062575	1,118.72			
201-5960990	Misc. Contractual Services	INV# 500995323	33.30			
201-5970630	Visual Materials	INV# 500995323	85.65			
201-5960990	Misc. Contractual Services	INV# 500995322	102.10			
201-5970630	Visual Materials	INV# 500995322	523.23			
201-5970610	E-audio/Audio	INV# 501015598	303.95			
201-5970630	Visual Materials	INV# 500988229	78.72			
201-5960990	Misc. Contractual Services	INV# 501001278	39.00			
201-5970630	Visual Materials	INV# 501001278	292.38			
201-5970630	Visual Materials	INV# 500981120	119.96			
201-5960990	Misc. Contractual Services	INV# 500980010	117.80			
201-5970630	Visual Materials	INV# 500980010	866.59			
201-5970630	Visual Materials	INV# 500949256	133.24			
201-5970630	Visual Materials	INV# 500949251	59.98			
201-5970610	E-audio/Audio	INV# 500940079	14.24			
201-5970610	E-audio/Audio	INV# 500940078	107.98			
201-5970630	Visual Materials	INV# 500949252	179.47			
201-5970630	Visual Materials	INV# 500949253	69.61			
201-5970630	Visual Materials	INV# 500949254	15.99			
201-5970630	Visual Materials	INV# 500949255	31.98			
201-5960990	Misc. Contractual Services	INV# 500980011	108.30			
201-5970610	E-audio/Audio	INV# 500980011	360.77			
201-5960990	Misc. Contractual Services	INV# 500976999	35.15			
201-5970610	E-audio/Audio	INV# 500976999	740.81			
201-5960990	Misc. Contractual Services	INV# 500939826	106.45			
201-5970630	Visual Materials	INV# 500939826	516.47			
201-5960990	Misc. Contractual Services	INV# 500939827	73.65			
201-5970610	E-audio/Audio	INV# 500939827	229.61			
201-5960990	Misc. Contractual Services	INV# 500939829	11.10			
201-5970610	E-audio/Audio	INV# 500939829	224.94			
201-5970630	Visual Materials	INV# 501046491	339.79			
201-5970610	E-audio/Audio	INV# 501046458	9.99			
201-5970610	E-audio/Audio	INV# 5001046490	32.78			
201-5970630	Visual Materials	INV# 501046492	28.48			
201-5960990	Misc. Contractual Services	INV# 501026638	127.55			
201-5970610	E-audio/Audio	INV# 501026638	383.82			
201-5960990	Misc. Contractual Services	INV# 501026637	42.55			
201-5970610	E-audio/Audio	INV# 501026637	885.77			
201-5960990	Misc. Contractual Services	INV# 501026636	92.85			
201-5970630	Visual Materials	INV# 501026636	441.52			
201-5960990	Misc. Contractual Services	INV# 500995239	108.05			
201-5970610	E-audio/Audio	INV# 500995239	373.97			
201-5960990	Misc. Contractual Services	INV# 500995321	14.80			
201-5970610	E-audio/Audio	INV# 500995321	324.92			
NAMI CCN				18886	10/21/21	<u>350.00</u>
201-5960210	Special Event Programming	DONATION	350.00			
NORTHBROOK PUBLIC LIBRARY				18887	10/21/21	<u>71.42</u>
201-5960210	Special Event Programming	THE COLOR OF LAW	71.42			
OAKBROOK MECHANICAL SERVICES				18888	10/21/21	<u>2,954.17</u>
201-5930020	R&M Buildings & Structures	INV# 27333	2,954.17			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

September 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OUTSOURCE SOLUTIONS GROUP, INC.				18889	10/21/21	<u>34,338.84</u>
201-5920110	Professional Services	INV# 62216	33,420.30			
201-5960990	Misc. Contractual Services	INV# 62188	350.00			
201-5980420	Computer Software	INV# 61975	568.54			
OVERDRIVE, INC.				18890	10/21/21	<u>4,577.61</u>
201-5970600	Ebooks/Books	INV# 01018MA21402275	1,016.08			
201-5970600	Ebooks/Books	INV# 01018MA2138330	2,775.98			
201-5970600	Ebooks/Books	INV# 0108CP21403223	785.55			
PROQUEST LLC				18891	10/21/21	<u>1,890.64</u>
201-5970640	Databases	INV# 70694817	1,890.64			
QUADIENT LEASING USA INC				18892	10/21/21	<u>221.67</u>
201-5930210	Rental of Equipment	INV# N9042703	221.67			
RAINBOW BOOK COMPANY				18893	10/21/21	<u>319.67</u>
201-5970600	Ebooks/Books	INV# 203132	319.67			
SUSAN MADDOX				18894	10/21/21	<u>300.00</u>
201-5960210	Special Event Programming	THANKSGIVING 101	300.00			
THE NEW YORK TIMES				18895	10/21/21	<u>2,080.00</u>
201-5970640	Databases	INV# 911613966	2,080.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18896	10/21/21	<u>414.76</u>
201-5970630	Visual Materials	INV# 006203	35.00			
201-5970630	Visual Materials	INV# 006204	213.65			
201-5970630	Visual Materials	INV# 006202	166.11			
THOMSON REUTERS-WEST				18897	10/21/21	<u>21.86</u>
201-5970600	Ebooks/Books	INV# 945025894	21.86			
COLLEY ELEVATOR COMPANY				18898	10/21/21	<u>606.00</u>
201-5930020	R&M Buildings & Structures	INV# 216700	606.00			
ENVISIONWARE, INC				18899	10/21/21	<u>8,445.00</u>
201-5980400	Equipment	INV# INV-US-56025	8,445.00			
Check List Total						<u><u>231,366.35</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

September 1, 2021 - September 30, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51823	09/30/21	NEOFUNDS BY NEOPOST	1,000.00
51824	09/30/21	VERIZON WIRELESS	1,536.28
51825	09/30/21	IMRF	32,682.07
51826	09/30/21	BANKCARD SERVICES	16,606.81
51827	09/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	938.94
51828	09/30/21	IMRF	32,991.52
Vendor Check Total			<u>85,755.62</u>
Check List Total			<u><u>85,755.62</u></u>

Check count = 6

Des Plaines Public Library
 Disbursement Reconciliation
 September 30, 2021

Total Expenses per Expense Report			<u><u>\$590,692.08</u></u>
Gross Payroll	228,099.99		
Benefits Expense	158,944.56		
Total Payroll Expenses		387,044.55	
Check List		317,121.97	
Total Transfers and expenses per payroll and vendor checks reports			<u>704,166.52</u>
		Variance	113,474.44
Less: (disbursements included above)			
IMRF		(65,673.59)	
LIMRICC		(48,084.26)	
Voided Check 18844		(318.59)	
Payroll Fees		602.00	
			(113,474.44)
		Variance	<u><u>0.00</u></u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435	4,622,155	4,033,743	4,755,049			
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-	-	-	1,204,158			
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598	49,433	99,363	5,475			
	2,289	534,232	2,110,157	334,111	352,076	17,598	49,433	99,363	1,209,633	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187	409,828	265,279	387,045			
Other Expense	275,321	145,415	142,034	275,517	216,261	91,462	324,397	152,772	203,648			
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	145,612	(309,513)	269,724	(102,365)			
	528,061	364,590	463,568	415,398	584,652	491,262	424,712	687,775	488,327	-	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	(375,279)	(588,412)	721,306	-	-	-

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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)

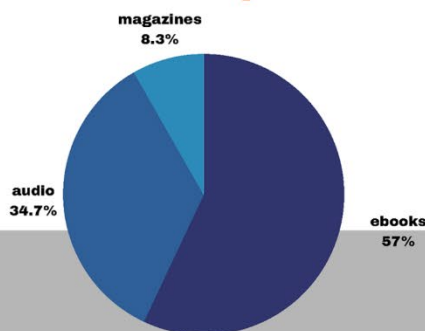


DIRECTOR'S REPORT

September 2021

Digital Library of Illinois Des Plaines September 2021 Checkout Snapshot

Total Checkouts
5,869 items



Top ebooks

Four Winds
Vanishing Half
Crying in H Mart
The Last Thing He Told Me
Billy Summers
Dune
Slow Fire Burning
Invisible Life of Addie LaRue
Madness of Crowds
We are the Brennans

Top audio

Not a Happy family
The Last Thing He Told Me
Guest List
Talking to Strangers
Tell No One
The Lost Apothecary
The Good Sister
The Night She Disappeared
The Midnight Library
The Only Child and Her Sister
Apples Never Fall

Top magazines

The Economist
The New Yorker
US Weekly
OK!
HGTV
Star
Women's World
In Touch
Country Living
Closer
Good Housekeeping
Reader's Digest
The Week

ON THE TOWN



DPPL at the D59 Vaccination Clinic. Six families signed up for library cards.

DONATIONS



\$460 funding 100 copies of Blythe Lynden's book "One by One, Una a Una" for distribution at Family Reading Night, plus finger painting craft supplies.



DPPL has been awarded a \$20K Bouncing Back from the Pandemic grant from the Illinois State Library. We will be using these funds to host internal computer classes, hire a career advancement coach to teach classes, and provide resume appointments with a career services professional.



"A patron stopped by the 1st floor desk this morning and handed me a \$50 dollar bill. He told me that he wanted to donate to the Des Plaines Public Library and specifically thank the Reference staff for always helping him when he needs it. He said that no matter who it is, they are always so helpful. He is grateful and thinks this donation is long overdue. He wanted the person in charge of the Reference staff to know how great Reference has been."

Dan M. donated \$25 in thank for reference services.

MICROSOFT WORD

Have Fun with a Flyer

CURIOSITY CAFE

Daniel Craft
How COVID-19 Transformed the Future of Medicine

CHAIR YOGA for seniors

AGEOPTIONS

TECH CLASS ON THE PLAZA

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.

SEP 21
7 PM
50 MINUTES
NR

THE MOLE AGENT

A special CIA "mole" is sent on an undercover spy to a retirement home to investigate suspected neglect. Through the lens of the hidden camera in the dining room, viewers watch as Serge struggles to balance his assignment while becoming increasingly involved in the lives of several residents. A 2021 Oscar-nominated documentary.

LEARN MORE AT
DPPL.ORG
DES PLAINES
PUBLIC LIBRARY

To Go Crafts

CRAFT KIT FOR ADULTS
Stop by the library
starting September 7*

Everyone loves a great smelling home, but store bought air fresheners can contain toxins & be costly. These DIY kits are fresheners with Citrus & Essential Oils are attractive, natural and help you save money!

*Kits available while supplies last at the 4th Floor Reference Desk.

LEARN MORE AT
DPPL.ORG
DES PLAINES
PUBLIC LIBRARY

MEDICARE 101

LEVI STRAUSS, the Gold Rush,

AND THE WORLD'S MOST
FAMOUS PAIR OF PANTS

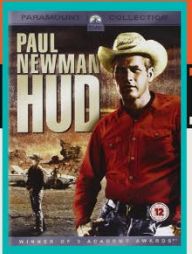
ABRAHAM LINCOLN IN PHOTOGRAPHY

CURIOSITY CAFE

Tim Nevius
The Exploitation of College Athletes

FILM TALK TUESDAYS

new films
every other tuesday



Afghanistan Then & Now:

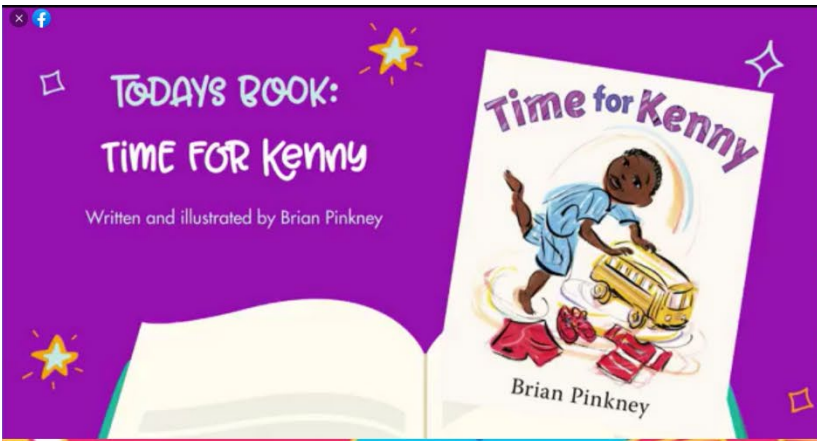
A Community Conversation
Sun, Sep 12 | 7-8:30pm

Dr. Mateo Mohammad Farzaneh, Associate Professor of History at Northeastern Illinois University, will lead a virtual discussion on Afghanistan since 2001 and recent events.

LINCOLNWOOD
LIBRARY
8000 W. PRATT AVE. • (847) 677-5277

Virtual Events on Zoom. Program is offered using Zoom and will be live at scheduled times. Please include your email address in your registration.
Registration required, but no Lincolnwood Library card is needed. Please visit our website or call (847) 677-5277 to register.

ADULT PROGRAMS



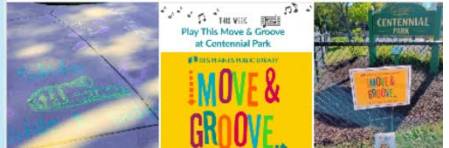
Des Plaines Public Library
 Published by Later · September 14 at 11:09 AM ·
 Ahoy, Matey. Move and Groove is back for the next couple o' months. It's a great way to keep ye buccaneers explorin' the parks aroun' Des Plaines 'n active if ye ever 'ave to walk the plank.
 Today, see you at Willow Park in Des Plaines for a Pirate Treasure Hunt.
<https://www.dppl.org/.../pirate-treasure-hunt-at-willow-park>



SEPTEMBER 2021
ROCKY'S RECS
 DPPL'S PICKS FOR KIDS



Des Plaines Public Library
 Published by Later · September 28 at 1:28 PM ·
 Ready to Move & Groove? <https://bit.ly/3idqA7C>
 This week join us at Centennial Park in Des Plaines where we've brought our (not so) musical talent and Play This Book by Jessica Young and Daniel Wiseman.
 The DPPL band needs a hand! Can you join our marching band? You can try out our chalk course and then play the musical instruments that are here in the park!



KIDS PROGRAMS

NEW ON THE BLOG

Why Should My Family Celebrate Hispanic Heritage Month?

SEPTEMBER 23RD AT 6PM

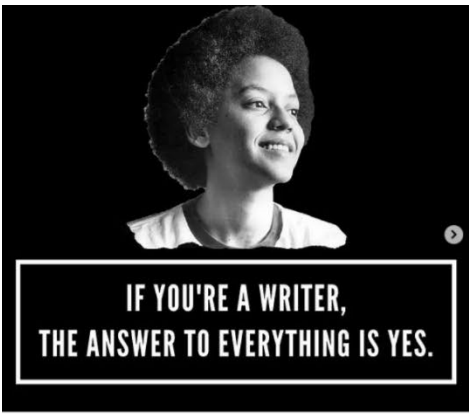
CELEBRATE HISPANIC HERITAGE MONTH VIRTUALLY!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

REGISTRATION REQUIRED. FOR FAMILIES WITH CHILDREN OF ALL AGES.





**NIKKI GIOVANNI,
AWARD-WINNING POET**

dpplteen • Following
Des Plaines Public Library

dpplteen Come hone your poetry skills with DPPL! Teen Poetry Workshop: Friday, Oct. 1st at 4 p.m. on the Terrace. Poetry Open Mic Night: Friday, Oct. 8th at 7 p.m. on the Terrace. Grades 7-12. All levels welcome!

1w

SEPTEMBER 29

Liked by arianahaze and 9 others

Add a comment...

TEEN PROGRAMS



TEENS

Go ahead, boss us around!

Outdoor program

Thursday, September 16 at 4 pm

Join us outside for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

MARIO KART TOURNAMENT

SATURDAY, SEPTEMBER 18 AT 2 PM

Join us for a virtual Mario Kart 8 Deluxe tournament! Grades 6 - 12

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY



dpplteen • Following
Des Plaines Public Library

dpplteen We don't know if you hear but The Commons now has a PS5... #p55 #teens #desplainspubliclibrary #videogames #teenspace

2w

SEPTEMBER 29

Liked by arianahaze and 8 others

Add a comment...

Censorship Divides Us

BOOKS UNITE US

BANNED BOOKS WEEK

September 26 - October 2, 2021
bannedbooksweek.org

DES PLAINES PUBLIC LIBRARY

dpplteen • Following

dpplteen Banned Books Week 2021 Sept 26 - Oct 2. Want to learn more? Visit @banned_books_week to support the freedom to seek and express ideas. You'll be amazed what book people and districts have banned! #bannedbooksweek #jasonreynolds #nocensorship

2w

SEPTEMBER 27

Liked by arianahaze and 5 others

Add a comment...

TEENS

take & make

CLAY LEAF DISH

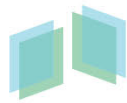
BEGINNING SEPTEMBER 7

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

WHILE SUPPLIES LAST

LEARN MORE AT DPPL.ORG

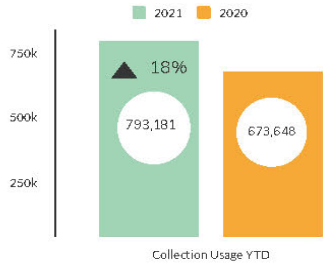
DES PLAINES PUBLIC LIBRARY



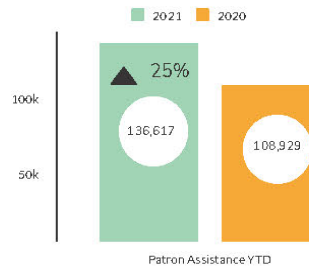
STATISTICS REPORT

September 2021

Collection Usage YTD

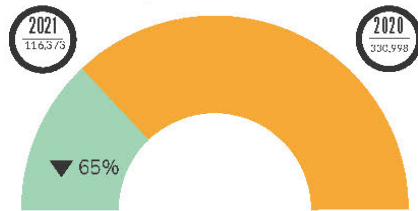


Patron Assistance YTD



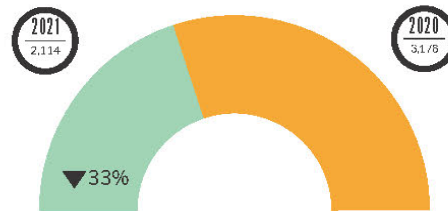
Attendance YTD

Events, Programs, Outreach & Classes

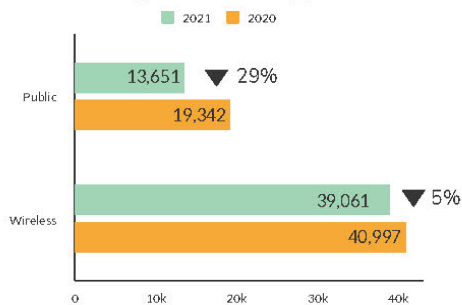


Bookings YTD

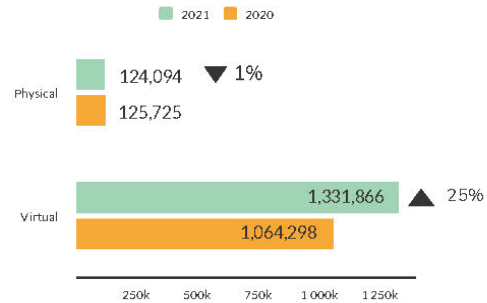
Events, Programs & Classes



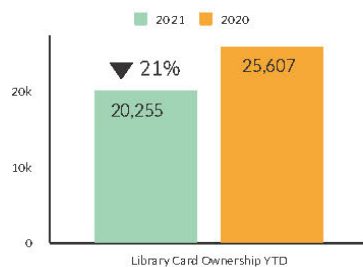
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

SEPTEMBER 2021

COLLECTION USAGE		
	Year to Date 2021	793,181
	Year to Date 2020	673,648
	% Change	18%
PATRON ASSISTANCE		
	Year to Date 2021	136,617
	Year to Date 2020	108,929
	% Change	25%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	2,114
	Year to Date 2020	3,178
	% Change	-33%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	116,373
	Year to Date 2020	330,998
	% Change	-65%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	124,094
	Year to Date 2020	125,725
	% Change	-1%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	1,331,866
	Year to Date 2020	1,064,298
	% Change	25%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	20,255
	Current month valid library cards 2020	25,607
	% Change	-21%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	13,651
	Year to Date 2020	19,342
	% Change	-29%
	Wireless	
	Year to Date 2021	39,061
	Year to Date 2020	40,997
	% Change	-5%

Dated: 10/04/2021

Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL. 60016
Attn: Donnita Tony
847/376-2827
dtony@dppl.org



Commercial Audio/Video
Preliminary Proposal Version 1.2

ROOM B

Abt will install a new 7,500 Lumen Laser Projector at a pre-determined location within the space. Abt will wire and install a new HDBaseT Receiver at the projector location in order to send the Video Source(s) directly to this display. Abt will also run a control wire to each location in order to handle all power on/off. Abt will install a new HDMI transmitter at a pre-determined location within the space. This wallplate will allow the client to connect any HDMI/VGA compatible device directly to the system. Abt will provide the client with a new 15' HDMI/VGA w/Audio Patch Cable in order for the client to connect directly to the this transmitter. Additional Video Sources for this system will be a new BluRay player as well as a Crestron Wireless Presentation Device that will allow the client to wirelessly present directly to the system as well as one (1) new Small Form MSI PC that will be utilized for video conferencing. This PC will allow the client the ability to connect to any soft codec video conferencing platform (Zoom/Teams/etc). Abt will install two (2) new wall mounted PTZ cameras at pre-determined locations within the room. Abt will install two (2) ceiling mounted microphone arrays within the existing ceiling above. Once microphone will be installed within this room. Each microphone will be able to contain preset configurations for each room layout that the client will need in any given point. Abt will also route two (2) of the existing wireless microphones for video conferencing capabilities. The remaining six (6) existing wireless microphones will be utilized within the audio reinforcement of the room. All wires will be run to the client provided equipment location where Abt will install all products accordingly. Client to provide one (1) dedicated 120VAC electrical outlet as well as one (1) dedicated network connection at the equipment location. Abt will install a new 8x4 Presentation Switcher within the rack. This Presentation Switch will allow the client to send up to eight (8) sources to either display (listed above). This presentation switcher will give the client the ability to expand Audio/Video capabilities to Room C in the future. The client will have the ability to have each source mirror one another on both displays and/or have two (2) separate sources, one on each display/room. Audio reinforcement will be done via ten (10) in-ceiling speakers installed throughout the space. All speakers will act as one (1) zone within Room B. Abt will custom program a new 10" wall mounted touchpanel for full control of the AV system. This touchpanel will be installed at a pre-determined within the room and will give the client power on/off functionality of the projector, Projection Screen Up/Down/Stop Functionality (if applicable), as well as input source selection/navigation and volume control. Video conferencing control will be handled via a new wireless bluetooth keyboard/mouse. Client to provide an AV-VLAN via a client provided network already in place. All products will be placed on this network VLAN. Client to confirm that wifi coverage at all location(s) is sufficient for this type of application.

<u>Qty.</u>	<u>Product</u>	<u>Model #</u>	<u>MSRP</u>	<u>Abt Price</u>	<u>Ext. Price</u>
<u>Display Breakdown - PROJECTION / SCREEN</u>					
1 Each	Optoma 7,500 Lumen Laser Projector	ZU720T	\$4,999.00	\$4,789.00	\$4,789.00
1 Each	Crimson Universal Ceiling Adaptor Plate	CMA115	\$64.00	\$55.04	\$55.04
1 Each	Crimson 12-18" Extension Pole Mount	EA01218	\$135.99	\$116.95	\$116.95
1 Each	Crimson Universal Ceiling Projector Mount	JR2	\$160.99	\$138.45	\$138.45
1 Each	Crestron 8G DM Room Controller/Scaler	DMRMC4KZSCALERC	\$1,800.00	\$1,548.00	\$1,548.00
1 Each	Audioquest .75M HDMI Cable	HDMIBLUEBERRY075	\$29.95	\$25.76	\$25.76
375 Feet	Liberty Plenum Shielded Network Cat6 Cable	GENCAT6AWPL	\$1.55	\$1.33	\$498.75
1 Each	Niles IR Emitter	MF1VF	\$25.00	\$21.50	\$21.50
1 Each	Client Provided Motorized Projection Screen	OFE	\$0.00	\$0.00	\$0.00
2 Each	Altona Soft Codec PTZ Camera	ATHDVSCAMB	\$950.00	\$849.00	\$1,698.00
2 Each	Atlona USB Extender Kit	ATUSBEX100KIT	\$464.00	\$399.04	\$798.08
2 Each	C2G USB A/B Cable 5M	13401	\$8.99	\$7.73	\$15.46
2 Each	C2G USB A/A Cable 9.8'	54172	\$13.99	\$12.03	\$24.06
135 Feet	Liberty Plenum Shielded Cat6 Cable	GENCAT6AWPL	\$1.55	\$1.33	\$179.55
<u>Source Breakdown - VIDEO</u>					
1 Each	Crestron HDBaseT HDMI/VGA Transmitter Wallplate	DMTX200C2GWT	\$1,400.00	\$1,204.00	\$1,204.00
35 Feet	Liberty Plenum Shielded Network Cat6 Cable	GENCAT6AWPL	\$1.55	\$1.33	\$46.55
1 Each	Liberty 15' HDMI/VGA w/Audio Patch Cable	EHDVAMM15	\$109.99	\$94.59	\$94.59
1 Each	Sony BluRay Player	UBPX700M	\$249.99	\$249.99	\$249.99
1 Each	Audioquest 2M HDMI Cable	HDMIPLEARL2M	\$29.95	\$25.76	\$25.76
1 Each	Crestron AirMedia Wireless Presentation Device	INCLUDED BELOW	\$0.00	\$0.00	\$0.00
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00
1 Each	MSI i-7 16gb 1TB Windows10 Pro PC (Video Conferencing)	CUBI510M064	\$929.00	\$899.00	\$899.00
1 Each	Audioquest 2M HDMI Cable	HDMIPLEARL2M	\$29.95	\$25.76	\$25.76
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00

ROOM B - CONTINUED

<u>Qty.</u>	<u>Product</u>	<u>Model #</u>	<u>MSRP</u>	<u>Abt Price</u>	<u>Ext. Price</u>
<u>Microphone Breakdown</u>					
2 Each	Shure Ceiling Mounted Microphone Array	MXA910W-A	\$4,499.00	\$4,294.00	\$8,588.00
125 Feet	Liberty Plenum Sheilded Cat6 Cable	GENCAT6AWPL	\$1.55	\$1.33	\$166.25
3 Each	Client Provided Handheld Wireless Microphone(s)	OFE	\$0.00	\$0.00	\$0.00
3 Each	Client Provided Lapel Wireless Microphone(s)	OFE	\$0.00	\$0.00	\$0.00
6 Each	Liberty Plenum 2-Conductor Audio Wire	MICBPL	\$0.50	\$0.43	\$2.58
<u>Audio Breakdown</u>					
5 Pair	Sonance 8" 70v In-Ceiling Speakers	PSC83RTWH	\$660.30	\$567.86	\$2,839.30
215 Feet	Liberty Plenum 16-Gauge Speaker Wire	162WPL	\$0.70	\$0.60	\$129.00
1 Each	QSC 2-Channel 250w/Channel Amplifier	CX302V	\$1,370.00	\$1,178.20	\$1,178.20
<u>Control & User Interface Breakdown</u>					
1 Each	Crestron 10" On-Wall Touch Screen	TSW1070WS	\$2,800.00	\$2,408.00	\$2,408.00
1 Each	Crestron POE Injector	PWE4803RU	\$100.00	\$86.00	\$86.00
275 Feet	Liberty Plenum Network Cat6 Cable	GENCAT6BPL	\$1.08	\$0.93	\$255.75
1 Each	Microsoft Bluetooth Keyboard and Mouse (PC)	M7J00001	\$49.95	\$39.00	\$39.00
<u>Equipment Location Breakdown</u>					
1 Each	Client Provided Equipment Rack	OFE	\$0.00	\$0.00	\$0.00
1 Each	Middle Atlantic 1U Abt Blank Panel	SRBPS1ABT	\$0.00	\$0.00	\$0.00
1 Each	Middle Atlantic Rack Screws	HP	\$37.00	\$31.82	\$31.82
1 Each	Symetrix 12x8 AEC, Audio Conf. Processor	RADIUSNX12X8AEC2	\$4,674.00	\$4,219.64	\$4,219.64
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00
1 Each	Crestron 3-Series 4K Presentation Switcher	DMPS34K350CAIRMED	\$10,800.00	\$9,288.00	\$9,288.00
1 Each	Crestron PoDM Power Supply	PW5430DUS	\$300.00	\$258.00	\$258.00
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00
1 Each	Cisco 28-Port POE Ethernet Switch	SG350028PK9NA	\$799.00	\$687.14	\$687.14
1 Each	Panamax 8-Outlet IP-Based Surge Protector	M4000PRO	\$514.95	\$442.86	\$442.86
1 Each	Panamax 8-Outlet Surge Protector	MR4000	\$269.95	\$232.16	\$232.16
1 Each	Installation Hardware & Supplies	CSUPPLIES	\$250.00	\$250.00	\$250.00

PROJECT NOTES

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

Equipment Total	\$43,555.95
Commercial Installation Labor	\$5,600.00
Commercial Programming	\$4,128.00
<u>Sales Tax</u>	<u>EXEMPT</u>
TOTAL	\$53,283.95
Optional 4 Year Custom Warranty	\$5,689.00

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

Yours Truly,

Jason Shapiro

Phone: 847.544.2965
 Fax: 847.544.2039
Jason.Shapiro@Abt.com

X _____
 Signature of Acceptance

Date _____



October 6, 2021

Members of the Board of Trustees
Des Plaines Public Library
Des Plaines, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Des Plaines Public Library.

It is our understanding that Lauterbach & Amen, LLP will provide accounting assistance to the Des Plaines Public Library. Such assistance will be arranged between the Library and Lauterbach & Amen, LLP and will be billed as follows:

Services Provided	For the Year Ended December 31, 2022
Monthly Accounting	\$1,575 Monthly
Annual Treasurer's Report	\$200 Annually
Annual Per Capita Grant Report	\$170 Annually
Annual State Library Report	\$170 Annually
Calendar Year 1099's	\$460 Annually
Preparation of Audit Workpapers	\$2,070 Annually
Total	\$21,970 Annually

The fees will then increase 2.0% in each subsequent year, unless there is a change in the services provided. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

The Library agrees that during the term of this agreement and for a period of twelve months thereafter, the Library shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Library to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Des Plaines Public Library
October 6, 2021
Page 2

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Des Plaines Public Library, Illinois.

By: _____

Title: _____



November 21, 2018

Members of the Board of Trustees
Des Plaines Public Library
Des Plaines, Illinois

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and the limitations of the services we will provide for the Des Plaines Public Library for the years ended December 31, 2019, 2020 and 2021.

We will perform the following services:

1. We will compile from information you provide, monthly Treasurer's reports including annual and interim balance sheets, statement of revenues, expenditures and changes in fund balance, and other supplemental information for the years ended December 31, 2019, 2020 and 2021. Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles.

We will compile the financial statements and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We will not audit or review the financial statements, and accordingly, will not express an opinion or any other form of assurance on them. If for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

2. We will post the cash receipt and cash disbursement journals; reconcile all bank accounts; account for all investment transactions; post the general ledger; and issue vendor checks (from supporting detail vendor invoices). In addition we will prepare the annual Treasurer's Report; the annual State Library Report; the 1099's for payments to vendors for the applicable calendar years; and supporting work papers for the auditors for the years ended December 31, 2019, 2020 and 2021. It is our understanding that the transactions posted, along with the monthly Treasurer's reports will be approved by the Board at the regularly scheduled Board Meetings.

You are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any bookkeeping services or other services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

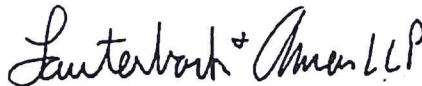
Our fees for the above services will be as follows:

Services Provided	For the Year Ended 12/31/2019	For the Year Ended 12/31/2020	For the Year Ended 12/31/2021
Monthly Accounting	\$1,550 Monthly	\$1,575 Monthly	\$1,600 Monthly
Annual Treasurer's Report	\$190 Annually	\$200 Annually	\$210 Annually
Annual Per Capital Grant Report	\$165 Annually	\$170 Annually	\$175 Annually
Annual State Library Report	\$165 Annually	\$170 Annually	\$175 Annually
Calendar Year 1099's	\$450 Annually	\$460 Annually	\$470 Annually
Preparation of Audit Workpapers	\$2,040 Annually	\$2,070 Annually	\$2,100 Annually
Total	\$21,610 Annually	\$21,970 Annually	\$22,330 Annually

Monthly accounting services will be billed on a monthly basis and the additional services will be billed as completed.

This engagement may be terminated by either party by giving 30 days written notice to the other party. Please indicate your acceptance of the above understanding by signing below. If the Library's needs change during the year, the nature of our services can be adjusted accordingly. Likewise, if you have special projects with which we can assist, please let us know.

Cordially,



Lauterbach & Amen, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Des Plaines Public Library:

Accepted by: Holly Richards Sneyer

Title: Library Director

Oak Brook Mechanical Services

961 S. Route 83
Elmhurst, IL 60126
Voice: 630-941-3555 Fax: 630-941-0294
OMSHVAC.com
mikeh@omshvac.com

To: DesPlaines Public Library From: Mike Hoy
Attn: Joseph Matteis Pages: 1
Phone: (847)827-5551 Date: September 29, 2021
Re: Air Conditioning For Server Room Email: jmatteis@dppl.org

Comments: Server Room Air Conditioning

Oak Brook Mechanical Services Inc proposes on furnishing and installing a Mitsubishi high wall mount evaporator onto the interior wall of server room and a Mitsubishi condenser on roof complete with wind baffles and furnish and install a roof portal on roof and extend power and control wires and new suction and liquid lines between evaporator and condenser and make final connections at both ends and existing circuit breaker panel. We will also flash new roof portal onto roof. New evaporator includes condensate pump which we will pipe to janitorial closet sink. Upon completion of installation we will start up new air conditioning system for server room.

Total Lot Price: \$14,354.00

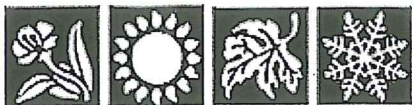
Mike Hoy-Mobil (312)720-3739

Accepted By: _____

Service Estimator

Date: _____

Oak Brook Mechanical Services Inc.



PERFECT TEMPERATURE CONTROL

74 Bradrock Drive
Des Plaines IL, 60018

(847) 635-0337
Fax :(847) 981-1144

Quote #	10674
Quote Date	10/11/21
Customer #	20135

Sold To:
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines,IL 60016

Ship To:
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines,IL 60016

Reference Computer Room	Cust PO #	Ship Via	Valid Through 11/11/21	Terms CASH, CREDIT CARD OR CHE	Salesperson Sergio Sammarco
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FURNISH & INSTALL -

- 1 - Mitsubishi #PUY-A36NKA7 P-Series Commercial split-system with a capacity of 36,000 Cooling BTUs
- 1 - Mitsubishi #PKA-A36KA7.TH P-Series Commercial indoor wall air handler
- 1 - WB-RE6 Rear wind baffle
- 1 - WB-SD6 Side wind baffle
- 2 - WB-PA3 Low ambient wind baffle
- 1 - Line voltage from panel to a/c unit
- 1 - Communication wire
- 1 - Copper insulated lineset
- 1 - Mitsubishi MHK2 controller
- 1 - Pitch pod roof flashing
- 1 - Condensate pump with safety switch
- 1 - Core roof and roof in flashing
- 1 - Block off room supply and return duct
- 1 - Fire seal all penetrations
- 1 - Set unit on treated 4x4's and bolt down
- 1 - Mitsubishi Elite startup

DESCRIPTION -

- > Mount indoor wall cassette in pre-determined location
- > Install insulated copper refrigerant lines and electric between wall cassette and outdoor unit with electrical circuit from main panel
- > Set outdoor A/C unit on 4x4's
- > Upon completion, check, test and start

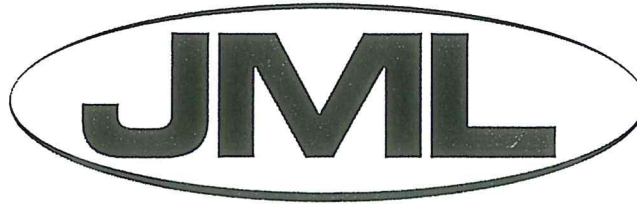
WARRANTY -

- > 5 years on all Mitsubishi parts / 7 year on compressor / 1 year on labor and work performed

Customers Approval _____ **Date** _____

Terms: 30 days billing. Permits are additional if required. Pricing is tax exempt.

THIS IS NOT AN INVOICE	Total Quote	\$12,616.00
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HEATING AND COOLING

(847) 708-4057 1153 S Lee St Unit 172 Des Plaines, IL 60016

Proposal Submitted to: Des Plaines Library
1500 Ellinwood
Des Plaines IL 60016

We hereby submit the proposal for the following services:

Server Room Mitsubishi install:

- Install 1- 36,000 Btu outdoor units
Model -PUY-A36NKA7
- Install 1 36,000 Btu wall hung Air Handlers
Model- PKA-A36/42 NKA7
- Install low ambient controls and wind baffles
Thermostat will be remote control per wall hung unit
- Install all control wiring from Air handlers to outdoor units
- Install roof stand for outdoor unit
- Core Hole thru roof for electric and line set and properly seal hole
- Run twin tube mini split line sets to outdoor unit
- Install condensate pump
- Run drain to utility closet just east of server room
- Connect to existing electric and connect to panel with separate breaker
- Unit will be started and tested for proper operation

Total Installation: \$ 12000.00

Notes: Quoted 3 ton unit but would need heat load for each rack to properly size unit. If we only need 2 ton unit you could save some money.

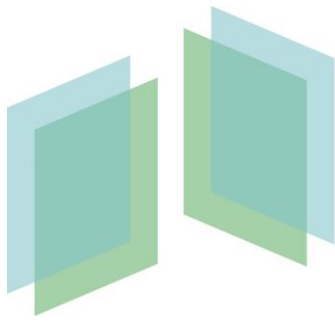


SUPPLEMENTAL NOTICE

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

If a member of the public would like to access the live meeting via electronic remote, they should email to PublicComments@dppl.org with their name and email address no later than Wednesday, November 17, 2021 at 5:00 p.m.

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



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, NOVEMBER 18, 2021

7:00 PM

By Electronic Remote

- **Report Out Management Committee Meeting**
- **Discuss Strategic Goals**
- **Review and Approve Proposal from Automated Logic**

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 18, 2021
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. Oath of Office – Lisa DuBrock, Trustee.
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] 7:10 p.m.
 - A. Approval of the Minutes of the Regular Board Meeting – October 21, 2021.
 - B. Approval of the Minutes of the Management Committee Meeting – October 21, 2021.
 - C. Acceptance of Financial Reports for October 2021.
 - D. Acceptance of Reports.
 1. Director’s Report.
 2. Statistics Report.

- VIII. New Business. 7:15 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report - \$254,955.57. [Action Item]
 - B. Report Out Management Committee Meeting – Denise Hudec. [Action Item]
 - C. Approve Salary and Classification Schedule for 2022. [Action Item]
 - D. Discuss Strategic Goals.
 - E. Review and Approve Proposal from Automated Logic. [Action Item]

- IX. Announcements. 7:45 p.m.

- X. Correspondence.

- XI. Other.

- XII. Adjournment. 8:00 p.m.

This meeting will be recorded for television broadcast.



DRAFT

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
October 21, 2021

President Gregory Sarlo stated that as President he determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

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 21, 2021. President Gregory Sarlo called the meeting to order at 7:04 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Nicholas Harkovich, Denise Hudec, Bruce Lester, Vincent Rangel, Michelle Shimon-Hutchison, Gregory Sarlo, Carol Kidd.

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Stephanie Spetter, Michelle Meyer-Edley, John Leach, Donnita Tony, Lisa DuBrock.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

MOTION by Vincent Rangel, seconded by Kristen Graack, to approve the agenda as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VI. CONSENT AGENDA

MOTION by Kristen Graack, seconded by Denise Hudec, to approve Consent Agenda, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$317,121.97 [Action Item]

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve payment of vendor checks and ACH Payments in the amount of \$317,121.97, as listed on the vendor checks report of September 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report Out Management Committee Meeting – Denise Hudec. [Action Item]

Chair Denise Hudec reported that the Management Committee met and discussed library Policy A-10, Bylaws of Board of Trustees, Article VI Meetings, Section 5, the addition of Remote Attendance (5 ILCS 120/7). Chair Denise Hudec read the new policy and asked for board approval.

MOTION by Committee to approve library Policy A-10 Bylaws of Board of Trustees, Article VI Meetings, Section 5, the addition of Remote Attendance (5 ILCS 120/7). ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Chair Denise Hudec reported that the Management Committee also discussed revisions to the following job descriptions:

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

MOTION by Committee to approve revisions to the following job descriptions:

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- C. Review and Approve Public Meeting Room Hybrid Teleconferencing System. [Action Item]

Library Director Jo Bonell reported that items budgeted for Capital Projects were not done in the previous two years because of concerns about the economic ramifications of the pandemic, and now those technology items are out-dated. Instead Library Director Jo Bonell proposed a public meeting room hybrid teleconferencing system that would allow in person and electronic participation at meetings and library programs. Three proposals were received. Abt was the lowest proposal at \$58,972.95, which includes a 4-year custom warranty.

Trustee Nicholas Harkovich asked for names of the other companies that submitted proposals. Library Director Jo Bonell responded Quest and Zoom Room.

MOTION by Vincent Rangel, seconded by Christine Halblander, to approve Abt for the Public Meeting Room Hybrid Teleconferencing System in the amount of \$58,972.95, which includes the 4-year custom warranty, ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- D. Approve One-Year Extension to Accounting Contract, Lauterbach and Amen. [Action Item]

MOTION by Bruce Lester, seconded by Vincent Rangel to approve a one-year extension to the Lauterbach and Amen accounting contract. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- E. Review and Approve Air Conditioning for Server Room. [Action Item]

Library Director Jo Bonell asked for board approval to approve Air Conditioning for the library's Server Room. Three proposals were requested and received. JML Heating and Cooling was the lowest proposal.

Kristen Graack asked if JML would include in their proposal the warranty that was offered by Perfect Temperature Control at no additional cost.

MOTION by Bruce Lester, seconded by Christine Halblander, to accept the proposal from JML Heating and Cooling in the amount of \$12,000.00, and to ask for a warranty for 5 years on all Mitsubishi parts/7 years on compressor/ 1 year on labor and work performed. If JML Heating and Cooling refuses to include the warranty as part of their proposal, the bid would go to Perfect Temperature Control in the amount of \$12,616.00. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS.

Joanie Sebastian, Head of Adult Services reported that a grant was applied for and received for Bouncing Back from the Pandemic in the amount of \$19,748.00. This grant was paid for by the Illinois State Library. The grant was written by Joanie Sebastian, Christina Tropea and Colleen Magruder.

IX. CORRESPONDENCE.

None.

X. OTHER.

None.

MOTION by Denise Hudec, seconded by Shelly Shimon-Hutchison, to enter into Executive Session at 7:49 p.m. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

XI EXECUTIVE SESSION

- 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.

The Board reconvened at 8:45 p.m.

MOTION by Bruce Lester, seconded by Kristen Graack, to accept the resolution of Probable or Imminent Litigation as agreed upon in Executive Session. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: Harkovich. MOTION CARRIED.

MOTION by Shelly Shimon-Hutchison, seconded by Denise Hudec, to accept the salary increase as stated in Executive Session for B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: Harkovich. MOTION CARRIED.

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

Meeting adjourned at 8:47 p.m.

Minutes prepared by Carol Kidd.



DRAFT

BOARD OF TRUSTEES Minutes of the Management Committee Meeting October 21, 2021

Chair Denise Hudec stated that as Chair of the Management Committee she determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

I. CALL TO ORDER.

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, October 21, 2021. Chair Denise Hudec called the meeting to order at 6:33 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Denise Hudec.

Absent: None.

Also present: Gregory Sarlo, Vincent Rangel, Jo Bonell, Michelle Meyer-Edley, Laurie Papadourakis, Lisa DuBrock, Joanie Sebastian, Stephanie Spetter, Heather Imhoff.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Christine Halblander, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTION. [Action Item]

Library Director Jo Bonell asked the Committee to review and approve the following job descriptions

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

The Committee made additional minor changes to the Graphic Designer, Digital Designer, and Creative Services Coordinator job descriptions.

MOTION by Christine Halblander, seconded by Kristen Graack to approve the following job descriptions:

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None.

MOTION CARRIED.

VI. REVIEW AND APPROVE A-10 BYLAWS OF THE BOARD OF TRUSTEES, SECTIONS 5, REMOTE ATTENDANCE. [Action Item]

Library Director Jo Bonell stated that Section 5 had been added to Article VI Meetings. This policy allows for remote attendance if a trustee is prevented from physically attending a meeting. The policy defines reasons for attending a meeting remotely and “applies to all meetings, including meetings of the Board as a whole, Committee meetings and any other meetings properly convened.”

MOTION by Kristen Graack, seconded by Christine Halblander, to approve A-10 Bylaws of the Board of Trustees, Sections 5, Remote Attendance ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

VII. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Christine Halblander, to adjourn the meeting. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:58 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
October 31, 2021

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



November 10, 2021

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, 2021 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, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,763,322.28	\$ 1,899,676.08	\$ 5,662,998.36
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,844,812.97	\$ 1,899,676.08	\$ 11,744,489.05
LIABILITIES			
Accounts Payable	\$ 192,901.48	\$ -	\$ 192,901.48
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	536,017.77	-	536,017.77
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,605,517.77	-	6,605,517.77
FUND BALANCE			
Fund Balance - Unreserved	3,204,544.40	1,899,676.08	5,104,220.48
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,239,295.20	1,899,676.08	5,138,971.28
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,844,812.97	\$ 1,899,676.08	\$ 11,744,489.05

Des Plaines Public Library

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

For the 10 Months Ended October 31, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,947,332.30	\$ -	\$ 5,947,332.30
Intergovernmental	145,038.84	-	145,038.84
Fines & Fees	12,465.36	-	12,465.36
Interest	873.90	657.58	1,531.48
Special Events and Programs	53.94	-	53.94
Miscellaneous	37,426.71	-	37,426.71
Total Revenues	<u>6,143,191.05</u>	<u>657.58</u>	<u>6,143,848.63</u>
EXPENDITURES			
Personnel	\$ 2,293,734.34	\$ -	\$ 2,293,734.34
Operating	1,771,126.10	322.50	1,771,448.60
Library Materails	721,640.33	-	721,640.33
Capital Outlay	61,323.00	204,409.07	265,732.07
Other Expenditures	<u>68,841.08</u>	<u>-</u>	<u>68,841.08</u>
Total Expenditures	<u>4,917,864.85</u>	<u>204,731.57</u>	<u>5,122,596.42</u>
Net Change in Fund Balances	<u>1,225,326.20</u>	<u>(204,073.99)</u>	<u>1,021,252.21</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 3,239,295.20</u>	<u>\$ 1,899,676.08</u>	<u>\$ 5,138,971.28</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of October 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	737,416.84
202-1102015 - First Midwest Operating #8100292260	<u>21,748.58</u>
	<u>759,165.42</u>
201-1102028 - Cash Library Donations	<u>215,226.57</u>
201-1102079 - IL Funds - 151600222591	2,810,178.87
202-1102079 - IL Funds - 151600222591	<u>1,877,927.50</u>
	<u>4,688,106.37</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,662,998.36</u></u>

Des Plaines Public Library
Balance Sheet as of October 31, 2021

	<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	1,329,120.10	(591,703.26)	737,416.84
1102028 - Cash Library Donations	215,144.73	81.84	215,226.57
1102079 - IL Funds - 151600222591	1,221,805.11	1,588,373.76	2,810,178.87
1118000 - Receivable - Property Taxes	<u>6,081,490.69</u>	<u>0.00</u>	<u>6,081,490.69</u>
	<u>8,848,060.63</u>	<u>996,752.34</u>	<u>9,844,812.97</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	231,366.35	(38,464.87)	192,901.48
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,643,982.64</u>	<u>(38,464.87)</u>	<u>6,605,517.77</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>1,979,218.20</u>	<u>0.00</u>	<u>1,979,218.20</u>
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
Total Liabilities and Fund Balance	<u>8,657,951.64</u>	<u>(38,464.87)</u>	<u>8,619,486.77</u>
Excess Revenues Over Expenses	<u>190,108.99</u>	<u>1,035,217.21</u>	<u>1,225,326.20</u>

Des Plaines Public Library
Balance Sheet as of October 31, 2021

	<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	22,273.58	(525.00)	21,748.58
1102079 - IL Funds - 151600222591	1,966,205.00	(88,277.50)	1,877,927.50
	1,988,478.58	(88,802.50)	1,899,676.08
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,103,750.07	0.00	2,103,750.07
Excess Revenues Over Expenses	(115,271.49)	(88,802.50)	(204,073.99)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80

Des Plaines Public Library
Balance Sheet as of October 31, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,353,391.00)</u>	<u>0.00</u>	<u>(1,353,391.00)</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	 <u>2,560,784.41</u>	 <u>0.00</u>	 <u>2,560,784.41</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, 2021**

_____ 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 2020	<u>1,432,744.04</u>	<u>5,947,332.30</u>	<u>6,100,000.00</u>	<u>152,667.70</u>	<u>97.50</u>
	<u>1,432,744.04</u>	<u>5,947,332.30</u>	<u>6,100,000.00</u>	<u>152,667.70</u>	<u>97.50</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	86,086.90	73,000.00	(13,086.90)	117.93
201-4822090 - Grant Revenue	0.00	5,000.00	0.00	(5,000.00)	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>7,457.94</u>	<u>3,000.00</u>	<u>(4,457.94)</u>	<u>248.60</u>
	<u>0.00</u>	<u>145,038.84</u>	<u>168,988.00</u>	<u>23,949.16</u>	<u>85.83</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	444.09	2,632.57	9,000.00	6,367.43	29.25
201-4850201 - Copying Fees	1,228.48	9,648.79	12,500.00	2,851.21	77.19
201-4850207 - Non-Res Cards	69.50	139.00	1,000.00	861.00	13.90
201-4850208 - Meeting Room Fees	<u>45.00</u>	<u>45.00</u>	<u>1,500.00</u>	<u>1,455.00</u>	<u>3.00</u>
	<u>1,787.07</u>	<u>12,465.36</u>	<u>24,000.00</u>	<u>11,534.64</u>	<u>51.94</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>53.94</u>	<u>53.94</u>	<u>10,000.00</u>	<u>9,946.06</u>	<u>0.54</u>
	<u>53.94</u>	<u>53.94</u>	<u>10,000.00</u>	<u>9,946.06</u>	<u>0.54</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>63.42</u>	<u>873.90</u>	<u>28,000.00</u>	<u>27,126.10</u>	<u>3.12</u>
	<u>63.42</u>	<u>873.90</u>	<u>28,000.00</u>	<u>27,126.10</u>	<u>3.12</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	1,449.20	29,816.03	50,000.00	20,183.97	59.63
201-4899910 - Vending Machine Revenue	42.88	412.24	500.00	87.76	82.45
201-4899920 - Library Donations	75.00	1,491.80	5,000.00	3,508.20	29.84
201-4899940 - Friends Book Sale	<u>971.40</u>	<u>5,706.64</u>	<u>0.00</u>	<u>(5,706.64)</u>	<u>0.00</u>
	<u>2,538.48</u>	<u>37,426.71</u>	<u>55,500.00</u>	<u>18,073.29</u>	<u>67.44</u>
Total Library Fund	<u><u>1,437,186.95</u></u>	<u><u>6,143,191.05</u></u>	<u><u>6,386,488.00</u></u>	<u><u>243,296.95</u></u>	<u><u>96.19</u></u>

See Accountants' Compilation Report

Des Plaines Public Library
 Revenue Report
 For the 10 Months Ended October 31, 2021

	<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>59.37</u>	<u>657.58</u>	<u>17,000.00</u>	<u>16,342.42</u>	<u>3.87</u>
	<u>59.37</u>	<u>657.58</u>	<u>17,000.00</u>	<u>16,342.42</u>	<u>3.87</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>59.37</u>	<u>657.58</u>	<u>517,000.00</u>	<u>516,342.42</u>	<u>0.13</u>
Total of All Funds	<u>1,437,246.32</u>	<u>6,143,848.63</u>	<u>6,903,488.00</u>	<u>759,639.37</u>	<u>89.00</u>

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2021**

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	181,662.67	1,788,618.25	2,483,313.00	694,694.75	72.03
5910200 - Part-time Salaries	<u>55,424.06</u>	<u>505,116.09</u>	<u>830,211.00</u>	<u>325,094.91</u>	<u>60.84</u>
	<u>237,086.73</u>	<u>2,293,734.34</u>	<u>3,313,524.00</u>	<u>1,019,789.66</u>	<u>69.22</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	17,491.30	168,766.85	240,329.00	71,562.15	70.22
5918021 - Employer Contribution - IMRF	22,623.09	210,713.18	290,885.00	80,171.82	72.44
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	26,714.35	294,942.42	410,610.00	115,667.58	71.83
5918051 - HMO Insurance Premiums	13,761.94	130,595.03	208,034.00	77,438.97	62.78
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>12,165.00</u>	<u>14,000.00</u>	<u>1,835.00</u>	<u>86.89</u>
	<u>80,590.68</u>	<u>825,509.13</u>	<u>1,200,744.00</u>	<u>375,234.87</u>	<u>68.75</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	25,036.50	30,000.00	4,963.50	83.46
5920110 - Professional Services	35,570.30	393,700.59	464,296.00	70,595.41	84.80
5920120 - Communication Services	7,349.75	16,654.12	19,100.00	2,445.88	87.19
5920140 - Integrated Library System	22,128.03	88,379.85	88,010.00	(369.85)	100.42
5920202 - Conferences	180.00	2,128.88	5,000.00	2,871.12	42.58
5920204 - Training	309.30	609.30	750.00	140.70	81.24
5920210 - Marketing	0.00	30,772.44	51,000.00	20,227.56	60.34
5920220 - Membership Dues	444.00	8,450.09	6,400.00	(2,050.09)	132.03
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	3,596.00	49,910.58	57,000.00	7,089.42	87.56
5930010 - R&M Equipment	0.00	55,032.15	58,635.00	3,602.85	93.86
5930020 - R&M Buildings & Structures	17,691.24	84,553.25	131,325.00	46,771.75	64.38
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	0.00	16,839.43	25,600.00	8,760.57	65.78
5930320 - Cleaning/Custodial Services	36,132.50	48,202.50	73,175.00	24,972.50	65.87
5930490 - Refuse Contract	360.00	3,600.00	7,000.00	3,400.00	51.43
5960040 - Pre-Employment Testing	660.00	2,115.05	3,000.00	884.95	70.50
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	4,951.37	52,089.85	51,500.00	(589.85)	101.15
5960990 - Misc. Contractual Services	<u>8,451.26</u>	<u>67,217.60</u>	<u>101,025.00</u>	<u>33,807.40</u>	<u>66.54</u>
	<u>137,823.75</u>	<u>945,616.97</u>	<u>1,175,116.00</u>	<u>229,499.03</u>	<u>80.47</u>
<u>Commodities</u>					
5970100 - Supplies	4,568.32	14,506.28	41,000.00	26,493.72	35.38
5970110 - Meals	(3,708.00)	1,088.78	1,500.00	411.22	72.59
5970115 - Supplies - Dept/Other	6,657.07	25,308.13	66,100.00	40,791.87	38.29
5970170 - Janitorial	(31,240.00)	5,535.97	18,600.00	13,064.03	29.76
5970260 - Postage & Parcel	1,010.00	9,103.19	6,000.00	(3,103.19)	151.72

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970270 - Printing	242.58	242.58	0.00	(242.58)	0.00
5970500 - Water Bill	1,093.98	3,916.59	10,000.00	6,083.41	39.17
5970600 - Ebooks/Books	14,909.85	252,779.11	368,000.00	115,220.89	68.69
5970610 - E-audio/Audio	6,908.48	57,254.66	80,000.00	22,745.34	71.57
5970620 - E-Subscriptions/Subscriptions	456.53	45,285.73	68,430.00	23,144.27	66.18
5970630 - Visual Materials	18,900.07	119,532.44	167,000.00	47,467.56	71.58
5970640 - Databases	11,635.90	172,629.40	185,000.00	12,370.60	93.31
5970810 - Natural Gas	0.00	9,777.52	22,000.00	12,222.48	44.44
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>4,679.95</u>	<u>5,900.00</u>	<u>1,220.05</u>	<u>79.32</u>
	<u>31,434.78</u>	<u>721,640.33</u>	<u>1,039,830.00</u>	<u>318,189.67</u>	<u>69.40</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	(8,445.00)	6,556.87	6,310.00	(246.87)	103.91
5980410 - Computer Hardware	(70,053.00)	4,513.72	6,800.00	2,286.28	66.38
5980420 - Computer Software	(8,242.67)	46,450.72	44,495.00	(1,955.72)	104.40
5980600 - Furniture & Fixtures	<u>803.07</u>	<u>2,085.47</u>	<u>2,700.00</u>	<u>614.53</u>	<u>77.24</u>
	<u>(85,937.60)</u>	<u>61,323.00</u>	<u>60,305.00</u>	<u>(1,018.00)</u>	<u>101.69</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	62,195.50	73,000.00	10,804.50	85.20
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>971.40</u>	<u>6,645.58</u>	<u>0.00</u>	<u>(6,645.58)</u>	<u>0.00</u>
	<u>971.40</u>	<u>68,841.08</u>	<u>633,000.00</u>	<u>564,158.92</u>	<u>10.88</u>
Total Library Fund Expenditures	<u>401,969.74</u>	<u>4,917,864.85</u>	<u>7,422,519.00</u>	<u>2,504,654.15</u>	<u>66.26</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>0.00</u>	<u>322.50</u>	<u>0.00</u>	<u>(322.50)</u>	<u>0.00</u>
	<u>0.00</u>	<u>322.50</u>	<u>40,000.00</u>	<u>39,677.50</u>	<u>0.81</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	36,500.00	36,500.00	0.00
5980400 - Equipment	73,098.75	155,783.70	157,420.00	1,636.30	98.96
5980410 - Computer Hardware	5,399.25	32,482.37	30,900.00	(1,582.37)	105.12
5980420 - Computer Software	10,363.87	10,888.87	11,000.00	111.13	98.99
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>88,861.87</u>	<u>204,409.07</u>	<u>239,980.00</u>	<u>35,570.93</u>	<u>85.18</u>
Total Capital Projects Fund Expenditures	<u>88,861.87</u>	<u>204,731.57</u>	<u>279,980.00</u>	<u>75,248.43</u>	<u>73.12</u>
Total of All Funds	<u>490,831.61</u>	<u>5,122,596.42</u>	<u>7,702,499.00</u>	<u>2,579,902.58</u>	<u>66.51</u>

See Accountants' Compilation Report

Des Plaines Public Library

Check List

All Bank Accounts

October 22, 2021 - November 18, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18900	11/18/21	ALLDATA LLC	1,500.00
18901	11/18/21	AMERICAN BANKERS INSURANCE CO. of FL	3,596.00
18902	11/18/21	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	550.00
18903	11/18/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	140.00
18904	11/18/21	ATI TECHNOLOGY PARTNERS	521.99
18905	11/18/21	AUTOMATED LOGIC, INC.	4,734.00
18906	11/18/21	BACKGROUND SCREENING CONSULTANTS LLC	295.00
18907	11/18/21	BAKER & TAYLOR	1,522.45
18908	11/18/21	BAKER & TAYLOR	11,325.37
18909	11/18/21	BOOKBROWSE LLC	1,071.00
18910	11/18/21	BRADLEY UNIVERSITY	110.00
18911	11/18/21	CENGAGE LEARNING/GALE	823.20
18912	11/18/21	CHICAGO TRIBUNE	315.34
18913	11/18/21	CHILDREN'S PLUS, INC.	2,041.80
18914	11/18/21	CITY OF DES PLAINES	1,393.98
18915	11/18/21	COLLEY ELEVATOR COMPANY	612.00
18916	11/18/21	COOPERATIVE COMPUTER SERVICES	22,128.03
18917	11/18/21	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18918	11/18/21	DES PLAINES CHAMBER OF COMMERCE	265.00
18919	11/18/21	DONNITA TONY	125.00
18920	11/18/21	EUGENE FLYNN	150.00
18921	11/18/21	FACILITY GATEWAY CORPORATION	1,600.00
18922	11/18/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18923	11/18/21	FOX VALLEY FIRE & SAFETY	6,548.00
18924	11/18/21	JENNIFER BILLOCK	300.00
18925	11/18/21	LAUTERBACH & AMEN, LLP.	1,600.00
18926	11/18/21	LIMRICC	48,918.61
18927	11/18/21	MIDWEST TAPE	7,500.00
18928	11/18/21	MIDWEST TAPE	17,072.76
18929	11/18/21	MORNINGSTAR INCORPORATED	7,000.00
18930	11/18/21	OAKBROOK MECHANICAL SERVICES	3,013.25
18931	11/18/21	OFFICE REVOLUTION, LLC.	803.07
18932	11/18/21	OUTSOURCE SOLUTIONS GROUP, INC.	36,103.59
18933	11/18/21	PALOS HEIGHTS PUBLIC LIBRARY	35.70
18934	11/18/21	PHYSICIANS IMMEDIATE CARE CHICAGO	365.00
18935	11/18/21	RAILS	82.50
18936	11/18/21	RESUMAYDAY INC	350.00
18937	11/18/21	THOMAS KLISE/CRIMSON MULTIMEDIA	389.49
18938	11/18/21	THOMSON REUTERS-WEST	21.86
18939	11/18/21	USBORNE BOOKS & MORE	249.99
18940	11/18/21	WILLCOX ELECTRICAL INC.	2,475.00
51829	10/31/21	BANKCARD SERVICES	17,668.42
51830	10/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	971.40
51831	10/31/21	NEOFUNDS BY NEOPOST	1,000.00
51832	10/31/21	VERIZON WIRELESS	1,055.75
51833	10/31/21	VERIZON WIRELESS	1,536.28
51834	10/31/21	COMCAST CABLE	5,653.48
51835	10/31/21	IMRF	34,168.76
Vendor Check Total			<u>254,955.57</u>
Check List Total			<u>254,955.57</u>

Check count = 48

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALLDATA LLC				18900	11/18/21	<u>1,500.00</u>
201-5970640	Databases	INV # INVC01155819	1,500.00			
AMERICAN BANKERS INSURANCE CO. of FL				18901	11/18/21	<u>3,596.00</u>
201-5920990	Property/Liability Insurance	1/1/2022 - 1/1/2023	3,596.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				18902	11/18/21	<u>550.00</u>
201-5920110	Professional Services	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	550.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18903	11/18/21	<u>140.00</u>
201-5960990	Misc. Contractual Services	INV # 12284	140.00			
ATI TECHNOLOGY PARTNERS				18904	11/18/21	<u>521.99</u>
201-5970115	Supplies - Dept/Other	INV # 81377	521.99			
AUTOMATED LOGIC, INC.				18905	11/18/21	<u>4,734.00</u>
201-5930020	R&M Buildings & Structures	INV # 353308	4,734.00			
BACKGROUND SCREENING CONSULTANTS LLC				18906	11/18/21	<u>295.00</u>
201-5960040	Pre-Employment Testing	INV# 19173	295.00			
BAKER & TAYLOR				18907	11/18/21	<u>1,522.45</u>
201-5970600	Ebooks/Books	Inv # 2036256015	665.79			
201-5960990	Misc. Contractual Services	Inv # 2036256016	42.50			
201-5970600	Ebooks/Books	Inv # 2036256102	44.82			
201-5970600	Ebooks/Books	Inv # 2036235317	491.40			
201-5960990	Misc. Contractual Services	Inv # 2036235318	38.55			
201-5970600	Ebooks/Books	Inv # 2036229793	221.65			
201-5960990	Misc. Contractual Services	Inv # 2036229794	17.74			
BAKER & TAYLOR				18908	11/18/21	<u>11,325.37</u>
201-5970600	Ebooks/Books	Inv # 2036253759	35.95			
201-5960990	Misc. Contractual Services	Inv # 2036274329	15.29			
201-5970600	Ebooks/Books	Inv # 2036274329	123.13			
201-5960990	Misc. Contractual Services	Inv # 2036249241	32.60			
201-5970600	Ebooks/Books	Inv # 2036249241	87.42			
201-5960990	Misc. Contractual Services	Inv # 2036265434	6.43			
201-5970600	Ebooks/Books	Inv # 2036265434	20.91			
201-5960990	Misc. Contractual Services	Inv # 2036257549	3.29			
201-5970600	Ebooks/Books	Inv # 2036257549	8.97			
201-5960990	Misc. Contractual Services	Inv # 2036250807	11.96			
201-5970600	Ebooks/Books	Inv # 2036250807	16.64			
201-5960990	Misc. Contractual Services	Inv # 2036220699	2.72			
201-5970600	Ebooks/Books	Inv # 2036220699	17.74			
201-5960990	Misc. Contractual Services	Inv # 2036247065	52.71			
201-5970600	Ebooks/Books	Inv # 2036247065	208.67			
201-5960990	Misc. Contractual Services	Inv # 2036249300	1.78			
201-5970600	Ebooks/Books	Inv # 2036249300	10.78			
201-5960990	Misc. Contractual Services	Inv # 2036254944	24.34			
201-5970600	Ebooks/Books	Inv # 2036254944	170.72			
201-5960990	Misc. Contractual Services	Inv # 2036236985	2.03			
201-5970600	Ebooks/Books	Inv # 2036236985	14.99			
201-5960990	Misc. Contractual Services	Inv # 2036245953	84.33			
201-5970600	Ebooks/Books	Inv # 2036245953	1,178.20			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 5017287918	5.50			
201-5970600	Ebooks/Books	Inv # 5017287918	87.80			
201-5970640	Databases	Inv # 5017287918	139.99			
201-5960990	Misc. Contractual Services	Inv # 2036252452	26.57			
201-5970600	Ebooks/Books	Inv # 2036252452	192.27			
201-5960990	Misc. Contractual Services	Inv # 2036234010	1.62			
201-5970600	Ebooks/Books	Inv # 2036234010	15.34			
201-5960990	Misc. Contractual Services	Inv # 2036218704	26.91			
201-5970600	Ebooks/Books	Inv # 2036218704	99.43			
201-5960990	Misc. Contractual Services	Inv # 2036233956	17.37			
201-5970600	Ebooks/Books	Inv # 2036233956	142.56			
201-5960990	Misc. Contractual Services	Inv # 2036233719	16.38			
201-5970600	Ebooks/Books	Inv # 2036233719	140.77			
201-5960990	Misc. Contractual Services	Inv # 2036221648	29.90			
201-5970600	Ebooks/Books	Inv # 2036221648	100.30			
201-5960990	Misc. Contractual Services	Inv # 2036233561	14.64			
201-5970600	Ebooks/Books	Inv # 2036233561	103.98			
201-5960990	Misc. Contractual Services	Inv # 2036217965	10.79			
201-5970600	Ebooks/Books	Inv # 2036217965	64.62			
201-5960990	Misc. Contractual Services	Inv # 2036221462	2.99			
201-5970600	Ebooks/Books	Inv # 2036221462	14.94			
201-5960990	Misc. Contractual Services	Inv # 2036240478	28.02			
201-5970600	Ebooks/Books	Inv # 2036240478	237.65			
201-5960990	Misc. Contractual Services	Inv # 2036225521	7.12			
201-5970600	Ebooks/Books	Inv # 2036225521	38.57			
201-5960990	Misc. Contractual Services	Inv # 2036234009	3.29			
201-5970600	Ebooks/Books	Inv # 2036234009	14.27			
201-5960990	Misc. Contractual Services	Inv # 2036242409	2.18			
201-5970600	Ebooks/Books	Inv # 2036242409	18.07			
201-5960990	Misc. Contractual Services	Inv # 2036241185	21.06			
201-5970600	Ebooks/Books	Inv # 2036241185	234.48			
201-5960990	Misc. Contractual Services	Inv # 2036240704	12.16			
201-5970600	Ebooks/Books	Inv # 2036240704	94.11			
201-5960990	Misc. Contractual Services	Inv # 2036218999	11.17			
201-5970600	Ebooks/Books	Inv # 2036218999	97.54			
201-5960990	Misc. Contractual Services	Inv # 2036242465	12.82			
201-5970600	Ebooks/Books	Inv # 2036242465	102.72			
201-5960990	Misc. Contractual Services	Inv # 2036218177	12.71			
201-5970600	Ebooks/Books	Inv # 2036218177	38.78			
201-5960990	Misc. Contractual Services	Inv # 2036240018	21.87			
201-5970600	Ebooks/Books	Inv # 2036240018	153.41			
201-5960990	Misc. Contractual Services	Inv # 2036202992	11.58			
201-5970600	Ebooks/Books	Inv # 2036202992	92.53			
201-5960990	Misc. Contractual Services	Inv # 2036221636	18.43			
201-5970600	Ebooks/Books	Inv # 2036221636	139.95			
201-5960990	Misc. Contractual Services	Inv # 2036239797	27.03			
201-5970600	Ebooks/Books	Inv # 2036239797	221.23			
201-5960990	Misc. Contractual Services	Inv # 2036257705	29.43			
201-5970600	Ebooks/Books	Inv # 2036257705	526.19			
201-5960990	Misc. Contractual Services	Inv # 2036274238	63.44			
201-5970600	Ebooks/Books	Inv # 2036274238	643.14			
201-5960990	Misc. Contractual Services	Inv # 2036277745	23.53			
201-5970600	Ebooks/Books	Inv # 2036277745	145.95			
201-5960990	Misc. Contractual Services	Inv # 2036265232	1.09			
201-5970600	Ebooks/Books	Inv # 2036265232	16.07			
201-5960990	Misc. Contractual Services	Inv # 2036274285	24.67			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2036274285	101.93			
201-5960990	Misc. Contractual Services	Inv # 2036265077	20.33			
201-5970600	Ebooks/Books	Inv # 2036265077	188.39			
201-5960990	Misc. Contractual Services	Inv # 2036265153	24.64			
201-5970600	Ebooks/Books	Inv # 2036265153	199.81			
201-5960990	Misc. Contractual Services	Inv # 2036274220	8.96			
201-5970600	Ebooks/Books	Inv # 2036274220	68.67			
201-5960990	Misc. Contractual Services	Inv # 2036265491	1.62			
201-5970600	Ebooks/Books	Inv # 2036265491	15.33			
201-5960990	Misc. Contractual Services	Inv # 2036257775	19.59			
201-5970600	Ebooks/Books	Inv # 2036257775	40.16			
201-5960990	Misc. Contractual Services	Inv # 2036257603	9.50			
201-5970600	Ebooks/Books	Inv # 2036257603	78.35			
201-5960990	Misc. Contractual Services	Inv # 2036261629	9.42			
201-5970600	Ebooks/Books	Inv # 2036261629	45.27			
201-5960990	Misc. Contractual Services	Inv # 2036249716	3.29			
201-5970600	Ebooks/Books	Inv # 2036249716	9.57			
201-5960990	Misc. Contractual Services	Inv # 2036265456	1.93			
201-5970600	Ebooks/Books	Inv # 2036265456	17.02			
201-5960990	Misc. Contractual Services	Inv # 2036265139	7.18			
201-5970600	Ebooks/Books	Inv # 2036265139	84.87			
201-5960990	Misc. Contractual Services	Inv # 2032623122	25.89			
201-5970600	Ebooks/Books	Inv # 2032623122	227.00			
201-5970600	Ebooks/Books	Inv # 2036273107	1,038.54			
201-5960990	Misc. Contractual Services	Inv # 2036273108	68.07			
201-5960990	Misc. Contractual Services	Inv # 2036263918	42.00			
201-5970600	Ebooks/Books	Inv # 2036263917	486.00			
201-5960990	Misc. Contractual Services	Inv # 2036243804	42.69			
201-5970600	Ebooks/Books	Inv # 2036243803	506.95			
201-5960990	Misc. Contractual Services	Inv # 2036256132	44.88			
201-5970600	Ebooks/Books	Inv # 2036256131	621.60			
201-5960990	Misc. Contractual Services	Inv # 2036283334	40.43			
201-5970600	Ebooks/Books	Inv # 2036283333	561.85			
201-5960990	Misc. Contractual Services	Inv # 2036249486	21.53			
201-5970600	Ebooks/Books	Inv # 2036249486	100.61			
201-5960990	Misc. Contractual Services	Inv # 2036253759	8.97			
BOOKBROWSE LLC				18909	11/18/21	<u>1,071.00</u>
201-5970640	Databases	INV # 3522	1,071.00			
BRADLEY UNIVERSITY				18910	11/18/21	<u>110.00</u>
201-5970600	Ebooks/Books	INV# 101	110.00			
CENGAGE LEARNING/GALE				18911	11/18/21	<u>823.20</u>
201-5970640	Databases	INV # 76088001	823.20			
CHICAGO TRIBUNE				18912	11/18/21	<u>315.34</u>
201-5970620	E-Subscriptions/Subscriptions	Account # 30147947	315.34			
CHILDREN'S PLUS, INC.				18913	11/18/21	<u>2,041.80</u>
201-5970600	Ebooks/Books	INV # 204320	20.39			
201-5970600	Ebooks/Books	INV # 204065	53.01			
201-5970600	Ebooks/Books	INV # 204389	76.42			
201-5970600	Ebooks/Books	INV # 204390	645.71			
201-5970600	Ebooks/Books	INV # 203586	19.33			
201-5970600	Ebooks/Books	INV # 203652	23.41			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV # 203739	72.39			
201-5970600	Ebooks/Books	INV # 203728	37.72			
201-5970600	Ebooks/Books	INV # 203457	56.07			
201-5970600	Ebooks/Books	INV # 203565	432.00			
201-5970600	Ebooks/Books	INV # 203493	134.50			
201-5970600	Ebooks/Books	INV # 203532	470.85			
CITY OF DES PLAINES				18914	11/18/21	<u>1,393.98</u>
201-5970500	Water Bill	Service from 07/31/2021 - 9/30/2021	1,093.98			
201-5930020	R&M Buildings & Structures	Elevator Inspection 10/18/21	300.00			
COLLEY ELEVATOR COMPANY				18915	11/18/21	<u>612.00</u>
201-5930020	R&M Buildings & Structures	COLLEY ELEVATOR COMPANY	612.00			
COOPERATIVE COMPUTER SERVICES				18916	11/18/21	<u>22,128.03</u>
201-5920140	Integrated Library System	INV # 1898	22,128.03			
CRYSTAL MAINTENANCE SERVICES CORP				18917	11/18/21	<u>4,892.50</u>
201-5970170	Janitorial	INV # 27884	4,892.50			
DES PLAINES CHAMBER OF COMMERCE				18918	11/18/21	<u>265.00</u>
201-5920220	Membership Dues	Invoice # 20236	265.00			
DONNITA TONY				18919	11/18/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	Videography Service 10/21/2021	125.00			
EUGENE FLYNN				18920	11/18/21	<u>150.00</u>
201-5960210	Special Event Programming	EUGENE FLYNN - Christmas Markets	150.00			
FACILITY GATEWAY CORPORATION				18921	11/18/21	<u>1,600.00</u>
201-5960990	Misc. Contractual Services	Inv # 104586	1,600.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18922	11/18/21	<u>360.00</u>
201-5930490	Refuse Contract	Inv # 5773977	360.00			
FOX VALLEY FIRE & SAFETY				18923	11/18/21	<u>6,548.00</u>
201-5930020	R&M Buildings & Structures	Inv # IN00466244	655.00			
201-5930020	R&M Buildings & Structures	Inv # IN00474142	4,808.00			
201-5930020	R&M Buildings & Structures	Inv # IN00472639	1,085.00			
JENNIFER BILLOCK				18924	11/18/21	<u>300.00</u>
201-5960210	Special Event Programming	JENNIFER BILLOCK - Historic Chicago Bakeries	300.00			
LAUTERBACH & AMEN, LLP.				18925	11/18/21	<u>1,600.00</u>
201-5920110	Professional Services	Invoice No. 60658	1,600.00			
LIMRICC				18926	11/18/21	<u>48,918.61</u>
201-2401002	Payroll Liabilities	Monthly Billing November	48,918.61			
MIDWEST TAPE				18927	11/18/21	<u>7,500.00</u>
201-5970630	Visual Materials	Inv # 501218141	7,500.00			
MIDWEST TAPE				18928	11/18/21	<u>17,072.76</u>
201-5960990	Misc. Contractual Services	Inv # 501132806	44.40			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv # 501132806	927.76			
201-5960990	Misc. Contractual Services	Inv # 501132807	185.90			
201-5970630	Visual Materials	Inv # 501132807	1,014.29			
201-5970610	E-audio/Audio	Inv # 501146084	883.86			
201-5960990	Misc. Contractual Services	Inv # 501132804	100.85			
201-5970610	E-audio/Audio	Inv # 501132804	315.49			
201-5970610	E-audio/Audio	Inv # 501114988	387.94			
201-5970630	Visual Materials	Inv # 501146087	165.92			
201-5970610	E-audio/Audio	Inv # 501146085	29.97			
201-5960990	Misc. Contractual Services	Inv # 501154789	116.00			
201-5970630	Visual Materials	Inv # 501154789	675.61			
201-5960990	Misc. Contractual Services	Inv # 501154788	238.80			
201-5970630	Visual Materials	Inv # 501154788	1,251.81			
201-5960990	Misc. Contractual Services	Inv # 501154787	29.60			
201-5970610	E-audio/Audio	Inv # 501154787	598.84			
201-5960990	Misc. Contractual Services	Inv # 501154785	77.25			
201-5970610	E-audio/Audio	Inv # 501154785	242.35			
201-5960990	Misc. Contractual Services	Inv # 201132808	87.45			
201-5970630	Visual Materials	Inv # 201132808	477.07			
201-5960990	Misc. Contractual Services	Inv # 501093489	221.30			
201-5970630	Visual Materials	Inv # 501093489	1,015.75			
201-5960990	Misc. Contractual Services	Inv # 501099102	93.75			
201-5970630	Visual Materials	Inv # 501099102	572.92			
201-5960990	Misc. Contractual Services	Inv # 501099100	46.25			
201-5970610	E-audio/Audio	Inv # 501099100	924.75			
201-5960990	Misc. Contractual Services	Inv # 501100685	193.50			
201-5970610	E-audio/Audio	Inv # 501100685	600.10			
201-5970610	E-audio/Audio	Inv # 501065537	41.23			
201-5960990	Misc. Contractual Services	Inv # 501060541	19.50			
201-5970630	Visual Materials	Inv # 501060541	154.44			
201-5970610	E-audio/Audio	Inv # 501062572	191.97			
201-5960990	Misc. Contractual Services	Inv # 501062572	22.75			
201-5970630	Visual Materials	Inv # 501062572	58.36			
201-5960990	Misc. Contractual Services	Inv # 501062573	154.50			
201-5970610	E-audio/Audio	Inv # 501062573	473.60			
201-5960990	Misc. Contractual Services	Inv # 501193227	259.55			
201-5970630	Visual Materials	Inv # 501193227	1,251.08			
201-5960990	Misc. Contractual Services	Inv # 501193228	147.00			
201-5970630	Visual Materials	Inv # 501193228	918.40			
201-5960990	Misc. Contractual Services	Inv # 501193370	77.00			
201-5970610	E-audio/Audio	Inv # 501193370	250.00			
201-5960990	Misc. Contractual Services	Inv # 501193229	38.85			
201-5970610	E-audio/Audio	Inv # 501193229	858.79			
201-5970630	Visual Materials	Inv # 501176915	434.84			
201-5970610	E-audio/Audio	Inv # 501176914	103.98			
201-5970630	Visual Materials	Inv # 501176918	11.99			
201-5970630	Visual Materials	Inv # 501176916	85.45			
MORNINGSTAR INCORPORATED				18929	11/18/21	<u>7,000.00</u>
201-5970640	Databases	01/02/2022 - 01/02/2023	7,000.00			
OAKBROOK MECHANICAL SERVICES				18930	11/18/21	<u>3,013.25</u>
201-5930020	R&M Buildings & Structures	INV# 27729	3,013.25			
OFFICE REVOLUTION, LLC.				18931	11/18/21	<u>803.07</u>
201-5980600	Furniture & Fixtures	Inv # 110358	803.07			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

October 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OUTSOURCE SOLUTIONS GROUP, INC.				18932	11/18/21	<u>36,103.59</u>
201-5920110	Professional Services	Inv # 62791	33,420.30			
201-5960990	Misc. Contractual Services	Inv # 62763	350.00			
201-5980420	Computer Software	Inv # 62536	573.78			
201-5960990	Misc. Contractual Services	Inv # 62309	1,500.00			
201-5980420	Computer Software	Inv # 62635	259.51			
PALOS HEIGHTS PUBLIC LIBRARY				18933	11/18/21	<u>35.70</u>
201-5960210	Special Event Programming	Virtual Event with Chris Bohjalian	35.70			
PHYSICIANS IMMEDIATE CARE CHICAGO				18934	11/18/21	<u>365.00</u>
201-5960040	Pre-Employment Testing	Statement # 4226774	365.00			
RAILS				18935	11/18/21	<u>82.50</u>
201-5970640	Databases	Inv # 8721	82.50			
RESUMAYDAY INC				18936	11/18/21	<u>350.00</u>
201-5960210	Special Event Programming	Resume Revamp Presenatation 12/9/21	350.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18937	11/18/21	<u>389.49</u>
201-5970630	Visual Materials	Inv # 006523	195.27			
201-5970630	Visual Materials	Inv # 006524	100.00			
201-5970630	Visual Materials	Inv # 006366	94.22			
THOMSON REUTERS-WEST				18938	11/18/21	<u>21.86</u>
201-5970640	Databases	Inv # 845193995	21.86			
USBORNE BOOKS & MORE				18939	11/18/21	<u>249.99</u>
201-5970600	Ebooks/Books	Inv # DIR0022968	249.99			
WILLCOX ELECTRICAL INC.				18940	11/18/21	<u>2,475.00</u>
201-5930020	R&M Buildings & Structures	INV# 10648	2,475.00			
Check List Total						<u><u>192,901.48</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

October 1, 2021 - October 31, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51829	10/31/21	BANKCARD SERVICES	17,668.42
51830	10/31/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	971.40
51831	10/31/21	NEOFUNDS BY NEOPOST	1,000.00
51832	10/31/21	VERIZON WIRELESS	1,055.75
51833	10/31/21	VERIZON WIRELESS	1,536.28
51834	10/31/21	COMCAST CABLE	5,653.48
51835	10/31/21	IMRF	34,168.76
Vendor Check Total			<u>62,054.09</u>
Check List Total			<u><u>62,054.09</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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435	4,622,155	4,033,743	4,755,049	5,662,998		
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-	-	-	1,204,158	1,432,744		
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598	49,433	99,363	5,475	4,502		
	2,289	534,232	2,110,157	334,111	352,076	17,598	49,433	99,363	1,209,633	1,437,246	-	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187	409,828	265,279	387,045	317,677		
Other Expense	275,321	145,415	142,034	275,517	216,261	91,462	324,397	152,772	203,648	173,154		
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	145,612	(309,513)	269,724	(102,365)	38,465		
	528,061	364,590	463,568	415,398	584,652	491,262	424,712	687,775	488,327	529,297	-	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	(375,279)	(588,412)	721,306	907,950	-	-

DIRECTOR'S REPORT

October 2021

DONATIONS

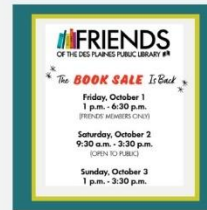


DPPL has been awarded a \$7,500 stipend from Age Options to be used for the purchase of data for our circulating senior iPads, Chair Yoga for Seniors, and other senior programming.



\$900 was donated for Adult and Teen Winter Reading prizes, including hats and gift cards.

THE BOOK SALE RETURNS



Clockwise from top: Friends President John Leach, VP Membership Karen Wierer, and Treasurer Debra Sus.

LEFT: Volunteers showed up and made it all happen, including Friends Secretary Arlene Arend (far right).



Thank you to all who attended!

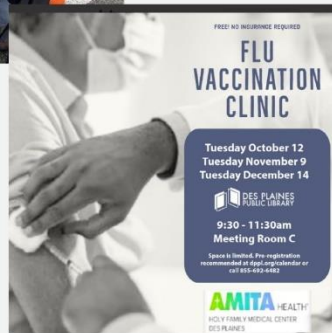
IN THE COMMUNITY



DPPL staff visited with 741 people at Trunk or Treat at Prairie Lakes in October!



DPPL hosted the first of three Flu Vaccination Clinics in partnership with Amita Health in October.



COMINGS & GOINGS

COMING

Anjel Avalos Meza / PT Page
James Bonham / PT Security Monitor
Monica Gil / PT Youth Services Assistant
Rianne Robeson / FT Administrative Assistant
Soran Rubio / PT Page
Lynne Wolfberg / PT Youth Services Assistant

GOING

Mawesh Fatima / PT Readers Services Assistant
Emme Guest / PT Creative Services Coordinator
Jennifer Steurer / FT Administrative Assistant

Thursday Evening Book Group




MEXICAN GOTHIC
NEW YORK TIMES BESTSELLER
Silvia Moreno-Garcia
Author of *Cold in Blood* and *Staying with Sorrow*



WHAT ARE YOUR OLD COIN & PAPER MONEY COLLECTIONS WORTH?

BINGO NIGHT!



CURIOSITY CAFE



Susan Cain
The Power of Introverts

FILM TALK TUESDAYS



GOOD MANNERS (AS BOAS MANEIRAS)
OCTOBER 19TH | 7-8PM (136 MINS.)

To Go Crafts
CRAFTS KIT FOR ADULTS

Ribbon Flowers




CURIOSITY CAFE



Adam Grant
Are You a Giver or a Taker?

ADULT PROGRAMS

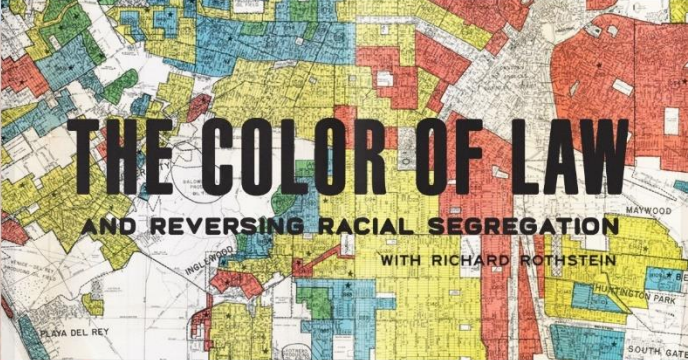
TRICK OR TREAT
A CULTURAL HISTORY OF HALLOWEEN



MEDICARE: SUPPLEMENT INSURANCE
How to Pick the Right Medigap Plan & Get the Best Rate



THE COLOR OF LAW
AND REVERSING RACIAL SEGREGATION
WITH RICHARD ROTHSTEIN

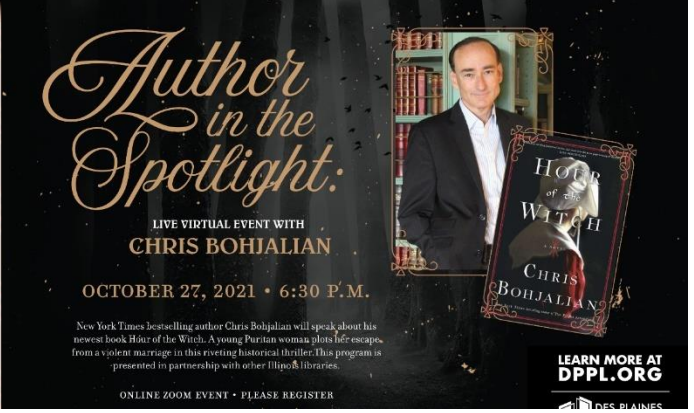


STRESSED OUT BY COVID-19?: SUGGESTIONS TO HELP YOU COPE



NAMI Cook County North Suburban

Author in the Spotlight:
LIVE VIRTUAL EVENT WITH **CHRIS BOHJALIAN**
OCTOBER 27, 2021 • 6:30 P.M.



New York Times bestselling author Chris Bohjalian will speak about his newest book *Hour of the Witch*. A young Puritan woman plots her escape from a violent marriage in this riveting historical thriller. This program is presented in partnership with other Illinois libraries.

LEARN MORE AT DPPL.ORG

ONLINE ZOOM EVENT • PLEASE REGISTER

ADULT SPECIAL PROMOTIONS

DPPL
on demand

Need Help With Homework or an Online Tutor? Try **HelpNow!**

DES PLAINES PUBLIC LIBRARY

The New York Times
Cooking

Live Tutoring. FAFSA Application Assistance. 24 Hour Writing Lab. And More!

MINER RECS
OCTOBER 2021

True Crime

Episode 74 Now Available

I'LL BE GONE IN THE DARK

NEW STORYWALK®

Maybe Something **BEAUTIFUL**
HOW ART TRANSFORMED A NEIGHBORHOOD

BY F. Isabel Campoy AND Theresa Howell
ILLUSTRATED BY Rafael López

FIND IT AT
BLACK HAWK PARK!

TODAYS BOOK:

"Stand Back," said the elephant, "I'm going to sneeze!"

Written by Patricia Thomas, Illustrated by Wallace Tripp

Story by Patricia Thomas
Pictures by Wallace Tripp

"Stand Back," said the elephant, "I'm going to sneeze!"

Virtual Storytime 39 - Halloween Storytime 2021

HALLOWEEN storytime

Watch on **YouTube**

HALLOWEEN HOOPLA

With support from our partners
Larvey Gordon Center and Friends
of the Des Plaines Public Library

KIDS PROGRAMS



OCTOBER 2021

ROCKY'S RECS

DPPL'S PICKS FOR KIDS

ALAN GRATZ: **GROUND ZERO**
TOM FLETCHER: **There's a Witch in Your Book**
ELLEN OH: **SPIRIT HUNTERS**
Begin with a B: **SCRABBLE**

MARIO KART TOURNAMENT

FRIDAY, OCTOBER 15
6:30 PM

Join us for a virtual Mario Kart B Deluxe tournament For ages 8 - 12 Registration required

LEARN MORE AT DPPL.ORG

LEGO LEAGUE

OCTOBER 19 | 6:30 PM

Join us for a virtual Lego League. We will meet on Zoom to build our creations together.

LEARN MORE AT DPPL.ORG

MOVE & GROOVE..

It's Raining, It's Pouring,
Everything is Boring!

ZOOM INTO STORYTIME!

JOIN US ON ZOOM FOR STORYTIMES THE WHOLE FAMILY WILL ENJOY!

TUESDAYS AT 9:30 A.M.

- OCTOBER 5
- OCTOBER 12
- OCTOBER 19

WEDNESDAYS

TEENS

yoga

for Stress Relief

Monday,
October 11 at 2pm

Join Twisted Tree Yoga on the 4th Floor Terrace to relax and unwind through yoga. All levels of experience welcome. Mats provided. For Grades 7-12. In the event of rain, the program will be masked and socially distanced in library meeting room C. Registration and parent consent required. See card for details.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

TEENS

Go ahead, boss us around!

Outdoor program

Thursday, September 16 at 4 pm

Join us outside for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

OCTOBER ~2021~

Events are virtual and require registration, unless otherwise noted. Visit dppl.org or follow us on Facebook for all the latest offerings and information

- Friday **1** Teen Poetry Workshop • Meet on the Terrace • 4 - 5 p.m. • Drop In
- Monday **4** Teen Take and Make: Painted Pumpkins
Pickup all month • Available While Supplies Last
- Thursday **8** Teen Poetry Open Mic • Meet on the Terrace • Drop In
- Monday **11** Yoga for Stress Relief • Meet on the Terrace • 2- 3 p.m. • Registration Required
- Thursday **21** Teen Advisory Board • Meet outside the Library • 4-5 p.m. • Drop In

TEENS

POETRY WORKSHOP AND OPEN MIC NIGHT

JOIN DPPL FOR A TEEN POETRY WORKSHOP AND POETRY OPEN MIC NIGHT WHETHER YOU'RE A SEASONED WRITER OR A NEWBIE. THIS WORKSHOP IS OPEN TO ALL LEVELS AND WILL FEATURE WRITING PROMPTS, TIPS FOR REVISION, AND FREE TIME TO WRITE THE FOLLOWING WEEK. JOIN US FOR AN EVENING OF POETRY - FEEL FREE TO SHARE WHAT YOU WROTE IN THE WORKSHOP, A POEM YOU'VE ALREADY WRITTEN, OR A POEM WRITTEN BY SOMEONE ELSE! FOR GRADES 7-12.

WORKSHOP:
FRIDAY, OCTOBER 1ST - 4 P.M.

OPEN MIC NIGHT:
FRIDAY, OCTOBER 8TH. - 7 P.M.

The Terrace

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

WAYS TO EARN SERVICE HOURS:

- Happy Tails Kits - one kit per teen ; pickup starting Monday, October 4th
- Write a Book Review - 5+ sentences
- Attend Teen Advisory Board

THE COMMONS

is open!

Hours:
M-F 3-7 P.M.
Saturday 9-5 P.M.



TEENS

take & make

PAINTED PUMPKIN

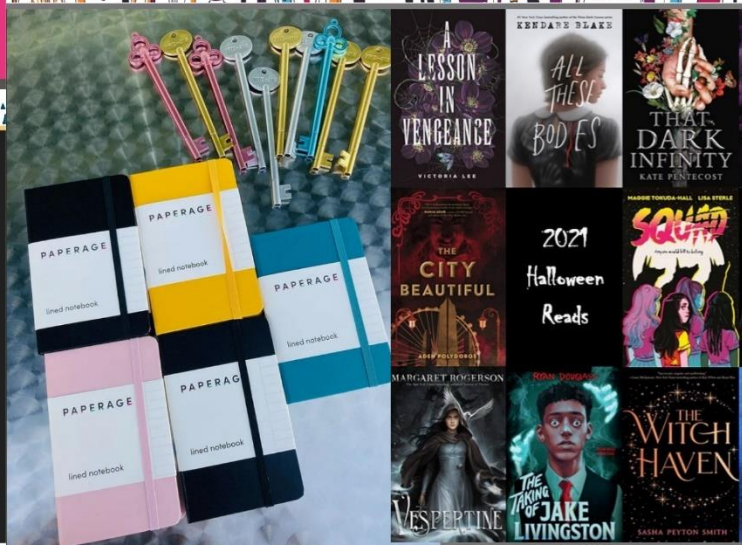
BEGINNING OCTOBER 4

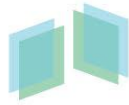
TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. PICKUP YOUR KIT FROM THE 3RD FLOOR AT THE BEGINNING OF THE MONTH.

WHILE SUPPLIES LAST

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

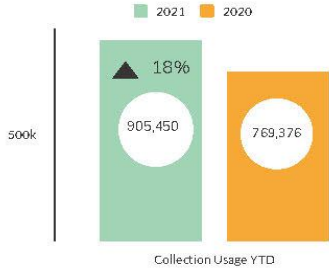




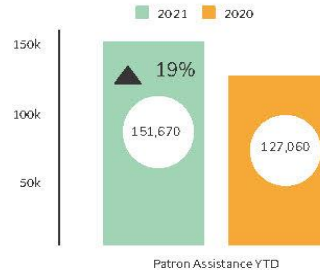
STATISTICS REPORT

October 2021

Collection Usage YTD

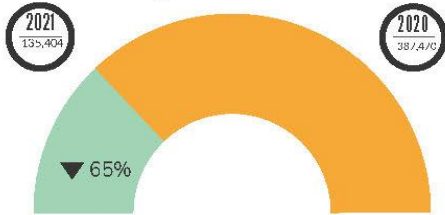


Patron Assistance YTD



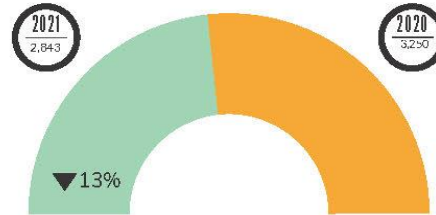
Attendance YTD

Events, Programs, Outreach & Classes

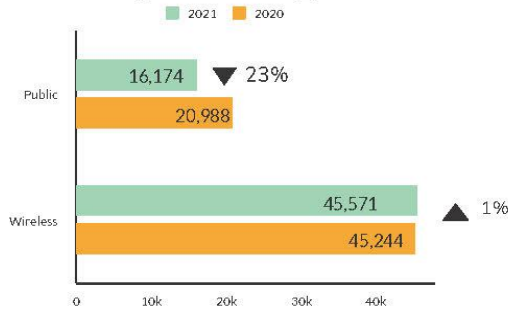


Bookings YTD

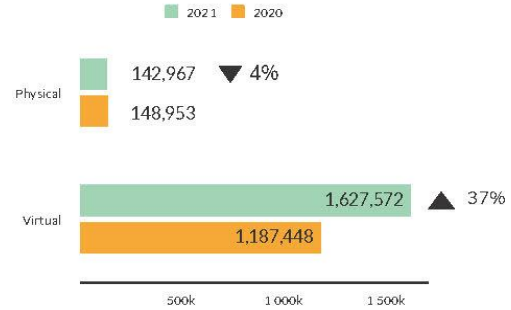
Events, Programs & Classes



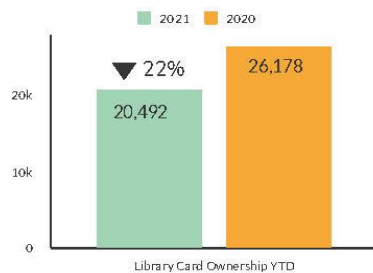
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

OCTOBER 2021

COLLECTION USAGE		
	Year to Date 2021	905,450
	Year to Date 2020	769,376
	% Change	18%
PATRON ASSISTANCE		
	Year to Date 2021	151,670
	Year to Date 2020	127,060
	% Change	19%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	2,843
	Year to Date 2020	3,250
	% Change	-13%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	135,404
	Year to Date 2020	387,470
	% Change	-65%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	142,967
	Year to Date 2020	148,953
	% Change	-4%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	1,627,572
	Year to Date 2020	1,187,448
	% Change	37%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	20,492
	Current month valid library cards 2020	26,178
	% Change	-22%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	16,174
	Year to Date 2020	20,988
	% Change	-23%
	Wireless	
	Year to Date 2021	45,571
	Year to Date 2020	45,244
	% Change	1%

Des Plaines Public Library 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

approved 12/17/2020

Des Plaines Public Library
Salary and Classification Schedule

DRAFT July 2021

Group	Title	Minimum	Maximum
11	Library Director	Set by Board	
10	Assistant Director	\$ 67,673	\$ 101,510
9	Head of Adult Services Head of Marketing and Communication Services Head of Patron Accounts and Materials Services Head of Youth Services Human Resources Manager	\$ 58,846	\$ 88,271
8	Acquisitions and Cataloging Manager Building and Security Services Manager Readers' Services Manager Reference Services Librarian II School Liaison Librarian Teen Services Librarian Youth Services Assistant Manager	\$ 51,172	\$ 76,757
7	Materials Services Manager Metadata and Cataloging Specialist Reference Services Librarian Youth Services Librarian	\$ 48,000 \$ 24.61	\$ 69,000 \$ 35.38
6	Administrative Assistant Creative Services Coordinator Page Supervisor Patron Accounts Supervisor Security Services Supervisor Web Services Specialist	\$ 38,692 \$ 19.84	\$ 58,039 \$ 29.76
5	Acquisitions and Receiving Assistant Administrative Services Clerk Copy Cataloging Assistant Digital Designer Graphic Designer Readers' Services Assistant Reference Services Assistant Teen Services Assistant Youth Services Assistant	\$ 33,647 \$ 17.26	\$ 50,470 \$ 25.88
4	Patron Accounts Assistant Monitor, Full-Time Monitor, Part-Time Building And Security Services Assistant, Full Time Building And Security Services Assistant, Part Time	\$ 29,739 \$ 15.25	\$ 43,887 \$ 22.50
3	Materials Services Clerk Processing Clerk Production Clerk	\$ 15.00	\$ 18.00
2	Seasonal Preschool Outreach Intern Seasonal Summer Reading Club Associate	\$ 15.00	\$ 15.00
1	Page	\$ 12.00	\$ 14.00

Proposed Changes for 2022 Salary Classification Schedule

1. Group 1 was raised \$1.00 due to Minimum Wage increases.
2. Group 3 was raised to \$15 due to Minimum Wage increases and difficulty in filling positions.
3. Group 7 minimum and maximum wages were raised substantially to meet market standards. (9% for minimum, 4% for maximum)
4. All other groups minimum and maximum wages were raised 1% to combat wage compression.

NOVEMBER 2021 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.

2021 Reported Activities:

- Provided 24/7 wireless access to the Internet outside of the building through a state grant, resulting in over 10,000 uses.
- Circulated specialty internet-connected iPads to seniors through a stipend from Age Options.
- Registered library cards for over 100 additional children through the Cards4Kids program, which allowed them to check out circulating devices.

- Provided students access to our digital library through a partnership with local schools.
- Circulated WiFi hotspots and Launch Pads throughout the pandemic. Added 22 additional Launchpads to the circulating collection from November 2020-now.
- Promoted device and technology usage as a “thing” to do in DPPL’s Spring and Summer mailings and accompanying social media campaigns.

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.*

2021 REPORTED ACTIVITIES

- Filmed and published “DPPL on Demand” YouTube videos instructing and promoting the usage of PlayAway Audiobooks, LinkedIn Learning, Consumer Checkbook, Biography in Context, Overdrive Digital Magazines, Freegal and more.
- Continued adult technology instruction through the pandemic with “Tech on the Plaza” classes.
- Increased the promotion and usage of new eMaterials through eNewsletters and regular social media postings.
- Reallocated substantial funds to eCollections, especially through the pandemic lockdown.
- Promoted eCollections through new marketing tools for new cardholders.
- Created and expanded new film and book discussion programs utilizing Kanopy and Hoopla films and books.

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.

2021 REPORTED ACTIVITIES

- Created and published digital *How to Zoom* classes.
- Continued technology instruction through the pandemic with *Tech on the Plaza* classes.
- Conducted individual sessions with Seniors to teach iPad use.
- Taught patrons how to access, navigate, and use basic features of Google’s online storage.

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.

2021 REPORTED ACTIVITIES

- Provided advanced and specialty technology adult instruction through Zoom and in person classes like *LinkedIn 2.0*; *Create films with Windows 10 Video Editor*; *What Can I Make with Canva?*; and *Hands On! How to Take Great Photos on Your Phone*.
- Created and distributed 600 *Rocky’s Kits for Kids* with STEM-focused activities exploring the science of snowflakes, botany of forcing bulbs, chemistry and physics of resistance through batik, science of decoding, and kinetic energy using springs.
- Distributed 100 *DIY with DPPL* kits in June demonstrating simple circuits by making an LED nightlight.
- Distributed 600 early literacy and grade-school technology lessons in *Art-rageous Kits* during SRC 2021, including *Fun in the Sun* (light-sensitive design), *Catch Some Air* (physics of flight with airplanes and chemistry with Alka-Seltzer rockets), and *Slime Time* (chemical reactions).
- Offered instruction in database training and library card promotion to over 1,000 Kindergartners-8th graders in 130 virtual school visits.

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.

2021 REPORTED ACTIVITIES

- Continued *Storywalk*, a story book search-and-read at West Park through our partnership with the Des Plaines Park District. Installed two new StoryWalks, one at Lake Park and one at Blackhawk Park, bringing the total to four.
- Distributed new board books to families at the Salvation Army Breakfast with Baby Program, reaching over 3,500 families.
- Instructed Advocate Hospital medical residents about the importance of early literacy.
- Created *Bag-o'Board Books* for easier access and usage during the pandemic.
- Created *Wee Artistes* kits for young children.
- Emphasized the five early literacy skills of play, sing, talk, write, and read in our SRC Activity Card.

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.*

2021 Reported Activities

- Provided Maine West students with summer reading books and hosted teen book discussions when the Maine West library was closed.
- Created and circulated numerous craft kits for both Teens and Middle School children.
- Surveyed preschool teachers regarding need for outreach visits in the Fall semester.
- Created a video, *How to Sign Up for an Electronic Library Card*, which was viewed over 100 times and directly resulted in over 20 new student online library card registrations.
- Continued our partnership with Maine West and District 62 via our schools, neighborhoods, and events Intergovernmental Agreement to provide library cards for students.
- Registered hundreds of students for new library cards through outreach at schools, neighborhoods, and community events.
- Registered 97 students for library cards thanks to the new Cards for Kids legislation.

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.*

2021 Reported Activities

- Recorded *Miner Recs* podcasts with topics including art, gardening, chess, and The Queen's Gambit.
- Created a *Bookmark Design Contest* for the first time, receiving over 100 entries.
- Created the giant DPPL art installation for summer reading with over 500 participants.
- Distributed art kits, and exhibited the patron's finished art in the library.
- Hosted (and later digitized) *Six Feet Apart*, an art project in partnership with the local schools.
- Offered a *WiFi Café* on Library Plaza, providing easy access to WiFi and seating, attracting thousands of people.
- Hosted in-person and Zoom book clubs for both preteens and teens.
- Hosted *Draw Des Plaines* with the Des Plaines Arts Council on Library Plaza, enjoyed by over 300 people.
- Launched *Rocky's Recs*, a monthly eNewsletter with readers' advisory recommendations for kids and families, and expanded the *Miner Recs* and *Des Plaines Memory* newsletters to monthly editions.
- Teamed up with Lurvey's Garden Center, who donated 200 bulbs and vases for the December's *Rocky's Kits for Kids*, so kids could learn about the Winter Solstice.

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

2021 Reported Activities

- Transitioned formerly in-person services and programs to online platforms that patrons could continue to enjoy remotely, such as adult *Trivia Night: Women's History*; *Take and Make Craft and Cooking Kits* with accompanying Zoom programs; *Shakespeare Project of Chicago* live film screenings and performances;

live *Zoom Bingo Night*; and a live on Zoom *Sound Opinions: The 10 Most Important Artists in Chicago Music History*.

- Highlighted important events like Black History Month and Read with Pride to celebrate Pride in a new virtual hotspot carousel in the library catalog.
- Celebrated Black History Month, Women’s History Month, Asian/Pacific Heritage Month, Hispanic Heritage Month, LGBTQ+ Pride Month, and Depression Education and Awareness Month with dedicated blog posts, homepage features, virtual catalog hotspots, videos, and social media campaigns.
- Transitioned some of our most popular adult programs to a live Zoom platform, including *Curiosity Café Ted talks* and discussion, *Tuesday and Thursday Book discussions*, *Film Talk Tuesdays*, and Yoga.
- Hosted Zoom programs with important social service information including *Helpful Sources for the Newly Diagnosed*; *Choose your Medigap Insurance Wisely, Path to Citizenship*; and *Stressed Out by COVID-19? Suggestions to Help You Cope*.
- Hosted Zoom programs on important topical current events including the *Color of Law: Reversing Segregation* and *The Long Shadow* film and interview with Director Frances Causey about slavery.

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.

2021 Reported Activities

- Worked with The Monarch and The Buckingham Place Apartments management to encourage tenants to sign up for library cards through a raffle giving new cardholders a chance to win a gift card from a Des Plaines business.
- Registered over 200 new library cardholders, who were then entered into a drawing for Des Plaines restaurant gift cards.
- Created nearly 200 new library cards for K and 1st grade students at Central School and Terrace School.

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.*

2021 Reported Activities

- Connected with The Harbour, a local women’s shelter and provided a business library card and take and make kits for teens.
- Partnered with Vitalant for in-library blood drives.
- Partnered with Amita Health through a variety of health-related education and programs.
- Partnered again with the Salvation Army for the Diaper Distribution program, *Breakfast with Baby*, through a donation from our partnership with the Des Plaines Kiwanis Club.
- Distributed new books and activity kits at District 62 Food Distribution Services events, and partnered with the Community Backpack initiative to provide food for students facing food insecurity.
- Participated in the Des Plaines Chamber of Commerce’s “Food Fight” with proceeds to the Des Plaines Self-Help Closet and Pantry.

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.*

2021 Reported Activities

- Hosted early voting for two elections, including the 2020 Presidential election where over 10,000 people voted.
- Provided current COVID-19 information on a dedicated page on our website.
- Published government information regarding Covid-19 mitigations, vaccination information, and COVID-19 testing information.
- Distributed pandemic-related government information about the Child Tax Credit and the extension of the Eviction Moratorium.
- Waived printing and faxing fees for patrons accessing pandemic-related government agencies, such as the Illinois Department of Employment Security.
- Hosted a virtual townhall with Senator Murphy about COVID-19, early voting, and other state initiatives.
- Provided patrons with a continually updated list of local vaccination sites.
- Partnered with Amita to host flu clinics at DPPL in October, November, and December.

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.*

2021 Reported Activities

- Presented classes on resume writing and provided one-on-one assistance to patrons seeking to improve their resume, cover letter, and interviewing skills.
- Promoted numerous online resources to the Harbour's residents.
- Hosted a Job Fair with the Des Plaines Chamber of Commerce.

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.

2021 Reported Activities

- Continued to research, compile, and promote emergency financial assistance resources through our blog.
- Expanded the already extensive information on COVID-19 and related health and safety issues available to the public on a dedicated webpage.
- Provided COVID-19 related information to all library staff via articles, webinars, and staff meetings.
- Provided election-related information on a dedicated Election Resources webpage.

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.

2021 Reported Activities

- Launched a *Library is Open* campaign in print and online, including a dedicated webpage with the latest library hours and available services, outdoor banners, and building signage.
- Formed a DEI committee, and implemented staff training.
- Translated program information, informational brochures, and select collection signage in multiple languages.
- Continued our specialty carry-out services so the library could offer access to materials throughout the pandemic.
- Continued our homebound delivery and deposit collections at assisted living facilities.
- Provided customized assistance for patrons with special needs.
- Deployed three mailings sent to 32K Des Plaines households each, promoting library resources, programs, services and offerings, and providing incentives for library card sign-up.
- Updated the all-gender restroom to increase privacy and make it more welcoming.

6. Provide the space and resources for Des Plaines residents to comfortably and efficiently “co-work” at DPPL.

2021 Reported Activities

- Expanded the range of free DPPL WiFi access, and created and advertised a new seating area in Library Plaza.
- Reopened all study rooms and carrells.
- Reopened public computers as soon as COVID-19 regulations allowed us to open the building.
- Expanded remote printing, scanning, and faxing services.

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.*

2021 REPORTED ACTIVITIES

- Purchased new chiller, humidifier, and air conditioning equipment in accordance with the Mechanicals, Equipment, and Technology (MEP) audit conducted in 2020.
- Reviewed and updated Emergency Procedures in January 2021, to be updated annually.

- Drafted and instituted a technology and data disaster recovery plan with IT contractor OSG.
- Installed a new handling and sorter system.
- Extended WiFi service outside the perimeter of the building, and received grant money reimbursement to pay for it.
- Signed a new 3-year maintenance service contract for HVAC and elevators.
- Installed new directional signage building-wide.
- Upgraded self-checks and replaced malfunctioning security gates.
- Purchased new phones for security staff, ensuring uninterrupted communications.
- Purchased new uniform shirts for security staff.

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.*

2021 REPORTED ACTIVITIES

- Created a new position and then hired a full-time security services supervisor.
- Expedited our recruiting, hiring, and onboarding process to more quickly hire new staff.
- Returned to pre-pandemic services quickly and efficiently.
- Coordinated desk schedules across departments for improved cross-support staffing needs.
- Moved our internal Staffnet to a Sharepoint platform to better share information and documents among staff.
- Successfully pivoted staff from partial work-at-home schedules to in-person schedules.
- Conducted many public events outdoors when weather allowed.
- Successfully conducted staff meetings via Zoom to ensure continued connection and communication.

- Streamlined the employee evaluation process and documentation.
- Reviewed and then updated or rewrote job descriptions for clarity and consistency of language.
- Redrafted and created new DPPL policies needed to address pandemic issues
- Upgraded to an advanced cybersecurity platform to protect library servers and services.
- Increased the levels of security insurance covering the library.

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.*

2021 REPORTED ACTIVITIES

- Updated the levels of eMaterials purchased to meet new demands by patrons during the pandemic, using CCS data.
- Reported information about grants and donations, and employee hirings, promotions, and departures in the monthly directors' report.

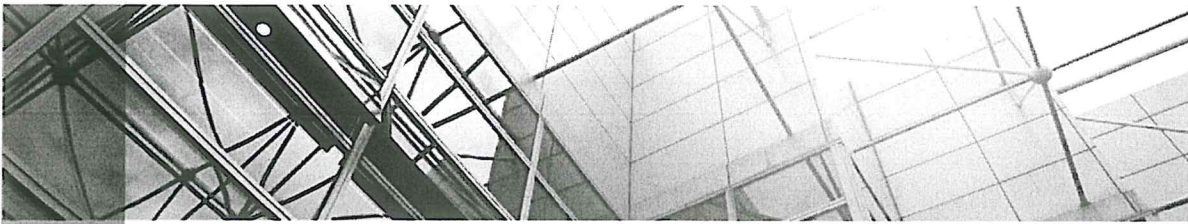
4. Conduct a Library Space Audit.

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.*

2021 REPORTED ACTIVITIES

- Rescheduled the space audit due to financial constraints.
- Identified meeting room B as the location of a new hybrid teleconferencing system.



Service Agreement

Scope of Service

Automated Logic Contracting Services Inc. (ALCS) will perform scheduled maintenance visits during the term of this Agreement covering the automation equipment and systems listed in the Systems Included section of this Agreement. More detailed systems related tasks can be found in the Detailed Description of Work section of this Agreement.

Agreement Term

This Agreement shall become effective upon January 1, 2022 and shall continue until December 31, 2024.

Agreement Price

Agreement price in year one: \$19,504.00

Agreement price in year two: \$20,089.00

Agreement price in year three: \$20,692.00

Total Agreement Price: \$60,285.00

This agreement will be billed in quarterly installments.

Acceptance and Approval

This Agreement will become binding upon signature by Customer and signature by an ALCS representative. This Agreement is subject to the Terms and Conditions attached and incorporated in this Agreement.

Automated Logic Contracting Services, Inc

Des Plaines Public Library

NAME

NAME

TITLE

TITLE

SIGNATURE

SIGNATURE

DATE

DATE

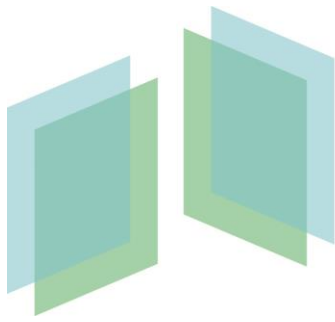


SUPPLEMENTAL NOTICE

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

If a member of the public would like to access the live meeting via electronic remote, they should email to PublicComments@dppl.org with their name and email address no later than Wednesday, December 15, 2021 at 5:00 p.m.

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



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

THURSDAY, DECEMBER 16, 2021

7:00 PM

By Electronic Remote

- **Approve Per Capita Grant Application**
- **Resolutions – Appropriations and Levy**

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 16, 2021
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 18, 2020.
 - B. Acceptance of Financial Reports for November 2020.
 - C. Acceptance of Reports.
 1. Director’s Report – November 18, 2021.
 2. Director’s Report – December 16, 2021.
 3. Statistics Report – November 18, 2021.
 4. Statistics Report – December 16, 2021.

- VII. New Business. 7:15 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report – \$237,500.00. [Action Item]
 - B. Approve Per Capita Grant Application. [Action Item]
 - C. Approve Illinois Library Presents – Intergovernmental Agreement. [Action Item]
 - D. Resolutions. [Action Item]
 - 1. Appropriation and Levy.
- VIII. Announcements. 7:30 p.m.
- IX. Correspondence.
- X. Other.
- XI. Executive Session. (7:35 p.m.)
 - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.
 - B. Probable or Imminent Litigation.
- XII. Executive Session Action.
 - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee.
 - B. Probable or Imminent Litigation.
- XIII. Adjournment. 7:45 p.m.

This meeting will be recorded for television broadcast.



DRAFT

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Regular Meeting
November 18, 2021

President Gregory Sarlo stated that as President he determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

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 18, 2021. President Gregory Sarlo called the meeting to order at 7:03 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Nicholas Harkovich, Denise Hudec, Vincent Rangel, Michelle Shimon-Hutchison, Gregory Sarlo, Carol Kidd.

Also present: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Stephanie Spetter, Michelle Meyer-Edley, John Leach, Donnita Tony, Lisa DuBrock.

Absent: Bruce Lester.

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF THE AGENDA

MOTION by Vincent Rangel, seconded by Kristen Graack, to approve the agenda as presented. ROLL CALL VOTE: AYES: Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

V. OATH OF OFFICE – Lisa DuBrock, Trustee.

Lisa DuBrock took the Oath of Office for Trustee.

VI. PUBLIC COMMENTS AND QUESTIONS

No public comments.

VII. CONSENT AGENDA

Trustee Denise Hudec stated that the November board packet did not include the Director's Report or Statistics Report. Secretary Carol Kidd responded that those reports would be emailed to the board on Friday, November 19, 2021 and would be placed on the December 16, 2021 agenda for board approval.

MOTION by Lisa DuBrock, seconded by Vincent Rangel, to approve Consent Agenda items, as follows:

- A. Approval of the Minutes of the Regular Board Meeting – October 21, 2021.
- B. Approval of the Minutes of the Management Committee Meeting – October 21, 2021.
- C. Acceptance of the Financial Reports for October 2021.

ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Trustee Bruce Lester entered the meeting at 7:10 p.m.

VIII. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$254,955.57 [Action Item]

MOTION by Kristen Graack, seconded by Michelle Shimon-Hutchison, to approve payment of vendor checks and ACH Payments in the amount of \$254,955.57, as listed on the vendor checks report of October 2021 and authorize Library Director Jo Bonell to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

- B. Report Out Management Committee Meeting – Denise Hudec. [Action Item]

Chair Denise Hudec reported that the Management Committee met and discussed the following job descriptions:

- Head of Adult Services
- Reference Services Librarian II
- Reference Librarian
- Reference Services Assistant
- Seasonal Summer Reading Associate

MOTION by Committee to approve the following job descriptions:

- Head of Adult Services
- Reference Services Librarian II
- Reference Librarian
- Reference Services Assistant
- Seasonal Summer Reading Associate

ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Chair Denise Hudec reported that the Management Committee reviewed the newly created Leave Donation Policy.

MOTION by Committee to approve the Leave Donation Policy. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

C. Approve Salary and Classification Schedule for 2022. [Action Item]

Library Director Jo Bonell reported that the salary schedule was adjusted due to the increase in minimum wage. Also, Group 7, which includes the Reference Librarian position, was underpriced substantially, and was adjusted to coincide with the market pay rates.

MOTION by Michelle Shimon-Hutchison, seconded by Christine Halblander, to approve the Salary and Classification Schedule for 2022, as presented. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

D. Discuss Strategic Goals.

President Gregory Sarlo asked the Planning Committee to meet before the next board meeting to come up with some Strategic Goals for the next three to five years.

Secretary Carol Kidd stated that the members of the planning committee are Vincent Rangel, Chair, Bruce Lester and Nicholas Harkovich. Trustee Bruce Lester asked to be removed from this committee. President Gregory Sarlo asked for volunteers to serve on the Planning committee. Michelle Shimon-Hutchison, Christine Halblander and Lisa DuBrock volunteered to serve on the committee.

Library Director Jo Bonell will forward to the committee work done on the Strategic Plan over the last three years. This should give the committee an idea of the work involved. Library Director Jo Bonell stated that the committee would set the direction and oversee the plan.

E. Review and Approve Proposal from Automated Logic. [Action Item]

Library Director Jo Bonell reported that Automated Logic operates the controls and software that run the HVAC system.

Trustee Kristen Graack asked if the price had increased and Library Director stated that the price increased 3% from last year.

MOTION by Nicholas Harkovich, seconded by Bruce Lester to approve the proposal from Automated Logic. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Shimon-Hutchison, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

Library Director Jo Bonell asked the board to review *Serving Our Public* for the requirements for the Library Per Capita Grant application. The Per Capita grant application will be on the agenda for approval at the December 16, 2021 board meeting.

X. CORRESPONDENCE.

None.

XI. OTHER.

None.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:33 p.m.

Minutes prepared by Carol Kidd.



DRAFT

BOARD OF TRUSTEES

Minutes of the Management Committee Meeting
November 18, 2021

Chair Denise Hudec stated that as Chair of the Management Committee she determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

I. CALL TO ORDER.

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, November 18, 2021. Chair Denise Hudec called the meeting to order at 6:07 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Denise Hudec.

Absent: Christine Halblander.

Also present: Gregory Sarlo, Jo Bonell, Laurie Papadourakis, Lisa DuBrock, Stephanie Spetter, Heather Imhoff.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

Christine Halblander entered the meeting at 6:11 p.m.

V. REVIEW AND APPROVE JOB DESCRIPTION. [Action Item]

Library Director Jo Bonell asked the Committee to review and approve the following job descriptions:

- Head of Adult Services
- Reference Services Librarian II
- Reference Librarian
- Reference Services Assistant
- Seasonal Summer Reading Associate

MOTION by Kristin Graack, seconded by Christine Halblander to approve the following job descriptions:

- Head of Adult Services
- Reference Services Librarian II
- Reference Librarian
- Reference Services Assistant
- Seasonal Summer Reading Associate

ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None.

MOTION CARRIED.

VI. REVIEW AND APPROVE LEAVE DONATION POLICY. [Action Item]

Library Director Jo Bonell stated that the Leave Donation Policy will be an addition to our current policy and will work to help staff members who experience a catastrophic illness or injury. Employees will be able to donate sick, vacation, or personal leave time to a sick leave bank managed by the Library Director.

MOTION by Kristen Graack, seconded by Christine Halblander, to approve Leave Donation Policy. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

VII. ADJOURNMENT.

MOTION by Christine Halblander, seconded by Kristen Graack, to adjourn the meeting. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. 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
November 30, 2021

Prepared by:
Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of November 30, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,377,296.10	\$ 1,896,851.55	\$ 5,274,147.65
Prepays	16,010.55	0.00	16,010.55
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,474,797.34	\$ 1,896,851.55	\$ 11,371,648.89
LIABILITIES			
Accounts Payable	\$ 185,509.55	\$ -	\$ 185,509.55
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	528,625.84	-	528,625.84
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,598,125.84	-	6,598,125.84
FUND BALANCE			
Fund Balance - Unreserved	2,841,920.70	1,896,851.55	4,738,772.25
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,876,671.50	1,896,851.55	4,773,523.05
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,474,797.34	\$ 1,896,851.55	\$ 11,371,648.89

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 6,005,862.00	\$ -	\$ 6,005,862.00
Intergovernmental	175,785.84	-	175,785.84
Fines & Fees	14,900.49	-	14,900.49
Interest	956.76	701.05	1,657.81
Special Events and Programs	53.94	-	53.94
Miscellaneous	42,220.95	-	42,220.95
Total Revenues	<u>6,239,779.98</u>	<u>701.05</u>	<u>6,240,481.03</u>
EXPENDITURES			
Personnel	\$ 2,531,468.49	\$ -	\$ 2,531,468.49
Operating	1,916,059.47	322.50	1,916,381.97
Library Materails	791,901.09	-	791,901.09
Capital Outlay	66,646.55	207,277.07	273,923.62
Other Expenditures	69,801.88	-	69,801.88
Total Expenditures	<u>5,377,077.48</u>	<u>207,599.57</u>	<u>5,584,677.05</u>
Net Change in Fund Balances	<u>862,702.50</u>	<u>(206,898.52)</u>	<u>655,803.98</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 2,876,671.50</u>	<u>\$ 1,896,851.55</u>	<u>\$ 4,773,523.05</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	545,582.05
202-1102015 - First Midwest Operating #8100292260	<u>24,616.58</u>
	<u>570,198.63</u>
201-1102028 - Cash Library Donations	<u>215,234.12</u>
201-1102079 - IL Funds - 151600222591	2,615,979.93
202-1102079 - IL Funds - 151600222591	<u>1,872,234.97</u>
	<u>4,488,214.90</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,274,147.65</u></u>

Des Plaines Public Library
Balance Sheet as of November 30, 2021

	<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	737,416.84	(191,834.79)	545,582.05
1102028 - Cash Library Donations	215,226.57	7.55	215,234.12
1102079 - IL Funds - 151600222591	2,810,178.87	(194,198.94)	2,615,979.93
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
1119301 - Prepaid Expense	0.00	16,010.55	16,010.55
	<u>9,844,812.97</u>	<u>(370,015.63)</u>	<u>9,474,797.34</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	192,901.48	(7,391.93)	185,509.55
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	<u>6,605,517.77</u>	<u>(7,391.93)</u>	<u>6,598,125.84</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	<u>8,619,486.77</u>	<u>(7,391.93)</u>	<u>8,612,094.84</u>
 Excess Revenues Over Expenses	<u>1,225,326.20</u>	<u>(362,623.70)</u>	<u>862,702.50</u>

Des Plaines Public Library
Balance Sheet as of November 30, 2021

	<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	21,748.58	2,868.00	24,616.58
1102079 - IL Funds - 151600222591	1,877,927.50	(5,692.53)	1,872,234.97
	1,899,676.08	(2,824.53)	1,896,851.55
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,103,750.07	0.00	2,103,750.07
Excess Revenues Over Expenses	(204,073.99)	(2,824.53)	(206,898.52)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	302,744.80	0.00	302,744.80
<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	302,744.80	0.00	302,744.80
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of November 30, 2021

	<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	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,353,391.00)	0.00	(1,353,391.00)
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</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, 2021**

_____ 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 2020	<u>58,529.70</u>	<u>6,005,862.00</u>	<u>6,100,000.00</u>	<u>94,138.00</u>	<u>98.46</u>
	<u>58,529.70</u>	<u>6,005,862.00</u>	<u>6,100,000.00</u>	<u>94,138.00</u>	<u>98.46</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	86,086.90	73,000.00	(13,086.90)	117.93
201-4822090 - Grant Revenue	7,500.00	12,500.00	0.00	(12,500.00)	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>7,457.94</u>	<u>3,000.00</u>	<u>(4,457.94)</u>	<u>248.60</u>
	<u>30,747.00</u>	<u>175,785.84</u>	<u>168,988.00</u>	<u>(6,797.84)</u>	<u>104.02</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	1,179.20	3,811.77	9,000.00	5,188.23	42.35
201-4850201 - Copying Fees	1,210.93	10,859.72	12,500.00	1,640.28	86.88
201-4850207 - Non-Res Cards	0.00	139.00	1,000.00	861.00	13.90
201-4850208 - Meeting Room Fees	<u>45.00</u>	<u>90.00</u>	<u>1,500.00</u>	<u>1,410.00</u>	<u>6.00</u>
	<u>2,435.13</u>	<u>14,900.49</u>	<u>24,000.00</u>	<u>9,099.51</u>	<u>62.09</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>53.94</u>	<u>10,000.00</u>	<u>9,946.06</u>	<u>0.54</u>
	<u>0.00</u>	<u>53.94</u>	<u>10,000.00</u>	<u>9,946.06</u>	<u>0.54</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>82.86</u>	<u>956.76</u>	<u>28,000.00</u>	<u>27,043.24</u>	<u>3.42</u>
	<u>82.86</u>	<u>956.76</u>	<u>28,000.00</u>	<u>27,043.24</u>	<u>3.42</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	2,838.98	32,655.01	50,000.00	17,344.99	65.31
201-4899910 - Vending Machine Revenue	77.78	490.02	500.00	9.98	98.00
201-4899920 - Library Donations	0.00	1,491.80	5,000.00	3,508.20	29.84
201-4899940 - Friends Book Sale	<u>1,877.48</u>	<u>7,584.12</u>	<u>0.00</u>	<u>(7,584.12)</u>	<u>0.00</u>
	<u>4,794.24</u>	<u>42,220.95</u>	<u>55,500.00</u>	<u>13,279.05</u>	<u>76.07</u>
Total Library Fund	<u><u>96,588.93</u></u>	<u><u>6,239,779.98</u></u>	<u><u>6,386,488.00</u></u>	<u><u>146,708.02</u></u>	<u><u>97.70</u></u>

Des Plaines Public Library
 Revenue Report
 For the 11 Months Ended November 30, 2021

	<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>43.47</u>	<u>701.05</u>	<u>17,000.00</u>	<u>16,298.95</u>	<u>4.12</u>
	<u>43.47</u>	<u>701.05</u>	<u>17,000.00</u>	<u>16,298.95</u>	<u>4.12</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>43.47</u>	<u>701.05</u>	<u>517,000.00</u>	<u>516,298.95</u>	<u>0.14</u>
Total of All Funds	<u>96,632.40</u>	<u>6,240,481.03</u>	<u>6,903,488.00</u>	<u>663,006.97</u>	<u>90.40</u>

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2021**

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	181,244.74	1,969,862.99	2,483,313.00	513,450.01	79.32
5910200 - Part-time Salaries	<u>56,489.41</u>	<u>561,605.50</u>	<u>830,211.00</u>	<u>268,605.50</u>	<u>67.65</u>
	<u>237,734.15</u>	<u>2,531,468.49</u>	<u>3,313,524.00</u>	<u>782,055.51</u>	<u>76.40</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	17,560.19	186,327.04	240,329.00	54,001.96	77.53
5918021 - Employer Contribution - IMRF	22,605.47	233,318.65	290,885.00	57,566.35	80.21
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	24,053.67	318,996.09	410,610.00	91,613.91	77.69
5918051 - HMO Insurance Premiums	12,391.28	142,986.31	208,034.00	65,047.69	68.73
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>12,165.00</u>	<u>14,000.00</u>	<u>1,835.00</u>	<u>86.89</u>
	<u>76,610.61</u>	<u>902,119.74</u>	<u>1,200,744.00</u>	<u>298,624.26</u>	<u>75.13</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	115.00	25,151.50	30,000.00	4,848.50	83.84
5920110 - Professional Services	35,020.30	428,720.89	464,296.00	35,575.11	92.34
5920120 - Communication Services	0.00	16,654.12	19,100.00	2,445.88	87.19
5920140 - Integrated Library System	0.00	88,379.85	88,010.00	(369.85)	100.42
5920202 - Conferences	776.25	2,905.13	5,000.00	2,094.87	58.10
5920204 - Training	0.00	609.30	750.00	140.70	81.24
5920210 - Marketing	0.00	30,772.44	51,000.00	20,227.56	60.34
5920220 - Membership Dues	385.00	8,835.09	6,400.00	(2,435.09)	138.05
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	49,910.58	57,000.00	7,089.42	87.56
5930010 - R&M Equipment	3,718.00	58,750.15	58,635.00	(115.15)	100.20
5930020 - R&M Buildings & Structures	9,534.35	94,087.60	131,325.00	37,237.40	71.64
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	0.00	16,839.43	25,600.00	8,760.57	65.78
5930320 - Cleaning/Custodial Services	0.00	48,202.50	73,175.00	24,972.50	65.87
5930490 - Refuse Contract	360.00	3,960.00	7,000.00	3,040.00	56.57
5960040 - Pre-Employment Testing	160.00	2,275.05	3,000.00	724.95	75.84
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	2,269.43	54,359.28	51,500.00	(2,859.28)	105.55
5960990 - Misc. Contractual Services	<u>15,984.43</u>	<u>83,202.03</u>	<u>101,025.00</u>	<u>17,822.97</u>	<u>82.36</u>
	<u>68,322.76</u>	<u>1,013,939.73</u>	<u>1,175,116.00</u>	<u>161,176.27</u>	<u>86.28</u>
<u>Commodities</u>					
5970100 - Supplies	2,966.14	17,472.42	41,000.00	23,527.58	42.62
5970110 - Meals	0.00	1,088.78	1,500.00	411.22	72.59
5970115 - Supplies - Dept/Other	6,586.84	31,894.97	66,100.00	34,205.03	48.25
5970170 - Janitorial	4,892.50	10,428.47	18,600.00	8,171.53	56.07
5970260 - Postage & Parcel	1,000.00	10,103.19	6,000.00	(4,103.19)	168.39

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970270 - Printing	0.00	242.58	0.00	(242.58)	0.00
5970500 - Water Bill	0.00	3,916.59	10,000.00	6,083.41	39.17
5970600 - Ebooks/Books	31,442.69	284,221.80	368,000.00	83,778.20	77.23
5970610 - E-audio/Audio	7,967.39	65,222.05	80,000.00	14,777.95	81.53
5970620 - E-Subscriptions/Subscriptions	976.95	46,262.68	68,430.00	22,167.32	67.61
5970630 - Visual Materials	7,495.31	127,027.75	167,000.00	39,972.25	76.06
5970640 - Databases	6,447.97	179,077.37	185,000.00	5,922.63	96.80
5970810 - Natural Gas	484.97	10,262.49	22,000.00	11,737.51	46.65
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>4,679.95</u>	<u>5,900.00</u>	<u>1,220.05</u>	<u>79.32</u>
	<u>70,260.76</u>	<u>791,901.09</u>	<u>1,039,830.00</u>	<u>247,928.91</u>	<u>76.16</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	0.00	6,556.87	6,310.00	(246.87)	103.91
5980410 - Computer Hardware	1,166.39	5,680.11	6,800.00	1,119.89	83.53
5980420 - Computer Software	4,157.16	50,607.88	44,495.00	(6,112.88)	113.74
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>2,085.47</u>	<u>2,700.00</u>	<u>614.53</u>	<u>77.24</u>
	<u>5,323.55</u>	<u>66,646.55</u>	<u>60,305.00</u>	<u>(6,341.55)</u>	<u>110.52</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	22.26	62,217.76	73,000.00	10,782.24	85.23
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>938.54</u>	<u>7,584.12</u>	<u>0.00</u>	<u>(7,584.12)</u>	<u>0.00</u>
	<u>960.80</u>	<u>69,801.88</u>	<u>633,000.00</u>	<u>563,198.12</u>	<u>11.03</u>
 Total Library Fund Expenditures	 <u>459,212.63</u>	 <u>5,377,077.48</u>	 <u>7,422,519.00</u>	 <u>2,045,441.52</u>	 <u>72.44</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
5960990 - Misc. Contractual Services	<u>0.00</u>	<u>322.50</u>	<u>0.00</u>	<u>(322.50)</u>	<u>0.00</u>
	<u>0.00</u>	<u>322.50</u>	<u>40,000.00</u>	<u>39,677.50</u>	<u>0.81</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	2,868.00	2,868.00	36,500.00	33,632.00	7.86
5980400 - Equipment	0.00	155,783.70	157,420.00	1,636.30	98.96
5980410 - Computer Hardware	0.00	32,482.37	30,900.00	(1,582.37)	105.12
5980420 - Computer Software	0.00	10,888.87	11,000.00	111.13	98.99
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>2,868.00</u>	<u>207,277.07</u>	<u>239,980.00</u>	<u>32,702.93</u>	<u>86.37</u>
 Total Capital Projects Fund Expenditures	 <u>2,868.00</u>	 <u>207,599.57</u>	 <u>279,980.00</u>	 <u>72,380.43</u>	 <u>74.15</u>
 Total of All Funds	 <u>462,080.63</u>	 <u>5,584,677.05</u>	 <u>7,702,499.00</u>	 <u>2,117,821.95</u>	 <u>72.50</u>

Des Plaines Public Library

Check List

All Bank Accounts

November 19, 2021 - December 16, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
18941	12/16/21	ADAM MATTHEW DIGITAL, LTD	6,500.00
18942	12/16/21	Ann Torralba	800.00
18943	12/16/21	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	115.00
18944	12/16/21	ANDERSON LOCK CO LTD	5,996.10
18945	12/16/21	AQUARIUM ADVENTURE HOFFMAN ESTATES	160.00
18946	12/16/21	ATI TECHNOLOGY PARTNERS	3,718.00
18947	12/16/21	BAKER & TAYLOR	15,923.20
18948	12/16/21	CENGAGE LEARNING/GALE	6,490.11
18949	12/16/21	CHILDREN'S PLUS, INC.	11,544.68
18950	12/16/21	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
18951	12/16/21	D&Z HOUSE OF BOOKS	3,453.78
18952	12/16/21	DONNITA TONY	125.00
18953	12/16/21	EMPLOYEE BENEFITS CORPORATION	250.00
18954	12/16/21	ENCYCLOPAEDIA BRITANNICA, INC	2,625.00
18955	12/16/21	ENVISIONWARE, INC	5,687.20
18956	12/16/21	FINDAWAY WORLD LLC	1,362.24
18957	12/16/21	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	360.00
18958	12/16/21	FOX VALLEY FIRE & SAFETY	525.00
18959	12/16/21	GARVEY'S OFFICE PRODUCTS	2,013.89
18960	12/16/21	INSIGHT PUBLIC SECTOR, INC.	171.66
18961	12/16/21	JO BONELL	70.00
18961	12/16/21	JO BONELL	(70.00)
18962	12/16/21	KANOPY	3,000.00
18963	12/16/21	LAUTERBACH & AMEN, LLP.	1,600.00
18964	12/16/21	MIDWEST TAPE	11,565.77
18965	12/16/21	OAKBROOK MECHANICAL SERVICES	3,013.25
18966	12/16/21	OUTSOURCE SOLUTIONS GROUP, INC.	36,652.61
18967	12/16/21	OVERDRIVE, INC.	5,415.36
18968	12/16/21	PHYSICIANS IMMEDIATE CARE CHICAGO	160.00
18969	12/16/21	PRESTIGE DISTRIBUTION, INC.	2,868.00
18970	12/16/21	RAINBOW BOOK COMPANY	1,356.84
18971	12/16/21	RIVERSHORE READING STORE	159.00
18972	12/16/21	SCHOLASTIC LIBRARY PUBLISHING	1,311.00
18973	12/16/21	THOMAS KLISE/CRIMSON MULTIMEDIA	968.37
18974	12/16/21	THOMSON REUTERS-WEST	21.86
18975	12/16/21	LIMRICC	44,634.13
51836	11/30/21	BANKCARD SERVICES	15,598.61
51837	11/30/21	NICOR GAS	484.97
51838	11/30/21	NEOFUNDS BY NEOPOST	1,000.00
51839	11/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	938.54
51840	11/30/21	IMRF	34,038.33
Vendor Check Total			237,500.00
Check List Total			237,500.00

Check count = 41

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ADAM MATTHEW DIGITAL, LTD				18941	12/16/21	<u>6,500.00</u>
201-5980420	Computer Software	Invoice #59936	6,500.00			
Ann Torralba				18942	12/16/21	<u>800.00</u>
201-5960210	Special Event Programming	Virtual Performance	800.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				18943	12/16/21	<u>115.00</u>
201-5920100	Legal Fees	November Legal Services	115.00			
ANDERSON LOCK CO LTD				18944	12/16/21	<u>5,996.10</u>
201-5930020	R&M Buildings & Structures	Invoice #7095346	5,996.10			
AQUARIUM ADVENTURE HOFFMAN ESTATES				18945	12/16/21	<u>160.00</u>
201-5960990	Misc. Contractual Services	Work Order 146	160.00			
ATI TECHNOLOGY PARTNERS				18946	12/16/21	<u>3,718.00</u>
201-5930010	R&M Equipment	Invoice #81769	3,718.00			
BAKER & TAYLOR				18947	12/16/21	<u>15,923.20</u>
201-5970600	Ebooks/Books	Invoice #2036325926	14.12			
201-5960990	Misc. Contractual Services	Invoice #2036315686	40.64			
201-5970600	Ebooks/Books	Invoice #2036315686	372.64			
201-5960990	Misc. Contractual Services	Invoice #2036299086	11.58			
201-5970600	Ebooks/Books	Invoice #2036299086	94.81			
201-5960990	Misc. Contractual Services	Invoice #2036282253	3.29			
201-5970600	Ebooks/Books	Invoice #2036282253	10.16			
201-5970600	Ebooks/Books	Invoice #2036282112	19.44			
201-5970600	Ebooks/Books	Invoice #2036282112	52.60			
201-5960990	Misc. Contractual Services	Invoice #2036302325	85.82			
201-5970600	Ebooks/Books	Invoice #2036302325	1,378.36			
201-5960990	Misc. Contractual Services	Invoice #2036291742	43.38			
201-5970630	Visual Materials	Invoice #2036291741	519.33			
201-5960990	Misc. Contractual Services	Invoice #2036300677	49.28			
201-5970600	Ebooks/Books	Invoice #2036300676	630.09			
201-5960990	Misc. Contractual Services	Invoice #2036316408	35.23			
201-5970600	Ebooks/Books	Invoice #2036316407	377.93			
201-5960990	Misc. Contractual Services	Invoice #2036308759	13.16			
201-5970600	Ebooks/Books	Invoice #2036308759	56.75			
201-5960990	Misc. Contractual Services	Invoice #2036316074	1.78			
201-5970600	Ebooks/Books	Invoice #2036316074	10.21			
201-5960990	Misc. Contractual Services	Invoice #2036316037	1.95			
201-5970600	Ebooks/Books	Invoice #2036316037	15.34			
201-5960990	Misc. Contractual Services	Invoice #2036282508	7.42			
201-5970600	Ebooks/Books	Invoice #2036282508	65.27			
201-5960990	Misc. Contractual Services	Invoice #2036315899	11.77			
201-5970600	Ebooks/Books	Invoice #2036315899	92.06			
201-5960990	Misc. Contractual Services	Invoice #2036299151	7.12			
201-5970600	Ebooks/Books	Invoice #2036299151	56.74			
201-5960990	Misc. Contractual Services	Invoice #2036299038	6.24			
201-5970600	Ebooks/Books	Invoice #2036299038	47.34			
201-5960990	Misc. Contractual Services	Invoice #2036298969	9.50			
201-5970600	Ebooks/Books	Invoice #2036298969	85.13			
201-5960990	Misc. Contractual Services	Invoice #2036282266	7.77			
201-5970600	Ebooks/Books	Invoice #2036282266	72.76			
201-5960990	Misc. Contractual Services	Invoice #2036308027	25.89			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice #2036308027	209.51			
201-5960990	Misc. Contractual Services	Invoice #2036279506	20.93			
201-5970600	Ebooks/Books	Invoice #2036279506	72.21			
201-5960990	Misc. Contractual Services	Invoice #2036290694	2.87			
201-5970600	Ebooks/Books	Invoice #2036290694	27.73			
201-5960990	Misc. Contractual Services	Invoice #2036309446	26.91			
201-5970600	Ebooks/Books	Invoice #2036309446	86.42			
201-5960990	Misc. Contractual Services	Invoice #2036291873	10.97			
201-5970600	Ebooks/Books	Invoice #2036291873	90.76			
201-5960990	Misc. Contractual Services	Invoice #2036316085	2.87			
201-5970600	Ebooks/Books	Invoice #2036316085	23.71			
201-5960990	Misc. Contractual Services	Invoice #2036290646	27.45			
201-5970600	Ebooks/Books	Invoice #2036290646	242.24			
201-5960990	Misc. Contractual Services	Invoice #2036298972	31.74			
201-5970600	Ebooks/Books	Invoice #2036298972	175.00			
201-5960990	Misc. Contractual Services	Invoice #2036294548	2.24			
201-5970600	Ebooks/Books	Invoice #2036294548	30.65			
201-5960990	Misc. Contractual Services	Invoice #2036305886	32.90			
201-5970600	Ebooks/Books	Invoice #2036305886	81.86			
201-5960990	Misc. Contractual Services	Invoice #2036308803	16.82			
201-5970600	Ebooks/Books	Invoice #2036308803	129.25			
201-5960990	Misc. Contractual Services	Invoice #2036300688	38.99			
201-5970600	Ebooks/Books	Invoice #2036300688	345.54			
201-5960990	Misc. Contractual Services	Invoice #2036278213	21.80			
201-5970600	Ebooks/Books	Invoice #2036278213	168.64			
201-5960990	Misc. Contractual Services	Invoice #5017318252	0.70			
201-5970600	Ebooks/Books	Invoice #5017318252	10.64			
201-5960990	Misc. Contractual Services	Invoice #2036328707	17.30			
201-5970600	Ebooks/Books	Invoice #2036328706	201.41			
201-5960990	Misc. Contractual Services	Invoice #2036339900	51.84			
201-5970600	Ebooks/Books	Invoice #2036339899	807.68			
201-5970610	E-audio/Audio	Invoice #2036290643	105.54			
201-5960990	Misc. Contractual Services	Invoice #NS21110199	1,495.00			
201-5960990	Misc. Contractual Services	Invoice #2036298917	46.32			
201-5970600	Ebooks/Books	Invoice #2036298917	369.97			
201-5960990	Misc. Contractual Services	Invoice #2036328904	15.95			
201-5970600	Ebooks/Books	Invoice #2036328904	186.24			
201-5960990	Misc. Contractual Services	Invoice #2036329025	25.57			
201-5970600	Ebooks/Books	Invoice #2036329025	204.45			
201-5960990	Misc. Contractual Services	Invoice #2036325175	4,067.00			
201-5970600	Ebooks/Books	Invoice #2036325175	221.29			
201-5970600	Ebooks/Books	Invoice #2036298969	94.63			
201-5960990	Misc. Contractual Services	Invoice #2036298969	9.50			
201-5970600	Ebooks/Books	Invoice #2036298969	83.13			
201-5970600	Ebooks/Books	Invoice #2036356950	39.44			
201-5960990	Misc. Contractual Services	Invoice #2036286000	22.19			
201-5970600	Ebooks/Books	Invoice #2036286000	197.05			
201-5960990	Misc. Contractual Services	Invoice #2036265215	4.36			
201-5970600	Ebooks/Books	Invoice #2036265215	22.94			
201-5960990	Misc. Contractual Services	Invoice #2036328867	21.23			
201-5970600	Ebooks/Books	Invoice #2036328867	176.49			
201-5960990	Misc. Contractual Services	Invoice #2036347571	55.23			
201-5970600	Ebooks/Books	Invoice #2036347571	447.96			
201-5960990	Misc. Contractual Services	Invoice #2036351076	18.24			
201-5970600	Ebooks/Books	Invoice #2036351076	191.02			
201-5960990	Misc. Contractual Services	Invoice #2036349581	19.30			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice #2036349581	161.56			
201-5960990	Misc. Contractual Services	Invoice #2036339903	62.79			
201-5970600	Ebooks/Books	Invoice #2036339903	216.33			
CENGAGE LEARNING/GALE				18948	12/16/21	<u>6,490.11</u>
201-5970640	Databases	Invoice #40044345	4,324.48			
201-5970640	Databases	Invoice #76214081	2,165.63			
CHILDREN'S PLUS, INC.				18949	12/16/21	<u>11,544.68</u>
201-5970600	Ebooks/Books	Invoice #205459	446.52			
201-5970600	Ebooks/Books	Invoice #205179	22.43			
201-5970600	Ebooks/Books	Invoice #205254	41.76			
201-5970600	Ebooks/Books	Invoice #204468	59.02			
201-5970600	Ebooks/Books	Invoice #204342	13.25			
201-5970600	Ebooks/Books	Invoice #204478	4,908.63			
201-5970600	Ebooks/Books	Invoice #204479	5,583.44			
201-5970600	Ebooks/Books	Invoice #204688	416.66			
201-5970600	Ebooks/Books	Invoice #204501	18.31			
201-5970600	Ebooks/Books	Invoice #204909	34.66			
CRYSTAL MAINTENANCE SERVICES CORP				18950	12/16/21	<u>4,892.50</u>
201-5970170	Janitorial	Invoice #27948	4,892.50			
D&Z HOUSE OF BOOKS				18951	12/16/21	<u>3,453.78</u>
201-5970600	Ebooks/Books	Invoice #2021/I150789	1,036.68			
201-5970600	Ebooks/Books	Invoice #2021/I150839	98.16			
201-5970600	Ebooks/Books	Invoice #2021/I150838	39.96			
201-5970600	Ebooks/Books	Invoice #2021/I150809	1,243.38			
201-5970600	Ebooks/Books	Invoice #2021/I149916	1,035.60			
DONNITA TONY				18952	12/16/21	<u>125.00</u>
201-5960990	Misc. Contractual Services	Invoice November	125.00			
EMPLOYEE BENEFITS CORPORATION				18953	12/16/21	<u>250.00</u>
201-5960990	Misc. Contractual Services	Invoice #3437615	250.00			
ENCYCLOPAEDIA BRITANNICA, INC				18954	12/16/21	<u>2,625.00</u>
201-5970640	Databases	Invoice #71676	2,625.00			
ENVISIONWARE, INC				18955	12/16/21	<u>5,687.20</u>
201-5960990	Misc. Contractual Services	Invoice #INV-US-56152	5,687.20			
FINDAWAY WORLD LLC				18956	12/16/21	<u>1,362.24</u>
201-5970610	E-audio/Audio	Invoice #369598	1,294.25			
201-5970610	E-audio/Audio	Invoice #369768	67.99			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				18957	12/16/21	<u>360.00</u>
201-5930490	Refuse Contract	Invoice #5829705	360.00			
FOX VALLEY FIRE & SAFETY				18958	12/16/21	<u>525.00</u>
201-5930020	R&M Buildings & Structures	Invoice #IN00466245	525.00			
GARVEY'S OFFICE PRODUCTS				18959	12/16/21	<u>2,013.89</u>
201-5970115	Supplies - Dept/Other	Invoice # PINV2139612	128.61			
201-5970115	Supplies - Dept/Other	Invoice # PINV2157684	1,476.00			
201-5970115	Supplies - Dept/Other	Invoice # PINV2161396	409.28			

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
INSIGHT PUBLIC SECTOR, INC.				18960	12/16/21	<u>171.66</u>
201-5970100	Supplies	Invoice #1100889688	57.22			
201-5970100	Supplies	Invoice #1100888010	114.44			
JO BONELL				18961	12/16/21	<u>70.00</u>
201-5920202	Conferences	October Meetup Invoice#20191	70.00			
JO BONELL				18961	12/16/21	<u>(70.00)</u>
201-5920202	Conferences	Void check # 18961	-70.00			
KANOPI				18962	12/16/21	<u>3,000.00</u>
201-5970640	Databases	Invoice # KDEP - 9255	3,000.00			
LAUTERBACH & AMEN, LLP.				18963	12/16/21	<u>1,600.00</u>
201-5920110	Professional Services	Invoice No. 61589	1,600.00			
MIDWEST TAPE				18964	12/16/21	<u>11,565.77</u>
201-5960990	Misc. Contractual Services	Invoice #501230978	80.85			
201-5970610	E-audio/Audio	Invoice #201230978	264.69			
201-5970610	E-audio/Audio	Invoice #501218603	179.97			
201-5970630	Visual Materials	Invoice #501218630	29.98			
201-5970630	Visual Materials	Invoice #501218604	586.89			
201-5970630	Visual Materials	Invoice #501218605	20.24			
201-5970630	Visual Materials	Invoice #501218607	179.94			
201-5970630	Visual Materials	Invoice #501218608	98.43			
201-5970630	Visual Materials	Invoice #501218609	11.99			
201-5960990	Misc. Contractual Services	Invoice #501234220	109.00			
201-5960990	Misc. Contractual Services	Invoice #501234222	20.35			
201-5970610	E-audio/Audio	Invoice #501234222	397.89			
201-5960990	Misc. Contractual Services	Invoice #501234221	305.50			
201-5970630	Visual Materials	Invoice #201234221	1,379.37			
201-5970630	Visual Materials	Invoice #501251673	78.72			
201-5970610	E-audio/Audio	Invoice #501264228	591.60			
201-5970610	E-audio/Audio	Invoice #501264225	108.18			
201-5970610	E-audio/Audio	Invoice #501264229	994.26			
201-5970610	E-audio/Audio	Invoice #501264227	615.57			
201-5970610	E-audio/Audio	Invoice #501251793	44.77			
201-5970610	E-audio/Audio	Invoice #501251791	551.05			
201-5970610	E-audio/Audio	Invoice #501251790	23.98			
201-5970610	E-audio/Audio	Invoice #501251039	447.93			
201-5970630	Visual Materials	Invoice #501281303	43.18			
201-5970630	Visual Materials	Invoice #501281300	47.96			
201-5970630	Visual Materials	Invoice #501281301	135.12			
201-5970630	Visual Materials	Invoice #501314528	13.49			
201-5970630	Visual Materials	Invoice #501314525	71.97			
201-5970630	Visual Materials	Invoice #501314526	85.93			
201-5970630	Visual Materials	Invoice #501314527	25.58			
201-5960990	Misc. Contractual Services	Invoice #501326976	61.85			
201-5970610	E-audio/Audio	Invoice #501326976	200.99			
201-5960990	Misc. Contractual Services	Invoice #501327230	74.75			
201-5960990	Misc. Contractual Services	Invoice #501326979	51.80			
201-5970610	E-audio/Audio	Invoice #501326979	1,058.72			
201-5960990	Misc. Contractual Services	Invoice #501326978	147.15			
201-5970630	Visual Materials	Invoice #501326978	671.58			
201-5960990	Misc. Contractual Services	Invoice #501301332	40.70			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Invoice #501301332	922.78			
201-5960990	Misc. Contractual Services	Invoice #501301333	28.25			
201-5970630	Visual Materials	Invoice #501301333	163.33			
201-5960990	Misc. Contractual Services	Invoice #501301334	111.40			
201-5970630	Visual Materials	Invoice #201301334	419.03			
201-5960990	Misc. Contractual Services	Invoice #501301330	15.40			
201-5970610	E-audio/Audio	Invoice #501301330	53.66			
OAKBROOK MECHANICAL SERVICES				18965	12/16/21	<u>3,013.25</u>
201-5930020	R&M Buildings & Structures	Invoice #28099	3,013.25			
OUTSOURCE SOLUTIONS GROUP, INC.				18966	12/16/21	<u>36,652.61</u>
201-5920110	Professional Services	Invoice #63202	33,420.30			
201-5980410	Computer Hardware	Invoice #C-63178	1,166.39			
201-5980420	Computer Software	Invoice #63130	565.92			
201-5960990	Misc. Contractual Services	Invoice #62878	1,500.00			
OVERDRIVE, INC.				18967	12/16/21	<u>5,415.36</u>
201-5970600	Ebooks/Books	Invoice #01018MA21440745	13.49			
201-5970600	Ebooks/Books	Invoice #01018MA21437797	4,619.42			
201-5970600	Ebooks/Books	Invoice #01018CP21439295	782.45			
PHYSICIANS IMMEDIATE CARE CHICAGO				18968	12/16/21	<u>160.00</u>
201-5960040	Pre-Employment Testing	November Statement	160.00			
PRESTIGE DISTRIBUTION, INC.				18969	12/16/21	<u>2,868.00</u>
202-5980300	Improvements	Invoice #17808	2,868.00			
RAINBOW BOOK COMPANY				18970	12/16/21	<u>1,356.84</u>
201-5970600	Ebooks/Books	Invoice #204806	88.43			
201-5970600	Ebooks/Books	Invoice #204807	548.45			
201-5970600	Ebooks/Books	Invoice #204818	179.93			
201-5970600	Ebooks/Books	Invoice #205055	37.64			
201-5970600	Ebooks/Books	Invoice #204485	121.13			
201-5970600	Ebooks/Books	Invoice #204580	87.45			
201-5970600	Ebooks/Books	Invoice #205447	163.71			
201-5970600	Ebooks/Books	Invoice #205448	36.62			
201-5970600	Ebooks/Books	Invoice #205134	93.48			
RIVERSHORE READING STORE				18971	12/16/21	<u>159.00</u>
201-5970115	Supplies - Dept/Other	Invoice #21-6925	159.00			
SCHOLASTIC LIBRARY PUBLISHING				18972	12/16/21	<u>1,311.00</u>
201-5970640	Databases	Invoice #33198474	1,311.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				18973	12/16/21	<u>968.37</u>
201-5970630	Visual Materials	Invoice #006631	361.44			
201-5970630	Visual Materials	Invoice #006675	151.66			
201-5970630	Visual Materials	Invoice #006674	120.00			
201-5970630	Visual Materials	Invoice #006673	335.27			
THOMSON REUTERS-WEST				18974	12/16/21	<u>21.86</u>
201-5970640	Databases	Invoice #845356609	21.86			
LIMRICC				18975	12/16/21	<u>44,634.13</u>
201-2401002	Payroll Liabilities	December 2021 Billing	44,634.13			

Des Plaines Public Library

Vendor Checks Report

First Midwest Operating

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
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Check List Total 185,439.55

Des Plaines Public Library

ACH Register

All Bank Accounts

November 1, 2021 - November 30, 2021

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51836	11/30/21	BANKCARD SERVICES	15,598.61
51837	11/30/21	NICOR GAS	484.97
51838	11/30/21	NEOFUNDS BY NEOPOST	1,000.00
51839	11/30/21	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	938.54
51840	11/30/21	IMRF	34,038.33
		Vendor Check Total	<u>52,060.45</u>
		Check List Total	<u><u>52,060.45</u></u>

Check count = 5

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435	4,622,155	4,033,743	4,755,049	5,662,998	5,274,148	
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-	-	-	1,204,158	1,432,744	58,530	
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598	49,433	99,363	5,475	4,502	38,103	
	2,289	534,232	2,110,157	334,111	352,076	17,598	49,433	99,363	1,209,633	1,437,246	96,632	-
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187	409,828	265,279	387,045	317,677	314,345	
Other Expense	275,321	145,415	142,034	275,517	216,261	91,462	324,397	152,772	203,648	173,154	147,736	
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	145,612	(309,513)	269,724	(102,365)	38,465	23,402	
	528,061	364,590	463,568	415,398	584,652	491,262	424,712	687,775	488,327	529,297	485,483	-
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	(375,279)	(588,412)	721,306	907,950	(388,850)	-

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	4,494,489
Revenue (M-T-D)												
Property Taxes	-	635,653	2,490,652	66,101	29,029	-	763,900	1,472,503	78,857	455,463	-	1,886
Other Revenue	20,277	59,951	10,134	5,628	39,652	4,046	7,939	31,425	79,077	6,839	37,124	
	<u>20,277</u>	<u>695,604</u>	<u>2,500,786</u>	<u>71,729</u>	<u>68,681</u>	<u>4,046</u>	<u>771,840</u>	<u>1,503,928</u>	<u>157,934</u>	<u>462,303</u>	<u>37,124</u>	<u>1,886</u>
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	367,866
Other Expense	302,691	149,809	93,884	149,144	122,811	186,761	227,377	111,842	198,043	181,700	232,838	113,686
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)	199,915
	<u>454,147</u>	<u>525,645</u>	<u>369,626</u>	<u>401,148</u>	<u>507,297</u>	<u>429,138</u>	<u>621,169</u>	<u>519,142</u>	<u>428,799</u>	<u>495,040</u>	<u>506,902</u>	<u>681,467</u>
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)	(679,581)



DIRECTOR'S REPORT

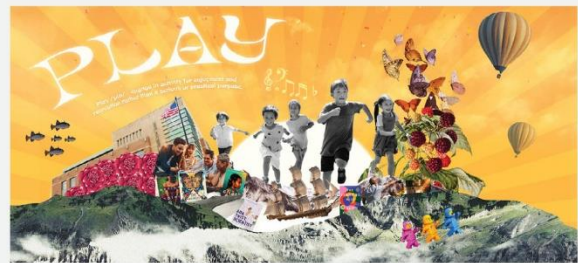
November 2021

IN THE COMMUNITY



My deepest thanks to you and the Des Plaines Public Library's patrons and staff for participating in our clothing drive and for the many contributions you collected. I know the children in foster care will appreciate your thoughtfulness and delight in the comfort and warmth these new clothes will bring.

WINTER 2021-2022 MAILING Ways to Play at DPPL



SENT TO OVER 32,000 HOUSEHOLDS IN DES PLAINES



NOTES FROM THE FRONT

- "Just loving my library."**
- patron who was browsing new fiction
- "There's so many!"**
- a kid in response to seeing manga section
- "We have so much fun with these."**
- craft kit pickup patron
- "I just moved here. I'm so excited!"**
- craft kit pickup patron
- "This place is really great at helping seniors."**
- patron getting help with making double sided copies
- "I'm just glad the library is open."**
- patron who came to fax 8 pages
- "Better than Chicago Public Library!"**
- patron who was impressed with our Polish language collection
- "You've got wonderful people here."**
- patron who received help from OSG
- "We are very happy about these services. Libraries are good for so many things."**
- two patrons after scanning and using a computer



JOURNEYING THROUGH THE AMERICAN INDIAN WAY OF LIFE

NOVEMBER 18, 2021 | 7 P.M.

OJIBWA AUTHOR AND SPEAKER KIM SIGAFUS JOINS US TO TALK ABOUT THE TRIBES THAT ONCE INHABITED ILLINOIS. NATIVE HARVEST, MUSIC, COURTING, MARRIAGE, AND MORE WILL BE DISCUSSED.

ONLINE ZOOM EVENT

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

ADULT PROGRAMS

DIY WRITING

NaNoWriMo Write Ins

Every November, thousands of aspiring writers participate in National Novel Writing Month (NaNoWriMo).

NaNoWriMo Kickoff Party

Wednesday, Oct. 27
6:30 - 8:30 p.m.

Learn how the library can help you write your 50,000 word novel. Setup your NaNoWriMo profile, meet past participants, and get started. Bring your laptop.

NaNoWriMo Write Ins

Wednesdays • 6:30 - 9 p.m.
Nov. 3, 10, 17, 24

Racing to write 50,000 words for National Novel Writing Month? Join us on Zoom for a NaNoWriMo Write In!

Writing Sprints and Prizes Please Register

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

CURIOSITY CAFE

THURSDAY, NOVEMBER 18
10:30 - 11:30 AM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Carl Honoré
Why We Should Embrace Aging as an Adventure

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

Thanksgiving 101

NOVEMBER 9, 2021 | 7 PM

Prepare the perfect Thanksgiving turkey! Chef Susan Blackfox shares buying the "right" turkey, making brines and marinades, prepping and tying, as well as methods for roasting the turkey and carving the finished item.

Online Zoom Event
Please Register

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

Job Searching?

TRY THESE FREE RESOURCES FROM YOUR LIBRARY

November 17, 2021 | 2 p.m. | Zoom

Your library card grants you free access to online databases to help you navigate searching for a new job. Attend and learn to use these databases and skills training resources to help you find your next career opportunity.

This program is part of the Employment Assistance Project funded by the Illinois State Library.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

FILM TALK TUESDAYS

NEW FILMS EVERY OTHER TUESDAY
Watch a film for free on Kanopy or Hoopla beforehand and join us on Zoom to discuss.

NOVEMBER

BIGGEST LITTLE FARM
NOVEMBER 2ND | 7 PM (92 MINS.)

Remember and rookie farmer John Chester chronicles the eight-year quest he and Molly Chester went on when they traded city living for 200 acres of farmland in Ventura County. Through perseverance and embracing the opportunity provided by nature's conflicts, the Chester's succeed and uncover a business design for living that exists far beyond their farm. It's seasons, and our wildest imagination.

BEAUTY AND THE BEAST (1946)
NOVEMBER 16TH | 7 PM (94 MINS.)

Jean Cocteau's sublime adaptation of Mme. Leprince de Beaumont's fairy-tale masterpiece - in which the pure love of a beautiful girl melts the heart of a ferocious beast - is a landmark of motion picture fantasy, with unforgettable romantic performances by Jean Marais and Josette Day.

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

CURIOSITY CAFE

THURSDAY, NOVEMBER 4
10:30 - 11:30 AM

Join us on Zoom to watch a TED Talk and participate in a discussion on the topic.

Emilie Wapnick
Why Some of Us Don't Have One True Calling

LEARN MORE AT [DPPL.ORG](https://www.dppl.org)

Ways to Work at DPPL

- Learn Computer Skills.
- Improve Your Resume.
- Prepare for Interviews.



LinkedIn Learning

For new job skills, self-improvement & fun. LinkedIn Learning is better than ever!



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DPPL on demand

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Easy Online Learning,
Free and At Your Fingertips



freegal music

GET MUSIC!

- Stream with the Freegal App
- 16 million songs - 200 genres
- No advertising, no fees
- Stream 24/7 with your DPPL card

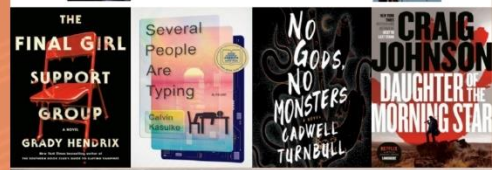
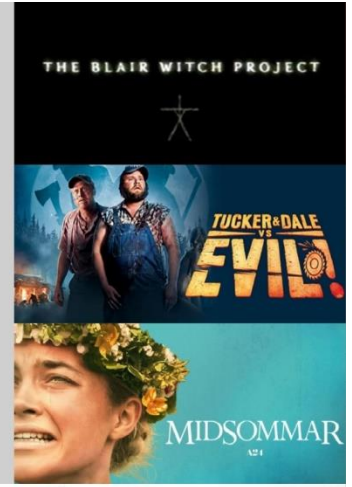


= **17** =
Books & Resources Supporting
Transgender Awareness

ADULT SPECIAL PROMOTIONS



Episode
75 Now
Available



TEENS

Go ahead, boss us around!

Outdoor program

Thursday, November 18th at 4 pm

Join us in The Commons for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

yoga
for Stress Relief

Monday,
November 15 from 4-5 pm

Join Twisted Tree Yoga on the 4th Floor Terrace to relax and unwind through yoga. All levels of experience welcome. Registration required. See card for details.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

TEEN BOOK BOXES

Sign up to receive a librarian-picked book and bookish goodies each month. SIGN UP ONLINE AT [DPPL.ORG/TEEN](https://dppl.org/teen) Scan the QR code below to sign up!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEENS

take & make

MONSTER BOOKMARK

BEGINNING NOVEMBER 1

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

WHILE SUPPLIES LAST

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

Your Top Books

- #1** **They Both Die at the End**
Adam Silvera
- #2** **The Ballad of Songbirds and Snakes**
Suzanne Collins
- #3** **Midnight Sun**
Stephanie Meyer
- #4** **Firekeeper's Daughter**
Angeline Boulley
- #5** **Cemetery Boys**
Aiden Thomas

TEEN PROGRAMS NOVEMBER ~ 2021 ~

Events are virtual and require registration, unless otherwise noted. Visit dppl.org or follow us on Facebook for all the latest offerings and information

- Monday **1** Teen Take and Make: Painted Pumpkins
Pickup all month • Available While Supplies Last
- Monday **1** Puzzles in the Commons • All Month Long • Drop In
- Monday **1** Help Make a Playlist for the Commons Using Freegal
• All Month Long - Virtual and In Person • Drop In
- Tuesday **2** Tutoring @ Des Plaines Public Library •
Virtually on Zoom • 6 - 8 p.m. • Registration Required
- Tuesday **9** Tutoring @ Des Plaines Public Library •
Virtually on Zoom • 6 - 8 p.m. • Registration Required
- Monday **15** Yoga for Stress Relief • Meet on the Terrace
Virtually on Zoom • 4 - 5 p.m. • Registration Required
- Tuesday **16** Tutoring @ Des Plaines Public Library •
Virtually on Zoom • 6 - 8 p.m. • Registration Required
- Thursday **18** Teen Advisory Board • Meet outside the Library
4 - 5 p.m. • Registration Required
- Tuesday **23** Tutoring @ Des Plaines Public Library •
Virtually on Zoom • 6 - 8 p.m. • Registration Required
- Tuesday **30** Tutoring @ Des Plaines Public Library •
Virtually on Zoom • 6 - 8 p.m. • Registration Required

FAMILY Reading Night

NOVEMBER 18, 2021

Stop by the Youth Services desk to pick up a Family Reading Night packet starting on November 16. Materials are available in both English and Spanish. While supplies last.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

ROCKY CELEBRATES Diwali!

THURSDAY, NOVEMBER 4

Celebrate Diwali, the Festival of Lights, with this fun activity kit! Pick up your kit at the Youth Services desk, while supplies last.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

ZOOM INTO STORYTIME!

JOIN US ON ZOOM FOR STORYTIMES THE WHOLE FAMILY WILL ENJOY!

TUESDAYS
AT 9:30 A.M.

- NOVEMBER 2
- NOVEMBER 9
- NOVEMBER 16

WEDNESDAYS
AT 7:15 P.M.

- NOVEMBER 3
- NOVEMBER 10
- NOVEMBER 17

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

Bilingual STORYTIME EN ESPAÑOL

Join Becky on Zoom for fun and stories in English and Spanish.
Thursdays, Sept. 9, Oct. 14, and Nov. 11 at 4 p.m.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

KIDS PROGRAMS



ROCKY'S RECS

NOVEMBER 2021

DPPL'S PICKS FOR KIDS



PLAY PACKS

HANDS-ON ACTIVITY TO ENCOURAGE CREATIVITY AND IMAGINATION!

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

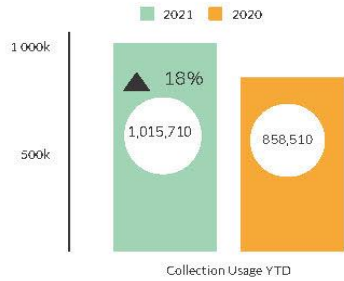




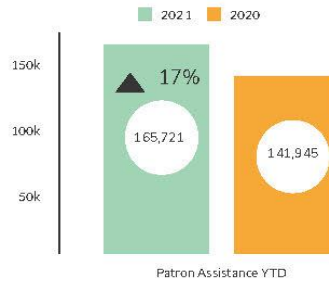
STATISTICS REPORT

November 2021

Collection Usage YTD

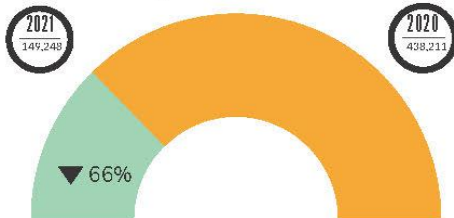


Patron Assistance YTD



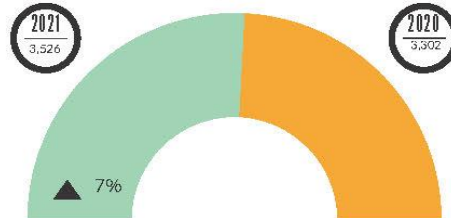
Attendance YTD

Events, Programs, Outreach & Classes

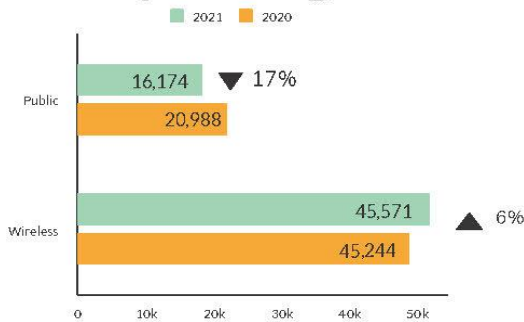


Bookings YTD

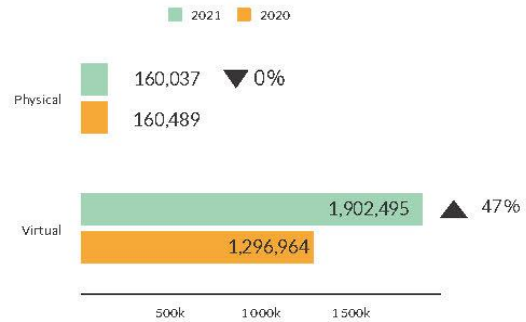
Events, Programs & Classes



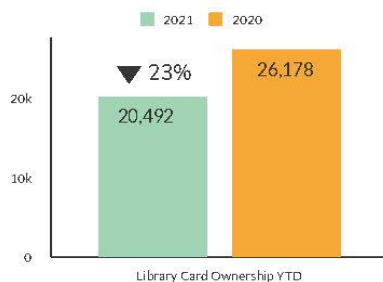
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

NOVEMBER 2021

COLLECTION USAGE		
	Year to Date 2021	1,015,710
	Year to Date 2020	858,510
	% Change	18%
PATRON ASSISTANCE		
	Year to Date 2021	165,721
	Year to Date 2020	141,945
	% Change	17%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	3,526
	Year to Date 2020	3,302
	% Change	7%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	149,248
	Year to Date 2020	438,211
	% Change	-66%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	160,037
	Year to Date 2020	160,489
	% Change	0%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	1,902,495
	Year to Date 2020	1,296,964
	% Change	47%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	20,492
	Current month valid library cards 2020	26,178
	% Change	-22%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	18,329
	Year to Date 2020	22,080
	% Change	-17%
	Wireless	
	Year to Date 2021	51,871
	Year to Date 2020	48,754
	% Change	6%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD
COLLECTION USAGE													
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	61,137	57,349	54,505	57,124	55,898	571,294
	E-materials	16,364	15,387	16,110	13,766	13,011	12,379	12,586	13,422	12,807	12,932	12,759	151,523
	ILL	759	668	718	620	548	606	608	625	670	648	606	7,076
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	33,563	31,704	35,979	41,565	40,997	285,817
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	107,894	103,100	103,961	112,269	110,260	1,015,710
	Physical materials	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
PATRON ASSISTANCE													
	Youth Services	591	834	1,140	1,262	914	4,010	3,474	1,182	1,220	1,595	1,448	17,668
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	6,151	6,352	6,332	6,983	6,121	64,101
	PAMS	11,956	7,070	6,312	7,810	5,542	7,380	6,732	7,595	5,655	6,125	6,157	78,334
	Security	251	95	21	143	71	3,255	249	421	435	350	327	5,618
2021	Total	17,029	12,561	13,626	14,606	11,665	21,332	16,606	15,550	13,642	15,053	14,051	165,721
	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	7,294	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
	Youth Services	4	20	12	10	4	25	22	3	21	16	18	155
	Adult Services	33	46	43	37	45	49	53	50	36	55	40	487
	Outside groups	0	10	5	5	0	1	0	1	2	6	7	37
	Public study rooms	0	0	0	0	44	285	350	407	491	652	618	2,847
2021	Total	37	76	60	52	93	360	425	461	550	729	683	3,526
	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 and Adult Services	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
	Youth Services	220	531	339	339	32	1,703	1,407	189	328	559	961	6,608
	Adult Services	351	474	1,240	787	416	1,538	1,158	1,397	342	661	367	8,731
	Virtual Services	8,641	12,724	9,337	7,144	9,832	11,342	8,975	11,931	10,305	12,301	10,889	113,221
	Outside groups	0	18	1,305	1,183	0	19	0	20	30	101	332	3,008
	Public study rooms	0	0	0	0	63	406	480	541	725	968	920	4,103
	Outreach- Youth Services	376	419	619	326	2,818	599	429	1,088	382	4,078	251	11,385
	Outreach-Adult Services	74	101	147	94	117	106	131	154	581	363	324	2,192
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	12,580	15,320	12,693	19,031	13,844	149,248
	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	438,211
TRAFFIC													
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	14,885	16,537	14,160	18,873	17,070	160,037
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
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	82,677	68,917	130,668	145,260	276,113	301,823	295,706	274,923	1,902,495
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	109,513	1,296,964
LIBRARY CARD OWNERSHIP-report the latest month													
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	23,889	21,256	21,283	20,136	20,137	20,255	20,492	20,345	20,492
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	26,178
COMPUTER USAGE													
	Public computers-Youth Services	0	0	0	0	0	0	1	0	0	0	0	1
	Public computers-Adult	396	516	1,747	1,511	1,414	874	1,968	2,433	2,791	2,523	2,155	18,328
2021	Total	396	516	1,747	1,511	1,414	874	1,969	2,433	2,791	2,523	2,155	18,329
	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	1,644	1,092	19,860
2020	Total	5,952	6,241	3,279	0	0	88	874	1,520	1,388	1,644	1,092	22,080
2021	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	51,871
	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
2020	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

DIRECTOR'S REPORT

October 2021

DONATIONS

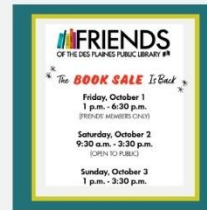


DPPL has been awarded a \$7,500 stipend from Age Options to be used for the purchase of data for our circulating senior iPads, Chair Yoga for Seniors, and other senior programming.



\$900 was donated for Adult and Teen Winter Reading prizes, including hats and gift cards.

THE BOOK SALE RETURNS



Clockwise from top: Friends President John Leach, VP Membership Karen Wierer, and Treasurer Debra Sus.

LEFT: Volunteers showed up and made it all happen, including Friends Secretary Arlene Arend (far right).



Thank you to all who attended!

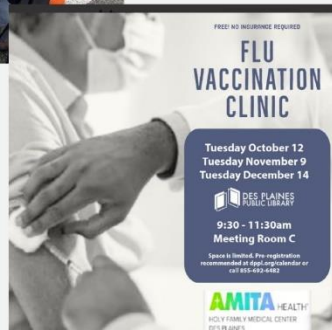
IN THE COMMUNITY



DPPL staff visited with 741 people at Trunk or Treat at Prairie Lakes in October!



DPPL hosted the first of three Flu Vaccination Clinics in partnership with Amita Health in October.



COMINGS & GOINGS

COMING

Anjel Avalos Meza / PT Page
 James Bonham / PT Security Monitor
 Monica Gil / PT Youth Services Assistant
 Rianne Robeson / FT Administrative Assistant
 Soran Rubio / PT Page
 Lynne Wolfberg / PT Youth Services Assistant

GOING

Mawesh Fatima / PT Readers Services Assistant
 Emme Guest / PT Creative Services Coordinator
 Jennifer Steurer / FT Administrative Assistant

Thursday Evening Book Group




MEXICAN GOTHIC
NEW YORK TIMES BESTSELLER
Silvia Moreno-Garcia
Author of *Catch Me If You Can* and *Shadows*



WHAT ARE YOUR OLD COIN & PAPER MONEY COLLECTIONS WORTH?

BINGO NIGHT!



CURIOSITY CAFE



Susan Cain
The Power of Introverts

FILM TALK TUESDAYS



GOOD MANNERS (AS BOAS MANEIRAS)
OCTOBER 19TH | 7-8PM (1.36 MINS.)

To Go Crafts
IDEAS FOR ABBEY

Ribbon Flowers




CURIOSITY CAFE



Adam Grant
Are You a Giver or a Taker?

ADULT PROGRAMS

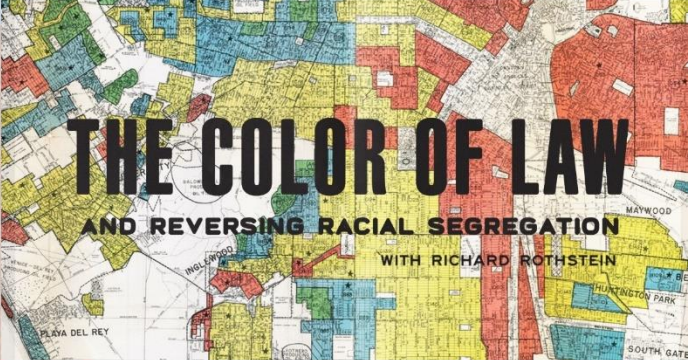
TRICK OR TREAT
A CULTURAL HISTORY OF HALLOWEEN



MEDICARE: SUPPLEMENT INSURANCE
How to Pick the Right Medigap Plan & Get the Best Rate



THE COLOR OF LAW
AND REVERSING RACIAL SEGREGATION
WITH RICHARD ROTHSTEIN

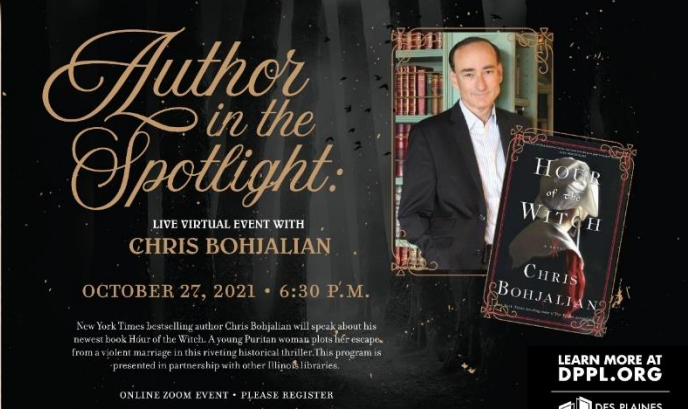


STRESSED OUT BY COVID-19?: SUGGESTIONS TO HELP YOU COPE



NAMI Cook County North Suburban

Author in the Spotlight:
LIVE VIRTUAL EVENT WITH **CHRIS BOHJALIAN**
OCTOBER 27, 2021 • 6:30 P.M.



New York Times bestselling author Chris Bohjalian will speak about his newest book *Hour of the Witch*. A young Puritan woman plots her escape from a violent marriage in this riveting historical thriller. This program is presented in partnership with other Illinois libraries.

LEARN MORE AT DPPL.ORG

ONLINE ZOOM EVENT • PLEASE REGISTER

ADULT SPECIAL PROMOTIONS

DPPL
on demand

Need Help With Homework or an Online Tutor? Try **HelpNow!**

DES PLAINES PUBLIC LIBRARY

The New York Times
Cooking

Live Tutoring. FAFSA Application Assistance. 24 Hour Writing Lab. And More!

MINER RECS
OCTOBER 2021

MINER RECS
PODCAST

Episode 74 Now Available

True Crime

I'LL BE GONE IN THE DARK

NEW STORYWALK®

Maybe Something **BEAUTIFUL**
HOW ART TRANSFORMED A NEIGHBORHOOD

by F. Isabel Campoy and Theresa Howell
Illustrated by Rafael López

**FIND IT AT
BLACK HAWK PARK!**

TODAYS BOOK:

"Stand Back," said the elephant, "I'm going to sneeze!"

Written by Patricia Thomas, Illustrated by Wallace Tripp

Story by Patricia Thomas
Pictures by Wallace Tripp

"Stand Back," said the elephant, "I'm going to sneeze!"

Virtual Storytime 39 - Halloween Storytime 2021

HALLOWEEN storytime

Watch on **YouTube**

HALLOWEEN HOOPLA

With support from our partners
Larvey Gordon Center and Friends
of the Des Plaines Public Library

KIDS PROGRAMS



OCTOBER 2021

ROCKY'S RECS

DPPL'S PICKS FOR KIDS

ALAN GRATZ: **GROUND ZERO**
TOM FLETCHER: **There's a Witch in Your Book**
ELLEN OH: **SPIRIT HUNTERS**
Begin with a B: **SCRABBLE**

MARIO KART TOURNAMENT

FRIDAY, OCTOBER 15
6:30 PM

Join us for a virtual Mario Kart B Deluxe tournament For ages 8 - 12 Registration required

LEARN MORE AT **DPPL.ORG**

LEGO LEAGUE

OCTOBER 19 | 6:30 PM

Join us for a virtual Lego League. We will meet on Zoom to build our creations together.

LEARN MORE AT **DPPL.ORG**

MOVE & GROOVE..

It's Raining, It's Pouring,
Everything is Boring!

ZOOM INTO STORYTIME!

JOIN US ON ZOOM FOR STORYTIMES THE WHOLE FAMILY WILL ENJOY!

TUESDAYS AT 9:30 A.M.

- OCTOBER 5
- OCTOBER 12
- OCTOBER 19

WEDNESDAYS

TEENS

yoga

for Stress Relief

Monday,
October 11 at 2pm

Join Twisted Tree Yoga on the 4th Floor Terrace to relax and unwind through yoga. All levels of experience welcome. Mats provided. For Grades 7-12. In the event of rain, the program will be masked and socially distanced in library meeting room C. Registration and parent consent required. See card for details.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

TEENS

Go ahead, boss us around!

Outdoor program

Thursday, September 16 at 4 pm

Join us outside for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community.

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

TEEN PROGRAMS

OCTOBER ~2021~

Events are virtual and require registration, unless otherwise noted. Visit dppl.org or follow us on Facebook for all the latest offerings and information

- Friday **1** Teen Poetry Workshop • Meet on the Terrace • 4 - 5 p.m. • Drop In
- Monday **4** Teen Take and Make: Painted Pumpkins
Pickup all month • Available While Supplies Last
- Thursday **8** Teen Poetry Open Mic • Meet on the Terrace • Drop In
- Monday **11** Yoga for Stress Relief • Meet on the Terrace • 2- 3 p.m. • Registration Required
- Thursday **21** Teen Advisory Board • Meet outside the Library • 4-5 p.m. • Drop In

TEENS

POETRY WORKSHOP AND OPEN MIC NIGHT

JOIN DPPL FOR A TEEN POETRY WORKSHOP AND POETRY OPEN MIC NIGHT WHETHER YOU'RE A SEASONED WRITER OR A NEWBIE. THIS WORKSHOP IS OPEN TO ALL LEVELS AND WILL FEATURE WRITING PROMPTS, TIPS FOR REVISION, AND FREE TIME TO WRITE THE FOLLOWING WEEK. JOIN US FOR AN EVENING OF POETRY - FEEL FREE TO SHARE WHAT YOU WROTE IN THE WORKSHOP, A POEM YOU'VE ALREADY WRITTEN, OR A POEM WRITTEN BY SOMEONE ELSE! FOR GRADES 7-12.

WORKSHOP:
FRIDAY, OCTOBER 1ST - 4 P.M.

OPEN MIC NIGHT:
FRIDAY, OCTOBER 8TH. - 7 P.M.

The Terrace

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

WAYS TO EARN SERVICE HOURS:

- Happy Tails Kits - one kit per teen ; pickup starting Monday, October 4th
- Write a Book Review - 5+ sentences
- Attend Teen Advisory Board

THE COMMONS

is open!

Hours:
M-F 3-7 P.M.
Saturday 9-5 P.M.



TEENS

take & make

PAINTED PUMPKIN

BEGINNING OCTOBER 4

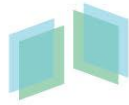
TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. PICKUP YOUR KIT FROM THE 3RD FLOOR AT THE BEGINNING OF THE MONTH.

WHILE SUPPLIES LAST

LEARN MORE AT DPPL.ORG

DES PLAINES PUBLIC LIBRARY

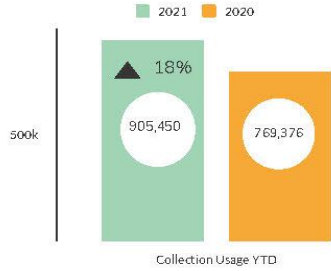




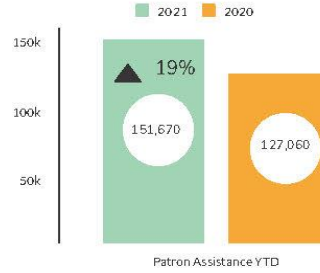
STATISTICS REPORT

October 2021

Collection Usage YTD

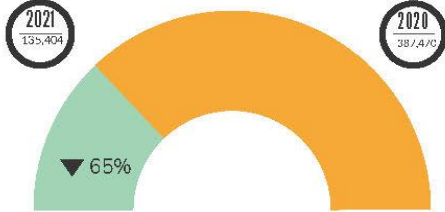


Patron Assistance YTD



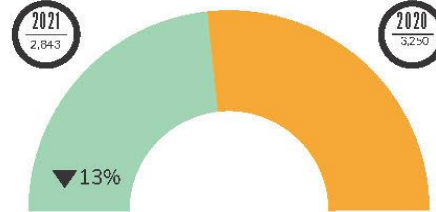
Attendance YTD

Events, Programs, Outreach & Classes

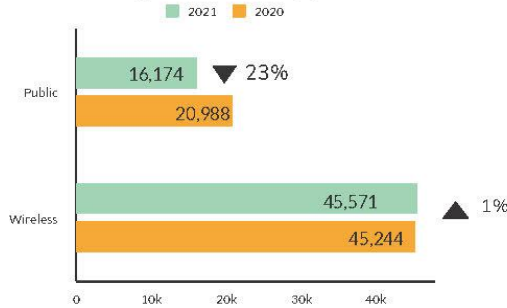


Bookings YTD

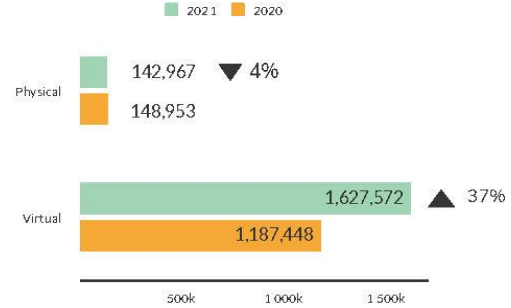
Events, Programs & Classes



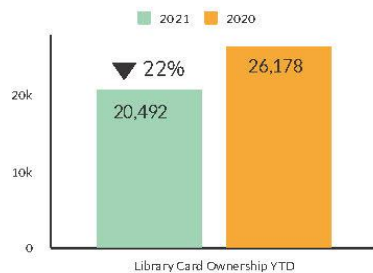
Computer Usage YTD



Traffic YTD



Library Card Ownership YTD



NOTE: The decrease shown here is due to CCS's continued project of "cleaning" our patron database, deleting records with no activity for more than 3 years.

2021 Year to Date Statistics

OCTOBER 2021

COLLECTION USAGE		
	Year to Date 2021	905,450
	Year to Date 2020	769,376
	% Change	18%
PATRON ASSISTANCE		
	Year to Date 2021	151,670
	Year to Date 2020	127,060
	% Change	19%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	2,843
	Year to Date 2020	3,250
	% Change	-13%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANCE		
	Year to Date 2021	135,404
	Year to Date 2020	387,470
	% Change	-65%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	142,967
	Year to Date 2020	148,953
	% Change	-4%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	1,627,572
	Year to Date 2020	1,187,448
	% Change	37%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2021	20,492
	Current month valid library cards 2020	26,178
	% Change	-22%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	16,174
	Year to Date 2020	20,988
	% Change	-23%
	Wireless	
	Year to Date 2021	45,571
	Year to Date 2020	45,244
	% Change	1%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD
COLLECTION USAGE												
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	61,137	57,349	54,505	57,124	515,396
	Ematerials	16,364	15,387	16,110	13,766	13,011	12,379	12,586	13,422	12,807	12,932	138,764
	ILL	759	668	718	620	548	606	608	625	670	648	6,470
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	33,563	31,704	35,979	41,565	244,820
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	107,894	103,100	103,961	112,269	905,450
	Physical materials	82,594	80,353	43,414	63	177	7,884	34,793	53,455	54,443	60,598	417,774
	Ematerials	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
PATRON ASSISTANCE												
	Youth Services	591	834	1,140	1,262	914	4,010	3,474	1,182	1,220	1,595	16,222
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	6,151	6,352	6,332	6,983	57,980
	PAMS	11,956	7,070	6,312	7,810	5,542	7,380	6,732	7,595	5,655	6,125	72,177
	Security	251	95	21	143	71	3,255	249	421	435	350	5,291
2021	Total	17,029	12,561	13,626	14,606	11,665	21,332	16,606	15,550	13,642	15,053	151,670
	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
	Security	0	0	0	0	0	0	0	0	0	0	0
2020	Total	21,328	21,184	12,765	448	164	9,913	13,670	14,732	14,725	18,131	127,060
EVENTS, PROGRAMS AND CLASSES-BOOKINGS												
	Youth Services	4	20	12	10	4	25	22	3	21	16	137
	Adult Services	33	46	43	37	45	49	53	50	36	55	447
	Outside groups	0	10	5	5	0	1	0	1	2	6	30
	Public study rooms	0	0	0	0	44	285	350	407	491	652	2,229
2021	Total	37	76	60	52	93	360	425	461	550	729	2,843
	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 and Adult Services	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
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE												
	Youth Services	220	531	339	339	32	1,703	1,407	189	328	559	5,647
	Adult Services	351	474	1,240	787	416	1,538	1,158	1,397	342	661	8,364
	Virtual Services	8,641	12,724	9,337	7,144	9,832	11,342	8,975	11,931	10,305	12,301	102,532
	Outside groups	0	18	1,305	1,183	0	19	0	20	30	101	2,676
	Public study rooms	0	0	0	0	63	406	480	541	725	968	3,183
	Outreach- Youth Services	376	419	619	326	2,818	599	429	1,088	382	4,078	11,134
	Outreach-Adult Services	74	101	147	94	117	106	131	154	581	363	1,868
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	12,580	15,320	12,693	19,031	135,404
	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	10,914	13,127	29,881	36,914	38,806	49,759	53,907	53,626	54,526	57,615	387,470
TRAFFIC												
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	14,885	16,537	14,160	18,873	142,967
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
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	82,677	68,917	130,668	145,260	276,113	301,823	295,706	1,627,572
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
LIBRARY CARD OWNERSHIP-report the latest month												
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	23,689	21,256	21,283	20,136	20,137	20,255	20,492	20,492
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
COMPUTER USAGE												
	Public computers-Youth Services	0	0	0	0	0	0	1	0	0	0	1
	Public computers-Adult	396	516	1,747	1,511	1,414	874	1,968	2,433	2,791	2,523	16,173
2021	Total	396	516	1,747	1,511	1,414	874	1,969	2,433	2,791	2,523	16,174
	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
2021	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	45,571
Total	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	45,571	
	Wireless	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	45,244
2020	Total	9,570	10,556	3,015	2,040	1,953	3,210	3,422	3,751	3,480	4,247	45,244

2021 Year to Date Statistics

NOVEMBER 2021

COLLECTION USAGE		
	Year to Date 2021	1,015,710
	Year to Date 2020	858,510
	% Change	18%
PATRON ASSISTANCE		
	Year to Date 2021	165,721
	Year to Date 2020	141,945
	% Change	17%
EVENTS, PROGRAMS, AND CLASSES-BOOKINGS		
	Year to Date 2021	3,526
	Year to Date 2020	3,302
	% Change	7%
EVENTS, PROGRAMS, OUTREACH & CLASSES - ATTENDANC		
	Year to Date 2021	149,248
	Year to Date 2020	438,211
	% Change	-66%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2021	160,037
	Year to Date 2020	160,489
	% Change	0%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2021	1,902,495
	Year to Date 2020	1,296,964
	% Change	47%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 20	20,345
	Current month valid library cards 20	26,278
	% Change	-23%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2021	18,329
	Year to Date 2020	22,080
	% Change	-17%
	Wireless	
	Year to Date 2021	51,871
	Year to Date 2020	48,754
	% Change	6%

2021 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD
COLLECTION USAGE													
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	61,137	57,349	54,505	57,124	55,898	571,294
	E-materials	16,364	15,387	16,110	13,766	13,011	12,379	12,586	13,422	12,807	12,932	12,759	151,523
	ILL	759	668	718	620	548	606	608	625	670	648	606	7,076
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	33,563	31,704	35,979	41,565	40,997	285,817
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	107,894	103,100	103,961	112,269	110,260	1,015,710
	Physical materials	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
PATRON ASSISTANCE													
	Youth Services	591	834	1,140	1,262	914	4,010	3,474	1,182	1,220	1,595	1,446	17,668
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	6,151	6,352	6,332	6,983	6,121	64,101
	PAMS	11,956	7,070	6,312	7,810	5,542	7,380	6,732	7,595	5,655	6,125	6,157	78,334
	Security	251	95	21	143	71	3,255	249	421	435	350	327	5,618
2021	Total	17,029	12,561	13,626	14,606	11,665	21,332	16,606	15,550	13,642	15,053	14,051	165,721
	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
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
	Youth Services	4	20	12	10	4	25	22	3	21	16	18	155
	Adult Services	33	46	43	37	45	49	53	50	36	55	40	487
	Outside groups	0	10	5	5	0	1	0	1	2	6	7	37
	Public study rooms	0	0	0	0	44	285	350	407	491	652	618	2,847
2021	Total	37	76	60	52	93	360	425	461	550	729	683	3,526
	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 and Adult	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
ATTENDANCE													
	Youth Services	220	531	339	339	32	1,703	1,407	189	328	559	961	6,608
	Adult Services	351	474	1,240	787	416	1,538	1,158	1,397	342	661	367	8,731
	Virtual Services	8,641	12,724	9,337	7,144	9,832	11,342	8,975	11,931	10,305	12,301	10,689	113,221
	Outside groups	0	18	1,305	1,183	0	19	0	20	30	101	332	3,008
	Public study rooms	0	0	0	0	63	406	480	541	725	968	920	4,103
	Outreach- Youth Services	376	419	619	326	2,818	599	429	1,088	382	4,078	251	11,385
	Outreach-Adult Services	74	101	147	94	117	106	131	154	581	363	324	2,192
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	12,580	15,320	12,693	19,031	13,844	149,248
	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	438,211

TRAFFIC													
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	14,885	16,537	14,160	18,873	17,070	160,037
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
2021	Virtual visits (catalog, website, mobile)	107,117	112,922	106,369	82,677	68,917	130,668	145,260	276,113	301,823	295,706	274,923	1,902,495
2020	Virtual visits (catalog, website, mobile)	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
LIBRARY CARD OWNERSHIP-report the latest month													
2021	Number of valid library cards held by DPH	26,426	26,495	25,413	23,689	21,256	21,283	20,136	20,137	20,255	20,492	20,345	20,345
2020	Number of valid library cards held by DPH	26,359	26,454	26,506	26,496	26,342	26,272	26,128	25,779	25,607	26,178	26,278	26,278
COMPUTER USAGE													
	Public computers-Youth Services	0	0	0	0	0	0	1	0	0	0	0	1
	Public computers Adult	396	516	1,747	1,511	1,414	874	1,968	2,433	2,791	2,523	2,155	18,328
2021	Total	396	516	1,747	1,511	1,414	874	1,969	2,433	2,791	2,523	2,155	18,329
	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
2021	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	51,871
	Total	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	51,871
	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
2020	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

TRAFFIC													
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	14,885	16,537	14,160	18,873	17,070	160,037
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
2021	Virtual visits (catalog, website, mobile)	107,117	112,922	106,369	82,677	68,917	130,668	145,260	276,113	301,823	295,706	274,923	1,902,495
2020	Virtual visits (catalog, website, mobile)	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
LIBRARY CARD OWNERSHIP-report the latest month													
2021	Number of valid library cards held by DPH	26,426	26,495	25,413	23,689	21,256	21,283	20,136	20,137	20,255	20,492	20,345	20,345
2020	Number of valid library cards held by DPH	26,359	26,454	26,506	26,496	26,342	26,272	26,128	25,779	25,607	26,178	26,278	26,278
COMPUTER USAGE													
	Public computers-Youth Services	0	0	0	0	0	0	1	0	0	0	0	1
	Public computers Adult	396	516	1,747	1,511	1,414	874	1,968	2,433	2,791	2,523	2,155	18,328
2021	Total	396	516	1,747	1,511	1,414	874	1,969	2,433	2,791	2,523	2,155	18,329
	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
2021	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	51,871
	Total	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	51,871
	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
2020	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

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this _____, 202__, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and _____ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 7, 2021 16:02 CDT)
By: Jay Glaubinger, Board President

By: _____

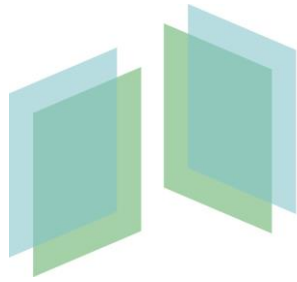
Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

RESOLUTION

2022 Appropriation and 2021 Levy for Library Purposes Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on September 23, 2021 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2022; and

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2021 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2021 annual tax levy ordinance and for collection and deposit in the library fund is \$6,100,000.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2022.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

EXHIBIT A**Des Plaines Public Library Budget****Fund 201****Revenue - Fund 2110 & 2130**

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed
TAXES					
810026	Property Taxes 2018				
810027	Property Taxes 2019	5,992,159			
810028	Property Taxes 2020		6,100,000	6,100,000	
810028	Property Taxes 2021				6,100,000
TOTAL TAXES		5,992,159	6,100,000	6,100,000	6,100,000
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	72,955	73,000	86,086	75,000
822095	Other State Grants	7,500	3,000	3,000	10,000
TOTAL INTERGOVERNMENTAL REVENUE		173,443	168,988	182,074	177,988
FINES & FEES					
850101	Library Fees	3,009	9,000	3,000	3,000
850102	Library Fines	7,302	0	1,000	-
850201	Copying and Printing Fees	6,609	12,500	9,400	20,000
850207	Non-Resident Cards	2,433	1,000	-	-
850208	Meeting Room Fees	106	1,500	-	1,500
TOTAL FINES & FEES		19,458	24,000	13,400	24,500
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events	5,312	10,000	2,000	20,000
TOTAL SPECIAL PROGRAMS & EVENTS		5,312	10,000	2,000	20,000
OTHER REVENUE					
890010	Interest Income	16,160	28,000	1,330	1,330
890050	Sale of Fixed Assets	0	0	0	0
899900	Miscellaneous Revenue	43,967	50,000	42,000	70,000
899910	Vending Machine	508	500	500	1,000
899920	Library Donations	7,034	5,000	600	190,000
899940	Friends Book Sale Passthrough	4,987	0	0	5,000
TOTAL OTHER REVENUE		72,656	83,500	44,430	267,330
FUND TOTAL		6,263,028	6,386,488	6,341,904	6,589,818

Exhibit A		Des Plaines Public Library Budget			
Fund 202		Revenue - Capital Projects Fund			
Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed
OTHER REVENUE					
890010	Interest Income	9,863	17,000	1,000	2,000
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		9,863	17,000	1,000	2,000
OTHER FINANCING SOURCES					
898902	Transfer from Library Fund	500,000	500,000	500,000	-
TOTAL OTHER FINANCING SOURCES		500,000	500,000	500,000	-
FUND TOTAL		509,863	517,000	501,000	2,000

Exhibit A **Des Plaines Public Library Budget**
Fund 201 Expenditures - Fund 2110 & 2130

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	2,237,440	2,483,313	2,400,000	2,430,951		
910200	Part-time Salaries	658,335	830,211	700,000	838,279		
910400	Non-Supervisory Overtime						
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910970	Compensated Absences						
TOTAL SALARIES		2,895,775	3,313,524	3,100,000	3,269,230		
BENEFITS							
918010	Unemployment Compensation	0	15,000	0	15,000		
918020	Employer Contr - FICA	222,505	240,329	220,000	248,109		
918021	Employer Contr - IMRF	267,036	290,885	270,000	223,448		
918040	Life Insurance Premiums	1,791	1,886	1,700	1,886		
918050	PPO Insurance Premiums	286,453	410,610	405,000	425,000		
918051	HMO Insurance Premiums	200,429	208,034	160,000	190,000		
918055	Dental Insurance Premiums	18,724	20,000	18,000	20,000		
918070	Workers Compensation	12,055	14,000	14,000	14,000		
TOTAL BENEFITS		1,008,992	1,200,744	1,088,700	1,137,443		
CONTRACTUAL SERVICES							
920100	Legal Fees and Notices	1,720	30,000	30,000	20,000		20,000
920110	Professional Services	439,986	464,296	464,296	445,348	Accounting Service	21,970
						IT Management Service	407,050
						Payroll Service	11,328
						Audit	5,000
920120	Communication Services	32,153	19,100	19,100	48,840	Comcast	36,000
						Outreach connectivity	8,340
						Verizon	4,500
920140	Integrated Library System	89,292	88,010	88,010	88,450	CCS/OCLC	
920202	Conferences	5,044	5,000	5,000	0		
920204	Training	60	750	750	0		
920210	Marketing	0	51,000	51,000	53,000	Advertising	13,000
						Mailings	27,000
						Printing	3,000
						Special events promotion	10,000
920220	Membership Dues	5,753	6,400	7,000	6,400		
920230	Publication of Notices	163					
920990	Property/Liability Insurance	34,738	57,000	57,000	57,000		
930010	R & M Equipment	79,029	58,635	84,475	77,316	Envisionware annual maintenance: (gates, pads, self-checks)	6,500
						Appliance Repair	1,000
						ATI - ShoreTel	4,000
						AV Maintenance	1,000

						Backflow Device Testing	1,500
						BDR Server warranty	0
						Exacqvision	525
						Impact Copier and Printer Support/Usage	26,000
						Juniper Fire Wall	575
						Lyngsoe (sorter)	12,000
						Network Maintenance - Cisco Routers & Switches	7,640
						Sensource People Counter	600
						UPS Annual Agreement (2)	3,760
						TBS Software and Hardware Lease	12,216

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
930020	R & M Bldgs & Structures	80,941	131,325	100,000	110,960	Access Card Reader Maintenance	1,000
						Carpeting/Entrance Mats	1,500
						Door Maintenance	4,740
						Elevator Maintenance	10,000
						Fire Protection Equipment Testing	5,575
						HVAC Controls	19,400
						HVAC Maintenance Agreement	37,250
						HVAC Water Treatment	1,000
						Lighting/Electrical	3,000
						Meeting Room Partition Maintenance	1,220
						Anderson Pest Control	2,000
						Painting	10,000
						Plumbing Repairs	5,000
						Security Alarm Panel	1,775
						Security Camera Repair	5,000
						Woodwork/Laminate Repair	2,500
930030	R & M Vehicles	0	1,500	1,000	2,000	Library Van Maintenance	
930210	Rental of Equipment	13,363	25,600	19,300	890	Impact Copier/Printer Lease	0
						Postage Machine	890
930320	Cleaning: Custodial Services	56,728	73,175	50,000	87,575	Housekeeping Contract	60,000
						Carpet/furniture/drapery cleaning	16,400
						Additional Housekeeping	2,500
						Window/Glass Cleaning	8,675
930490	Refuse Contract	4,157	7,000	6,000	6,000		
960040	Pre-Employment Testing	452	3,000	1,000	3,000		
960065	Bank Fees	0	300	0	300		
960070	Mileage	40	500	100	500		
960210	Special Event Programming	45,912	51,500	51,500	51,850	Adult Programming	15,000
						Teen Programming	10,000
						PAS Outreach Activities	1,850
						Youth Programming	25,000
960990	Misc. Contractual Services	102,198	101,025	101,025	114,835	Aquarium Service	5,000
						Backup Disaster Recovery Off-Site Storage	18,000
						Baker & Taylor Processing	27,000

						Baker & Taylor Title Source	1,495
						Building Alarm Monitoring	400
						Communico	16,250
						E-rate Services	5,000
						Mfactor ticketing system	3,000
						Ingram Processing	1,000
						Later social media scheduling	190
						Mad Mimi	800
						Midwest Tape Processing	26,000
						Pictochart	50
						Server Monitoring and Maintenance	4,450
						Skillshare	100
						Unique Management	500
						Web Hosting (FortRabbit, Amazon, GitHub)	600
						Web Maintenance & Support	5,000
TOTAL CONTRACTUAL SERVICES		991,732	1,175,116	1,136,556	1,174,264		

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
COMMODITIES							
970100	Supplies	21,406	41,000	40,000	94,600		
970110	Meals	261	1,500	1,000	2,000	Library Hosted Meetings & All Staff	1,500
970115	Supplies: Departments	15,738	66,100	50,000	0		
970170	Janitorial	12,336	18,600	18,600	18,600	Housekeeping Supplies	14,000
						HVAC Filters	2,500
						Lighting	100
						Plumbing supplies and parts	2,000
970260	Postage and Parcel	6,755	6,000	7,500	11,000	Interlibrary Loan, Mail, FedEx	11,000
970500	Water Bill	4,391	10,000	7,000	10,000	Water Bill	10,000
970600	Ebooks/Books	308,024	368,000	368,000	369,850	Ebooks/Books - ADULT	256,000
						Ebooks/Books - YOUTH	113,850
970610	Eaudio/Audio	82,796	80,000	80,000	72,500	Eaudio/Audio - ADULT	66,000
						Eaudio/Audio - YOUTH	6,500
970620	Esubscriptions/Subscriptions	57,553	68,430	68,430	58,430	Esubscriptions/Magazines/Newspapers/Microfilm	58,430
970630	Visual Materials	130,673	167,000	167,000	185,100	Streaming Movies/DVDs/Video Games ADULT	153,900
						Streaming Movies/DVDs/Video Games - YOUTH	31,200
970640	Databases	152,480	185,000	185,000	178,000	Databases/Print Reference/Devices	178,000
970810	Natural Gas	13,866	22,000	22,000	22,000		22,000
970850	Gasoline	109	300	200	300		300
970900	Equipment < \$10,000	4,644	5,900	5,900	2,200	Cart lifecycle (Material Services)	1,000
						Sorter Bin Replacement	1,200
							0
TOTAL COMMODITIES		811,031	1,039,830	1,020,630	1,024,580		

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CAPITAL EXPENDITURES							

980300	Improvements	0	0	0	0		
980400	Equipment	7,953	6,310	6,310	6,310	TBS Hardware	6,310
980410	Computer Hardware	1,683	6,800	7,900	8,450	Monitor replacements	3,000
						Printer/scanner for IT office	950
						Printer replacements	4,500
980420	Computer Software	39,294	44,495	44,495	45,170	Adobe Creative Cloud Suite (STAFF)	4,800
						Adobe Creative Cloud Suite (PUBLIC)	500
						Adobe Acrobat Pro (8)	440
						Adobe Stock	2,400
						Cash Register (TBS)	1,825
						Cataloger Desk	850
						Connectwise	1,010
						Cricut	120
						DeepFreeze	825
						DropBox	120
						Dell Desktop Authority	2,200
						EZProxy	610
						FireEye	5,000
						Gimlet	710
						GoDaddy	60
						Phishing Test Service	1,200
						Public Web Browser	125
						Quartex	8,000
						Sentinel One	7,200
						Shopkeep	1,100
						SSL	785
						Stackmap	1,810
						Web Dewey	800
						Website Software (Vimeo, Adobe XD, EE plugins, PodOmatic, Meetup, Simple Texting, Jotform, Motion Array Stock)	1,750
						Zoom subscriptions	930
980600	Furniture & Fixtures	155	2,700	2,700	6,500	Signage	4,500
						Refurb Commons gaming chairs	2,000
TOTAL CAPITAL EXPENDITURES		49,085	60,305	61,405	66,430		
TOTAL OPERATING EXPENDITURES		5,829,570	6,922,519	6,542,291	6,671,947		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	72,955	73,000	75,000	75,000		
990901	State Grant Expenditures	0					
990940	Transfer to Cap Proj Fund 202	500,000	500,000	500,000	0		
993000	Contingency Reserve	0	60,000	60,000	70,000		
999940	Friends Book Sale (passthrough)	4,987			5,000		
TOTAL OTHER FUNDING ACTIVITIES		577,942	633,000	635,000	145,000		
FUND TOTAL		6,334,557	7,422,519	7,042,291	6,816,947		

Exhibit A
FUND 201

Des Plaines Public Library
2130 Expenditures - IL Library Per Capita Grant

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences	8,368	9,400	6,500	16,500		
920204	Training	436	5,000	5,000	1,250	Admin	500
						BSS	750
920210	In-Service Training				1000		
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog	16,142	400	400	150	Volunteer Incentives	150
960990	Misc Contractual Svcs	1,800	7,300	10,800	1,800	Koios for Adwords	1,800
TOTAL CONTRACTUAL SERVICES		26,747	73,000	22,700	20,700		
COMMODITIES							
970260	Postage and Parcel						
970270	Printing	4,969	5,000	2500	4,300		
TOTAL COMMODITIES		4,969	5,000	2,500	4,300		
CAPITAL EXPENDITURES							
980400	Equipment	21,567	55,300	55,300	-		
980410	Computer Hardware						
980600	Furniture and Fixtures				50,000	1st floor carpet & flooring	50,000
TOTAL CAPITAL EXPENDITURES		21,567	55,300	55,300	50,000		
PER CAPITA TOTAL		53,283	73,000	86,000	75,000		

Exhibit A
Fund 202

Des Plaines Public Library
Expenditures - Capital Projects Fund

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920110	Professional Services	-	40,000	0			
960990	Misc Contractual Svcs	900					
TOTAL CONTRACTUAL SERVICES		900	40,000	0	0		
CAPITAL EXPENDITURES							
980300	Improvements	51,995	36,500	36,500	218,000	Elevator soft start system	11,000
						UPS batteries (2)	7,200
						New Wi-Fi system	9,800
						Six 2-person study rooms	190,000
980400	Equipment	85,902	157,420	157,420	309,940	Chiller	300,000
						Large format printer	5,000
						TBS Equipment upgrade	4,940
980410	Computer Hardware	57,081	30,900	30,900	209,500	Lifecycle - PC desktops, STAFF	50,000
						Lifecycle - PC desktops, PUBLIC	-
						Lifecycle - laptops, PUBLIC	
						Lifecycle - laptops, IT stable	2,500
						Lifecycle - 10 Ipads for Board	5,000
						Envisionware RFID pads	2,000
						OPAC Thin Clients	5,000
						New Backup Server	15,000
						Switches	130,000
980420	Computer Software	10,981	11,000	11,000	10,500	Microsoft Annual Licenses	10,500
980600	Furniture & Fixtures	6,485	4,160	5,200	3,000	Public desk chairs	3,000
TOTAL CAPITAL EXPENDITURES		212,443	239,980	241,020	750,940		
FUND TOTAL		213,343	239,980	241,020	750,940		