



## **NOTICE**

### **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR BOARD MEETING  
THURSDAY DECEMBER 21, 2023  
7:00 p.m. in MEETING ROOM B**

### **AGENDA**

- **Approve Payment of Vendor Checks Report and ACH Payments.**
- **Report out from the Building & Grounds Committee and selection of a vendor for The Canvas creative project. [Action Item]**
- **Report out from the Management Committee on recommended changes to the Personnel Policy. [Action Item]**
- **Offering library cards to Rosemont residents. [Action Item]**

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



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Agenda for the Regular Meeting Thursday December 21, 2023 7:00 p.m. in Meeting Room B**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (7:15 p.m.)
  - A. Approval of the Minutes of the Regular Board Meeting – November 2023
  - B. Acceptance of Financial Reports for November 2023
  - C. Acceptance of Reports.
    1. Statistics Report for November 2023
    2. Director’s Report for November 2023
- VIII. New Business. (7:25 p.m.)
  - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$351,415.49. [Action Item]
  - B. Report out from the Building & Grounds Committee and selection of a vendor for The Canvas creative space on the 4<sup>th</sup> floor. [Action Item]
  - C. Report out from the Management Committee on changes to the Personnel Policy. [Action Item].
  - D. Offering library cards to Rosemont residents. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Adjournment. (8:00 p.m.)

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



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Minutes of the Regular Meeting Thursday November 16, 2023**

I. Call to Order.

The meeting was called to order at 7:02 p.m.

II. Roll Call.

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

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Graack, seconded by Rachel Rice to allow trustees participating remotely to Vote on action items.

VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

V. Consideration of the Agenda.

MOTION by Halblander, seconded by Graack to accept the agenda.

VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

VI. Public Comments and Questions.

None

VII. Consent Agenda.

A. Approval of the Minutes of the Regular Board Meeting - October 2023

B. Acceptance of Financial Reports for October 2023

C. Acceptance of Reports.

1. Statistics Report for October 2023

2. Director's Report for October 2023

MOTION by Kapadia, seconded by Graack to accept the Consent Agenda  
VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

#### VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$246,186.65.

MOTION by Sarlo, seconded by Graack to approve payment of vendor checks and ACH Payments in the amount of \$246,186.65 as listed on the vendor checks report of October 2023, and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account.

VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

- B. 2024 Salary Classification Schedule.

MOTION by Graack out of committee, seconded by DuBrock to approve the 2024 Salary Classification Schedule as presented.

VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

- C. 2023 - 2025 Strategic Goals Review

Director Bonell shared an update on specific activities conducted by DPPL in 2023 to advance the 2023 - 2025 Goals.

#### IX. Executive Session

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

MOTION by Halblander, seconded by Kapadia, to accept the enter executive session.

VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

The board entered Executive Session at 7:10 p.m.

The board exited Executive Session at 7:35 p.m.

MOTION by Rice, seconded by Kapadia to increase the library director's salary according to the agreed amount.

ROLL CALL VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

X. Announcements.  
None

XI. Correspondence.  
None

XII. Adjournment.  
MOTION by DuBrock, seconded by Graack to adjourn.

VOTE: AYES: Gregory Sarlo, Kristen Graack, Lisa DuBrock, Christine Halblander, Nick Harkovich, Nazneen Kapadia, Rachel Rice. NAYS: None; MOTION CARRIED

The Meeting adjourned at 7:38 p.m.



**DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes of the Management Committee  
Thursday November 16, 2023**

- I. Call to Order.  
The meeting was called to order at 6:40 p.m.
- II. Roll Call.  
Roll call indicated the following committee members were PRESENT: Kristen Graack, Christine Halblander. ABSENT: Denise Hudec. ALSO PRESENT: Gregory Sarlo, Lisa DuBrock, Nazneen Kapadia, Rachel Rice. DPPL Staff Jo Bonell, Heather Imhoff, Laurie Papadourakis, Joanie Sebastian, Michelle Meyer-Edley, Friends of the Library president John Leach.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy.  
N/A
- V. Consideration of the Agenda.  
MOTION by Halblander, seconded by Graack to accept the Agenda.  
VOTE: AYES Graack, Halblander. NAYS: None. MOTION CARRIED
- VI. Public Comments and Questions.  
None
- VII. New Business.
  - A. 2024 Salary Classification Schedule.  
MOTION by Graack, seconded by Halblander to recommend to the board at large changes to the 2024 Salary Classification Schedule as discussed. VOTE: AYES Graack, Halblander. NAYS: None. MOTION CARRIED
- VIII. Adjournment.  
MOTION by Graack seconded by Halblander to adjourn.  
VOTE: AYES Graack, Halblander. NAYS: None. MOTION CARRIED  
The meeting ended at 6:50 p.m.



## Des Plaines Public Library

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### Monthly Financial Report For the Month Ended November 30, 2023

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Prepared by:



**Lauterbach & Amen, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

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# Des Plaines Public Library

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# Financial Statements

Des Plaines Public Library  
 Governmental Funds Balance Sheet  
 As of November 30, 2023

	Library Fund	Capital Projects Fund	Total
<b>ASSETS</b>			
Cash and Investments	\$ 3,050,518.28	\$ 1,613,529.85	\$ 4,664,048.13
Prepays	115,996.14	0.00	115,996.14
Receivables			
Receivable - Property Taxes	7,498,802.58	-	7,498,802.58
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
<b>Total Assets</b>	<b>\$ 10,665,317.00</b>	<b>\$ 1,613,529.85</b>	<b>\$ 12,278,846.85</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 308,409.20	\$ -	\$ 308,409.20
Accrued Payroll	80,300.45	-	80,300.45
Due to other funds	87,236.09	-	87,236.09
<b>Total Liabilities</b>	<b>475,945.74</b>	<b>-</b>	<b>475,945.74</b>
<b>Deferred Inflows of Resources</b>			
Property Taxes	6,252,500.00	-	6,252,500.00
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>6,728,445.74</b>	<b>-</b>	<b>6,728,445.74</b>
<b>FUND BALANCE</b>			
Fund Balance - Unreserved	3,936,871.26	1,613,529.85	5,550,401.11
<b>Total Fund Balance</b>	<b>3,936,871.26</b>	<b>1,613,529.85</b>	<b>5,550,401.11</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 10,665,317.00</b>	<b>\$ 1,613,529.85</b>	<b>\$ 12,278,846.85</b>

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2023

	General Fund	Capital Improvements Fund	Total
<b>REVENUES</b>			
Taxes	\$ 5,629,259.61	\$ -	\$ 5,629,259.61
Intergovernmental	150,347.13	-	150,347.13
Fines & Fees	31,189.87	-	31,189.87
Interest	141,420.24	84,477.03	225,897.27
Special Events and Programs	22,062.01	-	22,062.01
Miscellaneous	232,399.60	-	232,399.60
Total Revenues	<u>6,206,678.46</u>	<u>84,477.03</u>	<u>6,291,155.49</u>
<b>EXPENDITURES</b>			
Personnel	\$ 2,805,243.14	\$ -	\$ 2,805,243.14
Operating	2,001,523.96	-	2,001,523.96
Library Materails	859,184.52	-	859,184.52
Capital Outlay	84,736.31	282,815.24	367,551.55
Other Expenditures	<u>66,430.24</u>	<u>-</u>	<u>66,430.24</u>
Total Expenditures	<u>5,826,913.17</u>	<u>282,815.24</u>	<u>6,109,728.41</u>
Net Change in Fund Balances	<u>379,765.29</u>	<u>(198,338.21)</u>	<u>181,427.08</u>
<b>FUND BALANCES</b>			
Beginning of the year	<u>3,557,105.97</u>	<u>1,811,868.06</u>	<u>5,368,974.03</u>
End of the period	<u>\$ 3,936,871.26</u>	<u>\$ 1,613,529.85</u>	<u>\$ 5,550,401.11</u>

## Supplementary Information

# Des Plaines Public Library

## Treasurer's Report as of November 30, 2023

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102015 - Old National Operating # 92260	15,158.55
	<u>15,158.55</u>
201-1102030 - Village B&T Donation #6718	6,643.33
201-1102040 - Village B&T Donation #9878	222,192.56
201-1102060 - Village B&T Checking #0289	1,216,302.16
202-1102060 - Village B&T Checking #0289	-
	<u>1,216,302.16</u>
201-1102050 - Wintrust Brokerage	322,421.40
201-1102079 - Illinois Funds # 2591	1,267,300.28
202-1102079 - Illinois Funds # 2591	1,613,529.85
	<u>2,880,830.13</u>
 Total Invested	 <u><u>4,664,048.13</u></u>

Des Plaines Public Library  
Balance Sheet as of November 30, 2023

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	7,658.31	7,500.24	15,158.55
1102030 - Village B&T Donation #6718	9,005.63	(2,362.30)	6,643.33
1102040 - Village B&T Donation #9878	221,189.27	1,003.29	222,192.56
1102050 - Wintrust Brokerage	299,914.63	22,506.77	322,421.40
1102060 - Village B&T Checking #0289	724,418.71	491,883.45	1,216,302.16
1102079 - Illinois Funds # 2591	1,361,187.70	(93,887.42)	1,267,300.28
1118000 - Receivable - Property Taxes	7,498,802.58	0.00	7,498,802.58
1119301 - Prepaid Expense	0.00	115,996.14	115,996.14
	<u>10,122,676.83</u>	<u>542,640.17</u>	<u>10,665,317.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	177,554.91	130,854.29	308,409.20
2430707 - Due to Library Comp Abs	87,236.09	0.00	87,236.09
2450040 - Accrued Payroll	56,434.06	0.00	56,434.06
2470000 - Deferred Revenue - Property Tax	6,252,500.00	0.00	6,252,500.00
2471000 - Deferred Revenue - Other	23,866.39	0.00	23,866.39
	<u>6,597,591.45</u>	<u>130,854.29</u>	<u>6,728,445.74</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,557,105.97	0.00	3,557,105.97
	<u>3,557,105.97</u>	<u>0.00</u>	<u>3,557,105.97</u>
Total Liabilities and Fund Balance	<u>10,154,697.42</u>	<u>130,854.29</u>	<u>10,285,551.71</u>
Excess Revenues Over Expenses	<u>(32,020.59)</u>	<u>411,785.88</u>	<u>379,765.29</u>

Des Plaines Public Library  
Balance Sheet as of November 30, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102060 - Village B&T Checking #0289	13,187.39	(13,187.39)	0.00
1102079 - Illinois Funds # 2591	1,606,316.50	7,213.35	1,613,529.85
	<u>1,619,503.89</u>	<u>(5,974.04)</u>	<u>1,613,529.85</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	13,187.39	(13,187.39)	0.00
	<u>13,187.39</u>	<u>(13,187.39)</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,811,868.06	0.00	1,811,868.06
Total Liabilities and Fund Balance	<u>1,825,055.45</u>	<u>(13,187.39)</u>	<u>1,811,868.06</u>
Excess Revenues Over Expenses	<u>(205,551.56)</u>	<u>7,213.35</u>	<u>(198,338.21)</u>

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	87,236.09	0.00	87,236.09
	<u>87,236.09</u>	<u>0.00</u>	<u>87,236.09</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	87,236.09	0.00	87,236.09
	<u>87,236.09</u>	<u>0.00</u>	<u>87,236.09</u>
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u>87,236.09</u>	<u>0.00</u>	<u>87,236.09</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Des Plaines Public Library  
Balance Sheet as of November 30, 2023

	<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	1,624,611.65	0.00	1,624,611.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,687,478.00)	0.00	(1,687,478.00)
	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>

Liabilities and Fund Balance

Liabilities

Fund Balance

3730000 - Fund Balance - Unreserved	2,424,000.04	0.00	2,424,000.04
	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>
 Total Liabilities and Net Capital Assets	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>
 Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Long Term Liability Fund

Assets

1805920 - Deferred Outflows - IMRF	71,328.00	0.00	71,328.00
	<u>71,328.00</u>	<u>0.00</u>	<u>71,328.00</u>

Liabilities and Fund Balance

Liabilities

2812092 - OPEB Liability	405,203.00	0.00	405,203.00
2815192 - Net Pension Liability	(4,117,207.00)	0.00	(4,117,207.00)
2973920 - Deferred Inflows - IMRF	3,424,019.00	0.00	3,424,019.00
	<u>(287,985.00)</u>	<u>0.00</u>	<u>(287,985.00)</u>

Fund Balance

3730000 - Fund Balance - Unreserved	359,313.00	0.00	359,313.00
	<u>359,313.00</u>	<u>0.00</u>	<u>359,313.00</u>
 Total Liabilities and Net LT Liabilities	<u>71,328.00</u>	<u>0.00</u>	<u>71,328.00</u>
 Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



**Des Plaines Public Library  
Revenue Report  
For the 11 Months Ended November 30, 2023**

_____ Library Fund _____	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<b><u>Taxes</u></b>					
201-4810034 - Property Taxes 2022	<u>957,318.62</u>	<u>5,629,259.61</u>	<u>8,751,036.00</u>	<u>3,121,776.39</u>	<u>64.33</u>
	<u>957,318.62</u>	<u>5,629,259.61</u>	<u>8,751,036.00</u>	<u>3,121,776.39</u>	<u>64.33</u>
<b><u>Intergovernmental</u></b>					
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	1,250.00	90,745.63	89,495.00	(1,250.63)	101.40
201-4822090 - Grant Revenue	7,500.00	13,107.50	10,000.00	(3,107.50)	131.08
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>8,750.00</u>	<u>150,347.13</u>	<u>192,483.00</u>	<u>42,135.87</u>	<u>78.11</u>
<b><u>Fines &amp; Fees</u></b>					
201-4850101 - Library Fees	1,722.10	15,914.62	8,000.00	(7,914.62)	198.93
201-4850201 - Copying Fees	2,003.80	13,082.60	20,000.00	6,917.40	65.41
201-4850203 - Lost Materials	0.00	32.90	0.00	(32.90)	0.00
201-4850207 - Non-Res Cards	56.50	629.75	200.00	(429.75)	314.88
201-4850208 - Meeting Room Fees	<u>75.00</u>	<u>1,530.00</u>	<u>1,500.00</u>	<u>(30.00)</u>	<u>102.00</u>
	<u>3,857.40</u>	<u>31,189.87</u>	<u>29,700.00</u>	<u>(1,489.87)</u>	<u>105.02</u>
<b><u>Special Programs &amp; Events</u></b>					
201-4850215 - Friends of the Library Reimbursements	<u>13,033.43</u>	<u>22,062.01</u>	<u>20,000.00</u>	<u>(2,062.01)</u>	<u>110.31</u>
	<u>13,033.43</u>	<u>22,062.01</u>	<u>20,000.00</u>	<u>(2,062.01)</u>	<u>110.31</u>
<b><u>Interest</u></b>					
201-4830010 - Gain/Loss on Investments	22,506.77	24,161.85	0.00	(24,161.85)	0.00
201-4890010 - Interest Income	<u>7,116.11</u>	<u>117,258.39</u>	<u>17,000.00</u>	<u>(100,258.39)</u>	<u>689.76</u>
	<u>29,622.88</u>	<u>141,420.24</u>	<u>17,000.00</u>	<u>(124,420.24)</u>	<u>831.88</u>
<b><u>Other Revenue</u></b>					
201-4830020 - Makerspace Donation	0.00	150,747.75	0.00	(150,747.75)	0.00
201-4899900 - Miscellaneous Revenue	(7,889.41)	65,807.01	70,000.00	4,192.99	94.01
201-4899910 - Vending Machine Revenue	0.00	783.50	1,000.00	216.50	78.35
201-4899920 - Library Donations	675.00	1,625.00	600,000.00	598,375.00	0.27
201-4899940 - Friends Book Sale	<u>(2,904.78)</u>	<u>13,436.34</u>	<u>14,000.00</u>	<u>563.66</u>	<u>95.97</u>
	<u>(10,119.19)</u>	<u>232,399.60</u>	<u>685,000.00</u>	<u>452,600.40</u>	<u>33.93</u>
<b>Total Library Fund</b>	<u><u>1,002,463.14</u></u>	<u><u>6,206,678.46</u></u>	<u><u>9,695,219.00</u></u>	<u><u>3,488,540.54</u></u>	<u><u>64.02</u></u>

Des Plaines Public Library  
 Revenue Report  
 For the 11 Months Ended November 30, 2023

	<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>7,213.35</u>	<u>84,477.03</u>	<u>11,500.00</u>	<u>(72,977.03)</u>	<u>734.58</u>
	<u>7,213.35</u>	<u>84,477.03</u>	<u>11,500.00</u>	<u>(72,977.03)</u>	<u>734.58</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>7,213.35</u></u>	<u><u>84,477.03</u></u>	<u><u>1,011,500.00</u></u>	<u><u>927,022.97</u></u>	<u><u>8.35</u></u>
Total of All Funds	<u><u>1,009,676.49</u></u>	<u><u>6,291,155.49</u></u>	<u><u>10,706,719.00</u></u>	<u><u>4,415,563.51</u></u>	<u><u>58.76</u></u>

**Des Plaines Public Library  
Expense Report  
For the 11 Months Ended November 30, 2023**

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>
<b><u>Salaries</u></b>					
5910100 - Full-time Salaries	187,234.17	2,126,494.89	2,498,588.00	372,093.11	85.11
5910200 - Part-time Salaries	<u>58,713.52</u>	<u>678,748.25</u>	<u>899,000.00</u>	<u>220,251.75</u>	<u>75.50</u>
	<u>245,947.69</u>	<u>2,805,243.14</u>	<u>3,397,588.00</u>	<u>592,344.86</u>	<u>82.57</u>
<b><u>Benefits</u></b>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	17,995.22	205,320.18	258,634.00	53,313.82	79.39
5918021 - Employer Contribution - IMRF	8,312.16	101,036.95	194,564.00	93,527.05	51.93
5918040 - Life Insurance Premiums	0.00	0.00	1,932.00	1,932.00	0.00
5918050 - PPO Insurance Premiums	68,662.00	366,232.36	459,518.00	93,285.64	79.70
5918051 - HMO Insurance Premiums	35,792.79	184,272.79	177,307.00	(6,965.79)	103.93
5918055 - Dental Insurance Premiums	0.00	0.00	31,649.00	31,649.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>9,426.00</u>	<u>14,000.00</u>	<u>4,574.00</u>	<u>67.33</u>
	<u>130,762.17</u>	<u>866,288.28</u>	<u>1,152,604.00</u>	<u>286,315.72</u>	<u>75.16</u>
<b><u>Contractual Services</u></b>					
5920100 - Legal Fees	363.00	1,622.50	10,000.00	8,377.50	16.23
5920110 - Professional Services	40,180.59	451,051.00	468,838.00	17,787.00	96.21
5920120 - Communication Services	2,268.29	33,547.43	32,900.00	(647.43)	101.97
5920140 - Integrated Library System	21,737.12	87,603.22	89,000.00	1,396.78	98.43
5920202 - Conferences	495.20	710.57	0.00	(710.57)	0.00
5920210 - Marketing	1,246.09	48,133.27	60,000.00	11,866.73	80.22
5920220 - Membership Dues	1,095.00	8,019.83	8,000.00	(19.83)	100.25
5920990 - Property/Liability Insurance	(1,497.00)	45,755.92	65,000.00	19,244.08	70.39
5930010 - R&M Equipment	7,638.77	88,410.08	88,460.00	49.92	99.94
5930020 - R&M Buildings & Structures	11,612.50	104,526.42	112,364.00	7,837.58	93.02
5930030 - R&M Vehicles	0.00	0.00	1,500.00	1,500.00	0.00
5930210 - Rental of Equipment	1,360.00	15,031.01	26,090.00	11,058.99	57.61
5930320 - Cleaning/Custodial Services	0.00	53,786.45	88,900.00	35,113.55	60.50
5930490 - Refuse Contract	575.36	5,646.96	6,000.00	353.04	94.12
5960040 - Pre-Employment Testing	74.00	1,052.00	3,500.00	2,448.00	30.06
5960065 - Bank Fees	0.00	578.02	300.00	(278.02)	192.67
5960070 - Mileage	0.00	38.44	500.00	461.56	7.69
5960210 - Special Event Programming	2,487.21	67,627.19	61,500.00	(6,127.19)	109.96
5960990 - Misc. Contractual Services	<u>25,090.84</u>	<u>122,095.37</u>	<u>126,560.00</u>	<u>4,464.63</u>	<u>96.47</u>
	<u>114,726.97</u>	<u>1,135,235.68</u>	<u>1,249,412.00</u>	<u>114,176.32</u>	<u>90.86</u>
<b><u>Commodities</u></b>					
5970100 - Supplies	2,335.36	58,761.49	87,150.00	28,388.51	67.43
5970110 - Meals	0.00	1,221.22	2,000.00	778.78	61.06
5970170 - Janitorial	916.67	7,775.00	17,900.00	10,125.00	43.44
5970260 - Postage & Parcel	1,000.00	13,299.46	11,000.00	(2,299.46)	120.90
5970270 - Printing	0.00	70.67	0.00	(70.67)	0.00
5970500 - Water Bill	0.00	5,226.80	8,000.00	2,773.20	65.34
5970600 - Ebooks/Books	45,083.20	318,964.76	381,900.00	62,935.24	83.52

**Des Plaines Public Library  
Expense Report  
For the 11 Months Ended November 30, 2023**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	5,589.70	52,435.94	74,500.00	22,064.06	70.38
5970620 - E-Subscriptions/Subscriptions	798.79	47,184.73	51,430.00	4,245.27	91.75
5970630 - Visual Materials	23,753.97	164,520.89	190,200.00	25,679.11	86.50
5970640 - Databases	7,266.37	164,787.85	170,000.00	5,212.15	96.93
5970810 - Natural Gas	0.00	21,559.38	27,000.00	5,440.62	79.85
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>3,376.33</u>	<u>6,900.00</u>	<u>3,523.67</u>	<u>48.93</u>
	<u>86,744.06</u>	<u>859,184.52</u>	<u>1,028,580.00</u>	<u>169,395.48</u>	<u>83.53</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	1,007.59	1,000.00	(7.59)	100.76
5980410 - Computer Hardware	0.00	21,464.27	12,800.00	(8,664.27)	167.69
5980420 - Computer Software	7,190.38	61,947.45	91,402.00	29,454.55	67.77
5980600 - Furniture & Fixtures	<u>317.00</u>	<u>317.00</u>	<u>5,000.00</u>	<u>4,683.00</u>	<u>6.34</u>
	<u>7,507.38</u>	<u>84,736.31</u>	<u>110,202.00</u>	<u>25,465.69</u>	<u>76.89</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,559.78	52,993.90	89,495.00	36,501.10	59.21
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	1,000,000.00	1,000,000.00	0.00
5999940 - Friends Books Sale	<u>1,334.21</u>	<u>13,436.34</u>	<u>0.00</u>	<u>(13,436.34)</u>	<u>0.00</u>
	<u>2,893.99</u>	<u>66,430.24</u>	<u>1,089,495.00</u>	<u>1,023,064.76</u>	<u>6.10</u>
 Total Library Fund Expenditures	 <u>590,677.26</u>	 <u>5,826,913.17</u>	 <u>8,027,881.00</u>	 <u>2,200,967.83</u>	 <u>72.58</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	4,521.44	801,000.00	796,478.56	0.56
5980400 - Equipment	0.00	0.00	271,000.00	271,000.00	0.00
5980410 - Computer Hardware	0.00	192,465.43	341,100.00	148,634.57	56.42
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	0.00	83,294.37	0.00	(83,294.37)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>2,534.00</u>	<u>2,000.00</u>	<u>(534.00)</u>	<u>126.70</u>
	<u>0.00</u>	<u>282,815.24</u>	<u>1,415,100.00</u>	<u>1,132,284.76</u>	<u>19.99</u>
 Total Capital Projects Fund Expenditures	 <u>0.00</u>	 <u>282,815.24</u>	 <u>1,415,100.00</u>	 <u>1,132,284.76</u>	 <u>19.99</u>
 <b>Total of All Funds</b>	 <u>590,677.26</u>	 <u>6,109,728.41</u>	 <u>9,442,981.00</u>	 <u>3,333,252.59</u>	 <u>64.70</u>

# Des Plaines Public Library

## Check List

All Bank Accounts

November 17, 2023 - December 21, 2023

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
19915	11/20/23	Annie Li	(642.00)
19931	11/20/23	Elizabeth Majka	(642.00)
19937	11/30/23	Illinois Institute of Continuing Education	(175.00)
19943	11/20/23	Maureen Bocka	(911.00)
19958	11/30/23	Wright National Flood Insurance Company	(1,497.00)
19960	11/20/23	Annie Li	61.98
19961	11/20/23	Elizabeth Majka	84.27
19962	11/20/23	Maureen Bocka	311.74
19963	12/21/23	7 Red Roses Floral Design Studio	200.00
19964	12/21/23	A R M Electric Company, Inc.	345.00
19965	12/21/23	ANDERSON LOCK CO LTD	224.00
19966	12/21/23	AQUARIUM ADVENTURE HOFFMAN ESTATES	160.00
19967	12/21/23	ARIANA HAZE	495.20
19968	12/21/23	BACKGROUND SCREENING CONSULTANTS LLC	74.00
19969	12/21/23	BAKER & TAYLOR	23,893.96
19970	12/21/23	CHILDREN'S PLUS, INC.	8,340.53
19971	12/21/23	COLLEY ELEVATOR COMPANY	1,287.00
19972	12/21/23	COOPERATIVE COMPUTER SERVICES	21,737.12
19973	12/21/23	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
19974	12/21/23	D&Z HOUSE OF BOOKS	1,488.28
19975	12/21/23	DAvid Carreno	175.00
19976	12/21/23	ENCYCLOPAEDIA BRITANNICA, INC	2,675.00
19977	12/21/23	FERNANDO MARTIN	6.55
19978	12/21/23	FIRST SECURITY SYSTEMS, INC.	1,139.00
19979	12/21/23	FITTLE, LLC	1,360.00
19980	12/21/23	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	575.36
19981	12/21/23	GARVEY'S OFFICE PRODUCTS	916.67
19982	12/21/23	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	2,348.19
19983	12/21/23	IMPACT NETWORKING, LLC.	3,703.78
19984	12/21/23	J&S PLUMBING, INC.	590.00
19985	12/21/23	JERRY G DONAHUE	150.00
19986	12/21/23	Johnson Floor Company, Inc	317.00
19987	12/21/23	JOURNAL AND TOPICS NEWSPAPERS	620.00
19988	12/21/23	LACONI, INC	150.00
19989	12/21/23	LAUTERBACH & AMEN, LLP.	4,725.00
19990	12/21/23	LAW OFFICES OF ANCEL GLINK, P.C.	363.00
19991	12/21/23	Lawrence R. Huffman	60.00
19992	12/21/23	LIBRARY IDEAS LLC	1,276.85
19993	12/21/23	LIMRICC	115,961.02
19994	12/21/23	MENARDS	35.51
19995	12/21/23	MIDWEST TAPE	10,604.93
19996	12/21/23	MIDWEST TAPE	14,000.00
19997	12/21/23	OAKBROOK MECHANICAL SERVICES	3,135.00
19998	12/21/23	OUTSOURCE SOLUTIONS GROUP, INC.	44,114.03
19999	12/21/23	OVERDRIVE, INC.	7,349.97
20000	12/21/23	PENWORTHY COMPANY	6,120.84
20001	12/21/23	Playaway Products LLC	3,197.46
20002	12/21/23	RAILS	15,000.00
20003	12/21/23	SEN SOURCE	624.00
20004	12/21/23	Sentrum Bookstore	90.40
20005	12/21/23	Sydney Monet Swanson	60.00
20005	12/21/23	Sydney Monet Swanson	(60.00)
20006	12/21/23	The Shelf Media, Inc	3,248.75
20007	12/21/23	THOMSON REUTERS-WEST	25.50
20008	12/21/23	TODAY'S BUSINESS SOLUTIONS INC	612.80
52010	11/30/23	Lohan Architecture	2,095.00
52019	11/30/23	BANKCARD SERVICES	17,260.48

# Des Plaines Public Library

## Check List

All Bank Accounts

November 17, 2023 - December 21, 2023

Check Number	Check Date	Payee	Amount
52020	11/30/23	COMCAST CABLE	1,381.17
52021	11/30/23	VERIZON WIRELESS	887.12
52022	11/30/23	NEOFUNDS BY NEOPOST	1,000.00
52023	11/30/23	NATIONWIDE RETIREMENT	300.00
52024	11/30/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,334.21
52025	11/30/23	ADP	970.25
52026	11/30/23	IMRF	21,187.07
		<b>Vendor Check Total</b>	<u>351,415.49</u>
		<b>Check List Total</b>	<u><u>351,415.49</u></u>

Check count = 64

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Annie Li				19915	11/20/23	<u>(642.00)</u>
201-5990900	Per Capita Grant Expenditures	To VOID Check 19915	-642.00			
Elizabeth Majka				19931	11/20/23	<u>(642.00)</u>
201-5990900	Per Capita Grant Expenditures	To VOID check 19931	-642.00			
Illinois Institute of Continuing Education				19937	11/30/23	<u>(175.00)</u>
201-5990900	Per Capita Grant Expenditures	To VOID check 19937	-175.00			
Maureen Bocka				19943	11/20/23	<u>(911.00)</u>
201-5990900	Per Capita Grant Expenditures	To VOID check 19943	-911.00			
Wright National Flood Insurance Company				19958	11/30/23	<u>(1,497.00)</u>
201-5920990	Property/Liability Insurance	To VOID check19958	-1,497.00			
Annie Li				19960	11/20/23	<u>61.98</u>
201-5990900	Per Capita Grant Expenditures	Annie Li	61.98			
Elizabeth Majka				19961	11/20/23	<u>84.27</u>
201-5990900	Per Capita Grant Expenditures	Elizabeth Majka	84.27			
Maureen Bocka				19962	11/20/23	<u>311.74</u>
201-5990900	Per Capita Grant Expenditures	Maureen Bocka	311.74			
7 Red Roses Floral Design Studio				19963	12/21/23	<u>200.00</u>
201-5960210	Special Event Programming	Flowers for Senator Murphy Event	200.00			
A R M Electric Company, Inc.				19964	12/21/23	<u>345.00</u>
201-5930020	R&M Buildings & Structures	Inv 7409	345.00			
ANDERSON LOCK CO LTD				19965	12/21/23	<u>224.00</u>
201-5930020	R&M Buildings & Structures	Inv 7109133	224.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				19966	12/21/23	<u>160.00</u>
201-5960990	Misc. Contractual Services	Inv 15987	160.00			
ARIANA HAZE				19967	12/21/23	<u>495.20</u>
201-5920202	Conferences	YALSA	495.20			
BACKGROUND SCREENING CONSULTANTS LLC				19968	12/21/23	<u>74.00</u>
201-5960040	Pre-Employment Testing	Inv 22870	74.00			
BAKER & TAYLOR				19969	12/21/23	<u>23,893.96</u>
201-5960990	Misc. Contractual Services	Inv NS23110179	1,644.50			
201-5960990	Misc. Contractual Services	Inv 2037858251	26.52			
201-5970600	Ebooks/Books	Inv 2037858250	205.51			
201-5960990	Misc. Contractual Services	Inv 2037952451	10.44			
201-5970600	Ebooks/Books	Inv 2037952451	35.14			
201-5960990	Misc. Contractual Services	Inv 2037937885	17.65			
201-5970600	Ebooks/Books	Inv 2037937885	59.95			
201-5960990	Misc. Contractual Services	Inv 2037941495	4.98			
201-5970600	Ebooks/Books	Inv 2037941495	34.66			
201-5960990	Misc. Contractual Services	Inv 2037941554	3.87			
201-5970600	Ebooks/Books	Inv 2037941554	16.14			
201-5970600	Ebooks/Books	Inv 2037929053	454.46			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2037929054	73.02			
201-5970600	Ebooks/Books	Inv 2037920154	205.63			
201-5960990	Misc. Contractual Services	Inv 2037920155	14.64			
201-5960990	Misc. Contractual Services	Inv 2037936234	24.78			
201-5970600	Ebooks/Books	Inv 2037936234	77.03			
201-5960990	Misc. Contractual Services	Inv 2037936029	43.44			
201-5970600	Ebooks/Books	Inv 2037936029	199.35			
201-5960990	Misc. Contractual Services	Inv 2037933130	75.99			
201-5970600	Ebooks/Books	Inv 2037933130	424.39			
201-5960990	Misc. Contractual Services	Inv 2037880447	44.81			
201-5970600	Ebooks/Books	Inv 2037880447	207.54			
201-5960990	Misc. Contractual Services	Inv 2037930488	78.71			
201-5970600	Ebooks/Books	Inv 2037930488	352.18			
201-5960990	Misc. Contractual Services	Inv 2037886431	104.79			
201-5970600	Ebooks/Books	Inv 2037886431	461.62			
201-5960990	Misc. Contractual Services	Inv 2037904223	211.77			
201-5970600	Ebooks/Books	Inv 2037904223	907.28			
201-5960990	Misc. Contractual Services	Inv 2037905440	36.49			
201-5970600	Ebooks/Books	Inv 2037905440	164.80			
201-5960990	Misc. Contractual Services	Inv 2037927978	12.45			
201-5970600	Ebooks/Books	Inv 2037927978	83.08			
201-5960990	Misc. Contractual Services	Inv 2037957437	104.14			
201-5970600	Ebooks/Books	Inv 2037957437	667.50			
201-5960990	Misc. Contractual Services	Inv 2037899513	33.90			
201-5970600	Ebooks/Books	Inv 2037899513	111.66			
201-5960990	Misc. Contractual Services	Inv 2037928031	4.84			
201-5970600	Ebooks/Books	Inv 2037928031	10.91			
201-5970600	Ebooks/Books	Inv 2037907117	1,173.48			
201-5960990	Misc. Contractual Services	Inv 2037907118	143.68			
201-5970600	Ebooks/Books	Inv 2037917954	1,002.95			
201-5960990	Misc. Contractual Services	Inv 2037950238	78.16			
201-5960990	Misc. Contractual Services	Inv 2037917955	144.29			
201-5960990	Misc. Contractual Services	Inv 2037904224	84.58			
201-5970600	Ebooks/Books	Inv 2037904224	245.60			
201-5970600	Ebooks/Books	Inv 2037950237	566.02			
201-5960990	Misc. Contractual Services	Inv 2037887269	39.29			
201-5970600	Ebooks/Books	Inv 2037887269	191.92			
201-5960990	Misc. Contractual Services	Inv 203794155	92.90			
201-5970600	Ebooks/Books	Inv 2037941553	671.54			
201-5960990	Misc. Contractual Services	Inv 2037937681	45.80			
201-5970600	Ebooks/Books	Inv 2037937681	217.45			
201-5960990	Misc. Contractual Services	Inv 2037920394	36.51			
201-5970600	Ebooks/Books	Inv 2037920394	133.31			
201-5960990	Misc. Contractual Services	Inv 2037920389	8.26			
201-5970600	Ebooks/Books	Inv 2037920389	34.58			
201-5970600	Ebooks/Books	Inv 2037897589	528.66			
201-5960990	Misc. Contractual Services	Inv 2037897590	78.77			
201-5970600	Ebooks/Books	Inv 2037907063	606.47			
201-5960990	Misc. Contractual Services	Inv 2037907064	85.28			
201-5970600	Ebooks/Books	Inv 2037900915	581.66			
201-5960990	Misc. Contractual Services	Inv 2037900916	82.92			
201-5970600	Ebooks/Books	Inv 2037920489	1,008.92			
201-5960990	Misc. Contractual Services	Inv 2037920490	124.19			
201-5970600	Ebooks/Books	inv 2037897739	419.65			
201-5960990	Misc. Contractual Services	Inv 2037897740	75.38			
201-5960990	Misc. Contractual Services	Inv 2037887286	136.29			



# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2037887286	358.32			
201-5960990	Misc. Contractual Services	Inv 2037934685	16.92			
201-5970600	Ebooks/Books	Inv 2037934685	85.96			
201-5960990	Misc. Contractual Services	Inv 2037916880	4.98			
201-5970600	Ebooks/Books	Inv 2037916880	24.46			
201-5960990	Misc. Contractual Services	Inv 2037913704	10.06			
201-5970600	Ebooks/Books	Inv 2037913704	20.63			
201-5960990	Misc. Contractual Services	Inv 2037878123	56.27			
201-5970600	Ebooks/Books	Inv 2037878123	288.65			
201-5960990	Misc. Contractual Services	Inv 2037921809	27.09			
201-5970600	Ebooks/Books	Inv 2037921809	108.29			
201-5960990	Misc. Contractual Services	Inv 2037913788	6.51			
201-5970600	Ebooks/Books	Inv 2037913788	27.10			
201-5960990	Misc. Contractual Services	Inv 2037921695	27.09			
201-5970600	Ebooks/Books	Inv 2037921695	116.41			
201-5970600	Ebooks/Books	Inv 2037887097	844.99			
201-5960990	Misc. Contractual Services	Inv 2037887098	104.39			
201-5970600	Ebooks/Books	Inv 2037881792	861.35			
201-5960990	Misc. Contractual Services	Inv2037881793	129.10			
201-5970600	Ebooks/Books	Inv 2037891774	154.12			
201-5960990	Misc. Contractual Services	Inv 2037891775	22.10			
201-5970600	Ebooks/Books	Inv 2037894793	833.16			
201-5960990	Misc. Contractual Services	Inv 2037894794	114.44			
201-5960990	Misc. Contractual Services	Inv 2037857975	77.97			
201-5970600	Ebooks/Books	Inv 2037885074	891.66			
201-5960990	Misc. Contractual Services	Inv 2037885075	103.82			
201-5960990	Misc. Contractual Services	Inv 2037909474	43.32			
201-5970600	Ebooks/Books	Inv 2037909474	209.72			
201-5960990	Misc. Contractual Services	Inv 2037905492	24.20			
201-5970600	Ebooks/Books	Inv 2037905492	55.81			
201-5960990	Misc. Contractual Services	Inv 2037906959	31.98			
201-5970600	Ebooks/Books	Inv 2037906959	163.29			
201-5960990	Misc. Contractual Services	Inv 2037906960	28.91			
201-5970600	Ebooks/Books	Inv 2037906960	64.44			
201-5970600	Ebooks/Books	Inv 2037906543	512.98			
201-5960990	Misc. Contractual Services	Inv 2037906544	82.92			
201-5960990	Misc. Contractual Services	Inv 2037872472	45.44			
201-5970600	Ebooks/Books	Inv 2037872472	171.14			
201-5960990	Misc. Contractual Services	Inv 2037905595	5.65			
201-5970600	Ebooks/Books	Inv 2037905595	20.16			
201-5960990	Misc. Contractual Services	Inv 2037896140	11.61			
201-5970600	Ebooks/Books	Inv 2037896140	52.99			
201-5960990	Misc. Contractual Services	Inv 2037899397	20.73			
201-5970600	Ebooks/Books	Inv 2037899397	75.88			
201-5970600	Ebooks/Books	Inv 2037911193	12.23			
201-5960990	Misc. Contractual Services	Inv 2037899412	20.12			
201-5970600	Ebooks/Books	Inv 2037899412	53.38			
201-5960990	Misc. Contractual Services	Inv 2037896265	19.35			
201-5970600	Ebooks/Books	Inv 2037896265	80.67			
201-5960990	Misc. Contractual Services	Inv 2037903171	4.85			
201-5970600	Ebooks/Books	Inv 2037903171	348.83			
201-5960990	Misc. Contractual Services	Inv 2037919619	85.40			
201-5970600	Ebooks/Books	Inv 2037919619	443.05			
CHILDREN'S PLUS, INC.				19970	12/21/23	<u>8,340.53</u>
201-5970600	Ebooks/Books	Inv 237937	21.45			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
201-5970600	Ebooks/Books	Inv 237678	205.66			
201-5970600	Ebooks/Books	Inv 237577	757.35			
201-5970600	Ebooks/Books	Inv 237583	1,069.44			
201-5970600	Ebooks/Books	Inv 237695	905.60			
201-5970600	Ebooks/Books	Inv 237416	19.95			
201-5970600	Ebooks/Books	Inv 237480	24.45			
201-5970600	Ebooks/Books	Inv 237465	730.25			
201-5970600	Ebooks/Books	Inv 237679	360.49			
201-5970600	Ebooks/Books	Inv 237576	597.31			
201-5970600	Ebooks/Books	Inv 237057	334.74			
201-5970600	Ebooks/Books	Inv 237011	583.14			
201-5970600	Ebooks/Books	Inv 236970	415.97			
201-5970600	Ebooks/Books	Inv 236983	17.95			
201-5970600	Ebooks/Books	Inv 236854	39.34			
201-5970600	Ebooks/Books	Inv 236859	22.99			
201-5970600	Ebooks/Books	Inv 236890	1,103.78			
201-5970600	Ebooks/Books	Inv 236885	998.02			
201-5970600	Ebooks/Books	Inv 237125	132.65			
COLLEY ELEVATOR COMPANY				19971	12/21/23	<u>1,287.00</u>
201-5930020	R&M Buildings & Structures	Inv 250709	495.00			
201-5930020	R&M Buildings & Structures	Inv 250789	114.00			
201-5930020	R&M Buildings & Structures	Inv 251450	678.00			
COOPERATIVE COMPUTER SERVICES				19972	12/21/23	<u>21,737.12</u>
201-5920140	Integrated Library System	Inv 2144	21,550.52			
201-5920140	Integrated Library System	Inv 2128	186.60			
CRYSTAL MAINTENANCE SERVICES CORP				19973	12/21/23	<u>4,892.50</u>
201-5930020	R&M Buildings & Structures	Inv 31462	4,892.50			
D&Z HOUSE OF BOOKS				19974	12/21/23	<u>1,488.28</u>
201-5970600	Ebooks/Books	Inv 2023/I161208	1,266.80			
201-5970600	Ebooks/Books	Inv 2023/I161423	221.48			
DAVID CARRENO				19975	12/21/23	<u>175.00</u>
201-5960990	Misc. Contractual Services	Board Meeting Recording	175.00			
ENCYCLOPAEDIA BRITANNICA, INC				19976	12/21/23	<u>2,675.00</u>
201-5970640	Databases	Inv Q-75594-2	2,675.00			
FERNANDO MARTIN				19977	12/21/23	<u>6.55</u>
201-5990900	Per Capita Grant Expenditures	ILA Legislative Meetup	6.55			
FIRST SECURITY SYSTEMS, INC.				19978	12/21/23	<u>1,139.00</u>
201-5930020	R&M Buildings & Structures	Inv S94104	1,139.00			
FITTLE, LLC				19979	12/21/23	<u>1,360.00</u>
201-5930210	Rental of Equipment	Inv 5096906	1,360.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				19980	12/21/23	<u>575.36</u>
201-5930490	Refuse Contract	Inv 7133970	575.36			
GARVEY'S OFFICE PRODUCTS				19981	12/21/23	<u>916.67</u>
201-5970170	Janitorial	Invoice # PINV2498914	916.67			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				19982	12/21/23	<u>2,348.19</u>
201-5930010	R&M Equipment	Inv 386567	940.07			
201-5930010	R&M Equipment	Inv 390346	1,408.12			
IMPACT NETWORKING, LLC.				19983	12/21/23	<u>3,703.78</u>
201-5930010	R&M Equipment	12.01.23 Stmt	20.98			
201-5930010	R&M Equipment	Inv 3029699	699.62			
201-5930010	R&M Equipment	Inv 3083285	2,242.31			
201-5930010	R&M Equipment	Inv 3098805	740.87			
J&S PLUMBING, INC.				19984	12/21/23	<u>590.00</u>
201-5930020	R&M Buildings & Structures	Inv 229172	180.00			
201-5930020	R&M Buildings & Structures	Inv 228598	410.00			
JERRY G DONAHUE				19985	12/21/23	<u>150.00</u>
201-5960210	Special Event Programming	Nov 13/ Nov 28 Counseling appointments	150.00			
Johnson Floor Company, Inc				19986	12/21/23	<u>317.00</u>
201-5980600	Furniture & Fixtures	Inv 43274B	317.00			
JOURNAL AND TOPICS NEWSPAPERS				19987	12/21/23	<u>620.00</u>
201-5920210	Marketing	Veteran's day Advertising	620.00			
LACONI, INC				19988	12/21/23	<u>150.00</u>
201-5920220	Membership Dues	01.01.24 - 12.31.24 Membership	150.00			
LAUTERBACH & AMEN, LLP.				19989	12/21/23	<u>4,725.00</u>
201-5920110	Professional Services	Invoice No. 85116	1,575.00			
201-5920110	Professional Services	Invoice No. 84585	1,575.00			
201-5920110	Professional Services	Invoice No. 81155	1,575.00			
LAW OFFICES OF ANCEL GLINK, P.C.				19990	12/21/23	<u>363.00</u>
201-5920100	Legal Fees	Statement #100112	363.00			
Lawrence R. Huffman				19991	12/21/23	<u>60.00</u>
201-5960210	Special Event Programming	Life Drawing at the Library	60.00			
LIBRARY IDEAS LLC				19992	12/21/23	<u>1,276.85</u>
201-5970600	Ebooks/Books	Inv 103931	953.95			
201-5970600	Ebooks/Books	Inv 103932	322.90			
LIMRICC				19993	12/21/23	<u>115,961.02</u>
201-2401002	Payroll Liabilities	Dec. 2023	57,980.51			
201-2401002	Payroll Liabilities	Nov. 2023	57,980.51			
MENARDS				19994	12/21/23	<u>35.51</u>
201-5970100	Supplies	Inv 25437	35.51			
MIDWEST TAPE				19995	12/21/23	<u>10,604.93</u>
201-5960990	Misc. Contractual Services	Inv 503830387	88.85			
201-5960990	Misc. Contractual Services	Inv 504575850	49.95			
201-5970630	Visual Materials	Inv 504575850	224.17			
201-5970610	E-audio/Audio	Inv 504575838	22.60			
201-5970610	E-audio/Audio	Inv 504575838	449.90			
201-5960990	Misc. Contractual Services	Inv 504575836	33.04			
201-5970610	E-audio/Audio	Inv 504575836	90.67			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 504575839	200.32			
201-5970630	Visual Materials	Inv 504575839	656.30			
201-5970630	Visual Materials	Inv 504601876	43.98			
201-5970630	Visual Materials	Inv 504601873	37.49			
201-5970630	Visual Materials	Inv 504601872	50.98			
201-5970610	E-audio/Audio	Inv 504601871	134.98			
201-5970630	Visual Materials	Inv 504601874	119.96			
201-5970630	Visual Materials	Inv 504601875	74.98			
201-5970630	Visual Materials	Inv 504601878	107.96			
201-5960990	Misc. Contractual Services	Inv 504607677	38.42			
201-5970610	E-audio/Audio	Inv 504607677	821.83			
201-5960990	Misc. Contractual Services	Inv 504607674	8.26			
201-5970610	E-audio/Audio	Inv 504607674	25.48			
201-5960990	Misc. Contractual Services	Inv 504607678	77.70			
201-5970630	Visual Materials	Inv 504607678	367.76			
201-5960990	Misc. Contractual Services	Inv 504607676	420.00			
201-5970630	Visual Materials	Inv 504607676	1,465.44			
201-5970630	Visual Materials	Inv 504665096	187.45			
201-5970630	Visual Materials	Inv 504665093	27.24			
201-5960990	Misc. Contractual Services	Inv 504683090	145.72			
201-5970630	Visual Materials	Inv 504683090	573.47			
201-5970630	Visual Materials	Inv 504665095	149.95			
201-5970630	Visual Materials	Inv 504646582	356.48			
201-5970630	Visual Materials	Inv 504646582	1,290.05			
201-5960990	Misc. Contractual Services	Inv 504683091	27.75			
201-5970630	Visual Materials	Inv 504683091	149.95			
201-5960990	Misc. Contractual Services	Inv 504646583	28.91			
201-5970100	Supplies	Inv 504646583	83.18			
201-5970630	Visual Materials	Inv 504630962	149.95			
201-5970630	Visual Materials	Inv 504630960	82.48			
201-5970630	Visual Materials	Inv 504630961	143.96			
201-5960990	Misc. Contractual Services	Inv 504646585	177.83			
201-5970630	Visual Materials	Inv 504646585	707.04			
201-5960990	Misc. Contractual Services	Inv 504646586	31.64			
201-5970610	E-audio/Audio	Inv 504646586	680.86			
MIDWEST TAPE				19996	12/21/23	<u>14,000.00</u>
201-5970630	Visual Materials	Hoopla Inv 504743161	5,000.00			
201-5970630	Visual Materials	Hoopla Inv 504279668	9,000.00			
OAKBROOK MECHANICAL SERVICES				19997	12/21/23	<u>3,135.00</u>
201-5930020	R&M Buildings & Structures	Inv 36792	3,135.00			
OUTSOURCE SOLUTIONS GROUP, INC.				19998	12/21/23	<u>44,114.03</u>
201-5980420	Computer Software	Inv 71862	544.96			
201-5930010	R&M Equipment	Inv 77028	350.00			
201-5920110	Professional Services	Inv 77028	35,455.59			
201-5960990	Misc. Contractual Services	Inv 77028	1,980.00			
201-5980420	Computer Software	Inv 77028	4,275.03			
201-5980420	Computer Software	Inv 76728	66.00			
201-5980420	Computer Software	Inv 76875	1,442.45			
OVERDRIVE, INC.				19999	12/21/23	<u>7,349.97</u>
201-5970600	Ebooks/Books	Inv 01018MA23434311	209.74			
201-5970600	Ebooks/Books	Inv 01018MA23436920	5,590.61			
201-5970640	Databases	Inv 01018SB23439110	1,275.00			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 01018CP23435866	274.62			
PENWORTHY COMPANY				20000	12/21/23	<u>6,120.84</u>
201-5970600	Ebooks/Books	Inv 0595292-IN	1,200.75			
201-5970600	Ebooks/Books	Inv 0595288-IN	825.48			
201-5970600	Ebooks/Books	Inv 0595290-IN	329.88			
201-5970600	Ebooks/Books	Inv 0595401-IN	985.79			
201-5970600	Ebooks/Books	Inv 0595384-IN	653.66			
201-5970600	Ebooks/Books	Inv 0595291-IN	342.61			
201-5970600	Ebooks/Books	Inv 05955370-IN	275.46			
201-5970600	Ebooks/Books	Inv 0595387- IN	1,002.91			
201-5970600	Ebooks/Books	Inv 0595301-IN	504.30			
Playaway Products LLC				20001	12/21/23	<u>3,197.46</u>
201-5970610	E-audio/Audio	Inv 444195	3,197.46			
RAILS				20002	12/21/23	<u>15,000.00</u>
201-5960990	Misc. Contractual Services	Inv 11802	15,000.00			
SEN SOURCE				20003	12/21/23	<u>624.00</u>
201-5930010	R&M Equipment	Inv 57579	624.00			
Sentrum Bookstore				20004	12/21/23	<u>90.40</u>
201-5970600	Ebooks/Books	Order #459-2	90.40			
Sydney Monet Swanson				20005	12/21/23	<u>60.00</u>
201-5960210	Special Event Programming	Life Drawing at the Library	60.00			
Sydney Monet Swanson				20005	12/21/23	<u>(60.00)</u>
201-5960210	Special Event Programming	To VOID check 20005	-60.00			
The Shelf Media, Inc				20006	12/21/23	<u>3,248.75</u>
201-5970640	Databases	Inv 1036	3,248.75			
THOMSON REUTERS-WEST				20007	12/21/23	<u>25.50</u>
201-5970640	Databases	Inv 849275017	25.50			
TODAY'S BUSINESS SOLUTIONS INC				20008	12/21/23	<u>612.80</u>
201-5930010	R&M Equipment	Inv 112723-143	328.96			
201-5930010	R&M Equipment	Inv 083023-55	283.84			
<b>Check List Total</b>						<u><u>305,000.19</u></u>

# Des Plaines Public Library

## ACH Register

All Bank Accounts

November 1, 2023 - November 30, 2023

ACH Number	ACH Date	Payee	Amount
<b>Vendor Checks</b>			
52010	11/30/23	Lohan Architecture	2,095.00
52019	11/30/23	BANKCARD SERVICES	17,260.48
52020	11/30/23	COMCAST CABLE	1,381.17
52021	11/30/23	VERIZON WIRELESS	887.12
52022	11/30/23	NEOFUNDS BY NEOPOST	1,000.00
52023	11/30/23	NATIONWIDE RETIREMENT	300.00
52024	11/30/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,334.21
52025	11/30/23	ADP	970.25
52026	11/30/23	IMRF	21,187.07
		<b>Vendor Check Total</b>	<u>46,415.30</u>
		<b>Check List Total</b>	<u><u>46,415.30</u></u>

Check count = 9

**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY  
For the Year Ended December 31, 2023**

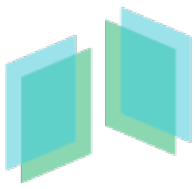
	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 5,101,587	4,724,431	5,890,856	6,996,454	6,538,381	5,980,333	5,400,464	5,121,066	4,543,713	4,243,378	4,664,048	
<b>Revenue (M-T-D)</b>												
Property Taxes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

**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY  
For the Year Ended December 31, 2022**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 4,450,754	4,843,285	6,856,066	6,397,901	5,929,489	5,449,017	4,993,057	4,601,161	4,088,484	3,509,264	3,075,050	4,409,320
<b>Revenue (M-T-D)</b>												
Property Taxes	43,444	811,138	2,380,007	152,939	10,674	50,762	24,602	-	103,776	39,087	10,064	1,544,349
Other Revenue	186,683	31,886	14,195	8,672	42,120	16,557	8,434	32,421	103,776	39,087	10,064	270,674
	230,127	843,025	2,394,202	161,611	52,794	67,320	33,036	32,421	103,776	39,087	10,064	1,815,023
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	280,990	307,004	359,906	307,329	252,199	388,601	368,328	290,612	233,762	241,499	264,810	425,879
Other Expense	266,523	171,057	153,034	214,193	179,051	143,096	154,965	273,946	349,165	244,375	90,218	120,218
Change in A/P & AJE's	(62,298)	(27,567)	(131,519)	98,254	89,955	16,094	(34,297)	(140,241)	33,526	132,434	89,249	(65,344)
	485,215	450,494	381,421	619,776	521,205	547,791	488,997	424,317	616,452	618,308	444,277	480,753
Net Increase/(Decrease)	(255,088)	392,531	2,012,782	(458,165)	(468,412)	(480,472)	(455,960)	(391,896)	(512,676)	(579,221)	(434,213)	1,334,269





# DIRECTOR'S REPORT

## November 2023

### DONATIONS

JUDY SEYMOUR - \$20



FRIENDS OF THE LIBRARY

Adult Winter Reading Prizes - \$800

YS New Year's Eve at Home Kit - \$132.18

Professional Headshot Program - \$500

### AROUND THE LIBRARY



### DPPL ON SOCIAL





# Programs & Events at DPPL in November

## Adult Programs

## Teen Programs

## Youth Programs

**FILM SCREENING**  
**AIR**  
 Wednesday, November 8 | 1:30pm  
 12+ (Parents Strongly Cautioned)  
 DPPL.ORG

**Teen Uno Tournament**  
 Tuesday, November 28 from 4pm - 7:30pm  
 The Commons

**DIY with DPPL**  
 New kits and videos available every month!  
 Pick up a kit at the library and use the materials to do a step-by-step project from a video or our website.  
 DPPL.ORG

**Cafecito y Libritos**  
 November 4th, 2023  
 10:30am - 11:30am  
 DPPL.ORG

**ROLL FOR READING**  
 Wednesday, November 29th  
 4:00pm - 6:00pm  
 DPPL.ORG

**GRAPHIC NOVEL CLUB**  
 SEPTEMBER 12, 19, 26  
 OCTOBER 6-7 P.M.  
 FOR GRADES 4-8  
 DPPL.ORG

**INTRODUCTION TO BUILDING YOUR OWN Desktop Computer**  
 NOVEMBER 9 | 2:00 - 3:30 PM  
 DPPL.ORG

**DIA DE LOS MUERTOS FIESTA**  
 Wednesday, November 1st | 4:00pm - 6:00pm  
 DPPL.ORG

**PRESCHOOL Storytime**  
 Storytime is a fun and play-filled way to foster a lifelong love of reading and help children get ready for school.  
 Registration required.  
 Wednesday 9:30am  
 September 6, 13, 20  
 October 4, 11, 18  
 November 5, 12, 19  
 DPPL.ORG

**The World of Annuities**  
 Saturday  
 November 18th, 11:00am  
 DPPL.ORG

**Teen CRAFTERNOONS**  
 WEDNESDAY, NOVEMBER 15TH, 3:30 - 5:30PM  
 NOVEMBER SPOTLIGHT: BY BEAN CATCHERS  
 DPPL.ORG

**Toddler Time**  
 Stories! Songs! Rhymes! Movement!  
 DPPL.ORG

**A Taste of Love**  
 with Mays-Camille Broussard  
 Wednesday, November 8 at 7pm  
 DPPL.ORG

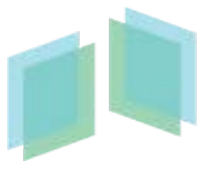
**NATIVE AMERICAN SPIN DRUM**  
 BEGINNING NOV 6TH  
 DPPL.ORG

**Family Storytime**  
 Build a lifelong love of reading with books, rhymes, songs, movement, and more!  
 WEDNESDAY 9:30 AM  
 September 6, 13, 20  
 October 4, 11, 18  
 November 5, 12, 19  
 DPPL.ORG

**Alloy Horn Quartet in Concert**  
 Sunday, November 26 at 2pm  
 DPPL.ORG

**As Seen on TikTok: Hair**  
 Clean Beauty Series  
 Join us in learning about clean beauty practices and making up all natural on-the-go shampoo!  
 Location: 4th Floor Forum  
 MONDAY, NOVEMBER 13TH  
 7:00PM - 8:30PM  
 DPPL.ORG

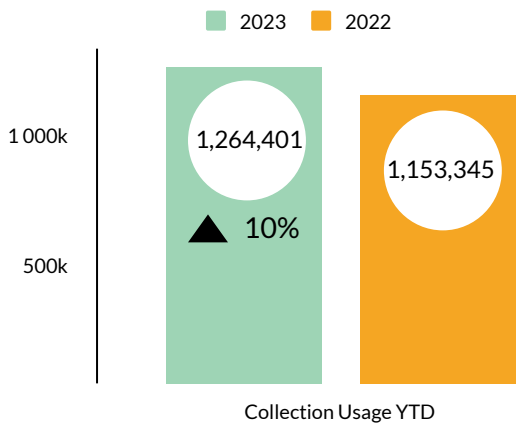
**LEGO LEAGUE**  
 TUESDAYS, 11/5, 11/12, 11/19  
 4-6:30 PM  
 WE SUPPLY LEGOS AND A THEME. YOU SUPPLY THE IMAGINATION!  
 DPPL.ORG



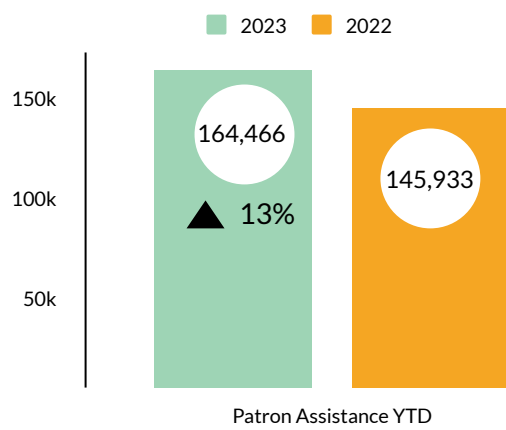
# STATISTICS REPORT

On November 2023

## Collection Usage YTD

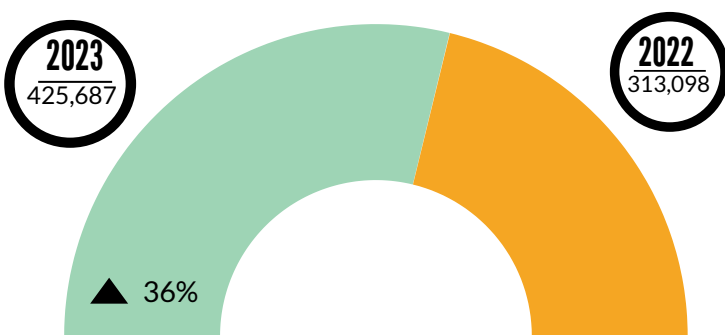


## Patron Assistance YTD



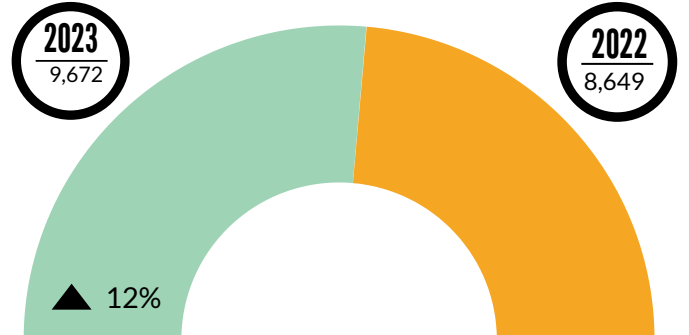
## Attendance All - YTD

Events, Programs, Outreach & Classes



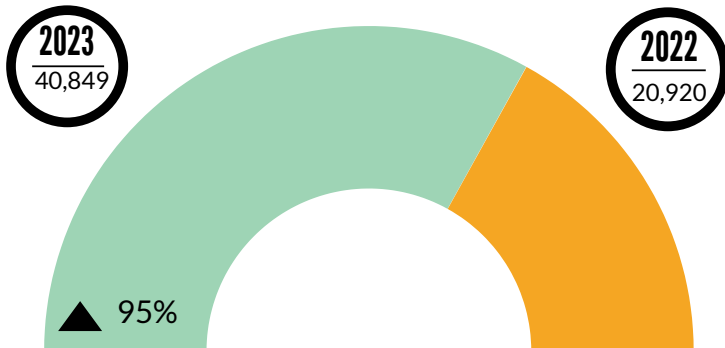
## Bookings All - YTD

Events, Programs & Classes



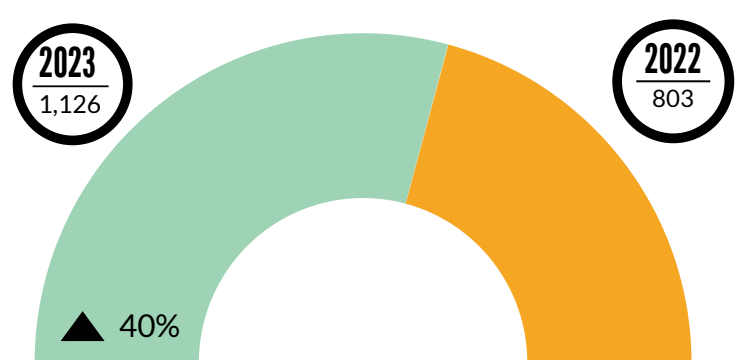
## Attendance In Person - YTD

Events, Programs & Classes

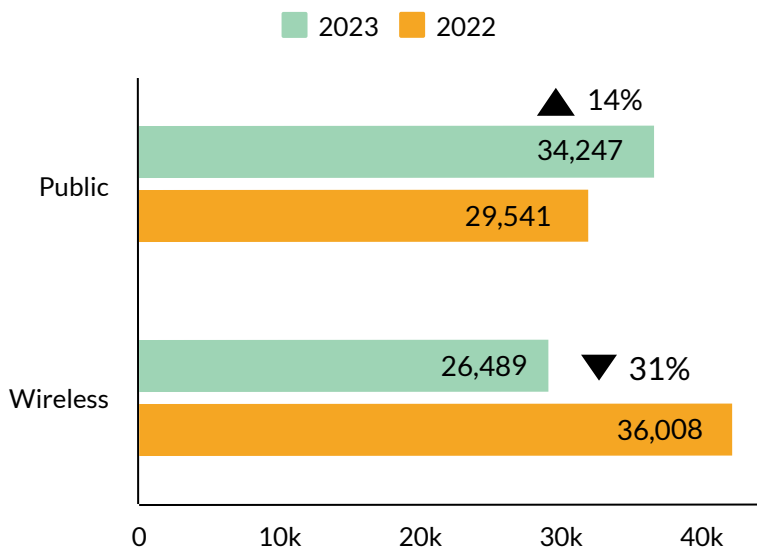


## Bookings In Person - YTD

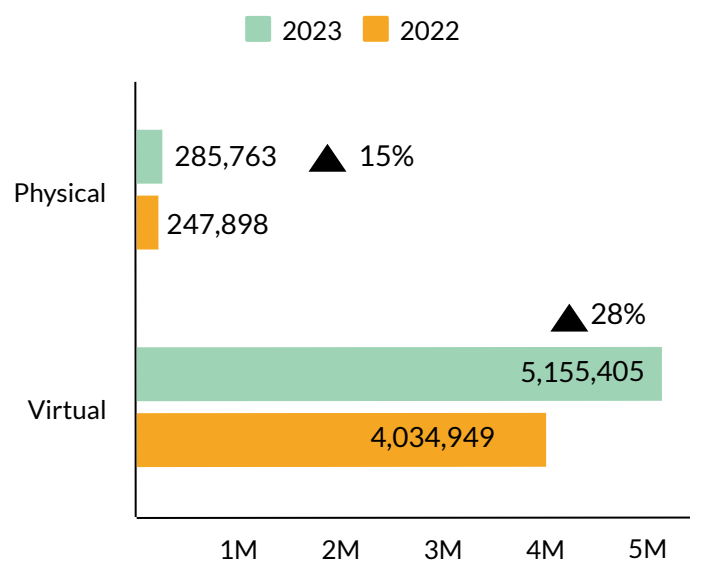
Events, Programs & Classes



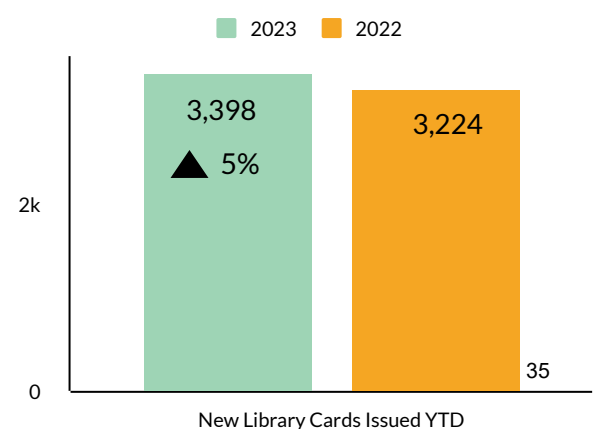
## Computer Usage YTD



## Traffic YTD



## New Library Cards Issued YTD



## 2023 Year to Date Statistics

### NOVEMBER 2023

<b>COLLECTION USAGE</b>		
	Year to Date 2023	<b>1,264,401</b>
	Year to Date 2022	<b>1,153,345</b>
	<b>% Change</b>	<b>10%</b>
<b>PATRON ASSISTANCE</b>		
	Year to Date 2023	<b>164,466</b>
	Year to Date 2022	<b>145,933</b>
	<b>% Change</b>	<b>13%</b>
<b>EVENTS, PROGRAMS, AND CLASSES- BOOKINGS</b>		
	Year to Date 2023	<b>9,672</b>
	Year to Date 2022	<b>8,649</b>
	<b>% Change</b>	<b>12%</b>
<b>EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE</b>		
	Year to Date 2023	<b>425,687</b>
	Year to Date 2022	<b>313,098</b>
	<b>% Change</b>	<b>36%</b>
<b>IN PERSON EVENTS</b>		
	<b>Bookings</b>	
	Year to Date 2023	<b>1,126</b>
	Year to Date 2022	<b>803</b>
	<b>% Change</b>	<b>40%</b>
	<b>Attendance</b>	
	Year to Date 2023	<b>40,849</b>
	Year to Date 2022	<b>20,920</b>
	<b>% Change</b>	<b>95%</b>
<b>TRAFFIC</b>		
	<b>Physical Visits (gate count)</b>	
	Year to Date 2023	<b>285,763</b>
	Year to Date 2022	<b>247,898</b>
	<b>% Change</b>	<b>15%</b>
	<b>Virtual Visits (catalog, website, mobile app)</b>	
	Year to Date 2023	<b>5,155,405</b>
	Year to Date 2022	<b>4,034,949</b>
	<b>% Change</b>	<b>28%</b>
<b>LIBRARY CARD OWNERSHIP</b>		
	Year to Date new library cards 2023	<b>3,398</b>
	Year to Date new library cards 2022	<b>3,224</b>
	<b>% Change</b>	<b>5%</b>
<b>COMPUTER USAGE</b>		
	<b>Public Computers</b>	
	Year to Date 2023	<b>36,730</b>
	Year to Date 2022	<b>32,139</b>
	<b>% Change</b>	<b>14%</b>
	<b>Wireless</b>	
	Year to Date 2023	<b>29,238</b>
	Year to Date 2022	<b>42,308</b>
	<b>% Change</b>	<b>-31%</b>



2023 STATISTICS REPORT													
COLLECTION USAGE	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
Physical materials	52,685	54,026	62,878	55,995	53,687	56,660	60,675	60,320	49,153	56,887	53,779		616,745
E-materials	14,973	13,013	14,338	14,579	16,404	16,632	14,909	14,461	14,620	15,883	16,512		166,324
ILL	639	639	764	631	573	637	637	693	673	681	655		7,222
Databases	38,413	35,495	45,784	39,713	43,571	44,985	48,444	47,743	45,663	43,100	41,199		474,110
<b>2023 Total</b>	<b>106,710</b>	<b>103,173</b>	<b>123,764</b>	<b>110,918</b>	<b>114,235</b>	<b>118,914</b>	<b>124,665</b>	<b>123,217</b>	<b>110,109</b>	<b>116,551</b>	<b>112,145</b>	<b>0</b>	<b>1,264,401</b>
Physical materials	56,638	50,882	58,763	57,598	54,599	57,312	59,618	59,839	51,144	54,309	54,794		615,496
E-materials	13,641	12,033	14,579	13,959	14,080	12,809	12,661	14,399	12,763	13,251	13,548		147,723
ILL	690	606	700	698	615	595	676	646	701	686	625		7,238
Databases	41,278	36,842	36,252	36,858	33,463	32,845	34,287	36,751	33,542	33,542	27,278		382,888
<b>2022 Total</b>	<b>112,197</b>	<b>100,363</b>	<b>110,294</b>	<b>109,113</b>	<b>102,757</b>	<b>103,561</b>	<b>107,242</b>	<b>111,635</b>	<b>98,150</b>	<b>101,788</b>	<b>96,245</b>	<b>0</b>	<b>1,153,345</b>
<b>PATRON ASSISTANCE</b>													
Youth Services	1,272	1,906	2,086	1,914	1,794	6,269	3,280	1,764	1,734	2,139	1,889		26,047
Adult Services	6,546	6,066	7,195	6,151	6,248	6,802	6,127	6,550	5,337	6,402	5,973		69,397
Patron Accounts	5,930	5,433	7,743	6,188	5,616	6,307	6,300	6,963	5,996	6,279	5,406		68,181
Security	154	143	96	110	84	89	32	104	21	0	8		841
<b>2023 Total</b>	<b>13,922</b>	<b>13,548</b>	<b>17,120</b>	<b>14,363</b>	<b>13,742</b>	<b>19,467</b>	<b>15,739</b>	<b>15,381</b>	<b>13,088</b>	<b>14,820</b>	<b>13,276</b>	<b>0</b>	<b>164,466</b>
Youth Services	403	698	815	919	655	3,485	2,235	728	671	1,138	856		12,553
Adult Services	5,729	6,205	7,573	7,150	6,375	6,881	6,107	6,414	5,719	6,121	5,941		70,215
Patron Accounts	5,212	4,768	5,615	6,065	5,573	6,810	6,025	6,253	5,364	5,378	6,102		63,165
Security	235	236	305	307	307	295	337	357	262	199	0		2,835
<b>2022 Total</b>	<b>11,579</b>	<b>11,907</b>	<b>14,308</b>	<b>14,436</b>	<b>12,910</b>	<b>17,471</b>	<b>14,704</b>	<b>13,752</b>	<b>11,966</b>	<b>12,836</b>	<b>12,899</b>	<b>0</b>	<b>145,933</b>
<b>EVENTS, PROGRAMS AND CLASSES-BOOKINGS</b>													
Youth Services In Person	18	29	19	30	21	27	35	2	21	32	117		351
Youth Services Virtual	8	1	1	1	0	2	2	0	0	2	0		17
Adult Services In Person	43	77	69	68	62	66	84	79	66	92	69		775
Adult Services Virtual	15	14	14	14	14	13	10	10	12	15	13		146
Outside groups	10	16	35	27	20	18	19	30	28	37	21		261
Public study rooms	686	744	795	710	694	709	682	722	727	727	776		8,122
<b>2023 Total</b>	<b>780</b>	<b>881</b>	<b>935</b>	<b>850</b>	<b>811</b>	<b>835</b>	<b>832</b>	<b>843</b>	<b>856</b>	<b>1,053</b>	<b>996</b>	<b>0</b>	<b>9,672</b>
Youth Services In Person	4	20	21	28	10	20	30	2	36	46	36		253
Youth Services Virtual	9	13	11	13	7	7	19	25	19	15	18		156
Adult Services In Person	43	56	51	50	34	49	58	50	48	53	58		550
Adult Services Virtual	2	4	12	18	16	20	17	13	16	13	9		140
Outside groups	0	8	16	10	12	26	16	11	23	33	32		187
Public study rooms	569	705	732	731	663	620	590	622	683	749	699		7,363
<b>2022 Total</b>	<b>627</b>	<b>806</b>	<b>843</b>	<b>850</b>	<b>742</b>	<b>742</b>	<b>730</b>	<b>723</b>	<b>825</b>	<b>909</b>	<b>852</b>	<b>0</b>	<b>8,649</b>
<b>EVENTS, PROGRAMS, OUTREACH &amp; CLASSES-ATTENDANCE</b>													
Youth Services In Person	989	1,314	1,698	1,559	492	4,595	10,132	200	567	989	1,220		23,755
Youth Services Virtual	29,089	11,189	13,750	13,183	8,933	8,437	10,063	12,412	14,763	4,808	9,821		136,448
Adult Services In Person	370	766	1,384	2,068	702	902	6,556	824	1,265	1,059	1,198		17,094
Adult Services Virtual	20,187	22,786	20,733	18,918	16,257	15,056	16,976	20,159	22,306	12,404	17,376		203,158
Outside groups	130	242	1,464	1,332	412	258	264	413	525	583	360		5,983
Public study rooms	1,195	1,315	1,407	1,209	1,164	1,093	1,002	1,110	1,202	1,470	1,264		13,531
Outreach-Youth Services	1,652	2,547	2,031	2,098	4,284	1,400	1,019	964	1,230	1,883	923		20,031
Outreach-Adult Services	134	219	1,388	323	166	700	333	485	372	1,090	477		5,687
<b>2023 Total</b>	<b>53,746</b>	<b>40,378</b>	<b>43,855</b>	<b>40,690</b>	<b>32,410</b>	<b>32,441</b>	<b>46,345</b>	<b>36,567</b>	<b>42,330</b>	<b>24,286</b>	<b>32,639</b>	<b>0</b>	<b>425,687</b>
Youth Services In Person	37	741	723	889	398	1,779	3,177	52	1,550	1,782	1,338		12,466
Youth Services Virtual	5,918	3,808	4,583	5,532	34,945	3,885	4,391	16,930	18,601	4,745	7,798		111,136
Adult Services In Person	618	613	1,085	662	413	1,026	2,248	447	401	428	513		8,454
Adult Services Virtual	9,763	10,331	15,294	8,692	8,095	10,777	9,753	16,322	18,491	18,181	16,880		142,579
Outside groups	0	189	238	159	209	203	136	165	435	3,205	3,718		10,491
Public study rooms	833	991	1,101	1,164	1,022	933	906	958	1,145	1,219	1,142		11,412
Outreach-Youth Services	236	298	507	693	2,104	1,489	918	1,536	985	3,522	2,117		14,405
Outreach-Adult Services	70	109	336	196	77	202	102	117	130	189	627		2,155
<b>2022 Total</b>	<b>17,475</b>	<b>17,080</b>	<b>23,867</b>	<b>17,987</b>	<b>47,263</b>	<b>22,128</b>	<b>21,631</b>	<b>36,527</b>	<b>41,738</b>	<b>33,271</b>	<b>34,131</b>	<b>0</b>	<b>313,098</b>

<b>TRAFFIC</b>													
<b>2023</b>	Physical Visits (gate count)	21,659	22,365	27,032	24,328	21,622	32,852	26,863	36,130	24,059	22,933	25,920	<b>285,763</b>
<b>2022</b>	Physical Visits (gate count)	14,897	16,385	19,562	20,482	22,088	31,073	23,364	23,343	21,318	27,415	27,971	<b>247,898</b>
<b>2023</b>	Virtual visits (catalog, website, mobile app)	480,735	444,598	473,767	456,869	468,392	478,438	486,193	506,328	487,622	430,405	442,058	<b>5,155,405</b>
<b>2022</b>	Virtual visits (catalog, website, mobile app)	282,242	282,108	277,368	277,357	291,298	351,636	368,451	480,985	484,303	486,408	452,793	<b>4,034,949</b>
<b>LIBRARY CARDS ISSUED</b>													
<b>2023</b>	Number of new library cards	259	222	501	313	311	387	278	356	246	291	234	<b>3,398</b>
<b>2022</b>	Number of new library cards	157	201	219	277	211	407	247	515	269	279	442	<b>3,224</b>
<b>COMPUTER USAGE</b>													
	Public computers-Youth Services	253	248	393	365	286	605	582	450	234	363	329	4,108
	Public computers-Adult	2,688	2,903	3,340	3,270	3,309	3,091	2,880	3,184	2,799	3,004	2,154	32,622
<b>2023</b>	<b>Total</b>	<b>2,941</b>	<b>3,151</b>	<b>3,733</b>	<b>3,635</b>	<b>3,595</b>	<b>3,696</b>	<b>3,462</b>	<b>3,634</b>	<b>3,033</b>	<b>3,367</b>	<b>2,483</b>	<b>0</b>
	Public computers-Youth Services	0	0	0	0	0	0	0	0	0	0	0	0
	Public computers-Adult	2,135	2,326	5,761	2,513	2,582	2,705	2,739	3,160	2,674	2,946	2,598	32,139
<b>2022</b>	<b>Total</b>	<b>2,135</b>	<b>2,326</b>	<b>5,761</b>	<b>2,513</b>	<b>2,582</b>	<b>2,705</b>	<b>2,739</b>	<b>3,160</b>	<b>2,674</b>	<b>2,946</b>	<b>2,598</b>	<b>0</b>
	Wireless	2,360	2,619	2,734	2,715	2,542	2,745	2,382	2,678	2,700	3,014	2,749	29,238
<b>2023</b>	<b>Total</b>	<b>2,360</b>	<b>2,619</b>	<b>2,734</b>	<b>2,715</b>	<b>2,542</b>	<b>2,745</b>	<b>2,382</b>	<b>2,678</b>	<b>2,700</b>	<b>3,014</b>	<b>2,749</b>	<b>0</b>
	Wireless	4,988	1,850	2,184	2,243	6,583	2,421	2,167	2,457	8,430	2,685	6,300	42,308
<b>2022</b>	<b>Total</b>	<b>4,988</b>	<b>1,850</b>	<b>2,184</b>	<b>2,243</b>	<b>6,583</b>	<b>2,421</b>	<b>2,167</b>	<b>2,457</b>	<b>8,430</b>	<b>2,685</b>	<b>6,300</b>	<b>0</b>
	<b>Total</b>												<b>42,308</b>