



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

**THURSDAY, DECEMBER 18, 2025
7:00 P.M. IN MEETING ROOM B**

AGENDA

- Approval of the 2026-2028 Strategic Plan. [Action Item]
- Approval of the 2026 Per Capita Application. [Action Item]

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2776 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting Thursday, December 18, 2025 7:00 p.m. in Meeting Room B

- I. Call to Order.
- 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]
 - A. Approval of the Minutes of the Regular Board Meeting – November 2025.
 - B. Approval of the Minutes of the Planning and Management Committees - November 2025.
 - C. Acceptance of Financial Reports for November 2025.
 - D. Acceptance of Reports.
 - 1. Statistics Report for November 2025.
 - 2. Director's Report for November 2025.
- VIII. New Business.
 - A. Approval of Payment of Vendor Checks Report and ACH Payments in the amount of \$270,009.54 [Action Item]
 - B. Recommendation from the Planning Committee and Approval of the 2026-2028 Strategic Plan. [Action Item]
 - C. Approval of the 2026 Per Capita Application. [Action Item]
- IX. Other
- X. Announcements.
- XI. Correspondence.
- XII. Adjournment.

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 20, 2025

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: Lisa DuBrock, Robert Flinn, Christine Halblander, Nicholas Harkovich, Rachel Rice, Michelle Shimon-Hutchison, Dr. Gregory Sarlo, Dr. Megan Williams.

ABSENT: Kristen Graack.

ALSO PRESENT: Director Papadourakis, Joanie Sebastian, Heather Imhoff, Lynne Rubio, Michelle Meyer-Edley, Lauren Wolf.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A.

V. Consideration of the Agenda.

MOTION by DuBrock seconded by Rice, to accept the Agenda.

AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.

NAYS: None.

MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. Consent Agenda.

A. Approval of the Minutes of the Regular Board and Committee Meetings - October 2025.

B. Acceptance of Financial Reports for October 2025.

C. Acceptance of Reports.

1. Statistics Report for October 2025.

2. Director's Report for October 2025.

MOTION by Halblander, seconded by Rice, to accept the Consent Agenda.
AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.
NAYS: None.
MOTION CARRIED.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$355,563.44.

MOTION by DuBrock, seconded by Rice, to approve Payment of Vendor Checks and ACH Payments in the amount of \$355,563.44 as listed on the vendor checks report of November 2025, and authorize Director Laurie Papadourakis to transfer the amount required to the Library's operating account.

AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.
NAYS: None.
MOTION CARRIED.

- B. Review of proposals for monthly accounting services.

MOTION by DuBrock seconded by Shimon-Hutchison, to accept the proposal for monthly accounting services from Lauterbach & Amen.

AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.
NAYS: None.
MOTION CARRIED.

- C. Extension of contract for HVAC services.

MOTION by DuBrock seconded by Shimon-Hutchison, to the proposed extension of contract for HVAC services from Oakbrook Mechanical Services.

AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.
NAYS: None.
MOTION CARRIED.

- D. 2023-2025 Strategic Plan Annual Update.

A document outlining DPPL staff activity in 2025, as well as a compilation of activity for all three years of the plan, was shared.

- E. Report out from the Planning Committee on 2026-2028 Strategic Planning.

The Planning Committee reported that 2026-2028 Strategic Plan has been drafted and agreed upon by the committee, pending the addition of an introduction and overview, and will be presented for final approval at the

December Board Meeting.

- F. Report out from the Management Committee on updates to Job Descriptions and the Salary Classification Schedule.

MOTION out of committee, seconded by DuBrock to accept updates to Job Descriptions and the Salary Classification Schedule as proposed.

AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.

NAYS: None.

MOTION CARRIED.

- IX. Other.

None.

- X. Announcements and Correspondence.

Director Papadourakis shared that Library staff has raised and donated over \$1,000 to St. Jude's in memory of former Library Director Jo Bonell.

Jo Bonell bequeathed \$10,000 to Des Plaines Public Library in her will.

DPPL had created a "Free Little Food Shelf" on the 1st floor providing access to shelf-stable meals any time the Library is open.

- XI. Adjournment.

MOTION by Harkovich, seconded by Rice, to adjourn.

AYES: DuBrock, Flinn, Halblander, Harkovich, Rice, Shimon-Hutchison, Sarlo, Williams.

NAYS: None.

MOTION CARRIED.

The meeting adjourned at 8:02 p.m.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Minutes of the Meeting of the Management Committee
Wednesday, November 19, 2025**

I. Call to Order.

The meeting was called to order at 4:01 p.m.

II. Roll Call.

Roll call indicated the following Committee Members were

PRESENT: Lisa DuBrock, Rachel Rice.

ABSENT: Kristen Graack.

ALSO PRESENT: Director Papadourakis, Joanie Sebastian, Heather Imhoff, Lynne Rubio, Michelle Meyer-Edley.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A.

V. Consideration of the Agenda.

MOTION by Rice, seconded by DuBrock to accept the Agenda.

AYES: DuBrock, Rice.

NAYS: None.

MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. New Business.

A. Review of 2026 Salary Schedule.

MOTION by DuBrock, seconded by Rice to accept the 2026 Salary Schedule as presented, pending requested changes.

AYES: DuBrock, Rice.

NAYS: None.

MOTION CARRIED.

B. Review of changes to Job Descriptions.

MOTION by Rice, seconded by DuBrock to accept proposed changes to Job Descriptions, pending requested changes.

AYES: DuBrock, Rice.

NAYS: None.

MOTION CARRIED.

C. Discussion of part time staff holiday pay.

Tabled to January 2026.

VIII. Other.

None.

IX. Adjournment.

MOTION by DuBrock, seconded by Rice to adjourn.

AYES: DuBrock, Rice.

NAYS: None.

MOTION CARRIED.

The meeting was adjourned at 5:28 p.m.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Meeting of the Planning Committee Thursday, November 20, 2025

I. Call to Order.

The meeting was called to order at 5:05 p.m.

II. Roll Call.

Roll call indicated the following Committee Members were
PRESENT: Robert Flinn, Rachel Rice (Chair), Dr. Megan Williams.

ABSENT: None.

ALSO PRESENT: Trustee Lisa DuBrock, Director Papadourakis, DPPL Staff Joanie Sebastian, Heather Imhoff, Michelle Meyer-Edley, Lynne Rubio, Lauren Wolf.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A.

V. Consideration of the Agenda.

MOTION by Williams, seconded by Flinn, to accept the Agenda.

AYES: Flinn, Rice, Williams.

NAYS: None.

MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. New Business.

A. Board SOAR Session and review of proposed 2026-2028 Strategic Plan Goals.

Committee Chair Rice led Board Members and Library staff through a SOAR session. After, all participants thanked Rice for an extremely engaging, efficient, and well-run session.

Committee member Flinn reviewed a draft of the proposed 2026-2028 Plan.

MOTION by Flinn, seconded by Rice to accept the 2026-2028 plan as proposed and advance to the Board at large for approval.

AYES: Flinn, Rice, Williams.

NAYS: None.

MOTION CARRIED.

VIII. Other.

None.

IX. Adjournment.

MOTION by Williams, seconded by Rice to adjourn.

AYES: DuBrock, Rice.

NAYS: None.

MOTION CARRIED.

The meeting was adjourned at 6:46 p.m.



Des Plaines Public Library

Monthly Financial Report

For the Month Ended

November 30, 2025

Prepared By



Lauterbach & Amen

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483

www.lauterbachamen.com

Des Plaines Public Library

Table of Contents

	Page
Financial Statements	
Governmental Funds - Balance Sheet.....	2-1
Governmental Funds - Income Statement.....	3-1
Supplementary Information	
Treasurers Report.....	4-1
Balance Sheet.....	5-x
Revenue Report.....	6-x
Expenditures Report.....	7-x
Check Register.....	8-x
Vendor Check Report.....	9-x
ACH Payments.....	10-x
Cash Flow Summary.....	11-x

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of November 30, 2025

	General Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 5,011,658.54	\$ 624,078.67	\$ 5,635,737.21
Prepays	500.00	0.00	500.00
Receivables			
Receivable - Property Taxes	6,251,585.00	-	6,251,585.00
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 11,263,743.54</u>	<u>\$ 624,078.67</u>	<u>\$ 11,887,822.21</u>
LIABILITIES			
Accounts Payable	\$ 201,284.04	\$ -	\$ 201,284.04
Accrued Payroll	86,765.97	-	86,765.97
Due to other funds	<u>95,082.67</u>	<u>-</u>	<u>95,082.67</u>
Total Liabilities	<u>383,132.68</u>	<u>-</u>	<u>383,132.68</u>
Deferred Inflows of Resources			
Property Taxes	<u>6,251,585.00</u>	<u>-</u>	<u>6,251,585.00</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,634,717.68</u>	<u>-</u>	<u>6,634,717.68</u>
FUND BALANCE			
Fund Balance - Unreserved	4,629,025.86	624,078.67	5,253,104.53
Total Fund Balance	<u>4,629,025.86</u>	<u>624,078.67</u>	<u>5,253,104.53</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 11,263,743.54</u>	<u>\$ 624,078.67</u>	<u>\$ 11,887,822.21</u>

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2025

	General Fund	Capital Projects Fund	Total
<hr/>			
REVENUES			
Taxes	\$ 3,066,145.39	\$ -	\$ 3,066,145.39
Intergovernmental	1,078,908.21	-	1,078,908.21
Fines & Fees	44,492.10	-	44,492.10
Interest	220,917.25	27,001.10	247,918.35
Special Events and Programs	2,656.00	-	2,656.00
Miscellaneous	618,528.78	-	618,528.78
	<hr/>	<hr/>	<hr/>
Total Revenues	5,031,647.73	27,001.10	5,058,648.83
EXPENDITURES			
Personnel	\$ 3,188,622.07	\$ -	\$ 3,188,622.07
Operating	2,232,790.82	-	2,232,790.82
Library Materials	696,397.57	-	696,397.57
Capital Outlay	153,398.54	111,734.97	265,133.51
Other Expenditures	118,885.96	-	118,646.32
	<hr/>	<hr/>	<hr/>
Total Expenditures	6,390,094.96	111,734.97	6,501,829.93
Net Change in Fund Balances	(1,358,447.23)	(84,733.87)	(1,443,181.10)
FUND BALANCES			
Beginning of the year	5,987,473.09	708,812.54	6,696,285.63
	<hr/>	<hr/>	<hr/>
End of the period	\$ 4,629,025.86	\$ 624,078.67	\$ 5,253,104.53
	<hr/>	<hr/>	<hr/>

Supplementary Information

Des Plaines Public Library

Treasurer's Report As of November 30, 2025 and 2024

<u>Institution</u>	<u>Nov. 30, 2025</u>	<u>Nov. 30, 2024</u>
201-1101000 - Petty Cash	\$ 500.00	\$ 500.00
201-1101100 - Cash in Registers	150.00	-
201-1102030 - Village B&T Donation #6718	105,053.04	89,576.36
201-1102040 - Village B&T Donation #9878	244,878.80	234,307.61
201-1102060 - Village B&T Checking #0289	298,027.57	407,460.04
201-1102050 - Wintrust Brokerage	139,752.60	62,302.61
201-1102070 - INB E-Pay	1,000.00	992.69
201-1102079 - Illinois Funds # 2591	4,222,296.53	5,905,778.52
202-1102079 - Illinois Funds # 2591	<u>624,078.67</u>	<u>880,189.54</u>
Total Cash & Investments	<u>\$ 5,635,737.21</u>	<u>\$ 7,612,253.57</u>

Des Plaines Public Library
Balance Sheet as of November 30, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1101100 - Cash in Registers	150.00	0.00	150.00
1102030 - Village B&T Donation #6718	109,071.88	(4,018.84)	105,053.04
1102040 - Village B&T Donation #9878	244,057.37	821.43	244,878.80
1102050 - Wintrust Brokerage	133,759.65	5,992.95	139,752.60
1102060 - Village B&T Checking #0289	316,712.53	(18,684.96)	298,027.57
1102070 - INB E-Pay	1,000.00	0.00	1,000.00
1102079 - Illinois Funds # 2591	4,757,198.97	(534,902.44)	4,222,296.53
1118000 - Receivable - Property Taxes	6,251,585.00	0.00	6,251,585.00
1119301 - Prepaid Expense	0.00	500.00	500.00
	<u>11,814,035.40</u>	<u>(550,291.86)</u>	<u>11,263,743.54</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	305,856.40	(104,572.36)	201,284.04
2430707 - Due to Library Comp Abs	95,082.67	0.00	95,082.67
2450040 - Accrued Payroll	86,765.97	0.00	86,765.97
2470000 - Deferred Revenue - Property Tax	<u>6,251,585.00</u>	<u>0.00</u>	<u>6,251,585.00</u>
	<u>6,739,290.04</u>	<u>(104,572.36)</u>	<u>6,634,717.68</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>5,987,473.09</u>	<u>0.00</u>	<u>5,987,473.09</u>
	<u>5,987,473.09</u>	<u>0.00</u>	<u>5,987,473.09</u>
 Total Liabilities and Fund Balance	 <u>12,726,763.13</u>	 <u>(104,572.36)</u>	 <u>12,622,190.77</u>
 Excess Revenues Over Expenses	 <u>(912,727.73)</u>	 <u>(445,719.50)</u>	 <u>(1,358,447.23)</u>

Des Plaines Public Library
Balance Sheet as of November 30, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<hr/> Capital Projects Fund <hr/>			
<u>Assets</u>			
1102079 - Illinois Funds # 2591	622,111.27	1,967.40	624,078.67
	<u>622,111.27</u>	<u>1,967.40</u>	<u>624,078.67</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	708,812.54	0.00	708,812.54
Total Liabilities and Fund Balance	<u>708,812.54</u>	<u>0.00</u>	<u>708,812.54</u>
Excess Revenues Over Expenses	<u>(86,701.27)</u>	<u>1,967.40</u>	<u>(84,733.87)</u>
<hr/> Compensated Absences Fund <hr/>			
<u>Assets</u>			
1120201 - Due From Library	95,082.67	0.00	95,082.67
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	95,082.67	0.00	95,082.67
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Des Plaines Public Library
Balance Sheet as of November 30, 2025

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

Des Plaines Public Library

Revenue Report

For the 11 Months Ended November 30, 2025

	<u>M.T.D.</u>	<u>Y.T.D.</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Prct.</u>
	<u>Collected</u>	<u>Collected</u>	<u>Amount</u>	<u>Remaining</u>	<u>Collected</u>
<hr/> <u>General Fund</u> <hr/>					
<u>Taxes</u>					
201-4810036 - Property Taxes 2024	<u>0.00</u>	<u>3,066,145.39</u>	<u>6,100,000.00</u>	<u>3,033,854.61</u>	<u>50.26</u>
	<u>0.00</u>	<u>3,066,145.39</u>	<u>6,100,000.00</u>	<u>3,033,854.61</u>	<u>50.26</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	63,688.20	984,412.58	800,000.00	(184,412.58)	123.05
201-4822040 - State Grant - Per Capita	0.00	89,495.63	90,102.00	606.37	99.33
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>5,000.00</u>	<u>10,000.00</u>	<u>5,000.00</u>	<u>50.00</u>
	<u>63,688.20</u>	<u>1,078,908.21</u>	<u>900,102.00</u>	<u>(178,806.21)</u>	<u>119.87</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	960.11	23,798.70	15,000.00	(8,798.70)	158.66
201-4850201 - Copying & Printing Fees	980.90	15,527.53	15,000.00	(527.53)	103.52
201-4850203 - Lost Materials	63.62	1,235.87	0.00	(1,235.87)	0.00
201-4850207 - Non-Res Cards	66.00	2,100.00	1,400.00	(700.00)	150.00
201-4850208 - Meeting Room Fees	<u>90.00</u>	<u>1,830.00</u>	<u>1,500.00</u>	<u>(330.00)</u>	<u>122.00</u>
	<u>2,160.63</u>	<u>44,492.10</u>	<u>32,900.00</u>	<u>(11,592.10)</u>	<u>135.23</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>2,656.00</u>	<u>5,000.00</u>	<u>2,344.00</u>	<u>53.12</u>
	<u>0.00</u>	<u>2,656.00</u>	<u>5,000.00</u>	<u>2,344.00</u>	<u>53.12</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	5,992.95	1,819.40	0.00	(1,819.40)	0.00
201-4890010 - Interest Income	<u>15,865.83</u>	<u>219,097.85</u>	<u>150,000.00</u>	<u>(69,097.85)</u>	<u>146.07</u>
	<u>21,858.78</u>	<u>220,917.25</u>	<u>150,000.00</u>	<u>(70,917.25)</u>	<u>147.28</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	12.26	156,564.74	0.00	(156,564.74)	0.00
201-4830025 - Makerspace Revenue	0.00	139.11	0.00	(139.11)	0.00
201-4899900 - Miscellaneous Revenue	0.00	325,244.20	70,000.00	(255,244.20)	464.63
201-4899910 - Vending Machine Revenue	0.00	895.60	500.00	(395.60)	179.12
201-4899920 - Library Donations	5.07	123,886.21	125,000.00	1,113.79	99.11
201-4899940 - Friends Book Sale	<u>947.81</u>	<u>11,798.92</u>	<u>14,000.00</u>	<u>2,201.08</u>	<u>84.28</u>
	<u>965.14</u>	<u>618,528.78</u>	<u>209,500.00</u>	<u>(409,028.78)</u>	<u>295.24</u>
 Total General Fund	 <u>88,672.75</u>	 <u>5,031,647.73</u>	 <u>7,397,502.00</u>	 <u>2,365,854.27</u>	 <u>68.02</u>

Des Plaines Public Library

Revenue Report

For the 11 Months Ended November 30, 2025

	M.T.D. <u>Collected</u>	Y.T.D. <u>Collected</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Collected</u>
<hr/> <u>Capital Projects Fund</u> <hr/>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>1,967.40</u>	<u>27,001.10</u>	<u>75,000.00</u>	<u>47,998.90</u>	<u>36.00</u>
	<u>1,967.40</u>	<u>27,001.10</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
 <u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
 Total Capital Projects Fund	<u><u>1,967.40</u></u>	<u><u>27,001.10</u></u>	<u><u>575,000.00</u></u>	<u><u>547,998.90</u></u>	<u><u>4.70</u></u>
 Total of All Funds	<u><u>90,640.15</u></u>	<u><u>5,058,648.83</u></u>	<u><u>7,972,502.00</u></u>	<u><u>2,913,853.17</u></u>	<u><u>63.45</u></u>

Des Plaines Public Library

Expense Report

For the 11 Months Ended November 30, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
<hr/> General Fund <hr/>					
<u>Salaries</u>					
5910100 - Full-time Salaries	201,667.93	2,366,646.12	2,922,134.00	555,487.88	80.99
5910200 - Part-time Salaries	<u>68,538.41</u>	<u>821,975.95</u>	<u>1,042,061.00</u>	<u>220,085.05</u>	<u>78.88</u>
	<u>270,206.34</u>	<u>3,188,622.07</u>	<u>3,964,195.00</u>	<u>775,572.93</u>	<u>80.44</u>
 <u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	19,797.01	233,233.14	287,498.00	54,264.86	81.13
5918021 - Employer Contribution - IMRF	18,382.12	142,627.23	165,761.00	23,133.77	86.04
5918040 - Life Insurance Premiums	146.96	1,567.04	2,000.00	432.96	78.35
5918050 - PPO Insurance Premiums	44,204.47	471,346.69	624,436.00	153,089.31	75.48
5918051 - HMO Insurance Premiums	14,536.83	155,004.45	230,993.00	75,988.55	67.10
5918055 - Dental Insurance Premiums	2,345.24	25,007.04	33,161.00	8,153.96	75.41
5918070 - Workers Compensation	0.00	12,214.00	16,000.00	3,786.00	76.34
5920205 - Tuition Reimbursements	<u>0.00</u>	<u>2,000.00</u>	<u>5,000.00</u>	<u>3,000.00</u>	<u>40.00</u>
	<u>99,412.63</u>	<u>1,042,999.59</u>	<u>1,379,849.00</u>	<u>336,849.41</u>	<u>75.59</u>
 <u>Contractual Services</u>					
5920100 - Legal Fees	0.00	604.02	10,000.00	9,395.98	6.04
5920110 - Professional Services	38,883.34	484,673.78	492,775.00	8,101.22	98.36
5920120 - Communication Services	1,087.07	32,226.19	47,500.00	15,273.81	67.84
5920140 - Integrated Library System	0.00	85,062.50	89,000.00	3,937.50	95.58
5920202 - Conferences	55.00	11,080.92	20,000.00	8,919.08	55.40
5920204 - Training	0.00	3,261.91	8,000.00	4,738.09	40.77
5920210 - Marketing	1,989.76	59,004.88	61,900.00	2,895.12	95.32
5920220 - Membership Dues	24.63	5,432.83	7,500.00	2,067.17	72.44
5920230 - Publication of Notices	0.00	0.00	200.00	200.00	0.00
5920990 - Property/Liability Insurance	0.00	56,398.72	70,000.00	13,601.28	80.57
5930010 - R&M Equipment	6,490.27	58,160.61	63,460.00	5,299.39	91.65
5930020 - R&M Buildings & Structures	10,285.00	99,673.43	119,849.00	20,175.57	83.17
5930030 - R&M Vehicles	0.00	1,891.69	4,500.00	2,608.31	42.04
5930210 - Rental of Equipment	1,360.00	25,360.48	22,820.00	(2,540.48)	111.13
5930320 - Cleaning/Custodial Services	4,996.50	63,316.00	78,500.00	15,184.00	80.66
5930490 - Refuse Contract	1,538.36	8,483.35	8,300.00	(183.35)	102.21
5930491 - Hazard Materials Disposal	0.00	0.00	1,000.00	1,000.00	0.00
5960040 - Pre-Employment Testing	74.00	776.68	3,500.00	2,723.32	22.19
5960065 - Bank Fees	10.46	298.50	300.00	1.50	99.50
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	3,317.50	70,598.02	66,000.00	(4,598.02)	106.97
5960990 - Misc. Contractual Services	<u>20,015.25</u>	<u>123,486.72</u>	<u>136,405.00</u>	<u>12,918.28</u>	<u>90.53</u>
	<u>90,127.14</u>	<u>1,189,791.23</u>	<u>1,312,009.00</u>	<u>122,217.77</u>	<u>90.68</u>

Des Plaines Public Library

Expense Report

For the 11 Months Ended November 30, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
<u>Commodities</u>					
5970100 - Supplies	5,735.90	59,692.64	105,770.00	46,077.36	56.44
5970110 - Meals	100.00	1,494.68	3,000.00	1,505.32	49.82
5970170 - Janitorial	2,083.20	12,948.28	18,800.00	5,851.72	68.87
5970260 - Postage & Parcel	1,000.00	19,407.40	16,500.00	(2,907.40)	117.62
5970500 - Water Bill	0.00	8,135.47	8,400.00	264.53	96.85
5970600 - Ebooks/Books	11,360.17	170,237.48	304,898.00	134,660.52	55.83
5970610 - E-audio/Audio	4,039.86	38,098.78	57,800.00	19,701.22	65.91
5970620 - E-Subscriptions/Subscriptions	3,363.54	59,160.48	53,930.00	(5,230.48)	109.70
5970630 - Visual Materials	14,140.47	174,426.86	200,900.00	26,473.14	86.82
5970640 - Databases	9,975.50	131,451.55	160,000.00	28,548.45	82.16
5970810 - Natural Gas	502.23	18,851.54	28,000.00	9,148.46	67.33
5970850 - Gasoline	0.00	246.94	600.00	353.06	41.16
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>2,245.47</u>	<u>4,800.00</u>	<u>2,554.53</u>	<u>46.78</u>
	<u>52,300.87</u>	<u>696,397.57</u>	<u>963,398.00</u>	<u>267,000.43</u>	<u>72.29</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	1,872.00	3,143.48	12,000.00	8,856.52	26.20
5980400 - Equipment	0.00	9,269.48	14,400.00	5,130.52	64.37
5980410 - Computer Hardware	0.00	23,870.88	16,200.00	(7,670.88)	147.35
5980420 - Computer Software	10,744.70	105,737.58	92,250.00	(13,487.58)	114.62
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>11,377.12</u>	<u>76,800.00</u>	<u>65,422.88</u>	<u>14.81</u>
	<u>12,616.70</u>	<u>153,398.54</u>	<u>211,650.00</u>	<u>58,251.46</u>	<u>72.48</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	8,780.76	106,847.40	90,102.00	(16,745.40)	118.58
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>947.81</u>	<u>11,798.92</u>	<u>0.00</u>	<u>(11,798.92)</u>	<u>0.00</u>
	<u>9,728.57</u>	<u>118,646.32</u>	<u>590,102.00</u>	<u>471,455.68</u>	<u>20.11</u>
Total General Fund Expenditures	<u>534,392.25</u>	<u>6,390,094.96</u>	<u>8,496,203.00</u>	<u>2,106,108.04</u>	<u>75.21</u>
<u>Capital Projects Fund</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	13,456.57	310,000.00	296,543.43	4.34
5980400 - Equipment	0.00	43,563.64	171,000.00	127,436.36	25.48
5980410 - Computer Hardware	0.00	0.00	0.00	0.00	0.00
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	0.00	54,714.76	0.00	(54,714.76)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>111,734.97</u>	<u>481,000.00</u>	<u>(111,734.97)</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>111,734.97</u>	<u>481,000.00</u>	<u>369,265.03</u>	<u>23.23</u>
Total of All Funds	<u>534,392.25</u>	<u>6,501,829.93</u>	<u>8,977,203.00</u>	<u>2,475,373.07</u>	<u>72.43</u>

Des Plaines Public Library Check List

All Bank Accounts

November 21, 2025 - December 18, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
21028	12/18/25	BACKGROUND SCREENING CONSULTANTS LLC	74.00
21029	12/18/25	BAKER & TAYLOR	197.80
21030	12/18/25	CENGAGE LEARNING/GALE	4,500.06
21031	12/18/25	CHILDREN'S PLUS, INC.	1,773.71
21032	12/18/25	Chinese Intercultural, LLC	300.00
21033	12/18/25	COLLEY ELEVATOR COMPANY	1,417.00
21034	12/18/25	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
21035	12/18/25	D & Z HOUSE OF BOOKS INCORPORATED	3,142.32
21036	12/18/25	ENCYCLOPAEDIA BRITANNICA, INC	3,091.00
21037	12/18/25	FACILITY GATEWAY CORPORATION	3,298.00
21038	12/18/25	FE MORAN	1,872.00
21039	12/18/25	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	1,538.36
21040	12/18/25	FOX VALLEY FIRE & SAFETY	740.00
21041	12/18/25	GARVEY'S OFFICE PRODUCTS	1,714.42
21042	12/18/25	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	2,752.83
21043	12/18/25	IMPACT NETWORKING, LLC.	439.44
21044	12/18/25	J&S PLUMBING, INC.	1,474.00
21045	12/18/25	Joanne Moliski	200.00
21046	12/18/25	JOHN G DONAHUE	120.00
21047	12/18/25	JOURNAL AND TOPICS NEWSPAPERS	830.35
21048	12/18/25	Lauterbach & Amen, LLP	1,655.00
21049	12/18/25	LIMRICC	65,931.86
21050	12/18/25	Madison Public Library	15.00
21051	12/18/25	MIDWEST TAPE	18,630.41
21052	12/18/25	OAKBROOK MECHANICAL SERVICES	6,654.00
21053	12/18/25	OUTSOURCE SOLUTIONS GROUP, INC.	48,989.50
21054	12/18/25	OVERDRIVE, INC.	3,864.73
21055	12/18/25	PADDOCK PUBLICATIONS, INC.	54.00
21056	12/18/25	PEAC Solutions	1,360.00
21057	12/18/25	PENWORTHY COMPANY	1,451.28
21058	12/18/25	Playaway Products LLC	765.88
21059	12/18/25	RAILS	17,119.16
21060	12/18/25	SPEED-E-KLEEN, INC.	104.00
21061	12/18/25	Swan Library Services	5.99
21062	12/18/25	THOMAS KLISE/CRIMSON MULTIMEDIA	85.14
21063	12/18/25	THOMSON REUTERS-WEST	30.30
21064	12/18/25	WILD BIRD SHACK	200.00
50282	11/30/25	IMRF	39,239.42
50283	11/30/25	VERIZON WIRELESS	1,048.00
50284	11/30/25	NICOR GAS	502.23
50285	11/30/25	COMCAST CABLE	39.07
50286	11/30/25	ADP	1,035.93
50287	11/30/25	BANKCARD SERVICES	24,027.38
50288	11/30/25	NEOFUNDS BY NEOPOST	1,000.00
50289	11/30/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	947.81
50290	11/30/25	Wintrust Credit Card	885.66
Vendor Check Total			<u>270,009.54</u>
Check List Total			<u><u>270,009.54</u></u>

Check count = 46

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
BACKGROUND SCREENING CONSULTANTS LLC				21028	12/18/25	<u>74.00</u>
201-5960040	Pre-Employment Testing	Invoice 27092	74.00			
BAKER & TAYLOR				21029	12/18/25	<u>197.80</u>
201-5960990	Misc. Contractual Services	Inv 2039290015	20.51			
201-5970600	Ebooks/Books	Inv 2039290015	90.20			
201-5960990	Misc. Contractual Services	Inv 2039287105	9.40			
201-5970600	Ebooks/Books	Inv 2039287105	72.65			
201-5970600	Ebooks/Books	Inv 2039290066	5.04			
CENGAGE LEARNING/GALE				21030	12/18/25	<u>4,500.06</u>
201-5970640	Databases	Invoice 999101757907	4,500.06			
CHILDREN'S PLUS, INC.				21031	12/18/25	<u>1,773.71</u>
201-5990900	Per Capita Grant Expenditures	Invoice 268767	56.74			
201-5990900	Per Capita Grant Expenditures	Invoice 268766	15.59			
201-5990900	Per Capita Grant Expenditures	Invoice 269115	31.58			
201-5990900	Per Capita Grant Expenditures	Invoice 268797	44.64			
201-5990900	Per Capita Grant Expenditures	Invoice 269116	61.61			
201-5990900	Per Capita Grant Expenditures	Invoice 268920	121.98			
201-5990900	Per Capita Grant Expenditures	Invoice 269060	15.59			
201-5990900	Per Capita Grant Expenditures	Invoice 269061	74.85			
201-5990900	Per Capita Grant Expenditures	Invoice 269059	566.94			
201-5990900	Per Capita Grant Expenditures	Invoice 269231	580.01			
201-5990900	Per Capita Grant Expenditures	Invoice 269299	42.33			
201-5990900	Per Capita Grant Expenditures	Invoice 268462	9.58			
201-5990900	Per Capita Grant Expenditures	Invoice 268463	15.59			
201-5990900	Per Capita Grant Expenditures	Invoice 268272	23.93			
201-5990900	Per Capita Grant Expenditures	Invoice 268269	26.80			
201-5990900	Per Capita Grant Expenditures	Invoice 268273	15.59			
201-5990900	Per Capita Grant Expenditures	Invoice 268271	10.39			
201-5990900	Per Capita Grant Expenditures	Invoice 268270	44.01			
201-5990900	Per Capita Grant Expenditures	Invoice 267856	15.96			
Chinese Intercultural, LLC				21032	12/18/25	<u>300.00</u>
201-1119301	Prepaid Expense	Event Presentation - 1/29/26 (960210)	300.00			
COLLEY ELEVATOR COMPANY				21033	12/18/25	<u>1,417.00</u>
201-5930020	R&M Buildings & Structures	Invoice 289149	698.00			
201-5930020	R&M Buildings & Structures	Invoice 290670	719.00			
CRYSTAL MAINTENANCE SERVICES CORP				21034	12/18/25	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Invoice 33261	4,892.50			
D & Z HOUSE OF BOOKS INCORPORATED				21035	12/18/25	<u>3,142.32</u>
201-5990900	Per Capita Grant Expenditures	Invoice 2025/I005324	1,568.44			
201-5990900	Per Capita Grant Expenditures	Invoice 2025/I005326	1,573.88			
ENCYCLOPAEDIA BRITANNICA, INC				21036	12/18/25	<u>3,091.00</u>
201-5970640	Databases	Invoice 213685 - 12/1/25- 11/30/26	3,091.00			
FACILITY GATEWAY CORPORATION				21037	12/18/25	<u>3,298.00</u>
201-5930010	R&M Equipment	Invoice 244634 - 11/1/25- 10/31/27	3,298.00			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
FE MORAN				21038	12/18/25	<u>1,872.00</u>
201-5980300	Improvements	Invoice 001-302511523	1,872.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				21039	12/18/25	<u>1,538.36</u>
201-5930490	Refuse Contract	Invoice 8546869	1,538.36			
FOX VALLEY FIRE & SAFETY				21040	12/18/25	<u>740.00</u>
201-5930020	R&M Buildings & Structures	Invoice IN00819438	740.00			
GARVEY'S OFFICE PRODUCTS				21041	12/18/25	<u>1,714.42</u>
201-5970170	Janitorial	Invoice WO-805902-1	823.03			
201-5970170	Janitorial	Invoice WO-820768-1	891.39			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				21042	12/18/25	<u>2,752.83</u>
201-5930010	R&M Equipment	Invoice 431024	1,378.33			
201-5930010	R&M Equipment	Invoice 432608	1,374.50			
IMPACT NETWORKING, LLC.				21043	12/18/25	<u>439.44</u>
201-5930010	R&M Equipment	Invoice 3622107	439.44			
J&S PLUMBING, INC.				21044	12/18/25	<u>1,474.00</u>
201-5930020	R&M Buildings & Structures	Invoice 246547	529.00			
201-5930020	R&M Buildings & Structures	Invoice 246742	945.00			
Joanne Moliski				21045	12/18/25	<u>200.00</u>
201-1119301	Prepaid Expense	Event Presentation - 1/17/26 (960210)	200.00			
JOHN G DONAHUE				21046	12/18/25	<u>120.00</u>
201-5960210	Special Event Programming	One-on-one Job Consulting - 11/10/25 & 11/11/25	120.00			
JOURNAL AND TOPICS NEWSPAPERS				21047	12/18/25	<u>830.35</u>
201-5920210	Marketing	Invoice 195429	700.00			
201-5920210	Marketing	Invoice 195379	130.35			
Lauterbach & Amen, LLP				21048	12/18/25	<u>1,655.00</u>
201-5920110	Professional Services	Invoice 112290	1,655.00			
LIMRICC				21049	12/18/25	<u>65,931.86</u>
201-2401002	Payroll Liabilities	Monthly Billing for Dec. 2025	65,931.86			
Madison Public Library				21050	12/18/25	<u>15.00</u>
201-5970600	Ebooks/Books	Lost ILL Material - 11/18/25	15.00			
MIDWEST TAPE				21051	12/18/25	<u>18,630.41</u>
201-5960990	Misc. Contractual Services	Inv 508087611	82.22			
201-5970610	E-audio/Audio	Inv 508087611	266.05			
201-5960990	Misc. Contractual Services	Inv 508087614	56.25			
201-5970630	Visual Materials	Inv 508087614	292.40			
201-5960990	Misc. Contractual Services	Inv 508087613	110.40			
201-5970630	Visual Materials	Inv 508087613	248.80			
201-5960990	Misc. Contractual Services	Inv 508087610	36.16			
201-5970610	E-audio/Audio	Inv 508087610	747.84			
201-5970610	E-audio/Audio	Inv 508068046	69.93			
201-5970630	Visual Materials	Inv 508068049	143.96			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 508068048	146.33			
201-5970630	Visual Materials	Inv 508065498	39.98			
201-5960990	Misc. Contractual Services	Inv 508056239	99.90			
201-5970630	Visual Materials	Inv 508056239	531.32			
201-5960990	Misc. Contractual Services	Inv 508056560	155.12			
201-5970630	Visual Materials	Inv 508056560	556.19			
201-5960990	Misc. Contractual Services	Inv 508056236	15.82			
201-5970610	E-audio/Audio	Inv 508056236	339.93			
201-5960990	Misc. Contractual Services	Inv 508056237	53.69			
201-5970610	E-audio/Audio	Inv 508056237	177.92			
201-5960990	Misc. Contractual Services	Inv 508028843	29.78			
201-5970630	Visual Materials	Inv 508028843	124.17			
201-5960990	Misc. Contractual Services	Inv 508028841	28.91			
201-5970610	E-audio/Audio	Inv 508028841	91.43			
201-5960990	Misc. Contractual Services	Inv 508025429	15.82			
201-5970610	E-audio/Audio	Inv 508025429	341.93			
201-5960990	Misc. Contractual Services	Inv 508028840	207.88			
201-5970630	Visual Materials	Inv 508028840	674.64			
201-5970630	Visual Materials	Inv 508041622	60.78			
201-5970630	Visual Materials	Inv 508041621	37.98			
201-5970630	Visual Materials	Inv 508030429	37.49			
201-5970630	Visual Materials	Inv 508030428	234.27			
201-5970630	Visual Materials	Inv 508009908	143.96			
201-5970630	Visual Materials	Inv 508009907	127.96			
201-5970630	Visual Materials	Inv 508009906	230.31			
201-5970630	Visual Materials	Inv 508009909	43.48			
201-5970610	E-audio/Audio	Inv 508009905	717.48			
201-5970630	Visual Materials	Inv 507980764	23.99			
201-5970610	E-audio/Audio	Inv 507979219	360.74			
201-5970630	Visual Materials	Inv 507980762	279.60			
201-5960990	Misc. Contractual Services	Inv 507986889	99.90			
201-5970630	Visual Materials	Inv 507986889	553.32			
201-5970630	Visual Materials	Inv 507980763	134.96			
201-5970630	Visual Materials	Inv 507980760	74.98			
201-5960990	Misc. Contractual Services	Inv 507986886	134.40			
201-5970630	Visual Materials	Inv 507986886	610.22			
201-5960990	Misc. Contractual Services	Inv 507986887	12.39			
201-5970610	E-audio/Audio	Inv 507986887	37.77			
201-5960990	Misc. Contractual Services	Inv 507986885	24.86			
201-5970610	E-audio/Audio	Inv 507986885	588.89			
201-5970630	Visual Materials	Hoopla Invoice 508108459	8,375.91			
OAKBROOK MECHANICAL SERVICES				21052	12/18/25	<u>6,654.00</u>
201-5930020	R&M Buildings & Structures	Invoice 45440	3,327.00			
201-5930020	R&M Buildings & Structures	Invoice 45110	3,327.00			
OUTSOURCE SOLUTIONS GROUP, INC.				21053	12/18/25	<u>48,989.50</u>
201-5920110	Professional Services	Invoice 86965	37,228.34			
201-5960990	Misc. Contractual Services	Invoice 86966	2,341.40			
201-5980420	Computer Software	Invoice 86966	7,788.91			
201-5980420	Computer Software	Invoice 86967	652.50			
201-5980420	Computer Software	Invoice 86973	978.35			
OVERDRIVE, INC.				21054	12/18/25	<u>3,864.73</u>
201-5990900	Per Capita Grant Expenditures	Invoice 01018CP25377575	197.22			
201-5990900	Per Capita Grant Expenditures	Invoice 01018CP25375262	277.19			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5990900	Per Capita Grant Expenditures	Invoice 01018MA25379941	3,374.33			
201-5990900	Per Capita Grant Expenditures	Invoice 01018MA25373921	15.99			
PADDOCK PUBLICATIONS, INC.				21055	12/18/25	<u>54.00</u>
201-5920210	Marketing	Invoice 356681	54.00			
PEAC Solutions				21056	12/18/25	<u>1,360.00</u>
201-5930210	Rental of Equipment	Invoice 975612	1,360.00			
PENWORTHY COMPANY				21057	12/18/25	<u>1,451.28</u>
201-5970600	Ebooks/Books	Invoice 0612349-IN	882.40			
201-5970600	Ebooks/Books	Invoice 0612851-IN	568.88			
Playaway Products LLC				21058	12/18/25	<u>765.88</u>
201-5970610	E-audio/Audio	Invoice 518507	149.98			
201-5970610	E-audio/Audio	Invoice 513709	129.98			
201-5970600	Ebooks/Books	Invoice 516473	485.92			
RAILS				21059	12/18/25	<u>17,119.16</u>
201-5960990	Misc. Contractual Services	Invoice 15232	15,000.00			
201-5970640	Databases	Invoice 15196	2,119.16			
SPEED-E-KLEEN, INC.				21060	12/18/25	<u>104.00</u>
201-5930320	Cleaning/Custodial Services	Invoice 4563	104.00			
Swan Library Services				21061	12/18/25	<u>5.99</u>
201-5970600	Ebooks/Books	Invoice 12283	5.99			
THOMAS KLISE/CRIMSON MULTIMEDIA				21062	12/18/25	<u>85.14</u>
201-5970630	Visual Materials	Invoice 025278	85.14			
THOMSON REUTERS-WEST				21063	12/18/25	<u>30.30</u>
201-5970640	Databases	Invoice 852826554	30.30			
WILD BIRD SHACK				21064	12/18/25	<u>200.00</u>
201-5960210	Special Event Programming	Event Presentation - 12/27/25	200.00			
Check List Total						<u><u>201,284.04</u></u>

Des Plaines Public Library
ACH Register

All Bank Accounts

November 1, 2025 - November 30, 2025

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
50282	11/30/25	IMRF	39,239.42
50283	11/30/25	VERIZON WIRELESS	1,048.00
50284	11/30/25	NICOR GAS	502.23
50285	11/30/25	COMCAST CABLE	39.07
50286	11/30/25	ADP	1,035.93
50287	11/30/25	BANKCARD SERVICES	24,027.38
50288	11/30/25	NEOFUNDS BY NEOPOST	1,000.00
50289	11/30/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	947.81
50290	11/30/25	Wintrust Credit Card	885.66
Vendor Check Total			<u>68,725.50</u>
Check List Total			<u><u>68,725.50</u></u>

Check count = 9

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY For the Year Ended December 31, 2025

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 7,032,435	6,645,357	8,170,668	8,098,240	7,609,580	6,910,477	6,496,772	6,169,760	6,051,860	6,184,562	5,635,737	
Revenue (M-T-D)												
Property Taxes	-	853,437	1,862,114	232,301	-	-	-	35,503	3,091	-	-	
Other Revenue	30,770	107,162	33,648	191,493	109,112	17,082	134,151	219,929	343,651	796,034	90,640	
	30,770	960,599	1,895,762	423,794	109,112	17,082	134,151	255,432	346,743	796,034	90,640	-
Expenses (M-T-D)												
Payroll & Benefits	260,380	300,348	338,439	275,555	621,420	361,672	349,539	292,106	346,213	555,004	369,619	
Other Expense	341,121	208,246	153,738	174,174	224,447	170,947	244,473	192,285	183,222	195,242	164,773	
Change in A/P & AJE's	(1,732,867)	839,083	(121,725)	46,493	(248,095)	183,567	(46,155)	98,053	(64,793)	(86,914)	105,072	
	(1,131,366)	1,347,677	370,452	496,222	597,772	716,186	547,857	582,444	464,642	663,332	639,464	-
Net Increase/(Decrease)	1,162,136	(387,078)	1,525,310	(72,427)	(488,660)	(699,104)	(413,705)	(327,012)	(117,900)	132,702	(548,824)	-

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY For the Year Ended December 31, 2024

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



AROUND THE LIBRARY



COMINGS & GOINGS

COMING

- Andy Garvey, PT Youth Services Assistant
 - Varian Fu, PT Youth Services Assistant
 - Valentine DiValentin, PT Materials Services
- Page

DONATIONS

\$200 from Linda T. for purchase of non-fiction large print books.



\$300 for a program entitled “Celebrating Chinese New Year with Chinese Food” by Yvonne Wolf.

\$380 for a supplemental license from Sony Picture Classics for 2026.

\$795 for Rails/Swank Film Licensing for 2026 which covers the cost of Disney, Warner Brothers, MGM, etc. which are screened for both Adult and Youth services.

COMMUNITY EVENTS



NOVEMBER PROGRAM HIGHLIGHTS

ADULT

Sound Bath Meditation
November 22nd 10:30-11:30 am
Meeting Room B/C

Relax and unwind with a Sound Bath experience led by sound therapist and meditation teacher Dena Kravetsky. A Sound Bath is a deep listening practice where the intentional use of sound and mindfulness tools creates a gentle yet deeply transformative therapeutic effect on your body and mind. A Q&A session will follow.

Please bring something comfortable to sit or lay down on. If you want something other than a chair.

Funded by the Friends of the Library

LEARN MORE AT DPPL.ORG

Just Jane: A VISIT WITH JANE AUSTEN
November 23rd at 2:00 PM

Join us for a visit with Jane Austen! Austen Diaries from Miller shows from Austen's letters, journals, and notes for this performance that delves into Austen's personal life. Learn about Jane's childhood in Steventon, her teachers, her beloved sister Cassandra, and her writing.

LEARN MORE AT DPPL.ORG

3D HOLIDAY CANDLE
November 22nd 1:00PM - 4:30PM (TWO SESSIONS)

Join us and make a realistic 3D candle for you or someone special this holiday season! Have your candle reflect your favorite season or holiday with various molds to choose from.

For ages 13+ Registration starts November 1st.

MEETING ROOM A

LEARN MORE AT DPPL.ORG

WOODWORKING WITH INVASIVES: REPURPOSING EUROPEAN BUCKTHORN
November 19th 5:00-6:30 PM

Join us for a relaxing night of woodworking with the Forest Preserves of Cook County! We will repurpose the common European buckthorn into something new, leaving you with your very own, one-of-a-kind woodworking project.

All equipment will be provided.

LEARN MORE AT DPPL.ORG

Kenji López-Alt: A Journey through Food & Science
Tuesday, November 18 | 7:00pm

Join award-winning cookbook author, New York Times Food columnist, and former Food Network host Kenji López-Alt for an evening of cooking, science, techniques, and playful experiments. Chicago's City Zenkai joins in conversation.

A fee for a recording of this event will be sent to those who register.

Please Register Virtual via Zoom

LEARN MORE AT DPPL.ORG

GENEALOGY: BEYOND THE BASICS
November 8th 11AM - 12:30 PM

Learn tips that have proven successful for finding difficult documents. Presented by Stephen Szabados, Genealogy Lecturer and Researcher.

LEARN MORE AT DPPL.ORG

KIDS

November 11th at 3:00pm
STRANGER THINGS PARTY

The fifth and final season of Stranger Things (rated TV-14) begins on November 26, and the anticipation is just too much! Come to our party to get ready for the premiere.

For ages 9-13. Registration required.

LEARN MORE AT DPPL.ORG

Dia de Muertos: Paper Plate Skulls
November 1st at 2:00 pm

Join the Des Plaines Park District at the library for a colorful celebration of Dia de Muertos, the Day of the Dead! Kids can decorate their own paper plate skull craft with tissue paper and honor the memories of loved ones who have passed. These vibrantly decorated paper plate skull crafts provide a powerful symbol of remembrance, joy, and the enduring presence of those we carry in our hearts. Enjoy festive music, a cultural slideshow, and all the decorating materials you'll need. Open to all ages. Kids 8 and under need a parent or guardian with them.

LEARN MORE AT DPPL.ORG

WITH DPPL
Sept. 20, Oct. 18, Nov. 15
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 on our website.

Grades 1 and up while supplies last.

LEARN MORE AT DPPL.ORG

PLAY PACKS

September 20, October 18, and November 15
While supplies last.

Hands-on activities to encourage creativity and imagination!

LEARN MORE AT DPPL.ORG

LEGO LEAGUE
MONDAYS, 9/22, 10/20, 11/17
6:30 PM

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

Grades K-6 Registration opens one week before program.

LEARN MORE AT DPPL.ORG

PLAYGROUP FOR LANGUAGE DEVELOPMENT
Sept. 23rd, Oct. 28th, Dec. 10th
At 10:00 am

Led by a licensed speech therapist from Assential Therapies Inc.

For children ages 18 months - 3 years old

Assential Therapies Inc. www.essentialtherapies.com

LEARN MORE AT DPPL.ORG

TEEN

As Seen on TikTok: Holiday Lip Tint

Enjoy the holidays with a stunning DIY lip tint! Choose a color that works for you and makes you pop out this holiday season! Enjoy a lip scrub to go with your lip tint too!

For ages 13-19; must be in 7th grade or up to attend.

Location: The Commons

Teens **MONDAY, NOVEMBER 24 4:00PM - 5:00PM**

Check us out on TikTok @desplainslibrary

Learn more at DPPL.ORG

Teen CRAFTERNOONS
WEDNESDAY, NOVEMBER 26, 2:00PM - 3:00PM

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

NOVEMBER SPOTLIGHT: CUTE CHARACTER FRIDGE MAGNETS

Learn more at DPPL.ORG

Teen Take & Make
CUTE CHARACTER FRIDGE MAGNETS

BEGINNING NOV 3RD

TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. PICK UP YOUR KIT FROM THE BUS STOP AT THE BEGINNING OF THE MONTH. MUST BE PICKED UP BY A TEEN.

WHILE SUPPLIES LAST

Learn more at DPPL.ORG

GO AHEAD, BOSS US AROUND!

Thursdays Sept. 25th, Oct. 16th, Nov. 20th and Dec. 16th
4:00pm - 5:00pm

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

For teens in grades 7-12.

Learn more at DPPL.ORG

Teens HAPPY NOTES

Send positive notes by mailing colorful cards for loved ones! All materials will be provided.

Wednesdays in the Commons
Sept. 3rd, Oct. 8th, Nov. 12th, Dec. 3rd / 4pm

Learn more at DPPL.ORG

happy tails
Wednesdays at 4pm
Sept. 24, Oct. 22, Nov. 19, and Dec. 17

All furry pets deserve to play in style! Join us as we make a push-n-saw fleece tug toy for a pup or feline in need.

For teens in grades 7-12.

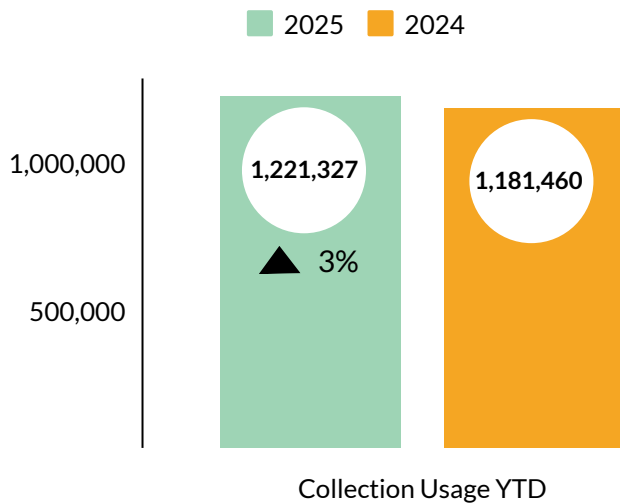
Learn more at DPPL.ORG



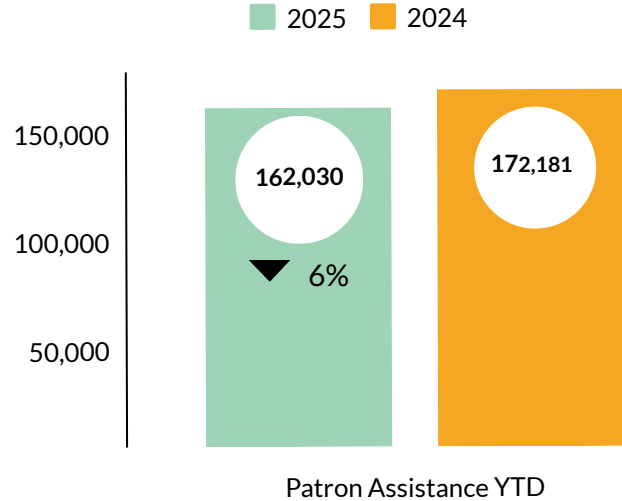
STATISTICS REPORT

On November 2025

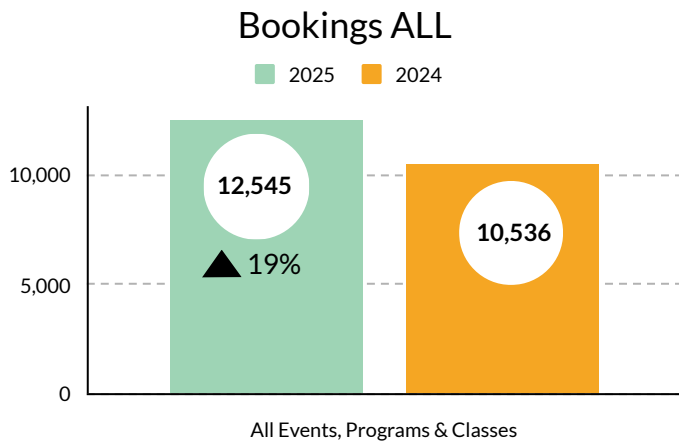
Collection Usage YTD



Patron Assistance YTD

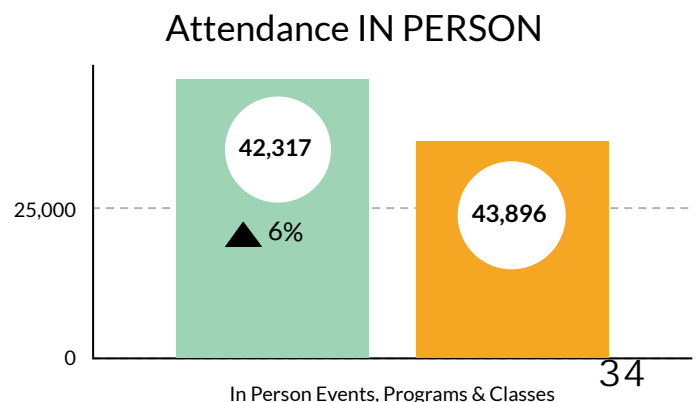
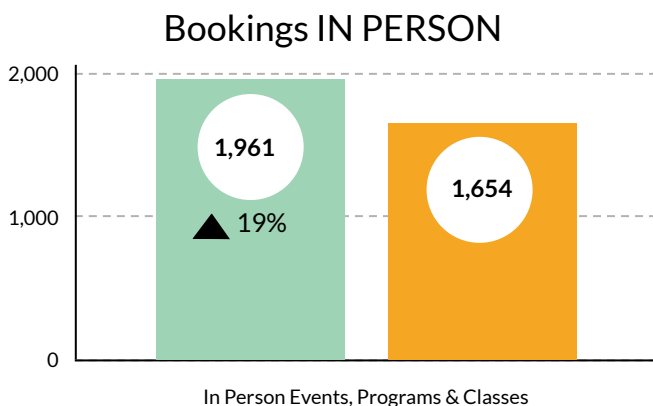
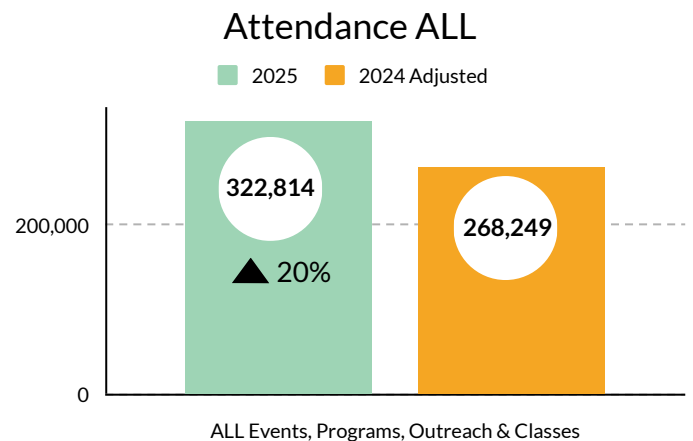


Bookings YTD

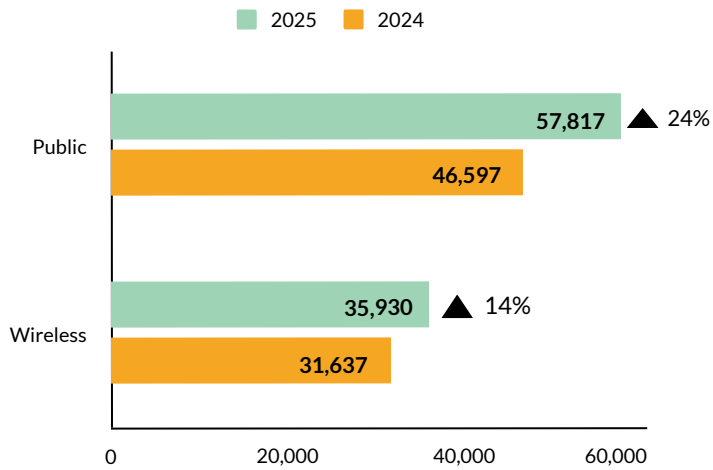


Attendance YTD

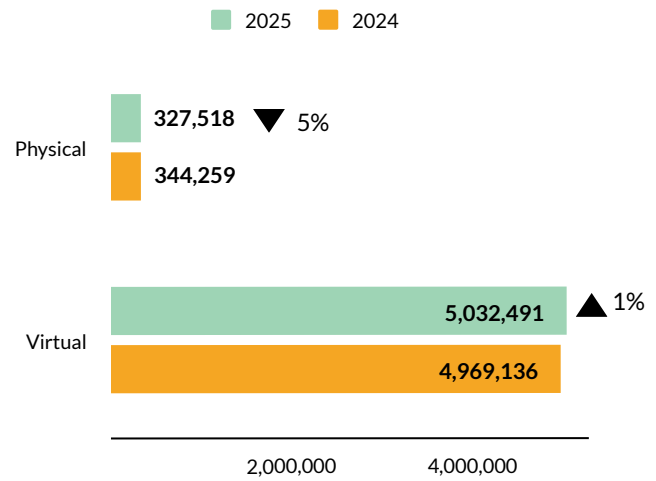
NOTE: "Passive" social media stats for "Attendance ALL" have been removed from the count, beginning January 2025 and a 2024 Adjusted column has been added to the chart. Both the Bookings and Attendance ALL stats DO still include Zoom based virtual programs.



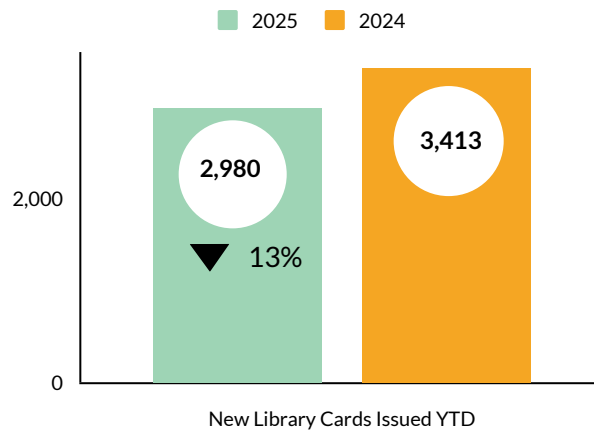
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2025 Year to Date Statistics

As of September 2025

COLLECTION USAGE			
		Year to Date 2025	1,221,327
		Year to Date 2024	1,181,460
		% Change	3%
PATRON ASSISTANCE			
		Year to Date 2025	162,057
		Year to Date 2024	172,181
		% Change	-6%
BOOKINGS YTD - ALL			
		Year to Date 2025	12,545
		Year to Date 2024	10,536
		% Change	19%
ATTENDANCE YTD - ALL			
		Year to Date 2025	322,814
		Year to Date 2024	268,249
		% Change	20%
IN PERSON EVENTS			
		Bookings	
		Year to Date 2025	1,961
		Year to Date 2024	1,654
		% Change	19%
		Attendance	
		Year to Date 2025	46,690
		Year to Date 2024	43,896
		% Change	6%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2025	327,518
		Year to Date 2024	344,259
		% Change	-5%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2025	5,032,491
		Year to Date 2024	4,969,136
		% Change	1%
LIBRARY CARDS ISSUED			
		Year to Date new library cards 2025	2,980
		Year to Date new library cards 2024	3,413
		% Change	-13%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2025	57,817
		Year to Date 2024	46,597
		% Change	24%
		Wireless	
		Year to Date 2025	35,930
		Year to Date 2024	31,637
		% Change	14%

2025 STATISTICS REPORT														
COLLECTION USAGE		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
	Physical materials	54,110	45,793	57,980	42,517	47,965	55,756	58,100	48,231	52,621	48,434	44,733		555,740
	Ematerials	18,048	16,261	17,324	17,143	18,460	17,521	17,732	17,696	16,719	16,881	17,583		191,368
	ILL	605	509	488	539	479	572	489	518	579	543	430		5751
	Databases	50,334	51,932	47,953	43,731	44,342	39,711	38,528	36,920	34,810	40,275	39,932		468,468
2025	Total	123,097	114,495	123,745	103,930	111,246	113,560	114,849	103,365	104,729	106,133	102,178		1,221,327
	Physical materials	54,066	51,947	55,057	56,336	46,243	53,411	58,786	52,302	44,767	51,846	48,430		573,191
	Ematerials	17,525	16,447	17,646	16,165	17,400	16,757	17,708	15,974	15,918	17,246	17,094		185,880
	ILL	775	666	663	510	663	419	619	546	503	577	434		6,222
	Databases	49,697	46,993	38,909	0	35,171	28,167	31,123	41,997	46,758	47,167	50,185		416,167
2024	Total	122,063	116,053	112,275	73,011	99,324	98,754	108,236	110,819	107,946	116,836	116,143		1,181,460
PATRON ASSISTANCE														
	Youth Services	1,934	2,402	2,205	1,968	1,655	5,009	4,547	1,607	1,827	2,034	1,726		26,914
	Adult Services	6,160	6,132	7,352	6,674	6,124	6,260	7,506	6,062	6,385	6,557	5,300		70,512
	Patron Accounts	6,042	5,518	6,659	5,802	5,035	5,889	6,136	6,163	5,968	5,628	4,883		63,723
	Security	88	97	82	128	67	89	83	63	103	81	27		908
2025	Total	14,224	14,149	16,298	14,572	12,881	17,336	13,808	13,958	14,386	14,381	11,963		162,057
	Youth Services	2,132	2,700	2,504	1,861	1,573	3,370	3,288	2,289	2,082	2,363	2,637		26,799
	Adult Services	6,299	7,200	6,805	6,988	6,468	6,977	6,990	6,346	6,974	7,474	6,332		74,133
	Patron Accounts	6,263	6,267	6,553	6,099	5,714	6,971	6,524	5,984	5,709	8,213	6,112		69,909
	Security	136	100	140	82	42	0	151	235	173	206	75		1,340
2024	Total	14,830	16,267	16,002	15,030	13,297	17,318	16,953	14,854	14,218	18,256	15,156		172,181
EVENTS, PROGRAMS AND CLASSES-BOOKINGS														
	Youth Services In Person	92	95	96	126	63	82	75	18	56	125	127		955
	Youth Services Virtual	1	2	2	2	1	1	2	-	1	2	2		16
	Adult Services In Person	83	80	107	104	98	79	84	94	89	101	87		1,006
	Adult Services Virtual	6	15	11	8	16	12	17	6	8	8	9		116
	Outside groups	16	15	15	18	12	13	12	8	18	14	23		164
	Public study rooms	744	816	957	983	909	851	967	951	962	1,043	1,105		10,288
2025	Total	942	1,023	1,188	1,241	1,099	1,038	1,157	1,077	1,134	1,293	1,353	0	12,545
	Youth Services In Person	4	133	72	48	84	86	69	1	22	133	99		751
	Youth Services Virtual	9	0	-	0	0	3	2	1	2	3	3		23
	Adult Services In Person	43	85	74	88	85	79	88	77	74	106	104		903
	Adult Services Virtual	2	16	11	10	9	11	8	13	10	14	9		113
	Outside groups	0	13	18	17	20	19	15	10	10	15	18		168
	Public study rooms	569	872	826	893	747	727	808	692	781	933	730		8,578
2024	Total	627	1,119	1,001	1,062	944	926	990	801	899	1,204	963	0	10,536
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE														
	Youth Services In Person	905	1,284	1,542	1,669	837	3,753	3,805	930	1,511	1,946	2,940		21,122
	Youth Services Virtual	4,171	4,780	5,831	3,426	5,719	4,831	5,378	5,870	4,583	5,118	5,027		54,734
	Adult Services In Person	1,629	2,356	4,623	1,979	1,637	1,979	1,478	5,334	1,324	1,798	1,433		25,568
	Adult Services Virtual	15,388	15,842	17,377	9,792	18,230	14,611	15,982	20,311	17,777	21,329	16,982		183,621
	Outside groups	260	179	184	261	194	137	402	144	474	230	363		2,828
	Public study rooms	1,201	1,319	1,622	1,608	1,424	1,257	1,409	1,436	1,536	1,627	1,757		16,196
	Outreach-Youth Services	907	1,271	1,025	1,355	2,753	1,431	809	1,212	610	3,252	1,496		16,121
	Outreach-Adult Services	113	64	541	267	455	390	79	48	48	106	513		2,624
2025	Total	24,574	27,095	32,745	20,357	31,249	28,387	29,342	35,285	27,863	35,406	30,511	0	322,814
	Youth Services In Person	320	1,284	1,035	1,057	313	6,086	3,175	89	991	1,137	1,217		16,704
	Youth Services Virtual ADJUSTED	3,526	4,252	4,419	3,920	4,085	3,302	3,985	4,449	3,171	5,026	5,271		45,406
	Adult Services In Person	1,085	1,375	4,005	1,982	1,125	2,626	4,585	1,082	1,951	1,032	6,344		27,192
	Adult Services Virtual ADJUSTED	14,392	13,235	13,266	11,994	12,732	11,784	12,139	14,646	4,895	13,962	17,683		140,728
	Outside groups	237	134	229	1,257	251	406	179	131	107	107	329		3,458
	Public study rooms	1,265	1,455	1,348	1,425	1,190	1,122	1,272	1,096	1,243	1,520	1,226		14,162
	Outreach-Youth Services	941	1,542	1,116	2,268	3,842	1,127	835	1,585	968	2,386	1,241		17,851
	Outreach-Adult Services	162	229	670	289	237	354	87	155	227	148	190		2,748
2024	Total	21,928	23,506	26,088	24,192	23,775	26,807	26,257	23,300	13,577	25,318	33,501	0	268,249

TRAFFIC													
2025	Physical Visits (gate count)	29,049	28,126	38,784	30,035	28,317	33,586	35,192	28,843	26,166	26,734	22,686	327,518
2024	Physical Visits (gate count)	25,115	28,401	31,015	33,655	27,826	33,505	30,787	30,420	33,052	44,853	25,630	344,259
2025	Virtual visits (catalog, website, mobile app)	436,270	435,076	469,298	464,225	497,000	467,061	479,701	469,576	432,010	439,673	442,601	5,032,491
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802	436,429	439,954	447,677	461,822	455,133	443,990	443,700	470,849	4,969,136
LIBRARY CARDS ISSUED													
2025	Number of new library cards	240	191	298	227	231	278	276	329	318	381	211	2,980
2024	Number of new library cards	277	316	249	313	251	328	230	284	280	525	360	3,413
COMPUTER USAGE													
	Public computers>Youth Services	1,311	1,092	1,577	1,285	1,017	1,925	2,629	2,304	2,107	2,022	2,073	19,342
	Public computersAdult	3,476	2,937	3,576	3,231	3,629	3,323	3,971	3,739	3,595	3,723	3,275	38,475
2025	Total	4,787	4,029	5,153	4,516	4,646	5,248	6,600	6,043	5,702	5,745	5,348	0 57,817
	Public computers>Youth Services	787	1,196	1,619	1,206	1,221	2,196	1,051	1,647	1,288	1,397	1,580	15,188
	Public computersAdult	2,545	3,355	2,957	3,329	3,233	3,085	3,601	3,994	3,029	0	2,881	31,409
2024	Total	3,332	4,551	4,576	4,535	4,454	5,281	4,652	5,041	4,317	1,397	4,461	0 46,597
	Wireless	2,823	3,072	3,439	3,504	3,309	3,721	3,450	3,201	3,365	3,642	2,904	35,930
2025	Total	2,823	3,072	3,439	3,504	3,309	3,221	3,450	3,201	3,365	3,642	2,904	0 35,930
	Wireless	2,518	2,904	2,904	2,827	2,630	2,678	2,587	2,904	2,831	3,504	3,350	31,637
2024	Total	2,518	2,904	2,904	2,827	2,630	2,678	2,587	2,904	2,831	3,504	3,350	0 31,637

Des Plaines Public Library Strategic Plan 2026-2028

INTRODUCTION

The Des Plaines Public Library has always been more than a building filled with books – it is a dynamic space where ideas take shape, relationships are built, and lives are enriched. As our city continues to grow and diversify, the Library remains a trusted and transformative part of daily life, offering connection. This Strategic Plan for 2026-2028 charts a path forward that honors our heritage of service while embracing innovation, equity, and financial stewardship as essential to our community's future.

Grounded in our belief that learning and creativity are lifelong pursuits, this plan aligns the Library's mission with the evolving needs of Des Plaines residents. It reflects our commitment to removing barriers to access, expanding opportunities for discovery, and providing experiences that mirror the diversity and vibrancy of our city. We aim to meet people where they are – and help them imagine what's next.

Developed collaboratively by Library staff, trustees, and community feedback, this plan outlines goals that connect directly to the heart of our vision and values. Together, these priorities affirm that the Des Plaines Public Library will continue to be a place where everyone can explore, learn, and thrive – today and for generations to come.

VISION

The Des Plaines Public Library is the trusted heart of an informed, connected, and creative community – where everyone can learn, discover, and participate in an inclusive and evolving world.

VALUES

Our library values guide how we serve you. We hope you see these values reflected in everything we do.

- **Access:** We provide free and equitable access to information, technology, and learning opportunities for all.
 - **Innovation:** We embrace change, creativity, and emerging technologies to serve a modern community.
 - **Inclusion:** We welcome and reflect the diversity of Des Plaines in our services, collections, and programs.
 - **Stewardship:** We manage our public resources responsibly, transparently, and sustainably.
 - **Collaboration:** We build partnerships that strengthen community connections and impact.
-

GOALS AND STRATEGIES

These are the broad and measurable outcomes Des Plaines Public Library plans to achieve over the next three years. Strategies are specific initiatives the library will focus on to reach those goals.

GOAL 1: ACCESS & INNOVATION

Provide residents with equitable access to information, technology, and digital literacy resources – both in-person and online – while positioning DPPL as a leader in responsible, innovative public technology use.

Strategies

1. Expand Digital Equity and Connectivity.
2. Strengthen Digital Literacy and AI Readiness.
3. Modernize Online Access and Communication.
4. Champion Digital Privacy and Security.

GOAL 2: LIFELONG LEARNING & CULTURAL ENRICHMENT

Create opportunities for residents of all ages to explore ideas, creativity, and culture through programs, collections, experiences, and spaces that reflect and celebrate Des Plaines' diversity.

Strategies

1. Foster Early Literacy and Family Engagement.
2. Empower Youth and Teens.
3. Enrich the Lives of Adults and Seniors.
4. Celebrate Cultural Diversity, Inclusion, and Accessibility.
5. Create Physical and Digital Spaces that Support These Efforts.

GOAL 3: COMMUNITY ENGAGEMENT & PARTNERSHIPS

Deepen relationships with residents, patrons, local organizations, and civic partners to make DPPL a visible, trusted hub for community connection and shared problem-solving.

Strategies

1. Strengthen Civic Partnerships.
2. Fine Tune Outreach and Visibility Initiatives.
3. Advocate for Patron Wellbeing.

GOAL 4: OPERATIONAL EXCELLENCE & ORGANIZATIONAL DEVELOPMENT

Operate DPPL as a safe, efficient, and adaptive organization that values professional growth, internal collaboration, and continuous improvement.

Strategies

1. Optimize Staff Development and Retention.

2. Advance Data-Driven Decision Making.
3. Work Towards Environmentally Sustainable Facility.
4. Enhance Internal Communication and Efficiency.

GOAL 5: FINANCIAL SUSTAINABILITY & STEWARDSHIP

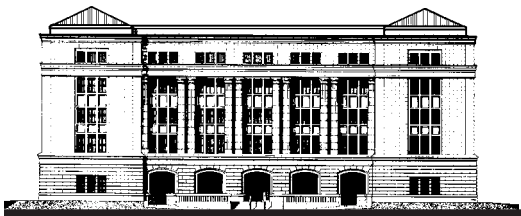
Maintain long-term financial stability and transparency by aligning resources with community priorities and practicing responsible fiscal management.

Strategies

1. Integrate Financial Planning with Strategic Goals.
 2. Expand Opportunities for Giving.
 3. Ensure Transparency and Accountability.
 4. Plan for Capital and Infrastructure Sustainability.
-

IMPLEMENTATION AND REVIEW

- Departmental action plans will be developed annually to support each strategic goal.
- The Library Board will receive progress reports annually in November.
- Staff, board and community feedback along with emerging trends will inform mid-cycle plan adjustments to ensure continued relevance and impact.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

☐ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library(s)**, declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Date: _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

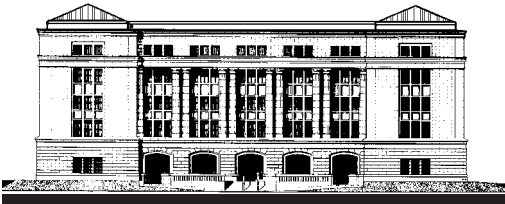
Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.


☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2


☐ Personnel — Chapter 3

☐ Access — Chapter 4


☐ Building Infrastructure and Maintenance — Chapter 5


 Safety — Chapter 6

 Collection Management — Chapter 7


 System Member Responsibilities and Resource Sharing — Chapter 8

 Public Services: Reference and Reader's Advisory — Chapter 9

 Programming — Chapter 10

 Youth/Young Adult Services — Chapter 11

 Technology — Chapter 12

 Marketing, Promotion, and Collaboration — Chapter 13



November 11, 2025

Ms. Michelle Meyer- Edley
Des Plaines Public Library
1501 Ellinwood Ave
Des Plaines, IL 60016-4553

Dear Ms. Meyer- Edley,

On behalf of everyone at WINGS, I extend our heartfelt thanks for your generous in-kind donation drive food & hygiene products. Your support is invaluable to our mission and plays a crucial role in uplifting the families we serve.

Your contribution helps ensure that essential items are available for those who need them most. This tangible support provides a sense of security and stability, allowing families to allocate their resources to other necessities and start rebuilding their lives. Your generosity directly impacts the well-being of our community, and we are deeply grateful for your partnership.

To illustrate the profound effect of your gift, I'd like to share a note from Maggie*, one of the many individuals your kindness has touched:

"I just cried when I unpacked my stuff. You were so generous. God bless you! My food stamps ran out and three weeks is a long time with an empty fridge. It's a scary feeling. I can't thank you enough."

Moments like these remind us why we do this work and highlight the incredible importance of donors like you. Your continued support inspires hope, fosters resilience, and strengthens our community. Thank you once again for your generosity and for being a vital part of our mission. We look forward to partnering with you to make an even greater impact in the future.

Gratefully,

Pamela Dagen
In-Kind Program Distributions Supervisor

***We are excited to announce that our
digital Annual Report is now available!
Scan this QR code to view:***



WINGS Program, Inc. is a charitable organization under IRS code section 501(c)(3).
No goods or services were furnished to you, in whole or part, for your donation, which is tax-deductible to the fullest extent of the law. When donations exceed what is needed for a specific initiative, your generosity will be honored by using your gift where it has the most impact to support the clients of WINGS.
Please consult your tax advisor and keep this receipt for your records.

*WINGS uses representative names and photos to protect the dignity and security of those we serve.