



## **NOTICE**

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**REGULAR BOARD MEETING  
THURSDAY FEBRUARY 15, 2024  
7:00 p.m. in MEETING ROOM B**

### **AGENDA**

- **Approve Payment of Vendor Checks Report and ACH Payments. [Action Item]**
- **Review and approval of DPPL's annual Illinois Public Library Annual Report (IPLAR) submission. [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 February 15, 2024 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 - January 2024.
  - B. Acceptance of Financial Reports for January 2024.  
Acceptance of Reports.
    1. Statistics Report for January 2024.
    2. Director's Report for January 2024.
- VIII. New Business. (7:25 p.m.)
  - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of **\$350,412.77** [Action Item]
  - B. Review and approval of DPPL's annual Illinois Public Library Annual Report (IPLAR) submission. [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 January 18, 2024

I. Call to Order.

II. Board Vice President Kristen Graack called the meeting to order at 7:01 p.m.

III. Roll Call

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

IV. Pledge of Allegiance.

V. Vote to invoke the Remote Participation Policy.

MOTION by Hudec, seconded by Harkovich to allow trustees participating remotely to Vote on action items. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Rice. NAYS: None; MOTION CARRIED

VI. Consideration of the Agenda.

MOTION by DuBrock, seconded by Harkovich to accept the agenda. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

VII. Public Comments and Questions  
N/A

VIII. Consent Agenda.

- A. Approval of the Minutes of the Regular Board Meeting - December 2023
- B. Acceptance of Financial Reports for December 2023
- C. Acceptance of Reports.
  - 1. Statistics Report for December 2023
  - 2. Director's Report for December 2023

Trustee Hudec requested that 7B be removed.

Motion by Dubrock, seconded by Graack to accept items A and C of the Consent Agenda. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

Hudec asked about the status of the library's portion of 2<sup>nd</sup> Installment of Tax Revenue. Director Bonell stated that DPPL did receive the majority by end of year 2023.

Motion by Hudec, seconded by Graack to accept item B of the Consent Agenda. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

IX. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$356,473.11.

MOTION by Hudec, seconded by Kapadia to approve payment of vendor checks and ACH Payments in the amount of \$356,473.11. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED.

- B. Report out from the Management Committee on changes to DPPL's Personnel and General Policies.

MOTION out of committee to accept changes to DPPL's Personnel and General Policies as presented. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED

- C. Review of the Annual Per Capita Grant application.

MOTION by DuBrock, seconded by Harkovich to approve the submission of the Per Capita Grant application as presented. VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None; MOTION CARRIED.

- D. Discussion about E-Rate.

Director Bonell stated that E-Rate is a Federal Reimbursement for providing internet access in the library. Receiving reimbursement is a difficult and complicated process that requires an IT Services provider with E-Rate certification and an E-Rate consultant to correctly write and submit the application. We received an \$88K credit, half of the total expense.

X. Announcements.

Director Bonell congratulated all involved for the work resulting in outstanding final statistics for 2023. Numbers across the board exceeded pre-pandemic stats. She



especially thanked the staff and the community for using the library.

XI. Correspondence.

NONE

XII. Adjournment.

MOTION by Hudec, seconded by Kapadia to accept the adjourn.

VOTE: AYES: Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice. NAYS: None;

MOTION CARRIED.

The meeting adjourned at 7:23 p.m.



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Management Committee  
Thursday January 18, 2024**

- I. Call to Order.  
The meeting was called to order at 7:01 p.m.
- II. Roll Call.  
Roll call indicated the following trustees were PRESENT: Kristen Graack, Denise Hudec.  
ABSENT: Michelle Shimon-Hutchison.  
ALSO PRESENT: Lisa DuBrock. DPPL Staff Jo Bonell, Laurie Papadourakis, Heather Imhoff, 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 Graack, seconded by Hudec to accept the agenda.  
VOTE: AYES: Graack, Hudec. NAYS: None; MOTION CARRIED
- VI. Public Comments and Questions.  
NONE
- VII. New Business.  
Review of proposed changes to DPPL's Personnel and General Policies.  
MOTION by Hudec, seconded by Graack to approve the proposed changes to DPPL's Personnel and General Policies and recommend to the board at large.  
VOTE: AYES: Graack, Hudec. NAYS: None; MOTION CARRIED
- VIII. Adjournment.  
MOTION by Hudec, seconded by Graack to adjourn.  
VOTE: AYES: Graack, Hudec. NAYS: None; MOTION CARRIED

The meeting adjourned at 6:36 p.m.



## Des Plaines Public Library

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### Monthly Financial Report For the Month Ended January 31, 2024

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Prepared by:



**Lauterbach & Amen, LLP**

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CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP  
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# Des Plaines Public Library

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# Financial Statements

Des Plaines Public Library  
Governmental Funds Balance Sheet  
As of January 31, 2024

	Library Fund	Capital Projects Fund	Total
<b>ASSETS</b>			
Cash and Investments	\$ 3,778,814.43	\$ 1,628,399.05	\$ 5,407,213.48
Receivables			
Receivable - Property Taxes	7,498,802.58	-	7,498,802.58
Receivable - Grants	-	-	-
Receivable - Miscellaneous	23,247.00	-	23,247.00
Total Assets	\$ 11,300,864.01	\$ 1,628,399.05	\$ 12,929,263.06
<b>LIABILITIES</b>			
Accounts Payable	\$ 140,208.26	\$ 162,328.00	\$ 302,536.26
Accrued Payroll	80,300.45	-	80,300.45
Due to other funds	87,236.09	-	87,236.09
Total Liabilities	307,744.80	162,328.00	470,072.80
<b>Deferred Inflows of Resources</b>			
Property Taxes	6,252,500.00	-	6,252,500.00
Total Liabilities and Deferred Inflows of Resources	6,560,244.80	162,328.00	6,722,572.80
<b>FUND BALANCE</b>			
Fund Balance - Unreserved	4,740,619.21	1,466,071.05	6,206,690.26
Total Fund Balance	4,740,619.21	1,466,071.05	6,206,690.26
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 11,300,864.01	\$ 1,628,399.05	\$ 12,929,263.06

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2024

	General Fund	Capital Improvements Fund	Total
<b>REVENUES</b>			
Fines & Fees	1,946.16	-	1,946.16
Interest	11,103.30	7,159.06	18,262.36
Miscellaneous	101,113.59	-	101,113.59
Total Revenues	<u>114,163.05</u>	<u>7,159.06</u>	<u>121,322.11</u>
<b>EXPENDITURES</b>			
Personnel	\$ 249,911.74	\$ -	\$ 249,911.74
Operating	289,982.94	-	289,982.94
Library Materials	101,860.25	-	101,860.25
Capital Outlay	11,499.63	164,990.60	176,490.23
Other Expenditures	<u>2,308.59</u>	<u>-</u>	<u>2,308.59</u>
Total Expenditures	<u>655,563.15</u>	<u>164,990.60</u>	<u>820,553.75</u>
Net Change in Fund Balances	<u>(541,400.10)</u>	<u>(157,831.54)</u>	<u>(699,231.64)</u>
<b>FUND BALANCES</b>			
Beginning of the year	<u>5,282,019.31</u>	<u>1,623,902.59</u>	<u>6,905,921.90</u>
End of the period	<u>\$ 4,740,619.21</u>	<u>\$ 1,466,071.05</u>	<u>\$ 6,206,690.26</u>

## Supplementary Information



Des Plaines Public Library

Treasurer's Report as of January 31, 2024

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	0.17
	<u>0.17</u>
201-1102030 - Village B&T Donation #6718	<u>102,471.33</u>
201-1102040 - Village B&T Donation #9878	<u>224,245.53</u>
201-1102060 - Village B&T Checking #0289	159,289.62
202-1102060 - Village B&T Checking #0289	<u>162,328.00</u>
	<u>321,617.62</u>
201-1102050 - Wintrust Brokerage	<u>336,804.49</u>
201-1102079 - Illinois Funds # 2591	2,955,503.29
202-1102079 - Illinois Funds # 2591	<u>1,466,071.05</u>
	<u>4,421,574.34</u>
Total Invested	<u><u>5,407,213.48</u></u>

Des Plaines Public Library  
Balance Sheet as of January 31, 2024

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	0.17	0.00	0.17
1102030 - Village B&T Donation #6718	4,581.33	97,890.00	102,471.33
1102040 - Village B&T Donation #9878	223,223.32	1,022.21	224,245.53
1102050 - Wintrust Brokerage	341,166.12	(4,361.63)	336,804.49
1102060 - Village B&T Checking #0289	400,855.38	(241,565.76)	159,289.62
1102079 - Illinois Funds # 2591	3,276,069.97	(320,566.68)	2,955,503.29
1118000 - Receivable - Property Taxes	7,498,802.58	0.00	7,498,802.58
1119200 - Receivable - Miscellaneous	23,247.00	0.00	23,247.00
	<u>11,768,445.87</u>	<u>(467,581.86)</u>	<u>11,300,864.01</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	66,390.02	73,818.24	140,208.26
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>6,486,426.56</u>	<u>73,818.24</u>	<u>6,560,244.80</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	5,282,019.31	0.00	5,282,019.31
	<u>5,282,019.31</u>	<u>0.00</u>	<u>5,282,019.31</u>
Total Liabilities and Fund Balance	<u>11,768,445.87</u>	<u>73,818.24</u>	<u>11,842,264.11</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(541,400.10)</u>	<u>(541,400.10)</u>

Des Plaines Public Library  
Balance Sheet as of January 31, 2024

	<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	0.00	162,328.00	162,328.00
1102079 - Illinois Funds # 2591	1,623,902.59	(157,831.54)	1,466,071.05
	<u>1,623,902.59</u>	<u>4,496.46</u>	<u>1,628,399.05</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	162,328.00	162,328.00
	<u>0.00</u>	<u>162,328.00</u>	<u>162,328.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,623,902.59	0.00	1,623,902.59
Total Liabilities and Fund Balance	<u>1,623,902.59</u>	<u>162,328.00</u>	<u>1,786,230.59</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(157,831.54)</u>	<u>(157,831.54)</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 January 31, 2024

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,624,611.65	0.00	1,624,611.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,687,478.00)</u>	<u>0.00</u>	<u>(1,687,478.00)</u>
	<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	<u>3,424,019.00</u>	<u>0.00</u>	<u>3,424,019.00</u>
	<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 1 Month Ended January 31, 2024**

_____ 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	0.00	0.00	6,100,000.00	6,100,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>6,100,000.00</u>	<u>6,100,000.00</u>	<u>0.00</u>
<b><u>Intergovernmental</u></b>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	306,052.00	306,052.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	89,496.00	89,496.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>405,548.00</u>	<u>405,548.00</u>	<u>0.00</u>
<b><u>Fines &amp; Fees</u></b>					
201-4850101 - Library Fees	212.86	212.86	10,000.00	9,787.14	2.13
201-4850201 - Copying Fees	1,298.30	1,298.30	10,000.00	8,701.70	12.98
201-4850207 - Non-Res Cards	0.00	0.00	200.00	200.00	0.00
201-4850208 - Meeting Room Fees	<u>435.00</u>	<u>435.00</u>	<u>1,000.00</u>	<u>565.00</u>	<u>43.50</u>
	<u>1,946.16</u>	<u>1,946.16</u>	<u>21,200.00</u>	<u>19,253.84</u>	<u>9.18</u>
<b><u>Special Programs &amp; Events</u></b>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>0.00</u>
<b><u>Interest</u></b>					
201-4830010 - Gain/Loss on Investments	(4,361.63)	(4,361.63)	0.00	4,361.63	0.00
201-4890010 - Interest Income	<u>15,464.93</u>	<u>15,464.93</u>	<u>75,000.00</u>	<u>59,535.07</u>	<u>20.62</u>
	<u>11,103.30</u>	<u>11,103.30</u>	<u>75,000.00</u>	<u>63,896.70</u>	<u>14.80</u>
<b><u>Other Revenue</u></b>					
201-4830020 - Makerspace Donation	100,000.00	100,000.00	0.00	(100,000.00)	0.00
201-4899900 - Miscellaneous Revenue	0.00	0.00	965,000.00	965,000.00	0.00
201-4899910 - Vending Machine Revenue	0.00	0.00	1,000.00	1,000.00	0.00
201-4899920 - Library Donations	0.00	0.00	150,000.00	150,000.00	0.00
201-4899940 - Friends Book Sale	<u>1,113.59</u>	<u>1,113.59</u>	<u>14,000.00</u>	<u>12,886.41</u>	<u>7.95</u>
	<u>101,113.59</u>	<u>101,113.59</u>	<u>1,130,000.00</u>	<u>1,028,886.41</u>	<u>8.95</u>
<b>Total Library Fund</b>	<u><u>114,163.05</u></u>	<u><u>114,163.05</u></u>	<u><u>7,751,748.00</u></u>	<u><u>7,637,584.95</u></u>	<u><u>1.47</u></u>

Des Plaines Public Library  
 Revenue Report  
 For the 1 Month Ended January 31, 2024

	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>7,159.06</u>	<u>7,159.06</u>	<u>75,000.00</u>	<u>67,840.94</u>	<u>9.55</u>
	<u>7,159.06</u>	<u>7,159.06</u>	<u>75,000.00</u>	<u>67,840.94</u>	<u>9.55</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>7,159.06</u></u>	<u><u>7,159.06</u></u>	<u><u>575,000.00</u></u>	<u><u>567,840.94</u></u>	<u><u>1.25</u></u>
Total of All Funds	<u><u>121,322.11</u></u>	<u><u>121,322.11</u></u>	<u><u>8,326,748.00</u></u>	<u><u>8,205,425.89</u></u>	<u><u>1.46</u></u>

**Des Plaines Public Library  
Expense Report  
For the 1 Month Ended January 31, 2024**

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	196,080.05	196,080.05	2,672,875.00	2,476,794.95	7.34
5910200 - Part-time Salaries	<u>53,831.69</u>	<u>53,831.69</u>	<u>992,439.00</u>	<u>938,607.31</u>	<u>5.42</u>
	<u>249,911.74</u>	<u>249,911.74</u>	<u>3,665,314.00</u>	<u>3,415,402.26</u>	<u>6.82</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	18,199.99	18,199.99	276,105.00	257,905.01	6.59
5918021 - Employer Contribution - IMRF	9,744.30	9,744.30	209,869.00	200,124.70	4.64
5918040 - Life Insurance Premiums	0.00	0.00	1,978.00	1,978.00	0.00
5918050 - PPO Insurance Premiums	34,647.68	34,647.68	602,154.00	567,506.32	5.75
5918051 - HMO Insurance Premiums	18,656.45	18,656.45	198,005.00	179,348.55	9.42
5918055 - Dental Insurance Premiums	0.00	0.00	31,958.00	31,958.00	0.00
5918070 - Workers Compensation	<u>11,447.00</u>	<u>11,447.00</u>	<u>14,000.00</u>	<u>2,553.00</u>	<u>81.76</u>
	<u>92,695.42</u>	<u>92,695.42</u>	<u>1,349,069.00</u>	<u>1,256,373.58</u>	<u>6.87</u>
<b><u>Contractual Services</u></b>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920110 - Professional Services	70,911.18	70,911.18	442,380.00	371,468.82	16.03
5920120 - Communication Services	2,503.89	2,503.89	46,300.00	43,796.11	5.41
5920140 - Integrated Library System	21,550.52	21,550.52	87,000.00	65,449.48	24.77
5920202 - Conferences	1,550.57	1,550.57	28,400.00	26,849.43	5.46
5920204 - Training	1,349.00	1,349.00	2,600.00	1,251.00	51.88
5920210 - Marketing	829.72	829.72	61,265.00	60,435.28	1.35
5920220 - Membership Dues	350.00	350.00	7,000.00	6,650.00	5.00
5920990 - Property/Liability Insurance	49,630.52	49,630.52	70,000.00	20,369.48	70.90
5930010 - R&M Equipment	5,137.72	5,137.72	81,660.00	76,522.28	6.29
5930020 - R&M Buildings & Structures	26,828.80	26,828.80	116,512.00	89,683.20	23.03
5930030 - R&M Vehicles	0.00	0.00	4,500.00	4,500.00	0.00
5930210 - Rental of Equipment	1,581.67	1,581.67	25,620.00	24,038.33	6.17
5930320 - Cleaning/Custodial Services	0.00	0.00	90,900.00	90,900.00	0.00
5930490 - Refuse Contract	575.36	575.36	6,300.00	5,724.64	9.13
5960040 - Pre-Employment Testing	0.00	0.00	3,500.00	3,500.00	0.00
5960065 - Bank Fees	65.00	65.00	300.00	235.00	21.67
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	5,947.61	5,947.61	63,500.00	57,552.39	9.37
5960990 - Misc. Contractual Services	<u>8,475.96</u>	<u>8,475.96</u>	<u>133,225.00</u>	<u>124,749.04</u>	<u>6.36</u>
	<u>197,287.52</u>	<u>197,287.52</u>	<u>1,281,462.00</u>	<u>1,084,174.48</u>	<u>15.40</u>
<b><u>Commodities</u></b>					
5970100 - Supplies	8,914.24	8,914.24	113,000.00	104,085.76	7.89
5970110 - Meals	81.71	81.71	3,000.00	2,918.29	2.72
5970170 - Janitorial	1,762.21	1,762.21	19,965.00	18,202.79	8.83
5970260 - Postage & Parcel	1,000.00	1,000.00	16,000.00	15,000.00	6.25
5970500 - Water Bill	0.00	0.00	7,000.00	7,000.00	0.00
5970600 - Ebooks/Books	9,130.35	9,130.35	382,000.00	372,869.65	2.39

**Des Plaines Public Library  
Expense Report  
For the 1 Month Ended January 31, 2024**

	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	1,671.85	1,671.85	69,000.00	67,328.15	2.42
5970620 - E-Subscriptions/Subscriptions	8,088.94	8,088.94	51,430.00	43,341.06	15.73
5970630 - Visual Materials	21,459.96	21,459.96	194,900.00	173,440.04	11.01
5970640 - Databases	45,625.77	45,625.77	170,000.00	124,374.23	26.84
5970810 - Natural Gas	1,886.56	1,886.56	28,000.00	26,113.44	6.74
5970850 - Gasoline	0.00	0.00	800.00	800.00	0.00
5970900 - Equipment < \$10,000	<u>2,238.66</u>	<u>2,238.66</u>	<u>13,900.00</u>	<u>11,661.34</u>	<u>16.11</u>
	<u>101,860.25</u>	<u>101,860.25</u>	<u>1,068,995.00</u>	<u>967,134.75</u>	<u>9.53</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	20,000.00	20,000.00	0.00
5980410 - Computer Hardware	0.00	0.00	10,000.00	10,000.00	0.00
5980420 - Computer Software	11,499.63	11,499.63	105,611.00	94,111.37	10.89
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>54,500.00</u>	<u>54,500.00</u>	<u>0.00</u>
	<u>11,499.63</u>	<u>11,499.63</u>	<u>190,111.00</u>	<u>178,611.37</u>	<u>6.05</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,195.00	1,195.00	93,760.00	92,565.00	1.27
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>1,113.59</u>	<u>1,113.59</u>	<u>0.00</u>	<u>(1,113.59)</u>	<u>0.00</u>
	<u>2,308.59</u>	<u>2,308.59</u>	<u>593,760.00</u>	<u>591,451.41</u>	<u>0.39</u>
 Total Library Fund Expenditures	 <u>655,563.15</u>	 <u>655,563.15</u>	 <u>8,148,711.00</u>	 <u>7,493,147.85</u>	 <u>8.04</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	650,000.00	650,000.00	0.00
5980400 - Equipment	161,565.30	161,565.30	369,500.00	207,934.70	43.73
5980410 - Computer Hardware	1,315.30	1,315.30	246,800.00	245,484.70	0.53
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	2,110.00	2,110.00	0.00	(2,110.00)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00</u>
	<u>164,990.60</u>	<u>164,990.60</u>	<u>1,316,300.00</u>	<u>1,151,309.40</u>	<u>12.53</u>
 Total Capital Projects Fund Expenditures	 <u>164,990.60</u>	 <u>164,990.60</u>	 <u>1,316,300.00</u>	 <u>1,151,309.40</u>	 <u>12.53</u>
 <b>Total of All Funds</b>	 <u>820,553.75</u>	 <u>820,553.75</u>	 <u>9,465,011.00</u>	 <u>8,644,457.25</u>	 <u>8.67</u>



# Des Plaines Public Library

## Check List

All Bank Accounts

January 19, 2024 - February 15, 2024

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
19938	01/31/24	ILLINOIS LIBRARY ASSOCIATION	(950.00)
19939	01/31/24	IMPACT NETWORKING, LLC.	(2,880.50)
20025	01/31/24	ILLINOIS LIBRARY ASSOCIATION	(500.00)
20057	02/15/24	4imprint, Inc	5,529.80
20058	02/15/24	Allegion Access Tech LLC	4,349.00
20059	02/15/24	AQUARIUM ADVENTURE HOFFMAN ESTATES	160.00
20060	02/15/24	AUTOMATED LOGIC, INC.	5,173.00
20061	02/15/24	BAKER & TAYLOR	8,839.35
20062	02/15/24	CCH Incorporated	297.41
20063	02/15/24	CHILDREN'S PLUS, INC.	77.56
20064	02/15/24	Christine Sullivan	75.00
20065	02/15/24	COOPERATIVE COMPUTER SERVICES	21,550.52
20066	02/15/24	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20067	02/15/24	D&Z HOUSE OF BOOKS	461.15
20068	02/15/24	EBSCO INFORMATION SERVICES	2,753.05
20069	02/15/24	EVOLUTION MARKETING GROUP INC	537.10
20070	02/15/24	First Clearing LLC	65.00
20071	02/15/24	FITTLE, LLC	1,360.00
20072	02/15/24	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	575.36
20073	02/15/24	FOX VALLEY FIRE & SAFETY	1,998.00
20074	02/15/24	GARVEY'S OFFICE PRODUCTS	1,762.21
20075	02/15/24	Historic Voices	614.00
20076	02/15/24	IHLS-OCLC	731.71
20077	02/15/24	ILLINOIS LIBRARY ASSOCIATION	950.00
20078	02/15/24	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	970.27
20079	02/15/24	IMPACT NETWORKING, LLC.	3,049.95
20080	02/15/24	JERRY G DONAHUE	150.00
20081	02/15/24	Kaitlyn Fischer	200.00
20082	02/15/24	MARK DVORAK	425.00
20083	02/15/24	MIDWEST TAPE	9,000.00
20084	02/15/24	MIDWEST TAPE	5,280.85
20085	02/15/24	OUTSOURCE SOLUTIONS GROUP, INC.	42,155.18
20086	02/15/24	Rhiannon L Gurley	200.00
20087	02/15/24	Samantha L Dennis-Ochoa	60.00
20088	02/15/24	Sarah Szeszol	521.63
20089	02/15/24	SCHOLASTIC LIBRARY PUBLISHING	6,030.00
20090	02/15/24	THOMSON REUTERS-WEST	25.50
20091	02/15/24	Tri-Tel	762.70
20092	02/15/24	Tugboat Music LLC	525.00
20093	02/15/24	UNITED STATES POSTAL SERVICE	265.00
20094	02/15/24	UNIVERSITY OF CHICAGO LIBRARY	35.00
20095	02/15/24	WEISS RATINGS	4,790.00
20096	02/15/24	Wepa Libros LLC	548.51
20097	02/15/24	WP Company LLC	2,029.65
20098	02/15/24	EDWARDS ENGINEERING SERVICE	161,565.30
20099	02/15/24	INSIGHT PUBLIC SECTOR, INC.	1,195.00
52043	01/31/24	BANKCARD SERVICES	17,865.82
52044	01/31/24	NATIONWIDE RETIREMENT	150.00
52045	01/31/24	NATIONWIDE RETIREMENT	150.00
52046	01/31/24	ADP	1,859.60
52047	01/31/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,113.59
52048	01/31/24	COMCAST CABLE	28.49
52049	01/31/24	COMCAST CABLE	1,351.05
52050	01/31/24	COMCAST CABLE	275.95
52051	01/31/24	NICOR GAS	1,886.56
52052	01/31/24	VERIZON WIRELESS	848.40
52053	01/31/24	NEOFUNDS BY NEOPOST	1,000.00

**Des Plaines Public Library**

**Check List**

All Bank Accounts

January 19, 2024 - February 15, 2024

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
52054	01/31/24	IMRF	23,567.55
60001	01/31/24	Lohan Architecture	<u>2,110.00</u>
		<b>Vendor Check Total</b>	<u>350,412.77</u>
		<b>Check List Total</b>	<u><u>350,412.77</u></u>

Check count = 59

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
ILLINOIS LIBRARY ASSOCIATION				19938	01/31/24	<u>(950.00)</u>
201-5920220	Membership Dues	To VOID check 19938	-950.00			
IMPACT NETWORKING, LLC.				19939	01/31/24	<u>(2,880.50)</u>
201-5930010	R&M Equipment	To VOID check 19939	-2,880.50			
ILLINOIS LIBRARY ASSOCIATION				20025	01/31/24	<u>(500.00)</u>
201-5920220	Membership Dues	To VOID check 20025	-500.00			
4imprint, Inc				20057	02/15/24	<u>5,529.80</u>
201-5970100	Supplies	Order #26612735	5,529.80			
Allegion Access Tech LLC				20058	02/15/24	<u>4,349.00</u>
201-5930020	R&M Buildings & Structures	Inv 907050462	4,349.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				20059	02/15/24	<u>160.00</u>
201-5960990	Misc. Contractual Services	Inv 16078	160.00			
AUTOMATED LOGIC, INC.				20060	02/15/24	<u>5,173.00</u>
201-5930020	R&M Buildings & Structures	Inv 491319	5,173.00			
BAKER & TAYLOR				20061	02/15/24	<u>8,839.35</u>
201-5960990	Misc. Contractual Services	Inv 2038064052	64.38			
201-5970600	Ebooks/Books	Inv 2038064052	415.24			
201-5960990	Misc. Contractual Services	Inv 2038063686	37.71			
201-5970600	Ebooks/Books	Inv 2038063686	182.92			
201-5960990	Misc. Contractual Services	Inv 2038040577	13.02			
201-5970600	Ebooks/Books	Inv 2038040576	95.06			
201-5960990	Misc. Contractual Services	Inv 2038049282	87.87			
201-5970600	Ebooks/Books	Inv 2038049281	572.21			
201-5960990	Misc. Contractual Services	Inv 2038045116	304.80			
201-5970600	Ebooks/Books	Inv 2038045115	2,147.75			
201-5960990	Misc. Contractual Services	Inv 2038051299	71.84			
201-5970600	Ebooks/Books	Inv 2038051298	493.35			
201-5960990	Misc. Contractual Services	Inv 2038055998	72.45			
201-5970600	Ebooks/Books	Inv 2038055997	461.71			
201-5960990	Misc. Contractual Services	Inv 2038046000	59.16			
201-5970600	Ebooks/Books	Inv 2038046000	291.41			
201-5960990	Misc. Contractual Services	Inv 2038045118	69.52			
201-5970600	Ebooks/Books	Inv 2038045118	276.75			
201-5960990	Misc. Contractual Services	Inv 2038053833	73.02			
201-5970600	Ebooks/Books	Inv 2038053832	537.70			
201-5960990	Misc. Contractual Services	Inv 2038045133	132.83			
201-5970600	Ebooks/Books	Inv 2038045132	869.18			
201-5960990	Misc. Contractual Services	Inv 2038045909	32.16			
201-5970600	Ebooks/Books	Inv 2038045909	76.91			
201-5960990	Misc. Contractual Services	Inv 2038045119	33.04			
201-5970600	Ebooks/Books	Inv 2038045119	59.32			
201-5960990	Misc. Contractual Services	Inv 2038028647	9.96			
201-5970600	Ebooks/Books	Inv 2038028647	55.81			
201-5960990	Misc. Contractual Services	Inv 2038028691	4.98			
201-5970600	Ebooks/Books	Inv 2038028691	34.66			
201-5960990	Misc. Contractual Services	Inv 2038032578	2.17			
201-5970600	Ebooks/Books	Inv 2038032578	9.68			
201-5960990	Misc. Contractual Services	Inv 2038028568	46.40			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2038028568	135.05			
201-5960990	Misc. Contractual Services	Inv 2038003372	4.84			
201-5970600	Ebooks/Books	Inv 2038003372	5.46			
201-5960990	Misc. Contractual Services	Inv 2038030861	111.36			
201-5970600	Ebooks/Books	Inv 2038030861	523.26			
201-5960990	Misc. Contractual Services	Inv 2038022366	7.47			
201-5970600	Ebooks/Books	Inv 2038022366	98.61			
201-5960990	Misc. Contractual Services	Inv 2038007695	4.98			
201-5970600	Ebooks/Books	Inv 2038007695	66.01			
201-5960990	Misc. Contractual Services	Inv 2038013038	8.14			
201-5970600	Ebooks/Books	Inv 2038013038	47.06			
201-5960990	Misc. Contractual Services	Inv 2038013283	10.95			
201-5970600	Ebooks/Books	Inv 2038013283	62.35			
201-5960990	Misc. Contractual Services	Inv 2038022544	2.49			
201-5970600	Ebooks/Books	Inv 2038022544	19.37			
201-5960990	Misc. Contractual Services	Inv 2038009456	2.49			
201-5970600	Ebooks/Books	Inv 2038022371	6.87			
201-5960990	Misc. Contractual Services	Inv 2038009456	4.98			
201-5970600	Ebooks/Books	Inv 2038009456	22.64			
CCH Incorporated				20062	02/15/24	<u>297.41</u>
201-5970600	Ebooks/Books	Inv 4806038007	297.41			
CHILDREN'S PLUS, INC.				20063	02/15/24	<u>77.56</u>
201-5970600	Ebooks/Books	Inv 240094	36.53			
201-5970600	Ebooks/Books	Inv 240315	22.45			
201-5970600	Ebooks/Books	Inv 240155	18.58			
Christine Sullivan				20064	02/15/24	<u>75.00</u>
201-5960990	Misc. Contractual Services	01.18.24 Board Meeting Recording	75.00			
COOPERATIVE COMPUTER SERVICES				20065	02/15/24	<u>21,550.52</u>
201-5920140	Integrated Library System	Inv 2217	21,550.52			
CRYSTAL MAINTENANCE SERVICES CORP				20066	02/15/24	<u>4,892.50</u>
201-5930020	R&M Buildings & Structures	Inv 31617	4,892.50			
D&Z HOUSE OF BOOKS				20067	02/15/24	<u>461.15</u>
201-5970620	E-Subscriptions/Subscriptions	Inv 2024/I162464	461.15			
EBSCO INFORMATION SERVICES				20068	02/15/24	<u>2,753.05</u>
201-5970620	E-Subscriptions/Subscriptions	Inv 1724581	89.17			
201-5970620	E-Subscriptions/Subscriptions	Inv 2403192	27.85			
201-5970620	E-Subscriptions/Subscriptions	Credit #2403524	-19.97			
201-5970640	Databases	Inv 1000223404-1	2,586.00			
201-5970640	Databases	Inv 1000224608-1	70.00			
EVOLUTION MARKETING GROUP INC				20069	02/15/24	<u>537.10</u>
201-5960210	Special Event Programming	Inv 61720	537.10			
First Clearing LLC				20070	02/15/24	<u>65.00</u>
201-5960065	Bank Fees	First Clearing LLC	65.00			
FITTLE, LLC				20071	02/15/24	<u>1,360.00</u>
201-5930210	Rental of Equipment	Inv 5347647	1,360.00			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				20072	02/15/24	<u>575.36</u>
201-5930490	Refuse Contract	Inv 7254804	575.36			
FOX VALLEY FIRE & SAFETY				20073	02/15/24	<u>1,998.00</u>
201-5930020	R&M Buildings & Structures	Inv 00655718	1,154.00			
201-5930020	R&M Buildings & Structures	Inv 00654987	844.00			
GARVEY'S OFFICE PRODUCTS				20074	02/15/24	<u>1,762.21</u>
201-5970170	Janitorial	Inv PINV2517957	699.57			
201-5970170	Janitorial	Inv PINV2526970	1,062.64			
Historic Voices				20075	02/15/24	<u>614.00</u>
201-5960210	Special Event Programming	Historic Voices	614.00			
IHLS-OCLC				20076	02/15/24	<u>731.71</u>
201-5980420	Computer Software	Inv 29740	731.71			
ILLINOIS LIBRARY ASSOCIATION				20077	02/15/24	<u>950.00</u>
201-5920220	Membership Dues	Inv 259936, 260141, 260111, 260077	950.00			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20078	02/15/24	<u>970.27</u>
201-5930010	R&M Equipment	Inv 393156	970.27			
IMPACT NETWORKING, LLC.				20079	02/15/24	<u>3,049.95</u>
201-5930010	R&M Equipment	Inv 3082671	2,880.50			
201-5930010	R&M Equipment	Finance Charges	130.54			
201-5930010	R&M Equipment	Inv 3143433	38.91			
JERRY G DONAHUE				20080	02/15/24	<u>150.00</u>
201-5960210	Special Event Programming	Inv 121	150.00			
Kaitlyn Fischer				20081	02/15/24	<u>200.00</u>
201-5960210	Special Event Programming	Event Presenter	200.00			
MARK DVORAK				20082	02/15/24	<u>425.00</u>
201-5960210	Special Event Programming	Event Presenter	425.00			
MIDWEST TAPE				20083	02/15/24	<u>9,000.00</u>
201-5970630	Visual Materials	Hoopla Inv 504988041	9,000.00			
MIDWEST TAPE				20084	02/15/24	<u>5,280.85</u>
201-5960990	Misc. Contractual Services	Inv 504900400	8.26			
201-5970610	E-audio/Audio	Inv 504900400	28.48			
201-5960990	Misc. Contractual Services	Inv 504900402	2.26			
201-5970610	E-audio/Audio	Inv 504900402	44.99			
201-5960990	Misc. Contractual Services	Inv 504930990	11.30			
201-5970610	E-audio/Audio	Inv 504930990	224.95			
201-5960990	Misc. Contractual Services	Inv 504927018	24.78			
201-5970610	E-audio/Audio	Inv 504927018	84.54			
201-5970630	Visual Materials	Inv 504937734	104.96			
201-5970610	E-audio/Audio	Inv 504937730	9.99			
201-5970630	Visual Materials	Inv 504937732	51.18			
201-5970630	Visual Materials	Inv 504937733	104.96			
201-5960990	Misc. Contractual Services	Inv 504927017	123.00			
201-5970630	Visual Materials	Inv 504927017	504.51			
201-5960990	Misc. Contractual Services	Inv 504957358	8.26			

# Des Plaines Public Library

## Vendor Checks Report

Village B&T Checking #0289

January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv 504957358	33.74			
201-5960990	Misc. Contractual Services	Inv 504900403	25.48			
201-5970630	Visual Materials	Inv 504900403	138.71			
201-5960990	Misc. Contractual Services	Inv 504930991	54.74			
201-5970630	Visual Materials	Inv 504930991	208.18			
201-5960990	Misc. Contractual Services	Inv 504957942	135.75			
201-5970630	Visual Materials	Inv 504957942	555.39			
201-5960990	Misc. Contractual Services	Inv 504957940	154.60			
201-5970630	Visual Materials	Inv 504957940	605.69			
201-5960990	Misc. Contractual Services	Inv 504957941	29.38			
201-5970610	E-audio/Audio	Inv 504957941	629.87			
201-5970610	E-audio/Audio	Inv 504888665	84.99			
201-5970630	Visual Materials	Inv 504864141	28.78			
201-5960990	Misc. Contractual Services	Inv 504871030	20.34			
201-5970610	E-audio/Audio	Inv 504871030	429.91			
201-5960990	Misc. Contractual Services	Inv 504871031	8.26			
201-5970610	E-audio/Audio	Inv 504871031	20.23			
201-5960990	Misc. Contractual Services	Inv 504871034	5.55			
201-5970630	Visual Materials	Inv 504871034	27.99			
201-5960990	Misc. Contractual Services	Inv 504871033	230.44			
201-5970630	Visual Materials	Inv 504871033	516.41			
OUTSOURCE SOLUTIONS GROUP, INC.				20085	02/15/24	<u>42,155.18</u>
201-5980420	Computer Software	Inv 77524	80.50			
201-5930010	R&M Equipment	Inv 77701	350.00			
201-5920110	Professional Services	Inv 77701	35,455.59			
201-5960990	Misc. Contractual Services	Inv 77701	1,980.00			
201-5980420	Computer Software	Inv 77701	4,289.09			
Rhiannon L Gurley				20086	02/15/24	<u>200.00</u>
201-5960210	Special Event Programming	Event Presenter	200.00			
Samantha L Dennis-Ochoa				20087	02/15/24	<u>60.00</u>
201-5960210	Special Event Programming	Event Presenter	60.00			
Sarah Szeszol				20088	02/15/24	<u>521.63</u>
201-5920202	Conferences	Reimbursement	521.63			
SCHOLASTIC LIBRARY PUBLISHING				20089	02/15/24	<u>6,030.00</u>
201-5970640	Databases	Inv 56403398	6,030.00			
THOMSON REUTERS-WEST				20090	02/15/24	<u>25.50</u>
201-5970640	Databases	Inv 849578092	25.50			
Tri-Tel				20091	02/15/24	<u>762.70</u>
202-5980410	Computer Hardware	Inv 24959	762.70			
Tugboat Music LLC				20092	02/15/24	<u>525.00</u>
201-5960210	Special Event Programming	Inv 121323	525.00			
UNITED STATES POSTAL SERVICE				20093	02/15/24	<u>265.00</u>
201-5920210	Marketing	Bulk Mailing Permit	265.00			
UNIVERSITY OF CHICAGO LIBRARY				20094	02/15/24	<u>35.00</u>
201-5970600	Ebooks/Books	Processing Fee	35.00			

# Des Plaines Public Library Vendor Checks Report

Village B&T Checking #0289

January 2024

<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>
WEISS RATINGS 201-5970640	Databases	Inv 982479-480	4,790.00	20095	02/15/24	<u>4,790.00</u>
Wepa Libros LLC 201-5970600	Ebooks/Books	Inv 1212	367.51	20096	02/15/24	<u>548.51</u>
201-5970600	Ebooks/Books	Inv 1211	181.00			
WP Company LLC 201-5970640	Databases	Inv 3187	2,029.65	20097	02/15/24	<u>2,029.65</u>
EDWARDS ENGINEERING SERVICE 202-5980400	Equipment	EDWARDS ENGINEERING SERVICE	161,565.30	20098	02/15/24	<u>161,565.30</u>
INSIGHT PUBLIC SECTOR, INC. 201-5990900	Per Capita Grant Expenditures	Inv 1101120448	1,195.00	20099	02/15/24	<u>1,195.00</u>
<b>Check List Total</b>						<u><u>298,205.76</u></u>

# Des Plaines Public Library

## ACH Register

All Bank Accounts

January 1, 2024 - January 31, 2024

ACH Number	ACH Date	Payee	Amount
<b>Vendor Checks</b>			
52043	01/31/24	BANKCARD SERVICES	17,865.82
52044	01/31/24	NATIONWIDE RETIREMENT	150.00
52045	01/31/24	NATIONWIDE RETIREMENT	150.00
52046	01/31/24	ADP	1,859.60
52047	01/31/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,113.59
52048	01/31/24	COMCAST CABLE	28.49
52049	01/31/24	COMCAST CABLE	1,351.05
52050	01/31/24	COMCAST CABLE	275.95
52051	01/31/24	NICOR GAS	1,886.56
52052	01/31/24	VERIZON WIRELESS	848.40
52053	01/31/24	NEOFUNDS BY NEOPOST	1,000.00
52054	01/31/24	IMRF	23,567.55
60001	01/31/24	Lohan Architecture	2,110.00
<b>Vendor Check Total</b>			<u>52,207.01</u>
<b>Check List Total</b>			<u><u>52,207.01</u></u>

Check count = 13



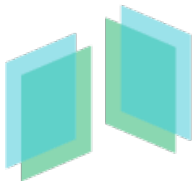
**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY  
For the Year Ended December 31, 2024**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 5,407,213											
<b>Revenue (M-T-D)</b>												
Property Taxes	-											
Other Revenue	121,322											
	121,322											
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	342,607											
Other Expense	477,947											
Change in A/P & AJE's	(236,146)											
	584,408											
Net Increase/(Decrease)	(463,086)											

**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	5,870,299
<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	1,799,141
Other Revenue	23,901	23,185	21,551	58,732	42,677	25,599	27,478	139,340	12,896	225,201	52,357	45,284
	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	1,844,425
<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	399,779
Other Expense	285,650	136,716	252,001	166,666	235,697	249,506	202,164	289,929	188,028	224,732	213,967	89,125
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)	149,270
	556,434	421,843	496,224	597,996	500,749	631,219	607,346	510,845	590,249	525,536	589,006	638,174
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	1,206,251

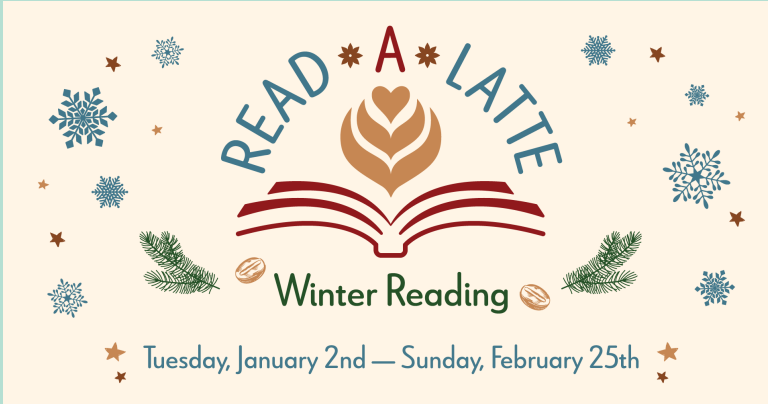


# DIRECTOR'S REPORT

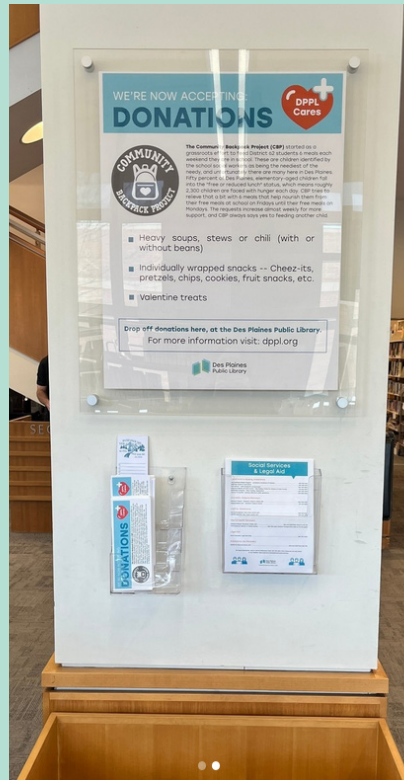
## January 2024

### ADULT WINTER READING

### HONORING MLK



### DPPL CARES



Throughout the month of January we collected donations for The Community Backpack Project, which benefits local District 62 students in need.

DPPL Cares is part of the library's initiative to continue doing what it does best: helping to provide our communities with resources.

### COMING & GOING

#### GOING

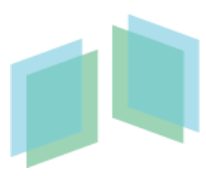
- Mildred Abreu, PT Materials Services Page
- Susan Szeszol, PT Youth Services Assistant
- Michael Yafchak, PT Materials Services Page

### D62/MAINE WEST ART SHOW





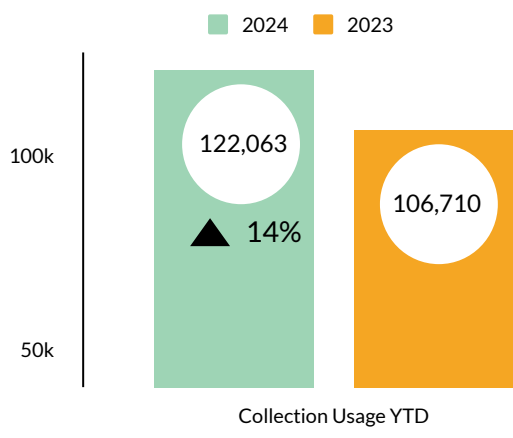




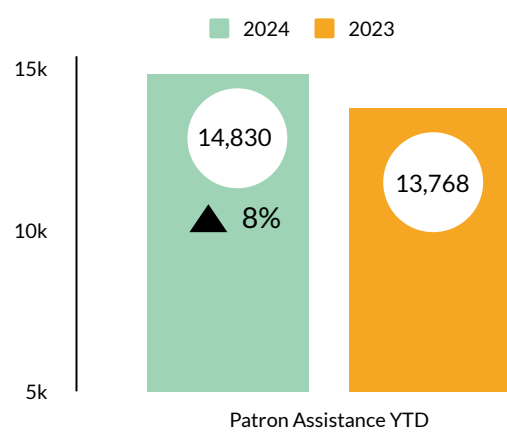
# STATISTICS REPORT

On January 2024

## Collection Usage YTD

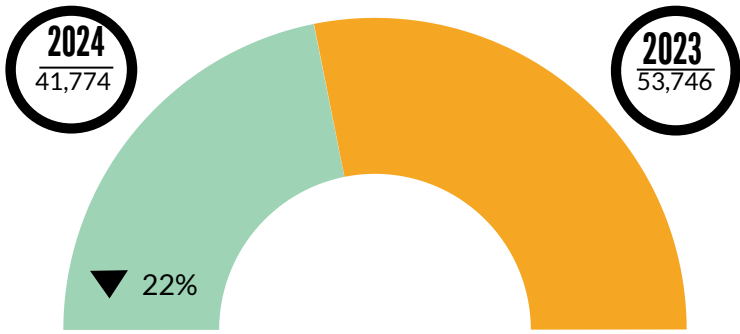


## Patron Assistance YTD



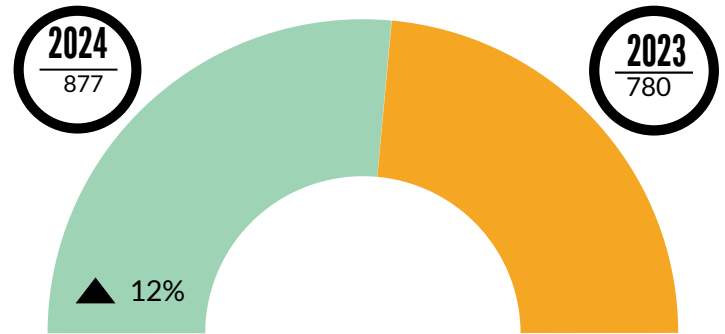
## Attendance All - YTD

Events, Programs, Outreach & Classes



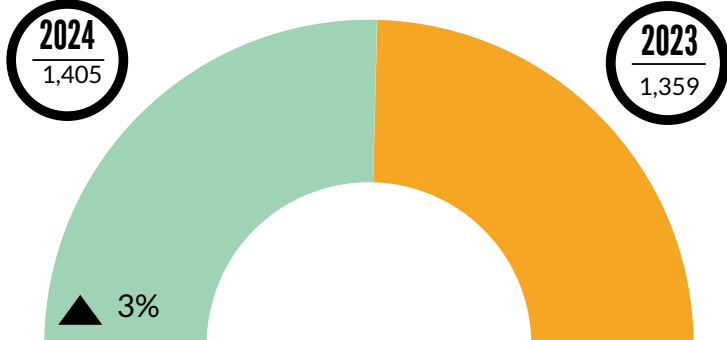
## Bookings All - YTD

Events, Programs & Classes



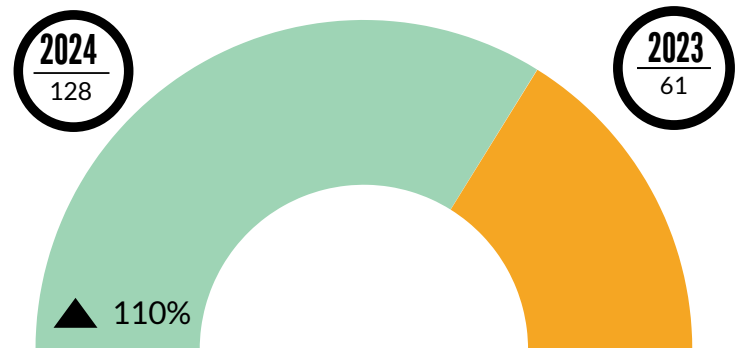
## Attendance In Person - YTD

Events, Programs & Classes

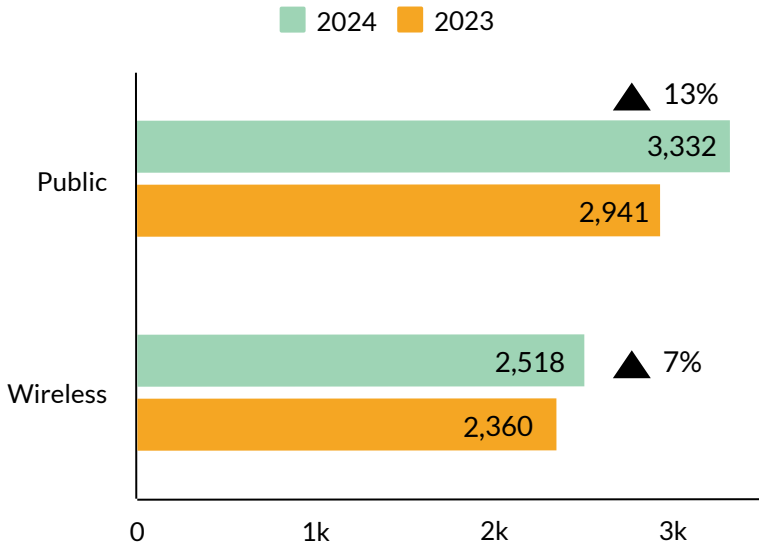


## Bookings In Person - YTD

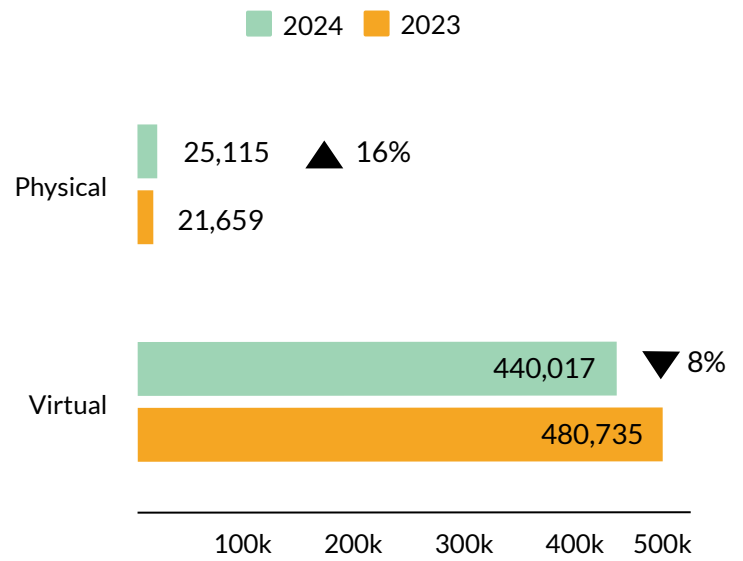
Events, Programs & Classes



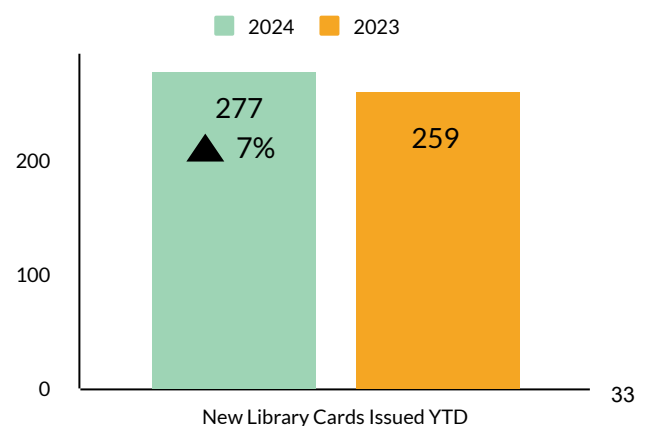
## Computer Usage YTD



## Traffic YTD



## New Library Cards Issued YTD



## 2024 Year to Date Statistics

### January 2024

<b>COLLECTION USAGE</b>		
	Year to Date 2024	<b>122,063</b>
	Year to Date 2023	<b>106,710</b>
	<b>% Change</b>	<b>14%</b>
<b>PATRON ASSISTANCE</b>		
	Year to Date 2024	<b>14,830</b>
	Year to Date 2023	<b>13,768</b>
	<b>% Change</b>	<b>8%</b>
<b>EVENTS, PROGRAMS, AND CLASSES- BOOKINGS</b>		
	Year to Date 2024	<b>877</b>
	Year to Date 2023	<b>780</b>
	<b>% Change</b>	<b>12%</b>
<b>EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE</b>		
	Year to Date 2024	<b>41,774</b>
	Year to Date 2023	<b>53,746</b>
	<b>% Change</b>	<b>-22%</b>
<b>IN PERSON EVENTS</b>		
	<b>Bookings</b>	
	Year to Date 2024	<b>128</b>
	Year to Date 2023	<b>61</b>
	<b>% Change</b>	<b>110%</b>
	<b>Attendance</b>	
	Year to Date 2024	<b>1,405</b>
	Year to Date 2023	<b>1,359</b>
	<b>% Change</b>	<b>3%</b>
<b>TRAFFIC</b>		
	<b>Physical Visits (gate count)</b>	
	Year to Date 2024	<b>25,115</b>
	Year to Date 2023	<b>21,659</b>
	<b>% Change</b>	<b>16%</b>
	<b>Virtual Visits (catalog, website, mobile app)</b>	
	Year to Date 2024	<b>440,017</b>
	Year to Date 2023	<b>480,735</b>
	<b>% Change</b>	<b>-8%</b>
<b>LIBRARY CARD OWNERSHIP</b>		
	Year to Date new library cards 2024	<b>277</b>
	Year to Date new library cards 2023	<b>259</b>
	<b>% Change</b>	<b>7%</b>
<b>COMPUTER USAGE</b>		
	<b>Public Computers</b>	
	Year to Date 2024	<b>3,332</b>
	Year to Date 2023	<b>2,941</b>
	<b>% Change</b>	<b>13%</b>
	<b>Wireless</b>	
	Year to Date 2024	<b>2,518</b>
	Year to Date 2023	<b>2,360</b>
	<b>% Change</b>	<b>7%</b>

<b>2024 STATISTICS REPORT</b>														
		<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>YTD</b>
<b>COLLECTION USAGE</b>														
	Physical materials	54,066												54,066
	Ematerials	17,525												17,525
	ILL	775												775
	Databases	49,697												49,697
<b>2024</b>	<b>Total</b>	<b>122,063</b>												<b>122,063</b>
	Physical materials	52,685												52,685
	Ematerials	14,973												14,973
	ILL	639												639
	Databases	38,413												38,413
<b>2023</b>	<b>Total</b>	<b>106,710</b>												<b>106,710</b>
<b>PATRON ASSISTANCE</b>														
	Youth Services	2,132												2,132
	Adult Services	6,299												6,299
	Patron Accounts	6,263												6,263
	Security	136												136
<b>2024</b>	<b>Total</b>	<b>14,830</b>												<b>14,830</b>
	Youth Services	1,272												1,272
	Adult Services	6,546												6,546
	Patron Accounts	5,950												5,950
	Security	154												154
<b>2023</b>	<b>Total</b>	<b>13,922</b>												<b>13,922</b>
<b>EVENTS, PROGRAMS AND CLASSES-BOOKINGS</b>														
	Youth Services In Person	64												64
	Youth Services Virtual	-												0
	Adult Services In Person	64												64
	Adult Services Virtual	10												10
	Outside groups	12												12
	Public study rooms	727												727
<b>2024</b>	<b>Total</b>	<b>877</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>877</b>
	Youth Services In Person	18												18
	Youth Services Virtual	8												8
	Adult Services In Person	43												43
	Adult Services Virtual	15												15
	Outside groups	10												10
	Public study rooms	686												686
<b>2023</b>	<b>Total</b>	<b>780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780</b>
<b>EVENTS, PROGRAMS, OUTREACH &amp; CLASSES-ATTENDANCE</b>														
	Youth Services In Person	320												320
	Youth Services Virtual	11,624												11,624
	Adult Services In Person	1,085												1,085
	Adult Services Virtual	26,140												26,140
	Outside groups	237												237
	Public study rooms	1,265												1,265
	Outreach-Youth Services	941												941
	Outreach-Adult Services	162												162
<b>2024</b>	<b>Total</b>	<b>41,774</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,774</b>
	Youth Services In Person	989												989
	Youth Services Virtual	29,089												29,089
	Adult Services In Person	370												370
	Adult Services Virtual	20,187												20,187
	Outside groups	130												130
	Public study rooms	1,195												1,195
	Outreach-Youth Services	1,652												1,652
	Outreach-Adult Services	134												134
<b>2023</b>	<b>Total</b>	<b>53,746</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,746</b>





ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2024  
**DES PLAINES PUBLIC LIBRARY**

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLS 151, PLS 701]	30226
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0138
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Des Plaines Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	1501 Ellinwood Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Des Plaines
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60016
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1501 Ellinwood Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Des Plaines
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60016
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8478275551
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478277974
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.dppl.org

**Library Director's Information**

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

1.14 Name	Jo Bonell
1.15 Title	Library Director
1.16 Library Director's E-mail	jbonell@dppl.org

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No

1.19 Does your library contract with another library to RECEIVE ALL your library services? No

## Contract for Services

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

Number of contracting libraries:

Legal name of library you contract with:

## Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161] Cook

1.21b If the administrative entity's county has changed, then enter the updated answer here.

1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205] No

1.22b IF YES, indicate the reason for the boundary change

1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208] 60,675

1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.

1.23c Documentation of legal population change

1.24 If the population has changed from the prior year's answer, then indicate the reason.

1.25a This library is currently a member of what Illinois library system? RAILS

1.25b If the library's system has changed, then enter the updated answer here.

## Federal Public Library Criteria

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

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

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof? Yes

1.27 Does this library have paid staff? Yes

1.28 Does this library have an established schedule in which services of the staff are available to the public? Yes

1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule? Yes

1.30 Is this library supported in whole or in part with public funds? Yes

1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203] Yes

## SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-

**785-1168, pburg@ilsos.gov) so that it can be added.**

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

### Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
DES PLAINES P.L.	DES PLAINES PUBLIC LIBRARY		

### ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
DES PLAINES P.L.	30226	3022600

### Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
DES PLAINES P.L.	1501 ELLINWOOD STREET		

### Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
DES PLAINES P.L.	DES PLAINES		60016	

### County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
DES PLAINES P.L.	Cook		8478275551	

### Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
DES PLAINES P.L.	82,500		

### IDS

### Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
DES PLAINES P.L.	3,744	52	1308,978

**ANNUAL REPORT DATA (3.1 - 3.7)**

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Laurie Papadourakis
3.5 Telephone Number of Person Preparing Report	847-376-2776
3.6 FAX Number	847-827-7974
3.7 E-Mail Address	lpapadourakis@dppl.org

**REFERENDA (4.1 - 4.7)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

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

**Referendum 1**

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

**Referendum 2**

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

**Referendum 3**

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

**Referendum 4**

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

**Referendum 5**

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

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

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

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

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.2b Please explain	Notified in FEB 2024 that a member of the Board of Trustees is leaving the Board.
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Dr. Gregory Sarlo
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	gsarlo@dppl.org
5.10 Home Address	600 Jarvis Ave
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

**Second member**

5.5 Name	Kristen Graack
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	kgraack@dppl.org
5.10 Home Address	1366 Carol Lane
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

**Third member**

5.5 Name	Rachel Rice
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	rrice@dppl.org

<b>5.10 Home Address</b>	<b>1099 W Villa Dr</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

### Fourth member

<b>5.5 Name</b>	<b>Christine Hallblander</b>
<b>5.6 Trustee Position</b>	<b>Other</b>
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2025</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>challblander@dppl.org</b>
<b>5.10 Home Address</b>	<b>1405 Campbell</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

### Fifth member

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

### Sixth member

<b>5.5 Name</b>	<b>Denise Hudec</b>
<b>5.6 Trustee Position</b>	<b>Treasurer</b>
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2023</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>dhudec@dppl.org</b>
<b>5.10 Home Address</b>	<b>1653 River Street</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

### Seventh member

<b>5.5 Name</b>	<b>Nicholas Harkovich</b>
<b>5.6 Trustee Position</b>	<b>Other</b>
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2023</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>nharkovich@dppl.org</b>
<b>5.10 Home Address</b>	<b>1430 Van Buren St</b>

5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

### **Eighth member**

5.5 Name	Michelle Shimon-Hutchison
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2022
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	mshimon@dppl.org
5.10 Home Address	594 Webford Ave
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

### **Ninth member**

5.5 Name	Lisa DuBrock
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	ldubrock@dppl.org
5.10 Home Address	2232 Ottawa Street
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

### **FACILITY/FACILITIES (6.1-6.3b)**

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	graphical signage, dimmable lighting, noise- canceling headphones and fidgets for patron use during youth programming
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	1,699
6.3 Total Number of Study Rooms	7
6.3b Total number of times study room(s) used by the public during the fiscal year	8,800

### **ASSETS AND LIABILITIES (7.1 - 7.13)**

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

### **Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy,



**purchase, gift or otherwise. Please provide this information in the section below.**

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? <sup>2</sup>	\$24,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

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

### **Fiscal Accumulations**

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	In June of 2012, The Library Board of Trustees voted to establish policy requiring \$1,500,000 in cash reserves.

### **Liabilities**

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

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

### **OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

**NOTE:** Round answers to the nearest whole dollar.

### **Local Government**

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



**state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.**

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) <sup>3</sup>	\$7,381,907
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) <sup>4</sup>	\$6,100,000
<b>State Government</b>	

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

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

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

8.2 Per capita grant	\$90,746
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$92,988
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$183,734
<b>Federal Government</b>	

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

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

8.8 LSTA funds received	\$0
8.9 E-Rate funds received <sup>5</sup>	\$60,231
8.10 Other federal funds received	\$13,107
8.11 If Other, please specify	Age Option CARES
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302] <sup>6</sup>	\$73,338
<b>Other Income</b>	

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

8.13 Monetary Gifts and Donations <sup>7</sup>	\$154,165
8.14 Other receipts intended to be used for operating expenditures <sup>8</sup>	\$247,238
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$401,403

8.16 Other non-capital receipts placed in reserve funds **\$0**

## Total Operating Receipts

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304] <sup>9</sup> **\$8,040,382**

## Safeguarding of Library Funds

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

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

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

8.18a	The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b	Proof of Certificate of Insurance for Library Funds	<b>Proof of Insurance for Library Funds Des Plaines Public Library.pdf</b>
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	<b>\$4,000,000</b>
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Other

## OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

**NOTE:** Round answers to the nearest whole dollar.

## STAFF EXPENDITURES (9.1-9.3)

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

<sup>46</sup> **NOTE:** Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLS 350]	<b>\$3,177,952</b>
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351] <sup>11</sup>	<b>\$893,359</b>

9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$4,071,311

### **COLLECTION EXPENDITURES (10.1 - 10.4)**

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

**NOTE: Round answers to the nearest whole dollar.**

10.1 Printed Materials (books, newspapers, etc.) [PLS 353] <sup>12</sup>	\$316,485
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354] <sup>13</sup>	\$321,496
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355] <sup>14</sup>	\$157,281
10.3b Please list the types of materials purchased in 10.3a DVDs, CDs, Videogames, STEM kits, Roku sticks, Roku sticks, flash cards, vinyl cutters, tablets, Launchpads, telescope, realia	\$795,262
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356] <sup>15</sup>	

### **OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

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

**NOTE: Round answers to the nearest whole dollar.**

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,448,895
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$6,315,468

### **CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

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

#### **Capital Revenue**

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

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

**NOTE: Round answers to the nearest whole dollar.**

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$95,199
12.5 If Other, please specify Capital Interest Income	

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]

\$95,199

**Capital Expenditures**

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

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

**NOTE:** Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLS 405] <sup>16</sup>

\$283,164

**PERSONNEL (13.1 - 13.46)**

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

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

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

**Group A**

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

Summary	22		\$796.54	755.00
<b>13.1 Position Title</b>	<b>22</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
Library Director		Library Director	\$70.66	37.50
Assistant Director		Assistant Library Director	\$44.41	37.50
Head of Adult Services		Adult Services	\$46.49	37.50
Reference Services Librarian II		Adult Services	\$40.25	37.50
Reference Services Librarian II		Adult Services	\$29.08	37.50
Reference Services Librarian II		Adult Services	\$40.25	37.50
Reference Services Librarian II		Adult Services	\$40.25	37.50
Reference Librarian		Adult Services	\$30.24	37.50
Reference Librarian		Adult Services	\$27.00	20.00
Readers Services Manager		Adult Services	\$33.07	37.50
Teen Services Librarian		Young Adult Services	\$31.50	37.50
Head of Patron Account Services		Circulation	\$47.53	37.50
Acquisitions and Cataloging Manager		Collection Development Acquisitions	\$32.87	37.50
Metadata and Cataloging Specialist		Cataloging	\$35.74	37.50
Head of Youth Services		Children's Services	\$32.23	37.50

School Liaison Librarian	Children\`s Services	\$30.38	37.50
School Liaison Librarian	Children\`s Services	\$36.04	37.50
Youth Services Assistant Manager	Children\`s Services	\$27.43	37.50
Youth Services Librarian	Children\`s Services	\$25.13	37.50
Youth Services Librarian	Children\`s Services	\$35.74	20.00
Youth Services Librarian	Children\`s Services	\$24.87	20.00
Reference Librarian	Adult Services	\$35.38	20.00

### Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250] **18.88**

### Group A hidden group hours

### Group B

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

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

### Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)  
 13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251] **18.88**

### Group C

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

13.13 Total hours worked in a typical week by all Group C employees	1,300.00
13.14 Minimum hourly rate actually paid	\$15.15
13.15 Maximum hourly rate actually paid	\$47.53
13.16 Total FTE Group C employees (13.13 / 40)	32.50

### Group D

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

13.17 Total hours worked in a typical week by all Group D employees	224.00
13.18 Minimum hourly rate actually paid	\$13.00
13.19 Maximum hourly rate actually paid	\$13.91



13.20 Total FTE Group D employees (13.17 / 40)	5.60
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**Group E**

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

13.21 Total hours worked in a typical week by all Group E employees	187.50
13.22 Minimum hourly rate actually paid	\$16.00
13.23 Maximum hourly rate actually paid	\$40.25
13.24 Total FTE Group E employees (13.21 / 40)	4.69
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	42.79
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	61.66

**Librarian Vacancies**

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

Summary					
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum Maximum

**Newly Created Librarian Positions**

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

Summary					
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

**Eliminated Librarian Positions**

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

Summary					
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid

**LIBRARY VISITS (14.1 - 14.1a)**

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501] <sup>17</sup>

308,978

14.1a Library Visits Reporting Method [PLS 501a]

Annual Count

**PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)****Synchronous Programs:**

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

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

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

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

**Self-Directed Activities:**

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

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

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

15.1 Synchronous Programs (All Group Programs by Age)				15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	18596	1913,565	21	3,586		
Children (6-11)	20271	2112,920	39	10,571		
Young Adults (12-18)	138	1,085	2272	232,553		
Adults (19 and older)	24566	8,024	2553	265,596		
General Interest	0	0	5	4,346		
Total	1,571	35,594	190	26,652		

**Onsite, Offsite and Virtual (All Group Programs by Type)**

15.29 Program Sessions		15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	27671	2811,011
Synchronous In-Person Offsite Program Sessions	836	23,660
Synchronous Virtual Program Sessions	2964	30923

35,594

1,571

**Asynchronous Virtual Presentations (Subset of Self-Directed Activities)**

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	8
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	637

**Special Programming**

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
15.39b Please describe the programming provided.	

**REGISTERED USERS (16.1 - 16.4)**

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

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

16.1 Total Number of Unexpired Resident Cards	19,414
16.2a Total Number of Unexpired Non-resident Cards	78
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	63
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$742.45
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	19,492
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

**RESOURCES OWNED (17.1 - 17.9)**

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

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

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

17.1 Print Materials [PLS 450] <sup>31</sup>	216,289
17.2 Current Print Serial Subscriptions	392
17.3 Total Print Materials (17.1+17.2)	216,681



17.4 E-books Held at end of the fiscal year [PLS 451]	156,633
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	26,030
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453] <sup>32</sup>	121,805
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	43,031
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455] <sup>33</sup>	16,949
17.6c Other Circulating Physical Items [PLS 462] <sup>34</sup>	813
17.6d Total Physical Items in Collection [PLS 461] <sup>35</sup>	286,163

## Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLS 456]	66
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	82

## USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned <sup>36</sup>	513,466
18.2 Number of young adult materials loaned <sup>37</sup>	34,043
18.3 Number of children's materials loaned [PLS 551] <sup>38</sup>	306,071
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	853,580

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

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

18.5 Books- Physical	406,253
18.6 Videos/DVDs- Physical	164,039
18.7 Audios (include music)- Physical	38,190
18.8 Magazines/Periodicals- Physical	16,647
18.9 Other Items- Physical [PLS 561]	44,721
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	669,850
18.11 Use of Electronic Materials [PLS 552]	183,730
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	853,580

18.13 Successful Retrieval of Electronic Information [PLS 554] <sup>39</sup>	507,692
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	691,422
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,361,272
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	61,918
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	32,438
<b>PATRON SERVICES (19.1-19.2)</b>	

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

### Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLS 502] <sup>40</sup>	124,264
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19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Count

**One-on-One Tutorials**

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

19.2 Total Annual One-on-One Tutorials **15****AUTOMATION (20.1 - 20.5)**

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

20.1 Total number of ALL computers in the library <sup>41</sup> **290**20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library <sup>42</sup> **136**20.3 Is your library's catalog automated? **Yes**20.4 Is your library's catalog accessible via the web? **Yes**20.5 Does your library have a telecommunications messaging device for the hearing impaired? **No****INTERNET (21.1 - 21.9)**

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

21.1 Does your library have Internet access? **Yes**

21.2a What is the maximum speed of your library's Internet connection? (Select one)

21.2b If Other, please specify **1Gpbs**21.3 What is the monthly cost of the library's internet access? **\$1,100**21.4 Number of Internet Computers Available for Public Use [PLS 650] <sup>43</sup> **136**21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651] <sup>44</sup> **39,432**

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

21.6 Wireless Sessions Per Year [PLS 652] **31,652**

21.6a Reporting Method for Wireless Sessions [PLS 652a]

21.7 Does your library utilize Internet filters on some or all of the public access computers? **Yes**21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? **Yes**21.9 Number of website visits or sessions to your library website [PLS 653] **5,602,366 --Select--****E-RATE (22.1 - 22.3)**

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year? **Yes**22.2a If YES, did your library apply for Category 1, Category 2 or both? **Both**22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? <sup>45</sup> **\$60,231**

22.3 If NO, why did your library NOT participate in the E-rate program?

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

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

23.1 How much money did your library spend on staff development and training this fiscal year? **\$11,350**

(Round answer to the nearest whole dollar.) 46

23.2	Does the above amount include travel expenses?	Yes
23.3	How many hours of training did employees receive this year? 47	850.00
23.4	Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5	Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

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

24.1	Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?
24.2	Are there any unique programs or services your library provided during the report period of which you would like to make us aware?
24.3	Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

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

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

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**  
**NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.**

25.1	Were the secretary's records found to be complete and accurate?
25.2	If NO, please list and explain any errors or discrepancies.
25.3	First board member completing the audit
25.4	Second board member completing the audit
25.5	Date the Secretary's Audit was completed

**IPLAR CERTIFICATION**

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

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

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

- 1, 2, 1.4 Gate double-counted in 2022 in error. 2022 total annual visits = 279k. (0-2024-02-05)
- 2, 7.1 The library building is owned by the City of Des Plaines. This amount reflects an update to what the City uses for insurance purposes. (0-2024-02-06)
- 3, 8.1 Amount reflects receipt of 2nd installment of Cook County property taxes from previous year's delay in collection. (0-2024-02-01)
- 4, 8.1b Amount reflects a return to the Library's annual tax levy, as there are no further anticipated delays in Cook County property tax collection in two annual installments. (0-2024-02-01)
- 5, 8.9 In addition to E-Rate reimbursement for connectivity (\$7.5k), we also received reimbursement for a hardware purchase of network switches (\$52.7k). (0-2024-02-05)
- 6, 8.12 In addition to E-Rate reimbursement for connectivity (\$7.5k), we also received reimbursement for a hardware purchase of network switches (\$52.7k). (0-2024-02-05)
- 7, 8.13 The 2022 amount included a makerspace donation, as well as a donor bequest. In 2023, this includes an additional donation for the addition of a makerspace. (0-2024-02-06)
- 8, 8.14 Includes significant increase in interest (\$150k). (0-2024-02-06)
- 9, 8.17 Amount reflects receipt of 2nd installment of Cook County property taxes from previous year's delay in collection. (0-2024-02-05)
- 10, 8.21 The Library Director has exclusive authority to bank on behalf of the library, with oversight from the Board of Trustees, and more specifically, the Board Treasurer. (0-2024-02-05)
- 11, 9.2a Decreased amount due to difference in Employer Contribution to IMRF. (0-2024-02-06)
- 12, 10.1 Decrease in physical material spending to fund additional e-materials. (0-2024-02-06)
- 13, 10.2 Decrease in physical material spending to fund additional e-materials. (0-2024-02-06)
- 14, 10.3a Decreased amount due to fewer physical visual and audio materials purchased. (0-2024-02-06)
- 15, 10.4 Decreased amount due to fewer physical visual and audio materials purchased. (0-2024-02-06)
- 16, 12.7 Amount includes makerspace expenses, computer hardware. (0-2024-02-01)
- 17, 14.1 Main gate statistics were double-counted in 2022 in error. 2022 = 279k. (0-2024-02-06)
- 18, Increase due to a full return to pre-pandemic levels of programming. Includes SRC Wild Times, and in-person story times. (0-2024-02-06)
- 19, Increase due to a full return to pre-pandemic levels of programming. Includes SRC Wild Times, and in-person story times. (0-2024-02-06)
- 20, [PLS 602] Increase represents a return to pre-pandemic levels of programming, including a Graphic Novel Book Club, and LEGO League. (0-2024-02-06)
- 21, [PLS 612] Increase represents a return to pre-pandemic levels of programming, including a Graphic Novel Book Club, and LEGO League. (0-2024-02-06)
- 22, 15.7 Increase in self-directed Summer Reading activities. (0-2024-02-05)
- 23, 15.8 Increase due to Summer Reading participation. (0-2024-02-05)
- 24, [PLS 604] First full year of post-pandemic programming. New adult programs include: Citizenship Prep, ESL Reading and Literacy, Job Counseling, Illinois Library Presents, and Life Drawing sessions. (0-2024-02-05)



- 25, Increase due to Summer Reading participation. (0-2024-02-05)
- 26, Increase due to Summer Reading participation. (0-2024-02-05)
- 27, First full year of post-pandemic programming, with a robust, library-wide, Summer Reading Club. Includes a return to in-person story times, and the addition of new programs like Life Drawing, ESL, and Citizenship Prep courses. (0-2024-02-06)
- 28, First full year of post-pandemic programming, with a robust, library-wide, Summer Reading Club. Includes a return to in-person story times, and the addition of new programs like Life Drawing, ESL, and Citizenship Prep courses. (0-2024-02-06)
- 29, [PLS 608] First full year of post-pandemic programming, with a renewed focus on in-person, and a decrease in virtual. (0-2024-02-05)
- 30, [PLS 618] First full year of post-pandemic programming, with a renewed focus on in-person, and a decrease in virtual. (0-2024-02-05)
- 31, 17.1 Reduced holdings of print materials, and removed shelving in 2023, to accommodate a new makerspace in 2024. (0-2024-02-02)
- 32, 17.5b Overdrive holdings increased by 28,000 over 2022. (0-2024-01-26)
- 33, 17.6b Decrease due to method used in 2022 to count titles on circulating Roku. (0-2024-02-02)
- 34, 17.6c Increase due to new items added to the Library of Things collection, including a birding kit, steel tongue drum, digital coin sorter, and disc golf set. (0-2024-02-02)
- 35, 17.6d Reduced holdings of print materials, and removed shelving in 2023, to accommodate a new makerspace in 2024. (0-2024-02-06)
- 36, 18.1 Increase in e-material and video game circulation compared to the previous year. (0-2024-02-01)
- 37, 18.2 Increase in circulation of video games. (0-2024-02-01)
- 38, 18.3 Increase in circulation of Discovery Kits and Picture Books. (0-2024-02-01)
- 39, 18.13 Increase includes the addition of Freegal, which was not included in 2022. (0-2024-02-06)
- 40, 19.1 Increase in reference transactions at the Youth Services desk from previous year. (0-2024-02-01)
- 41, 20.1 Computers removed on the Adult Reference floor in order to accommodate a new makerspace in 2024. (0-2024-02-05)
- 42, 20.2 Computers removed on the Adult Reference floor in order to accommodate a new makerspace in 2024. (0-2024-02-05)
- 43, 21.4 Computers removed on the Adult Reference floor in order to accommodate a new makerspace in 2024. (0-2024-02-05)
- 44, 21.5 Youth Services computers were not in use for most of 2022, and re-opened fully in 2023. (0-2024-02-01)
- 45, 22.2b In addition to E-Rate reimbursement for connectivity (\$7.5k), we also received reimbursement for a hardware purchase of network switches (\$52.7k). (0-2024-02-05)
- 46, 23.1 In 2023, the library funded an annual subscription for all staff to access library-specific de-escalation training. (0-2024-02-02)
- 47, 23.3 Includes anti-harassment training, de-escalation training, and change management training. (0-2024-02-02)