



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**REGULAR BOARD MEETING
THURSDAY JANUARY 12, 2023**

**7:00 p.m.
Meeting Room B**

Agenda:

- **Approve Payment of Vendor Checks Report and ACH Payments.**
- **Review and approval of the Per Capita application.**
- **Executive Session: The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.**

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



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Agenda for the Regular Meeting
January 12, 2023,
7 p.m.
DPPL 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 – December 15, 2022.
 - B. Acceptance of Financial Reports for December 2022.
 - C. Acceptance of Reports.
 1. Statistics Report for December 2022
 2. Director’s Report for December 2022
- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$358,547.16 [Action Item]
 - B. Review and approval of the Per Capita application. [Action Item]
 - C. Report out from the Management Committee Meeting. [Action Item]

- IX. Other. (7:45 p.m.)
- X. Announcements.
- XI. Correspondence.
- XII. Executive Session
The Appointment, Employment, Compensation, Discipline, Performance or
Dismissal of Specific Employees of the public body.
- XIII. Adjournment. (8:00 p.m.)

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



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**MANAGEMENT COMMITTEE MEETING
THURSDAY JANUARY 12, 2023
6:30 p.m.
Meeting Room B**

Agenda:

- **Addition of Village Bank & Trust to the Board investment policy.**

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**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Agenda for the Meeting of the Management Committee
Thursday January 12, 2023
6:30 p.m.
DPPL Meeting Room B**

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Addition of Village Bank & Trust to the Board investment policy.
[Action Item]
- VI. Adjournment.

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



BOARD OF TRUSTEES
Minutes for the Regular Meeting of December 15, 2022

I. Call to Order.

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

II. Roll Call.

Roll call indicated the following board members were PRESENT: Lisa DuBrock, Kristen Graack, Denise Hudec, Gregory Sarlo, Nicholas Harkovich, Michelle Shimon-Hutchison; ABSENT: Christine Halblander, Bruce Lester; ALSO PRESENT: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley, Joanie Sebastian, Stephanie Spetter, John Leach

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

Not Necessary

V. Consideration of the Agenda.

MOTION by Graack, seconded by Shimon-Hutchison to accept the agenda. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

VI. Public Comments and Questions.

None

VII. Consent Agenda.

- A. Approval of the Minutes of the Regular Board Meeting – November 17, 2022
- B. Approval of the Minutes of the Management Committee- November 17, 2022
- C. Acceptance of Financial Reports for November 2022.
- D. Acceptance of Reports.

- 1. Statistics Report for November 2022
- 2. Director's Report for November 2022

MOTION by Graack, seconded Hudec by to accept the consent agenda, with the exception

of D1. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

MOTION by DuBrock, seconded by Harkovich to accept D1. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

VIII. New Business.

A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$126,310.37

MOTION by Hudec, seconded by Graack to approve payment of vendor checks and ACH Payments in the amount of \$126,310.37 as listed on the vendor checks report of November 2022 and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account.

B. Final review and approval of 2023-2025 Strategic Goals

MOTION by DuBrock, seconded by Graack to accept the 2023-2025 Strategic Goals as presented. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

C. Review of Communico quote for contract renewal.

MOTION by Hudec, seconded by Graack to accept the proposed Communico contract. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

IX. Other. (7:45 p.m.)

President Sarlo stated the first step in the buildout of the new Creative Space, beginning in 2023, will take place in early 2023. The architect will present plans to the Building and Grounds committee at a to-be-called meeting. He encourages all trustees to attend that meeting. There will then be a motion out of committee at a full board meeting, and subsequent vote on proceeding.

X. Announcements.

Director Bonell announced that DPPL has been named a 5-Star library in the national Library Journal 2022 Index of Star Libraries. This places DPPL in the top 2% of libraries in the nation and comes at a time when the library's circulation has already surpassed 1 million circs year to date. She thanks the board, community that supports the library and the dedicated staff, including library department heads Laurie Papadourakis, Joanie Sebastian, Stephanie Spetter, Michelle Meyer-Edley and Heather Imhoff.

The January 2023 meeting has been moved forward one week to Thursday January 12th.

XI. Correspondence.

None

XII. Executive Session the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

Cancelled, to be rescheduled in January 2023.

XIII. Adjournment.

MOTION by Hudec seconded by Shimon-Hutchison to adjourn. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

The meeting adjourned at 7:19 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended December 31, 2022

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Des Plaines Public Library

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Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of December 31, 2022

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,657,697.20	\$ 1,751,622.35	\$ 4,409,319.55
Prepays	17,673.31	0.00	17,673.31
Receivables			
Receivable - Property Taxes	6,156,840.50	-	6,156,840.50
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 8,832,211.01	\$ 1,751,622.35	\$ 10,583,833.36
LIABILITIES			
Accounts Payable	\$ 154,938.58	\$ -	\$ 154,938.58
Accrued Payroll	71,958.20	-	71,958.20
Due to other funds	82,846.73	-	82,846.73
Total Liabilities	309,743.51	-	309,743.51
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,379,243.51	-	6,379,243.51
FUND BALANCE			
Fund Balance - Unreserved	1,953,562.06	1,751,622.35	3,705,184.41
Fund Balance - Reserved for Prepays	499,405.44	-	499,405.44
Total Fund Balance	2,452,967.50	1,751,622.35	4,204,589.85
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,832,211.01	\$ 1,751,622.35	\$ 10,583,833.36

Des Plaines Public Library

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

For the 12 Months Ended December 31, 2022

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 5,017,914.67	\$ -	\$ 5,017,914.67
Intergovernmental	189,474.87	-	189,474.87
Fines & Fees	29,530.02	-	29,530.02
Interest	27,213.98	26,390.35	53,604.33
Special Events and Programs	1,833.85	-	1,833.85
Miscellaneous	472,369.37	-	472,369.37
Total Revenues	<u>5,738,336.76</u>	<u>26,390.35</u>	<u>5,764,727.11</u>
EXPENDITURES			
Personnel	\$ 3,014,020.72	\$ -	\$ 3,014,020.72
Operating	1,987,528.00	-	1,987,528.00
Library Materails	868,386.10	-	868,386.10
Capital Outlay	76,091.14	171,703.26	247,794.40
Other Expenditures	<u>23,626.94</u>	<u>-</u>	<u>23,626.94</u>
Total Expenditures	<u>5,969,652.90</u>	<u>171,703.26</u>	<u>6,141,356.16</u>
Net Change in Fund Balances	<u>(231,316.14)</u>	<u>(145,312.91)</u>	<u>(376,629.05)</u>
FUND BALANCES			
Beginning of the year	<u>2,684,283.64</u>	<u>1,896,935.26</u>	<u>4,581,218.90</u>
End of the period	<u>\$ 2,452,967.50</u>	<u>\$ 1,751,622.35</u>	<u>\$ 4,204,589.85</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of December 31, 2022

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	1,880,342.53
202-1102015 - Old National Operating # 92260	<u>21,748.58</u>
	<u>1,902,091.11</u>
201-1102028 - Old National Donations #96300	<u>215,327.53</u>
201-1102030 - Village B&T Checking #6718	100,000.00
	<u>100,000.00</u>
201-1102050 - Wintrust Brokerage	<u>147,576.80</u>
201-1102079 - Illinois Funds # 2591	313,950.34
202-1102079 - Illinois Funds # 2591	<u>1,729,873.77</u>
	<u>2,043,824.11</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,409,319.55</u></u>

Des Plaines Public Library
Balance Sheet as of December 31, 2022

	<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	300,713.65	1,579,628.88	1,880,342.53
1102028 - Old National Donations #96300	215,320.22	7.31	215,327.53
1102030 - Village B&T Checking #6718	0.00	100,000.00	100,000.00
1102050 - Wintrust Brokerage	0.00	147,576.80	147,576.80
1102079 - Illinois Funds # 2591	811,692.43	(497,742.09)	313,950.34
1118000 - Receivable - Property Taxes	6,156,840.50	0.00	6,156,840.50
1119301 - Prepaid Expense	17,673.31	0.00	17,673.31
	<u>7,502,740.11</u>	<u>1,329,470.90</u>	<u>8,832,211.01</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	79,558.55	75,380.03	154,938.58
2401002 - Payroll Liabilities	10,035.91	(10,035.91)	0.00
2430707 - Due to Library Comp Abs	82,846.73	0.00	82,846.73
2450040 - Accrued Payroll	48,089.06	0.00	48,089.06
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
2471000 - Deferred Revenue - Other	23,869.14	0.00	23,869.14
	<u>6,313,899.39</u>	<u>65,344.12</u>	<u>6,379,243.51</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	499,405.44	0.00	499,405.44
3730000 - Fund Balance - Unreserved	2,184,878.20	0.00	2,184,878.20
	<u>2,684,283.64</u>	<u>0.00</u>	<u>2,684,283.64</u>
 Total Liabilities and Fund Balance	 <u>8,998,183.03</u>	 <u>65,344.12</u>	 <u>9,063,527.15</u>
 Excess Revenues Over Expenses	 <u>(1,495,442.92)</u>	 <u>1,264,126.78</u>	 <u>(231,316.14)</u>

Des Plaines Public Library
Balance Sheet as of December 31, 2022

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - Old National Operating # 92260	21,748.58	0.00	21,748.58
1102079 - Illinois Funds # 2591	1,725,075.08	4,798.69	1,729,873.77
	1,746,823.66	4,798.69	1,751,622.35
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,896,935.26	0.00	1,896,935.26
Total Liabilities and Fund Balance	1,896,935.26	0.00	1,896,935.26
Excess Revenues Over Expenses	(150,111.60)	4,798.69	(145,312.91)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	82,846.73	0.00	82,846.73
	82,846.73	0.00	82,846.73
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	82,846.73	0.00	82,846.73
	82,846.73	0.00	82,846.73
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	82,846.73	0.00	82,846.73
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of December 31, 2022

	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>(1,528,509.00)</u>	<u>0.00</u>	<u>(1,528,509.00)</u>
	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
 Total Liabilities and Net Capital Assets	 <u>2,582,969.04</u>	 <u>0.00</u>	 <u>2,582,969.04</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

**Des Plaines Public Library
Revenue Report
For the 12 Months Ended December 31, 2022**

_____ Library Fund _____	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Taxes</u>					
201-4810033 - Property Taxes 2021	<u>1,544,348.72</u>	<u>5,017,914.67</u>	<u>6,100,000.00</u>	<u>1,082,085.33</u>	<u>82.26</u>
	<u>1,544,348.72</u>	<u>5,017,914.67</u>	<u>6,100,000.00</u>	<u>1,082,085.33</u>	<u>82.26</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
201-4822040 - State Grant - Per Capita	0.00	89,495.63	75,000.00	(14,495.63)	119.33
201-4822090 - Grant Revenue	8,995.12	18,165.62	0.00	(18,165.62)	0.00
201-4822095 - State Grant - Library	<u>2,653.50</u>	<u>12,072.62</u>	<u>10,000.00</u>	<u>(2,072.62)</u>	<u>120.73</u>
	<u>11,648.62</u>	<u>189,474.87</u>	<u>177,988.00</u>	<u>(11,486.87)</u>	<u>106.45</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	1,156.34	13,480.85	3,000.00	(10,480.85)	449.36
201-4850102 - Library Fines	0.00	39.00	0.00	(39.00)	0.00
201-4850201 - Copying Fees	1,017.57	13,526.92	20,000.00	6,473.08	67.63
201-4850207 - Non-Res Cards	65.75	332.50	0.00	(332.50)	0.00
201-4850208 - Meeting Room Fees	<u>180.60</u>	<u>2,150.75</u>	<u>1,500.00</u>	<u>(650.75)</u>	<u>143.38</u>
	<u>2,420.26</u>	<u>29,530.02</u>	<u>24,500.00</u>	<u>(5,030.02)</u>	<u>120.53</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>1,833.85</u>	<u>20,000.00</u>	<u>18,166.15</u>	<u>9.17</u>
	<u>0.00</u>	<u>1,833.85</u>	<u>20,000.00</u>	<u>18,166.15</u>	<u>9.17</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	(2,083.20)	(2,083.20)	0.00	2,083.20	0.00
201-4890010 - Interest Income	<u>2,281.51</u>	<u>29,297.18</u>	<u>1,330.00</u>	<u>(27,967.18)</u>	<u>2,202.80</u>
	<u>198.31</u>	<u>27,213.98</u>	<u>1,330.00</u>	<u>(25,883.98)</u>	<u>2,046.16</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	249,660.00	249,660.00	0.00	(249,660.00)	0.00
201-4899900 - Miscellaneous Revenue	0.00	26,235.85	70,000.00	43,764.15	37.48
201-4899910 - Vending Machine Revenue	1,091.79	1,441.22	1,000.00	(441.22)	144.12
201-4899920 - Library Donations	0.00	181,775.00	190,000.00	8,225.00	95.67
201-4899940 - Friends Book Sale	<u>856.26</u>	<u>13,257.30</u>	<u>5,000.00</u>	<u>(8,257.30)</u>	<u>265.15</u>
	<u>251,608.05</u>	<u>472,369.37</u>	<u>266,000.00</u>	<u>(206,369.37)</u>	<u>177.58</u>
Total Library Fund	<u><u>1,810,223.96</u></u>	<u><u>5,738,336.76</u></u>	<u><u>6,589,818.00</u></u>	<u><u>851,481.24</u></u>	<u><u>87.08</u></u>

Des Plaines Public Library
 Revenue Report
 For the 12 Months Ended December 31, 2022

	<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>4,798.69</u>	<u>26,390.35</u>	<u>2,000.00</u>	<u>(24,390.35)</u>	<u>1,319.52</u>
	<u>4,798.69</u>	<u>26,390.35</u>	<u>2,000.00</u>	<u>(24,390.35)</u>	<u>1,319.52</u>
<u>Other Financing Sources</u>					
	<u>4,798.69</u>	<u>26,390.35</u>	<u>2,000.00</u>	<u>(24,390.35)</u>	<u>1,319.52</u>
Total Capital Projects Fund	<u>4,798.69</u>	<u>26,390.35</u>	<u>2,000.00</u>	<u>(24,390.35)</u>	<u>1,319.52</u>
Total of All Funds	<u>1,815,022.65</u>	<u>5,764,727.11</u>	<u>6,591,818.00</u>	<u>827,090.89</u>	<u>87.45</u>

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2022**

Library Fund _____	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	268,267.55	2,302,196.12	2,430,951.00	128,754.88	94.70
5910200 - Part-time Salaries	<u>79,935.33</u>	<u>711,824.60</u>	<u>838,279.00</u>	<u>126,454.40</u>	<u>84.91</u>
	<u>348,202.88</u>	<u>3,014,020.72</u>	<u>3,269,230.00</u>	<u>255,209.28</u>	<u>92.19</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	38.45	15,000.00	14,961.55	0.26
5918020 - Employer Contribution - FICA	25,496.11	221,290.88	248,109.00	26,818.12	89.19
5918021 - Employer Contribution - IMRF	24,815.46	215,575.56	223,448.00	7,872.44	96.48
5918040 - Life Insurance Premiums	559.00	559.00	1,886.00	1,327.00	29.64
5918050 - PPO Insurance Premiums	17,411.96	343,683.34	425,000.00	81,316.66	80.87
5918051 - HMO Insurance Premiums	9,393.84	165,267.93	190,000.00	24,732.07	86.98
5918055 - Dental Insurance Premiums	0.00	0.00	20,000.00	20,000.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>14,000.00</u>	<u>14,000.00</u>	<u>0.00</u>
	<u>77,676.37</u>	<u>946,415.16</u>	<u>1,137,443.00</u>	<u>191,027.84</u>	<u>83.21</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	6,305.48	20,000.00	13,694.52	31.53
5920110 - Professional Services	35,997.91	427,935.39	445,348.00	17,412.61	96.09
5920120 - Communication Services	2,070.28	23,551.29	48,840.00	25,288.71	48.22
5920140 - Integrated Library System	0.00	88,867.26	88,450.00	(417.26)	100.47
5920202 - Conferences	0.00	5,500.83	0.00	(5,500.83)	0.00
5920204 - Training	0.00	12.99	0.00	(12.99)	0.00
5920210 - Marketing	0.00	35,344.51	53,000.00	17,655.49	66.69
5920220 - Membership Dues	100.00	6,158.00	6,400.00	242.00	96.22
5920230 - Publication of Notices	0.00	148.50	0.00	(148.50)	0.00
5920990 - Property/Liability Insurance	0.00	47,931.00	57,000.00	9,069.00	84.09
5930010 - R&M Equipment	4,518.00	49,349.61	77,316.00	27,966.39	63.83
5930020 - R&M Buildings & Structures	2,849.84	83,727.34	110,960.00	27,232.66	75.46
5930030 - R&M Vehicles	0.00	314.20	2,000.00	1,685.80	15.71
5930210 - Rental of Equipment	123.08	788.09	890.00	101.91	88.55
5930320 - Cleaning/Custodial Services	0.00	59,752.00	87,575.00	27,823.00	68.23
5930490 - Refuse Contract	573.00	5,162.00	6,000.00	838.00	86.03
5960040 - Pre-Employment Testing	77.03	3,909.41	3,000.00	(909.41)	130.31
5960065 - Bank Fees	0.00	8.90	300.00	291.10	2.97
5960070 - Mileage	0.00	16.38	500.00	483.62	3.28
5960210 - Special Event Programming	3,096.79	77,061.79	51,850.00	(25,211.79)	148.62
5960990 - Misc. Contractual Services	<u>10,772.64</u>	<u>119,267.87</u>	<u>114,835.00</u>	<u>(4,432.87)</u>	<u>103.86</u>
	<u>60,178.57</u>	<u>1,041,112.84</u>	<u>1,174,264.00</u>	<u>133,151.16</u>	<u>88.66</u>
<u>Commodities</u>					
5970100 - Supplies	3,490.14	57,039.38	94,600.00	37,560.62	60.30
5970110 - Meals	811.61	2,041.12	2,000.00	(41.12)	102.06
5970115 - Supplies - Dept/Other	0.00	52.90	0.00	(52.90)	0.00
5970170 - Janitorial	540.93	5,243.27	18,600.00	13,356.73	28.19
5970260 - Postage & Parcel	0.00	15,933.62	11,000.00	(4,933.62)	144.85

Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2022

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970270 - Printing	0.00	1,022.63	0.00	(1,022.63)	0.00
5970500 - Water Bill	1,225.71	6,284.26	10,000.00	3,715.74	62.84
5970600 - Ebooks/Books	29,056.31	333,499.13	369,850.00	36,350.87	90.17
5970610 - E-audio/Audio	5,782.39	75,462.40	72,500.00	(2,962.40)	104.09
5970620 - E-Subscriptions/Subscriptions	465.21	48,012.87	58,430.00	10,417.13	82.17
5970630 - Visual Materials	8,117.56	162,889.43	185,100.00	22,210.57	88.00
5970640 - Databases	3,439.66	129,683.02	178,000.00	48,316.98	72.86
5970810 - Natural Gas	2,959.59	27,862.42	22,000.00	(5,862.42)	126.65
5970850 - Gasoline	0.00	161.03	300.00	138.97	53.68
5970900 - Equipment < \$10,000	<u>1,186.26</u>	<u>3,198.62</u>	<u>2,200.00</u>	<u>(998.62)</u>	<u>145.39</u>
	<u>57,075.37</u>	<u>868,386.10</u>	<u>1,024,580.00</u>	<u>156,193.90</u>	<u>84.76</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	10,530.75	6,310.00	(4,220.75)	166.89
5980410 - Computer Hardware	0.00	18,883.03	8,450.00	(10,433.03)	223.47
5980420 - Computer Software	2,107.73	43,220.90	45,170.00	1,949.10	95.68
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>3,456.46</u>	<u>6,500.00</u>	<u>3,043.54</u>	<u>53.18</u>
	<u>2,107.73</u>	<u>76,091.14</u>	<u>66,430.00</u>	<u>(9,661.14)</u>	<u>114.54</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	10,369.64	75,000.00	64,630.36	13.83
5993000 - Contingency Reserve	0.00	0.00	70,000.00	70,000.00	0.00
5999940 - Friends Books Sale	<u>856.26</u>	<u>13,257.30</u>	<u>5,000.00</u>	<u>(8,257.30)</u>	<u>265.15</u>
	<u>856.26</u>	<u>23,626.94</u>	<u>150,000.00</u>	<u>126,373.06</u>	<u>15.75</u>
 Total Library Fund Expenditures	 <u>546,097.18</u>	 <u>5,969,652.90</u>	 <u>6,821,947.00</u>	 <u>852,294.10</u>	 <u>87.51</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	57,004.97	218,000.00	160,995.03	26.15
5980400 - Equipment	0.00	43,531.60	309,940.00	266,408.40	14.05
5980410 - Computer Hardware	0.00	60,245.71	209,500.00	149,254.29	28.76
5980420 - Computer Software	0.00	10,839.55	10,500.00	(339.55)	103.23
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>81.43</u>	<u>3,000.00</u>	<u>2,918.57</u>	<u>2.71</u>
	<u>0.00</u>	<u>171,703.26</u>	<u>750,940.00</u>	<u>579,236.74</u>	<u>22.87</u>
 Total Capital Projects Fund Expenditures	 <u>0.00</u>	 <u>171,703.26</u>	 <u>750,940.00</u>	 <u>579,236.74</u>	 <u>22.87</u>
 Total of All Funds	 <u>546,097.18</u>	 <u>6,141,356.16</u>	 <u>7,572,887.00</u>	 <u>1,431,530.84</u>	 <u>81.10</u>

Des Plaines Public Library

Check List

All Bank Accounts

December 16, 2022 - January 12, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
19478	01/12/23	ABT ELECTRONIC	123.20
19479	01/12/23	AQUARIUM ADVENTURE HOFFMAN ESTATES	798.80
19480	01/12/23	BACKGROUND SCREENING CONSULTANTS LLC	77.03
19481	01/12/23	BAKER & TAYLOR	13,817.79
19482	01/12/23	CHILDREN'S PLUS, INC.	2,580.52
19483	01/12/23	CITY OF DES PLAINES	1,225.71
19484	01/12/23	COLLEY ELEVATOR COMPANY	642.00
19485	01/12/23	EBCO INFORMATION SERVICES	5.50
19486	01/12/23	EMPLOYEE BENEFITS CORPORATION	275.00
19487	01/12/23	FINDAWAY WORLD LLC	2,257.59
19488	01/12/23	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	573.00
19489	01/12/23	FOX VALLEY FIRE & SAFETY	664.00
19490	01/12/23	INGRAM LIBRARY SERVICES	872.11
19491	01/12/23	ITSAVVY LLC	328.00
19492	01/12/23	J&S PLUMBING, INC.	705.00
19493	01/12/23	LAUTERBACH & AMEN, LLP.	1,575.00
19494	01/12/23	LIBRARY IDEAS LLC	1,678.92
19495	01/12/23	LIMRICC	56,268.92
19496	01/12/23	MIDWEST TAPE	14,125.30
19497	01/12/23	MNI	238.90
19498	01/12/23	OUTSOURCE SOLUTIONS GROUP, INC.	37,904.50
19499	01/12/23	OVERDRIVE, INC.	8,243.64
19500	01/12/23	RAINBOW BOOK COMPANY	483.84
19501	01/12/23	THOMAS KLISE/CRIMSON MULTIMEDIA	366.03
19502	01/12/23	THOMSON REUTERS-WEST	23.39
19503	01/12/23	WORLD BOOK INC	1,199.00
19504	01/12/23	ALARM SECURITY INCORPORATED	329.84
19505	01/12/23	ANDERSON LOCK CO LTD	20.46
19506	01/12/23	ANGELO CERRONE	125.00
19507	01/12/23	FOX VALLEY FIRE & SAFETY	509.00
19508	01/12/23	GRAINGER	383.59
19509	01/12/23	HEATHER IMHOFF	256.50
19510	01/12/23	Rob Harrell	186.00
19511	01/12/23	Stephanie Gelb	302.50
19512	01/12/23	Susan Almerigi	5.00
19513	01/12/23	Anne L. Shimojima	350.00
19514	01/12/23	CENGAGE LEARNING/GALE	9,800.00
19515	01/12/23	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
19516	01/12/23	FACILITY GATEWAY CORPORATION	3,298.00
19517	01/12/23	GLORIA VAN HOF	350.00
19518	01/12/23	HR SOURCE	300.00
19519	01/12/23	ILLINOIS LIBRARY ASSOCIATION	1,150.00
19520	01/12/23	ILLINOIS LIBRARY ASSOCIATION	150.00
19521	01/12/23	LACONI, INC	150.00
19522	01/12/23	LIBRARIESFIRST	650.00
19523	01/12/23	LYNGSOE SYSTEMS, INC	11,905.00
19524	01/12/23	OUTSOURCE SOLUTIONS GROUP, INC.	38,060.15
19525	01/12/23	PROQUEST LLC	6,060.51
19526	01/12/23	RAILS	1,005.00
19527	01/12/23	RAILS	15,000.00
19528	01/12/23	ARTHUR J. GALLAGHER RISK MANAGEMENT	9,426.00
19529	01/12/23	LIBRARIES OF ILLINOIS RISK AGENCY	42,606.92
51914	12/30/22	IMRF	42,604.18
51915	12/30/22	BANKCARD SERVICES	15,282.19
51916	12/31/22	NATIONWIDE RETIREMENT	450.00
51917	12/31/22	VERIZON WIRELESS	2,047.26
51918	12/31/22	COMCAST CABLE	23.02

Des Plaines Public Library

Check List

All Bank Accounts

December 16, 2022 - January 12, 2023

Check Number	Check Date	Payee	Amount
51919	12/31/22	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	856.26
51920	12/31/22	NICOR GAS	2,959.59
Vendor Check Total			<u>358,547.16</u>
Check List Total			<u><u>358,547.16</u></u>

Check count = 59

Des Plaines Public Library

Vendor Checks Report

Old National Operating

December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ABT ELECTRONIC				19478	01/12/23	<u>123.20</u>
201-5980420	Computer Software	0803222NPRZ; 12.22.22	123.20			
AQUARIUM ADVENTURE HOFFMAN ESTATES				19479	01/12/23	<u>798.80</u>
201-5960990	Misc. Contractual Services	14485; 12.31.22	798.80			
BACKGROUND SCREENING CONSULTANTS LLC				19480	01/12/23	<u>77.03</u>
201-5960040	Pre-Employment Testing	21242; 01.01.23	77.03			
BAKER & TAYLOR				19481	01/12/23	<u>13,817.79</u>
201-5970600	Ebooks/Books	Invoice #2037198390	721.95			
201-5960990	Misc. Contractual Services	Invoice #2037198391	63.03			
201-5960990	Misc. Contractual Services	Invoice #2037174975	12.71			
201-5970600	Ebooks/Books	Invoice #2037174975	95.63			
201-5960990	Misc. Contractual Services	Invoice #2037163964	56.93			
201-5970600	Ebooks/Books	Invoice #2037163964	311.17			
201-5960990	Misc. Contractual Services	Invoice #2037178398	18.82			
201-5970600	Ebooks/Books	Invoice #2037178398	259.51			
201-5960990	Misc. Contractual Services	Invoice #2037187351	45.56			
201-5970600	Ebooks/Books	Invoice #2037187351	493.86			
201-5960990	Misc. Contractual Services	Invoice #2037163839	60.15			
201-5970600	Ebooks/Books	Invoice #2037163839	130.26			
201-5960990	Misc. Contractual Services	Invoice #2037163724	25.30			
201-5970600	Ebooks/Books	Invoice #2037163724	114.61			
201-5960990	Misc. Contractual Services	Invoice #2037171010	88.65			
201-5970600	Ebooks/Books	Invoice #2037171010	830.92			
201-5960990	Misc. Contractual Services	Invoice #2037166095	49.79			
201-5970600	Ebooks/Books	Invoice #2037166095	155.71			
201-5960990	Misc. Contractual Services	Invoice #2037193547	25.38			
201-5970600	Ebooks/Books	Invoice #2037193547	142.45			
201-5960990	Misc. Contractual Services	Invoice #2037183374	34.81			
201-5970600	Ebooks/Books	Invoice #2037183374	213.62			
201-5960990	Misc. Contractual Services	Invoice #2037158249	7.99			
201-5970600	Ebooks/Books	Invoice #2037158249	19.71			
201-5960990	Misc. Contractual Services	Invoice #2037158132	7.99			
201-5970600	Ebooks/Books	Invoice #2037158132	19.12			
201-5970600	Ebooks/Books	Invoice #2037183369	451.41			
201-5960990	Misc. Contractual Services	Invoice #2037183370	65.67			
201-5970600	Ebooks/Books	Invoice #2037176523	693.45			
201-5960990	Misc. Contractual Services	Invoice #2037176524	64.61			
201-5970600	Ebooks/Books	Invoice #2037180430	1,768.78			
201-5960990	Misc. Contractual Services	Invoice #2037180431	183.76			
201-5970600	Ebooks/Books	Invoice #2037185662	908.47			
201-5960990	Misc. Contractual Services	Invoice #2037185663	105.54			
201-5970600	Ebooks/Books	Invoice #2037168162	609.82			
201-5960990	Misc. Contractual Services	Invoice #2037168163	50.93			
201-5960990	Misc. Contractual Services	Invoice #2037166403	2.82			
201-5970600	Ebooks/Books	Invoice #2037166403	15.34			
201-5960990	Misc. Contractual Services	Invoice #2037169644	17.35			
201-5970600	Ebooks/Books	Invoice #2037169644	46.59			
201-5960990	Misc. Contractual Services	Invoice #2037151396	23.47			
201-5970600	Ebooks/Books	Invoice #2037151396	100.53			
201-5960990	Misc. Contractual Services	Invoice #2037148718	41.63			
201-5970600	Ebooks/Books	Invoice #2037148718	160.20			
201-5960990	Misc. Contractual Services	Invoice #2037159489	67.59			

Des Plaines Public Library Vendor Checks Report

Old National Operating
December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice #2037159489	548.92			
201-5960990	Misc. Contractual Services	Invoice #2037159525	36.30			
201-5970600	Ebooks/Books	Invoice #2037159525	218.40			
201-5960990	Misc. Contractual Services	Invoice #2037185665	38.62			
201-5970600	Ebooks/Books	Invoice #2037185665	400.81			
201-5960990	Misc. Contractual Services	Invoice #2037224201	36.82			
201-5970600	Ebooks/Books	Invoice #2037224200	337.91			
201-5970600	Ebooks/Books	Invoice #2037211148	408.04			
201-5960990	Misc. Contractual Services	Invoice #2037211149	37.61			
201-5960990	Misc. Contractual Services	Invoice #2037213255	7.00			
201-5970600	Ebooks/Books	Invoice #2037213255	212.82			
201-5970600	Ebooks/Books	Invoice #2037173166	303.19			
201-5960990	Misc. Contractual Services	Invoice #2037173167	41.22			
201-5960990	Misc. Contractual Services	Invoice #2037190001	20.47			
201-5970600	Ebooks/Books	Invoice #2037190001	146.57			
201-5960990	Misc. Contractual Services	Invoice #2037179609	27.76			
201-5970600	Ebooks/Books	Invoice #2037179609	110.63			
201-5960990	Misc. Contractual Services	Invoice #2037173526	8.46			
201-5970600	Ebooks/Books	Invoice #2037173526	45.98			
201-5960990	Misc. Contractual Services	Invoice #2037173503	14.10			
201-5970600	Ebooks/Books	Invoice #2037173503	90.52			
201-5960990	Misc. Contractual Services	Invoice #2037190144	58.53			
201-5970600	Ebooks/Books	Invoice #2037190144	348.41			
201-5960990	Misc. Contractual Services	Invoice #2037190093	33.84			
201-5970600	Ebooks/Books	Invoice #2037190093	324.85			
201-5960990	Misc. Contractual Services	Invoice #2037190531	39.27			
201-5970600	Ebooks/Books	Invoice #2037190531	199.19			
201-5960990	Misc. Contractual Services	Invoice #2037203295	11.22			
201-5970600	Ebooks/Books	Invoice #2037203295	68.67			
201-5960990	Misc. Contractual Services	Invoice #2037185033	30.14			
201-5970600	Ebooks/Books	Invoice #2037185033	137.55			
201-5960990	Misc. Contractual Services	Invoice #2037178249	31.83			
201-5970600	Ebooks/Books	Invoice #2037178249	58.55			
CHILDREN'S PLUS, INC.				19482	01/12/23	<u>2,580.52</u>
201-5960990	Misc. Contractual Services	222935; 12.19.22	18.36			
201-5970600	Ebooks/Books	222681; 12.14.22	434.20			
201-5970600	Ebooks/Books	220241; 10.21.22	1,531.67			
201-5970600	Ebooks/Books	220236; 10.21.22	757.74			
201-5970600	Ebooks/Books	222724; 12.15.22	19.33			
201-5970600	Ebooks/Books	ARR715	-180.78			
CITY OF DES PLAINES				19483	01/12/23	<u>1,225.71</u>
201-5970500	Water Bill	71080763-001	1,225.71			
COLLEY ELEVATOR COMPANY				19484	01/12/23	<u>642.00</u>
201-5930020	R&M Buildings & Structures	234741; 12.1.22	642.00			
EBSCO INFORMATION SERVICES				19485	01/12/23	<u>5.50</u>
201-5970620	E-Subscriptions/Subscriptions	2302466; 12.13.22	5.50			
EMPLOYEE BENEFITS CORPORATION				19486	01/12/23	<u>275.00</u>
201-5960990	Misc. Contractual Services	3827155; 11.15.22	275.00			
FINDAWAY WORLD LLC				19487	01/12/23	<u>2,257.59</u>
201-5970600	Ebooks/Books	413923; 12.1.22	49.99			

Des Plaines Public Library Vendor Checks Report

Old National Operating
December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	415372; 12.15.22	62.99			
201-5970600	Ebooks/Books	414257; 12.06.22	408.93			
201-5970600	Ebooks/Books	414278; 12.06.22	325.94			
201-5970600	Ebooks/Books	414105; 12.05.22	1,409.74			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				19488	01/12/23	<u>573.00</u>
201-5930490	Refuse Contract	6524835; 12.07.22	573.00			
FOX VALLEY FIRE & SAFETY				19489	01/12/23	<u>664.00</u>
201-5930020	R&M Buildings & Structures	IN00571545; 01.06.23	664.00			
INGRAM LIBRARY SERVICES				19490	01/12/23	<u>872.11</u>
201-5970600	Ebooks/Books	72709289; 11.18.22	188.24			
201-5970600	Ebooks/Books	72849744; 11.25.22	276.39			
201-5960990	Misc. Contractual Services	70814754; 08.03.22	4.34			
201-5970600	Ebooks/Books	70814754; 08.03.22	33.67			
201-5970600	Ebooks/Books	70832225; 08.04.22	353.43			
201-5960990	Misc. Contractual Services	70826879; 08.04.22	2.17			
201-5970600	Ebooks/Books	70826879; 08.04.22	13.87			
ITSAVVY LLC				19491	01/12/23	<u>328.00</u>
201-5970100	Supplies	01391996; 12.08.22	328.00			
J&S PLUMBING, INC.				19492	01/12/23	<u>705.00</u>
201-5930020	R&M Buildings & Structures	220465; 12.19.22	705.00			
LAUTERBACH & AMEN, LLP.				19493	01/12/23	<u>1,575.00</u>
201-5920110	Professional Services	73255; 12.05.22	1,575.00			
LIBRARY IDEAS LLC				19494	01/12/23	<u>1,678.92</u>
201-5970600	Ebooks/Books	95157; 12.5.22	1,013.99			
201-5970610	E-audio/Audio	95156; 12.5.22	205.33			
201-5970600	Ebooks/Books	95155; 12.5.22	459.60			
LIMRICC				19495	01/12/23	<u>56,268.92</u>
201-2401002	Payroll Liabilities	Monthly Billing December 2022	56,268.92			
MIDWEST TAPE				19496	01/12/23	<u>14,125.30</u>
201-5970610	E-audio/Audio	Invoice #503079911	59.99			
201-5970630	Visual Materials	Invoice #503079912	23.99			
201-5960990	Misc. Contractual Services	Invoice #503091478	22.25			
201-5970630	Visual Materials	Invoice #503091478	180.34			
201-5960990	Misc. Contractual Services	Invoice #503091475	49.95			
201-5970610	E-audio/Audio	Invoice #503091475	1,143.73			
201-5960990	Misc. Contractual Services	Invoice #503091477	244.60			
201-5970630	Visual Materials	Invoice #503091477	850.55			
201-5970610	E-audio/Audio	Invoice #503022982	571.91			
201-5960990	Misc. Contractual Services	Invoice #503032750	20.35			
201-5970610	E-audio/Audio	Invoice #503032750	444.89			
201-5970610	E-audio/Audio	Invoice #503022983	8.24			
201-5960990	Misc. Contractual Services	Invoice #503032751	99.35			
201-5970630	Visual Materials	Invoice #503032751	592.22			
201-5960990	Misc. Contractual Services	Invoice #503032754	225.70			
201-5970630	Visual Materials	Invoice #503032754	1,077.14			
201-5960990	Misc. Contractual Services	Invoice #503032752	38.50			
201-5970610	E-audio/Audio	Invoice #503032752	107.45			

Des Plaines Public Library

Vendor Checks Report

Old National Operating

December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Invoice #502991497	104.96			
201-5970630	Visual Materials	Invoice #502991496	18.74			
201-5960990	Misc. Contractual Services	Invoice #503064731	114.00			
201-5970630	Visual Materials	Invoice #503064731	786.50			
201-5970610	E-audio/Audio	Invoice #503053965	347.94			
201-5960990	Misc. Contractual Services	Invoice #503064709	7.40			
201-5970610	E-audio/Audio	Invoice #503064709	179.96			
201-5970630	Visual Materials	Invoice #503053966	86.20			
201-5970630	Visual Materials	Invoice #503053968	61.48			
201-5960990	Misc. Contractual Services	Invoice #503064732	42.35			
201-5970610	E-audio/Audio	Invoice #503064732	134.89			
201-5970630	Visual Materials	Invoice #503053969	22.49			
201-5960990	Misc. Contractual Services	Invoice #503064730	363.40			
201-5970630	Visual Materials	Invoice #503064730	1,583.09			
201-5970610	E-audio/Audio	Invoice #503161836	343.95			
201-5960990	Misc. Contractual Services	Invoice #503161829	7.70			
201-5970610	E-audio/Audio	Invoice #503161829	23.98			
201-5960990	Misc. Contractual Services	Invoice #503162881	7.40			
201-5970610	E-audio/Audio	Invoice #503162881	171.96			
201-5960990	Misc. Contractual Services	Invoice #503161828	140.30			
201-5970630	Visual Materials	Invoice #503161828	436.14			
201-5960990	Misc. Contractual Services	Invoice #503123479	3.25			
201-5970630	Visual Materials	Invoice #503123479	21.74			
201-5960990	Misc. Contractual Services	Invoice #503127650	15.40			
201-5970610	E-audio/Audio	Invoice #503127650	50.51			
201-5960990	Misc. Contractual Services	Invoice #503127653	16.65			
201-5970610	E-audio/Audio	Invoice #503127653	388.91			
201-5960990	Misc. Contractual Services	Invoice #503127652	344.80			
201-5970630	Visual Materials	Invoice #503127652	955.30			
201-5970610	E-audio/Audio	Invoice #503107665	47.99			
201-5970610	E-audio/Audio	Invoice #503138600	134.99			
201-5970610	E-audio/Audio	Invoice #503137969	1,399.78			
MNI				19497	01/12/23	<u>238.90</u>
201-5970640	Databases	851737-00; 12.15.22	238.90			
OUTSOURCE SOLUTIONS GROUP, INC.				19498	01/12/23	<u>37,904.50</u>
201-5980420	Computer Software	72462; 12.22.22	114.75			
201-5960990	Misc. Contractual Services	72329; 12.19.22	350.00			
201-5980420	Computer Software	72326; 12.19.22	1,036.84			
201-5960990	Misc. Contractual Services	72326; 12.19.22	1,980.00			
201-5920110	Professional Services	72326; 12.19.22	34,422.91			
OVERDRIVE, INC.				19499	01/12/23	<u>8,243.64</u>
201-5970640	Databases	01018SB22435460; 12.02.22	1,275.00			
201-5970600	Ebooks/Books	01018CP22431971; 11.30.22	388.53			
201-5970600	Ebooks/Books	01018MA22433412; 11.30.22	3,437.85			
201-5970600	Ebooks/Books	01018MA22430883; 11.30.22	25.98			
201-5970600	Ebooks/Books	01018MA22462655; 12.31.22	2,731.54			
201-5970600	Ebooks/Books	01018CP22460523; 12.31.22	371.75			
201-5970600	Ebooks/Books	01018MA22461604; 12.31.22	12.99			
RAINBOW BOOK COMPANY				19500	01/12/23	<u>483.84</u>
201-5970600	Ebooks/Books	221968; 11.30.22	325.87			
201-5970600	Ebooks/Books	221064; 11.07.22	48.62			
201-5970600	Ebooks/Books	222202; 12.05.22	109.35			

Des Plaines Public Library Vendor Checks Report

Old National Operating
December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630	Visual Materials	009259; 11.23.22	366.03	19501	01/12/23	<u>366.03</u>
THOMSON REUTERS-WEST 201-5970640	Databases	847524025; 12.04.22	23.39	19502	01/12/23	<u>23.39</u>
WORLD BOOK INC 201-5960990	Misc. Contractual Services	0001645340; 11.28.22	1,199.00	19503	01/12/23	<u>1,199.00</u>
ALARM SECURITY INCORPORATED 201-5930020	R&M Buildings & Structures	New Batteries for Burgular Alarm	329.84	19504	01/12/23	<u>329.84</u>
ANDERSON LOCK CO LTD 201-5970100	Supplies	1109874; 12.30.22	20.46	19505	01/12/23	<u>20.46</u>
ANGELO CERRONE 201-5960990	Misc. Contractual Services	Videography Services	125.00	19506	01/12/23	<u>125.00</u>
FOX VALLEY FIRE & SAFETY 201-5930020	R&M Buildings & Structures	IN00562744; 11.21.22	509.00	19507	01/12/23	<u>509.00</u>
GRAINGER 201-5970170	Janitorial	9545883598; 12.15.22	383.59	19508	01/12/23	<u>383.59</u>
HEATHER IMHOFF 201-5918040	Life Insurance Premiums	Reimbursement	256.50	19509	01/12/23	<u>256.50</u>
Rob Harrell 201-5960210	Special Event Programming	1198; 12.17.22	186.00	19510	01/12/23	<u>186.00</u>
Stephanie Gelb 201-5918040	Life Insurance Premiums	Reimbursement	302.50	19511	01/12/23	<u>302.50</u>
Susan Almerigi 201-5970600	Ebooks/Books	Refund for Returned Item that was paid for	5.00	19512	01/12/23	<u>5.00</u>
Anne L. Shimojima 201-5960210	Special Event Programming	Hidden Memory: An American WWII Story	350.00	19513	01/12/23	<u>350.00</u>
CENGAGE LEARNING/GALE 201-5970640	Databases	79825810; 01.01.23	9,800.00	19514	01/12/23	<u>9,800.00</u>
CRYSTAL MAINTENANCE SERVICES CORP 201-5930320	Cleaning/Custodial Services	30688; 12.28.22	4,892.50	19515	01/12/23	<u>4,892.50</u>
FACILITY GATEWAY CORPORATION 201-5930010	R&M Equipment	227124; 11.2.22	3,298.00	19516	01/12/23	<u>3,298.00</u>
GLORIA VAN HOF 201-5960210	Special Event Programming	Secret Routes & Safehouses Presenter	350.00	19517	01/12/23	<u>350.00</u>
HR SOURCE 201-5920202	Conferences	45203; 12.29.22	300.00	19518	01/12/23	<u>300.00</u>

Des Plaines Public Library Vendor Checks Report

Old National Operating
December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ILLINOIS LIBRARY ASSOCIATION 201-5920220	Membership Dues	227693	1,150.00	19519	01/12/23	<u>1,150.00</u>
ILLINOIS LIBRARY ASSOCIATION 201-5920220	Membership Dues	227603; 12.06.22	150.00	19520	01/12/23	<u>150.00</u>
LACONI, INC 201-5920220	Membership Dues	Annual Library Membership	150.00	19521	01/12/23	<u>150.00</u>
LIBRARIESFIRST 201-5920220	Membership Dues	8362; 12.6.22	650.00	19522	01/12/23	<u>650.00</u>
LYNGSOE SYSTEMS, INC 201-5930010	R&M Equipment	005492; 11.30.22	11,905.00	19523	01/12/23	<u>11,905.00</u>
OUTSOURCE SOLUTIONS GROUP, INC. 201-5980420	Computer Software	72281; 12.19.22	270.40	19524	01/12/23	<u>38,060.15</u>
201-5920110	Professional Services	72540; 01.01.23	34,422.91			
201-5980420	Computer Software	72540; 01.01.23	1,036.84			
201-5960990	Misc. Contractual Services	72540; 01.01.23	1,980.00			
201-5960990	Misc. Contractual Services	72541; 01.01.23	350.00			
PROQUEST LLC 201-5970640	Databases	70760780; 01.01.23	1,762.00	19525	01/12/23	<u>6,060.51</u>
201-5970620	E-Subscriptions/Subscriptions	70763444; 01.01.23	4,298.51			
RAILS 201-5970640	Databases	10250; 12.14.22	1,005.00	19526	01/12/23	<u>1,005.00</u>
RAILS 201-5960990	Misc. Contractual Services	10240; 12.14.22	15,000.00	19527	01/12/23	<u>15,000.00</u>
ARTHUR J. GALLAGHER RISK MANAGEMENT 201-5918070	Workers Compensation	INV# 4528355	9,426.00	19528	01/12/23	<u>9,426.00</u>
LIBRARIES OF ILLINOIS RISK AGENCY 201-5920990	Property/Liability Insurance	Invoice 2023	42,606.92	19529	01/12/23	<u>42,606.92</u>
Check List Total						<u><u>294,324.66</u></u>

Des Plaines Public Library
ACH Register

All Bank Accounts

December 1, 2022 - December 31, 2022

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51914	12/30/22	IMRF	42,604.18
51915	12/30/22	BANKCARD SERVICES	15,282.19
51916	12/31/22	NATIONWIDE RETIREMENT	450.00
51917	12/31/22	VERIZON WIRELESS	2,047.26
51918	12/31/22	COMCAST CABLE	23.02
51919	12/31/22	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	856.26
51920	12/31/22	NICOR GAS	2,959.59
Vendor Check Total			64,222.50
Check List Total			64,222.50

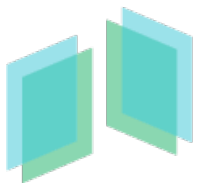
Check count = 7

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2022

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

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

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,968,717	4,138,360	5,784,948	5,703,662	5,471,098	4,997,435	4,622,155	4,033,743	4,755,049	5,662,998	5,274,148	4,705,842
Revenue (M-T-D)												
Property Taxes	-	528,962	2,106,673	331,285	343,511	-	-	-	1,204,158	1,432,744	58,530	-
Other Revenue	2,289	5,271	3,484	2,827	8,564	17,598	49,433	99,363	5,475	4,502	38,103	8,853
	2,289	534,232	2,110,157	334,111	352,076	17,598	49,433	99,363	1,209,633	1,437,246	96,632	8,853
Expenses (M-T-D)												
Payroll & Benefits	344,048	268,451	247,963	363,399	261,367	254,187	409,828	265,279	387,045	317,677	314,345	376,123
Other Expense	275,321	145,415	142,034	275,517	216,261	91,462	324,397	152,772	203,648	173,154	147,736	138,139
Change in A/P & AJE's	(91,308)	(49,276)	73,572	(223,518)	107,024	145,612	(309,513)	269,724	(102,365)	38,465	23,402	62,897
	528,061	364,590	463,568	415,398	584,652	491,262	424,712	687,775	488,327	529,297	485,483	577,159
Net Increase/(Decrease)	(525,772)	169,643	1,646,589	(81,287)	(232,564)	(473,664)	(375,279)	(588,412)	721,306	907,950	(388,850)	(568,306)



DIRECTOR'S REPORT

DECEMBER 2022

DONATIONS & GRANTS



\$3000 from the Kiwanis Club of Des Plaines to purchase board books for distribution at the Salvation Army's Breakfast With Baby program.



Mary W. donated \$100

Barbara H. donated \$8995

DPPL EARNS 5 STARS



Library Earns 5-Star Rating Again



Journal & Topics News, December 28, 2022

COMINGS & GOINGS

COMING

Amy Dittmeier, Part Time Reference Librarian

GOING / RETIREMENT

Gwen Lacosse – Full Time Reference Assistant

DPPL HOSTS THE EXHIBIT OF D62 ARTIST



KIDS



MEET GRAPHIC NOVEL AUTHOR AND ARTIST ROB HARRELL

WEDNESDAY, DECEMBER 14
4 PM

2ND FLOOR
PACIFIC CORNER

Rob Harrell is the author and illustrator of many graphic novels including the 2015 Caldecott nominated book *Wink*, a first-person memoir of facing a rare eye cancer while navigating seventh grade.

LEARN MORE AT DPPL.ORG

School Liaison Librarians visited 57 classrooms to reach 759 children in the month of December. The elementary school visits resulted in 164 new library card registrations.

MOVIE Mix Up

4-7 PM

Get ready for the holiday weekend! Grab some mystery movies and create personalized snack bags for each family member.

THURSDAY, DECEMBER 29

LEARN MORE AT DPPL.ORG

December 2022

ROCKY'S RECS

DPPL'S PICKS FOR KIDS

A collage of children's book covers is shown. The top row includes 'The Cat in the Hat', 'Good Good', 'Therapy Games for Kids', and 'Aristasia'. The bottom row includes 'Olive Oils', 'Mystery Detectives Society', 'Mega-Predators of the Past', and 'Aristasia'. The background shows a library setting with children and adults.

New Year's Eve at Home

Wednesday, December 21, 2022

Pick up a kit on the second floor while supplies last.

LEARN MORE AT DPPL.ORG

READERS AND LEADERS

MONDAYS AT 4 P.M.

OCTOBER 30, NOVEMBER 7TH, DECEMBER 5TH

JOIN US FOR A CASUAL, FUN, NO-PRESSURE CLUB THAT INVOLVES GAMES, ACTIVITIES, AND SOME BOOK SUGGESTIONS.

FOR GRADES 4-5
REGISTRATION REQUIRED.

LEARN MORE AT DPPL.ORG

VIRTUAL STORYTIME

JACK FROST

35

TEEN PROGRAMS

TEENS

Life Drawing AT THE LIBRARY

December 10th, 2022 | 10:00am - 12:00pm

Learn to draw the human body with a clothed model, located in the 3rd Floor Commons. Please register in advance as space is limited, open to adults, seniors, and teens.

Paper and pencils will be provided, however attendees are encouraged to bring their own sketchbooks, iPads, and easels. Individuals must clean up any artistic mess post program.

LEARN MORE AT DPPL.ORG




TEENS

happy tails

Wednesdays January 18th and February 15th



TEENS

Take & Make

ICE LUMINARIES

BEGINNING DECEMBER 5TH

Take & Make Kits are fun crafts you can take home and make on your own time. Drop in to pick up your kit throughout the month! Available while supplies last. For teens in grades 7-12.

WHILE SUPPLIES LAST

LEARN MORE AT DPPL.ORG



VIDEO GAME MEETUP



TEENS

COZY BOARD GAMES

December 29, 2022

3 PM - 5 PM

Winter break is the perfect time for hot cocoa, cookies, and a board game! Join us in the Commons for cozy and competitive vibes.

No registration required, please bring friends! The more the merrier!

LEARN MORE AT DPPL.ORG



TEENS

Tutoring @ Des Plaines Public Library

Tuesdays from 6 - 8 pm

Meets in The Commons



TEENS

CODE Q

Fridays at 4pm

Sept. 2 | Oct. 7 | Nov. 4 | Dec. 2

An LGBTQ social club in which teens and their allies can watch movies, do crafts and activities, and read books and graphic novels regarding LGBTQ themes while making new friends. Free snacks for those who come. For teens in grades 7-12.



Des Plaines Teen TAB Advisory Board Public Library



17	32	47	62
18	33	48	63
19	34	49	
20	35	50	
21	36	51	
22			
23			

SAT & ACT PRACTICE TESTS

SATURDAYS | 9:00a - 1:00p

MEETS IN ROOM C, 1ST FLOOR

ACT Practice Test SAT Practice Test



Sip and Paint

Winter Wonderland Edition

DECEMBER 16, 2022
6:30 - 8:30 PM

A 20s and 30s program for ages 21 and older. Join us for a Sip and Paint night with soft music and learn how to paint your very own winter wonderland and snowman! Refreshments and painting supplies will be provided. Registration required.



LEARN MORE AT
DPPL.ORG



MIDWEST BAKING WITH SHAUNA SEVER

Join Shauna Sever, cookbook author, TV and radio-contributor, and daughter of the great Midwest, for this holiday season event. Shauna will share her love of food, baking, and some tips to make your holiday gatherings delicious.

Tuesday, December 13, 2022 @ 7:00 p.m.



Please Register. Virtual via Zoom.

This event is made possible by the Delaware Trust, a statewide collaboration among public libraries offering high-quality events. Funding for this grant was awarded by the Delaware State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, with the guidance of the Library Services and Technology Act (LSTA).

LEARN MORE AT
DPPL.ORG



Life Drawing AT THE LIBRARY

December 10th, 2022 | 10:00am - 12:00pm

Learn to draw the human body with a clothed model, located in the 3rd Floor Commons. Please register in advance as space is limited, open to adults, seniors, and teens.

Paper and pencils will be provided, however attendees are encouraged to bring their own sketchbooks, iPads, and easels. Individuals must clean up any artistic mess post program.



LEARN MORE AT
DPPL.ORG



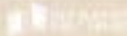
Holiday Bell Concerts

Listen to the beautiful tones of handbells as the Random Ringers present a special concert of holiday music. The concert will be offered on Friday evening and Sunday afternoon. Please register for one of the dates.

FRIDAY DECEMBER 9, 7:00 P.M.
SUNDAY DECEMBER 11, 2:00 P.M.



LEARN MORE AT
DPPL.ORG

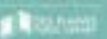


DIY HOLIDAY POTHOLDERS Using Cricut and HTV

Do you want to give beautiful, inexpensive holiday gifts that make everyone say "OMG"? Then attend this class and learn how to cut vinyl images on Cricut maker. Apply a sample vinyl piece to the potholder using the Heat press machine and you have a gift as unique as you are! We will be providing the supplies.

DECEMBER 2 FRIDAY 3:30 - 3:30 PM &
DECEMBER 3 SATURDAY 10:30 - 11:30 AM

LEARN MORE AT
DPPL.ORG



FILM SCREENING

DOWNTON ABBEY: A NEW ERA (2022)
Wednesday December 14, 2022 | 1:30 p.m.



LEARN MORE AT
DPPL.ORG



Perler Art Party!

Come join us for a relaxing evening of Perler bead crafts. Create an art masterpiece for yourself or a gift for another. No experience necessary!

ATTENDANCE IS LIMITED. PLEASE REGISTER IN ADVANCE. WE WILL ACCEPT WALK-INS ON THE DAY OF THE EVENT UNTIL THE EVENT IS FULL.

7:00 PM

Thursday, December 8, 2022

LEARN MORE AT
DPPL.ORG



Open Mic NanoWrimo Showcase

TUESDAY, DECEMBER 6, 6:30 - 9 PM

READERS AND LISTENERS WELCOME!

NANOWRIMO IS OVER! IT'S TIME TO BRING YOUR WRITING SAMPLES TO SHARE. SIGN UP AT THE DOOR TO SECURE A READING SPOT. LIGHT REFRESHMENTS.

LEARN MORE AT
DPPL.ORG



MICROSOFT WORD:

Make your own Holiday Greeting Cards

DECEMBER 1 | 2 PM | THE FORUM

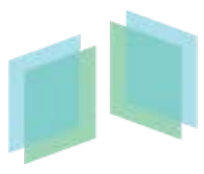
Big celebrations deserve special greeting cards. Say it your way this holiday with MS Word. Make your own card with ease!



LEARN MORE AT
DPPL.ORG



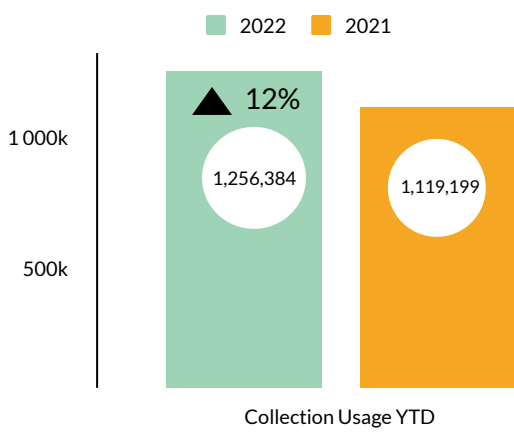
ADULT PROGRAMS



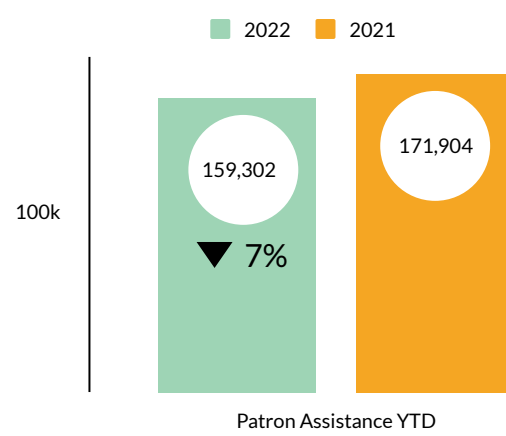
STATISTICS REPORT

December 2022

Collection Usage YTD

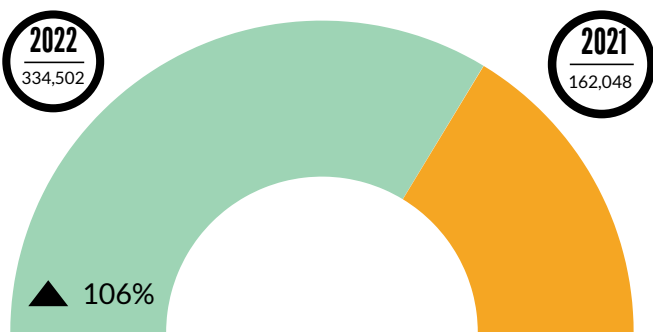


Patron Assistance YTD



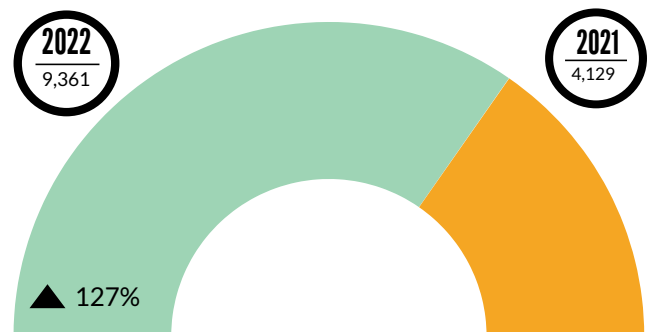
Attendance All - YTD

Events, Programs, Outreach & Classes



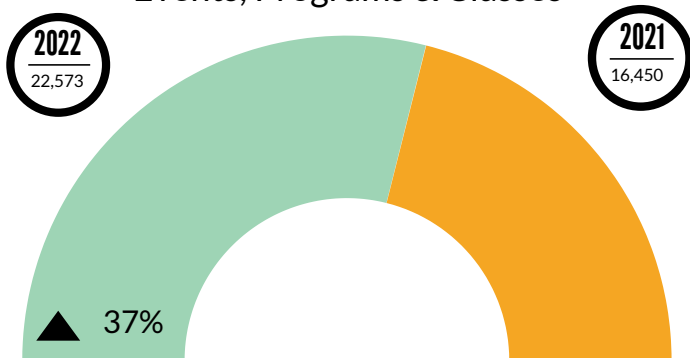
Bookings All - YTD

Events, Programs & Classes



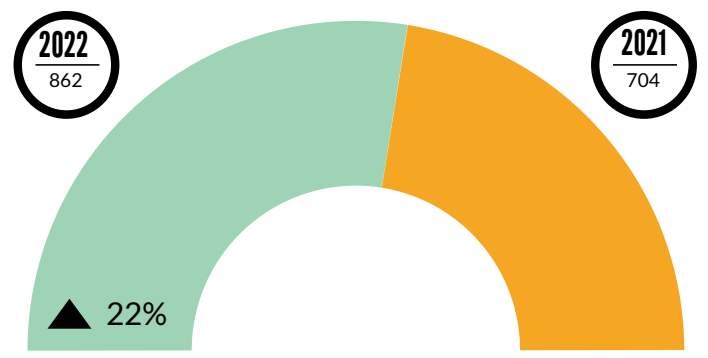
Attendance In Person - YTD

Events, Programs & Classes

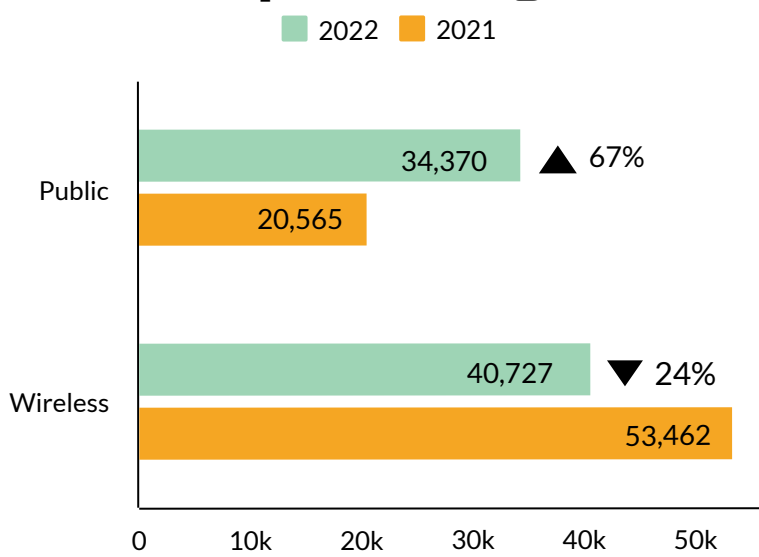


Bookings In Person - YTD

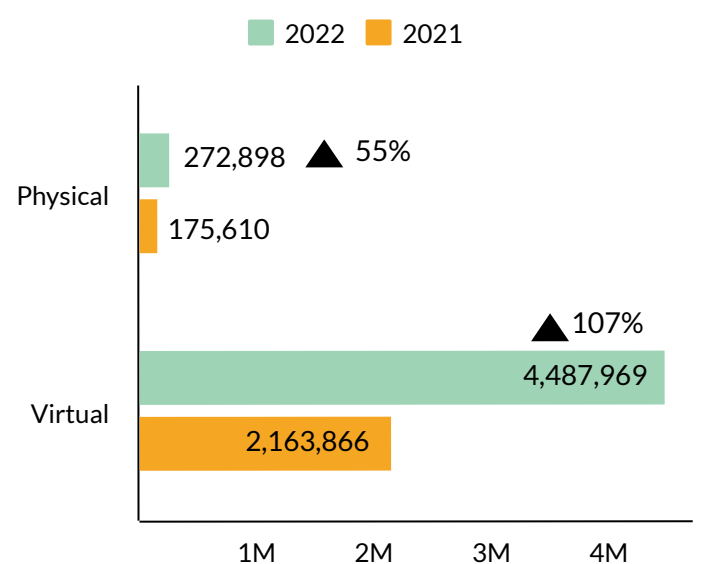
Events, Programs & Classes



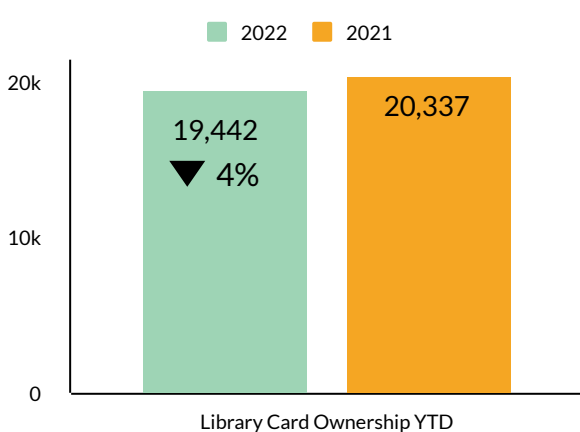
Computer Usage YTD



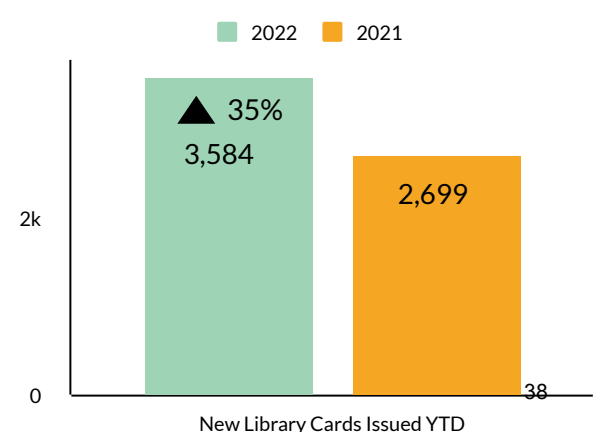
Traffic YTD



Current Valid Library Cards This Month



New Library Cards Issued YTD



2022 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
COLLECTION USAGE														
	Physical materials	56,638	50,882	58,763	57,598	54,599	57,312	59,618	59,839	51,144	54,309	54,794	54,838	670,334
	E-materials	13,641	12,033	14,579	13,959	14,080	12,809	12,661	14,399	12,763	13,251	13,548	13,690	161,413
	ILL	690	606	700	698	615	595	676	646	701	686	625	518	7,756
	Databases	41,228	36,842	36,252	36,858	33,463	32,845	34,287	36,751	34,687	33,542	27,278	32,848	416,881
2022	Total	112,197	100,363	110,294	109,113	102,757	103,561	107,242	111,635	99,295	101,788	96,245	101,894	1,256,384
	Physical materials	30,756	35,582	53,516	53,243	51,265	60,919	61,137	57,349	54,505	57,124	55,898	53,438	624,732
	E-materials	16,364	15,387	16,110	13,766	13,011	12,379	12,586	13,422	12,807	12,932	12,759	12,488	164,011
	ILL	759	668	718	620	548	606	608	625	670	648	606	608	7,684
	Databases	18,322	16,941	17,198	17,279	16,466	15,803	33,563	31,704	35,979	41,565	40,997	36,955	322,772
2021	Total	66,201	68,578	87,542	84,908	81,290	89,707	107,894	103,100	103,961	112,269	110,260	103,489	1,119,199
PATRON ASSISTANCE														
	Youth Services	403	698	815	919	655	3,485	2,235	728	621	1,138	856	1,096	13,649
	Adult Services	5,729	6,205	7,573	7,150	6,375	6,881	6,107	6,414	5,719	6,121	5,941	4,873	75,088
	PAMS	5,212	4,768	5,615	6,065	5,573	6,810	6,025	6,253	5,364	5,378	6,102	4,520	67,685
	Security	235	236	305	302	307	295	337	357	262	199	0	45	2,880
2022	Total	11,579	11,907	14,308	14,436	12,910	17,471	14,704	13,752	11,966	12,836	12,899	10,534	159,302
	Youth Services	591	834	1,140	1,262	914	4,010	3,474	1,182	1,220	1,595	1,446	899	18,567
	Adult Services	4,231	4,562	6,153	5,391	5,138	6,687	6,151	6,352	6,332	6,983	6,121	5,254	69,355
	PAMS	11,956	7,070	6,312	7,812	5,542	7,380	6,732	7,595	5,655	6,125	6,157	5,646	83,982
	Security	251	95	21	143	71	3,255	249	421	435	350	327	232	5,850
2021	Total	17,029	12,561	13,626	14,608	11,665	21,332	16,606	15,550	13,642	15,053	14,051	12,031	171,904
EVENTS, PROGRAMS AND CLASSES-BOOKINGS														
	Youth Services In Person	4	20	21	28	10	20	30	2	36	46	36	16	269
	Youth Services Virtual	9	13	11	13	7	7	19	25	19	15	18	12	168
	Adult Services In Person	43	56	51	50	34	49	58	50	48	53	58	43	593
	Adult Services Virtual	2	4	12	18	16	20	17	13	16	13	9	9	149
	Outside groups	0	8	16	10	12	26	16	11	23	33	32	17	204
	Public study rooms	569	705	732	731	663	620	590	622	683	749	699	615	7,978
2022	Total	627	806	843	850	742	742	730	723	825	909	852	712	9,361
	Youth Services In Person	4	20	12	10	4	25	22	3	21	16	18	9	164
	Youth Services Virtual	0	0	0	0	0	0	0	0	0	0	0	0	0
	Adult Services In Person	33	46	43	37	45	49	53	50	36	55	40	53	540
	Adult Services Virtual	0	0	0	0	0	0	0	0	0	0	0	0	0
	Outside groups	0	10	5	5	0	1	0	1	2	6	7	9	46
	Public study rooms	0	0	0	0	44	285	350	407	491	652	618	532	3,379
2021	Total	37	76	60	52	93	360	425	461	550	729	683	603	4,129
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE														
	Youth Services In Person	37	741	723	889	398	1,779	3,177	52	1,550	1,782	1,338	1,256	13,722
	Youth Services Virtual	5,918	3,808	4,583	5,532	34,945	3,885	4,391	16,930	18,601	4,745	7,798	4,734	115,870
	Adult Services In Person	618	613	1,085	662	413	1,026	2,248	447	401	428	513	397	8,851
	Adult Services Virtual	9,763	10,331	15,294	8,692	8,095	10,777	9,753	16,322	18,491	18,181	16,880	12,250	154,829
	Outside groups	0	189	238	159	209	2,037	136	165	435	3,205	3,718	479	10,970
	Public study rooms	833	991	1,101	1,164	1,022	933	906	958	1,145	1,219	1,140	988	12,400
	Outreach- Youth Services	236	298	507	693	2,104	1,489	918	1,536	985	3,522	2,117	772	15,177
	Outreach-Adult Services	70	109	336	196	77	202	102	117	130	189	627	528	2,683
2022	Total	17,475	17,080	23,867	17,987	47,263	22,128	21,631	36,527	41,738	33,271	34,131	21,404	334,502
	Youth Services In Person	220	531	339	339	32	1,703	1,407	189	328	559	961	529	7,137
	Youth Services Virtual	4,320	6,362	4,668	3,572	4,916	5,671	4,487	5,966	5,153	6,151	5,344	5,131	61,741
	Adult Services In Person	351	474	1,240	787	416	1,538	1,158	1,397	342	661	367	582	9,313
	Adult Services Virtual	4,321	6,362	4,669	3,572	4,916	5,671	4,488	5,965	5,152	6,150	5,345	5,130	61,741
	Outside groups	0	18	1,305	1,183	0	19	0	20	30	101	332	295	3,303
	Public study rooms	0	0	0	0	63	406	480	541	725	968	920	815	4,918
	Outreach- Youth Services	376	419	619	326	2,818	599	429	1,088	382	4,078	251	122	11,507
	Outreach-Adult Services	74	101	147	94	117	106	131	154	581	363	324	196	2,388
2021	Total	9,662	14,267	12,987	9,873	13,278	15,713	12,580	15,320	12,693	19,031	13,844	12,800	162,048

TRAFFIC														
2022	Physical Visits (gate count)	14,897	16,385	19,562	20,482	22,088	31,073	23,364	23,343	21,318	27,415	27,971	25,000	272,898
2021	Physical Visits (gate count)	9,390	12,252	12,812	13,343	12,723	17,992	14,885	16,537	14,160	18,873	17,070	15,573	175,610
2022	Virtual visits (catalog, website, mobile app)	282,242	282,108	277,368	277,357	291,298	351,636	368,451	480,985	484,303	486,408	452,793	453,020	4,487,969
2021	Virtual visits (catalog, website, mobile app)	107,117	112,922	106,369	82,677	68,917	130,668	145,260	276,113	301,823	295,706	274,923	261,371	2,163,866
LIBRARY CARD OWNERSHIP-report the latest month														
2022	Number of valid library cards held by DPPL residents	20,155	20,138	20,127	20,377	20,387	19,924	19,884	20,098	20,055	19,159	19,312	19,442	19,442
2021	Number of valid library cards held by DPPL residents	26,426	26,495	25,413	23,689	21,256	21,283	20,136	20,137	20,255	20,492	20,345	20,337	20,337
2022	Number of new library cards	157	201	219	277	211	407	247	515	269	279	442	360	3,584
2021	Number of new library cards	137	86	122	264	158	283	218	280	310	388	287	166	2,699
COMPUTER USAGE														
	Public computers-Youth Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public computers Adult	2,135	2,326	5,761	2,513	2,582	2,705	2,739	3,160	2,674	2,946	2,675	2,154	34,370
2022	Total	2,135	2,326	5,761	2,513	2,582	2,705	2,739	3,160	2,674	2,946	2,675	2,154	34,370
	Public computers-Youth Services	0	0	0	0	0	0	1	0	0	0	0	0	1
	Public computers-Adult	396	516	1,747	1,511	1,414	874	1,968	2,433	2,791	2,523	2,155	2,236	20,564
2021	Total	396	516	1,747	1,511	1,414	874	1,969	2,433	2,791	2,523	2,155	2,236	20,565
2022	Wireless	4,988	1,850	2,184	2,243	6,583	2,421	2,167	2,457	8,430	2,685	2,598	2,121	40,727
	Total	4,988	1,850	2,184	2,243	6,583	2,421	2,167	2,457	8,430	2,685	2,598	2,121	40,727
	Wireless	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	1,591	53,462
2021	Total	3,060	2,996	3,937	3,750	3,930	4,800	5,394	5,370	5,824	6,510	6,300	1,591	53,462

2022 Year to Date Statistics

DECEMBER 2022

COLLECTION USAGE		
	Year to Date 2022	1,256,384
	Year to Date 2021	1,119,199
	% Change	12%
PATRON ASSISTANCE		
	Year to Date 2022	159,302
	Year to Date 2021	171,904
	% Change	-7%
EVENTS, PROGRAMS, AND CLASSES- BOOKINGS		
	Year to Date 2022	9,361
	Year to Date 2021	4,129
	% Change	127%
EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE		
	Year to Date 2022	334,502
	Year to Date 2021	162,048
	% Change	106%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2022	862
	Year to Date 2021	704
	% Change	22%
	Attendance	
	Year to Date 2022	22,573
	Year to Date 2021	16,450
	% Change	37%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2022	272,898
	Year to Date 2021	175,610
	% Change	55%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2022	4,487,969
	Year to Date 2021	2,163,866
	% Change	107%
LIBRARY CARD OWNERSHIP		
	Current month valid library cards 2022	19,442
	Current month valid library cards 2021	20,337
	% Change	-4%
	Year to Date new library cards 2022	3,584
	Year to Date new library cards 2021	2,699
	% Change	33%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2022	34,370
	Year to Date 2021	20,565
	% Change	67%
	Wireless	
	Year to Date 2022	40,727
	Year to Date 2021	53,462
	% Change	-24%

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

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

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

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

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

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

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

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

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

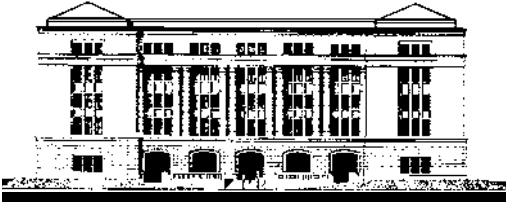
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



JESSE WHITE □ Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2021: _____

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

Core Standards □ Chapter 1

Governance and Administration □ Chapter 2

Personnel □ Chapter 3

Access □ Chapter 4

Building Infrastructure and Maintenance □ Chapter 5

Safety Chapter 6

Collection Management Chapter 7

System Member Responsibilities and Resource Sharing Chapter 8

Public Services: Reference and Reader Advisory Chapter 9

Programming Chapter 10

Youth/Young Adult Services Chapter 11

Technology Chapter 12

Marketing, Promotion, and Collaboration Chapter 13

INVESTMENT POLICY

Des Plaines Public Library

1.01 Policy

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

1.02 Scope

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

1.03 Prudence

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

1.04 Objective

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

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

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

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

- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

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

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

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

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

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

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

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

1.05 Delegation of Authority

Management and administrative responsibility for the investment program of the Des Plaines Public Library is hereby delegated to the Library Board Treasurer (with the

Library Director) who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program. Individuals authorized to engage in investment transactions on behalf of the Des Plaines Public Library are the Board Treasurer, Board President, the Library Director, or those individuals designated by the Library Board of Trustees.

1.06 Ethics and Conflicts of Interest

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

1.07 Authorized Financial Dealers and Institutions

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

1.08 Authorized and Suitable Investments

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

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

1.09 Collateralization

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

1.10 Safekeeping and Custody

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

1.11 Diversification

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

- Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
- Investing in securities with varying maturities.
- Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

1.12 Maximum Maturities

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

1.13 Internal Control

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

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

1.14 Performance Standards

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

1.15 Reporting

The Treasurer shall prepare or cause to be prepared an investment report at least monthly. The report should be provided to the Board of Trustees and available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

1.16 Marking to Market

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

1.17 Investment Policy Adoption

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

1.18 Illinois Funds Account

The Treasurer may continue to use the Illinois Funds Account at any time for any reason provided the Illinois Funds account complies with the Public Funds Investment Act, 30 ILCS 235.

Adopted: 05/18/00
Revised and Approved 12/17/15
Revised and Approved 01/21/21
Approved 9/18/22

List of Approved Financial Institutions, Security Brokers/Dealers

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

Illinois Funds
Old National Bank
Village Bank & Trust

Adopted: May 18, 2010
Revised and Approved 9/18/2022
Revised and Approved 1/12/2023