



## **NOTICE**

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**REGULAR BOARD MEETING  
THURSDAY JANUARY 18, 2024  
7:00 p.m. in MEETING ROOM B**

### **AGENDA**

- **Approve Payment of Vendor Checks Report and ACH Payments.**
- **Report out from the Management Committee on recommended changes to DPPL's Personnel and General Policies. [Action Item]**
- **Review of annual Per Capita Grant application. [Action Item]**

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



**DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**Agenda for the Regular Meeting  
Thursday January 18, 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 - 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
- VIII. New Business. (7:25 p.m.)
  - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$356,473.11. [Action Item]
  - B. Report out from the Management Committee on changes to DPPL's Personnel and General Policies. [Action Item].
  - C. Review of the Annual Per Capita Grant application. [Action Item]
  - D. Discussion about E-Rate.
- 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 December 21, 2023**

I. Call to Order.  
The meeting was called to order at 7:13 p.m.

II. Roll Call.

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

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

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

VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Rice, Shimon-Hutchison.

NAYS: None; MOTION CARRIED

V. Consideration of the Agenda.

MOTION by Graack seconded by Kapadia to accept the agenda.

VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice, 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 2023

B. Acceptance of Financial Reports for November 2023

C. Acceptance of Reports.

1. Statistics Report for November 2023

2. Director's Report for November 2023

MOTION by Hudec seconded by Graack to accept the agenda.

VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice, Shimon-Hutchison. NAYS: None; MOTION CARRIED

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$351,415.49.

MOTION by Hudec, seconded by Graack to approve payment of vendor checks and ACH Payments in the amount of \$351,415.49. as listed on the vendor checks report of November 2023, and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account.

VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice, Shimon-Hutchison. NAYS: None; MOTION CARRIED

- B. Report out from the Building & Grounds Committee and selection of a vendor for The Canvas creative space on the 4<sup>th</sup> floor.

MOTION by Harkovich, seconded by DuBrock to accept the Troop Contracting bid in the amount of \$578,880, the lowest responsible bid received.

ROLL CALL VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice, Shimon-Hutchison. NAYS: None; MOTION CARRIED

- C. Report out from the Management Committee on changes to the Personnel Policy.

MOTION by Graack out of committee to accept recommended changes to the Personnel Policy, except for D-5, point F.

VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice, Shimon-Hutchison. NAYS: None; MOTION CARRIED

- D. Offering library cards to Rosemont residents.

Director Bonell shared that the City of Rosemont has requested that DPPL sell library cards to all Rosemont residents. There is a longstanding state legislated agreement in place to sell cards to the portion of Rosemont residents residing in areas served by D62 and D207. Rosemont now requests that the entire residency of Rosemont be allowed to purchase a card. The State of Illinois has indicated they will approve this if both Rosemont and DPPL write a letter documenting the request.

MOTION by Graack, seconded by Shimon-Hutchison to approve the arrangement to sell cards to all Rosemont residents.

ROLL CALL VOTE: AYES: Sarlo, Graack, DuBrock, Hudec, Harkovich, Kapadia, Rice, Shimon-Hutchison. NAYS: None; MOTION CARRIED

IX. Announcements.

Director Bonell announced that we would like to secure the services of local photographer Stan Kotecki to photograph The Canvas. Kotecki does have a relationship with a board member. She is notifying the board in case any member feels it is a violation of ethics.

Sarlo stated that Kotecki has generously donated photography services to the library at no cost in the past. No objections were raised.

X. Correspondence.

XI. Adjournment.

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

The meeting adjourned at 7:39 p.m.



## DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes of the Building & Grounds Committee Thursday December 21, 2023

I. Call to Order.

The meeting was called to order at 6:00 p.m.

II. Roll Call.

Roll call indicated the following committee members were PRESENT: Nick Harkovich, Lisa DuBrock. ABSENT: Michelle Shimon-Hutchison. ALSO PRESENT: Gregory Sarlo, Nazneen Kapadia, Rachel Rice. DPPL Staff Jo Bonell, Laurie Papadourakis, 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 DuBrock, seconded by Harkovich to accept the Agenda.

VOTE: AYES Harkovich, DuBrock. NAYS: None. MOTION CARRIED

VI. Public Comments and Questions.

None

VII. New Business.

- A. Review of bid documents submitted for The Canvas creative space project, and selection of a vendor to recommend to the Board at large.

Chair Harkovich and committee member DuBrock stated he has thoroughly reviewed all the bids submitted. Bids were assessed by cost, adherence to the required criteria, and references. They recommended the lowest responsible bid from Troop Construction.

MOTION by Graack, seconded by Harkovich to recommend to the board at large Troop Construction for The Canvas project. VOTE: AYES Harkovich, DuBrock; NAYS: None. MOTION CARRIED

VIII. Adjournment.

MOTION by Harkovich, seconded by DuBrock, to adjourn.  
VOTE: AYES Harkovich, DuBrock. NAYS: None. MOTION CARRIED

The meeting ended at 6:18 p.m.



## DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes of the Management Committee Thursday December 21, 2023

I. Call to Order.

The meeting was called to order at 6:31 p.m.

II. Roll Call.

Roll call indicated the following committee members were PRESENT: Kristen Graack, Denise Hudec. ABSENT: Christine Halblander. ALSO PRESENT: Gregory Sarlo, Lisa DuBrock, Nick Harkovich, Nazneen Kapadia, Rachel Rice. DPPL Staff Jo Bonell, Laurie Papadourakis, 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 Hudec, seconded by Graack to accept the Agenda.

VOTE: AYES Graack, Hudec. NAYS: None. MOTION CARRIED

VI. Public Comments and Questions.

None

VII. New Business.

A. Review of proposed changes to the Personnel Policy.

MOTION by Graack, seconded by Harkovich to recommend to the board at large approval of changes to the library personnel policy except for section D-5, point F, which will be revised at a later date and to review leave policy.

VOTE: AYES Graack, Hudec. NAYS: None. MOTION CARRIED

VIII. Adjournment.

MOTION by Graack seconded by Hudec to adjourn.

VOTE: AYES Graack, Hudec. NAYS: None. MOTION CARRIED

The meeting ended at 7:10 p.m.





## Des Plaines Public Library

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### Monthly Financial Report For the Month Ended December 31, 2023

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Prepared by:



**Lauterbach & Amen, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

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# Des Plaines Public Library

## Table of Contents

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

# Financial Statements

Des Plaines Public Library  
Governmental Funds Balance Sheet  
As of December 31, 2023

	Library Fund	Capital Projects Fund	Total
<b>ASSETS</b>			
Cash and Investments	\$ 4,246,396.29	\$ 1,623,902.59	\$ 5,870,298.88
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	7,498,802.58	-	7,498,802.58
Receivable - Grants	-	-	-
Receivable - Miscellaneous	23,247.00	-	23,247.00
<b>Total Assets</b>	<b>\$ 11,768,445.87</b>	<b>\$ 1,623,902.59</b>	<b>\$ 13,392,348.46</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 66,390.02	\$ -	\$ 66,390.02
Accrued Payroll	80,300.45	-	80,300.45
Due to other funds	87,236.09	-	87,236.09
<b>Total Liabilities</b>	<b>233,926.56</b>	<b>-</b>	<b>233,926.56</b>
<b>Deferred Inflows of Resources</b>			
Property Taxes	6,252,500.00	-	6,252,500.00
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>6,486,426.56</b>	<b>-</b>	<b>6,486,426.56</b>
<b>FUND BALANCE</b>			
Fund Balance - Unreserved	5,282,019.31	1,623,902.59	6,905,921.90
<b>Total Fund Balance</b>	<b>5,282,019.31</b>	<b>1,623,902.59</b>	<b>6,905,921.90</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 11,768,445.87</b>	<b>\$ 1,623,902.59</b>	<b>\$ 13,392,348.46</b>

Des Plaines Public Library

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

For the 12 Months Ended December 31, 2023

	General Fund	Capital Improvements Fund	Total
<b>REVENUES</b>			
Taxes	\$ 7,381,907.10	\$ -	\$ 7,381,907.10
Intergovernmental	196,841.13	-	196,841.13
Fines & Fees	33,971.65	-	33,971.65
Interest	169,616.80	95,198.55	264,815.35
Special Events and Programs	22,564.65	-	22,564.65
Miscellaneous	235,480.66	-	235,480.66
Total Revenues	<u>8,040,381.99</u>	<u>95,198.55</u>	<u>8,135,580.54</u>
<b>EXPENDITURES</b>			
Personnel	\$ 3,177,951.86	\$ -	\$ 3,177,951.86
Operating	2,054,111.66	-	2,054,111.66
Library Materials	916,049.42	-	916,049.42
Capital Outlay	87,472.67	283,164.02	370,636.69
Other Expenditures	<u>68,026.04</u>	<u>-</u>	<u>68,026.04</u>
Total Expenditures	<u>6,315,468.65</u>	<u>283,164.02</u>	<u>6,598,632.67</u>
Net Change in Fund Balances	<u>1,724,913.34</u>	<u>(187,965.47)</u>	<u>1,536,947.87</u>
<b>FUND BALANCES</b>			
Beginning of the year	<u>3,557,105.97</u>	<u>1,811,868.06</u>	<u>5,368,974.03</u>
End of the period	<u>\$ 5,282,019.31</u>	<u>\$ 1,623,902.59</u>	<u>\$ 6,905,921.90</u>

## Supplementary Information

Des Plaines Public Library

Treasurer's Report as of December 31, 2023

<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>4,581.33</u>
201-1102040 - Village B&T Donation #9878	<u>223,223.32</u>
201-1102060 - Village B&T Checking #0289	400,855.38
202-1102060 - Village B&T Checking #0289	-
	<u>400,855.38</u>
201-1102050 - Wintrust Brokerage	<u>341,166.12</u>
201-1102079 - Illinois Funds # 2591	3,276,069.97
202-1102079 - Illinois Funds # 2591	<u>1,623,902.59</u>
	<u>4,899,972.56</u>
<b>Total Invested</b>	<u><u>5,870,298.88</u></u>

Des Plaines Public Library  
Balance Sheet as of December 31, 2023

	<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	15,158.55	(15,158.38)	0.17
1102030 - Village B&T Donation #6718	6,643.33	(2,062.00)	4,581.33
1102040 - Village B&T Donation #9878	222,192.56	1,030.76	223,223.32
1102050 - Wintrust Brokerage	322,421.40	18,744.72	341,166.12
1102060 - Village B&T Checking #0289	1,216,302.16	(815,446.78)	400,855.38
1102079 - Illinois Funds # 2591	1,267,300.28	2,008,769.69	3,276,069.97
1118000 - Receivable - Property Taxes	7,498,802.58	0.00	7,498,802.58
1119200 - Receivable - Miscellaneous	0.00	23,247.00	23,247.00
1119301 - Prepaid Expense	115,996.14	(115,996.14)	0.00
	<u>10,665,317.00</u>	<u>1,103,128.87</u>	<u>11,768,445.87</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	308,409.20	(242,019.18)	66,390.02
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>6,728,445.74</u>	<u>(242,019.18)</u>	<u>6,486,426.56</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,557,105.97	0.00	3,557,105.97
	<u>3,557,105.97</u>	<u>0.00</u>	<u>3,557,105.97</u>
Total Liabilities and Fund Balance	<u>10,285,551.71</u>	<u>(242,019.18)</u>	<u>10,043,532.53</u>
Excess Revenues Over Expenses	<u>379,765.29</u>	<u>1,345,148.05</u>	<u>1,724,913.34</u>



Des Plaines Public Library  
Balance Sheet as of December 31, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102079 - Illinois Funds # 2591	1,613,529.85	10,372.74	1,623,902.59
	<u>1,613,529.85</u>	<u>10,372.74</u>	<u>1,623,902.59</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,811,868.06	0.00	1,811,868.06
Total Liabilities and Fund Balance	<u>1,811,868.06</u>	<u>0.00</u>	<u>1,811,868.06</u>
Excess Revenues Over Expenses	<u>(198,338.21)</u>	<u>10,372.74</u>	<u>(187,965.47)</u>
<u>Compensated Absences Fund</u>			
<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 December 31, 2023

	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>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>
	<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>
<u>Long Term Liability Fund</u>			
<u>Assets</u>			
1805920 - Deferred Outflows - IMRF	<u>71,328.00</u>	<u>0.00</u>	<u>71,328.00</u>
	<u>71,328.00</u>	<u>0.00</u>	<u>71,328.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
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>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>359,313.00</u>	<u>0.00</u>	<u>359,313.00</u>
	<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 12 Months Ended December 31, 2023

Library Fund	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810034 - Property Taxes 2022	1,752,647.49	7,381,907.10	8,751,036.00	1,369,128.90	84.35
	<u>1,752,647.49</u>	<u>7,381,907.10</u>	<u>8,751,036.00</u>	<u>1,369,128.90</u>	<u>84.35</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	46,494.00	92,988.00	92,988.00	0.00	100.00
201-4822040 - State Grant - Per Capita	0.00	90,745.63	89,495.00	(1,250.63)	101.40
201-4822090 - Grant Revenue	0.00	13,107.50	10,000.00	(3,107.50)	131.08
201-4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>46,494.00</u>	<u>196,841.13</u>	<u>192,483.00</u>	<u>(4,358.13)</u>	<u>102.26</u>
<u>Fines &amp; Fees</u>					
201-4850101 - Library Fees	1,894.71	17,809.33	8,000.00	(9,809.33)	222.62
201-4850201 - Copying Fees	600.15	13,682.75	20,000.00	6,317.25	68.41
201-4850203 - Lost Materials	38.92	71.82	0.00	(71.82)	0.00
201-4850207 - Non-Res Cards	113.00	742.75	200.00	(542.75)	371.38
201-4850208 - Meeting Room Fees	135.00	1,665.00	1,500.00	(165.00)	111.00
	<u>2,781.78</u>	<u>33,971.65</u>	<u>29,700.00</u>	<u>(4,271.65)</u>	<u>114.38</u>
<u>Special Programs &amp; Events</u>					
201-4850215 - Friends of the Library Reimbursements	502.64	22,564.65	20,000.00	(2,564.65)	112.82
	<u>502.64</u>	<u>22,564.65</u>	<u>20,000.00</u>	<u>(2,564.65)</u>	<u>112.82</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	18,744.72	42,906.57	0.00	(42,906.57)	0.00
201-4890010 - Interest Income	9,451.84	126,710.23	17,000.00	(109,710.23)	745.35
	<u>28,196.56</u>	<u>169,616.80</u>	<u>17,000.00</u>	<u>(152,616.80)</u>	<u>997.75</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	0.00	150,747.75	0.00	(150,747.75)	0.00
201-4899900 - Miscellaneous Revenue	0.00	65,807.01	70,000.00	4,192.99	94.01
201-4899910 - Vending Machine Revenue	0.00	783.50	1,000.00	216.50	78.35
201-4899920 - Library Donations	1,792.26	3,417.26	600,000.00	596,582.74	0.57
201-4899940 - Friends Book Sale	1,288.80	14,725.14	14,000.00	(725.14)	105.18
	<u>3,081.06</u>	<u>235,480.66</u>	<u>685,000.00</u>	<u>449,519.34</u>	<u>34.38</u>
Total Library Fund	<u>1,833,703.53</u>	<u>8,040,381.99</u>	<u>9,695,219.00</u>	<u>1,654,837.01</u>	<u>82.93</u>

Des Plaines Public Library  
 Revenue Report  
 For the 12 Months Ended December 31, 2023

	<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>10,721.52</u>	<u>95,198.55</u>	<u>11,500.00</u>	<u>(83,698.55)</u>	<u>827.81</u>
	<u>10,721.52</u>	<u>95,198.55</u>	<u>11,500.00</u>	<u>(83,698.55)</u>	<u>827.81</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>10,721.52</u>	<u>95,198.55</u>	<u>1,011,500.00</u>	<u>916,301.45</u>	<u>9.41</u>
Total of All Funds	<u>1,844,425.05</u>	<u>8,135,580.54</u>	<u>10,706,719.00</u>	<u>2,571,138.46</u>	<u>75.99</u>

Des Plaines Public Library  
Expense Report  
For the 12 Months Ended December 31, 2023

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	285,151.77	2,411,646.66	2,498,588.00	86,941.34	96.52
5910200 - Part-time Salaries	<u>87,556.95</u>	<u>766,305.20</u>	<u>899,000.00</u>	<u>132,694.80</u>	<u>85.24</u>
	<u>372,708.72</u>	<u>3,177,951.86</u>	<u>3,397,588.00</u>	<u>219,636.14</u>	<u>93.54</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	4,913.00	4,913.00	15,000.00	10,087.00	32.75
5918020 - Employer Contribution - FICA	27,275.37	232,595.55	258,634.00	26,038.45	89.93
5918021 - Employer Contribution - IMRF	12,707.98	113,744.93	194,564.00	80,819.07	58.46
5918040 - Life Insurance Premiums	0.00	0.00	1,932.00	1,932.00	0.00
5918050 - PPO Insurance Premiums	(12,157.90)	354,074.46	459,518.00	105,443.54	77.05
5918051 - HMO Insurance Premiums	(5,667.79)	178,605.00	177,307.00	(1,298.00)	100.73
5918055 - Dental Insurance Premiums	0.00	0.00	31,649.00	31,649.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>9,426.00</u>	<u>14,000.00</u>	<u>4,574.00</u>	<u>67.33</u>
	<u>27,070.66</u>	<u>893,358.94</u>	<u>1,152,604.00</u>	<u>259,245.06</u>	<u>77.51</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	1,622.50	10,000.00	8,377.50	16.23
5920110 - Professional Services	1,575.00	452,626.00	468,838.00	16,212.00	96.54
5920120 - Communication Services	2,234.86	35,782.29	32,900.00	(2,882.29)	108.76
5920140 - Integrated Library System	0.00	87,603.22	89,000.00	1,396.78	98.43
5920202 - Conferences	0.00	710.57	0.00	(710.57)	0.00
5920210 - Marketing	42.86	48,176.13	60,000.00	11,823.87	80.29
5920220 - Membership Dues	500.00	8,519.83	8,000.00	(519.83)	106.50
5920990 - Property/Liability Insurance	0.00	45,755.92	65,000.00	19,244.08	70.39
5930010 - R&M Equipment	0.00	88,410.08	88,460.00	49.92	99.94
5930020 - R&M Buildings & Structures	3,049.12	107,575.54	112,364.00	4,788.46	95.74
5930030 - R&M Vehicles	0.00	0.00	1,500.00	1,500.00	0.00
5930210 - Rental of Equipment	1,360.00	16,391.01	26,090.00	9,698.99	62.82
5930320 - Cleaning/Custodial Services	0.00	53,786.45	88,900.00	35,113.55	60.50
5930490 - Refuse Contract	575.36	6,222.32	6,000.00	(222.32)	103.71
5960040 - Pre-Employment Testing	(71.00)	981.00	3,500.00	2,519.00	28.03
5960065 - Bank Fees	0.00	578.02	300.00	(278.02)	192.67
5960070 - Mileage	0.00	38.44	500.00	461.56	7.69
5960210 - Special Event Programming	3,893.98	71,521.17	61,500.00	(10,021.17)	116.29
5960990 - Misc. Contractual Services	<u>12,356.86</u>	<u>134,452.23</u>	<u>126,560.00</u>	<u>(7,892.23)</u>	<u>106.24</u>
	<u>25,517.04</u>	<u>1,160,752.72</u>	<u>1,249,412.00</u>	<u>88,659.28</u>	<u>92.90</u>
<u>Commodities</u>					
5970100 - Supplies	4,466.51	63,228.00	87,150.00	23,922.00	72.55
5970110 - Meals	745.00	1,966.22	2,000.00	33.78	98.31
5970170 - Janitorial	717.40	8,492.40	17,900.00	9,407.60	47.44
5970260 - Postage & Parcel	1,056.16	14,355.62	11,000.00	(3,355.62)	130.51
5970270 - Printing	0.00	70.67	0.00	(70.67)	0.00
5970500 - Water Bill	1,155.02	6,381.82	8,000.00	1,618.18	79.77
5970600 - Ebooks/Books	33,289.09	352,253.85	381,900.00	29,646.15	92.24

Des Plaines Public Library  
Expense Report  
For the 12 Months Ended December 31, 2023

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	4,844.91	57,280.85	74,500.00	17,219.15	76.89
5970620 - E-Subscriptions/Subscriptions	260.53	47,445.26	51,430.00	3,984.74	92.25
5970630 - Visual Materials	8,766.97	173,287.86	190,200.00	16,912.14	91.11
5970640 - Databases	206.53	164,994.38	170,000.00	5,005.62	97.06
5970810 - Natural Gas	1,356.78	22,916.16	27,000.00	4,083.84	84.87
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>3,376.33</u>	<u>6,900.00</u>	<u>3,523.67</u>	<u>48.93</u>
	<u>56,864.90</u>	<u>916,049.42</u>	<u>1,028,580.00</u>	<u>112,530.58</u>	<u>89.06</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	1,763.31	2,770.90	1,000.00	(1,770.90)	277.09
5980410 - Computer Hardware	0.00	21,464.27	12,800.00	(8,664.27)	167.69
5980420 - Computer Software	973.05	62,920.50	91,402.00	28,481.50	68.84
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>317.00</u>	<u>5,000.00</u>	<u>4,683.00</u>	<u>6.34</u>
	<u>2,736.36</u>	<u>87,472.67</u>	<u>110,202.00</u>	<u>22,729.33</u>	<u>79.37</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	307.00	53,300.90	89,495.00	36,194.10	59.56
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	1,000,000.00	1,000,000.00	0.00
5999940 - Friends Books Sale	<u>1,288.80</u>	<u>14,725.14</u>	<u>0.00</u>	<u>(14,725.14)</u>	<u>0.00</u>
	<u>1,595.80</u>	<u>68,026.04</u>	<u>1,089,495.00</u>	<u>1,021,468.96</u>	<u>6.24</u>
Total Library Fund Expenditures	<u>488,555.48</u>	<u>6,315,468.65</u>	<u>8,027,881.00</u>	<u>1,712,412.35</u>	<u>78.67</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	4,521.44	801,000.00	796,478.56	0.56
5980400 - Equipment	0.00	0.00	271,000.00	271,000.00	0.00
5980410 - Computer Hardware	348.78	192,814.21	341,100.00	148,285.79	56.53
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	0.00	83,294.37	0.00	(83,294.37)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>2,534.00</u>	<u>2,000.00</u>	<u>(534.00)</u>	<u>126.70</u>
	<u>348.78</u>	<u>283,164.02</u>	<u>1,415,100.00</u>	<u>1,131,935.98</u>	<u>20.01</u>
Total Capital Projects Fund Expenditures	<u>348.78</u>	<u>283,164.02</u>	<u>1,415,100.00</u>	<u>1,131,935.98</u>	<u>20.01</u>
<b>Total of All Funds</b>	<u>488,904.26</u>	<u>6,598,632.67</u>	<u>9,442,981.00</u>	<u>2,844,348.33</u>	<u>69.88</u>

## Des Plaines Public Library

### Check List

All Bank Accounts

December 22, 2023 - January 18, 2024

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
18478	12/31/23	FOX VALLEY FIRE & SAFETY	(572.00)
18491	12/31/23	THOMSON REUTERS-WEST	(40.86)
18519	12/31/23	DAILY HERALD	(131.06)
19059	12/31/23	ALGONQUIN MIDDLE SCHOOL	(40.00)
19146	12/31/23	SECRETARY OF STATE DRIVER SERVICES DEPARTMENT	(276.00)
19699	12/31/23	Francis Michelle Decenteceo	(6.99)
19706	12/31/23	ITSAVVY LLC	(242.00)
19776	12/31/23	RIVERSHORE READING STORE	(282.00)
20010	01/17/24	BACKGROUND SCREENING CONSULTANTS LLC	148.00
20011	01/17/24	BAKER & TAYLOR	19,866.64
20012	01/17/24	CHILDREN'S PLUS, INC.	1,766.19
20013	01/17/24	Christine Huynh	175.00
20014	01/17/24	CITY OF DES PLAINES	1,155.02
20015	01/17/24	COLLEY ELEVATOR COMPANY	1,585.00
20016	01/17/24	David Carreno	175.00
20017	01/17/24	DES PLAINES CHAMBER OF COMMERCE	5.00
20018	01/17/24	Elara Energy Services	1,763.31
20019	01/17/24	FITTLE, LLC	1,360.00
20020	01/17/24	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	575.36
20021	01/17/24	FOX VALLEY FIRE & SAFETY	856.18
20022	01/17/24	GARVEY'S OFFICE PRODUCTS	717.40
20023	01/17/24	GPS Americas	5,518.48
20024	01/17/24	GREY HOUSE PUBLISHING	123.75
20025	01/17/24	ILLINOIS LIBRARY ASSOCIATION	500.00
20026	01/17/24	INSIGHT PUBLIC SECTOR, INC.	232.00
20027	01/17/24	J&S PLUMBING, INC.	1,150.00
20028	01/17/24	LAUTERBACH & AMEN, LLP.	1,575.00
20029	01/17/24	LIBRARY IDEAS LLC	208.39
20030	01/17/24	MENARDS	7.84
20031	01/17/24	MIDWEST TAPE	14,295.04
20032	01/17/24	MNI	238.90
20033	01/17/24	OUTSOURCE SOLUTIONS GROUP, INC.	353.11
20034	01/17/24	OVERDRIVE, INC.	5,908.04
20035	01/17/24	PENWORTHY COMPANY	337.75
20036	01/17/24	Playaway Products LLC	1,644.36
20037	01/17/24	RIVERSHORE READING STORE	282.00
20038	01/17/24	THOMAS KLISE/CRIMSON MULTIMEDIA	226.22
20039	01/17/24	THOMSON REUTERS-WEST	25.50
20040	01/17/24	Wepa Libros LLC	3,615.54
20041	01/18/24	Andrew Olson	60.00
20042	01/18/24	COLLEY ELEVATOR COMPANY	678.00
20043	01/18/24	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20044	01/18/24	FACILITY GATEWAY CORPORATION	3,298.00
20045	01/18/24	JENNY RIDDLE	600.00
20046	01/18/24	LIBRARIES OF ILLINOIS RISK AGENCY	49,630.52
20047	01/18/24	LIBRARIESFIRST	650.00
20048	01/18/24	LIMRICC	65,395.59
20049	01/18/24	MANGO LANGUAGES	3,780.00
20050	01/18/24	MIDWEST TAPE	9,000.00
20051	01/18/24	MORNINGSTAR INCORPORATED	3,900.00
20052	01/18/24	OAKBROOK MECHANICAL SERVICES	4,526.01
20053	01/18/24	OUTSOURCE SOLUTIONS GROUP, INC.	42,145.78
20054	01/18/24	PROQUEST LLC	13,372.56
20055	01/18/24	RAILS	14,868.00
20056	01/18/24	Risk Program Administrators	11,447.00
52028	12/31/23	BANKCARD SERVICES	7,143.31
52029	12/31/23	IMRF	32,464.50

**Des Plaines Public Library**  
**Check List**

All Bank Accounts

December 22, 2023 - January 18, 2024

Check Number	Check Date	Payee	Amount
52030	12/31/23	NATIONWIDE RETIREMENT	150.00
52031	12/31/23	NATIONWIDE RETIREMENT	150.00
52032	12/31/23	NATIONWIDE RETIREMENT	150.00
52033	12/31/23	COMCAST CABLE	34.91
52034	12/31/23	ADP	986.80
52035	12/31/23	ILLINOIS DEPT OF EMPLOYMENT SECURITY	4,913.00
52036	12/31/23	NEOFUNDS BY NEOPOST	1,000.00
52037	12/31/23	NICOR GAS	1,356.78
52038	12/31/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,288.80
52039	12/31/23	BANKCARD SERVICES	9,529.99
52040	12/31/23	VERIZON WIRELESS	847.29
52041	12/31/23	COMCAST CABLE	1,352.66
52042	12/31/23	Lohan Architecture	2,062.00
<b>Vendor Check Total</b>			<u>356,473.11</u>
<b>Check List Total</b>			<u><u>356,473.11</u></u>

Check count = 70



## Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
FOX VALLEY FIRE & SAFETY				18478	12/31/23	<u>(572.00)</u>
201-5930020	R&M Buildings & Structures	To VOID check 18478	-572.00			
THOMSON REUTERS-WEST				18491	12/31/23	<u>(40.86)</u>
201-5970640	Databases	To VOID Check 18491	-40.86			
DAILY HERALD				18519	12/31/23	<u>(131.06)</u>
201-5970620	E-Subscriptions/Subscriptions	To VOID check 18519	-131.06			
ALGONQUIN MIDDLE SCHOOL				19059	12/31/23	<u>(40.00)</u>
201-5970600	Ebooks/Books	To VOID check 19059	-40.00			
SECRETARY OF STATE DRIVER SERVICES DEPARTMENT				19146	12/31/23	<u>(276.00)</u>
201-5960990	Misc. Contractual Services	To VOID Check 19146	-276.00			
Francis Michelle Decenteceo				19699	12/31/23	<u>(6.99)</u>
201-5970600	Ebooks/Books	To VOID check 19699	-6.99			
ITSAVVY LLC				19706	12/31/23	<u>(242.00)</u>
201-5980420	Computer Software	To VOID Check 19706	-242.00			
RIVERSHORE READING STORE				19776	12/31/23	<u>(282.00)</u>
201-5970100	Supplies	To VOID check 19776	-282.00			
BACKGROUND SCREENING CONSULTANTS LLC				20010	01/17/24	<u>148.00</u>
201-5960040	Pre-Employment Testing	Inv 22990	148.00			
BAKER & TAYLOR				20011	01/17/24	<u>19,866.64</u>
201-5970600	Ebooks/Books	Inv 2037976372	136.34			
201-5970600	Ebooks/Books	Inv 2037993630	26.75			
201-5970600	Ebooks/Books	Inv 2038012046	111.36			
201-5970600	Ebooks/Books	Inv 2037993592	41.59			
201-5970600	Ebooks/Books	Inv 0237991205	18.33			
201-5970600	Ebooks/Books	Inv 2037937832	155.69			
201-5970600	Ebooks/Books	Inv 2037937491	226.86			
201-5970600	Ebooks/Books	Inv 2037989505	20.58			
201-5970600	Ebooks/Books	Inv 2037976221	53.56			
201-5970600	Ebooks/Books	Inv 2037972773	11.51			
201-5970600	Ebooks/Books	Inv 2037979186	18.36			
201-5970600	Ebooks/Books	Inv 2037976254	268.46			
201-5970600	Ebooks/Books	Inv 2037991013	92.59			
201-5970600	Ebooks/Books	Inv 2037983528	578.52			
201-5970600	Ebooks/Books	Inv 2037991770	142.65			
201-5970600	Ebooks/Books	Inv 2037974822	368.44			
201-5970600	Ebooks/Books	Inv 2037976317	82.43			
201-5970600	Ebooks/Books	Inv 2037976512	230.36			
201-5970600	Ebooks/Books	Inv 2037969532	409.22			
201-5970600	Ebooks/Books	Inv 2037949029	120.66			
201-5970600	Ebooks/Books	Inv 2037976276	166.92			
201-5970600	Ebooks/Books	Inv 2037972417	155.94			
201-5970600	Ebooks/Books	Inv 2037964864	61.17			
201-5970600	Ebooks/Books	Inv 2037967447	171.85			
201-5970600	Ebooks/Books	Inv 2037994354	198.40			
201-5970600	Ebooks/Books	Inv 2037996141	374.68			
201-5970600	Ebooks/Books	Inv 2037958914	85.49			

## Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2037963276	535.58			
201-5970600	Ebooks/Books	Inv 2037975108	278.90			
201-5970600	Ebooks/Books	Inv 2037966520	10.89			
201-5970600	Ebooks/Books	Inv 2037976.312	33.34			
201-5970600	Ebooks/Books	Inv 2037971748	6.06			
201-5970600	Ebooks/Books	Inv 2037965986	300.95			
201-5970600	Ebooks/Books	Inv 2037963327	36.70			
201-5970600	Ebooks/Books	Inv 2037963384	99.64			
201-5970600	Ebooks/Books	Inv 2037969332	73.32			
201-5970600	Ebooks/Books	Inv 2037960335	48.54			
201-5970600	Ebooks/Books	Inv 2037967313	39.77			
201-5970600	Ebooks/Books	Inv 2037925074	1,215.45			
201-5970600	Ebooks/Books	Inv 2037977550	15.99			
201-5970600	Ebooks/Books	Inv 2037949291	97.75			
201-5970600	Ebooks/Books	Inv 2037945543	61.41			
201-5970600	Ebooks/Books	Inv 2037949480	243.30			
201-5970600	Ebooks/Books	Inv 2037963700	478.49			
201-5970600	Ebooks/Books	Inv 2037857974	546.27			
201-5970600	Ebooks/Books	Inv 2037965036	70.69			
201-5970600	Ebooks/Books	Inv 2037962592	70.73			
201-5970600	Ebooks/Books	Inv 2037958895	720.67			
201-5970600	Ebooks/Books	Inv 2037968554	519.69			
201-5970600	Ebooks/Books	Inv 2037936026	702.58			
201-5970600	Ebooks/Books	Inv 2037936744	860.72			
201-5970600	Ebooks/Books	Inv 2037945548	878.31			
201-5970600	Ebooks/Books	Inv 2037958057	79.97			
201-5970600	Ebooks/Books	Inv 2037966544	142.34			
201-5970600	Ebooks/Books	Inv 2037972445	617.66			
201-5970600	Ebooks/Books	Inv 2037909367	201.95			
201-5970600	Ebooks/Books	Inv 2037980418	579.82			
201-5970600	Ebooks/Books	Inv 2037964433	1,419.49			
201-5970600	Ebooks/Books	Inv 2037945377	944.65			
201-5970600	Ebooks/Books	Inv 2038012324	211.78			
201-5970600	Ebooks/Books	Inv 2037924757	143.06			
201-5970600	Ebooks/Books	Inv 2037945553	322.07			
201-5970600	Ebooks/Books	Inv 2037962413	250.58			
201-5960990	Misc. Contractual Services	Inv 2037924757	32.50			
201-5960990	Misc. Contractual Services	Inv 2037909367	50.10			
201-5960990	Misc. Contractual Services	Inv 2037966544	24.67			
201-5960990	Misc. Contractual Services	Inv 2037962413	57.73			
201-5960990	Misc. Contractual Services	Inv 2037945553	45.19			
201-5960990	Misc. Contractual Services	Inv 2038012325	26.65			
201-5960990	Misc. Contractual Services	Credit #003291288	-43.00			
201-5960990	Misc. Contractual Services	Inv 2037968555	78.96			
201-5960990	Misc. Contractual Services	Inv 2037958896	111.74			
201-5960990	Misc. Contractual Services	Inv 2037945378	130.47			
201-5960990	Misc. Contractual Services	Inv 2037964434	192.64			
201-5960990	Misc. Contractual Services	Inv 2037980419	84.29			
201-5960990	Misc. Contractual Services	Inv 2037972446	73.02			
201-5960990	Misc. Contractual Services	Inv 2037949480	9.00			
201-5960990	Misc. Contractual Services	Inv 2037945543	16.52			
201-5960990	Misc. Contractual Services	Inv 2037945549	100.62			
201-5960990	Misc. Contractual Services	Inv 2037958058	11.05			
201-5960990	Misc. Contractual Services	Inv 2037936745	118.21			
201-5960990	Misc. Contractual Services	Inv 2037936027	92.82			
201-5960990	Misc. Contractual Services	Inv 2037967313	2.49			

**Des Plaines Public Library  
Vendor Checks Report**

All Bank Accounts  
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2037960335	24.20			
201-5960990	Misc. Contractual Services	Inv 2037969332	17.43			
201-5960990	Misc. Contractual Services	Inv 2037962592	15.42			
201-5960990	Misc. Contractual Services	Inv 2037965036	16.09			
201-5960990	Misc. Contractual Services	Inv 2037963700	14.00			
201-5960990	Misc. Contractual Services	Inv 2037971748	5.03			
201-5960990	Misc. Contractual Services	Inv 2037976312	18.72			
201-5960990	Misc. Contractual Services	Inv 2037966520	5.94			
201-5960990	Misc. Contractual Services	Inv 2037949291	25.69			
201-5960990	Misc. Contractual Services	Inv 2037977551	2.21			
201-5960990	Misc. Contractual Services	Inv 2037925074	89.92			
201-5960990	Misc. Contractual Services	Inv 2037996142	48.35			
201-5960990	Misc. Contractual Services	Inv 2037963276	47.85			
201-5960990	Misc. Contractual Services	Inv 2037958914	66.08			
201-5960990	Misc. Contractual Services	Inv 2037963384	22.90			
201-5960990	Misc. Contractual Services	Inv 2037963327	4.98			
201-5960990	Misc. Contractual Services	Inv 2037965986	59.01			
201-5960990	Misc. Contractual Services	Inv 2037976276	36.81			
201-5960990	Misc. Contractual Services	Inv 2037949029	39.20			
201-5960990	Misc. Contractual Services	Inv 2037969532	93.67			
201-5960990	Misc. Contractual Services	Inv 2037976512	62.50			
201-5960990	Misc. Contractual Services	Inv 2037975108	78.12			
201-5960990	Misc. Contractual Services	Inv 2037967447	44.25			
201-5960990	Misc. Contractual Services	Inv 2037991770	21.70			
201-5960990	Misc. Contractual Services	Inv 2037983528	51.30			
201-5960990	Misc. Contractual Services	Inv 2037991013	30.33			
201-5960990	Misc. Contractual Services	Inv 2037976254	61.71			
201-5960990	Misc. Contractual Services	Inv 2037964864	14.11			
201-5960990	Misc. Contractual Services	Inv 2037972417	36.51			
201-5960990	Misc. Contractual Services	Inv 2037976221	16.41			
201-5960990	Misc. Contractual Services	Inv 2037989505	8.26			
201-5960990	Misc. Contractual Services	Inv 2037937491	110.36			
201-5960990	Misc. Contractual Services	Inv 2037937832	45.44			
201-5960990	Misc. Contractual Services	Inv 2037976317	19.35			
201-5960990	Misc. Contractual Services	Inv 2037974822	100.24			
201-5960990	Misc. Contractual Services	Inv 2037993592	7.47			
201-5960990	Misc. Contractual Services	Inv 2038012046	20.33			
201-5960990	Misc. Contractual Services	Inv 2037993630	5.97			
201-5960990	Misc. Contractual Services	Inv 2037976372	50.72			
201-5960990	Misc. Contractual Services	Inv 2037979186	4.71			
201-5960990	Misc. Contractual Services	Inv 2037972773	12.39			
201-5960990	Misc. Contractual Services	Inv 0237991205	7.47			
CHILDREN'S PLUS, INC.				20012	01/17/24	<u>1,766.19</u>
201-5970600	Ebooks/Books	Inv 239470	274.87			
201-5970600	Ebooks/Books	Inv 239524	533.17			
201-5970600	Ebooks/Books	Inv 239523	162.63			
201-5970600	Ebooks/Books	Inv 239142	309.24			
201-5970600	Ebooks/Books	Inv 239528	486.28			
Christine Huynh				20013	01/17/24	<u>175.00</u>
201-5960990	Misc. Contractual Services	Inv 960990	175.00			
CITY OF DES PLAINES				20014	01/17/24	<u>1,155.02</u>
201-5970500	Water Bill	10.02.23 - 11.30.23	1,155.02			

## Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COLLEY ELEVATOR COMPANY 201-5930020	R&M Buildings & Structures	Inv 252278	1,585.00	20015	01/17/24	<u>1,585.00</u>
David Carreno 201-5960990	Misc. Contractual Services	Inv 960990	175.00	20016	01/17/24	<u>175.00</u>
DES PLAINES CHAMBER OF COMMERCE 201-5960210	Special Event Programming	Invoice #24392	5.00	20017	01/17/24	<u>5.00</u>
Elara Energy Services 201-5980400	Equipment	Inv 21447-6	1,763.31	20018	01/17/24	<u>1,763.31</u>
FITTLE, LLC 201-5930210	Rental of Equipment	Inv 5224171	1,360.00	20019	01/17/24	<u>1,360.00</u>
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES 201-5930490	Refuse Contract	Inv 7185085	575.36	20020	01/17/24	<u>575.36</u>
FOX VALLEY FIRE & SAFETY 201-5930020	R&M Buildings & Structures	Inv 00646307	856.18	20021	01/17/24	<u>856.18</u>
GARVEY'S OFFICE PRODUCTS 201-5970170	Janitorial	Inv PINV2510855	717.40	20022	01/17/24	<u>717.40</u>
GPS Americas 201-5960990	Misc. Contractual Services	Inv 23123144	5,518.48	20023	01/17/24	<u>5,518.48</u>
GREY HOUSE PUBLISHING 201-5970600	Ebooks/Books	Inv 982796	123.75	20024	01/17/24	<u>123.75</u>
ILLINOIS LIBRARY ASSOCIATION 201-5920220	Membership Dues	Inv 259936	500.00	20025	01/17/24	<u>500.00</u>
INSIGHT PUBLIC SECTOR, INC. 201-5990900	Per Capita Grant Expenditures	Inv 1101120997	232.00	20026	01/17/24	<u>232.00</u>
J&S PLUMBING, INC. 201-5930020	R&M Buildings & Structures	Inv 229509	1,150.00	20027	01/17/24	<u>1,150.00</u>
LAUTERBACH & AMEN, LLP. 201-5920110	Professional Services	Invoice No.86363	1,575.00	20028	01/17/24	<u>1,575.00</u>
LIBRARY IDEAS LLC 201-5970600 201-5970600	Ebooks/Books Ebooks/Books	Inv 104645 Inv 105067	106.39 102.00	20029	01/17/24	<u>208.39</u>
MENARDS 201-5970100	Supplies	Inv 27175	7.84	20030	01/17/24	<u>7.84</u>
MIDWEST TAPE 201-5970630 201-5970630 201-5970630 201-5970630 201-5970630 201-5970630	Visual Materials Visual Materials Visual Materials Visual Materials Visual Materials Visual Materials	Inv 504735823 Inv 504735824 Inv 504735826 Inv 504743541 Inv 504716347 Inv 504818638	58.48 238.45 40.48 1,482.70 858.20 77.98	20031	01/17/24	<u>14,295.04</u>

**Des Plaines Public Library**  
**Vendor Checks Report**

All Bank Accounts  
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 504802622	65.48			
201-5970630	Visual Materials	Inv 504837841	2,268.79			
201-5970630	Visual Materials	Inv 504837843	147.71			
201-5970630	Visual Materials	Inv 504743542	741.30			
201-5970630	Visual Materials	Inv 504735827	59.98			
201-5970630	Visual Materials	Inv 504735822	58.49			
201-5970630	Visual Materials	Inv 504696302	80.96			
201-5970630	Visual Materials	Inv 504696300	163.45			
201-5970630	Visual Materials	Inv 504758703	37.49			
201-5970630	Visual Materials	Inv 504758699	155.96			
201-5970630	Visual Materials	Inv 504758700	221.74			
201-5970630	Visual Materials	Inv 504758702	74.98			
201-5970630	Visual Materials	Inv 504716348	305.89			
201-5960990	Misc. Contractual Services	Inv 504743498	49.56			
201-5960990	Misc. Contractual Services	Inv 504837843	27.75			
201-5960990	Misc. Contractual Services	Inv 504837841	895.60			
201-5960990	Misc. Contractual Services	Inv 504837842	56.50			
201-5960990	Misc. Contractual Services	Inv 504837844	292.09			
201-5960990	Misc. Contractual Services	Inv 504716347	288.88			
201-5960990	Misc. Contractual Services	Inv 504716346	56.50			
201-5960990	Misc. Contractual Services	Inv 504716345	129.88			
201-5960990	Misc. Contractual Services	Inv 504743541	442.72			
201-5960990	Misc. Contractual Services	Inv 504743542	124.58			
201-5960990	Misc. Contractual Services	Inv 504743540	15.82			
201-5960990	Misc. Contractual Services	Inv 504716348	76.21			
201-5970610	E-audio/Audio	Inv 504743498	156.78			
201-5970610	E-audio/Audio	Inv 504837842	1,125.75			
201-5970610	E-audio/Audio	Inv 504802620	9.99			
201-5970610	E-audio/Audio	Inv 504758698	89.99			
201-5970610	E-audio/Audio	Inv 504837844	896.74			
201-5970610	E-audio/Audio	Inv 504818637	304.96			
201-5970610	E-audio/Audio	Inv 504683139	249.97			
201-5970610	E-audio/Audio	Inv 504716346	1,078.75			
201-5970610	E-audio/Audio	Inv 504716345	459.58			
201-5970610	E-audio/Audio	Inv 504743540	327.93			
MNI				20032	01/17/24	<u>238.90</u>
201-5970640	Databases	Inv 851737-00	238.90			
OUTSOURCE SOLUTIONS GROUP, INC.				20033	01/17/24	<u>353.11</u>
201-5980420	Computer Software	Inv 77065	272.61			
201-5980420	Computer Software	Inv 77115	80.50			
OVERDRIVE, INC.				20034	01/17/24	<u>5,908.04</u>
201-5970600	Ebooks/Books	Inv 01018CP23463275	233.62			
201-5970600	Ebooks/Books	Inv 01018MA23463614	65.00			
201-5970600	Ebooks/Books	Inv 01018MA23465940	5,609.42			
PENWORTHY COMPANY				20035	01/17/24	<u>337.75</u>
201-5970600	Ebooks/Books	Inv 0595530-IN	127.21			
201-5970600	Ebooks/Books	Inv 0595533-IN	210.54			
Playaway Products LLC				20036	01/17/24	<u>1,644.36</u>
201-5970600	Ebooks/Books	Inv 447999	1,279.92			
201-5970600	Ebooks/Books	Inv 448911	113.98			
201-5970600	Ebooks/Books	Inv 448920	122.98			

## Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv 449387	127.48			
RIVERSHORE READING STORE						
201-5970100	Supplies	Inv 23-7031	282.00	20037	01/17/24	<u>282.00</u>
THOMAS KLISE/CRIMSON MULTIMEDIA						
201-5970630	Visual Materials	Inv 010409	186.22	20038	01/17/24	<u>226.22</u>
201-5970630	Visual Materials	Inv 010410	40.00			
THOMSON REUTERS-WEST						
201-5970640	Databases	Inv 849424884	25.50	20039	01/17/24	<u>25.50</u>
Wepa Libros LLC						
201-5970600	Ebooks/Books	Inv 1206	1,852.54	20040	01/17/24	<u>3,615.54</u>
201-5970600	Ebooks/Books	Inv 1148	1,763.00			
Andrew Olson						
201-5960210	Special Event Programming	Life Drawing Model	60.00	20041	01/18/24	<u>60.00</u>
COLLEY ELEVATOR COMPANY						
201-5930020	R&M Buildings & Structures	Inv 252839	678.00	20042	01/18/24	<u>678.00</u>
CRYSTAL MAINTENANCE SERVICES CORP						
201-5930020	R&M Buildings & Structures	Inv 31544	4,892.50	20043	01/18/24	<u>4,892.50</u>
FACILITY GATEWAY CORPORATION						
201-5930010	R&M Equipment	Inv 233834	3,298.00	20044	01/18/24	<u>3,298.00</u>
JENNY RIDDLE						
201-5960210	Special Event Programming	Presenter Fee	600.00	20045	01/18/24	<u>600.00</u>
LIBRARIES OF ILLINOIS RISK AGENCY						
201-5920990	Property/Liability Insurance	12.31.23 - 12.31.24	49,630.52	20046	01/18/24	<u>49,630.52</u>
LIBRARIESFIRST						
201-5920220	Membership Dues	Inv 8659	650.00	20047	01/18/24	<u>650.00</u>
LIMRICC						
201-2401002	Payroll Liabilities	January 2024	65,395.59	20048	01/18/24	<u>65,395.59</u>
MANGO LANGUAGES						
201-5970640	Databases	Inv 013444	3,780.00	20049	01/18/24	<u>3,780.00</u>
MIDWEST TAPE						
201-5970630	Visual Materials	Hoopla Inv 504871660	9,000.00	20050	01/18/24	<u>9,000.00</u>
MORNINGSTAR INCORPORATED						
201-5970640	Databases	Inv 1	3,900.00	20051	01/18/24	<u>3,900.00</u>
OAKBROOK MECHANICAL SERVICES						
201-5930020	R&M Buildings & Structures	Inv 37240	1,391.01	20052	01/18/24	<u>4,526.01</u>
201-5930020	R&M Buildings & Structures	Inv 37185	3,135.00			
OUTSOURCE SOLUTIONS GROUP, INC.						
201-5980420	Computer Software	Inv 77431	4,360.19	20053	01/18/24	<u>42,145.78</u>
201-5960990	Misc. Contractual Services	Inv 77431	1,980.00			

**Des Plaines Public Library  
Vendor Checks Report**

All Bank Accounts  
December 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
201-5920110	Professional Services	Inv 77431	35,455.59			
201-5930010	R&M Equipment	Inv 77431	350.00			
PROQUEST LLC				20054	01/18/24	<u>13,372.56</u>
201-5970620	E-Subscriptions/Subscriptions	Inv 70815582	5,825.94			
201-5970640	Databases	Inv 70821605	5,784.62			
201-5970640	Databases	Inv 70815955	1,762.00			
RAILS				20055	01/18/24	<u>14,868.00</u>
201-5970640	Databases	Inv 11894	9,884.00			
201-5970640	Databases	Inv 11878	3,929.00			
201-5970640	Databases	Inv 11862	1,055.00			
Risk Program Administrators				20056	01/18/24	<u>11,447.00</u>
201-5918070	Workers Compensation	Inv 4951170	11,447.00			
				<b>Check List Total</b>		<u><u>293,043.07</u></u>

## Des Plaines Public Library

### ACH Register

All Bank Accounts

December 1, 2023 - December 31, 2023

ACH Number	ACH Date	Payee	Amount
<b>Vendor Checks</b>			
52028	12/31/23	BANKCARD SERVICES	7,143.31
52029	12/31/23	IMRF	32,464.50
52030	12/31/23	NATIONWIDE RETIREMENT	150.00
52031	12/31/23	NATIONWIDE RETIREMENT	150.00
52032	12/31/23	NATIONWIDE RETIREMENT	150.00
52033	12/31/23	COMCAST CABLE	34.91
52034	12/31/23	ADP	986.80
52035	12/31/23	ILLINOIS DEPT OF EMPLOYMENT SECURITY	4,913.00
52036	12/31/23	NEOFUNDS BY NEOPOST	1,000.00
52037	12/31/23	NICOR GAS	1,356.78
52038	12/31/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,288.80
52039	12/31/23	BANKCARD SERVICES	9,529.99
52040	12/31/23	VERIZON WIRELESS	847.29
52041	12/31/23	COMCAST CABLE	1,352.66
52042	12/31/23	Lohan Architecture	2,062.00
<b>Vendor Check Total</b>			<b>63,430.04</b>
<b>Check List Total</b>			<b>63,430.04</b>

Check count = 15



DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY  
For the Year Ended December 31, 2023

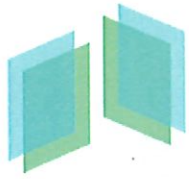
	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 5,101,587	4,724,431	5,890,856	6,996,454	6,538,381	5,980,333	5,400,464	5,121,066	4,543,713	4,243,378	4,664,048	5,870,299
<b>Revenue (M-T-D)</b>												
Property 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 & A/JE'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

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY

For the Year Ended December 31, 2022

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



# DIRECTOR'S REPORT

## December 2023

### DONATIONS



Annual Swank film license allowing the screening of major motion pictures - \$795

Supplemental film license from Sony - \$305.94

Funds for additional films not covered by licenses - \$1200.



Des Plaines Garden Club - \$50

Global Sourcing Group DBA Sakon - \$100

### COMING & GOING

#### COMING

Patty Fudali, PT Youth Services Assistant  
Percy Byron, PT Materials Services Clerk  
Jasmine Ratliff, PT Youth Services Assistant

Susan Szeszol, PT Youth Services Assistant  
Jillian Sliwa, PT Materials Services Page

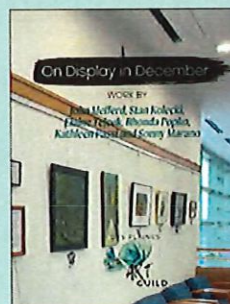
#### GOING

Meredith Bazzoli, FT Youth Services Librarian

### DPPL ON SOCIAL

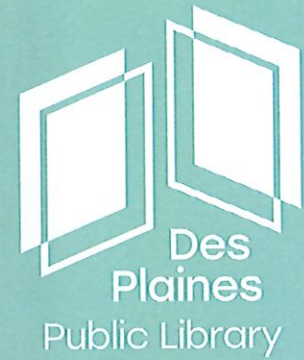


### AROUND THE LIBRARY





# 2023 IN NUMBERS: It All Adds Up to 5-star Service



## Marketing & Communications

- Designed, produced, distributed, and shared **897 projects** with over **1,200 components**.
- Mailed **120,000** newsletters to Des Plaines households.
- Emailed more than **400,000** eNewsletters to DPPL's 17K subscriber base.



 [des.plaines.library](https://www.instagram.com/des.plaines.library)

**1.8K** followers      **12.2%** growth rate

 [@dplibrary](https://www.facebook.com/dplibrary)

**5K** followers      **7.3%** growth rate

## The Building & Security Services Team

- Installed **new carpeting** in the west and north entrances.
- Installed **23 speakers and amplifiers**, improving DPPL's paging system.
- **Replaced the old chiller** with a new one, in prep of a 2024 installation.
- Cleared the 4th floor in prep for The Canvas project.
- Installed the 4th floor sculptures and art in the public Meeting Rooms.





## The Adult Services Team

- Patrons used the public access computers **27K times** and registered for **14,686 public study rooms sessions**.
- **184K digital items** were circulated through Libby, Hoopla, Kanopy, and other digital platforms.
- Answered **75K questions**.
- Hosted **834 programs attended by 16.5K patrons**.
- Held over **300 Teen events** and passed out more than **1K craft kits**.



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## The Youth Services Team

- Registered **29 teen volunteers** who did **74 hours of service**.
- Filled **49 school Book Bag requests** and curated nearly **1K items** for area schools and preschools.
- Participated in **752 outreach events**, reaching **22.5K residents**.
- Assisted patrons **26K times** at the desk – about **73 per day**.
- Created and handed out **27 different craft kits to 830 happy kiddos**.
- Held **247 programs** attended by **10.5K kids and parents**.



## The Patron Accounts Team

- Helped patrons **73,131 times** at the desks
- Issued over **3.6K library cards**
- Registered **221 new cards** at outreach events and school visits and issued **57 Card for Kids**
- Booked **273 public events** into the Meeting Rooms, attended by **6,195 people**.
- Processed over **10K interlibrary loan requests**.
- Cleaned **1,442 DVD and CD discs**.
- Issued **352 museum passes**.



**3.6k**  
library  
cards

## Administration

- Hired **12 new staff members**, to fill 12 departures.
- Staff **turnover rate is 13%; down from 28%** in 2022.
- Processed **26 payrolls and 2,392 paychecks**, totaling \$3,177,000.



**12**  
new staff  
members

## The Acquisitions & Cataloging Team

- Created **3 new collections**, including 2 in Ukrainian.
- Added more than **50 new items** to The Library of Things.
- Created **186 Automatically Yours record sets** fulfilling 231 patrons' curated requests.
- Processed **7,293 orders** for materials.



**3 new**  
collections

## Materials Services Clerks

- Checked in and processed:
  - 1K Discovery Kits
  - 1.5K Board Games
  - 2K PlayAways
  - 3K Library of Things items
  - 33K Video Games
  - Pulled 75K holds for patrons.



**75K**  
holds

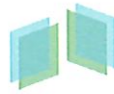
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## Materials Services Pages

- Shelved **4,435 carts of materials** - that would stretch 3 miles if lined up end to end.
- Reshelved **67,000 items** left out on the floor by patrons.
- Shifted **2,727 shelves, totaling 66K items, over 61 days**, in preparation for the upcoming The Canvas project.

**4.4K**  
carts

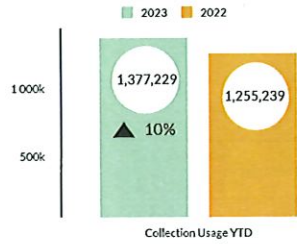




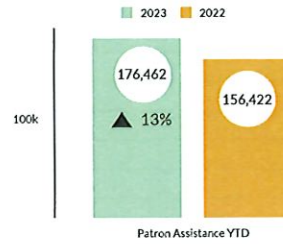
# STATISTICS REPORT

On December 2023

## Collection Usage YTD



## Patron Assistance YTD



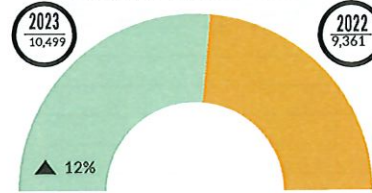
## Attendance All - YTD

Events, Programs, Outreach & Classes



## Bookings All - YTD

Events, Programs & Classes



## Attendance In Person - YTD

Events, Programs & Classes

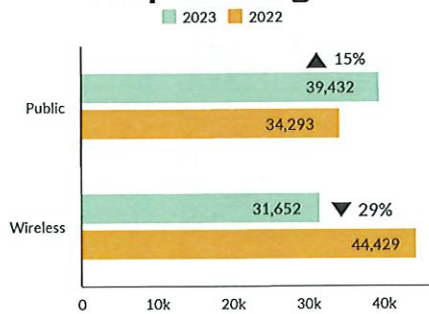


## Bookings In Person - YTD

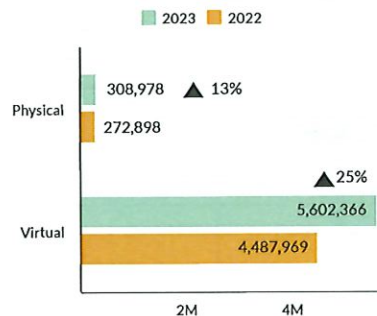
Events, Programs & Classes



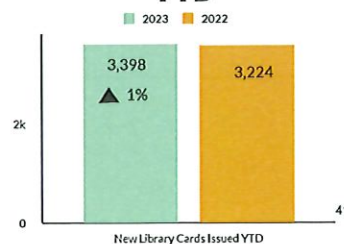
## Computer Usage YTD



## Traffic YTD



## New Library Cards Issued YTD



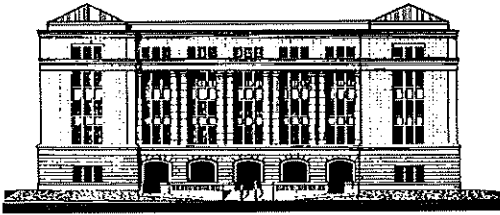
## 2023 Year to Date Statistics

### NOVEMBER 2023

<b>COLLECTION USAGE</b>		
	Year to Date 2023	<b>1,377,229</b>
	Year to Date 2022	<b>1,255,239</b>
	<b>% Change</b>	<b>10%</b>
<b>PATRON ASSISTANCE</b>		
	Year to Date 2023	<b>176,462</b>
	Year to Date 2022	<b>156,422</b>
	<b>% Change</b>	<b>13%</b>
<b>EVENTS, PROGRAMS, AND CLASSES- BOOKINGS</b>		
	Year to Date 2023	<b>10,499</b>
	Year to Date 2022	<b>9,361</b>
	<b>% Change</b>	<b>12%</b>
<b>EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE</b>		
	Year to Date 2023	<b>464,386</b>
	Year to Date 2022	<b>334,502</b>
	<b>% Change</b>	<b>39%</b>
<b>IN PERSON EVENTS</b>		
	<b>Bookings</b>	
	Year to Date 2023	<b>1,254</b>
	Year to Date 2022	<b>862</b>
	<b>% Change</b>	<b>45%</b>
	<b>Attendance</b>	
	Year to Date 2023	<b>41,984</b>
	Year to Date 2022	<b>22,573</b>
	<b>% Change</b>	<b>86%</b>
<b>TRAFFIC</b>		
	<b>Physical Visits (gate count)</b>	
	Year to Date 2023	<b>308,978</b>
	Year to Date 2022	<b>272,898</b>
	<b>% Change</b>	<b>13%</b>
	<b>Virtual Visits (catalog, website, mobile app)</b>	
	Year to Date 2023	<b>5,602,366</b>
	Year to Date 2022	<b>4,487,969</b>
	<b>% Change</b>	<b>25%</b>
<b>LIBRARY CARD OWNERSHIP</b>		
	Year to Date new library cards 2023	<b>3,611</b>
	Year to Date new library cards 2022	<b>3,584</b>
	<b>% Change</b>	<b>1%</b>
<b>COMPUTER USAGE</b>		
	<b>Public Computers</b>	
	Year to Date 2023	<b>39,432</b>
	Year to Date 2022	<b>34,293</b>
	<b>% Change</b>	<b>15%</b>
	<b>Wireless</b>	
	Year to Date 2023	<b>31,652</b>
	Year to Date 2022	<b>44,429</b>
	<b>% Change</b>	<b>-29%</b>

2023 STATISTICS REPORT													YTD
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
<b>COLLECTION USAGE</b>													
Physical materials	52,685	54,026	62,878	55,995	53,687	56,660	60,675	60,320	49,153	56,887	53,779	53,105	669,850
E-materials	14,973	13,013	14,338	14,579	16,404	16,632	14,909	14,461	14,620	15,883	16,512	17,406	183,730
ILL	639	639	764	631	573	637	637	693	673	681	655	593	7,815
Databases	38,413	35,495	45,784	39,713	43,571	44,985	48,444	47,743	45,663	43,100	41,199	41,724	515,834
<b>2023 Total</b>	<b>106,710</b>	<b>103,177</b>	<b>123,764</b>	<b>110,918</b>	<b>114,235</b>	<b>118,914</b>	<b>124,665</b>	<b>123,217</b>	<b>110,109</b>	<b>116,551</b>	<b>112,145</b>	<b>112,828</b>	<b>1,377,229</b>
Physical materials	56,638	50,882	58,763	57,598	54,599	57,312	59,618	59,839	51,144	54,309	54,794	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	33,542	33,542	27,278	32,848	415,736
<b>2022 Total</b>	<b>112,197</b>	<b>100,363</b>	<b>110,294</b>	<b>109,113</b>	<b>102,757</b>	<b>103,561</b>	<b>107,242</b>	<b>111,635</b>	<b>98,150</b>	<b>101,788</b>	<b>96,245</b>	<b>101,894</b>	<b>1,255,239</b>
<b>PATRON ASSISTANCE</b>													
Youth Services	1,272	1,906	2,086	1,914	1,794	6,269	3,280	1,764	1,734	2,139	1,889	1,865	27,912
Adult Services	6,546	6,066	7,195	6,151	6,248	6,802	6,127	6,550	5,337	6,402	5,973	5,010	74,407
Patron Accounts	5,950	5,433	7,743	6,188	5,616	6,307	6,300	6,963	5,998	6,279	5,406	4,970	73,151
Security	154	143	96	110	84	89	32	104	21	0	8	151	992
<b>2023 Total</b>	<b>13,922</b>	<b>13,548</b>	<b>17,120</b>	<b>14,363</b>	<b>13,742</b>	<b>19,467</b>	<b>15,739</b>	<b>13,088</b>	<b>13,088</b>	<b>14,820</b>	<b>13,276</b>	<b>11,996</b>	<b>176,462</b>
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
Patron Accounts	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
<b>2022 Total</b>	<b>11,579</b>	<b>11,907</b>	<b>14,308</b>	<b>14,436</b>	<b>12,910</b>	<b>17,471</b>	<b>14,704</b>	<b>13,752</b>	<b>11,966</b>	<b>12,836</b>	<b>12,899</b>	<b>10,534</b>	<b>156,422</b>
<b>EVENTS, PROGRAMS AND CLASSES-BOOKINGS</b>													
Youth Services In Person	18	29	19	30	21	27	35	2	21	32	117	68	419
Youth Services Virtual	8	1	1	1	0	2	0	0	2	0	0	0	17
Adult Services In Person	43	77	69	68	62	66	84	79	66	92	69	60	835
Adult Services Virtual	15	14	16	14	14	13	10	12	12	15	13	9	155
Outside groups	10	16	35	27	20	18	19	30	28	37	21	12	273
Public study rooms	686	744	795	710	694	709	682	722	727	877	776	678	8,800
<b>2023 Total</b>	<b>780</b>	<b>881</b>	<b>935</b>	<b>850</b>	<b>811</b>	<b>835</b>	<b>832</b>	<b>843</b>	<b>856</b>	<b>1,053</b>	<b>996</b>	<b>827</b>	<b>10,499</b>
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	16	16	11	23	33	32	17	204
Public study rooms	569	705	732	731	663	620	590	622	683	749	699	615	7,978
<b>2022 Total</b>	<b>627</b>	<b>806</b>	<b>843</b>	<b>850</b>	<b>742</b>	<b>742</b>	<b>730</b>	<b>723</b>	<b>825</b>	<b>909</b>	<b>852</b>	<b>712</b>	<b>9,361</b>
<b>EVENTS, PROGRAMS, OUTREACH &amp; CLASSES-ATTENDANCE</b>													
Youth Services In Person	989	1,314	1,698	1,559	492	4,595	10,132	200	567	989	1,220	513	24,268
Youth Services Virtual	29,089	11,189	13,750	13,183	8,933	8,437	10,063	12,412	14,763	4,808	9,821	10,209	146,657
Adult Services In Person	370	766	1,384	2,068	702	902	6,556	824	1,265	1,059	1,198	622	17,716
Adult Services Virtual	20,187	22,786	20,733	18,918	16,257	15,056	16,976	20,159	22,306	12,404	17,376	24,696	227,854
Outside groups	130	242	1,464	1,332	412	258	264	413	525	583	360	212	6,195
Public study rooms	1,195	1,315	1,407	1,209	1,164	1,093	1,002	1,110	1,302	1,470	1,264	1,155	14,686
Outreach-Youth Services	1,652	2,547	2,031	2,098	4,284	1,400	1,019	964	1,230	1,883	923	517	20,548
Outreach-Adult Services	134	219	1,388	323	166	700	333	485	372	1,090	477	775	6,462
<b>2023 Total</b>	<b>53,746</b>	<b>40,378</b>	<b>43,855</b>	<b>40,690</b>	<b>32,410</b>	<b>32,441</b>	<b>46,345</b>	<b>36,567</b>	<b>42,530</b>	<b>24,286</b>	<b>32,639</b>	<b>38,699</b>	<b>464,386</b>
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	4,391	16,930	18,601	4,745	7,798	4,734	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	154,822
Outside groups	0	189	238	159	209	203	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
<b>2022 Total</b>	<b>17,475</b>	<b>17,080</b>	<b>23,867</b>	<b>17,987</b>	<b>47,263</b>	<b>22,128</b>	<b>21,631</b>	<b>36,527</b>	<b>41,738</b>	<b>33,271</b>	<b>34,131</b>	<b>21,404</b>	<b>334,502</b>

<b>TRAFFIC</b>														
<b>2023</b>	Physical Visits (gate count)	21,659	22,365	27,032	24,328	21,622	32,852	26,863	36,130	24,059	22,933	25,920	23,215	<b>308,978</b>
<b>2022</b>	Physical Visits (gate count)	14,897	16,385	19,562	20,482	22,088	31,073	23,364	23,343	21,318	27,415	27,971	25,000	<b>272,898</b>
<b>2023</b>	Virtual visits (catalog, website, mobile app)	480,735	444,598	473,767	456,869	468,392	478,438	486,193	506,328	487,622	430,405	442,058	446,961	<b>5,602,366</b>
<b>2022</b>	Virtual visits (catalog, website, mobile app)	282,242	282,108	277,368	277,357	291,298	351,636	368,451	480,985	484,303	486,408	452,793	453,020	<b>4,487,969</b>
<b>LIBRARY CARDS ISSUED</b>														
<b>2023</b>	Number of new library cards	259	222	501	313	311	387	278	356	246	291	234	213	<b>3,611</b>
<b>2022</b>	Number of new library cards	157	201	219	277	211	407	247	515	269	279	442	360	<b>3,584</b>
<b>COMPUTER USAGE</b>														
	Public computers-Youth Services	253	248	393	365	286	605	582	450	234	363	329	319	4,427
	Public computers-Adult	2,688	2,903	3,340	3,270	3,309	3,091	2,880	3,184	2,799	3,004	2,154	2,383	35,005
<b>2023</b>	<b>Total</b>	<b>2,941</b>	<b>3,151</b>	<b>3,733</b>	<b>3,635</b>	<b>3,595</b>	<b>3,696</b>	<b>3,462</b>	<b>3,634</b>	<b>3,033</b>	<b>3,367</b>	<b>2,483</b>	<b>2,702</b>	<b>39,432</b>
	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	2,598	2,154	34,293
<b>2022</b>	<b>Total</b>	<b>2,135</b>	<b>2,326</b>	<b>5,761</b>	<b>2,513</b>	<b>2,582</b>	<b>2,705</b>	<b>2,739</b>	<b>3,160</b>	<b>2,674</b>	<b>2,946</b>	<b>2,598</b>	<b>2,154</b>	<b>34,293</b>
	Wireless	2,360	2,619	2,734	2,715	2,542	2,745	2,382	2,678	2,700	3,014	2,749	2,414	31,652
<b>2023</b>	<b>Total</b>	<b>2,360</b>	<b>2,619</b>	<b>2,734</b>	<b>2,715</b>	<b>2,542</b>	<b>2,745</b>	<b>2,382</b>	<b>2,678</b>	<b>2,700</b>	<b>3,014</b>	<b>2,749</b>	<b>2,414</b>	<b>31,652</b>
	Wireless	4,988	1,850	2,184	2,243	6,583	2,421	2,167	2,457	8,430	2,685	6,300	2,121	44,429
<b>2022</b>	<b>Total</b>	<b>4,988</b>	<b>1,850</b>	<b>2,184</b>	<b>2,243</b>	<b>6,583</b>	<b>2,421</b>	<b>2,167</b>	<b>2,457</b>	<b>8,430</b>	<b>2,685</b>	<b>6,300</b>	<b>2,121</b>	<b>44,429</b>



ALEXI GIANNOULIAS • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

**Illinois State Library**

**Certification of Eligibility for Grants  
Pursuant to  
75 ILCS 10/ Illinois Library System Act  
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

*Submit with grant application*

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Des Plaines Public Library

Name of Library or Agency

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

Or, in the alternative,

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

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

*Jo Bonell Director*

Authorized Signature

01/08/2024

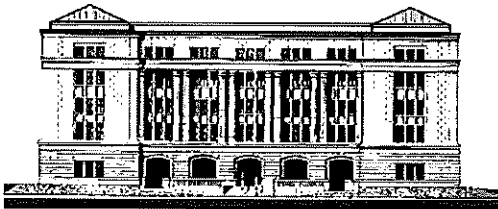
Date

Jo Bonell

Signature Name (Typed or Printed)

Director

Title



ALEXI GIANNOULIAS • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

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

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

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

Legal Name of Library: Des Plaines Public Library

Library's Control Number: 30226 Branch Number: \_\_\_\_\_ Today's Date: 01/03/2024

Contact information of the person completing this grant application:

Preparer's Name: Laurie Papadourakis  
*(First Name)* *(Last Name)*

Preparer's Title: Assistant Director

Preparer's Phone Number: (847) 376-2776

Preparer's Email Address: lpapadourakis@dppl.org

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

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 60,675

### 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)

The Des Plaines Public Library meets all Core Standards.

Core 4: In accordance with Illinois HB2789, the Des Plaines Public Library Board approved an updated Collection and Development Management Policy which included a statement against censorship. In addition, the Library updated the Personnel Policy to reflect 820 ILCS 192/Paid Leave for All Workers Act to ensure that all employees receive this benefit.

## 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)

Standard 1: After surveying the community, the Des Plaines Public Library Board of Trustees approved a 2023 - 2025 Strategic Plan. In the first annual update to the Des Plaines Public Library Board of Trustees, the Library Director shared significant progress towards reaching the community's goals.

Standard 4: Members of the Des Plaines Public Library Board of Trustees participated at the local level by meeting with local and state legislators.

## 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)

The Des Plaines Public Library meets all standards, and components outlined in the Personnel checklist.

Standard 8: The Des Plaines Public Library purchased library-specific training for all staff working with people in crisis, experiencing mental illness, and/or experiencing homelessness.

Standard 11: The Des Plaines Public Library updated the Personnel Policy to reflect 820 ILCS 192/Paid Leave for All Workers Act.



## 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)

The Des Plaines Public Library meets all standards, and the components outlined in the Access checklist.

Standard 1: The Des Plaines Public Library purchased a service that makes the Library's website (dppl.org) ADA compliant, and increases accessibility for patrons. This will be rolled out in January of 2024.

## 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)

The Des Plaines Public Library meets all standards in Building and Infrastructure Maintenance.

Standard 7: The Library is in the process of replacing the building HVAC chiller, which will be installed before May 1, 2024.

## 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)

The Des Plaines Public Library meets all Safety standards.

## 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)

The Des Plaines Public Library meets all Collection Management Standards.

Standard 2: The Library updated the Collection Development and Management Policy, approved by the Des Plaines Library Board of Trustees in May of 2023.

## 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)

The Des Plaines Public Library meets all System Member Responsibilities and Resource Sharing standards.

## 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)

The Des Plaines Public Library meets all Reference and Reader's Advisory standards.

Reference Standard 6: The Library of Things collection contains assistive technology, such as magnifiers, and noise-canceling headphones, as well as Memory Kits in English, Polish, and Spanish language containing soothing sensory items that can be useful in stimulating memories for those experiencing dementia.

Readers Advisory Standard 9: The Readers' Services Department selects materials from a broad variety of diverse resources, in order to ensure that our popular collections represent the experiences of marginalized groups and underserved communities. Items on display are chosen for their inclusion of these groups as well.

## 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)

The Des Plaines Public Library meets all Programming standards.

Standards 4 & 5: Adult Services provides diverse programming including a Spanish Book Discussion, Code Q, Pride Party, Diverse Book Club, Loteria. In addition, the library hosts ESL and citizenship classes.

## 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)

The Des Plaines Public Library meets all Youth/Young Adult standards.

Standard 4: Youth Services hosted popular programming celebrating the Hindu holiday, Holi, as well as Spanish-language storytime.

## 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)

The Des Plaines Public Library meets all Technology Standards.

Standard 2: The Des Plaines Public Library replaced all of the copiers in the building with newer models. Now patrons can conveniently access a color copier/printer on the 1st floor of the building, a service previously only available on the Reference (4th) floor.

Standard 14: The Des Plaines Public Library replaced all of the Wi-fi access points in the building, and installed additional ones to ensure improved coverage.

## 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)

The Des Plaines Public Library meets all Marketing, Promotion, and Collaboration Standards.

Standard 15: The Des Plaines Public Library updated and modernized the style guide and brand logos, to make our marketing more appealing, in order to better communicate the library's offerings

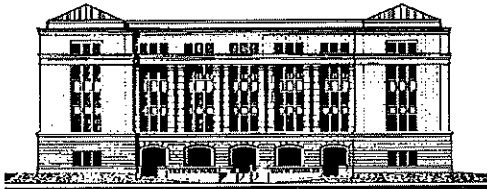
## Part II: Planned Use of Grant Funds

**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.

In order to meet Technology Standard 2, the Des Plaines Public Library intends to use the 2024 Per Capita Grant to purchase computer hardware and software (cybersecurity software, such as threat detection, firewall, and anti-virus protection; offsite back-up and storage; and lifecycle replacement PCs for staff and patrons).

In order to meet Collection Management Standards 7 & 8, the Des Plaines Public Library intends to purchase materials in digital format (e-books, e-audiobooks, audiobooks on CD), as well as electronic databases and resources accessible on the library's website.

In order to meet Marketing, Promotion, and Collaboration Standard 5, the Des Plaines Public Library will send out mailers to community members highlighting the library's offerings, resources, and programs.



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## Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30226 City: Des Plaines

Library Name: Des Plaines Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2022: \$89,495.63

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

The Des Plaines Public Library purchased new PC's, a back-up server, cybersecurity protection (firewall, anti-virus protection, phishing training, MFA), plus back-up and offsite storage. These meet Standards 12 & 15.

Marketing, Promotion, and Collaboration — Chapter 13



## E-Rate Summary from 2021 - 2023.

Year	E-Rate Eligible Service	Cost	Reimbursement Amount	Consultant Fee	Library Savings
2021	Connectivity (Comcast)	\$24,600.00	\$19,680.00	\$0.00	<b>\$19,680.00</b>
2022	Connectivity (Comcast)	\$18,900.00	\$13,620.00	\$0.00	<b>\$13,620.00</b>
2023	Connectivity (Comcast)	\$13,200.00	\$7,560.00	\$1,304.80	<b>\$6,255.20</b>
2023	Network Switch Purchase	\$104,190.50	\$52,671.02	\$4,213.68	<b>\$48,457.34</b>
	<b>TOTALS</b>	<b>\$160,890.50</b>	<b>\$93,531.02</b>	<b>\$5,518.48</b>	<b>\$88,012.54</b>

