



NOTICE

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

**REGULAR BOARD MEETING
THURSDAY MARCH 16, 2023
7:00 p.m. in MEETING ROOM B**

AGENDA

- **Approve Payment of Vendor Checks Report and ACH Payments.**
- **Report out from the Building and Grounds Committee.**

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
March 16, 2023, 7 p.m.
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 - February 16, 2023
 - B. Acceptance of Financial Reports for February 2023.
 - C. Acceptance of Reports.
 1. Statistics Report for February 2023
 2. Director's Report for February 2023
- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$277,666.58. [Action Item]
 - B. Report out from the Building and Grounds Committee.
- IX. Other. (7:45 p.m.)
- X. Announcements.
- XI. Correspondence.
- XII. 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 of February 16, 2023

I. Call to Order.

The meeting was called to order at 4:05 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; Bruce Lester joined the meeting at 4:18 p.m. ABSENT: Christine Halblander. ALSO PRESENT: Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley, Stephanie Spetter, Joanie Sebastian, Drew Langlie, Mike Reuter

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Graack, seconded by Shimon-Hutchison to invoke the Remote Participation Policy. VOTE: AYES: DuBrock, Graack, Hudec, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

V. Consideration of the Agenda.

MOTION by Hudec, seconded by Shimon-Hutchison to approve the Agenda. VOTE: AYES: DuBrock, Graack, 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 - January 12, 2023
- B. Approval of the Minutes of the Management Committee Meeting - January 12, 2023
- C. Acceptance of Financial Reports for January 2023.
- D. Acceptance of Reports.
 1. Statistics Report for January 2023

2. Director's Report for January 2023

MOTION by DuBrock seconded by Graack to approve the Consent Agenda.

VOTE: AYES: DuBrock, Graack, 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 \$177,535.91.

MOTION out of committee, seconded by Hudec, to approve payment of vendor checks and ACH Payments in the amount of \$177,535.91 as listed on the vendor checks report of January 2023, and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account.

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

- B. Review and approval of DPPL's Illinois Public Library Annual Report (IPLAR).

MOTION by Graack, seconded by Hudec to approve and submit DPPL's Illinois Public Library Annual Report (IPLAR) as presented.

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

- C. Review and approval of proposal for a new telephone system.

MOTION by Hudec, seconded by Shimon-Hutchison to accept the proposed 3-year Agreement with Comcast in the amount of \$46,300.60 for the lease and service of a telephone system.

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

- D. Review and approval of proposal for network switches.

MOTION by Graack, seconded by Shimon-Hutchison to accept the proposal from OSG in the amount \$117,642.95 for the replacement of network switches at the 10GB level.

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

- E. Review and approval of proposal for printers and copiers.

MOTION by Harkovich, seconded by Shimon-Hutchison to accept the proposal from ISBS in the amount \$141,537.00 for a 60-month lease and maintenance plan, plus a \$1 buyout lease at 60 months.

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

F. Transfer of bank accounts.

MOTION by DuBrock, seconded by Graack to transfer DPPL's bank accounts to Village Bank & Trust N.A.

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

IX. Other.

None

X. Announcements.

Director Bonell announced that DPPL will again be participating in the Des Plaines Self-Help Closet and Food Pantry's annual Food Fight. Board members and the public are invited to join in as well by bringing donations to DPPL's lobby through February.

Bonell also announced that DPPL will be honored with a Community Enhancement Award by the Des Plaines Chamber of Commerce at the annual Mayor's Address on Wednesday March 1st.

XI. Correspondence.

None

XII. Adjournment.

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

Meeting ends at 4:50 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended February 28, 2023

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 February 28, 2023

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 2,897,631.76	\$ 1,826,799.53	\$ 4,724,431.29
Prepays	21,974.29	0.00	21,974.29
Receivables			
Receivable - Property Taxes	7,315,802.58	-	7,315,802.58
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u><u>\$ 10,235,408.63</u></u>	<u><u>\$ 1,826,799.53</u></u>	<u><u>\$ 12,062,208.16</u></u>
LIABILITIES			
Accounts Payable	\$ 202,886.97	\$ -	\$ 202,886.97
Accrued Payroll	80,303.20	-	80,303.20
Due to other funds	<u>82,846.73</u>	<u>-</u>	<u>82,846.73</u>
Total Liabilities	<u>366,036.90</u>	<u>-</u>	<u>366,036.90</u>
Deferred Inflows of Resources			
Property Taxes	<u>6,069,500.00</u>	<u>-</u>	<u>6,069,500.00</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,435,536.90</u>	<u>-</u>	<u>6,435,536.90</u>
FUND BALANCE			
Fund Balance - Unreserved	3,300,466.29	1,826,799.53	5,127,265.82
Fund Balance - Reserved for Prepays	499,405.44	-	499,405.44
Total Fund Balance	<u>3,799,871.73</u>	<u>1,826,799.53</u>	<u>5,626,671.26</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$ 10,235,408.63</u></u>	<u><u>\$ 1,826,799.53</u></u>	<u><u>\$ 12,062,208.16</u></u>

Des Plaines Public Library

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

For the 2 Months Ended February 28, 2023

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 1,246,302.58	\$ -	\$ 1,246,302.58
Intergovernmental	2,495.12	-	2,495.12
Fines & Fees	5,112.77	-	5,112.77
Interest	11,897.12	14,931.47	26,828.59
Special Events and Programs	6,543.47	-	6,543.47
Miscellaneous	15,084.81	-	15,084.81
Total Revenues	<u>1,287,435.87</u>	<u>14,931.47</u>	<u>1,302,367.34</u>
EXPENDITURES			
Personnel	\$ 480,165.63	\$ -	\$ 480,165.63
Operating	409,269.69	-	409,269.69
Library Materails	132,457.94	-	132,457.94
Capital Outlay	23,160.11	-	23,160.11
Other Expenditures	<u>2,361.12</u>	<u>-</u>	<u>2,361.12</u>
Total Expenditures	<u>1,055,914.49</u>	<u>-</u>	<u>1,055,914.49</u>
Net Change in Fund Balances	<u>231,521.38</u>	<u>14,931.47</u>	<u>246,452.85</u>
FUND BALANCES			
Beginning of the year	<u>3,568,350.35</u>	<u>1,811,868.06</u>	<u>5,380,218.41</u>
End of the period	<u>\$ 3,799,871.73</u>	<u>\$ 1,826,799.53</u>	<u>\$ 5,626,671.26</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of February 28, 2023

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	484,916.87
202-1102015 - Old National Operating # 92260	<u>21,748.58</u>
	<u>506,665.45</u>
201-1102028 - Old National Donations #96300	<u>215,341.45</u>
201-1102030 - Village B&T Checking #6718	86,500.00
	<u>86,500.00</u>
201-1102050 - Wintrust Brokerage	<u>147,576.80</u>
201-1102079 - Illinois Funds # 2591	1,962,796.64
202-1102079 - Illinois Funds # 2591	<u>1,805,050.95</u>
	<u>3,767,847.59</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,724,431.29</u></u>

Des Plaines Public Library
Balance Sheet as of February 28, 2023

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	566,995.01	(82,078.14)	484,916.87
1102028 - Old National Donations #96300	215,334.84	6.61	215,341.45
1102030 - Village B&T Checking #6718	95,000.00	(8,500.00)	86,500.00
1102050 - Wintrust Brokerage	147,576.80	0.00	147,576.80
1102079 - Illinois Funds # 2591	2,255,334.13	(292,537.49)	1,962,796.64
1118000 - Receivable - Property Taxes	7,315,802.58	0.00	7,315,802.58
1119200 - Receivable - Miscellaneous	23,247.00	(23,247.00)	0.00
1119301 - Prepaid Expense	21,974.29	0.00	21,974.29
	<u>10,641,764.65</u>	<u>(406,356.02)</u>	<u>10,235,408.63</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	135,859.96	67,027.01	202,886.97
2401002 - Payroll Liabilities	10,492.56	(10,492.56)	0.00
2430707 - Due to Library Comp Abs	82,846.73	0.00	82,846.73
2450040 - Accrued Payroll	56,434.06	0.00	56,434.06
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>6,379,002.45</u>	<u>56,534.45</u>	<u>6,435,536.90</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	499,405.44	0.00	499,405.44
3730000 - Fund Balance - Unreserved	3,068,944.91	0.00	3,068,944.91
	<u>3,568,350.35</u>	<u>0.00</u>	<u>3,568,350.35</u>
 Total Liabilities and Fund Balance	 <u>9,947,352.80</u>	 <u>56,534.45</u>	 <u>10,003,887.25</u>
 Excess Revenues Over Expenses	 <u>694,411.85</u>	 <u>(462,890.47)</u>	 <u>231,521.38</u>

Des Plaines Public Library
Balance Sheet as of February 28, 2023

	<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	1,799,098.04	5,952.91	1,805,050.95
	1,820,846.62	5,952.91	1,826,799.53

Liabilities and Fund Balance

Liabilities

Fund Balance

3730000 - Fund Balance - Unreserved	1,811,868.06	0.00	1,811,868.06
Total Liabilities and Fund Balance	1,811,868.06	0.00	1,811,868.06
Excess Revenues Over Expenses	8,978.56	5,952.91	14,931.47

Compensated Absences Fund

Assets

1120201 - Due From Library	82,846.73	0.00	82,846.73
	82,846.73	0.00	82,846.73

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	82,846.73	0.00	82,846.73
	82,846.73	0.00	82,846.73

Fund Balance

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 February 28, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,624,611.65	0.00	1,624,611.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<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 2 Months Ended February 28, 2023

_____ 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>					
201-4810034 - Property Taxes 2022	<u>21,501.89</u>	<u>1,246,302.58</u>	<u>8,751,036.00</u>	<u>7,504,733.42</u>	<u>14.24</u>
	<u>21,501.89</u>	<u>1,246,302.58</u>	<u>8,751,036.00</u>	<u>7,504,733.42</u>	<u>14.24</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	89,495.00	89,495.00	0.00
201-4822090 - Grant Revenue	2,495.12	2,495.12	10,000.00	7,504.88	24.95
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>2,495.12</u>	<u>2,495.12</u>	<u>192,483.00</u>	<u>189,987.88</u>	<u>1.30</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	2,517.14	3,410.42	8,000.00	4,589.58	42.63
201-4850201 - Copying Fees	606.60	1,522.35	20,000.00	18,477.65	7.61
201-4850207 - Non-Res Cards	0.00	0.00	200.00	200.00	0.00
201-4850208 - Meeting Room Fees	<u>60.00</u>	<u>180.00</u>	<u>1,500.00</u>	<u>1,320.00</u>	<u>12.00</u>
	<u>3,183.74</u>	<u>5,112.77</u>	<u>29,700.00</u>	<u>24,587.23</u>	<u>17.21</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>6,543.47</u>	<u>20,000.00</u>	<u>13,456.53</u>	<u>32.72</u>
	<u>0.00</u>	<u>6,543.47</u>	<u>20,000.00</u>	<u>13,456.53</u>	<u>32.72</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>10,229.12</u>	<u>11,897.12</u>	<u>17,000.00</u>	<u>5,102.88</u>	<u>69.98</u>
	<u>10,229.12</u>	<u>11,897.12</u>	<u>17,000.00</u>	<u>5,102.88</u>	<u>69.98</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	0.00	11,965.00	70,000.00	58,035.00	17.09
201-4899910 - Vending Machine Revenue	93.63	158.69	1,000.00	841.31	15.87
201-4899920 - Library Donations	0.00	600.00	600,000.00	599,400.00	0.10
201-4899940 - Friends Book Sale	<u>1,230.52</u>	<u>2,361.12</u>	<u>14,000.00</u>	<u>11,638.88</u>	<u>16.87</u>
	<u>1,324.15</u>	<u>15,084.81</u>	<u>685,000.00</u>	<u>669,915.19</u>	<u>2.20</u>
Total Library Fund	<u>38,734.02</u>	<u>1,287,435.87</u>	<u>9,695,219.00</u>	<u>8,407,783.13</u>	<u>13.28</u>

Des Plaines Public Library
 Revenue Report
 For the 2 Months Ended February 28, 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>5,952.91</u>	<u>14,931.47</u>	<u>11,500.00</u>	<u>(3,431.47)</u>	<u>129.84</u>
	<u>5,952.91</u>	<u>14,931.47</u>	<u>11,500.00</u>	<u>(3,431.47)</u>	<u>129.84</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>5,952.91</u>	<u>14,931.47</u>	<u>1,011,500.00</u>	<u>996,568.53</u>	<u>1.48</u>
Total of All Funds	<u>44,686.93</u>	<u>1,302,367.34</u>	<u>10,706,719.00</u>	<u>9,404,351.66</u>	<u>12.16</u>

Des Plaines Public Library Expense Report For the 2 Months Ended February 28, 2023

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	183,938.72	366,491.29	2,498,588.00	2,132,096.71	14.67
5910200 - Part-time Salaries	<u>61,351.75</u>	<u>113,674.34</u>	<u>899,000.00</u>	<u>785,325.66</u>	<u>12.64</u>
	<u>245,290.47</u>	<u>480,165.63</u>	<u>3,397,588.00</u>	<u>2,917,422.37</u>	<u>14.13</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	17,962.03	35,127.30	258,634.00	223,506.70	13.58
5918021 - Employer Contribution - IMRF	8,272.42	16,262.21	194,564.00	178,301.79	8.36
5918040 - Life Insurance Premiums	0.00	0.00	1,932.00	1,932.00	0.00
5918050 - PPO Insurance Premiums	64,833.70	64,017.70	459,518.00	395,500.30	13.93
5918051 - HMO Insurance Premiums	28,550.02	28,550.02	177,307.00	148,756.98	16.10
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>119,618.17</u>	<u>153,383.23</u>	<u>1,152,604.00</u>	<u>999,220.77</u>	<u>13.31</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920110 - Professional Services	1,575.00	75,420.82	468,838.00	393,417.18	16.09
5920120 - Communication Services	2,446.53	2,446.53	32,900.00	30,453.47	7.44
5920140 - Integrated Library System	0.00	22,157.79	89,000.00	66,842.21	24.90
5920202 - Conferences	180.00	705.00	0.00	(705.00)	0.00
5920204 - Training	300.00	1,649.00	0.00	(1,649.00)	0.00
5920210 - Marketing	258.71	9,975.21	60,000.00	50,024.79	16.63
5920220 - Membership Dues	0.00	1,950.00	8,000.00	6,050.00	24.38
5920990 - Property/Liability Insurance	0.00	42,606.92	65,000.00	22,393.08	65.55
5930010 - R&M Equipment	15,619.45	26,654.45	88,460.00	61,805.55	30.13
5930020 - R&M Buildings & Structures	17,037.23	22,039.99	112,364.00	90,324.01	19.61
5930030 - R&M Vehicles	0.00	0.00	1,500.00	1,500.00	0.00
5930210 - Rental of Equipment	0.00	221.67	26,090.00	25,868.33	0.85
5930320 - Cleaning/Custodial Services	4,892.50	14,677.50	88,900.00	74,222.50	16.51
5930490 - Refuse Contract	575.36	1,039.36	6,000.00	4,960.64	17.32
5960040 - Pre-Employment Testing	0.00	64.00	3,500.00	3,436.00	1.83
5960065 - Bank Fees	0.00	258.64	300.00	41.36	86.21
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	3,237.71	8,019.66	61,500.00	53,480.34	13.04
5960990 - Misc. Contractual Services	<u>3,713.03</u>	<u>25,999.92</u>	<u>126,560.00</u>	<u>100,560.08</u>	<u>20.54</u>
	<u>49,835.52</u>	<u>255,886.46</u>	<u>1,249,412.00</u>	<u>993,525.54</u>	<u>20.48</u>
<u>Commodities</u>					
5970100 - Supplies	7,855.42	11,578.60	87,150.00	75,571.40	13.29
5970110 - Meals	0.00	571.80	2,000.00	1,428.20	28.59
5970170 - Janitorial	0.00	168.19	17,900.00	17,731.81	0.94
5970260 - Postage & Parcel	2,000.00	3,100.16	11,000.00	7,899.84	28.18
5970500 - Water Bill	1,113.68	1,113.68	8,000.00	6,886.32	13.92
5970600 - Ebooks/Books	14,013.74	27,035.36	381,900.00	354,864.64	7.08

Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 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	2,517.15	4,126.39	74,500.00	70,373.61	5.54
5970620 - E-Subscriptions/Subscriptions	1,598.79	7,004.73	51,430.00	44,425.27	13.62
5970630 - Visual Materials	8,782.05	22,948.70	190,200.00	167,251.30	12.07
5970640 - Databases	10,976.84	44,802.74	170,000.00	125,197.26	26.35
5970810 - Natural Gas	8,900.20	8,900.20	27,000.00	18,099.80	32.96
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>1,107.39</u>	<u>1,107.39</u>	<u>6,900.00</u>	<u>5,792.61</u>	<u>16.05</u>
	<u>58,865.26</u>	<u>132,457.94</u>	<u>1,028,580.00</u>	<u>896,122.06</u>	<u>12.88</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	4,521.44	4,521.44	0.00	(4,521.44)	0.00
5980400 - Equipment	0.00	0.00	1,000.00	1,000.00	0.00
5980410 - Computer Hardware	12,790.42	12,790.42	12,800.00	9.58	99.93
5980420 - Computer Software	972.69	5,848.25	91,402.00	85,553.75	6.40
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
	<u>18,284.55</u>	<u>23,160.11</u>	<u>110,202.00</u>	<u>87,041.89</u>	<u>21.02</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	89,495.00	89,495.00	0.00
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>1,230.52</u>	<u>2,361.12</u>	<u>0.00</u>	<u>(2,361.12)</u>	<u>0.00</u>
	<u>1,230.52</u>	<u>2,361.12</u>	<u>1,089,495.00</u>	<u>1,087,133.88</u>	<u>0.22</u>
 Total Library Fund Expenditures	 <u>501,624.49</u>	 <u>1,055,914.49</u>	 <u>8,027,881.00</u>	 <u>6,971,966.51</u>	 <u>13.15</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	801,000.00	801,000.00	0.00
5980400 - Equipment	0.00	0.00	271,000.00	271,000.00	0.00
5980410 - Computer Hardware	0.00	0.00	341,100.00	341,100.00	0.00
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>1,415,100.00</u>	<u>1,415,100.00</u>	<u>0.00</u>
 Total Capital Projects Fund Expenditures	 <u>0.00</u>	 <u>0.00</u>	 <u>1,415,100.00</u>	 <u>1,415,100.00</u>	 <u>0.00</u>
 Total of All Funds	 <u>501,624.49</u>	 <u>1,055,914.49</u>	 <u>9,442,981.00</u>	 <u>8,387,066.51</u>	 <u>11.18</u>

Des Plaines Public Library

Check List

All Bank Accounts

February 17, 2023 - March 16, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
19563	03/16/23	A R M Electric Company, Inc.	1,225.00
19564	03/16/23	ANDERSON PEST SOLUTIONS	750.00
19565	03/16/23	ANDREW TROTTER	270.00
19566	03/16/23	AUTOMATED LOGIC, INC.	5,022.25
19567	03/16/23	BAKER & TAYLOR	13,248.04
19568	03/16/23	CHILDREN'S PLUS, INC.	558.36
19569	03/16/23	CITY OF DES PLAINES	1,113.68
19570	03/16/23	COLLEY ELEVATOR COMPANY	1,113.00
19571	03/16/23	Continental Resources, Inc.	2,838.54
19572	03/16/23	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
19573	03/16/23	Cydney Moody	60.00
19574	03/16/23	D&Z HOUSE OF BOOKS	2,360.28
19575	03/16/23	DES PLAINES CHAMBER OF COMMERCE	180.00
19576	03/16/23	EBSCO INFORMATION SERVICES	2,172.96
19577	03/16/23	Edwardsville Public Library	25.99
19578	03/16/23	FACILITY GATEWAY CORPORATION	4,521.44
19579	03/16/23	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	575.36
19580	03/16/23	FLUID TECHNOLOGIES INC	280.00
19581	03/16/23	FOX VALLEY FIRE & SAFETY	1,154.00
19582	03/16/23	IMPACT NETWORKING, LLC.	6,879.05
19583	03/16/23	INGRAM LIBRARY SERVICES	111.63
19584	03/16/23	ITSAVVY LLC	7,816.00
19585	03/16/23	J&S PLUMBING, INC.	229.00
19586	03/16/23	John G. Donahue	150.00
19587	03/16/23	LAUTERBACH & AMEN, LLP.	1,575.00
19588	03/16/23	LIMRICC	116,152.10
19589	03/16/23	MATTHEW BENDER & CO, INC	243.10
19590	03/16/23	MIDWEST TAPE	9,365.79
19591	03/16/23	OAKBROOK MECHANICAL SERVICES	3,073.50
19592	03/16/23	OUTSOURCE SOLUTIONS GROUP, INC.	114.75
19593	03/16/23	Playaway Products LLC	49.99
19594	03/16/23	RAINBOW BOOK COMPANY	15.65
19595	03/16/23	SCHOLASTIC LIBRARY PUBLISHING	5,912.00
19596	03/16/23	STANLEY ACCESS TECH	4,142.00
19597	03/16/23	THOMAS KLISE/CRIMSON MULTIMEDIA	1,933.12
19598	03/16/23	TODAY'S BUSINESS SOLUTIONS INC	286.24
19599	03/16/23	WP Company LLC	2,029.65
19600	03/16/23	THE SELF-HELP CLOSET & PANTRY OF DES PLAINES	447.00
51927	02/28/23	BANKCARD SERVICES	25,974.88
51928	02/28/23	Lohan Architecture	8,500.00
51929	02/28/23	IMRF	20,727.48
51930	02/28/23	NEOFUNDS BY NEOPOST	1,000.00
51931	02/28/23	NEOFUNDS BY NEOPOST	1,000.00
51932	02/28/23	VERIZON WIRELESS	1,320.14
51933	02/28/23	VERIZON WIRELESS	1,103.29
51934	02/28/23	COMCAST CABLE	11.55
51935	02/28/23	COMCAST CABLE	11.55
51936	02/28/23	NICOR GAS	3,313.48
51937	02/28/23	NICOR GAS	5,586.72
51938	02/28/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,230.52
Vendor Check Total			272,666.58
Check List Total			272,666.58

Check count = 50

Des Plaines Public Library

Vendor Checks Report

Old National Operating

February 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
A R M Electric Company, Inc.				19563	03/16/23	<u>1,225.00</u>
201-5930020	R&M Buildings & Structures	7340; 01.24.23	1,225.00			
ANDERSON PEST SOLUTIONS				19564	03/16/23	<u>750.00</u>
201-5930020	R&M Buildings & Structures	790197; 01.18.23	750.00			
ANDREW TROTTER				19565	03/16/23	<u>270.00</u>
201-5960210	Special Event Programming	Teen Dungeons and Dragons	270.00			
AUTOMATED LOGIC, INC.				19566	03/16/23	<u>5,022.25</u>
201-5930020	R&M Buildings & Structures	420960; 01.11.23	5,022.25			
BAKER & TAYLOR				19567	03/16/23	<u>13,248.04</u>
201-5970600	Ebooks/Books	INV #2037308615	132.72			
201-5960990	Misc. Contractual Services	INV #2037305995	55.94			
201-5970600	Ebooks/Books	INV #2037305995	297.90			
201-5970600	Ebooks/Books	INV #2037323816	294.06			
201-5960990	Misc. Contractual Services	INV #2037323817	30.16			
201-5960990	Misc. Contractual Services	INV #2037318640	110.19			
201-5970600	Ebooks/Books	INV #2037318639	1,044.12			
201-5960990	Misc. Contractual Services	INV #2037287745	58.99			
201-5970600	Ebooks/Books	INV #2037287745	183.51			
201-5970600	Ebooks/Books	INV #2037331523	532.71			
201-5960990	Misc. Contractual Services	INV #2037331524	66.46			
201-5970600	Ebooks/Books	INV #2037338022	14.31			
201-5960990	Misc. Contractual Services	INV #2037327641	92.19			
201-5970600	Ebooks/Books	INV #2037327641	674.91			
201-5960990	Misc. Contractual Services	INV #2037315153	1.74			
201-5970600	Ebooks/Books	INV #2037315153	6.24			
201-5960990	Misc. Contractual Services	INV #2037314917	15.32			
201-5970600	Ebooks/Books	INV #2037314917	62.18			
201-5960990	Misc. Contractual Services	INV #2037310144	24.29			
201-5970600	Ebooks/Books	INV #2037310144	37.91			
201-5970600	Ebooks/Books	INV #2037324442	194.17			
201-5960990	Misc. Contractual Services	INV #2037324443	27.48			
201-5960990	Misc. Contractual Services	INV #2037288662	65.78			
201-5970600	Ebooks/Books	INV #2037288662	418.45			
201-5960990	Misc. Contractual Services	INV #2037267593	15.07			
201-5970600	Ebooks/Books	INV #2037267593	58.85			
201-5960990	Misc. Contractual Services	INV #2037268240	17.35			
201-5970600	Ebooks/Books	INV #2037268240	22.08			
201-5960990	Misc. Contractual Services	INV #2037267710	5.39			
201-5970600	Ebooks/Books	INV #2037267710	30.65			
201-5960990	Misc. Contractual Services	INV #2037287711	65.24			
201-5970600	Ebooks/Books	INV #2037287711	345.64			
201-5960990	Misc. Contractual Services	INV #2037290914	95.25			
201-5970600	Ebooks/Books	INV #2037290914	343.45			
201-5960990	Misc. Contractual Services	INV #2037290891	45.12			
201-5970600	Ebooks/Books	INV #2037290891	260.27			
201-5960990	Misc. Contractual Services	INV #2037281312	82.94			
201-5970600	Ebooks/Books	INV #2037281311	773.97			
201-5960990	Misc. Contractual Services	INV #2037266846	1.40			
201-5970600	Ebooks/Books	INV #2037266846	28.79			
201-5960990	Misc. Contractual Services	INV #2037294107	30.64			
201-5970600	Ebooks/Books	INV #2037294107	86.69			

Des Plaines Public Library

Vendor Checks Report

Old National Operating

February 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV #2037294031	37.23			
201-5970600	Ebooks/Books	INV #2037294031	422.34			
201-5960990	Misc. Contractual Services	INV #2037270197	15.98			
201-5970600	Ebooks/Books	INV #2037270197	43.43			
201-5960990	Misc. Contractual Services	INV #2037290919	16.92			
201-5970600	Ebooks/Books	INV #2037290919	93.09			
201-5960990	Misc. Contractual Services	INV #2037249936	8.24			
201-5970600	Ebooks/Books	INV #2037249936	10.75			
201-5960990	Misc. Contractual Services	INV #2037270215	4.12			
201-5970600	Ebooks/Books	INV #2037270215	10.16			
201-5960990	Misc. Contractual Services	INV #2037249878	8.24			
201-5970600	Ebooks/Books	INV #2037249878	23.91			
201-5960990	Misc. Contractual Services	INV #2037273029	7.75			
201-5970600	Ebooks/Books	INV #2037273029	42.92			
201-5960990	Misc. Contractual Services	INV #2037271851	2.98			
201-5970600	Ebooks/Books	INV #2037271851	16.49			
201-5960990	Misc. Contractual Services	INV #2037273052	2.53			
201-5970600	Ebooks/Books	INV #2037273052	10.21			
201-5960990	Misc. Contractual Services	INV #2037298428	54.97			
201-5970600	Ebooks/Books	INV #2037298427	547.14			
201-5960990	Misc. Contractual Services	INV #2037298267	38.49			
201-5970600	Ebooks/Books	INV #2037298266	333.34			
201-5960990	Misc. Contractual Services	INV #2037324845	41.29			
201-5970600	Ebooks/Books	INV #2037324845	217.54			
201-5960990	Misc. Contractual Services	INV #2037319795	12.11			
201-5970600	Ebooks/Books	INV #2037319795	25.69			
201-5960990	Misc. Contractual Services	INV #2037308835	9.33			
201-5970600	Ebooks/Books	INV #2037308835	47.15			
201-5960990	Misc. Contractual Services	INV #2037337022	53.89			
201-5970600	Ebooks/Books	INV #2037337021	540.91			
201-5970600	Ebooks/Books	INV #2037318600	264.76			
201-5960990	Misc. Contractual Services	INV #2037308357	14.10			
201-5970600	Ebooks/Books	INV #2037308357	77.80			
201-5960990	Misc. Contractual Services	INV #2037286390	1.74			
201-5970600	Ebooks/Books	INV #2037286390	6.77			
201-5960990	Misc. Contractual Services	INV #2037308316	50.76			
201-5970600	Ebooks/Books	INV #2037308316	352.90			
201-5960990	Misc. Contractual Services	INV #2037308587	20.60			
201-5970600	Ebooks/Books	INV #2037308587	46.90			
201-5960990	Misc. Contractual Services	INV #2037297405	12.36			
201-5970600	Ebooks/Books	INV #2037297405	31.69			
201-5960990	Misc. Contractual Services	INV #2037300044	6.80			
201-5970600	Ebooks/Books	INV #2037300044	38.94			
201-5960990	Misc. Contractual Services	INV #2037297240	12.11			
201-5970600	Ebooks/Books	INV #2037297240	31.08			
201-5960990	Misc. Contractual Services	INV #2037312594	64.09			
201-5960990	Misc. Contractual Services	INV #2037297261	28.07			
201-5970600	Ebooks/Books	INV #2037297261	66.37			
201-5970600	Ebooks/Books	INV #2037312593	635.72			
201-5960990	Misc. Contractual Services	INV #2037316290	56.55			
201-5970600	Ebooks/Books	INV #2037316289	476.56			
201-5960990	Misc. Contractual Services	INV #2037308349	16.92			
201-5970600	Ebooks/Books	INV #2037308349	99.91			
201-5960990	Misc. Contractual Services	INV #2037312300	166.89			
201-5970600	Ebooks/Books	INV #2037312300	1,165.86			
201-5960990	Misc. Contractual Services	INV #2037308615	52.13			

Des Plaines Public Library

Vendor Checks Report

Old National Operating

February 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CHILDREN'S PLUS, INC.				19568	03/16/23	<u>558.36</u>
201-5970600	Ebooks/Books	225551; 02.17.23	77.48			
201-5970600	Ebooks/Books	225623; 02.20.23	205.89			
201-5970600	Ebooks/Books	225622; 02.20.23	274.99			
CITY OF DES PLAINES				19569	03/16/23	<u>1,113.68</u>
201-5970500	Water Bill	Account #71080763-001	1,113.68			
COLLEY ELEVATOR COMPANY				19570	03/16/23	<u>1,113.00</u>
201-5930020	R&M Buildings & Structures	237791; 02.01.23	642.00			
201-5930020	R&M Buildings & Structures	238397; 01.31.23	471.00			
Continental Resources, Inc.				19571	03/16/23	<u>2,838.54</u>
201-5980410	Computer Hardware	91137110; 02.22.23	2,838.54			
CRYSTAL MAINTENANCE SERVICES CORP				19572	03/16/23	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	30821; 02.09.23	4,892.50			
Cydney Moody				19573	03/16/23	<u>60.00</u>
201-5960210	Special Event Programming	Life Drawing at the Library	60.00			
D&Z HOUSE OF BOOKS				19574	03/16/23	<u>2,360.28</u>
201-5970620	E-Subscriptions/Subscriptions	2023/I158662; 02.17.23	1,301.80			
201-5970600	Ebooks/Books	2023/I58740; 02.26.23	1,058.48			
DES PLAINES CHAMBER OF COMMERCE				19575	03/16/23	<u>180.00</u>
201-5920202	Conferences	22917; 02.13.23	150.00			
201-5920202	Conferences	22951; 02.17.23	30.00			
EBSCO INFORMATION SERVICES				19576	03/16/23	<u>2,172.96</u>
201-5970640	Databases	1000199538-1; 01.09.23	2,449.00			
201-5970620	E-Subscriptions/Subscriptions	1682826; 02.15.23	133.00			
201-5970620	E-Subscriptions/Subscriptions	2302881; 12.13.22	-409.04			
Edwardsville Public Library				19577	03/16/23	<u>25.99</u>
201-5970600	Ebooks/Books	02.07.23 Invoice Date	25.99			
FACILITY GATEWAY CORPORATION				19578	03/16/23	<u>4,521.44</u>
201-5980300	Improvements	229636; 02.16.23	4,521.44			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				19579	03/16/23	<u>575.36</u>
201-5930490	Refuse Contract	6627006; 02.06.23	575.36			
FLUID TECHNOLOGIES INC				19580	03/16/23	<u>280.00</u>
201-5930020	R&M Buildings & Structures	230301; 03.01.23	280.00			
FOX VALLEY FIRE & SAFETY				19581	03/16/23	<u>1,154.00</u>
201-5930020	R&M Buildings & Structures	IN00575981; 01.25.23	1,154.00			
IMPACT NETWORKING, LLC.				19582	03/16/23	<u>6,879.05</u>
201-5930010	R&M Equipment	2828565; 12.27.22	6,300.93			
201-5930010	R&M Equipment	2879567; 02.17.23	578.12			
INGRAM LIBRARY SERVICES				19583	03/16/23	<u>111.63</u>
201-5970600	Ebooks/Books	74531628; 02.19.23	19.16			

Des Plaines Public Library

Vendor Checks Report

Old National Operating

February 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	74531627; 02.19.23	92.47			
ITSAVVY LLC				19584	03/16/23	<u>7,816.00</u>
201-5980410	Computer Hardware	01398402; 01.12.23	7,816.00			
J&S PLUMBING, INC.				19585	03/16/23	<u>229.00</u>
201-5930020	R&M Buildings & Structures	222257; 02.10.23	229.00			
John G. Donahue				19586	03/16/23	<u>150.00</u>
201-5960210	Special Event Programming	One-on-one job counseling appointments	150.00			
LAUTERBACH & AMEN, LLP.				19587	03/16/23	<u>1,575.00</u>
201-5920110	Professional Services	Invoice #74476; 02.03.23	1,575.00			
LIMRICC				19588	03/16/23	<u>116,152.10</u>
201-2401002	Payroll Liabilities	January and February 2023	116,152.10			
MATTHEW BENDER & CO, INC				19589	03/16/23	<u>243.10</u>
201-5970640	Databases	3608283X; 02.21.23	243.10			
MIDWEST TAPE				19590	03/16/23	<u>9,365.79</u>
201-5960990	Misc. Contractual Services	INV #503404876	15.40			
201-5970610	E-audio/Audio	INV #503404876	45.41			
201-5970630	Visual Materials	INV #503352252	15.99			
201-5970630	Visual Materials	INV #503352251	243.96			
201-5960990	Misc. Contractual Services	INV #503345424	123.80			
201-5970630	Visual Materials	INV #503345424	742.88			
201-5960990	Misc. Contractual Services	INV #503313378	222.35			
201-5970630	Visual Materials	INV #503313378	1,289.38			
201-5960990	Misc. Contractual Services	INV #503313511	79.95			
201-5970630	Visual Materials	INV #503313511	659.23			
201-5960990	Misc. Contractual Services	INV #503313379	46.20			
201-5970610	E-audio/Audio	INV #503313379	136.53			
201-5960990	Misc. Contractual Services	INV #503313377	22.20			
201-5970610	E-audio/Audio	INV #503313377	466.88			
201-5970610	E-audio/Audio	INV #503318903	611.90			
201-5970630	Visual Materials	INV #503318904	131.20			
201-5970630	Visual Materials	INV #503320328	167.95			
201-5970630	Visual Materials	INV #503320326	157.74			
201-5970630	Visual Materials	INV #503320327	236.18			
201-5960990	Misc. Contractual Services	INV #503345425	52.20			
201-5970630	Visual Materials	INV #503345425	241.00			
201-5960990	Misc. Contractual Services	INV #503345421	7.70			
201-5970610	E-audio/Audio	INV #503345421	21.73			
201-5960990	Misc. Contractual Services	INV #503345423	20.35			
201-5970610	E-audio/Audio	INV #503345423	480.89			
201-5960990	Misc. Contractual Services	INV #503404875	105.85			
201-5970630	Visual Materials	INV #503404875	600.46			
201-5970630	Visual Materials	INV #503383200	92.97			
201-5970630	Visual Materials	INV #503382369	64.48			
201-5970630	Visual Materials	INV #503383202	20.24			
201-5970630	Visual Materials	INV #503383203	89.97			
201-5960990	Misc. Contractual Services	INV #503404874	19.50			
201-5970630	Visual Materials	INV #503404874	175.94			
201-5960990	Misc. Contractual Services	INV #503404873	12.95			
201-5970610	E-audio/Audio	INV #503404873	300.93			

Des Plaines Public Library

Vendor Checks Report

Old National Operating

February 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV #503375743	42.25			
201-5970630	Visual Materials	INV #503375743	309.92			
201-5960990	Misc. Contractual Services	INV #503375740	20.35			
201-5970610	E-audio/Audio	INV #503375740	436.89			
201-5960990	Misc. Contractual Services	INV #503375742	130.20			
201-5970630	Visual Materials	INV #503375742	703.89			
OAKBROOK MECHANICAL SERVICES				19591	03/16/23	<u>3,073.50</u>
201-5930020	R&M Buildings & Structures	33183; 02.01.23	3,073.50			
OUTSOURCE SOLUTIONS GROUP, INC.				19592	03/16/23	<u>114.75</u>
201-5980420	Computer Software	73272; 02.22.23	114.75			
Playaway Products LLC				19593	03/16/23	<u>49.99</u>
201-5970600	Ebooks/Books	419696; 02.03.23	49.99			
RAINBOW BOOK COMPANY				19594	03/16/23	<u>15.65</u>
201-5970600	Ebooks/Books	225207; 02.13.23	15.65			
SCHOLASTIC LIBRARY PUBLISHING				19595	03/16/23	<u>5,912.00</u>
201-5970640	Databases	46021837; 02.02.23	5,912.00			
STANLEY ACCESS TECH				19596	03/16/23	<u>4,142.00</u>
201-5930020	R&M Buildings & Structures	906765480; 02.01.23	4,142.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				19597	03/16/23	<u>1,933.12</u>
201-5970630	Visual Materials	009693; 02.08.23	105.00			
201-5970630	Visual Materials	009692; 02.08.23	1,828.12			
TODAY'S BUSINESS SOLUTIONS INC				19598	03/16/23	<u>286.24</u>
201-5930010	R&M Equipment	011623-20; 01.17.23	286.24			
WP Company LLC				19599	03/16/23	<u>2,029.65</u>
201-5970640	Databases	2401; 02.01.23	2,029.65			
THE SELF-HELP CLOSET & PANTRY OF DES PLAINES				19600	03/16/23	<u>447.00</u>
201-5970100	Supplies	THE SELF-HELP CLOSET & PANTRY OF DES PLAINES	447.00			
Check List Total						<u><u>202,886.97</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

February 1, 2023 - February 28, 2023

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
51927	02/28/23	BANKCARD SERVICES	25,974.88
51928	02/28/23	Lohan Architecture	8,500.00
51929	02/28/23	IMRF	20,727.48
51930	02/28/23	NEOFUNDS BY NEOPOST	1,000.00
51931	02/28/23	NEOFUNDS BY NEOPOST	1,000.00
51932	02/28/23	VERIZON WIRELESS	1,320.14
51933	02/28/23	VERIZON WIRELESS	1,103.29
51934	02/28/23	COMCAST CABLE	11.55
51935	02/28/23	COMCAST CABLE	11.55
51936	02/28/23	NICOR GAS	3,313.48
51937	02/28/23	NICOR GAS	5,586.72
51938	02/28/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,230.52
Vendor Check Total			<u>69,779.61</u>
Check List Total			<u><u>69,779.61</u></u>

Check count = 12

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
Balance Sheet												
Cash & Investments	\$ 5,101,587	4,724,431										
Revenue (M-T-D)												
Property Taxes	1,224,801	21,502										
Other Revenue	23,901	23,185										
	1,248,702	44,687	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	268,640	364,909										
Other Expense	285,650	136,716										
Change in A/P & AJE's	2,144	(79,781)										
	556,434	421,843	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	692,268	(377,157)	-	-	-	-	-	-	-	-	-	-

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	-	103,776	39,087	10,064	1,544,349
Other Revenue	186,683	31,886	14,195	8,672	42,120	16,557	8,434	32,421	103,776	39,087	10,064	270,674
	230,127	843,025	2,394,202	161,611	52,794	67,320	33,036	32,421	103,776	39,087	10,064	1,815,023
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



DIRECTOR'S REPORT

ON FEBRUARY 2023

DONATIONS & GRANTS

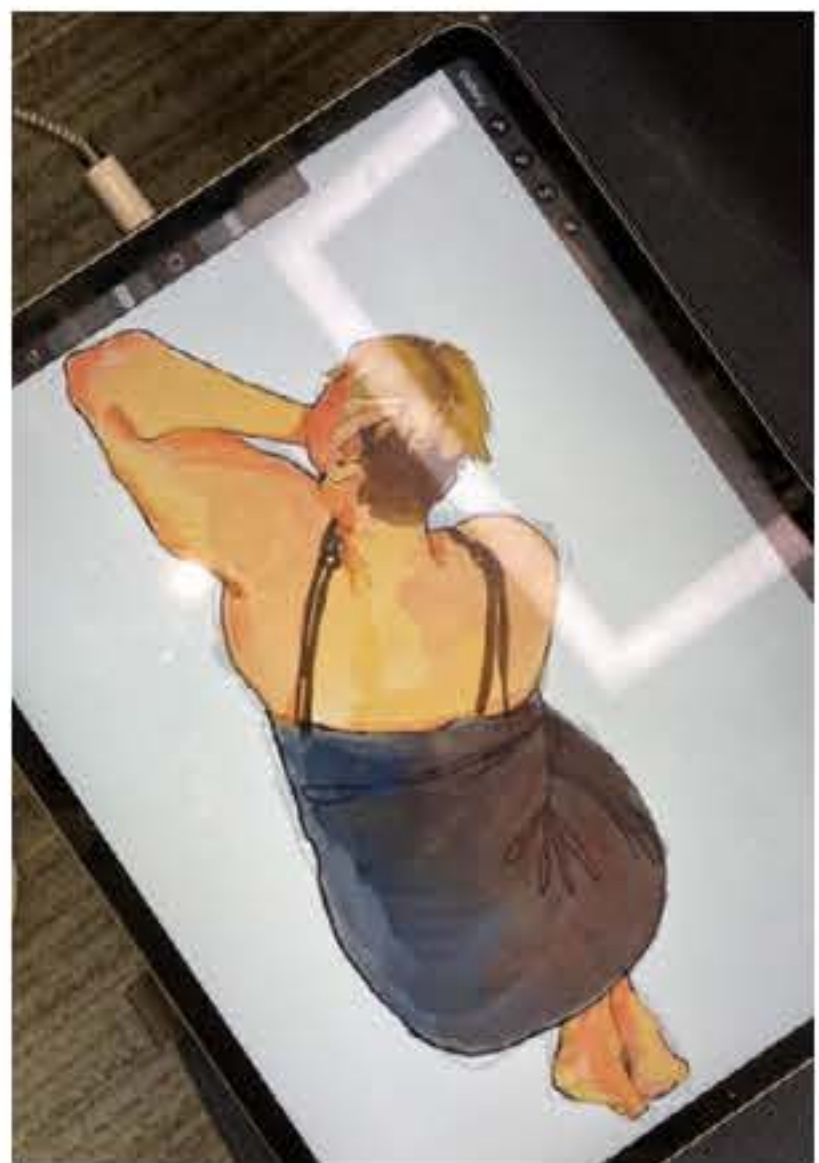


\$100 for bus transpiration for Orchard Place Second Grade Field Trip to the Library.

\$475 to fund a professional photographer and 25 headshots patrons in the job market.



The Youth Services department received \$500 donation from Millennium Bank for Preschool Outreach library visit incentives.

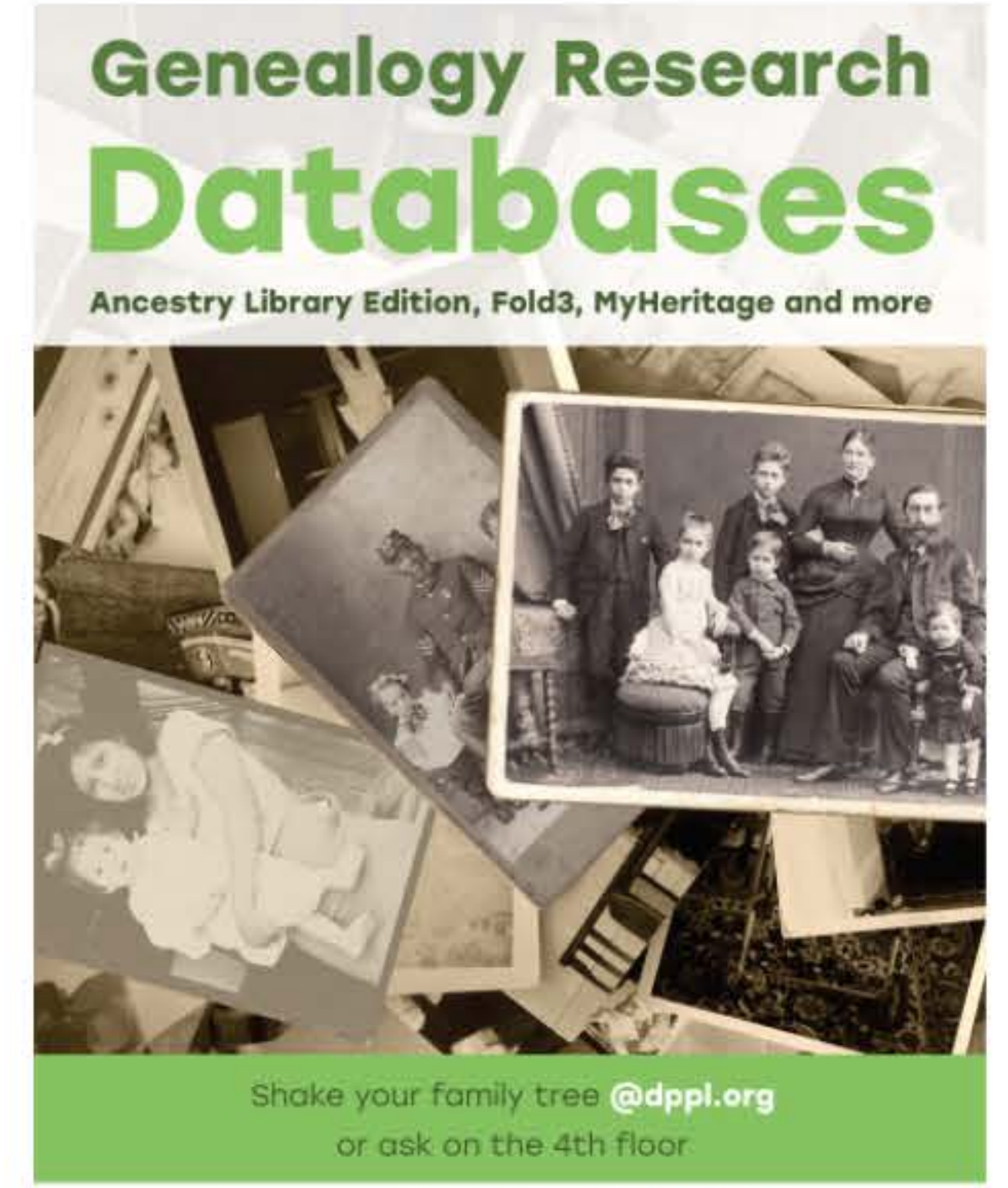


COMINGS & GOINGS

PROMOTION

Jessica Leong from PT Readers Advisory Assistant to FT Reference Assistant

AROUND THE LIBRARY



SECRET ROUTES & Safehouses

Saturday, February 25, 2023
1:30pm

Long before "Black Lives Matter," courageous residents of the Midwest helped shelter fellow human beings escaping slavery. View photos of the abolitionists, the safehouses they used and true stories of freedom seekers who fled through Illinois and other northern states.

Presented by Gloria Van Hof, who has researched and written extensively on the Underground Railroad in Illinois and surrounding states.

Please Register

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 Illinois Libraries Present, a statewide collaboration among public libraries offering high-quality events. Funding for this grant was awarded by the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).

LEARN MORE AT DPPL.ORG



Hidden Memory An American WWII Story

Anne Shimojima tells the moving story of her family's journey from Japan and through the incarceration camps of WWII. Presented with a slide show of photographs from the Shimojima family and the National Archives.

Please Register

Saturday
February 4, 2023
1:30PM

LEARN MORE AT DPPL.ORG



20s & 30s Book Club

February 22 @ 7:00pm

7 Bar & Grill, 1472 Market St, Des Plaines, IL

I'm Glad My Mom Died by Jenette McCurdy

A heartbreaking and hilarious memoir by iCarly and Sam & Cat star Jenette McCurdy about her struggles as a former child actor—including eating disorders, addiction, and a complicated relationship with her overbearing mother—and how she retook control of her life.

Copies of these books are available at the Readers Services desk on the 3rd floor of the library. Registration required. The book club will meet at At 7 Bar & Grill, 1472 Market St, Des Plaines, IL.



LEARN MORE AT DPPL.ORG



Saying Yes to Your Story A CONVERSATION WITH KWAME ALEXANDER

Wednesday February 8 | 7pm

Join us for an evening of inspiration and conversation with best-selling and award-winning children's and young adult author and poet Kwame Alexander for an Illinois Libraries Present event for young people and their families. Kwame will share ways to say yes to your story and persist in the face of rejection as he shares his own publishing journey.

Virtual via Zoom

Please Register

LEARN MORE AT DPPL.ORG



ADULT PROGRAMS

Foodies Write...

WITH OUR SPECIAL INGREDIENT

CANNED CHICKPEAS

INGREDIENT PICK-UP STARTS WEDNESDAY, 1/11/23
EVENT DATE: THURSDAY, 2/16/23 2:00 - 3:00 PM

Are you Team Edward or Team Jacob?



February 17th, 6 - 9pm

Fall in Love With Libby (app)

Tuesday
February 14
10:30 - 11:30am



File Management

Tuesday
February 21
2pm - 3pm



FILM SCREENING

BULLET TRAIN

Wednesday February 22, 2023 | 1:30 p.m.



DIY Bath Bombs

January 17, 2023

7pm - 8:30pm



DIY Valentine's Card With a Tech Twist

Tech In the Forum

Thursday
February 9
2pm - 3pm

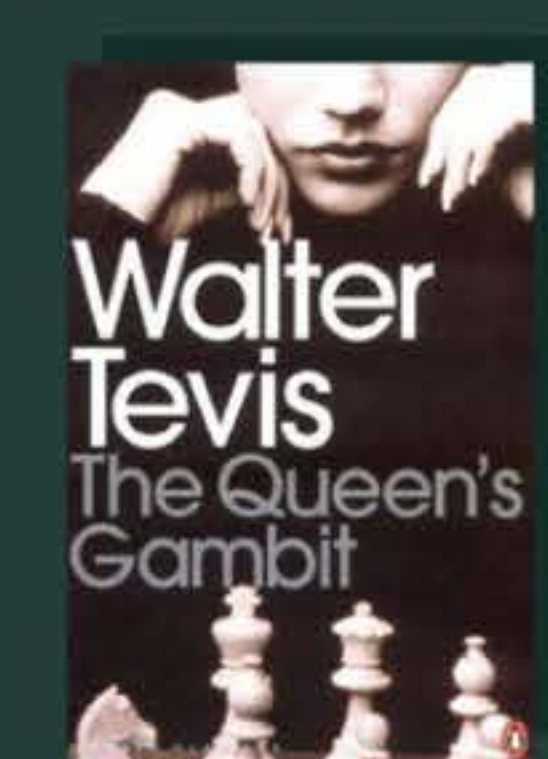


Computer & Internet Basics

Tuesday
February 7
2pm - 3pm



IN-LIBRARY Book Clubs



Thursday @ 7:30pm
February 9 • The Queen's Gambit by Walter Tevis

FILM TALK TUESDAYS

L'AVVENTURA



L'AVVENTURA (2HRS 23 MINS)
TUESDAY, JANUARY 17TH | 7PM

IN-LIBRARY Book Clubs



Tuesday @ 10:00am
February 7 • The One Hundred Years of Lenni and Margot by Marianne Cronin

KIDS

Jueves, 16 de marzo
6:30-7:15 p.m.

hora de CUENTOS

Pasa la tarde con tú familia en nuestra hora de cuentos! Disfruta de libros, canciones, y más. Para todas las edades.

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

Regístrese al partir del 2 de marzo

Family Storytime

WEDNESDAYS @ 7PM
February 1, 8, 15
March 1, 8, 15
April 5, 12, 19



GRAPHIC NOVEL CLUB

TUESDAYS,
FEB 21, MAR 21,
APR 18
6:00 PM

FOR GRADES
4 - 8

STUFFED ANIMAL Workshop Kit

THURSDAY, FEBRUARY 16

Pick up a Stuffed Animal Workshop kit to stuff a cuddly adopted Yeti at home!

This program is limited to Des Plaines residents only.

FRIENDS
OF THE DES PLAINES PUBLIC LIBRARY

Registration begins February 2. Special thanks to the Friends of Des Plaines Public Library!

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

LEGO LEAGUE

FEBRUARY 27 | 6:30 PM

Join us for a virtual LEGO League. We will meet on Zoom to build our creations together.

FOR GRADES K - 8 • REGISTRATION OPENS MONDAY, FEBRUARY 20

LEARN MORE AT
DPPL.ORG

DES PLAINES
PUBLIC LIBRARY

ZOOM

Tales & Tunes

WEDNESDAYS @ 1:30PM
February 1, 8, 15
March 1, 8, 15
April 5, 12, 19



TEEN PROGRAMS

TEENS

Girls Coding Club

Wednesday, February 1st and Monday, February 13th
The Commons, 4:30 - 5:30pm

Want to learn how to code in a safe space with other like minded girls? This is the club for you! We will focus on learning the basics of coding through scratch - a high-level block-based visual programming language that teaches you some of the core fundamentals of coding.
For teens in grades 7 - 12.

LEARN MORE AT
DPPL.ORG

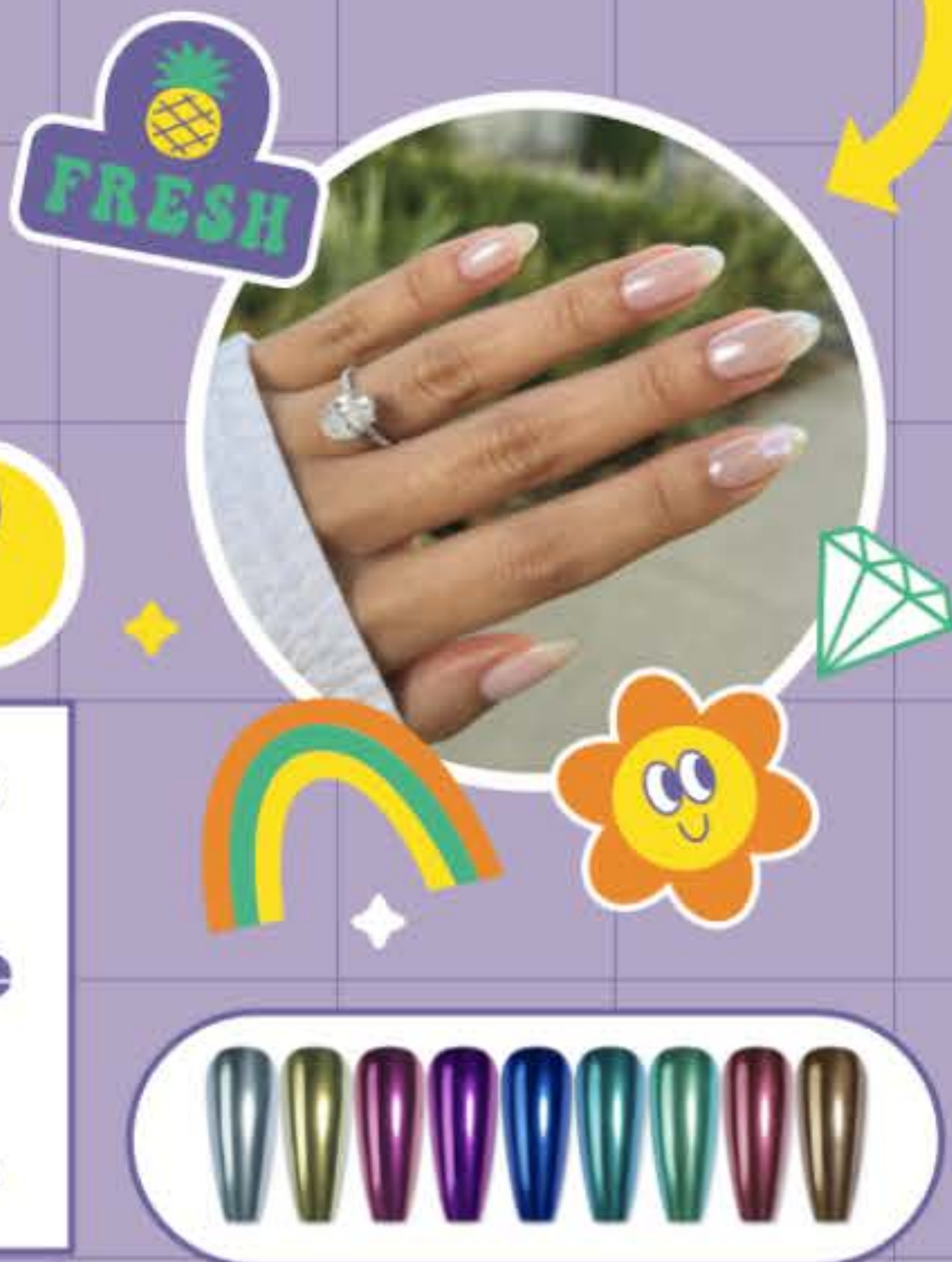


Teens

As Seen on TikTok: DIY Gel Nails

MONDAY, FEBRUARY 20
@ 12:00 P.M.

Join us once a month as we try popular TikTok trends! This month is the glazed donut nail trend! For Teens in grades 7-12.



Check us out
on TikTok

@desplaineslibrary



Scan Me

LEARN MORE AT
DPPL.ORG



TEENS

SAT & ACT PRACTICE TESTS

SATURDAYS | 9:00a - 1:00p

MEETS IN ROOM C, 1ST FLOOR

Find out your starting score and identify your strengths and weaknesses by taking the ACT or SAT Practice Test presented by iAchieve Learning. You will experience what test day will be like with a proctored full length test from ACT or the College Board. Following the practice test, you will receive an emailed score report containing a detailed item analysis.

Students may take the ACT and SAT practice test once during the junior or senior year.

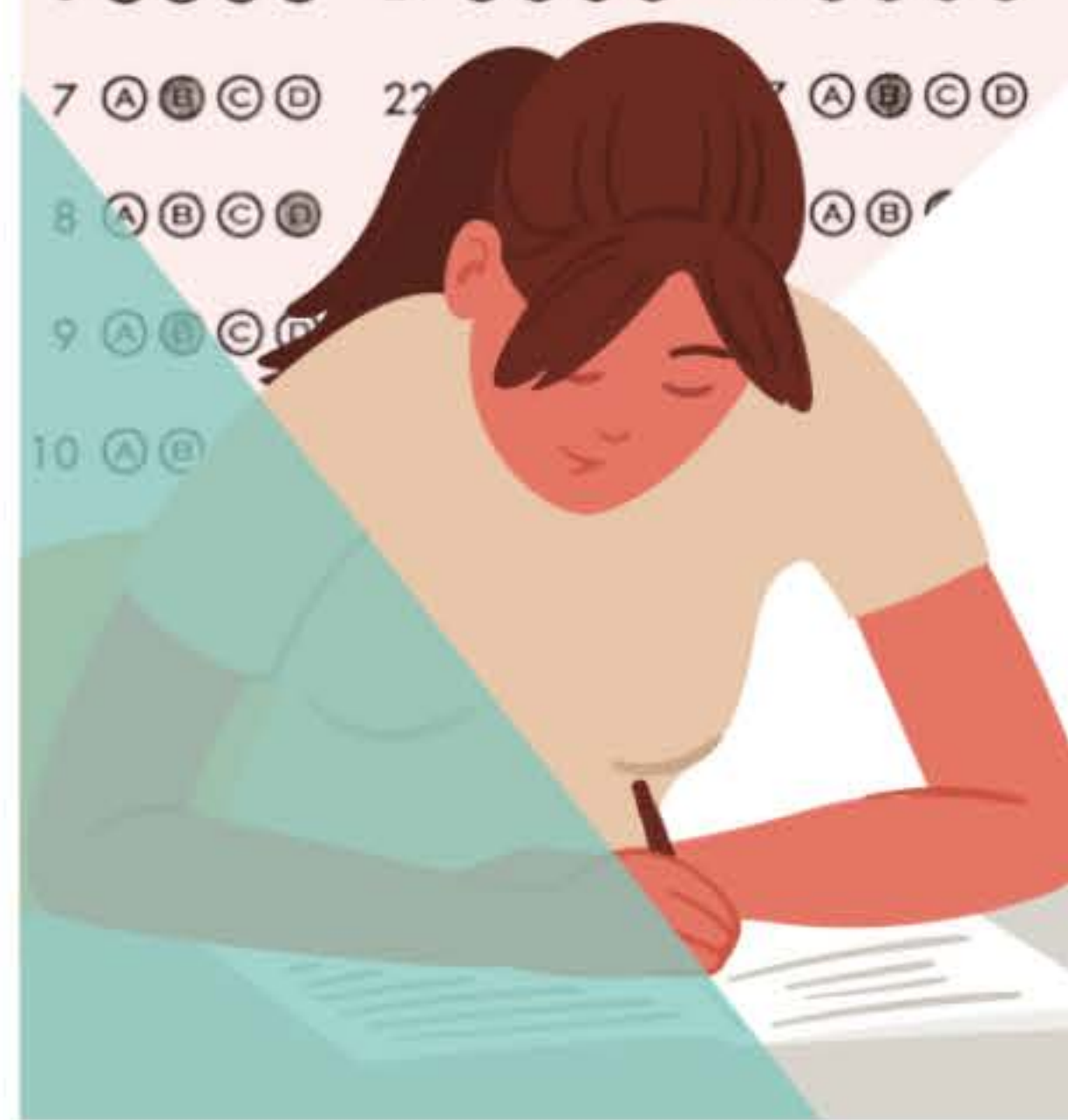
Please bring a calculator and two #2 pencils.

ACT Practice Test

February 18 | April 15

SAT Practice Test

January 14 | March 18 | May 13



LEARN MORE AT
DPPL.ORG



TEENS

GO AHEAD, BOSS US AROUND!



January 19th and February 16th
Thursdays at 4pm

Join us for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community. We will meet inside our teen space, "The Commons", on the 3rd floor. For teens in grades 7-12.

LEARN MORE AT
DPPL.ORG



VIDEO GAME MEETUP

SATURDAYS, JANUARY 21ST
AND FEBRUARY 25TH

CALLING ALL GAMERS LOOKING TO MAKE NEW GAMER FRIENDS: THIS IS THE GROUP FOR YOU. CHOOSE FROM A VARIETY OF GAMES TO PLAY WITH OTHER LOCAL TEENS IN THE AREA. FOR TEENS IN GRADES 7-12.

LEARN MORE AT
DPPL.ORG



TEENS

ANIME CLUB

FOR TEENS IN GRADES 7 - 12

Join us to watch your favorite anime, plan your cosplay, read and discuss manga, and create your own artwork.

The club meets Tuesdays from 4:00pm - 5:30pm in The Commons.

JANUARY 17 | FEBRUARY 21 | MARCH 21 | APRIL 25



HEY ANIME + MANGA FANS!

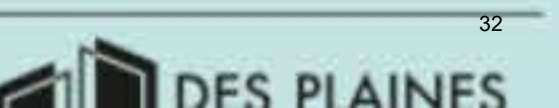
TEENS

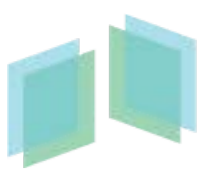
happy tails

All furry pets deserve to play in style! Join us as we make a posh no-sew fleece tug toy for a pup or feline in need.
For teens in grades 7-12.

Wednesdays
January 18th and
February 15th at 4pm

LEARN MORE AT
DPPL.ORG

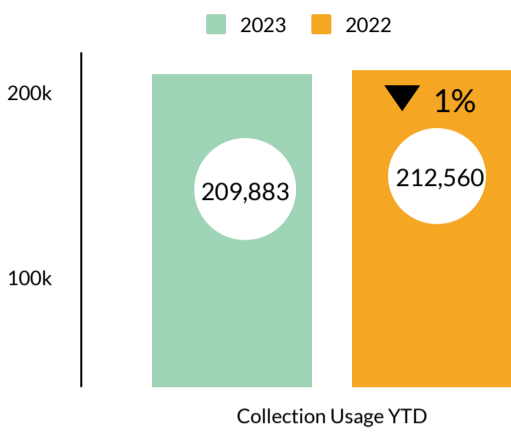




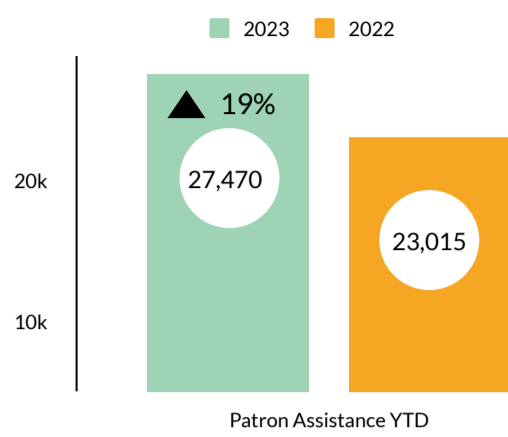
STATISTICS REPORT

On February 2023

Collection Usage YTD

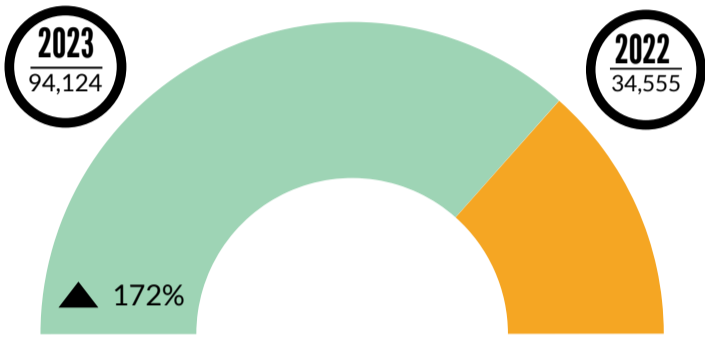


Patron Assistance YTD



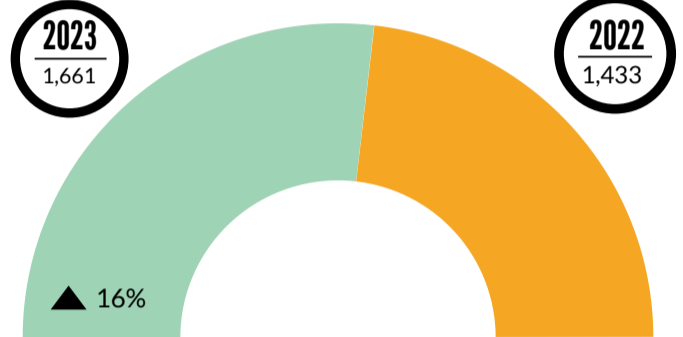
Attendance All - YTD

Events, Programs, Outreach & Classes



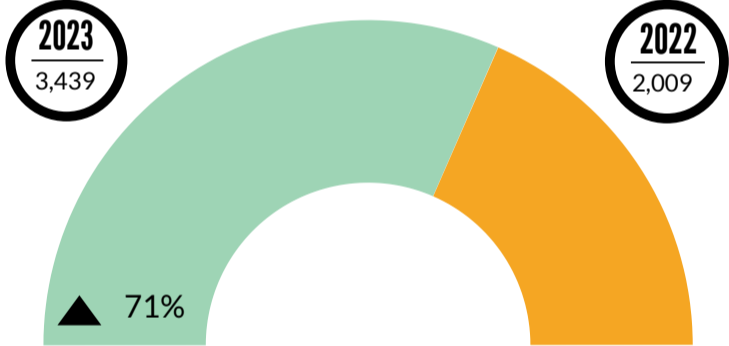
Bookings All - YTD

Events, Programs & Classes



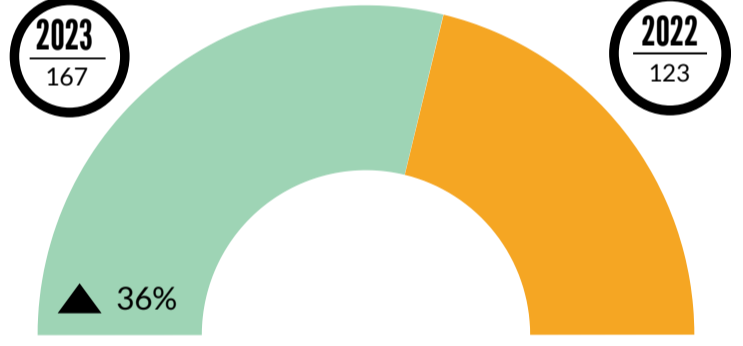
Attendance In Person - YTD

Events, Programs & Classes

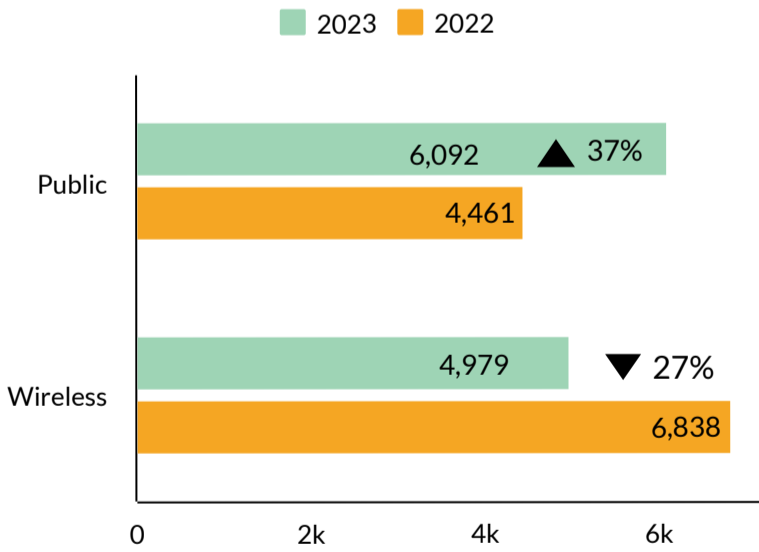


Bookings In Person - YTD

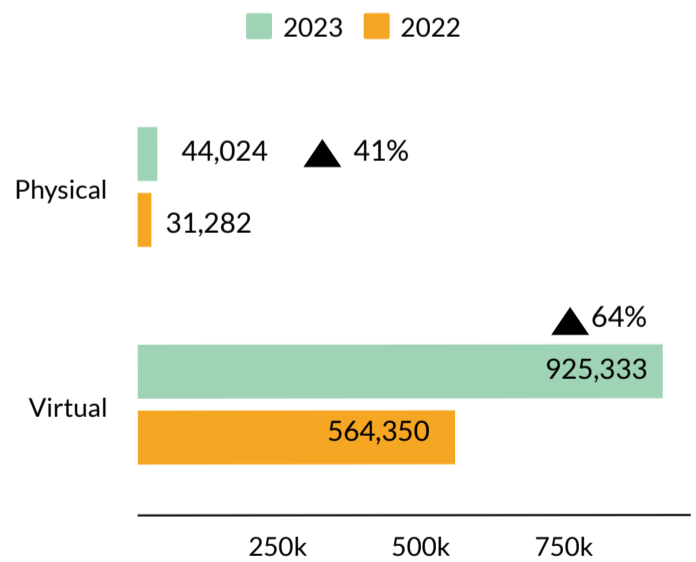
Events, Programs & Classes



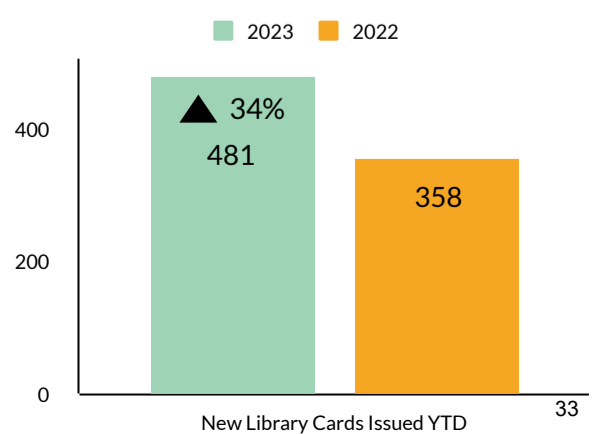
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2023 Year to Date Statistics

FEBRUARY 2023

COLLECTION USAGE		
	Year to Date 2023	209,883
	Year to Date 2022	212,560
	% Change	-1%
PATRON ASSISTANCE		
	Year to Date 2023	27,470
	Year to Date 2022	23,015
	% Change	19%
EVENTS, PROGRAMS, AND CLASSES- BOOKINGS		
	Year to Date 2023	1,661
	Year to Date 2022	1,433
	% Change	16%
EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE		
	Year to Date 2023	94,124
	Year to Date 2022	34,555
	% Change	172%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2023	167
	Year to Date 2022	123
	% Change	36%
	Attendance	
	Year to Date 2023	3,439
	Year to Date 2022	2,009
	% Change	71%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2023	44,024
	Year to Date 2022	31,282
	% Change	41%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2023	925,333
	Year to Date 2022	564,350
	% Change	64%
LIBRARY CARD OWNERSHIP		
	Year to Date new library cards 2023	481
	Year to Date new library cards 2022	358
	% Change	34%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2023	6,092
	Year to Date 2022	4,461
	% Change	37%
	Wireless	
	Year to Date 2023	4,979
	Year to Date 2022	6,838
	% Change	-27%

2023 STATISTICS REPORT													
COLLECTION USAGE	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
Physical materials	52,685	54,026											106,711
E-materials	14,973	13,013											27,986
ILL	639	639											1,278
Databases	38,413	35,495											73,908
2023 Total	106,710	103,173	0	0	0	0	0	0	0	0	0	0	209,883
Physical materials	56,638	50,882											107,520
E-materials	13,641	12,033											25,674
ILL	690	606											1,296
Databases	41,228	36,842											78,070
2022 Total	112,197	100,363	0	0	0	0	0	0	0	0	0	0	212,560
PATRON ASSISTANCE													
Youth Services	1,272	1,906											3,178
Adult Services	6,546	6,066											12,612
Patron Accounts	5,950	5,433											11,383
Security	154	143											297
2023 Total	13,922	13,548	0	0	0	0	0	0	0	0	0	0	27,470
Youth Services	403	698											1,101
Adult Services	5,729	6,205											11,934
Patron Accounts	5,212	4,768											9,980
Security	235	236											471
2022 Total	11,579	11,907	0	0	0	0	0	0	0	0	0	0	23,015
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
Youth Services In Person	18	29											47
Youth Services Virtual	8	1											9
Adult Services In Person	43	77											120
Adult Services Virtual	15	14											29
Outside groups	10	16											26
Public study rooms	686	744											1,430
2023 Total	780	881	0	0	0	0	0	0	0	0	0	0	1,661
Youth Services In Person	4	20											24
Youth Services Virtual	9	13											22
Adult Services In Person	43	56											99
Adult Services Virtual	2	4											6
Outside groups	0	8											8
Public study rooms	569	705											1,274
2022 Total	627	806	0	0	0	0	0	0	0	0	0	0	1,433
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
Youth Services In Person	989	1,314											2,303
Youth Services Virtual	29,089	11,189											40,278
Adult Services In Person	370	766											1,136
Adult Services Virtual	20,187	22,786											42,973
Outside groups	130	242											372
Public study rooms	1,195	1,315											2,510
Outreach-Youth Services	1,652	2,547											4,199
Outreach-Adult Services	134	219											353
2023 Total	53,746	40,378	0	0	0	0	0	0	0	0	0	0	94,124
Youth Services In Person	37	741											778
Youth Services Virtual	5,918	3,808											9,726
Adult Services In Person	618	613											1,231
Adult Services Virtual	9,763	10,331											20,094
Outside groups	0	189											189
Public study rooms	833	991											1,824
Outreach-Youth Services	236	298											534
Outreach-Adult Services	70	109											179
2022 Total	17,475	17,080	0	0	0	0	0	0	0	0	0	0	34,555

TRAFFIC																							
2023	Physical Visits (gate count)	21,659	22,365																				44,024
2022	Physical Visits (gate count)	14,897	16,385																				31,282
2023	Virtual visits (catalog, website, mobile app)	480,735	444,598																				925,333
2022	Virtual visits (catalog, website, mobile app)	282,242	282,108																				564,350
LIBRARY CARDS ISSUED-report the latest month																							
2023	Number of new library cards	259	222																				481
2022	Number of new library cards	157	201																				358
COMPUTER USAGE																							
	Public computers>Youth Services	253	248																				501
	Public computers Adult	2,688	2,903																				5,591
2023	Total	2,941	3,151	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,092
	Public computers>Youth Services	0	0																				0
	Public computers Adult	2,135	2,326																				4,461
2022	Total	2,135	2,326	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,461
	Wireless	2,360	2,619																				4,979
2023	Total	2,360	2,619	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,979
	Wireless	4,988	1,850																				6,838
2022	Total	4,988	1,850	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,838