



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**REGULAR BOARD MEETING
THURSDAY, MAY 16, 2024
7:00 p.m. in MEETING ROOM B**

AGENDA

- **Approve the Personal Property Replacement Tax agreement with the City of Des Plaines. [Action Item]**
- **Approval for the Des Plaines History Center to present a fundraising program at DPPL. [Action Item]**
- **Announcement of Nominating Committee for the 2024/2025 Board of Trustee officers. [Action Item]**
- **Executive Session to discuss probable or imminent litigation.**

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, May 16, 2024 7:00 p.m. in Meeting Room B

- I. Call to Order. (7:00 p.m.)
- II. Swearing in of new trustee Robert Flinn.
- III. Roll Call.
- IV. Pledge of Allegiance.
- V. Vote to invoke the Remote Participation Policy. [Action Item]
- VI. Consideration of the Agenda. [Action Item]
- VII. Public Comments and Questions.
- VIII. Consent Agenda. [Action Item] (7:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – April 2024.
 - B. Acceptance of Financial Reports for April 2024.
Acceptance of Reports.
 - 1. Statistics Report for April 2024.
 - 2. Director’s Report for April 2024.
- IX. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$321,957.89. [Action Item]
 - B. Approve the Personal Property Replacement Tax agreement with the City of Des Plaines. [Action Item]
 - C. Approval for the Des Plaines History Center to present a fundraising program at DPPL. [Action Item]
 - D. Announcement of Nominating Committee for the 2024/2025 Board of Trustee officers. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Executive Session to discuss probable or imminent litigation.
- XIII. Adjournment. (8:00 p.m.)



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Regular Meeting Thursday, April 18, 2024

- I. Call to Order.
The meeting was called to order at 7:01 p.m.

- II. Roll Call.

Roll call indicated the following trustees were PRESENT: Dr. Gregory Sarlo, Kristen Graack, Denise Hudec, Lisa DuBrock, Nick Harkovich, Rachel Rice.
ABSENT: Christine Halblander, Michelle Shimon-Hutchison.
ALSO PRESENT: DPPL Staff Jo Bonell, Laurie Papadourakis, and Michelle Meyer-Edley; John Leach; pending future trustee Robert Flinn; OSG staff Christine Huynh, Bhru Patel, and Tony Gryka.

- III. Pledge of Allegiance.

- IV. Vote to invoke the Remote Participation Policy.
N/A

- V. Consideration of the Agenda.

MOTION by DuBrock seconded by Graack to accept the Agenda. VOTE: AYES Graack, Hudec, DuBrock, Harkovich, Rice, Sarlo. NAYS none. MOTION CARRIED.

- VI. Public Comments and Questions.

None

- VII. Consent Agenda. [Action Item] (7:15 p.m.)

- A. Approval of the Minutes of the Regular Board Meeting - March 2024.
- B. Acceptance of Financial Reports for March 2024.
Acceptance of Reports.
 - 1. Statistics Report for March 2024.
 - 2. Director's Report for March 2024.

MOTION by Graack, seconded by Rice to accept the Consent Agenda. VOTE: AYES Graack, Hudec, DuBrock, Harkovich, Rice, Sarlo. NAYS none. MOTION CARRIED.

VIII. New Business. (7:25 p.m.)

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$283,433.06.

MOTION by Hudec to Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$283,433.06 as listed on the vendor checks report of March 2024, and authorize Library Director Jo Bonell to transfer the amount required to the Library's operating account. VOTE: AYES Graack, Hudec, DuBrock, Harkovich, Rice, Sarlo. NAYS none. MOTION CARRIED.

- B. Review of vendor quotes for the replacement of AV equipment in public Meeting Room C.

MOTION by Graack, seconded by Hudec, to approve the low quote proposal by Abt for the replacement of AV equipment in public Meeting Room C in the amount of \$44,432.68. VOTE: AYES Graack, Hudec, DuBrock, Harkovich, Rice, Sarlo. NAYS none. MOTION CARRIED.

IX. Announcements.

Jo announced that the latest DPPL Mailer has gone out to the residents of Des Plaines.

Dr. Sarlo announced that Robert Flinn, a prospective Board Trustee, is in attendance. Flinn's final approval by City Council is expected to occur on May 6th.

X. Correspondence.

XI. Adjournment.

MOTION by Harkovich, seconded by Rice to adjourn. VOTE: AYES Graack, Hudec, DuBrock, Harkovich, Rice, Sarlo. NAYS none. MOTION CARRIED.

The meeting adjourned at 7:18 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended April 30, 2024

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 April 30, 2024

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 5,814,503.53	\$ 1,391,057.66	\$ 7,205,561.19
Prepays	36,960.21	0.00	36,960.21
Receivables			
Receivable - Property Taxes	7,043,694.55	-	7,043,694.55
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 12,895,158.29</u>	<u>\$ 1,391,057.66</u>	<u>\$ 14,286,215.95</u>
LIABILITIES			
Accounts Payable	\$ 243,456.94	\$ 24,898.39	\$ 268,355.33
Accrued Payroll	50,188.96	-	50,188.96
Due to other funds	<u>90,421.46</u>	<u>-</u>	<u>90,421.46</u>
Total Liabilities	<u>384,067.36</u>	<u>24,898.39</u>	<u>408,965.75</u>
Deferred Inflows of Resources			
Property Taxes	<u>6,251,585.00</u>	<u>-</u>	<u>6,251,585.00</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,635,652.36</u>	<u>24,898.39</u>	<u>6,660,550.75</u>
FUND BALANCE			
Fund Balance - Unreserved	6,259,505.93	1,366,159.27	7,625,665.20
Total Fund Balance	<u>6,259,505.93</u>	<u>1,366,159.27</u>	<u>7,625,665.20</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 12,895,158.29</u>	<u>\$ 1,391,057.66</u>	<u>\$ 14,286,215.95</u>

Des Plaines Public Library

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

For the 4 Months Ended April 30, 2024

	General Fund	Capital Improvements Fund	Total
<hr/>			
REVENUES			
Taxes	\$ 3,313,558.27	\$ -	\$ 3,313,558.27
Intergovernmental	-	-	-
Fines & Fees	13,579.26	-	13,579.26
Interest	44,310.01	27,774.13	72,084.14
Special Events and Programs	4,617.13	-	4,617.13
Miscellaneous	171,071.85	-	171,071.85
	<hr/>	<hr/>	<hr/>
Total Revenues	3,547,136.52	27,774.13	3,574,910.65
EXPENDITURES			
Personnel	\$ 1,013,422.54	\$ -	\$ 1,013,422.54
Operating	826,394.34	-	826,394.34
Library Materials	300,543.19	-	300,543.19
Capital Outlay	37,205.24	333,270.57	370,475.81
Other Expenditures	61,698.96	-	61,698.96
	<hr/>	<hr/>	<hr/>
Total Expenditures	2,239,264.27	333,270.57	2,572,534.84
Net Change in Fund Balances	1,307,872.25	(305,496.44)	1,002,375.81
FUND BALANCES			
Beginning of the year	4,951,633.68	1,671,655.71	6,623,289.39
	<hr/>	<hr/>	<hr/>
End of the period	\$ 6,259,505.93	\$ 1,366,159.27	\$ 7,625,665.20
	<hr/>	<hr/>	<hr/>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of April 30, 2024

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	<u>0.17</u>
201-1102080 - Village B&T Donation #9821	<u>64,000.00</u>
201-1102030 - Village B&T Donation #6718	<u>47,302.33</u>
201-1102040 - Village B&T Donation #9878	<u>227,249.36</u>
201-1102060 - Village B&T Checking #0289	531,777.18
202-1102060 - Village B&T Checking #0289	<u>24,898.39</u>
	<u>556,675.57</u>
201-1102050 - Wintrust Brokerage	<u>316,083.66</u>
201-1102079 - Illinois Funds # 2591	4,627,018.85
202-1102079 - Illinois Funds # 2591	<u>1,366,159.27</u>
	<u>5,993,178.12</u>
201-1102070 - INB E-Pay	<u>571.98</u>
Total Invested	<u><u>7,205,561.19</u></u>

Des Plaines Public Library
Balance Sheet as of April 30, 2024

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
_____ Library Fund _____			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	0.17	0.00	0.17
1102030 - Village B&T Donation #6718	99,471.33	(52,169.00)	47,302.33
1102040 - Village B&T Donation #9878	226,241.28	1,008.08	227,249.36
1102050 - Wintrust Brokerage	326,398.28	(10,314.62)	316,083.66
1102060 - Village B&T Checking #0289	641,333.35	(109,556.17)	531,777.18
1102070 - INB E-Pay	571.98	0.00	571.98
1102079 - Illinois Funds # 2591	4,920,213.88	(293,195.03)	4,627,018.85
1102080 - Village B&T Donation #9821	64,000.00	0.00	64,000.00
1118000 - Receivable - Property Taxes	7,043,694.55	0.00	7,043,694.55
1119301 - Prepaid Expense	36,960.21	0.00	36,960.21
	<u>13,359,385.03</u>	<u>(464,226.74)</u>	<u>12,895,158.29</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	184,001.50	59,455.44	243,456.94
2430707 - Due to Library Comp Abs	90,421.46	0.00	90,421.46
2450040 - Accrued Payroll	50,208.96	0.00	50,208.96
2470000 - Deferred Revenue - Property Tax	6,251,585.00	0.00	6,251,585.00
2471000 - Deferred Revenue - Other	(20.00)	0.00	(20.00)
	<u>6,576,196.92</u>	<u>59,455.44</u>	<u>6,635,652.36</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	4,951,633.68	0.00	4,951,633.68
	<u>4,951,633.68</u>	<u>0.00</u>	<u>4,951,633.68</u>
Total Liabilities and Fund Balance	<u>11,527,830.60</u>	<u>59,455.44</u>	<u>11,587,286.04</u>
Excess Revenues Over Expenses	<u>1,831,554.43</u>	<u>(523,682.18)</u>	<u>1,307,872.25</u>

Des Plaines Public Library
Balance Sheet as of April 30, 2024

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102060 - Village B&T Checking #0289	6,491.79	18,406.60	24,898.39
1102079 - Illinois Funds # 2591	<u>1,445,492.22</u>	<u>(79,332.95)</u>	<u>1,366,159.27</u>
	<u>1,451,984.01</u>	<u>(60,926.35)</u>	<u>1,391,057.66</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	<u>58,660.79</u>	<u>(33,762.40)</u>	<u>24,898.39</u>
	<u>58,660.79</u>	<u>(33,762.40)</u>	<u>24,898.39</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>1,671,655.71</u>	<u>0.00</u>	<u>1,671,655.71</u>
Total Liabilities and Fund Balance	<u>1,730,316.50</u>	<u>(33,762.40)</u>	<u>1,696,554.10</u>
Excess Revenues Over Expenses	<u>(278,332.49)</u>	<u>(27,163.95)</u>	<u>(305,496.44)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</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 April 30, 2024

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,400,172.00	0.00	2,400,172.00
1204201 - Fixed Assets - Library Equipment	1,658,808.60	0.00	1,658,808.60
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	95,151.37	0.00	95,151.37
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,608,862.00)</u>	<u>0.00</u>	<u>(1,608,862.00)</u>
	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</u>
	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</u>
Total Liabilities and Net Capital Assets	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</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>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
	<u>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2812092 - OPEB Liability	1,906,984.00	0.00	1,906,984.00
2973920 - Deferred Inflows - IMRF	<u>145,812.00</u>	<u>0.00</u>	<u>145,812.00</u>
	<u>2,052,796.00</u>	<u>0.00</u>	<u>2,052,796.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>297,019.00</u>	<u>0.00</u>	<u>297,019.00</u>
	<u>297,019.00</u>	<u>0.00</u>	<u>297,019.00</u>
Total Liabilities and Net LT Liabilities	<u>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</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 4 Months Ended April 30, 2024

	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
_____Library Fund_____					
<u>Taxes</u>					
201-4810034 - Property Taxes 2022	<u>0.00</u>	<u>3,313,558.27</u>	<u>6,100,000.00</u>	<u>2,786,441.73</u>	<u>54.32</u>
	<u>0.00</u>	<u>3,313,558.27</u>	<u>6,100,000.00</u>	<u>2,786,441.73</u>	<u>54.32</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	306,052.00	306,052.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	89,496.00	89,496.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>405,548.00</u>	<u>405,548.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	278.04	5,057.46	10,000.00	4,942.54	50.57
201-4850102 - Library Fines	519.76	519.76	0.00	(519.76)	0.00
201-4850201 - Copying Fees	2,334.15	6,151.47	10,000.00	3,848.53	61.51
201-4850203 - Lost Materials	0.00	303.57	0.00	(303.57)	0.00
201-4850207 - Non-Res Cards	113.00	452.00	200.00	(252.00)	226.00
201-4850208 - Meeting Room Fees	<u>510.00</u>	<u>1,095.00</u>	<u>1,000.00</u>	<u>(95.00)</u>	<u>109.50</u>
	<u>3,754.95</u>	<u>13,579.26</u>	<u>21,200.00</u>	<u>7,620.74</u>	<u>64.05</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>3,688.75</u>	<u>4,617.13</u>	<u>20,000.00</u>	<u>15,382.87</u>	<u>23.09</u>
	<u>3,688.75</u>	<u>4,617.13</u>	<u>20,000.00</u>	<u>15,382.87</u>	<u>23.09</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	(10,314.62)	(25,147.46)	0.00	25,147.46	0.00
201-4890010 - Interest Income	<u>22,241.89</u>	<u>69,457.47</u>	<u>75,000.00</u>	<u>5,542.53</u>	<u>92.61</u>
	<u>11,927.27</u>	<u>44,310.01</u>	<u>75,000.00</u>	<u>30,689.99</u>	<u>59.08</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	0.00	100,000.00	0.00	(100,000.00)	0.00
201-4899900 - Miscellaneous Revenue	0.00	65.15	965,000.00	964,934.85	0.01
201-4899910 - Vending Machine Revenue	0.00	176.17	1,000.00	823.83	17.62
201-4899920 - Library Donations	0.00	65,617.26	150,000.00	84,382.74	43.74
201-4899940 - Friends Book Sale	<u>1,190.69</u>	<u>5,213.27</u>	<u>14,000.00</u>	<u>8,786.73</u>	<u>37.24</u>
	<u>1,190.69</u>	<u>171,071.85</u>	<u>1,130,000.00</u>	<u>958,928.15</u>	<u>15.14</u>
 Total Library Fund	 <u>20,561.66</u>	 <u>3,547,136.52</u>	 <u>7,751,748.00</u>	 <u>4,204,611.48</u>	 <u>45.76</u>

Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2024

	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
_____Capital Projects Fund_____					
<u>Interest</u>					
202-4890010 - Interest Income	<u>6,238.21</u>	<u>27,774.13</u>	<u>75,000.00</u>	<u>47,225.87</u>	<u>37.03</u>
	<u>6,238.21</u>	<u>27,774.13</u>	<u>75,000.00</u>	<u>47,225.87</u>	<u>37.03</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>6,238.21</u></u>	<u><u>27,774.13</u></u>	<u><u>575,000.00</u></u>	<u><u>547,225.87</u></u>	<u><u>4.83</u></u>
Total of All Funds	<u><u>26,799.87</u></u>	<u><u>3,574,910.65</u></u>	<u><u>8,326,748.00</u></u>	<u><u>4,751,837.35</u></u>	<u><u>42.93</u></u>

Des Plaines Public Library

Expense Report

For the 4 Months Ended April 30, 2024

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
_____ Library Fund _____					
<u>Salaries</u>					
5910100 - Full-time Salaries	192,235.59	770,518.25	2,672,875.00	1,902,356.75	28.83
5910200 - Part-time Salaries	<u>62,670.64</u>	<u>242,904.29</u>	<u>992,439.00</u>	<u>749,534.71</u>	<u>24.48</u>
	<u>254,906.23</u>	<u>1,013,422.54</u>	<u>3,665,314.00</u>	<u>2,651,891.46</u>	<u>27.65</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,734.00	15,000.00	13,266.00	11.56
5918020 - Employer Contribution - FICA	18,582.06	73,890.08	276,105.00	202,214.92	26.76
5918021 - Employer Contribution - IMRF	11,211.44	40,529.27	209,869.00	169,339.73	19.31
5918040 - Life Insurance Premiums	0.00	0.00	1,978.00	1,978.00	0.00
5918050 - PPO Insurance Premiums	36,189.05	134,351.08	602,154.00	467,802.92	22.31
5918051 - HMO Insurance Premiums	19,973.78	74,292.34	198,005.00	123,712.66	37.52
5918055 - Dental Insurance Premiums	0.00	0.00	31,958.00	31,958.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>11,447.00</u>	<u>14,000.00</u>	<u>2,553.00</u>	<u>81.76</u>
	<u>85,956.33</u>	<u>336,243.77</u>	<u>1,349,069.00</u>	<u>1,012,825.23</u>	<u>24.92</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920110 - Professional Services	37,760.59	183,272.95	442,380.00	259,107.05	41.43
5920120 - Communication Services	5,406.24	11,974.89	46,300.00	34,325.11	25.86
5920140 - Integrated Library System	21,740.49	43,291.01	87,000.00	43,708.99	49.76
5920202 - Conferences	6,408.80	10,703.71	28,400.00	17,696.29	37.69
5920204 - Training	0.00	2,649.00	2,600.00	(49.00)	101.88
5920210 - Marketing	19,849.38	23,129.82	61,265.00	38,135.18	37.75
5920220 - Membership Dues	0.00	1,806.00	7,000.00	5,194.00	25.80
5920990 - Property/Liability Insurance	0.00	45,401.52	70,000.00	24,598.48	64.86
5930010 - R&M Equipment	15,234.28	24,547.26	81,660.00	57,112.74	30.06
5930020 - R&M Buildings & Structures	16,975.47	72,204.30	116,512.00	44,307.70	61.97
5930030 - R&M Vehicles	0.00	7.00	4,500.00	4,493.00	0.16
5930210 - Rental of Equipment	1,581.67	5,883.34	25,620.00	19,736.66	22.96
5930320 - Cleaning/Custodial Services	0.00	0.00	90,900.00	90,900.00	0.00
5930490 - Refuse Contract	684.73	2,629.55	6,300.00	3,670.45	41.74
5960040 - Pre-Employment Testing	74.00	209.25	3,500.00	3,290.75	5.98
5960065 - Bank Fees	12.77	184.79	300.00	115.21	61.60
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	6,337.17	21,195.51	63,500.00	42,304.49	33.38
5960990 - Misc. Contractual Services	<u>8,528.60</u>	<u>41,060.67</u>	<u>133,225.00</u>	<u>92,164.33</u>	<u>30.82</u>
	<u>140,594.19</u>	<u>490,150.57</u>	<u>1,281,462.00</u>	<u>791,311.43</u>	<u>38.25</u>
<u>Commodities</u>					
5970100 - Supplies	6,651.10	25,786.35	113,000.00	87,213.65	22.82
5970110 - Meals	0.00	914.22	3,000.00	2,085.78	30.47
5970170 - Janitorial	67.67	3,132.44	19,965.00	16,832.56	15.69
5970260 - Postage & Parcel	2,000.00	6,104.00	16,000.00	9,896.00	38.15
5970500 - Water Bill	1,524.47	2,678.54	7,000.00	4,321.46	38.26
5970600 - Ebooks/Books	22,548.68	88,340.20	382,000.00	293,659.80	23.13

Des Plaines Public Library

Expense Report

For the 4 Months Ended April 30, 2024

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	3,247.94	16,545.40	69,000.00	52,454.60	23.98
5970620 - E-Subscriptions/Subscriptions	1,848.73	18,498.54	51,430.00	32,931.46	35.97
5970630 - Visual Materials	5,200.94	57,492.41	194,900.00	137,407.59	29.50
5970640 - Databases	10,357.99	64,386.26	170,000.00	105,613.74	37.87
5970810 - Natural Gas	2,140.45	11,101.96	28,000.00	16,898.04	39.65
5970850 - Gasoline	215.66	215.66	800.00	584.34	26.96
5970900 - Equipment < \$10,000	0.00	5,347.21	13,900.00	8,552.79	38.47
	<u>55,803.63</u>	<u>300,543.19</u>	<u>1,068,995.00</u>	<u>768,451.81</u>	<u>28.11</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	20,000.00	20,000.00	0.00
5980410 - Computer Hardware	0.00	7,164.98	10,000.00	2,835.02	71.65
5980420 - Computer Software	6,352.32	29,744.38	105,611.00	75,866.62	28.16
5980600 - Furniture & Fixtures	0.00	295.88	54,500.00	54,204.12	0.54
	<u>6,352.32</u>	<u>37,205.24</u>	<u>190,111.00</u>	<u>152,905.76</u>	<u>19.57</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	(559.55)	56,485.69	93,760.00	37,274.31	60.24
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	1,190.69	5,213.27	0.00	(5,213.27)	0.00
	<u>631.14</u>	<u>61,698.96</u>	<u>593,760.00</u>	<u>532,061.04</u>	<u>10.39</u>
Total Library Fund Expenditures	<u>544,243.84</u>	<u>2,239,264.27</u>	<u>8,148,711.00</u>	<u>5,909,446.73</u>	<u>27.48</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	650,000.00	650,000.00	0.00
5980400 - Equipment	0.00	234,500.00	369,500.00	135,000.00	63.46
5980410 - Computer Hardware	35,209.47	90,446.14	246,800.00	156,353.86	36.65
5980420 - Computer Software	(1,807.31)	3,214.43	0.00	(3,214.43)	0.00
5980430 - Makerspace Donation Expenses	0.00	5,110.00	0.00	(5,110.00)	0.00
5980600 - Furniture and Fixtures	0.00	0.00	50,000.00	50,000.00	0.00
	<u>33,402.16</u>	<u>333,270.57</u>	<u>1,316,300.00</u>	<u>983,029.43</u>	<u>25.32</u>
Total Capital Projects Fund Expenditures	<u>33,402.16</u>	<u>333,270.57</u>	<u>1,316,300.00</u>	<u>983,029.43</u>	<u>25.32</u>
Total of All Funds	<u>577,646.00</u>	<u>2,572,534.84</u>	<u>9,465,011.00</u>	<u>6,892,476.16</u>	<u>27.18</u>

Des Plaines Public Library

Check List

All Bank Accounts

April 19, 2024 - May 16, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
20129	04/30/24	Jessica Kuczynski	(60.00)
20193	05/16/24	Absolute Science	525.00
20194	05/16/24	ABT ELECTRONIC	1,241.99
20195	05/16/24	Allize LLC	250.00
20196	05/16/24	AQUARIUM ADVENTURE	640.00
20197	05/16/24	AUTOMATED LOGIC, INC.	5,173.00
20198	05/16/24	BACKGROUND SCREENING CONSULTANTS LLC	74.00
20199	05/16/24	BAKER & TAYLOR	18,653.52
20200	05/16/24	Becky Keane	935.66
20201	05/16/24	BRITTANY E. SMITH	180.00
20202	05/16/24	CHILDREN'S PLUS, INC.	6,689.94
20203	05/16/24	Christine Huynh	175.00
20204	05/16/24	Cindy Lynn Crosby	283.50
20205	05/16/24	CITY OF DES PLAINES	215.66
20206	05/16/24	CITY OF DES PLAINES	1,524.47
20207	05/16/24	CITY OF DES PLAINES -	690.00
20208	05/16/24	COLLEY ELEVATOR COMPANY	2,592.00
20209	05/16/24	Continental Resources, Inc.	24,898.39
20210	05/16/24	COOPERATIVE COMPUTER SERVICES	21,740.49
20211	05/16/24	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20212	05/16/24	D&Z HOUSE OF BOOKS	24.76
20213	05/16/24	DAVID WHITTINGHAM	999.38
20214	05/16/24	DIANE A. HARDY	260.00
20215	05/16/24	FITTLE, LLC	1,360.00
20216	05/16/24	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	684.73
20217	05/16/24	GARVEY'S OFFICE PRODUCTS	4,484.34
20218	05/16/24	HOH WATER TECHNOLOGY INC	972.97
20219	05/16/24	IHLS-OCLC	817.00
20220	05/16/24	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	1,056.01
20221	05/16/24	IMPACT NETWORKING, LLC.	197.34
20222	05/16/24	Infinity Transportation	1,303.20
20223	05/16/24	J&S PLUMBING, INC.	210.00
20224	05/16/24	Jessica Kuczynski	60.00
20225	05/16/24	LAUTERBACH & AMEN, LLP.	1,615.00
20226	05/16/24	LIMRICC	65,395.59
20227	05/16/24	LYNN RYMARZ	300.00
20228	05/16/24	MIDWEST TAPE	8,744.15
20229	05/16/24	Mosaic Players	130.00
20230	05/16/24	OAKBROOK MECHANICAL SERVICES	3,135.00
20231	05/16/24	OUTSOURCE SOLUTIONS GROUP, INC.	54,488.96
20232	05/16/24	PROQUEST LLC	1,229.20
20233	05/16/24	RAINBOW BOOK COMPANY	368.12
20234	05/16/24	Sarah Szeszol	1,280.51
20235	05/16/24	THE NEW YORK TIMES	4,951.00
20236	05/16/24	Ali Baghdadi	150.00
20237	05/16/24	THOMAS KLISE/CRIMSON MULTIMEDIA	246.11
20238	05/16/24	THOMSON REUTERS-WEST	27.80
20239	05/16/24	TIGERLILY MUSIC	650.00
20240	05/16/24	TODAY'S BUSINESS SOLUTIONS INC	8,146.93
20241	05/16/24	Transparent Language Inc.	4,000.00
20242	05/16/24	UNIVERSITY OF ILLINOIS EXTENSION	150.00
20243	05/16/24	VISOGRAPHIC	6,536.10
20244	05/16/24	EBSCO INFORMATION SERVICES	41.61
52078	04/30/24	BANKCARD SERVICES	16,065.20
52079	04/30/24	ADP	1,032.75
52080	04/30/24	March IMRF correction	5,191.30
52081	04/30/24	NATIONWIDE RETIREMENT	300.00

Des Plaines Public Library

Check List

All Bank Accounts

April 19, 2024 - May 16, 2024

Check Number	Check Date	Payee	Amount
52082	04/30/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,190.69
52083	04/30/24	COMCAST CABLE	931.93
52084	04/30/24	NICOR GAS	2,140.45
52085	04/30/24	COMCAST CABLE	34.49
52086	04/30/24	VERIZON WIRELESS	812.14
52087	04/30/24	COMCAST CABLE	930.94
52088	04/30/24	COMCAST CABLE	2,696.74
52089	04/30/24	NEOFUNDS BY NEOPOST	1,000.00
52090	04/30/24	NEOFUNDS BY NEOPOST	1,000.00
52091	04/30/24	IMRF	23,300.33
Vendor Check Total			321,957.89
Check List Total			321,957.89

Check count = 67

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289

April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Jessica Kuczynski				20129	04/30/24	(60.00)
201-5960210	Special Event Programming	To void check #20129	-60.00			
Absolute Science				20193	05/16/24	525.00
201-5960210	Special Event Programming	SRC Kickoff 6/5/24	525.00			
ABT ELECTRONIC				20194	05/16/24	1,241.99
201-5990900	Per Capita Grant Expenditures	ABT ELECTRONIC	1,241.99			
Allize LLC				20195	05/16/24	250.00
201-5960210	Special Event Programming	Presenter Fee 6/6/24	250.00			
AQUARIUM ADVENTURE				20196	05/16/24	640.00
201-5960990	Misc. Contractual Services	INV #16532	320.00			
201-5960990	Misc. Contractual Services	INV #16636	320.00			
AUTOMATED LOGIC, INC.				20197	05/16/24	5,173.00
201-5930020	R&M Buildings & Structures	INV #507403	5,173.00			
BACKGROUND SCREENING CONSULTANTS LLC				20198	05/16/24	74.00
201-5960040	Pre-Employment Testing	INV #23556	74.00			
BAKER & TAYLOR				20199	05/16/24	18,653.52
201-5970600	Ebooks/Books	Inv 2038031660	226.07			
201-5970600	Ebooks/Books	Inv 2038029302	226.75			
201-5960990	Misc. Contractual Services	Inv 2038026500	3.87			
201-5970600	Ebooks/Books	Inv 2038026500	25.18			
201-5960990	Misc. Contractual Services	Inv 2037740334	16.41			
201-5970600	Ebooks/Books	Inv 2037740334	63.02			
201-5960990	Misc. Contractual Services	Inv 2038255324	126.20			
201-5970600	Ebooks/Books	Inv 2038255324	841.37			
201-5960990	Misc. Contractual Services	Inv 2038242233	31.54			
201-5970600	Ebooks/Books	Inv 2038242233	154.48			
201-5960990	Misc. Contractual Services	Inv 2038242030	41.76			
201-5970600	Ebooks/Books	Inv 2038242030	459.47			
201-5960990	Misc. Contractual Services	Inv 2038242066	7.15			
201-5970600	Ebooks/Books	Inv 2038242066	17.53			
201-5960990	Misc. Contractual Services	Inv 2038249425	41.79			
201-5970600	Ebooks/Books	Inv 2038249425	159.01			
201-5960990	Misc. Contractual Services	Inv 2038241929	138.56			
201-5970600	Ebooks/Books	Inv 2038241929	696.93			
201-5960990	Misc. Contractual Services	Inv 2038251048	48.96			
201-5970600	Ebooks/Books	Inv 2038251048	218.46			
201-5960990	Misc. Contractual Services	Inv 2038249790	37.32			
201-5970600	Ebooks/Books	Inv 2038249790	194.78			
201-5960990	Misc. Contractual Services	Inv 2038237458	76.03			
201-5970600	Ebooks/Books	Inv 2038237458	304.56			
201-5960990	Misc. Contractual Services	Inv 2038237381	16.52			
201-5970600	Ebooks/Books	Inv 2038237381	45.85			
201-5960990	Misc. Contractual Services	Inv 2038249365	64.48			
201-5970600	Ebooks/Books	Inv 2038249365	297.67			
201-5960990	Misc. Contractual Services	Inv 2038218738	74.61			
201-5970600	Ebooks/Books	Inv 2038218738	374.75			
201-5960990	Misc. Contractual Services	Inv 2038225816	7.47			
201-5970600	Ebooks/Books	Inv 2038225816	51.99			

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289

April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2038222915	86.73			
201-5970600	Ebooks/Books	Inv 2038222915	191.11			
201-5960990	Misc. Contractual Services	Inv 2038226011	24.87			
201-5970600	Ebooks/Books	Inv 2038226011	129.05			
201-5960990	Misc. Contractual Services	Inv 2038221900	60.42			
201-5970600	Ebooks/Books	Inv 2038221900	263.57			
201-5960990	Misc. Contractual Services	Inv 2038225855	4.84			
201-5970600	Ebooks/Books	Inv 2038225855	11.53			
201-5960990	Misc. Contractual Services	Inv 203825841	11.29			
201-5970600	Ebooks/Books	Inv 203825841	51.28			
201-5960990	Misc. Contractual Services	Inv 2038232282	30.96			
201-5970600	Ebooks/Books	Inv 2038232282	129.10			
201-5960990	Misc. Contractual Services	Inv 2038232532	85.46			
201-5970600	Ebooks/Books	Inv 2038232532	548.52			
201-5960990	Misc. Contractual Services	Inv 2038223784	7.47			
201-5970600	Ebooks/Books	Inv 2038223784	41.79			
201-5960990	Misc. Contractual Services	Inv 2038240614	79.95			
201-5970600	Ebooks/Books	Inv 2038240613	540.16			
201-5970600	Ebooks/Books	Inv 2038230007	128.81			
201-5960990	Misc. Contractual Services	Inv 2038230008	22.89			
201-5970600	Ebooks/Books	Inv 2038233593	575.21			
201-5960990	Misc. Contractual Services	Inv 2038233594	84.90			
201-5970600	Ebooks/Books	Inv 2038229492	605.87			
201-5960990	Misc. Contractual Services	Inv 2038229493	66.89			
201-5960990	Misc. Contractual Services	Inv 2038211102	297.36			
201-5970600	Ebooks/Books	Inv 2038211102	498.49			
201-5960990	Misc. Contractual Services	Inv 2038212074	5.03			
201-5970600	Ebooks/Books	Inv 2038212074	10.92			
201-5960990	Misc. Contractual Services	Inv 2038218540	13.92			
201-5970600	Ebooks/Books	Inv 2038218540	58.25			
201-5960990	Misc. Contractual Services	Inv 2038218574	4.98			
201-5970600	Ebooks/Books	Inv 2038218574	17.57			
201-5960990	Misc. Contractual Services	Inv 2038222960	107.21			
201-5970600	Ebooks/Books	Inv 2038222959	655.85			
201-5960990	Misc. Contractual Services	Inv 2038211954	46.44			
201-5970600	Ebooks/Books	Inv 2038211954	199.95			
201-5960990	Misc. Contractual Services	Inv 203209467	64.01			
201-5970600	Ebooks/Books	Inv 203209467	447.87			
201-5960990	Misc. Contractual Services	Inv 2038203878	14.52			
201-5970600	Ebooks/Books	Inv 2038203878	38.91			
201-5960990	Misc. Contractual Services	Inv 2038197647	41.76			
201-5970600	Ebooks/Books	Inv 2038197647	149.70			
201-5960990	Misc. Contractual Services	Inv 2038189539	11.61			
201-5970600	Ebooks/Books	Inv 2038189539	51.87			
201-5970600	Ebooks/Books	Inv 2038201937	191.92			
201-5960990	Misc. Contractual Services	Inv 2038201938	26.52			
201-5960990	Misc. Contractual Services	Inv 2038031660	226.07			
201-5960990	Misc. Contractual Services	Inv 2038031661	26.52			
201-5970600	Ebooks/Books	Inv 2038196557	645.89			
201-5960990	Misc. Contractual Services	Inv 2038196558	109.76			
201-5970600	Ebooks/Books	Inv 2038202395	647.61			
201-5960990	Misc. Contractual Services	Inv 2038202396	88.63			
201-5970600	Ebooks/Books	Inv 2038029302	226.75			
201-5960990	Misc. Contractual Services	Inv 2038029303	23.68			
201-5970600	Ebooks/Books	Inv 2038204974	741.03			
201-5960990	Misc. Contractual Services	Inv 2038204975	105.00			

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289

April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2038211099	1,450.78			
201-5960990	Misc. Contractual Services	Inv 2038211100	195.42			
201-5960990	Misc. Contractual Services	Inv 2038200513	49.48			
201-5970600	Ebooks/Books	Inv 2038200513	148.50			
201-5960990	Misc. Contractual Services	Inv 2038207243	64.95			
201-5970600	Ebooks/Books	Inv 2038207243	246.57			
201-5960990	Misc. Contractual Services	Inv 2038203708	23.88			
201-5970600	Ebooks/Books	Inv 2038203708	119.50			
201-5960990	Misc. Contractual Services	Inv 2038189983	57.82			
201-5970600	Ebooks/Books	Inv 2038189983	140.68			
201-5960990	Misc. Contractual Services	Inv 203818998	3.55			
201-5970600	Ebooks/Books	Inv 2038182793	18.40			
201-5960990	Misc. Contractual Services	Inv 2038203853	18.36			
201-5970600	Ebooks/Books	Inv 2038203853	83.53			
201-5960990	Misc. Contractual Services	Inv 2038197540	64.52			
201-5970600	Ebooks/Books	Inv 2038197540	465.16			
201-5960990	Misc. Contractual Services	Inv 2038211975	42.57			
201-5970600	Ebooks/Books	Inv 2038211975	182.36			
201-5960990	Misc. Contractual Services	Inv 2038197777	3.16			
201-5970600	Ebooks/Books	Inv 2038197777	10.36			
201-5960990	Misc. Contractual Services	Inv 2037849793	3.50			
201-5970600	Ebooks/Books	Inv 2037849793	48.41			
201-5970640	Databases	Inv 2037849793	149.99			
201-5960990	Misc. Contractual Services	Inv 20237847541	121.41			
201-5960990	Misc. Contractual Services	Inv 2037842166	71.46			
201-5960990	Misc. Contractual Services	Inv 2038029303	23.68			
201-5960990	Misc. Contractual Services	Inv 2038031661	26.52			
201-5960990	Misc. Contractual Services	Inv 2037667446	150.19			
Becky Keane				20200	05/16/24	<u>935.66</u>
201-5920202	Conferences	PLA Conference Reimb.	935.66			
BRITTANY E. SMITH				20201	05/16/24	<u>180.00</u>
201-5960210	Special Event Programming	Harp Sisters 6/30/24	180.00			
CHILDREN'S PLUS, INC.				20202	05/16/24	<u>6,689.94</u>
201-5970600	Ebooks/Books	INV #245115	400.54			
201-5970600	Ebooks/Books	INV #245107	83.96			
201-5970600	Ebooks/Books	INV #244950	56.94			
201-5970600	Ebooks/Books	INV #244635	13.49			
201-5970600	Ebooks/Books	INV #244424	161.33			
201-5970600	Ebooks/Books	INV #244320	13.12			
201-5970600	Ebooks/Books	INV #244285	71.21			
201-5970600	Ebooks/Books	INV #244284	138.92			
201-5970600	Ebooks/Books	INV #244215	216.70			
201-5970600	Ebooks/Books	INV #244191	80.92			
201-5970600	Ebooks/Books	INV #244134	237.15			
201-5970600	Ebooks/Books	INV #244135	1,645.60			
201-5970600	Ebooks/Books	INV #244039	419.21			
201-5970600	Ebooks/Books	INV #244029	347.23			
201-5970600	Ebooks/Books	INV #243953	166.22			
201-5970600	Ebooks/Books	INV #244024	28.48			
201-5970600	Ebooks/Books	INV #243623	777.61			
201-5970600	Ebooks/Books	INV #243621	1,002.22			
201-5970600	Ebooks/Books	INV #243622	829.09			

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Christine Huynh 201-5960990	Misc. Contractual Services	Board Meeting Recording	175.00	20203	05/16/24	<u>175.00</u>
Cindy Lynn Crosby 201-5960210	Special Event Programming	Dragonflies and Damselflies 6/12/24	283.50	20204	05/16/24	<u>283.50</u>
CITY OF DES PLAINES 201-5970850	Gasoline	Invoice Fuel #2024-0000001	215.66	20205	05/16/24	<u>215.66</u>
CITY OF DES PLAINES 201-5970500	Water Bill	Acc# 71080763-001	1,524.47	20206	05/16/24	<u>1,524.47</u>
CITY OF DES PLAINES - 201-5920110	Professional Services	INV #2024-0000003	690.00	20207	05/16/24	<u>690.00</u>
COLLEY ELEVATOR COMPANY 201-5930020	R&M Buildings & Structures	INV #256776	2,592.00	20208	05/16/24	<u>2,592.00</u>
Continental Resources, Inc. 202-5980420	Computer Software	Credit Memo #91159594	-1,807.31	20209	05/16/24	<u>24,898.39</u>
202-5980410	Computer Hardware	INV #91159052	1,239.30			
202-5980410	Computer Hardware	INV #91159292	25,466.40			
COOPERATIVE COMPUTER SERVICES 201-5920140	Integrated Library System	INV #2244	189.97	20210	05/16/24	<u>21,740.49</u>
201-5920140	Integrated Library System	INV #2248	21,550.52			
CRYSTAL MAINTENANCE SERVICES CORP 201-5930020	R&M Buildings & Structures	INV #31838	4,892.50	20211	05/16/24	<u>4,892.50</u>
D&Z HOUSE OF BOOKS 201-5970600	Ebooks/Books	INV #2024/I165372	24.76	20212	05/16/24	<u>24.76</u>
DAVID WHITTINGHAM 201-5920202	Conferences	PLA Conference Reimb.	999.38	20213	05/16/24	<u>999.38</u>
DIANE A. HARDY 201-5960210	Special Event Programming	SRC Kickoff Party 6/5/24	260.00	20214	05/16/24	<u>260.00</u>
FITTLE, LLC 201-5930210	Rental of Equipment	INV #5711402	1,360.00	20215	05/16/24	<u>1,360.00</u>
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES 201-5930490	Refuse Contract	INV #7415993	684.73	20216	05/16/24	<u>684.73</u>
GARVEY'S OFFICE PRODUCTS 201-5970100	Supplies	INV #PINV2564009	3,517.50	20217	05/16/24	<u>4,484.34</u>
201-5970100	Supplies	INV #PINV2562128	966.84			
HOH WATER TECHNOLOGY INC 201-5930020	R&M Buildings & Structures	INV #673554	972.97	20218	05/16/24	<u>972.97</u>
IHLS-OCLC 201-5980420	Computer Software	INV #30172	817.00	20219	05/16/24	<u>817.00</u>
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20220	05/16/24	<u>1,056.01</u>

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289

April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930010	R&M Equipment	INV #398155	1,056.01			
IMPACT NETWORKING, LLC.				20221	05/16/24	<u>197.34</u>
201-5930010	R&M Equipment	INV #3211072	197.34			
Infinity Transportation				20222	05/16/24	<u>1,303.20</u>
201-5920202	Conferences	In-Service Trip 6/28/24	1,303.20			
J&S PLUMBING, INC.				20223	05/16/24	<u>210.00</u>
201-5930020	R&M Buildings & Structures	INV #231371	210.00			
Jessica Kuczynski				20224	05/16/24	<u>60.00</u>
201-5960210	Special Event Programming	Jessica Kuczynski	60.00			
LAUTERBACH & AMEN, LLP.				20225	05/16/24	<u>1,615.00</u>
201-5920110	Professional Services	INV #89541	1,615.00			
LIMRICC				20226	05/16/24	<u>65,395.59</u>
201-2401002	Payroll Liabilities	LIMRiCC April Billing	65,395.59			
LYNN RYMARZ				20227	05/16/24	<u>300.00</u>
201-5960210	Special Event Programming	Presenter Fee 5/29/24	300.00			
MIDWEST TAPE				20228	05/16/24	<u>8,744.15</u>
201-5960990	Misc. Contractual Services	MIDWEST TAPE	90.40			
201-5970610	E-audio/Audio	MIDWEST TAPE	1,939.60			
201-5970630	Visual Materials	MIDWEST TAPE	167.95			
201-5970630	Visual Materials	MIDWEST TAPE	37.49			
201-5960990	Misc. Contractual Services	Inv 505376525	13.56			
201-5970610	E-audio/Audio	Inv 505376525	299.94			
201-5960990	Misc. Contractual Services	Inv 505344213	5.55			
201-5970630	Visual Materials	Inv 505344213	29.99			
201-5960990	Misc. Contractual Services	Inv 505376526	126.28			
201-5970630	Visual Materials	Inv 505376526	549.50			
201-5960990	Misc. Contractual Services	Inv 505376527	3.75			
201-5970610	E-audio/Audio	Inv 505376527	12.74			
201-5970610	E-audio/Audio	Inv 505405021	94.99			
201-5960990	Misc. Contractual Services	Inv 505344211	53.56			
201-5970630	Visual Materials	Inv 505344211	243.64			
201-5970630	Visual Materials	Inv 505370088	236.92			
201-5960990	Misc. Contractual Services	Inv 505376529	111.98			
201-5970630	Visual Materials	Inv 505376529	674.82			
201-5960990	Misc. Contractual Services	Inv 505344039	169.33			
201-5970610	E-audio/Audio	Inv 505344039	528.79			
201-5960990	Misc. Contractual Services	Inv 505289285	103.25			
201-5970100	Supplies	Inv 505289285	329.30			
201-5960990	Misc. Contractual Services	Inv 505289289	6.78			
201-5970610	E-audio/Audio	Inv 505289289	122.97			
201-5970630	Visual Materials	Inv 505326271	104.97			
201-5970630	Visual Materials	Inv 505326273	104.96			
201-5970630	Visual Materials	Inv 505326274	104.96			
201-5970610	E-audio/Audio	Inv 505306944	26.99			
201-5970630	Visual Materials	Inv 505326270	30.74			
201-5960990	Misc. Contractual Services	Inv 505289288	70.16			
201-5970630	Visual Materials	Inv 505289288	250.38			
201-5960990	Misc. Contractual Services	Inv 505289287	89.78			

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289

April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 505289287	371.86			
201-5970630	Visual Materials	Inv 505274901	119.96			
201-5960990	Misc. Contractual Services	Inv 505252426	15.76			
201-5970610	E-audio/Audio	Inv 505252426	59.96			
201-5960990	Misc. Contractual Services	Inv 505252429	50.24			
201-5970630	Visual Materials	Inv 505252429	167.91			
201-5960990	Misc. Contractual Services	Inv 505252470	45.90			
201-5970630	Visual Materials	Inv 505252470	187.82			
201-5970630	Visual Materials	Inv 505239956	76.47			
201-5970630	Visual Materials	Inv 505239954	58.48			
201-5960990	Misc. Contractual Services	Inv 505279429	38.85			
201-5970630	Visual Materials	Inv 505279429	190.93			
201-5960990	Misc. Contractual Services	Inv 505279428	92.16			
201-5970630	Visual Materials	Inv 505279428	380.08			
201-5960990	Misc. Contractual Services	Inv 505279426	6.78			
201-5970610	E-audio/Audio	Inv 505279426	144.97			
Mosaic Players				20229	05/16/24	<u>130.00</u>
201-5960210	Special Event Programming	Performance 6/22/24	130.00			
OAKBROOK MECHANICAL SERVICES				20230	05/16/24	<u>3,135.00</u>
201-5930020	R&M Buildings & Structures	INV #38532	3,135.00			
OUTSOURCE SOLUTIONS GROUP, INC.				20231	05/16/24	<u>54,488.96</u>
201-5920110	Professional Services	INV #78953	35,455.59			
201-5930010	R&M Equipment	INV #78953	350.00			
201-5960990	Misc. Contractual Services	INV #78953	1,980.00			
201-5980420	Computer Software	INV #78953	4,436.64			
201-5980420	Computer Software	INV #78669	80.50			
201-5930010	R&M Equipment	INV #78628	5,484.00			
202-5980410	Computer Hardware	INV #78606	4,735.49			
202-5980410	Computer Hardware	INV #78616	1,966.74			
PROQUEST LLC				20232	05/16/24	<u>1,229.20</u>
201-5970640	Databases	INV #70835611	1,229.20			
RAINBOW BOOK COMPANY				20233	05/16/24	<u>368.12</u>
201-5970600	Ebooks/Books	INV #243868	368.12			
Sarah Szeszol				20234	05/16/24	<u>1,280.51</u>
201-5920202	Conferences	PLA Conference Reimb.	1,280.51			
THE NEW YORK TIMES				20235	05/16/24	<u>4,951.00</u>
201-5970640	Databases	INV #367AB77A2414	4,951.00			
Ali Baghdadi				20236	05/16/24	<u>150.00</u>
201-5960210	Special Event Programming	Reptile Rodeo 6/7/24	150.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				20237	05/16/24	<u>246.11</u>
201-5970630	Visual Materials	INV #014145	246.11			
THOMSON REUTERS-WEST				20238	05/16/24	<u>27.80</u>
201-5970640	Databases	INV #850025684	27.80			
TIGERLILY MUSIC				20239	05/16/24	<u>650.00</u>
201-5960210	Special Event Programming	SRC: Musical Mondays Concert 6/24/24	650.00			

Des Plaines Public Library

Vendor Checks Report

Village B&T Checking #0289
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
TODAY'S BUSINESS SOLUTIONS INC				20240	05/16/24	<u>8,146.93</u>
201-5930010	R&M Equipment	INV #041624-52	365.28			
201-5930010	R&M Equipment	INV #16178	7,781.65			
Transparent Language Inc.				20241	05/16/24	<u>4,000.00</u>
201-5970640	Databases	INV #34842	4,000.00			
UNIVERSITY OF ILLINOIS EXTENSION				20242	05/16/24	<u>150.00</u>
201-5960210	Special Event Programming	Propogating Houseplants 4/30/24	150.00			
VISOGRAPHIC				20243	05/16/24	<u>6,536.10</u>
201-5920210	Marketing	INV #241015	6,536.10			
EBSCO INFORMATION SERVICES				20244	05/16/24	<u>41.61</u>
201-5970620	E-Subscriptions/Subscriptions	EBSCO INFORMATION SERVICES	41.61			
Check List Total						<u><u>265,330.93</u></u>

Des Plaines Public Library
ACH Register

All Bank Accounts

April 1, 2024 - April 30, 2024

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
52078	04/30/24	BANKCARD SERVICES	16,065.20
52079	04/30/24	ADP	1,032.75
52080	04/30/24	March IMRF correction	5,191.30
52081	04/30/24	NATIONWIDE RETIREMENT	300.00
52082	04/30/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,190.69
52083	04/30/24	COMCAST CABLE	931.93
52084	04/30/24	NICOR GAS	2,140.45
52085	04/30/24	COMCAST CABLE	34.49
52086	04/30/24	VERIZON WIRELESS	812.14
52087	04/30/24	COMCAST CABLE	930.94
52088	04/30/24	COMCAST CABLE	2,696.74
52089	04/30/24	NEOFUNDS BY NEOPOST	1,000.00
52090	04/30/24	NEOFUNDS BY NEOPOST	1,000.00
52091	04/30/24	IMRF	23,300.33
Vendor Check Total			<u>56,626.96</u>
Check List Total			<u><u>56,626.96</u></u>

Check count = 14

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY For the Year Ended December 31, 2024

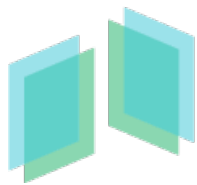
Balance Sheet												
Cash & Investments	January	February	March	April	May	June	July	August	September	October	November	December
	\$ 5,407,213	5,753,298	7,730,714	7,205,561								
Revenue (M-T-D)												
Property Taxes	-	792,110	2,521,449	-								
Other Revenue	121,322	23,764	89,466	26,800								
	121,322	815,874	2,610,915	26,800	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	342,607	403,253	262,943	340,863								
Other Expense	477,947	247,204	260,935	236,783								
Change in A/P & A/E's	(236,146)	(180,668)	109,621	(25,693)								
	584,408	469,790	633,499	551,953	-	-	-	-	-	-	-	-
Net Increase/(Decrease)												
	(463,086)	346,084	1,977,416	(525,153)	-	-	-	-	-	-	-	-

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	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
Revenue (M-T-D)												
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
Expenses (M-T-D)												
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/E's	2,144	(79,781)	(131,959)	109,070	7,276	(121,452)	92,736	(90,356)	89,007	35,848	(1,671)	149,270
	556,434	421,843	496,224	597,996	500,749	631,219	607,346	510,845	590,249	525,536	589,006	638,174
Net Increase/(Decrease)	692,268	(377,157)	1,166,425	1,105,598	(458,073)	(558,048)	(579,868)	(279,398)	(577,353)	(300,335)	420,670	1,206,251



DIRECTOR'S REPORT

APRIL 2024

DONATIONS



Friends of the
Des Plaines
Public Library

\$1,241.90 for an 85" display to be mounted in the north meeting room hallway, promoting upcoming library events and other library offerings.

AROUND THE LIBRARY



COMING & GOING

COMING

Rebeca Ruiz - PT RS Assistant

GOING

Kelly Stock - PT YS Assistant

ON THE MOVE

Camryn Dominy - PT RS Assistant, from PT MS Assistant

CELEBRATING NATIONAL LIBRARY WEEK



THE SPRING MAILING - AND FREE STICKERS - ARE A HIT



APRIL PROGRAM HIGHLIGHTS

ADULT

TEEN

YOUTH

PROPAGATING HOUSEPLANTS

Tuesday, April 30 at 6:30pm

Are your houseplants getting messy? Would you like more of your favorite or does a friend want a plant of their own? This program will show you how to propagate houseplants using a variety of methods including water, soil, and air layering.

Meeting Room B/C

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

The Roots of Chicago Blues

Monday, April 23 at 7pm

Playing a variety of blues and American music styles, the Roots of Chicago Blues band is the best of the tradition. The band is made up of three members: a guitarist, a bassist, and a singer. They will be joined by special guests from the local blues community.

Please Register

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

Altered Board Books

Monday, April 22 from 7pm - 8pm in Meeting Room B

Join us for an Earth Day craft! We're making and recycling by creating a new work of art from an old board book. Altered board books are a great space for artistic self-expression.

Please Register

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

INTERNET SAFETY AND ONLINE SCAMS

Wednesday, April 17th from 2:00pm - 3:00pm in the Forum

The internet is amazing, but don't let it catch you off guard. Join Tony LaPala, founder and CEO of Wheaton based business Senior Tech Support, as he talks about internet safety, how to spot online scams, and - more importantly - what to do if you get involved in one.

Please Register

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

Building Suspense

Wednesday, April 24 at 7pm

Suspense is critical to the craft of fiction. Chicago-based award-winning crime author Libby Fischer Hellmuth explains how to build suspense into your writing. The workshop includes in-class exercises and take-home materials.

Please Register

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

Teen Take & Make

MAGNETIC POETRY TIN

BEGINNING APRIL 1ST

TAKE & MAKE KITS ARE CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN. THE KIT FROM THE FIRST FLOOR AT THE BEGINNING OF THE MONTH.

WHILE SUPPLIES LAST

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

CODE Q

JANUARY 8TH | FEBRUARY 5TH | MARCH 4TH | APRIL 8TH

An LGBTQ SOCIAL CLUB in which teens and their allies can watch movies, do crafts and activities, and read books and graphic novels regarding LGBTQ themes while making new friends.

Free snacks for those who come.

For teens in grades 7-12

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

As Seen on TikTok: Clean Beauty Series Lip Tint

Join us in making your very own lip tint! We will be making berry and rose lip tints!

Location: The Commons

Teens

SATURDAY, APRIL 20TH 2:00PM - 3:00PM

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

Teen CRAFTERNOONS

WEDNESDAY, APRIL 17TH, 4:00PM - 5:00PM

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

APRIL SPOTLIGHT: PIPE CLEANER FLOWERS

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

Teens SAT & ACT PRACTICE TESTS

SATURDAYS | 9:00a - 1:00p

MEETS IN ROOM A, 1ST FLOOR

Find out your starting score and identify your strengths and weaknesses by taking the ACT or SAT Practice Test presented by Achieve3000. 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 on-site score report containing a detailed item analysis. Students may take the ACT and SAT practice test once during their junior or senior year.

Please bring a calculator and two #2 pencils

Registration required

ACT Practice Test
Jan 13 | Mar 23 | May 11 | Jun 22

SAT Practice Test
Feb 17 | Apr 13 | Jun 8

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

DPPL LIBRARY SQUAD!

JOIN THE LIBRARY SQUAD! WHERE YOU HELP PROMOTE, SUPPORT, AND CREATE LIBRARY PROJECTS FOR DPPL AND THROUGHOUT THE COMMUNITY. HAVE FUN, CONNECT WITH YOUR COMMUNITY, AND MAKE A DIFFERENCE AT DPPL!

REGISTRATION REQUIRED!

THURSDAYS, 2/1, 3/7, 4/11 4-5 PM

FOR GRADES 4-6

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

Family Storytime

"Build a lifelong love of reading with books, rhymes, music, movement, and more!"

WEDNESDAYS @ 7PM
February 7, 14, 21
March 6, 13, 20
April 3, 10, 17

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

PLAY PACKS

Saturday 2/3, Saturday 3/2, Saturday 4/6

While supplies last

Hands-on activities to encourage creativity and imagination!

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

PRE-SCHOOL Storytime

Storytime is a fun and play-filled way to foster a lifelong love of reading and help children get ready for school. Registration required.

Wednesdays @ 1:30PM
February 7, 14, 21
March 6, 13, 20
April 3, 10, 17

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

GRAPHIC NOVEL CLUB

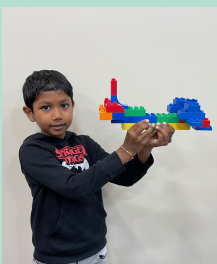
FEB. 13 MAR. 12 APR. 16 6-7 P.M.

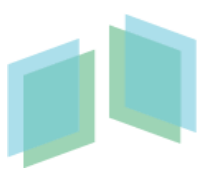
FOR GRADES 4-8

LOVE GRAPHIC NOVELS AND COMICS? JOIN US TO DISCUSS OUR LATEST READ, SHARE ALL ABOUT THE OTHER GRAPHIC NOVELS YOU LOVE, AND MAKE NEW FRIENDS!

Learn more at [DPPL.ORG](https://www.dppl.org)

Des Plaines Public Library

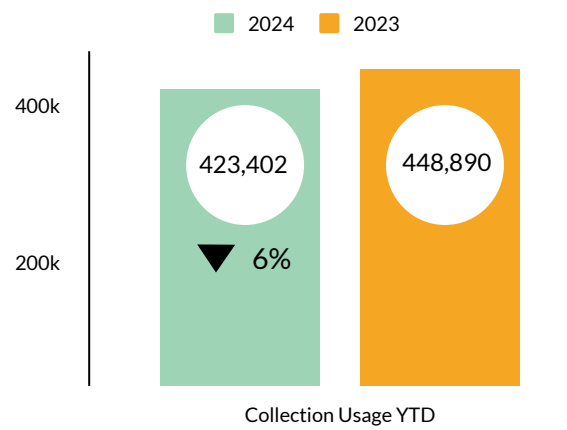




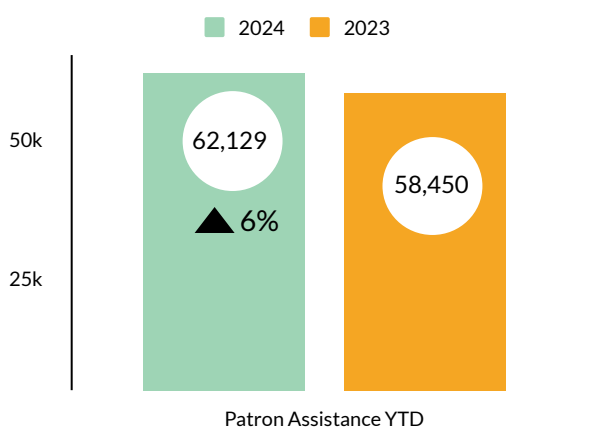
STATISTICS REPORT

On April 2024

Collection Usage YTD

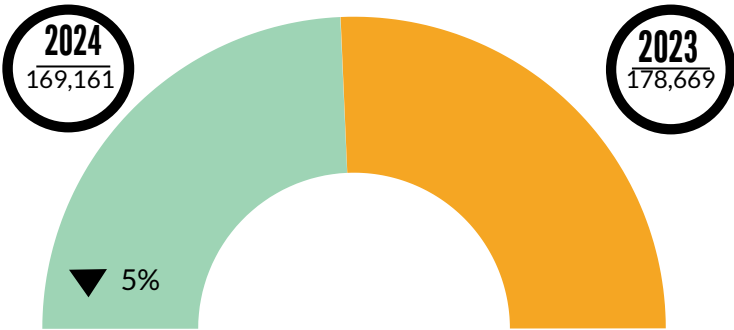


Patron Assistance YTD



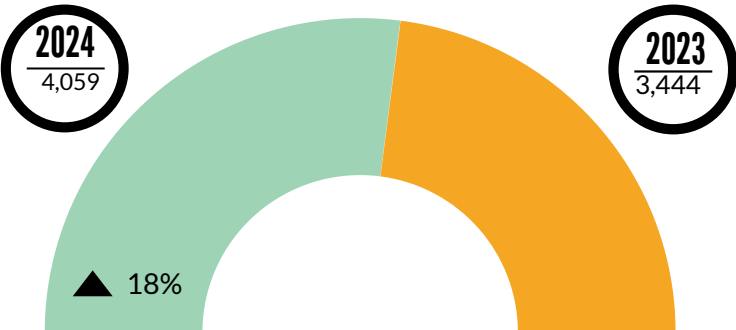
Attendance All - YTD

Events, Programs, Outreach & Classes



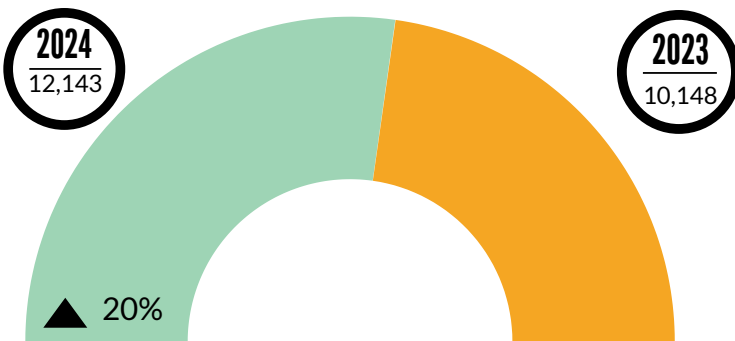
Bookings All - YTD

Events, Programs & Classes



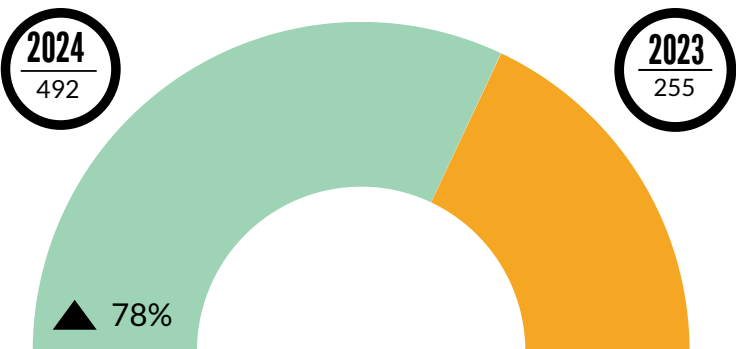
Attendance In Person - YTD

Events, Programs & Classes

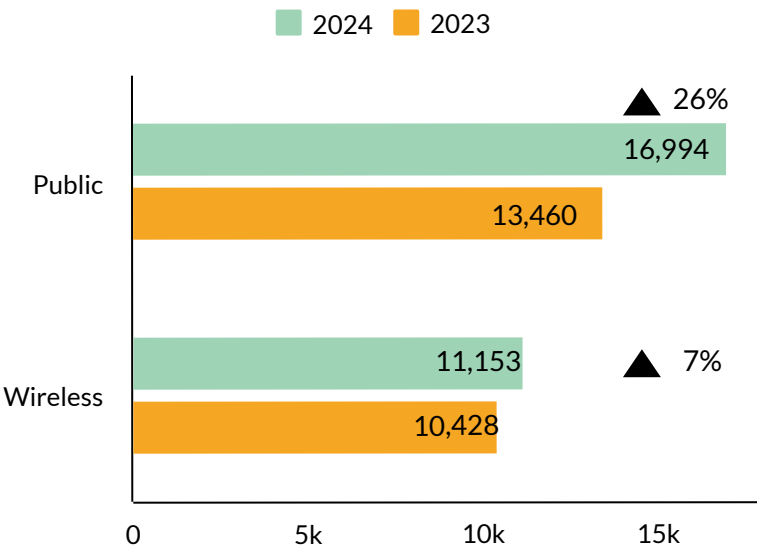


Bookings In Person - YTD

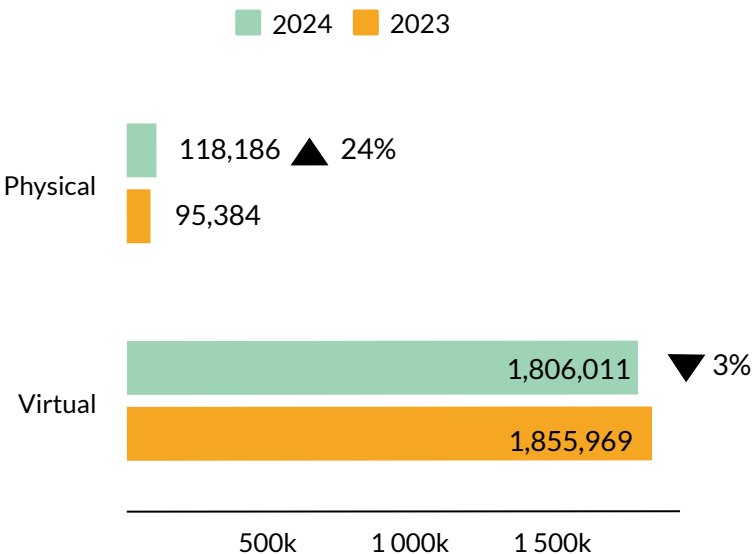
Events, Programs & Classes



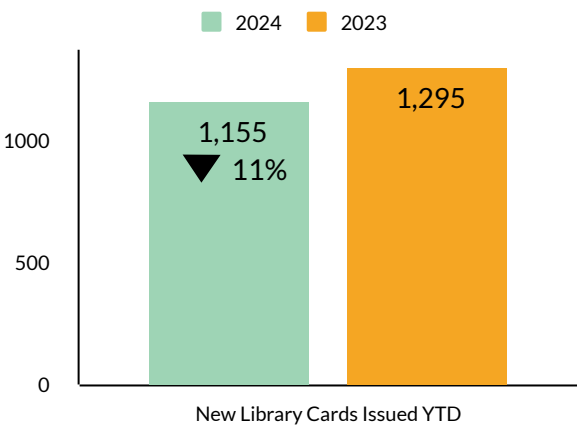
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2024 Year to Date Statistics

April 2024

COLLECTION USAGE			
		Year to Date 2024	423,402
		Year to Date 2023	448,890
		% Change	-6%
PATRON ASSISTANCE			
		Year to Date 2024	62,129
		Year to Date 2023	58,450
		% Change	6%
EVENTS, PROGRAMS, AND CLASSES- BOOKINGS			
		Year to Date 2024	4,059
		Year to Date 2023	3,444
		% Change	18%
EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE			
		Year to Date 2024	169,161
		Year to Date 2023	178,669
		% Change	-5%
IN PERSON EVENTS			
		Bookings	
		Year to Date 2024	628
		Year to Date 2023	353
		% Change	78%
		Attendance	
		Year to Date 2024	12,143
		Year to Date 2023	10,148
		% Change	20%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2024	118,186
		Year to Date 2023	95,384
		% Change	24%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2024	1,806,011
		Year to Date 2023	1,855,969
		% Change	-3%
LIBRARY CARD OWNERSHIP			
		Year to Date new library cards 2024	1,155
		Year to Date new library cards 2023	1,295
		% Change	-11%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2024	16,994
		Year to Date 2023	13,460
		% Change	26%
		Wireless	
		Year to Date 2024	11,153
		Year to Date 2023	10,428
		% Change	7%


2024 STATISTICS REPORT												
COLLECTION USAGE												
	Physical materials	54,066	51,947	55,057	56,336							217,406
	E-materials	17,525	16,447	17,646	16,165							67,783
	ILL	775	666	663	510							2,614
	Databases	49,697	46,993	38,909								135,599
2024	Total	122,063	116,053	112,275	73,011							423,402
	Physical materials	52,485	54,026	62,878	55,995							225,384
	E-materials	14,973	13,013	14,338	14,579							56,903
	ILL	639	639	764	631							2,673
	Databases	38,413	35,495	45,784	44,038							163,730
2023	Total	106,710	103,173	123,764	115,243							448,890
PATRON ASSISTANCE												
	Youth Services	2,132	2,700	2,504	1,861							9,197
	Adult Services	6,299	7,200	6,805	6,988							27,292
	Patron Accounts	6,263	6,267	6,553	6,099							25,182
	Security	136	100	140	82							458
2024	Total	14,830	16,267	16,002	15,030							62,129
	Youth Services	1,272	1,906	2,086	1,914							7,178
	Adult Services	6,546	6,066	7,195	6,151							25,958
	Patron Accounts	5,950	5,433	7,743	6,188							25,314
	Security	154	143	96	110							503
2023	Total	13,922	13,548	17,120	14,363							58,450
EVENTS, PROGRAMS AND CLASSES-BOOKINGS												
	Youth Services In Person	64	133	72	48							317
	Youth Services Virtual	-	0	-								0
	Adult Services In Person	64	85	74	88							311
	Adult Services Virtual	10	16	11	10							47
	Outside groups	12	13	18	23							66
	Public study rooms	727	872	826	893							3,318
2024	Total	877	1,119	1,001	1,062	0	0	0	0	0	0	4,059
	Youth Services In Person	18	29	19	30							96
	Youth Services Virtual	8		1								9
	Adult Services In Person	43	77	69	68							257
	Adult Services Virtual	15	14	16	14							59
	Outside groups	10	16	35	27							88
	Public study rooms	686	744	795	710							2,935
2023	Total	780	880	935	849	0	0	0	0	0	0	3,444
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE												
	Youth Services In Person	320	1,284	1,035	1,057							3,696
	Youth Services Virtual	11,624	15,464	8,994	14,939							51,021
	Adult Services In Person	1,085	1,375	4,005	1,982							8,447
	Adult Services Virtual	26,140	24,447	17,840	23,003							91,430
	Outside groups	237	134	229	1,257							1,857
	Public study rooms	1,265	1,455	1,348	1,425							5,493
	Outreach-Youth Services	941	1,542	1,116	2,268							5,867
	Outreach-Adult Services	162	229	670	289							1,350
2024	Total	41,774	45,930	35,237	46,220	0	0	0	0	0	0	169,161
	Youth Services In Person	989	1,314	1,698	1,559							5,560
	Youth Services Virtual	29,089	11,189	13,750	13,183							67,211
	Adult Services In Person	370	766	1,384	2,068							4,588
	Adult Services Virtual	20,187	22,786	20,733	18,918							82,624
	Outside groups	130	242	1,464	1,332							3,168
	Public study rooms	1,195	1,315	1,407	1,209							5,126
	Outreach-Youth Services	1,652	2,547	2,031	2,098							8,328
	Outreach-Adult Services	134	219	1,388	323							2,064
2023	Total	53,746	40,378	43,855	40,690	0	0	0	0	0	0	178,669

TRAFFIC													
2024	Physical Visits (gate count)	25,115	28,401	31,015	33,655								118,186
2023	Physical Visits (gate count)	21,659	22,365	27,032	24,328								95,384
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802	436,429								1,806,011
2023	Virtual visits (catalog, website, mobile app)	480,735	444,598	473,767	456,869								1,855,969
LIBRARY CARDS ISSUED													
2024	Number of new library cards	277	316	249	313								1,155
2023	Number of new library cards	259	222	501	313								1,295
COMPUTER USAGE													
	Public computers-Youth Services	787	1,196	1,619	1,206								4,808
	Public computers-Adult	2,545	3,355	2,957	3,329								12,186
2024	Total	3,332	4,551	4,576	4,535	0	0	0	0	0	0	0	16,994
	Public computers-Youth Services	253	248	393	365								1,259
	Public computers-Adult	2,688	2,903	3,340	3,270								12,201
2023	Total	2,941	3,151	3,733	3,635	0	0	0	0	0	0	0	13,460
	Wireless	2,518	2,904	2,904	2,827								11,153
2024	Total	2,518	2,904	2,904	2,827	0	0	0	0	0	0	0	11,153
	Wireless	2,360	2,619	2,734	2,715								10,428
2023	Total	2,360	2,619	2,734	2,715	0	0	0	0	0	0	0	10,428

MEMORANDUM

Date: April 25, 2024

To: Mayor and Members of the City Council

From: Dorothy Wisniewski, City Manager 

Subject: Intergovernmental Agreement between the City of Des Plaines and Des Plaines Public Library

Issue: For the City Council to approve an intergovernmental agreement between the City of Des Plaines and the Des Plaines Public Library for payment of Personal Property Replacement Taxes (PPRT).

Analysis: Personal Property Replacement Taxes (PPRT) are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were abolished. The procedures that taxing districts must follow in allocating the PPRT are found at [30 ILCS 115/12](#).

According to the Illinois Department of Revenue as well as the State Statutes, municipalities and townships must pay a portion of each PPRT check received to their respective libraries, if a library tax was levied on or before December 31, 1978. The city did levy a library tax in 1978 and therefore has been making a PPRT payment since that time to the Des Plaines Public Library at an amount of \$92,988.

In processing the Q2, 2023 payment to the Des Plaines library, staff noted an increase in the city portion of the PPRT, while the library portion remained consistent with prior quarters. In researching this further, it was noted based on the State Statutes that the amount that should be remitted to the Des Plaines Public Library should be calculated at the 1978 rate of .1677, which was the tax rate at the time for the library levy. The City has recalculated any funds outstanding to the library from the beginning of 2018 based on a 5-year statute of limitations. For the 2023 fiscal year (Q1-Q3), the city payment is \$497,158.75. Q4 2023 was paid out at the correct rate and therefore no adjustment is needed. In terms of fiscal years of 2018 to 2022, the total amount due to the library is \$1,508,886.33. While this amount is significant, it should be noted that the PPRT taxes have increased significantly in 2022 and 2023 due to a calculation error at the State level remitted to all municipalities that will be recalibrated in future years.

In collaboration with the Des Plaines Public Library, the payment of the outstanding amount will be completed in 3 phases. The first payments of \$497,158.75 will be made prior to May 31, 2024, upon approval of the intergovernmental agreement. The remaining amount (\$1,508,886.33) will be paid in two equal installments of \$754,443.17, the first by October 15, 2024, and the second by October 15, 2025.

The resolution of the issues related to the City's payments to the Library of PPRT amounts is memorialized in an intergovernmental agreement between the City and the Library. The agreement provides for the payments outlined above in addition to the Library's full release of the City with regard to any other PPRT payments.

Recommendation: I recommend that the City Council approve Resolution R-98-24 approving an intergovernmental agreement with the Des Plaines Public Library Board for the payment and resolution of all personal property replacement taxes.

Attachments:

Resolution R-98-24

Exhibit A – Agreement

CITY OF DES PLAINES

RESOLUTION R - 98 - 24

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE DES PLAINES LIBRARY BOARD FOR PAYMENT OF PERSONAL PROPERTY REPLACEMENT TAXES.

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, authorize and encourage intergovernmental cooperation; and

WHEREAS, the City is an Illinois home rule municipal corporation authorized to exercise any power or perform any function pertaining to its government and affairs; and

WHEREAS, the Des Plaines Library Board, also known as the Des Plaines Public Library, is a library board of trustees operating under the Illinois Local Library Act, 75 ILCS 5/1-0.1 *et seq.* ("**Library**"); and

WHEREAS, pursuant to 30 ILCS 115/12 ("**Statute**"), Personal Property Replacement Taxes ("**PPRT**") are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their power to impose personal property taxes on corporations, partnerships, and other business entities was abolished; and

WHEREAS, since 1978, the City has been remitting to the Library a portion of the PPRT it received based on a rate established by the Statute; and

WHEREAS, the City and the Library desire to enter into an intergovernmental agreement to set forth, among other things, the terms and conditions of the resolution and repayment obligations of the City to the Library regarding PPRT ("**Agreement**"); and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the Agreement with the Library;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The recitals above are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: APPROVAL OF AGREEMENT. The City Council approves the Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE AGREEMENT. The City Council authorizes and directs the City Manager to execute, and the City Clerk to seal, on behalf of the City, the final Agreement.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ____ day of _____, 2024.

APPROVED this ____ day of _____, 2024.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF DES PLAINES AND THE DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

THIS INTERGOVERNMENTAL AGREEMENT ("*Agreement*"), is entered into as of ____, 2024 ("*Effective Date*"), between the City of Des Plaines, a home rule Illinois municipal corporation ("*City*"), and the Des Plaines Library Board, also known as the Des Plaines Public Library, a library board of trustees operating under the Illinois Local Library Act, 75 ILCS 5/1-0.1 *et seq.* ("*Library*") (collectively, the City and the Library are the "*Parties*", and individually each is a "*Party*").

IN CONSIDERATION OF, and in reliance upon, the recitals and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorizes and encourages intergovernmental cooperation; and

WHEREAS, prior to January 1, 1979, local governments were empowered by the Illinois Constitution to impose personal property taxes on corporations, partnerships, and other business entities; and

WHEREAS, on January 1, 1979, an amendment to Article IX, Section 5(c) of the Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units with a statewide tax known as the Personal Property Replacement Tax pursuant to 30 ILCS 115/12 ("*PPRT*"); and

WHEREAS, under 30 ILCS 115/12, statewide PPRT taxes designated for local government units are placed in a PPRT fund to be distributed to local taxing districts, and are allocated in proportional amounts; and

WHEREAS, the Parties recently examined the history of the PPRT allocations attributable to the Library and have determined that it is their individual and mutual best interests to enter into this Agreement to resolve all matters regarding PPRT allocations to the Library from the City; and

WHEREAS, the City Council of the City has determined that entering into this Agreement is in the best interests of the City and its residents; and

WHEREAS, the Library Board of Trustees has determined that entering into this Agreement is in the best interests of the Library and the community that it serves;

NOW THEREFORE, the City and the Library hereby agree as follows:

1. **Recitals:** The recitals set forth above are incorporated into the body of this Agreement as if fully set forth herein.

2. **2023 PPRT Payment:** Upon the Effective Date, the City will pay to the Library in immediately available funds a total amount of \$497,158.75, which the City and the Library agree is the amount that the City is required to pay to the Library for the Library's PPRT allocation beginning January 1, 2023 through the end of September 2023. The remaining 2023 funds were reimbursed pursuant to the February 20, 2024 letter from the City.
3. **Five-Year PPRT Payments:** The City will pay to the Library in immediately available funds a total amount of \$1,508,886.33, which the City and the Library agree is the amount that the City is required to pay to the Library for the Library's total PPRT allocation for calendar years 2018, 2019, 2020, 2021, and 2022 ("**Total Five-Year PPRT Payment**"). The City will pay the Total Five-Year PPRT Payment to the Library in two equal annual installments. Each annual installment will be \$754,443.17. The City will pay the first annual installment on or before October 15, 2024, and the second annual installment on or before October 15, 2025.
4. **Release.** In exchange for the City's agreement to pay the Library the 2023 PPRT Payment and the Total Five-Year PPRT Payments, the Library, by its approval and execution of this Agreement, (i) acknowledges and agrees that the 2023 PPRT Payment and the Total Five-Year PPRT Payments are all PPRT payments that the City is required to make to the Library for the calendar years related to the those Payments and for all calendar years prior to 2018, and (ii) forever waives and releases the City of Des Plaines and its officers, elected officials, employees, representatives, and attorneys from any and all claims, actions, causes of action, suits, damages, injuries, duties, rights, obligations, liabilities, adjustments, responsibilities, judgments, and demands, whatsoever, in law or in equity, related in any way to PPRT allocations to the Library for calendar years 2018 through 2023 or to PPRT allocations related to any and all calendar years before 2018 or to any other City obligation to disburse PPRT to the Library.
5. **Additional Provisions:**
 - (i) Amendments and Modifications. No amendment or modification to this Agreement will be effective unless and until it is reduced to writing and approved and executed by all Parties to this Agreement in accordance with all applicable statutory procedures.
 - (ii) Notices. All notices and payments required or permitted to be given under this Agreement must be given by the Parties by (i) personal delivery, (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon, (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 5.C. or (iv) by email. The address of either Party may be changed by written notice to the other Party. Any mailed notice will be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier will be deemed to have been given and received within 24 hours after deposit. Email notices will be deemed received by the addressee upon explicit or implicit acknowledgement of receipt by the addressee.

Notices and communications must be addressed to, and delivered at, the following addresses:

If to the City: City of Des Plaines
1420 Miner Street
Des Plaines, IL 60018
Email: dwisniewski@desplaines.org
Attention: City Manager

With a copy to: Elrod Friedman LLP
325 N. LaSalle St, Suite # 450
Chicago, IL 60654
Attention: Peter Friedman, City Attorney
Email: peter.friedman@elrodfriedman.com

If to the Library: The Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, Illinois 60016
Email: jbonell@dppl.org
Attention: Library Director

(iii) Successors and Assigns. The terms, covenants and conditions of this Agreement will bind and inure to the benefit of the Parties and their respective heirs, executors, administrators, and authorized successors and assigns; provided, however, that neither Party may assign this Agreement except upon the prior written consent of the other Party.

(iv) Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies and benefits provided by this Agreement will be cumulative and will not be exclusive of any other such rights, remedies and benefits allowed by law.

(v) Governing Law. This Agreement will be governed by, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. This Agreement is subject to the jurisdiction of the Circuit Court of Cook County, Illinois.

(vi) Authority to Execute. The Parties warrant and represent to each other that (i) the persons executing this Agreement on behalf of each Party have been properly authorized to do so by their respective corporate authorities; (ii) each Party has the full and complete right, power and authority to enter into this Agreement and to agree to the terms, provisions and conditions set forth in this Agreement; (iii) all legal actions needed to authorize the execution, delivery and performance of this Agreement have been taken by each Party; and (vii) neither the execution of this Agreement nor the performance of the obligations of each Party under this Agreement will (a) result in a breach or default under any other agreement or obligation of each Party or (b) violate any statute, law, restriction, court order or agreement to which each Party may be subject.

(viii) Effective Date. This Agreement is dated and effective as of the date set forth in the first paragraph on the first page of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and by executing this Agreement, the Parties do hereby affirmatively state that they have been given full authority by their respective governing bodies to execute this Agreement.

CITY OF DES PLAINES

DES PLAINES PUBLIC LIBRARY

By: _____
Its: City Manager

By: _____
Its: Library Board President

Date: _____

Date: _____

ATTEST:

ATTEST:

Its: City Clerk

Its: _____