



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**REGULAR MEETING
Thursday, May 15, 2025
7:00 p.m. in Meeting Room B**

AGENDA

- Updates to job descriptions in Policy. [Action Item]
- Announcement of 2025/2026 Trustee Nominating 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 847-376-2776 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting Thursday, May 15, 2025 7:00 p.m. in Meeting Room B

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (7:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – April 2025.
 - B. Acceptance of Financial Reports for April 2025.
 - Acceptance of Reports.
 - 1. Statistics Report for April 2025.
 - 2. Director’s Report for April 2025.
- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$198,898.61. [Action Item]
 - B. Report out from the Management Committee on proposed changes to job descriptions in Policy. [Action Item]
 - C. Announcement of Nominating Committee for the 2025/2026 Board of Trustee officers. [Action Item]
- IX. Other.
- X. Announcements and Correspondence.
- XI. Adjournment. (8:00 p.m.)

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



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Regular Meeting Thursday, April 17, 2025

I. Call to Order.

The meeting was called to order at 7:05 p.m.

II. Roll Call.

Roll call indicated the following trustees were PRESENT: Dr. Gregory Sarlo, Kristen Graack, Denise Hudec, Lisa DuBrock, Robert Flinn, Christine Halblander, Nick Harkovich, Rachel Rice, Michelle Shimon-Hutchison. ALSO PRESENT: DPPL Staff Laurie Papadourakis, Heather Imhoff, Joanie Sebastian, Michelle Meyer-Edley, Lauren Wolf. Friends of the Library President John Leach.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Harkovich, seconded by Rice, to invoke the Remote Participation Policy. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

V. Consideration of the Agenda.

MOTION by Graack, seconded by Hudec, to accept the Agenda. AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, 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 – March 2025.

- B. Acceptance of Financial Reports for March 2025.
Acceptance of Reports.
1. Statistics Report for March 2025.
 2. Director's Report for March 2025.

MOTION by Graack, seconded by Hudec, to accept the consent agenda. AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$246,841.11.

MOTION by Hudec, seconded by Graack to Approve Payment of Vendor Checks and ACH Payments in the amount of \$246,841.11 as listed on the vendor checks report of March 2025 and authorize Director Papadourakis to transfer the amount required to the Library's operating account.

AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

- B. Authorize the removal of retiring Library Director Jo Bonell from all financial accounts for the Des Plaines Public Library, as of February 14, 2025, and authorize the addition of Laurie Papadourakis to all financial accounts for the Des Plaines Public Library beginning March 21, 2025, when she was appointed the new Library Director.

MOTION by Hudec, seconded by Graack to authorize the removal of retiring Library Director Jo Bonell from all financial accounts for the Des Plaines Public Library, as of February 14, 2025, and to authorize the addition of Laurie Papadourakis to all financial accounts for the Des Plaines Public Library beginning March 21, 2025 when she was appointed the new Executive Director. AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

- C. Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

MOTION by Harkovich, seconded by Halblander, to enter Executive Session. AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

The Board entered Executive Session at 7:10 p.m.

MOTION by Rice, seconded by Shimon-Hutchison, to exit Executive Session.

AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

The Board exited Executive Session at 7:45 p.m.

MOTION by Graack, seconded by Halblander, to accept the proposal made by Executive Director Laurie Papadourakis, as discussed. AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

IX. Announcements.

Copies of filed Trustee Statements of Economic Interest are to be provided to the City of Des Plaines. Trustees are to forward to Heather Imhoff, who will send to the City.

Director Papadourakis reported on funding risks faced by libraries due to recent presidential executive orders. DPPL is in no direct risk of losing funding at this time.

Papadourakis welcomed Joanie Sebastian as DPPL's new Assistant Director.

Papadourakis announced she visited and met with residents at Alderman Sayad and Alderman Charowitz's ward meetings in March and April.

X. Correspondence.

None.

XI. Adjournment.

MOTION by Graack, seconded by Shimon-Hutchison, to adjourn. AYES: DuBrock, Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

The meeting adjourned at 7:47 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended April 30, 2025

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, 2025

	General Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 7,409,482.93	\$ 688,757.16	\$ 8,098,240.09
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,251,585.00	-	6,251,585.00
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 13,661,067.93</u>	<u>\$ 688,757.16</u>	<u>\$ 14,349,825.09</u>
LIABILITIES			
Accounts Payable	\$ 143,766.40	\$ -	\$ 143,766.40
Accrued Payroll	86,765.97	-	86,765.97
Due to other funds	<u>95,082.67</u>	<u>-</u>	<u>95,082.67</u>
Total Liabilities	<u>325,615.04</u>	<u>-</u>	<u>325,615.04</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>6,577,200.04</u>	<u>-</u>	<u>6,577,200.04</u>
FUND BALANCE			
Fund Balance - Unreserved	7,083,867.89	688,757.16	7,772,625.05
Total Fund Balance	<u>7,083,867.89</u>	<u>688,757.16</u>	<u>7,772,625.05</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 13,661,067.93</u>	<u>\$ 688,757.16</u>	<u>\$ 14,349,825.09</u>

Des Plaines Public Library

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

For the 4 Months Ended April 30, 2025

	General Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 3,027,550.52	\$ -	\$ 3,027,550.52
Intergovernmental	-	-	-
Fines & Fees	15,307.90	-	15,307.90
Interest	87,264.22	10,834.74	98,098.96
Special Events and Programs	2,656.00	-	2,656.00
Miscellaneous	163,593.00	-	163,593.00
Total Revenues	3,296,371.64	10,834.74	3,307,206.38
EXPENDITURES			
Personnel	\$ 1,053,511.32	\$ -	\$ 1,053,511.32
Operating	793,279.41	-	793,279.41
Library Materials	272,723.36	-	272,723.36
Capital Outlay	53,614.76	30,890.12	84,504.88
Other Expenditures	26,847.99	-	26,847.99
Total Expenditures	2,199,976.84	30,890.12	2,230,866.96
Net Change in Fund Balances	1,096,394.80	(20,055.38)	1,076,339.42
FUND BALANCES			
Beginning of the year	5,987,473.09	708,812.54	6,696,285.63
End of the period	\$ 7,083,867.89	\$ 688,757.16	\$ 7,772,625.05

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of April 30, 2025

<u>Cash Account</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1101100 - Cash in Registers	150.00
201-1102030 - Village B&T Donation #6718	57,376.83
201-1102040 - Village B&T Donation #9878	238,725.51
201-1102060 - Village B&T Checking #0289	558,443.24
201-1102050 - Wintrust Brokerage	141,597.23
201-1102079 - Illinois Funds # 2591	6,411,855.39
202-1102079 - Illinois Funds # 2591	<u>688,757.16</u>
	7,100,612.55
201-1102070 - INB E-Pay	834.73
Total Invested	<u>\$ 8,098,240.09</u>

Des Plaines Public Library
Balance Sheet as of April 30, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
General Fund			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1101100 - Cash in Registers	150.00	0.00	150.00
1102030 - Village B&T Donation #6718	7,376.83	50,000.00	57,376.83
1102040 - Village B&T Donation #9878	237,858.70	866.81	238,725.51
1102050 - Wintrust Brokerage	33,086.83	108,510.40	141,597.23
1102060 - Village B&T Checking #0289	416,017.96	142,425.28	558,443.24
1102070 - INB E-Pay	878.63	(43.90)	834.73
1102079 - Illinois Funds # 2591	6,788,010.79	(376,155.40)	6,411,855.39
1118000 - Receivable - Property Taxes	<u>6,251,585.00</u>	<u>0.00</u>	<u>6,251,585.00</u>
	<u>13,735,464.74</u>	<u>(74,396.81)</u>	<u>13,661,067.93</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	189,834.41	(46,068.01)	143,766.40
2430707 - Due to Library Comp Abs	95,082.67	0.00	95,082.67
2450040 - Accrued Payroll	86,765.97	0.00	86,765.97
2470000 - Deferred Revenue - Property Tax	<u>6,251,585.00</u>	<u>0.00</u>	<u>6,251,585.00</u>
	<u>6,623,268.05</u>	<u>(46,068.01)</u>	<u>6,577,200.04</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>5,987,473.09</u>	<u>0.00</u>	<u>5,987,473.09</u>
	<u>5,987,473.09</u>	<u>0.00</u>	<u>5,987,473.09</u>
 Total Liabilities and Fund Balance	 <u>12,610,741.14</u>	 <u>(46,068.01)</u>	 <u>12,564,673.13</u>
 Excess Revenues Over Expenses	 <u>1,124,723.60</u>	 <u>(28,328.80)</u>	 <u>1,096,394.80</u>

Des Plaines Public Library
Balance Sheet as of April 30, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
<u>Assets</u>			
1102060 - Village B&T Checking #0289	425.00	(425.00)	0.00
1102079 - Illinois Funds # 2591	<u>686,362.85</u>	<u>2,394.31</u>	<u>688,757.16</u>
	<u>686,787.85</u>	<u>1,969.31</u>	<u>688,757.16</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	<u>425.00</u>	<u>(425.00)</u>	<u>0.00</u>
	<u>425.00</u>	<u>(425.00)</u>	<u>0.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>708,812.54</u>	<u>0.00</u>	<u>708,812.54</u>
Total Liabilities and Fund Balance	<u><u>709,237.54</u></u>	<u><u>(425.00)</u></u>	<u><u>708,812.54</u></u>
Excess Revenues Over Expenses	<u><u>(22,449.69)</u></u>	<u><u>2,394.31</u></u>	<u><u>(20,055.38)</u></u>
 Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
 <u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u><u>95,082.67</u></u>	<u><u>0.00</u></u>	<u><u>95,082.67</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Des Plaines Public Library
Balance Sheet as of April 30, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,444,605.00	0.00	2,444,605.00
1204201 - Fixed Assets - Library Equipment	2,132,156.60	0.00	2,132,156.60
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	810,577.37	0.00	810,577.37
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,784,364.00)</u>	<u>0.00</u>	<u>(1,784,364.00)</u>
	<u>3,627,929.36</u>	<u>0.00</u>	<u>3,627,929.36</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>3,627,929.36</u>	<u>0.00</u>	<u>3,627,929.36</u>
	<u>3,627,929.36</u>	<u>0.00</u>	<u>3,627,929.36</u>
 Total Liabilities and Net Capital Assets	 <u>3,627,929.36</u>	 <u>0.00</u>	 <u>3,627,929.36</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>
 Long Term Liability Fund			
<u>Assets</u>			
1805920 - Deferred Outflows - IMRF	<u>1,779,032.00</u>	<u>0.00</u>	<u>1,779,032.00</u>
	<u>1,779,032.00</u>	<u>0.00</u>	<u>1,779,032.00</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2812092 - OPEB Liability	761,735.00	0.00	761,735.00
2973920 - Deferred Inflows - IMRF	<u>66,424.00</u>	<u>0.00</u>	<u>66,424.00</u>
	<u>828,159.00</u>	<u>0.00</u>	<u>828,159.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>950,873.00</u>	<u>0.00</u>	<u>950,873.00</u>
	<u>950,873.00</u>	<u>0.00</u>	<u>950,873.00</u>
 Total Liabilities and Net LT Liabilities	 <u>1,779,032.00</u>	 <u>0.00</u>	 <u>1,779,032.00</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, 2025

	M.T.D. <u>Collected</u>	Y.T.D. <u>Collected</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Collected</u>
<u>General Fund</u>					
<u>Taxes</u>					
201-4810036 - Property Taxes 2024	<u>232,301.22</u>	<u>3,027,550.52</u>	<u>6,100,000.00</u>	<u>3,072,449.48</u>	<u>49.63</u>
	<u>232,301.22</u>	<u>3,027,550.52</u>	<u>6,100,000.00</u>	<u>3,072,449.48</u>	<u>49.63</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	800,000.00	800,000.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	90,102.00	90,102.00	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>900,102.00</u>	<u>900,102.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	2,563.53	8,847.36	15,000.00	6,152.64	58.98
201-4850201 - Copying Fees	1,151.55	4,569.55	15,000.00	10,430.45	30.46
201-4850203 - Lost Materials	131.64	263.49	0.00	(263.49)	0.00
201-4850207 - Non-Res Cards	327.00	817.50	1,400.00	582.50	58.39
201-4850208 - Meeting Room Fees	<u>495.00</u>	<u>810.00</u>	<u>1,500.00</u>	<u>690.00</u>	<u>54.00</u>
	<u>4,668.72</u>	<u>15,307.90</u>	<u>32,900.00</u>	<u>17,592.10</u>	<u>46.53</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>2,656.00</u>	<u>5,000.00</u>	<u>2,344.00</u>	<u>53.12</u>
	<u>0.00</u>	<u>2,656.00</u>	<u>5,000.00</u>	<u>2,344.00</u>	<u>53.12</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	1,957.92	3,664.03	0.00	(3,664.03)	0.00
201-4890010 - Interest Income	<u>24,546.14</u>	<u>83,600.19</u>	<u>150,000.00</u>	<u>66,399.81</u>	<u>55.73</u>
	<u>26,504.06</u>	<u>87,264.22</u>	<u>150,000.00</u>	<u>62,735.78</u>	<u>58.18</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	156,552.48	156,552.48	0.00	(156,552.48)	0.00
201-4899900 - Miscellaneous Revenue	0.00	244.20	70,000.00	69,755.80	0.35
201-4899910 - Vending Machine Revenue	192.51	388.26	500.00	111.74	77.65
201-4899920 - Library Donations	16.00	2,176.67	125,000.00	122,823.33	1.74
201-4899940 - Friends Book Sale	<u>1,165.11</u>	<u>4,231.39</u>	<u>14,000.00</u>	<u>9,768.61</u>	<u>30.22</u>
	<u>157,926.10</u>	<u>163,593.00</u>	<u>209,500.00</u>	<u>45,907.00</u>	<u>78.09</u>
 Total General Fund	 <u><u>421,400.10</u></u>	 <u><u>3,296,371.64</u></u>	 <u><u>7,397,502.00</u></u>	 <u><u>4,101,130.36</u></u>	 <u><u>44.56</u></u>

Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2025

	M.T.D. <u>Collected</u>	Y.T.D. <u>Collected</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,394.31</u>	<u>10,834.74</u>	<u>75,000.00</u>	<u>64,165.26</u>	<u>14.45</u>
	<u>2,394.31</u>	<u>10,834.74</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</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>2,394.31</u></u>	<u><u>10,834.74</u></u>	<u><u>575,000.00</u></u>	<u><u>(564,165.26)</u></u>	<u><u>(1.88)</u></u>
 Total of All Funds	 <u><u>423,794.41</u></u>	 <u><u>3,307,206.38</u></u>	 <u><u>7,972,502.00</u></u>	 <u><u>4,665,295.62</u></u>	 <u><u>41.48</u></u>

Des Plaines Public Library

Expense Report

For the 4 Months Ended April 30, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
General Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	192,306.03	797,301.04	2,922,134.00	2,124,832.96	27.28
5910200 - Part-time Salaries	<u>66,061.63</u>	<u>256,210.28</u>	<u>1,042,061.00</u>	<u>785,850.72</u>	<u>24.59</u>
	<u>258,367.66</u>	<u>1,053,511.32</u>	<u>3,964,195.00</u>	<u>2,910,683.68</u>	<u>26.58</u>
 <u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	18,842.53	76,909.28	287,498.00	210,588.72	26.75
5918021 - Employer Contribution - IMRF	11,200.50	45,924.51	165,761.00	119,836.49	27.71
5918040 - Life Insurance Premiums	(30.85)	353.99	2,000.00	1,646.01	17.70
5918050 - PPO Insurance Premiums	(9,280.35)	106,472.86	624,436.00	517,963.14	17.05
5918051 - HMO Insurance Premiums	(3,051.88)	35,014.08	230,993.00	195,978.92	15.16
5918055 - Dental Insurance Premiums	(492.36)	5,648.86	33,161.00	27,512.14	17.03
5918070 - Workers Compensation	<u>0.00</u>	<u>12,214.00</u>	<u>16,000.00</u>	<u>3,786.00</u>	<u>76.34</u>
	<u>17,187.59</u>	<u>282,537.58</u>	<u>1,374,849.00</u>	<u>1,092,311.42</u>	<u>20.55</u>
 <u>Contractual Services</u>					
5920100 - Legal Fees	0.00	375.00	10,000.00	9,625.00	3.75
5920110 - Professional Services	37,998.09	193,536.35	492,775.00	299,238.65	39.27
5920120 - Communication Services	3,117.95	12,453.55	47,500.00	35,046.45	26.22
5920140 - Integrated Library System	20,901.25	41,802.50	89,000.00	47,197.50	46.97
5920202 - Conferences	775.00	2,618.17	20,000.00	17,381.83	13.09
5920204 - Training	0.00	2,445.00	8,000.00	5,555.00	30.56
5920210 - Marketing	2,541.15	21,399.73	61,900.00	40,500.27	34.57
5920220 - Membership Dues	0.00	825.00	7,500.00	6,675.00	11.00
5920230 - Publication of Notices	0.00	0.00	200.00	200.00	0.00
5920990 - Property/Liability Insurance	0.00	53,816.72	70,000.00	16,183.28	76.88
5930010 - R&M Equipment	10,209.72	15,575.75	63,460.00	47,884.25	24.54
5930020 - R&M Buildings & Structures	13,245.45	42,575.88	119,849.00	77,273.12	35.52
5930030 - R&M Vehicles	14.86	1,891.69	4,500.00	2,608.31	42.04
5930210 - Rental of Equipment	3,276.67	10,819.97	22,820.00	12,000.03	47.41
5930320 - Cleaning/Custodial Services	4,892.50	24,462.50	78,500.00	54,037.50	31.16
5930490 - Refuse Contract	0.00	2,129.19	8,300.00	6,170.81	25.65
5930491 - Hazard Materials Disposal	0.00	0.00	1,000.00	1,000.00	0.00
5960040 - Pre-Employment Testing	0.00	89.70	3,500.00	3,410.30	2.56
5960065 - Bank Fees	10.27	30.88	300.00	269.12	10.29
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	10,782.46	28,002.51	66,000.00	37,997.49	42.43
5960990 - Misc. Contractual Services	<u>7,413.60</u>	<u>55,891.74</u>	<u>136,405.00</u>	<u>80,513.26</u>	<u>40.97</u>
	<u>115,178.97</u>	<u>510,741.83</u>	<u>1,312,009.00</u>	<u>801,267.17</u>	<u>38.93</u>

Des Plaines Public Library

Expense Report

For the 4 Months Ended April 30, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
<u>Commodities</u>					
5970100 - Supplies	10,591.97	27,860.33	105,770.00	77,909.67	26.34
5970110 - Meals	0.00	320.09	3,000.00	2,679.91	10.67
5970170 - Janitorial	1,527.31	5,070.82	18,800.00	13,729.18	26.97
5970260 - Postage & Parcel	1,000.00	5,381.22	16,500.00	11,118.78	32.61
5970500 - Water Bill	1,554.43	2,970.67	8,400.00	5,429.33	35.37
5970600 - Ebooks/Books	18,614.01	66,518.61	304,898.00	238,379.39	21.82
5970610 - E-audio/Audio	1,501.06	15,065.93	57,800.00	42,734.07	26.07
5970620 - E-Subscriptions/Subscriptions	1,989.17	20,259.78	53,930.00	33,670.22	37.57
5970630 - Visual Materials	4,010.68	54,517.13	200,900.00	146,382.87	27.14
5970640 - Databases	981.13	61,723.64	160,000.00	98,276.36	38.58
5970810 - Natural Gas	(714.17)	13,035.14	28,000.00	14,964.86	46.55
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	0.00	0.00	4,800.00	4,800.00	0.00
	<u>41,055.59</u>	<u>272,723.36</u>	<u>963,398.00</u>	<u>690,674.64</u>	<u>28.31</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,271.48	12,000.00	10,728.52	10.60
5980400 - Equipment	0.00	829.84	14,400.00	13,570.16	5.76
5980410 - Computer Hardware	2,138.13	11,925.07	16,200.00	4,274.93	73.61
5980420 - Computer Software	8,360.76	37,679.66	92,250.00	54,570.34	40.85
5980600 - Furniture & Fixtures	399.00	1,908.71	76,800.00	74,891.29	2.49
	<u>10,897.89</u>	<u>53,614.76</u>	<u>211,650.00</u>	<u>158,035.24</u>	<u>25.33</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	5,876.09	22,616.60	90,102.00	67,485.40	25.10
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	1,165.11	4,231.39	0.00	(4,231.39)	0.00
	<u>7,041.20</u>	<u>26,847.99</u>	<u>590,102.00</u>	<u>563,254.01</u>	<u>4.55</u>
Total General Fund Expenditures	<u>449,728.90</u>	<u>2,199,976.84</u>	<u>8,491,203.00</u>	<u>6,291,226.16</u>	<u>25.91</u>
<u>Capital Projects Fund</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	425.00	310,000.00	309,575.00	0.14
5980400 - Equipment	0.00	886.88	171,000.00	170,113.12	0.52
5980410 - Computer Hardware	0.00	0.00	0.00	0.00	0.00
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	0.00	29,578.24	0.00	(29,578.24)	0.00
5980600 - Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>30,890.12</u>	<u>481,000.00</u>	<u>(30,890.12)</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>30,890.12</u>	<u>481,000.00</u>	<u>450,109.88</u>	<u>6.42</u>
Total of All Funds	<u>449,728.90</u>	<u>2,230,866.96</u>	<u>8,972,203.00</u>	<u>6,741,336.04</u>	<u>24.86</u>

Des Plaines Public Library

Check List

All Bank Accounts

April 18, 2025 - May 15, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
20721	05/15/25	a Hardy	260.00
20722	05/15/25	Absolute Science	550.00
20723	05/15/25	ANDERSON LOCK CO LTD	58.32
20724	05/15/25	Assential Therapies Inc	75.00
20725	05/15/25	AUTOMATED LOGIC, INC.	4,252.50
20726	05/15/25	BAKER & TAYLOR	20,110.73
20727	05/15/25	BISHOP PLUMBING, INC.	276.95
20728	05/15/25	CHILDREN'S PLUS, INC.	1,651.76
20729	05/15/25	CITY OF DES PLAINES	1,554.43
20730	05/15/25	COLLEY ELEVATOR COMPANY	1,643.00
20731	05/15/25	CONSTANCE MARTIN	439.56
20732	05/15/25	COOPERATIVE COMPUTER SERVICES	20,901.25
20733	05/15/25	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20734	05/15/25	D&Z HOUSE OF BOOKS	110.91
20735	05/15/25		2,750.00
20736	05/15/25	D.E.S. Painting, Inc.	462.50
20737	05/15/25	Festival Five Records, LLC	279.84
20738	05/15/25	First Student, Inc	1,093.00
20739	05/15/25	FOX VALLEY FIRE & SAFETY	1,926.31
20740	05/15/25	GARVEY'S OFFICE PRODUCTS	637.50
20741	05/15/25	HR SOURCE	841.51
20742	05/15/25	IHLS-OCLC	2,019.75
20743	05/15/25	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	450.00
20744	05/15/25	James C. Galeno	120.00
20745	05/15/25	JOHN G DONAHUE	250.00
20746	05/15/25	Kerfuffle	300.00
20747	05/15/25	Kimberly Ann Kuhn White	1,000.00
20748	05/15/25	LAURA DOHERTY	1,655.00
20749	05/15/25	LAUTERBACH & AMEN, LLP	5,315.34
20750	05/15/25	MIDWEST TAPE	3,230.00
20751	05/15/25	OAKBROOK MECHANICAL SERVICES	173.73
20752	05/15/25	Orchard Place	44,972.73
20753	05/15/25	OUTSOURCE SOLUTIONS GROUP, INC.	4,113.42
20754	05/15/25	OVERDRIVE, INC.	(1,695.00)
20754	05/15/25	PEAC Solutions	1,695.00
20755	05/15/25	PEAC Solutions	(1,360.00)
20755	05/15/25	PEAC Solutions	1,360.00
20756	05/15/25	PEAC Solutions	305.95
20757	05/15/25	Playaway Products LLC	652.00
20758	05/15/25	RECORD INFORMATION SERVICES INC Salsana	1,500.00
20759	05/15/25	LLC	60.00
20760	05/15/25	Sarah Szeszol	475.00
20761	05/15/25	STAN KOTECKI PHOTO INC	445.00
20762	05/15/25	Sweet Bambino's Treats LLC	406.78
20763	05/15/25	THOMAS KLISE/CRIMSON MULTIMEDIA	29.16
20764	05/15/25	THOMSON REUTERS-WEST	8,189.97
20765	05/15/25	TODAY'S BUSINESS SOLUTIONS INC	280.00
20766	05/15/25	Xinming GUO	3,055.00
50207	04/30/25	Marlin Leasing Corp	(3,866.76)
50211	04/30/25	NICOR GAS	24,456.46
50212	04/30/25	IMRF	1,165.11
50213	04/30/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	983.74
50214	04/30/25	VERIZON WIRELESS	1,370.99
50215	04/30/25	COMCAST CABLE	39.03
50216	04/30/25	COMCAST CABLE	3,152.59
50217	04/30/25	NICOR GAS	724.19
50218	04/30/25	COMCAST CABLE	1,021.83
50219	04/30/25	NEOFUNDS BY NEOPOST	1,000.00
50220	04/30/25	BANKCARD SERVICES	25,085.03
			198,898.61

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
April 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
a Hardy				20721	05/15/25	<u>260.00</u>
201-5960210	Special Event Programming	Inv 7666299	260.00			
Absolute Science				20722	05/15/25	<u>550.00</u>
201-5960210	Special Event Programming	SRC Kickoff Party 6/9/25	550.00			
ANDERSON LOCK CO LTD				20723	05/15/25	<u>58.32</u>
201-5970100	Supplies	INV 1169174	58.32			
Assential Therapies Inc				20724	05/15/25	<u>75.00</u>
201-5960210	Special Event Programming	Language Development Playgroup	75.00			
AUTOMATED LOGIC, INC.				20725	05/15/25	<u>4,252.50</u>
201-5930020	R&M Buildings & Structures	Inv 569427	4,252.50			
BAKER & TAYLOR				20726	05/15/25	<u>20,110.73</u>
201-5960990	Misc. Contractual Services	Inv 2039014940	5.39			
201-5970600	Ebooks/Books	Inv 2039014940	12.13			
201-5960990	Misc. Contractual Services	Inv 2039032563	28.71			
201-5970600	Ebooks/Books	Inv 2039032563	154.75			
201-5960990	Misc. Contractual Services	Inv 2039037452	136.70			
201-5970600	Ebooks/Books	Inv 2039037452	597.08			
201-5960990	Misc. Contractual Services	Inv 2039038929	48.10			
201-5970600	Ebooks/Books	Inv 2039038929	196.11			
201-5960990	Misc. Contractual Services	Inv 2039037433	48.73			
201-5970600	Ebooks/Books	Inv 2039037433	186.01			
201-5970600	Ebooks/Books	Inv 2039041910	336.14			
201-5960990	Misc. Contractual Services	Inv 2039041911	58.55			
201-5970600	Ebooks/Books	Inv 2039037436	900.02			
201-5960990	Misc. Contractual Services	Inv 2039037437	134.68			
201-5960990	Misc. Contractual Services	Inv 2039018007	100.98			
201-5970600	Ebooks/Books	Inv 2039018007	490.00			
201-5960990	Misc. Contractual Services	Inv 2039023241	30.30			
201-5970600	Ebooks/Books	Inv 2039023241	188.66			
201-5960990	Misc. Contractual Services	Inv 2039005195	5.38			
201-5970600	Ebooks/Books	Inv 2039005195	12.22			
201-5960990	Misc. Contractual Services	Inv 2039007755	13.36			
201-5970600	Ebooks/Books	Inv 2039007755	51.81			
201-5960990	Misc. Contractual Services	Inv 2039015035	10.78			
201-5970600	Ebooks/Books	Inv 2039015035	28.00			
201-5960990	Misc. Contractual Services	Inv 2039015261	3.74			
201-5970600	Ebooks/Books	Inv 2039015261	10.36			
201-5960990	Misc. Contractual Services	Inv 2039027403	53.16			
201-5970600	Ebooks/Books	Inv 2039027403	185.58			
201-5960990	Misc. Contractual Services	Inv 2039038846	31.13			
201-5970600	Ebooks/Books	Inv 2039038846	148.50			
201-5960990	Misc. Contractual Services	Inv 2039033063	92.89			
201-5970600	Ebooks/Books	Inv 2039033063	622.58			
201-5960990	Misc. Contractual Services	Inv 2039014979	44.26			
201-5970600	Ebooks/Books	Inv 2039014979	206.08			
201-5960990	Misc. Contractual Services	Inv 2038990420	15.20			
201-5970600	Ebooks/Books	Inv 2038990420	33.98			
201-5960990	Misc. Contractual Services	Inv 2039006449	51.00			
201-5970600	Ebooks/Books	Inv 2039006449	207.35			
201-5960990	Misc. Contractual Services	Inv 2039024284	139.55			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
April 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv 2039024283	928.05			
201-5970600	Ebooks/Books	Inv 2039019483	782.15			
201-5960990	Misc. Contractual Services	Inv 2039019484	126.50			
201-5960990	Misc. Contractual Services	Inv 2039027007	21.15			
201-5970600	Ebooks/Books	Inv 2039027007	152.32			
201-5960990	Misc. Contractual Services	Inv 2039015065	53.42			
201-5970600	Ebooks/Books	Inv 2039015065	201.81			
201-5960990	Misc. Contractual Services	Inv 2039022428	27.45			
201-5970600	Ebooks/Books	Inv 2039022428	132.64			
201-5960990	Misc. Contractual Services	Inv 2039018075	33.20			
201-5970600	Ebooks/Books	Inv 2039018075	132.52			
201-5960990	Misc. Contractual Services	Inv 2038988198	10.78			
201-5970600	Ebooks/Books	Inv 2038988198	23.03			
201-5960990	Misc. Contractual Services	Inv 2039007847	29.05			
201-5970600	Ebooks/Books	Inv 2039007847	116.41			
201-5960990	Misc. Contractual Services	Inv 2039016204	53.35			
201-5970600	Ebooks/Books	Inv 2039016204	204.43			
201-5960990	Misc. Contractual Services	Inv 2039006366	19.85			
201-5970600	Ebooks/Books	Inv 2039006366	127.69			
201-5970600	Ebooks/Books	Inv 2039009084	1,469.71			
201-5960990	Misc. Contractual Services	Inv 2039009085	230.07			
201-5970600	Ebooks/Books	Inv 2038940969	701.07			
201-5970600	Ebooks/Books	Inv 2038977151	63.92			
201-5960990	Misc. Contractual Services	Inv 2038977152	7.05			
201-5960990	Misc. Contractual Services	Inv 2038982776	12.45			
201-5970600	Ebooks/Books	Inv 2038982776	50.08			
201-5960990	Misc. Contractual Services	Inv 2038999508	75.31			
201-5970600	Ebooks/Books	Inv 2038999508	208.56			
201-5960990	Misc. Contractual Services	Inv 2038976646	12.86			
201-5970600	Ebooks/Books	Inv 2038976646	47.63			
201-5960990	Misc. Contractual Services	Inv 2038993631	99.69			
201-5970600	Ebooks/Books	Inv 2038993631	742.42			
201-5960990	Misc. Contractual Services	Inv 2038982802	24.90			
201-5970600	Ebooks/Books	Inv 2038982802	90.98			
201-5970600	Ebooks/Books	Inv 2038999522	234.54			
201-5960990	Misc. Contractual Services	Inv 2038999523	32.90			
201-5970600	Ebooks/Books	Inv 2038994469	329.76			
201-5960990	Misc. Contractual Services	Inv 2038994470	48.35			
201-5960990	Misc. Contractual Services	Inv 2038991964	60.10			
201-5970600	Ebooks/Books	Inv 2038991964	250.99			
201-5960990	Misc. Contractual Services	Inv 2038963271	10.17			
201-5970600	Ebooks/Books	Inv 2038963271	42.04			
201-5960990	Misc. Contractual Services	Inv 2038998760	32.28			
201-5970600	Ebooks/Books	Inv 2038998760	174.30			
201-5960990	Misc. Contractual Services	Inv 2038969500	45.28			
201-5970600	Ebooks/Books	Inv 2038969500	90.99			
201-5960990	Misc. Contractual Services	Inv 2038973157	70.88			
201-5970600	Ebooks/Books	Inv 2038973157	97.56			
201-5960990	Misc. Contractual Services	Inv 2038969752	5.05			
201-5970600	Ebooks/Books	Inv 2038969752	12.13			
201-5960990	Misc. Contractual Services	Inv 2038963413	9.12			
201-5970600	Ebooks/Books	Inv 2038963413	30.31			
201-5960990	Misc. Contractual Services	Inv 2038985888	35.62			
201-5970600	Ebooks/Books	Inv 2038985888	163.47			
201-5960990	Misc. Contractual Services	Inv 2038993617	64.74			
201-5970600	Ebooks/Books	Inv 2038993617	211.01			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
April 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 2038973168	82.05			
201-5960990	Misc. Contractual Services	Inv 2038973156	7.05			
201-5970600	Ebooks/Books	Inv 2038973156	49.89			
201-5960990	Misc. Contractual Services	Inv 2038939548	6.10			
201-5970600	Ebooks/Books	Inv 2038939548	182.78			
201-5970600	Ebooks/Books	Inv 2038973167	585.63			
201-5970600	Ebooks/Books	Inv 2038964164	1,016.07			
201-5960990	Misc. Contractual Services	Inv 2038989519	129.60			
201-5960990	Misc. Contractual Services	Inv 2038964165	140.85			
201-5970600	Ebooks/Books	Inv 2038989518	1,010.85			
201-5970600	Ebooks/Books	Inv 2038977478	622.90			
201-5960990	Misc. Contractual Services	Inv 2038977479	95.15			
201-5970600	Ebooks/Books	Inv 2038963017	128.51			
201-5960990	Misc. Contractual Services	Inv 2038965957	19.92			
201-5970600	Ebooks/Books	Inv 2038965957	74.64			
201-5960990	Misc. Contractual Services	Inv 2038985878	24.90			
201-5970600	Ebooks/Books	Inv 2038985878	95.96			
201-5960990	Misc. Contractual Services	Inv 2038974425	10.78			
201-5970600	Ebooks/Books	Inv 2038974425	29.33			
201-5960990	Misc. Contractual Services	Inv 2038986020	69.58			
201-5970600	Ebooks/Books	Inv 2038986020	426.88			
201-5960990	Misc. Contractual Services	Inv 2038969829	2.69			
201-5970600	Ebooks/Books	Inv 2038969829	5.34			
201-5960990	Misc. Contractual Services	Inv 2038979229	65.01			
201-5970600	Ebooks/Books	Inv 2038979229	544.23			
BISHOP PLUMBING, INC.				20727	05/15/25	<u>276.95</u>
201-5930020	R&M Buildings & Structures	Job 61444726	276.95			
CHILDREN'S PLUS, INC.				20728	05/15/25	<u>1,651.76</u>
201-5990900	Per Capita Grant Expenditures	Inv 259351	290.55			
201-5990900	Per Capita Grant Expenditures	Inv 259099	276.80			
201-5990900	Per Capita Grant Expenditures	Inv 258955	266.37			
201-5990900	Per Capita Grant Expenditures	Inv 258539	37.50			
201-5990900	Per Capita Grant Expenditures	Inv 258954	694.44			
201-5990900	Per Capita Grant Expenditures	Inv 259352	20.98			
201-5990900	Per Capita Grant Expenditures	Inv 259219	13.49			
201-5990900	Per Capita Grant Expenditures	Inv 258997	16.95			
201-5990900	Per Capita Grant Expenditures	Inv 258251	14.08			
201-5990900	Per Capita Grant Expenditures	Inv 258540	36.70			
201-5990900	Per Capita Grant Expenditures	Inv 258359	-1.50			
201-5990900	Per Capita Grant Expenditures	Inv 258358	-0.30			
201-5990900	Per Capita Grant Expenditures	Inv 258361	-8.95			
201-5990900	Per Capita Grant Expenditures	Inv 258360	-5.35			
CITY OF DES PLAINES				20729	05/15/25	<u>1,554.43</u>
201-5970500	Water Bill	Service 1/31/25-3/30/25	1,554.43			
COLLEY ELEVATOR COMPANY				20730	05/15/25	<u>1,643.00</u>
201-5930020	R&M Buildings & Structures	Inv 278204	945.00			
201-5930020	R&M Buildings & Structures	Inv 279121	698.00			
CONSTANCE MARTIN				20731	05/15/25	<u>439.56</u>
201-5960210	Special Event Programming	Presentation 6/18/25	439.56			
COOPERATIVE COMPUTER SERVICES				20732	05/15/25	<u>20,901.25</u>

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
April 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5920140	Integrated Library System	Inv 2400	20,901.25			
CRYSTAL MAINTENANCE SERVICES CORP				20733	05/15/25	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv 32726	4,892.50			
D&Z HOUSE OF BOOKS				20734	05/15/25	<u>110.91</u>
201-5990900	Per Capita Grant Expenditures	Inv Inv 2025/I001647	110.91			
D.E.S. Painting, Inc.				20735	05/15/25	<u>2,750.00</u>
201-5930020	R&M Buildings & Structures	Inv 50037	800.00			
201-5930020	R&M Buildings & Structures	Inv 50036	1,950.00			
Festival Five Records, LLC				20736	05/15/25	<u>462.50</u>
201-5960210	Special Event Programming	Musical Mondays 6/23/25	462.50			
First Student, Inc				20737	05/15/25	<u>279.84</u>
201-5960210	Special Event Programming	Inv 12043314	279.84			
FOX VALLEY FIRE & SAFETY				20738	05/15/25	<u>1,093.00</u>
201-5930020	R&M Buildings & Structures	Inv IN00751339	1,093.00			
GARVEY'S OFFICE PRODUCTS				20739	05/15/25	<u>1,926.31</u>
201-5970170	Janitorial	Inv 679980-1	1,002.08			
201-5970170	Janitorial	Inv 666787-1	525.23			
201-5980600	Furniture & Fixtures	Inv 667927-1	399.00			
HR SOURCE				20740	05/15/25	<u>637.50</u>
201-5920110	Professional Services	Inv 21782	637.50			
IHLS-OCLC				20741	05/15/25	<u>841.51</u>
201-5980420	Computer Software	Inv 32102	841.51			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20742	05/15/25	<u>2,019.75</u>
201-5930010	R&M Equipment	Inv 418526	515.66			
201-5930010	R&M Equipment	Inv 418367	1,504.09			
James C. Galeno				20743	05/15/25	<u>450.00</u>
201-5960210	Special Event Programming	Inv 2073	450.00			
JOHN G DONAHUE				20744	05/15/25	<u>120.00</u>
201-5960210	Special Event Programming	Inv 133	120.00			
Kerfuffle				20745	05/15/25	<u>250.00</u>
201-5960210	Special Event Programming	The Conductors 7/26/25	250.00			
Kimberly Ann Kuhn White				20746	05/15/25	<u>300.00</u>
201-5960210	Special Event Programming	Biomimicry 5/28/58	300.00			
LAURA DOHERTY				20747	05/15/25	<u>1,000.00</u>
201-5960210	Special Event Programming	Musical Mondays 6/16/25	1,000.00			
LAUTERBACH & AMEN, LLP				20748	05/15/25	<u>1,655.00</u>
201-5920110	Professional Services	Inv 103672	1,655.00			
MIDWEST TAPE				20749	05/15/25	<u>5,315.34</u>
201-5970630	Visual Materials	Inv 507069197	80.97			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
April 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 507069198	112.47			
201-5970630	Visual Materials	Inv 507069210	32.24			
201-5970610	E-audio/Audio	Inv 507069196	119.98			
201-5960990	Misc. Contractual Services	Inv 507074721	4.13			
201-5970610	E-audio/Audio	Inv 507074721	14.39			
201-5960990	Misc. Contractual Services	Inv 507074720	86.64			
201-5970630	Visual Materials	Inv 507074720	416.08			
201-5960990	Misc. Contractual Services	Inv 507074239	6.78			
201-5970610	E-audio/Audio	Inv 507074239	149.97			
201-5960990	Misc. Contractual Services	Inv 507074238	117.79			
201-5970630	Visual Materials	Inv 507074238	547.55			
201-5970630	Visual Materials	Inv 507033243	65.98			
201-5960990	Misc. Contractual Services	Inv 507038228	121.48			
201-5970630	Visual Materials	Inv 507038228	598.26			
201-5960990	Misc. Contractual Services	Inv 507038240	6.78			
201-5970610	E-audio/Audio	Inv 507038240	138.97			
201-5960990	Misc. Contractual Services	Inv 507038229	50.70			
201-5970630	Visual Materials	Inv 507038229	245.41			
201-5960990	Misc. Contractual Services	Inv 507038226	16.14			
201-5970610	E-audio/Audio	Inv 507038226	55.16			
201-5970630	Visual Materials	Inv 506997081	87.73			
201-5970630	Visual Materials	Inv 506997083	76.47			
201-5960990	Misc. Contractual Services	Inv 507005757	22.20			
201-5970630	Visual Materials	Inv 507005757	92.97			
201-5960990	Misc. Contractual Services	Inv 507005755	86.40			
201-5970630	Visual Materials	Inv 507005755	386.83			
201-5960990	Misc. Contractual Services	Inv 507005754	20.34			
201-5970610	E-audio/Audio	Inv 507005754	406.91			
201-5960990	Misc. Contractual Services	Inv 507005756	45.43			
201-5970610	E-audio/Audio	Inv 507005756	158.29			
201-5960990	Misc. Contractual Services	Inv 506972203	41.30			
201-5970610	E-audio/Audio	Inv 506972203	131.45			
201-5960990	Misc. Contractual Services	Inv 506972205	5.55			
201-5970630	Visual Materials	Inv 506972205	21.59			
201-5970630	Visual Materials	Inv 506950765	143.96			
201-5970630	Visual Materials	Inv 506950768	37.49			
201-5960990	Misc. Contractual Services	Inv 506972206	73.52			
201-5970630	Visual Materials	Inv 506972206	270.60			
201-5970630	Visual Materials	Inv 506950766	178.45			
201-5970630	Visual Materials	Inv 506950767	39.99			
OAKBROOK MECHANICAL SERVICES				20750	05/15/25	<u>3,230.00</u>
201-5930020	R&M Buildings & Structures	Inv 42821	3,230.00			
Orchard Place				20751	05/15/25	<u>173.73</u>
201-5960210	Special Event Programming	Inv 12035410	173.73			
OUTSOURCE SOLUTIONS GROUP, INC.				20752	05/15/25	<u>44,972.73</u>
201-5960990	Misc. Contractual Services	Inv 83608	2,318.00			
201-5980420	Computer Software	Inv 83608	4,407.61			
201-5980420	Computer Software	Inv 83607	653.40			
201-5980410	Computer Hardware	Inv 83623	2,138.13			
201-5920110	Professional Services	Inv 83606	35,455.59			
OVERDRIVE, INC.				20753	05/15/25	<u>4,113.42</u>
201-5990900	Per Capita Grant Expenditures	Inv 25103242	209.05			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
April 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5990900	Per Capita Grant Expenditures	Inv 25100468	79.34			
201-5990900	Per Capita Grant Expenditures	Inv 25099392	22.00			
201-5990900	Per Capita Grant Expenditures	Inv 25104329	3,803.03			
PEAC Solutions				20754	05/15/25	<u>(1,695.00)</u>
201-5930210	Rental of Equipment	To VOID check 20754	-1,695.00			
PEAC Solutions				20754	05/15/25	<u>1,695.00</u>
201-5930210	Rental of Equipment	Inv 40453128	1,695.00			
PEAC Solutions				20755	05/15/25	<u>1,360.00</u>
201-5930210	Rental of Equipment	Inv 40450928	1,360.00			
PEAC Solutions				20755	05/15/25	<u>(1,360.00)</u>
201-5930210	Rental of Equipment	To VOID check 20755	-1,360.00			
Playaway Products LLC				20756	05/15/25	<u>305.95</u>
201-5970610	E-audio/Audio	Inv 496060	305.95			
RECORD INFORMATION SERVICES INC				20757	05/15/25	<u>652.00</u>
201-5970640	Databases	Inv 56409	652.00			
Salsana LLC				20758	05/15/25	<u>1,500.00</u>
201-5960210	Special Event Programming	Musical Mondays 6/9/25	1,500.00			
Sarah Szeszol				20759	05/15/25	<u>60.00</u>
201-5960210	Special Event Programming	Life Drawing at Library	60.00			
STAN KOTECKI PHOTO INC				20760	05/15/25	<u>475.00</u>
201-5920210	Marketing	Inv 25-347	475.00			
Sweet Bambino's Treats LLC				20761	05/15/25	<u>445.00</u>
201-5960210	Special Event Programming	Inv 2074	445.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				20762	05/15/25	<u>406.78</u>
201-5970630	Visual Materials	Inv 020458	226.47			
201-5970630	Visual Materials	Inv 020457	60.00			
201-5970630	Visual Materials	Inv 020350	85.31			
201-5970630	Visual Materials	Inv 020351	35.00			
THOMSON REUTERS-WEST				20763	05/15/25	<u>29.16</u>
201-5970640	Databases	Inv 851789279	32.19			
201-5970640	Databases	Inv 6166542728	-3.03			
TODAY'S BUSINESS SOLUTIONS INC				20764	05/15/25	<u>8,189.97</u>
201-5930010	R&M Equipment	Inv 041825-06	408.32			
201-5930010	R&M Equipment	Inv 18059	7,781.65			
Xinming GUO				20765	05/15/25	<u>280.00</u>
201-5960210	Special Event Programming	Let's Learn Mahjong 6/3/25	280.00			
Marlin Leasing Corp				20766	05/15/25	<u>3,055.00</u>
201-5930210	Rental of Equipment	Inv 40453128	1,695.00			
201-5930210	Rental of Equipment	Inv 40450928	1,360.00			
Check List Total						<u><u>143,766.40</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

April 1, 2025 - April 30, 2025

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
50207	04/30/25	NICOR GAS	(3,866.76)
50211	04/30/25	IMRF	24,456.46
50212	04/30/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,165.11
50213	04/30/25	VERIZON WIRELESS	983.74
50214	04/30/25	COMCAST CABLE	1,370.99
50215	04/30/25	COMCAST CABLE	39.03
50216	04/30/25	NICOR GAS	3,152.59
50217	04/30/25	COMCAST CABLE	724.19
50218	04/30/25	ADP	1,021.83
50219	04/30/25	NEOFUNDS BY NEOPOST	1,000.00
50220	04/30/25	BANKCARD SERVICES	25,085.03
Vendor Check Total			<u>55,132.21</u>
Check List Total			<u><u>55,132.21</u></u>

Check count = 11

DES PLAINES PUBLIC LIBRARY

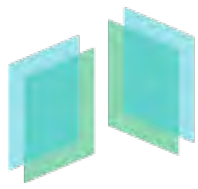
**CASH FLOW SUMMARY
For the Year Ended December 31, 2025**

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December
Cash & Investments	\$ 7,032,435	6,645,357	8,170,668	8,098,240								
Revenue (M-T-D)												
Property Taxes	-	853,437	1,862,114	232,301								
Other Revenue	30,770	107,162	33,648	191,493								
	30,770	960,599	1,895,762	423,794	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	260,380	300,348	338,439	275,555								
Other Expense	341,121	208,246	153,738	174,174								
Change in A/P & AJE's	(1,732,867)	839,083	(121,725)	46,493								
	(1,131,366)	1,347,677	370,452	496,222	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	1,162,136	(387,078)	1,525,310	(72,427)	-	-	-	-	-	-	-	-

DES PLAINES PUBLIC LIBRARY

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

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December
Cash & Investments	\$ 5,407,213	5,753,298	7,730,714	7,205,561	6,723,973	6,667,006	7,571,885	8,668,375	7,875,969	8,007,405	7,612,254	7,032,435
Revenue (M-T-D)												
Property Taxes	-	792,110	2,521,449		(22,984)	10,054	1,211,645	1,415,061		854,843	-	-
Other Revenue	121,322	23,764	89,466	26,800	102,120	529,002	137,671	338,265	38,878	38,359	231,431	30,770
	121,322	815,874	2,610,915	26,800	79,136	539,057	1,349,316	1,753,327	38,878	893,202	231,431	30,770
Expenses (M-T-D)												
Payroll & Benefits	342,607	403,253	262,943	340,863	520,400	340,976	272,926	405,050	272,083	277,587	508,258	354,020
Other Expense	477,947	247,204	260,935	236,783	187,805	114,016	260,701	452,278	371,199	452,150	236,024	247,481
Change in A/P & AJE's	(236,146)	(180,668)	109,621	(25,693)	(147,481)	141,032	(89,190)	(200,491)	188,002	32,029	(117,699)	9,087
	584,408	469,790	633,499	551,953	560,724	596,024	444,437	656,837	831,284	761,766	626,583	610,588
Net Increase/(Decrease)	(463,086)	346,084	1,977,416	(525,153)	(481,588)	(56,967)	904,880	1,096,490	(792,406)	131,436	(395,152)	(579,818)



DIRECTOR'S REPORT

On April 2025

DONATIONS



\$1,580 to fund the Teen Summer Program prizes, and beads for teen programming.

\$480 for two teen bands to perform at the "Taste of Des Plaines", as part of the Teen Summer Reading Program.

200 "One Free Item" from the Book Nook coupons, shared between Youth Services and Adult Services.

\$870 for "Tails & Tales" Adult Summer Reading Program prizes.

COMINGS & GOINGS

PROMOTION

Joanie Sebastian to Assistant Director, from Head of Adult Services.

Julie Horner to PT Patron Accounts Assistant from PT Youth Services Assistant.

Andrew Zero to PT Readers' Services Assistant from PT Acquisitions & Cataloging Processing Clerk.

COMING

Tommy Wingert to PT Materials Services Page

DPPL CELEBRATES



THE CANVAS GRAND OPENING



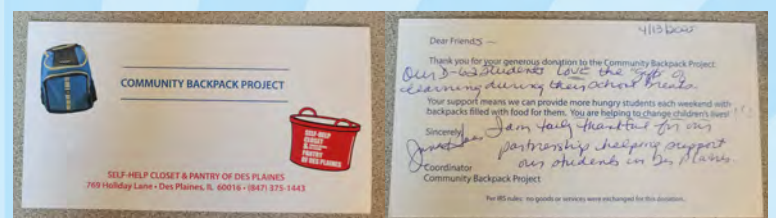
Over 200 residents toured The Canvas, enjoyed cake, and picked up goodies!



AROUND THE LIBRARY



Thank You ☺



APRIL PROGRAM HIGHLIGHTS

ADULT

TEEN

YOUTH

Professional Headshot for LinkedIn and Work Profiles

Tuesday, April 29 | 6pm - 8pm
Meeting Room A

The Fitzgerald Studio of Des Plaines will take headshots for social media and work profiles. Des Plaines library cardholders receive priority during the main registration of March 25 - April 28.

Call 847-376-2841 beginning Tuesday, April 1 to register for a headshot time slot. Non-Des Plaines cardholders may call on Monday, April 28 to register, if there are openings.

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

Lucille Ball

PORTRAYED BY HISTORIAN AND ACTRESS LESLIE GOODARD

Monday, April 7 at 1:30 pm
Please Register

Sponsored by AGE OPTIONS.

DECADES TRIVIA NIGHT

FRIDAY, APRIL 25TH AT 7:00 PM

Join us on a journey through time at Decades Trivia Night. Each round will focus on a specific decade, from the 60s all the way up to the 2010s. Join as a team (up to six) or come as an individual. Play for a chance to win awesome prizes. Registration required.

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

Getting Your Distributions Right in Retirement!

Friday, April 25th, 2:00-3:30 pm

- Understanding Required Minimum Distributions (RMDs).
- Taxation of distributions from different assets.
- General rules of thumb to remember when distributing assets.

Presented by Chyanne Alvarez, Financial Advisor, Northwestern Mutual.

In Meeting Room A

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

As Seen on TikTok: Bedazzling

FOR ADULTS AND TEENS

Want to give something you already own some new life? Or even make something you love even more fabulous? Come bedazzle with us! Bring in any kind of item you'd like to bedazzle and we'll provide the rest!

Location: Meeting Room A

FRIDAY, APRIL 18
7:00PM - 8:30PM

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

WHEN WORLDS COLLIDE: THE MAGNIFICENCE & DANGERS OF BIRD MIGRATION

April 30 from 6:30 - 7:30 pm

Learn about some beautiful birds that travel from as far as Central and South America during their spring migrations. Get tools to help identify birds and learn about the dangers migrating birds face and how you can help keep them safe.

Presented by Susan Szeszl, a Chicago based birder, conservation photographer, author, and educator.

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

Teen CRAFTERAFTS

WEDNESDAY, APRIL 23, 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.

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

APRIL SPOTLIGHT: DIY SOCK BUNNY

Teen Take Make

PAINTED MUGS

BEGINNING APRIL 7TH

TAKE A MAKE KITS ARE FOR CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. PICK UP YOUR KIT FROM THE 3RD FLOOR AT THE BEGINNING OF THE MONTH.

WHILE SUPPLIES LAST

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

All Programs meet in The Commons from 4 - 8 pm For Teens in grades 7-12

CODE Q
TUESDAY MAY 6 & MONDAY JUNE 24
Are you or your best friend on LGBTQ+ team? Join us and share your support as we watch movies, play games and interact about topics that support the LGBTQ+ youth.

PRIDE PARTY
4 - 5 PM

DRAWING CLUB
MAY 7, JUNE 4, JULY 9 ON TUESDAY
Do you like to draw? Bring your sketchbook, iPad, or blank paper and let's draw together!

ANIME CLUB
MAY 21, JUNE 18, AND JULY 23 ON TUESDAY
Join us to watch your favorite anime, read and discuss manga, create your own artwork, and treat yourself to some Japanese snacks.

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

Teens HAPPY NOTES

WEDNESDAYS IN THE COMMONS
February 5th, March 25th, April 9th / 4pm

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

GO AHEAD, BOSS US AROUND!

Thursdays March 20th, April 17th, and May 15th
4:00pm - 5:00pm

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](https://dppl.org)

happy tails

Wednesdays at 4pm
March 19, April 30, May 21

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

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

Presented by CHS

ASL Storytime

April 30 @ 5:00pm
Meeting Room B

April is Deaf History Month! Join us for an ASL (American Sign Language) Storytime presented by the Chicago Hearing Society! This storytime will include both ASL and spoken English.

Registration required beginning April 23rd.

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

Tween Collages

Monday, April 28th - 4:00-5:00 pm

Come in to make a spring collage using mixed media and special supplies. For ages 9-12. In Meeting Room B

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

THE MAKER'S PLACE

FEB. 11, MARCH 11, APRIL 8
4:00-5:00 PM
YS PROGRAM ROOM

If you are between 9-12, like to make stuff, eat snacks, and hang out, come on into the Maker's Place. We will meet monthly to relax and make something cool!

REGISTRATION REQUIRED

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

Munch Madness

April 22, 2025
4:00 - 5:00 pm

For ages 9-12. Registration required beginning April 15

Come to this taste test to try different and unusual snacks!

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

GRAPHIC NOVEL CLUB

FEB. 6, MARCH 6, APRIL 3
6 P.M.

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!

FOR AGES 9-12

YS PROGRAM ROOM

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

WITH DPPL

February 15, March 15, April 19

New kits and videos available every month!

Pick up a kit at the library and use the materials to do a step-by-step project from a video on our website. Grades 1 and up while supplies last

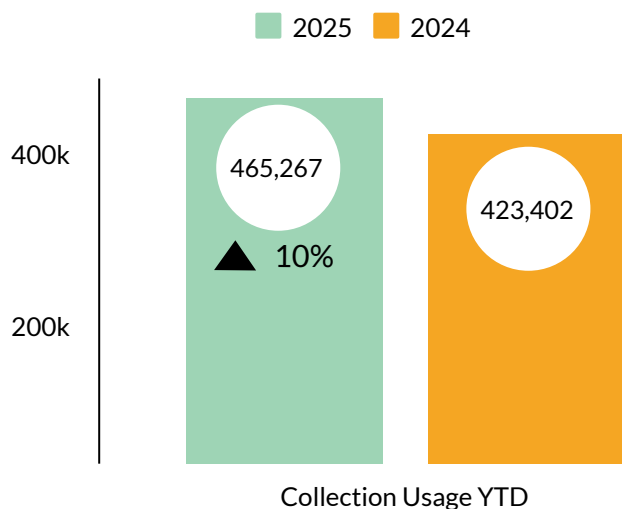
Learn more at [DPPL.ORG](https://dppl.org)



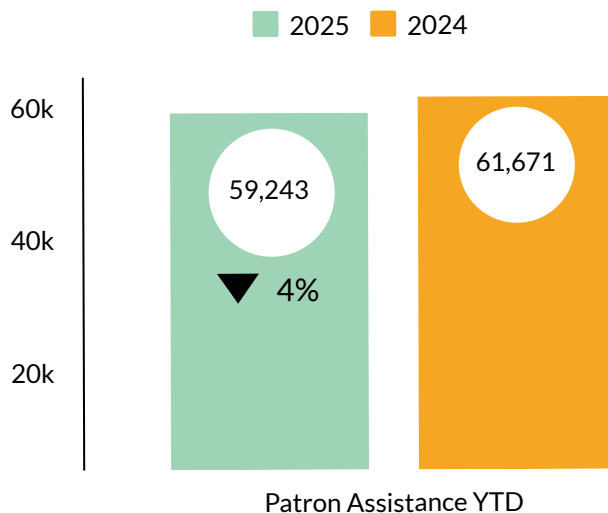
STATISTICS REPORT

On April 2025

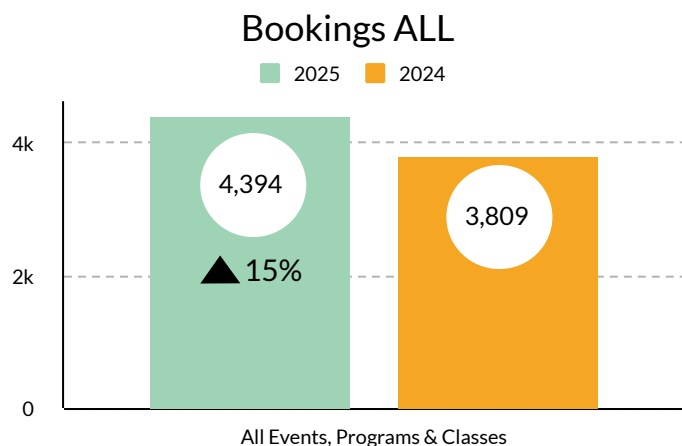
Collection Usage YTD



Patron Assistance YTD

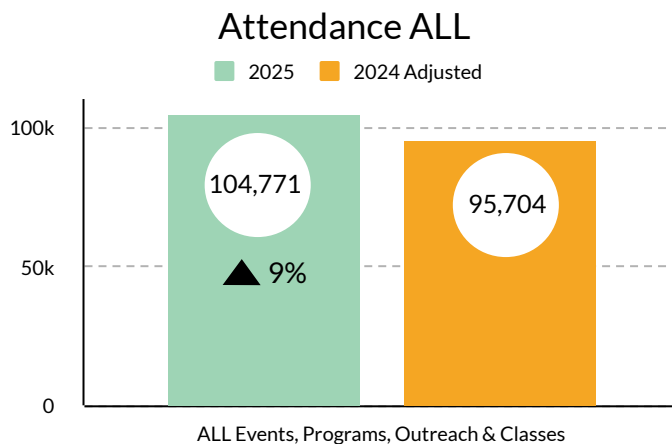


Bookings YTD

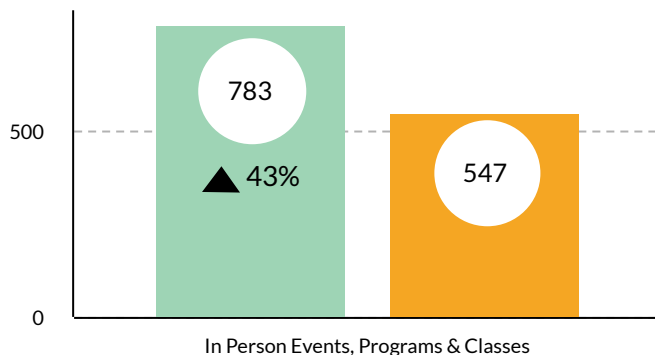


Attendance YTD

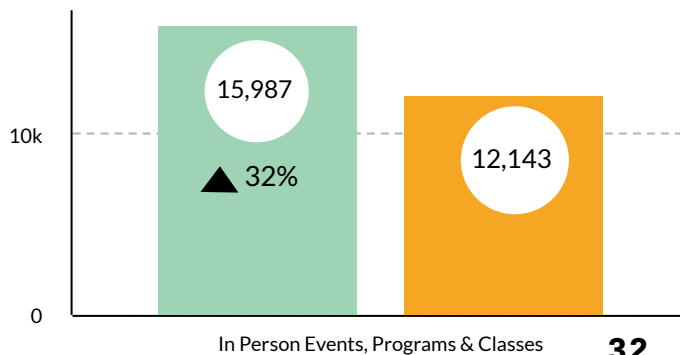
NOTE: "Passive" social media stats for "Attendance ALL" have been removed from the count, beginning January 2025 and a 2024 Adjusted column has been added to the chart. Both the Bookings and Attendance ALL stats DO still include Zoom based virtual programs.



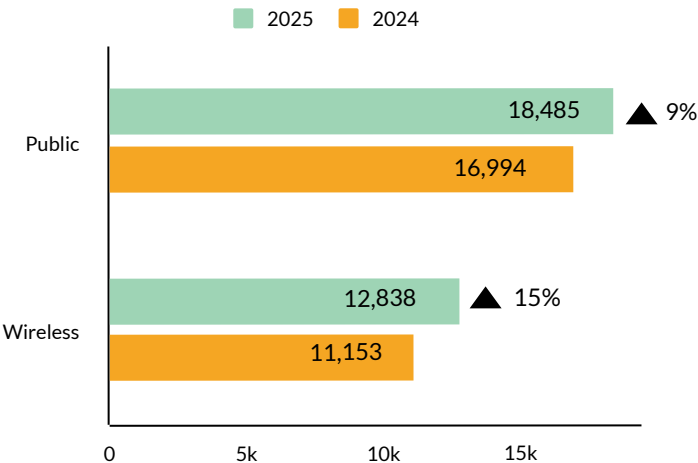
Bookings IN PERSON



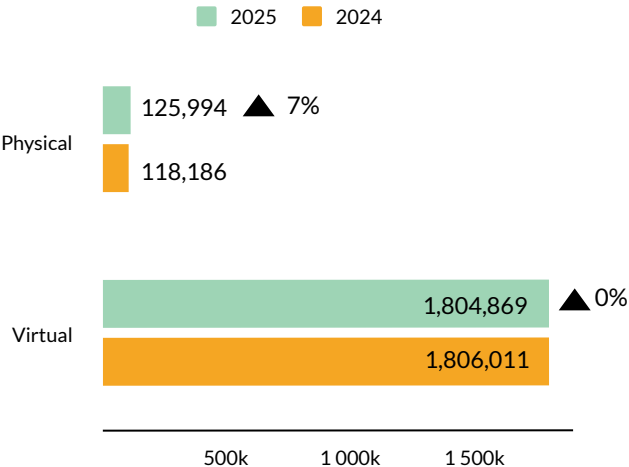
Attendance IN PERSON



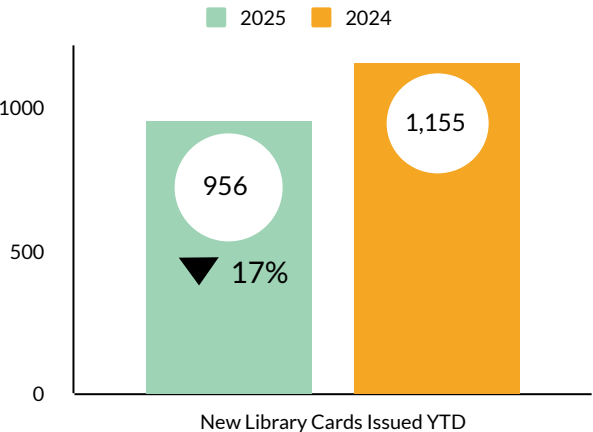
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2025 Year to Date Statistics

As of March 2025

COLLECTION USAGE			
		Year to Date 2025	465,267
		Year to Date 2024	423,402
		% Change	10%
PATRON ASSISTANCE			
		Year to Date 2025	59,243
		Year to Date 2024	61,671
		% Change	-4%
BOOKINGS YTD - ALL			
		Year to Date 2025	4,394
		Year to Date 2024	3,809
		% Change	15%
ATTENDANCE YTD - ALL			
		Year to Date 2025	104,771
		Year to Date 2024	95,704
		% Change	9%
IN PERSON EVENTS			
		Bookings	
		Year to Date 2025	783
		Year to Date 2024	547
		% Change	43%
		Attendance	
		Year to Date 2025	15,987
		Year to Date 2024	12,143
		% Change	32%
TRAFFIC			
		Physical Visits (gate count)	
		Year to Date 2025	125,994
		Year to Date 2024	118,186
		% Change	7%
		Virtual Visits (catalog, website, mobile app)	
		Year to Date 2025	1,804,869
		Year to Date 2024	1,806,011
		% Change	0%
LIBRARY CARDS ISSUED			
		Year to Date new library cards 2025	956
		Year to Date new library cards 2024	1,155
		% Change	-17%
COMPUTER USAGE			
		Public Computers	
		Year to Date 2025	18,485
		Year to Date 2024	16,994
		% Change	9%
		Wireless	
		Year to Date 2025	12,838
		Year to Date 2024	11,153
		% Change	15%

TRAFFIC													
2023	Physical Visits (gate count)	29,049	28,126	38,784	30,035								125,994
2024	Physical Visits (gate count)	25,115	28,401	31,015	33,655								118,186
2023	Virtual visits (catalog, website, mobile app)	436,270	435,076	469,298	464,225								1,804,869
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802	436,129								1,806,011
LIBRARY CARDS ISSUED													
2023	Number of new library cards	240	191	298	227								956
2024	Number of new library cards	277	316	249	313								1,155
COMPUTER USAGE													
	Public computers>Youth Services	1,311	1,092	1,577	1,285								5,265
	Public computersAdult	3,476	2,937	3,576	3,231								13,220
2023	Total	4,787	4,029	5,153	4,516	0	0	0	0	0	0	0	18,485
	Public computers>Youth Services	787	1,196	1,619	1,206								4,808
2024	Total	3,332	4,551	4,576	4,535	0	0	0	0	0	0	0	16,994
	Wireless	2,823	3,072	3,439	3,504								12,838
2023	Total	2,823	3,072	3,439	3,504	0	0	0	0	0	0	0	12,838
	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