



NOTICE

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

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

AGENDA

- **Approve Payment of Vendor Checks Report and ACH Payments. [Action Item]**
- **2024 Salary Classification Schedule [Action Item]**
- **Executive Session: The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]**

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



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Agenda for the Regular Meeting
Thursday November 16, 2023
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 – October 2023
 - B. Acceptance of Financial Reports for October 2023
 - C. Acceptance of Reports.
 - 1. Statistics Report for October 2023
 - 2. Director’s Report for October 2023
- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$246,186.65. [Action Item]
 - B. 2024 Salary Classification Schedule. [Action Item]
 - C. 2023 - 2025 Strategic Goals Review
- IX. Executive Session
The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Adjournment. (8:00 p.m.)

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



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**MINUTES of the Regular Meeting
Thursday October 19, 2023**

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: Lisa DuBrock, Kristen Graack, Christine Halblander, Nick Harkovich, Denise Hudec, Nazneen Kapadia, Rachel Rice, Michelle Shimon-Hutchison. ABSENT: Gregory Sarlo
ALSO PRESENT: DPPL Staff Jo Bonell, Heather Imhoff, Laurie Papadourakis, Joanie Sebastian, Michelle Meyer-Edley, Friends of the Library president John Leach.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Hudec, seconded by Halblander to allow trustees participating remotely to vote on action items.

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

V. Consideration of the Agenda.

MOTION by Harkovich, seconded by Shimon-Hutchison to accept the Agenda.

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

VI. Public Comments and Questions. None

VII. Consent Agenda.

A. Approval of the Minutes of the Regular Board Meeting - September 2023

B. Acceptance of Financial Reports for September 2023

C. Acceptance of Reports.

1. Statistics Report for September 2023

2. Director's Report for September 2023

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

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$277,512.61

MOTION by Hudec, seconded by Halblander to approve payment of vendor checks and ACH Payments in the amount of \$277,512.61 as listed on the vendor checks report of September 2023, and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account.
VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Kapadia, Rice, Shimon-Hutchison; NAYS: None; MOTION CARRIED

- B. Disposal or sale of personal property.

MOTION by Hudec, seconded by Shimon-Hutchison to approve the disposal or sale of library shelving.
VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Kapadia, Rice, Shimon-Hutchison; NAYS: None; MOTION CARRIED

- C. Discussion of Per Capita Grant Application Requirements for Trustees.

Director Bonell informed the Board that they must review the issued Standard for Public Libraries book by end of year.

IX. Other.

Director Bonell shared that the bid documents for The Canvas creative space have gone out. The bids will be opened on December 1, 2023 and the winning bid announced, and then voted on by trustees at the December meeting. The Chamber of Commerce Job Fair is scheduled at DPPL on November 1, 2023. DPPL will be hosting, in conjunction with other area libraries, a reception honoring State Senator Laura Murphy on November 17th from 4 - 6 pm. DPPL's circulation has exceeded 1 million items through the end of September, which is extraordinary, even by pre-pandemic measures.

- X. Announcements.
None

- XI. Correspondence.

- XII. Adjournment.
MOTION by Hudec, seconded by Harkovich to adjourn.

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

The meeting adjourned at 7:18 p.m.



**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

**MINUTES of the Special Meeting
Thursday October 12, 2023**

- I. Call to Order.
The meeting was called to order at 7:33 p.m.
- II. Roll Call.

Roll call indicated the following trustees were PRESENT: Kristen Graack, Nick Harkovich, Denise Hudec, Rachel Rice, Gregory Sarlo, Michelle Shimon-Hutchison. ABSENT: Lisa DuBrock, Christine Halblander, Nazneen Kapadia. ALSO PRESENT: Director Jo Bonell, Assistant Director Laurie Papadourakis
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. N/A
- V. Consideration of the Agenda.
- VI. MOTION by Graack, seconded by Rice, to accept the Agenda.
VOTE: AYES: Graack, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison; NAYS: None;
MOTION CARRIED
- VII. Public Comments and Questions. None
- VIII. New Business.
 - A. Review and Approve DPPL's 2024 Budget
MOTION by Hudec, seconded by Shimon-Hutchison, to approve the 2024 Budget.
ROLL CALL VOTE: AYES: Graack, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison;
NAYS: None; MOTION CARRIED
- IX. Adjournment.
MOTION by Rice, seconded by Graack to adjourn.
VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Kapadia, Rice, Shimon-Hutchison; NAYS: None; MOTION CARRIED

The meeting adjourned at 7:53 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended October 31, 2023

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Des Plaines Public Library

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Financial Statements

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

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,623,874.25	\$ 1,619,503.89	\$ 4,243,378.14
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	7,498,802.58	-	7,498,802.58
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 10,122,676.83	\$ 1,619,503.89	\$ 11,742,180.72
LIABILITIES			
Accounts Payable	\$ 177,554.91	\$ 13,187.39	\$ 190,742.30
Accrued Payroll	80,300.45	-	80,300.45
Due to other funds	87,236.09	-	87,236.09
Total Liabilities	345,091.45	13,187.39	358,278.84
Deferred Inflows of Resources			
Property Taxes	6,252,500.00	-	6,252,500.00
Total Liabilities and Deferred Inflows of Resources	6,597,591.45	13,187.39	6,610,778.84
FUND BALANCE			
Fund Balance - Unreserved	3,525,085.38	1,606,316.50	5,131,401.88
Total Fund Balance	3,525,085.38	1,606,316.50	5,131,401.88
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,122,676.83	\$ 1,619,503.89	\$ 11,742,180.72

Des Plaines Public Library

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

For the 10 Months Ended October 31, 2023

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 4,671,940.99	\$ -	\$ 4,671,940.99
Intergovernmental	141,597.13	-	141,597.13
Fines & Fees	27,332.47	-	27,332.47
Interest	111,797.36	77,263.68	189,061.04
Special Events and Programs	9,028.58	-	9,028.58
Miscellaneous	242,518.79	-	242,518.79
Total Revenues	<u>5,204,215.32</u>	<u>77,263.68</u>	<u>5,281,479.00</u>
EXPENDITURES			
Personnel	\$ 2,559,295.45	\$ -	\$ 2,559,295.45
Operating	1,756,034.82	-	1,756,034.82
Library Materails	772,440.46	-	772,440.46
Capital Outlay	77,228.93	282,815.24	360,044.17
Other Expenditures	<u>63,536.25</u>	<u>-</u>	<u>63,536.25</u>
Total Expenditures	<u>5,236,235.91</u>	<u>282,815.24</u>	<u>5,519,051.15</u>
Net Change in Fund Balances	<u>(32,020.59)</u>	<u>(205,551.56)</u>	<u>(237,572.15)</u>
FUND BALANCES			
Beginning of the year	<u>3,557,105.97</u>	<u>1,811,868.06</u>	<u>5,368,974.03</u>
End of the period	<u>\$ 3,525,085.38</u>	<u>\$ 1,606,316.50</u>	<u>\$ 5,131,401.88</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of October 31, 2023

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	7,658.31
	<u>7,658.31</u>
201-1102030 - Village B&T Donation #6718	<u>9,005.63</u>
201-1102040 - Village B&T Donation #9878	<u>221,189.27</u>
201-1102060 - Village B&T Checking #0289	724,418.71
202-1102060 - Village B&T Checking #0289	<u>13,187.39</u>
	<u>737,606.10</u>
201-1102050 - Wintrust Brokerage	<u>299,914.63</u>
201-1102079 - Illinois Funds # 2591	1,361,187.70
202-1102079 - Illinois Funds # 2591	<u>1,606,316.50</u>
	<u>2,967,504.20</u>
Total Invested	<u><u>4,243,378.14</u></u>

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

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	6,040.10	1,618.21	7,658.31
1102030 - Village B&T Donation #6718	16,705.63	(7,700.00)	9,005.63
1102040 - Village B&T Donation #9878	220,154.91	1,034.36	221,189.27
1102050 - Wintrust Brokerage	149,889.78	150,024.85	299,914.63
1102060 - Village B&T Checking #0289	676,251.67	48,167.04	724,418.71
1102079 - Illinois Funds # 2591	1,861,616.70	(500,429.00)	1,361,187.70
1118000 - Receivable - Property Taxes	<u>7,498,802.58</u>	<u>0.00</u>	<u>7,498,802.58</u>
	<u>10,429,961.37</u>	<u>(307,284.54)</u>	<u>10,122,676.83</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	226,590.46	(49,035.55)	177,554.91
2430707 - Due to Library Comp Abs	87,236.09	0.00	87,236.09
2450040 - Accrued Payroll	56,434.06	0.00	56,434.06
2470000 - Deferred Revenue - Property Tax	6,252,500.00	0.00	6,252,500.00
2471000 - Deferred Revenue - Other	<u>23,866.39</u>	<u>0.00</u>	<u>23,866.39</u>
	<u>6,646,627.00</u>	<u>(49,035.55)</u>	<u>6,597,591.45</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>3,557,105.97</u>	<u>0.00</u>	<u>3,557,105.97</u>
	<u>3,557,105.97</u>	<u>0.00</u>	<u>3,557,105.97</u>
 Total Liabilities and Fund Balance	 <u>10,203,732.97</u>	 <u>(49,035.55)</u>	 <u>10,154,697.42</u>
 Excess Revenues Over Expenses	 <u>226,228.40</u>	 <u>(258,248.99)</u>	 <u>(32,020.59)</u>

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

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - Old National Operating # 92260	21,748.58	(21,748.58)	0.00
1102060 - Village B&T Checking #0289	0.00	13,187.39	13,187.39
1102079 - Illinois Funds # 2591	1,590,806.12	15,510.38	1,606,316.50
	1,612,554.70	6,949.19	1,619,503.89
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	13,187.39	13,187.39
	0.00	13,187.39	13,187.39
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,811,868.06	0.00	1,811,868.06
Total Liabilities and Fund Balance	1,811,868.06	13,187.39	1,825,055.45
Excess Revenues Over Expenses	(199,313.36)	(6,238.20)	(205,551.56)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	87,236.09	0.00	87,236.09
	87,236.09	0.00	87,236.09
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	87,236.09	0.00	87,236.09
	87,236.09	0.00	87,236.09
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	87,236.09	0.00	87,236.09
Excess Revenues Over Expenses	0.00	0.00	0.00

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

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,624,611.65	0.00	1,624,611.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,687,478.00)</u>	<u>0.00</u>	<u>(1,687,478.00)</u>
	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>

Liabilities and Fund Balance

Liabilities

Fund Balance

3730000 - Fund Balance - Unreserved	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>
	<u>2,424,000.04</u>	<u>0.00</u>	<u>2,424,000.04</u>
 Total Liabilities and Net Capital Assets	 <u>2,424,000.04</u>	 <u>0.00</u>	 <u>2,424,000.04</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

Long Term Liability Fund

Assets

1805920 - Deferred Outflows - IMRF	<u>71,328.00</u>	<u>0.00</u>	<u>71,328.00</u>
	<u>71,328.00</u>	<u>0.00</u>	<u>71,328.00</u>

Liabilities and Fund Balance

Liabilities

2812092 - OPEB Liability	405,203.00	0.00	405,203.00
2815192 - Net Pension Liability	(4,117,207.00)	0.00	(4,117,207.00)
2973920 - Deferred Inflows - IMRF	<u>3,424,019.00</u>	<u>0.00</u>	<u>3,424,019.00</u>
	<u>(287,985.00)</u>	<u>0.00</u>	<u>(287,985.00)</u>

Fund Balance

3730000 - Fund Balance - Unreserved	<u>359,313.00</u>	<u>0.00</u>	<u>359,313.00</u>
	<u>359,313.00</u>	<u>0.00</u>	<u>359,313.00</u>
 Total Liabilities and Net LT Liabilities	 <u>71,328.00</u>	 <u>0.00</u>	 <u>71,328.00</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 31, 2023**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810034 - Property Taxes 2022	0.00	4,671,940.99	8,751,036.00	4,079,095.01	53.39
	<u>0.00</u>	<u>4,671,940.99</u>	<u>8,751,036.00</u>	<u>4,079,095.01</u>	<u>53.39</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	89,495.63	89,495.00	(0.63)	100.00
201-4822090 - Grant Revenue	0.00	5,607.50	10,000.00	4,392.50	56.08
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>141,597.13</u>	<u>192,483.00</u>	<u>50,885.87</u>	<u>73.56</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	(109.30)	14,192.52	8,000.00	(6,192.52)	177.41
201-4850201 - Copying Fees	715.95	11,078.80	20,000.00	8,921.20	55.39
201-4850203 - Lost Materials	0.00	32.90	0.00	(32.90)	0.00
201-4850207 - Non-Res Cards	0.00	573.25	200.00	(373.25)	286.63
201-4850208 - Meeting Room Fees	<u>255.00</u>	<u>1,455.00</u>	<u>1,500.00</u>	<u>45.00</u>	<u>97.00</u>
	<u>861.65</u>	<u>27,332.47</u>	<u>29,700.00</u>	<u>2,367.53</u>	<u>92.03</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>9,028.58</u>	<u>20,000.00</u>	<u>10,971.42</u>	<u>45.14</u>
	<u>0.00</u>	<u>9,028.58</u>	<u>20,000.00</u>	<u>10,971.42</u>	<u>45.14</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	(722.90)	1,655.08	0.00	(1,655.08)	0.00
201-4890010 - Interest Income	<u>9,166.88</u>	<u>110,142.28</u>	<u>17,000.00</u>	<u>(93,142.28)</u>	<u>647.90</u>
	<u>8,443.98</u>	<u>111,797.36</u>	<u>17,000.00</u>	<u>(94,797.36)</u>	<u>657.63</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	150,747.75	150,747.75	0.00	(150,747.75)	0.00
201-4899900 - Miscellaneous Revenue	52,707.37	73,696.42	70,000.00	(3,696.42)	105.28
201-4899910 - Vending Machine Revenue	0.00	783.50	1,000.00	216.50	78.35
201-4899920 - Library Donations	0.00	950.00	600,000.00	599,050.00	0.16
201-4899940 - Friends Book Sale	<u>5,490.63</u>	<u>16,341.12</u>	<u>14,000.00</u>	<u>(2,341.12)</u>	<u>116.72</u>
	<u>208,945.75</u>	<u>242,518.79</u>	<u>685,000.00</u>	<u>442,481.21</u>	<u>35.40</u>
Total Library Fund	<u><u>218,251.38</u></u>	<u><u>5,204,215.32</u></u>	<u><u>9,695,219.00</u></u>	<u><u>4,491,003.68</u></u>	<u><u>53.68</u></u>

Des Plaines Public Library
 Revenue Report
 For the 10 Months Ended October 31, 2023

	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>6,949.19</u>	<u>77,263.68</u>	<u>11,500.00</u>	<u>(65,763.68)</u>	<u>671.86</u>
	<u>6,949.19</u>	<u>77,263.68</u>	<u>11,500.00</u>	<u>(65,763.68)</u>	<u>671.86</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>6,949.19</u>	<u>77,263.68</u>	<u>1,011,500.00</u>	<u>934,236.32</u>	<u>7.64</u>
Total of All Funds	<u>225,200.57</u>	<u>5,281,479.00</u>	<u>10,706,719.00</u>	<u>5,425,240.00</u>	<u>49.33</u>

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2023**

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	187,249.59	1,939,260.72	2,498,588.00	559,327.28	77.61
5910200 - Part-time Salaries	<u>58,997.33</u>	<u>620,034.73</u>	<u>899,000.00</u>	<u>278,965.27</u>	<u>68.97</u>
	<u>246,246.92</u>	<u>2,559,295.45</u>	<u>3,397,588.00</u>	<u>838,292.55</u>	<u>75.33</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	18,022.90	187,324.96	258,634.00	71,309.04	72.43
5918021 - Employer Contribution - IMRF	8,321.12	92,724.79	194,564.00	101,839.21	47.66
5918040 - Life Insurance Premiums	0.00	0.00	1,932.00	1,932.00	0.00
5918050 - PPO Insurance Premiums	(4,963.15)	297,570.36	459,518.00	161,947.64	64.76
5918051 - HMO Insurance Premiums	(2,672.46)	148,480.00	177,307.00	28,827.00	83.74
5918055 - Dental Insurance Premiums	0.00	0.00	31,649.00	31,649.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>9,426.00</u>	<u>14,000.00</u>	<u>4,574.00</u>	<u>67.33</u>
	<u>18,708.41</u>	<u>735,526.11</u>	<u>1,152,604.00</u>	<u>417,077.89</u>	<u>63.81</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	1,259.50	10,000.00	8,740.50	12.60
5920110 - Professional Services	35,455.59	410,870.41	468,838.00	57,967.59	87.64
5920120 - Communication Services	4,638.52	31,279.14	32,900.00	1,620.86	95.07
5920140 - Integrated Library System	21,550.52	65,866.10	89,000.00	23,133.90	74.01
5920202 - Conferences	35.37	215.37	0.00	(215.37)	0.00
5920210 - Marketing	6,843.24	46,887.18	60,000.00	13,112.82	78.15
5920220 - Membership Dues	2,104.00	6,924.83	8,000.00	1,075.17	86.56
5920990 - Property/Liability Insurance	1,497.00	47,252.92	65,000.00	17,747.08	72.70
5930010 - R&M Equipment	4,116.00	80,771.31	88,460.00	7,688.69	91.31
5930020 - R&M Buildings & Structures	17,660.57	92,913.92	112,364.00	19,450.08	82.69
5930030 - R&M Vehicles	0.00	0.00	1,500.00	1,500.00	0.00
5930210 - Rental of Equipment	1,360.00	13,671.01	26,090.00	12,418.99	52.40
5930320 - Cleaning/Custodial Services	262.50	53,786.45	88,900.00	35,113.55	60.50
5930490 - Refuse Contract	575.36	5,071.60	6,000.00	928.40	84.53
5960040 - Pre-Employment Testing	0.00	978.00	3,500.00	2,522.00	27.94
5960065 - Bank Fees	56.34	578.02	300.00	(278.02)	192.67
5960070 - Mileage	0.00	38.44	500.00	461.56	7.69
5960210 - Special Event Programming	6,421.86	65,139.98	61,500.00	(3,639.98)	105.92
5960990 - Misc. Contractual Services	<u>8,393.70</u>	<u>97,004.53</u>	<u>126,560.00</u>	<u>29,555.47</u>	<u>76.65</u>
	<u>110,970.57</u>	<u>1,020,508.71</u>	<u>1,249,412.00</u>	<u>228,903.29</u>	<u>81.68</u>
<u>Commodities</u>					
5970100 - Supplies	4,093.87	56,426.13	87,150.00	30,723.87	64.75
5970110 - Meals	0.00	1,221.22	2,000.00	778.78	61.06
5970170 - Janitorial	1,616.81	6,858.33	17,900.00	11,041.67	38.31
5970260 - Postage & Parcel	1,052.09	12,299.46	11,000.00	(1,299.46)	111.81
5970270 - Printing	0.00	70.67	0.00	(70.67)	0.00
5970500 - Water Bill	1,244.93	5,226.80	8,000.00	2,773.20	65.34
5970600 - Ebooks/Books	30,495.86	273,881.56	381,900.00	108,018.44	71.72

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 31, 2023**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	2,228.28	46,846.24	74,500.00	27,653.76	62.88
5970620 - E-Subscriptions/Subscriptions	1,074.04	46,385.94	51,430.00	5,044.06	90.19
5970630 - Visual Materials	20,539.28	140,766.92	190,200.00	49,433.08	74.01
5970640 - Databases	9,920.51	157,521.48	170,000.00	12,478.52	92.66
5970810 - Natural Gas	738.03	21,559.38	27,000.00	5,440.62	79.85
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>3,376.33</u>	<u>6,900.00</u>	<u>3,523.67</u>	<u>48.93</u>
	<u>73,003.70</u>	<u>772,440.46</u>	<u>1,028,580.00</u>	<u>256,139.54</u>	<u>75.10</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	1,007.59	1,000.00	(7.59)	100.76
5980410 - Computer Hardware	212.00	21,464.27	12,800.00	(8,664.27)	167.69
5980420 - Computer Software	5,142.17	54,757.07	91,402.00	36,644.93	59.91
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
	<u>5,354.17</u>	<u>77,228.93</u>	<u>110,202.00</u>	<u>32,973.07</u>	<u>70.08</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	13,264.96	51,434.12	89,495.00	38,060.88	57.47
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	1,000,000.00	1,000,000.00	0.00
5999940 - Friends Books Sale	<u>1,251.64</u>	<u>12,102.13</u>	<u>0.00</u>	<u>(12,102.13)</u>	<u>0.00</u>
	<u>14,516.60</u>	<u>63,536.25</u>	<u>1,089,495.00</u>	<u>1,025,958.75</u>	<u>5.83</u>
 Total Library Fund Expenditures	 <u>476,500.37</u>	 <u>5,236,235.91</u>	 <u>8,027,881.00</u>	 <u>2,791,645.09</u>	 <u>65.23</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	4,521.44	801,000.00	796,478.56	0.56
5980400 - Equipment	0.00	0.00	271,000.00	271,000.00	0.00
5980410 - Computer Hardware	13,187.39	192,465.43	341,100.00	148,634.57	56.42
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	0.00	83,294.37	0.00	(83,294.37)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>2,534.00</u>	<u>2,000.00</u>	<u>(534.00)</u>	<u>126.70</u>
	<u>13,187.39</u>	<u>282,815.24</u>	<u>1,415,100.00</u>	<u>1,132,284.76</u>	<u>19.99</u>
 Total Capital Projects Fund Expenditures	 <u>13,187.39</u>	 <u>282,815.24</u>	 <u>1,415,100.00</u>	 <u>1,132,284.76</u>	 <u>19.99</u>
 Total of All Funds	 <u>489,687.76</u>	 <u>5,519,051.15</u>	 <u>9,442,981.00</u>	 <u>3,923,929.85</u>	 <u>58.45</u>

Des Plaines Public Library

Check List

All Bank Accounts

October 20, 2023 - November 16, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
4000	11/16/23	DAILY HERALD	267.30
19853	10/31/23	NIU	(100.00)
19914	11/16/23	Alloy Horn Quartet	800.00
19915	11/16/23	Annie Li	642.00
19916	11/16/23	AQUARIUM ADVENTURE HOFFMAN ESTATES	480.00
19917	11/16/23	AUTOMATED LOGIC, INC.	5,022.25
19918	11/16/23	BAKER & TAYLOR	20,917.35
19919	11/16/23	BISHOP PLUMBING, INC.	885.50
19920	11/16/23	CDW GOVERNMENT	121.18
19921	11/16/23	CENGAGE LEARNING/GALE	6,799.01
19922	11/16/23	CHILDREN'S PLUS, INC.	4,907.93
19923	11/16/23	CITY OF DES PLAINES -	1,244.93
19924	11/16/23	COLLEY ELEVATOR COMPANY	1,137.00
19925	11/16/23	Continental Resources, Inc.	212.00
19926	11/16/23	COOPERATIVE COMPUTER SERVICES	21,550.52
19927	11/16/23	CRYSTAL MAINTENANCE SERVICES CORP	5,155.00
19928	11/16/23	Cydney Moody	60.00
19929	11/16/23	DAILY HERALD	204.20
19930	11/16/23	DES PLAINES CHAMBER OF COMMERCE	270.00
19931	11/16/23	Elizabeth Majka	642.00
19932	11/16/23	FITTLE, LLC	1,360.00
19933	11/16/23	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	575.36
19934	11/16/23	GARVEY'S OFFICE PRODUCTS	1,140.40
19935	11/16/23	GRAINGER	421.92
19936	11/16/23	Illinois Business Communications Inc.	6,001.24
19937	11/16/23	Illinois Institute of Continuing Education	175.00
19938	11/16/23	ILLINOIS LIBRARY ASSOCIATION	950.00
19939	11/16/23	IMPACT NETWORKING, LLC.	2,880.50
19940	11/16/23	JERRY G DONAHUE	150.00
19941	11/16/23	Johnson Floor Company, Inc	9,752.00
19942	11/16/23	Lauren Wolf	35.37
19943	11/16/23	Maureen Bocka	911.00
19944	11/16/23	MIDWEST TAPE	9,000.00
19945	11/16/23	MIDWEST TAPE	12,052.43
19946	11/16/23	OAKBROOK MECHANICAL SERVICES	6,208.50
19947	11/16/23	OUTSOURCE SOLUTIONS GROUP, INC.	42,065.82
19948	11/16/23	OVERDRIVE, INC.	6,253.34
19949	11/16/23	RAILS	2,100.00
19950	11/16/23	RAINBOW BOOK COMPANY	13.83
19951	11/16/23	RANDOM RINGERS	400.00
19952	11/16/23	SCHOLASTIC LIBRARY PUBLISHING	1,364.00
19953	11/16/23	Swan Library Services	24.00
19954	11/16/23	THOMAS KLISE/CRIMSON MULTIMEDIA	144.67
19955	11/16/23	THOMSON REUTERS-WEST	25.50
19956	11/16/23	Tri-Tel	7,186.15
19957	11/16/23	VISOGRAPHIC	6,536.10
19958	11/16/23	Wright National Flood Insurance Company	1,497.00
19959	11/16/23	Yuri Bokov	200.00
52008	10/31/23	Lohan Architecture	2,500.00
52009	10/31/23	Lohan Architecture	5,200.00
52010	10/31/23	BANKCARD SERVICES	17,861.13
52011	10/31/23	ADP	965.65
52012	10/31/23	NATIONWIDE RETIREMENT	300.00
52013	10/31/23	COMCAST CABLE	3,646.28
52014	10/31/23	VERIZON WIRELESS	871.06
52015	10/31/23	NICOR GAS	738.03
52016	10/31/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,251.64

Des Plaines Public Library

Check List

All Bank Accounts

October 20, 2023 - November 16, 2023

Check Number	Check Date	Payee	Amount
52017	10/31/23	IMRF	21,210.56
52018	10/31/23	NEOFUNDS BY NEOPOST	<u>1,000.00</u>
Vendor Check Total			<u>246,186.65</u>
Check List Total			<u><u>246,186.65</u></u>

Check count = 59

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
DAILY HERALD				4000	11/16/23	<u>267.30</u>
201-5970100	Supplies	DAILY HERALD	267.30			
NIU				19853	10/31/23	<u>(100.00)</u>
201-5970600	Ebooks/Books	To VOID check 19853	-100.00			
Alloy Horn Quartet				19914	11/16/23	<u>800.00</u>
201-5960210	Special Event Programming	Alloy Horn Quartet in Concert 11/26/23	800.00			
Annie Li				19915	11/16/23	<u>642.00</u>
201-5990900	Per Capita Grant Expenditures	ILA Conference Meals	642.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				19916	11/16/23	<u>480.00</u>
201-5960990	Misc. Contractual Services	INV #15680	320.00			
201-5960990	Misc. Contractual Services	INV #15922	160.00			
AUTOMATED LOGIC, INC.				19917	11/16/23	<u>5,022.25</u>
201-5930020	R&M Buildings & Structures	INV #475409	5,022.25			
BAKER & TAYLOR				19918	11/16/23	<u>20,917.35</u>
201-5970600	Ebooks/Books	INV #2037837636	43.04			
201-5970600	Ebooks/Books	INV #2037826334	74.41			
201-5970600	Ebooks/Books	INV #2037817520	646.76			
201-5970600	Ebooks/Books	INV #2037801958	470.07			
201-5970600	Ebooks/Books	INV #2037837769	418.64			
201-5970600	Ebooks/Books	INV #2037845945	199.08			
201-5970600	Ebooks/Books	INV #2037820350	76.98			
201-5970600	Ebooks/Books	INV #2037809659	28.41			
201-5970600	Ebooks/Books	INV #2037852355	256.90			
201-5970600	Ebooks/Books	INV #2037825967	180.75			
201-5970600	Ebooks/Books	INV #2037837606	35.25			
201-5970600	Ebooks/Books	INV #2037819430	94.98			
201-5970600	Ebooks/Books	INV #2037852438	437.98			
201-5970600	Ebooks/Books	INV #2037831298	31.78			
201-5970600	Ebooks/Books	INV #2037845821	164.04			
201-5970600	Ebooks/Books	INV #2037828216	459.20			
201-5970600	Ebooks/Books	INV #2037855171	236.19			
201-5970600	Ebooks/Books	INV #2037817611	327.34			
201-5970600	Ebooks/Books	INV #2037827894	92.39			
201-5970600	Ebooks/Books	INV #2037834549	33.47			
201-5970600	Ebooks/Books	INV #2037858286	16.14			
201-5970600	Ebooks/Books	INV #2037810923	876.10			
201-5970600	Ebooks/Books	INV #2037844323	528.96			
201-5970600	Ebooks/Books	INV #2037818085	540.68			
201-5970600	Ebooks/Books	INV #2037853203	21.91			
201-5970600	Ebooks/Books	INV #2037824331	466.88			
201-5970600	Ebooks/Books	INV #2037845955	62.43			
201-5970600	Ebooks/Books	INV #2037852743	259.67			
201-5970600	Ebooks/Books	INV #2037858846	52.77			
201-5970600	Ebooks/Books	INV #2037871443	2,227.24			
201-5970600	Ebooks/Books	INV #2037858719	99.67			
201-5970600	Ebooks/Books	INV #2037833317	1,392.18			
201-5970600	Ebooks/Books	INV #2037883626	400.15			
201-5970600	Ebooks/Books	INV #2037872540	35.87			
201-5970600	Ebooks/Books	INV #2037854057	163.90			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV #2037845726	98.21			
201-5970600	Ebooks/Books	INV #2037845698	163.24			
201-5970600	Ebooks/Books	INV #2037866716	447.70			
201-5970600	Ebooks/Books	INV #2037870163	34.58			
201-5970600	Ebooks/Books	INV #2037876264	10.29			
201-5970600	Ebooks/Books	INV #2037878187	18.21			
201-5970600	Ebooks/Books	INV #2037869911	23.04			
201-5970600	Ebooks/Books	INV #2037869990	48.90			
201-5970600	Ebooks/Books	INV #2037876747	72.02			
201-5970600	Ebooks/Books	INV #2037880488	75.19			
201-5970600	Ebooks/Books	INV #2037880430	36.39			
201-5970600	Ebooks/Books	INV #2037842165	572.10			
201-5970600	Ebooks/Books	INV #2037847540	850.82			
201-5970600	Ebooks/Books	INV #2037876867	34.57			
201-5970600	Ebooks/Books	INV #2037872553	50.70			
201-5970600	Ebooks/Books	INV #2037844277	494.03			
201-5970600	Ebooks/Books	INV #2037842415	303.73			
201-5970600	Ebooks/Books	INV #2037854024	515.81			
201-5970600	Ebooks/Books	INV #2037880605	29.36			
201-5970600	Ebooks/Books	INV #2037886214	30.48			
201-5970600	Ebooks/Books	INV #2037880356	147.42			
201-5970600	Ebooks/Books	INV #2037858746	195.93			
201-5970600	Ebooks/Books	INV #2037902612	625.91			
201-5970600	Ebooks/Books	INV #2037853535	159.03			
201-5970600	Ebooks/Books	INV #2037854054	315.32			
201-5970600	Ebooks/Books	INV #2037896189	407.77			
201-5970600	Ebooks/Books	INV #2037856552	117.29			
201-5970600	Ebooks/Books	INV #2037835866	549.12			
201-5960990	Misc. Contractual Services	INV #2037845726	23.22			
201-5960990	Misc. Contractual Services	INV #2037854057	61.95			
201-5960990	Misc. Contractual Services	INV #2037872540	7.15			
201-5960990	Misc. Contractual Services	INV #2037883626	78.41			
201-5960990	Misc. Contractual Services	INV #2037876747	14.84			
201-5960990	Misc. Contractual Services	INV #2037833318	183.77			
201-5960990	Misc. Contractual Services	INV #2037858719	22.90			
201-5960990	Misc. Contractual Services	INV #2037852743	91.49			
201-5960990	Misc. Contractual Services	INV #2037845955	12.80			
201-5960990	Misc. Contractual Services	INV #2037866716	86.55			
201-5960990	Misc. Contractual Services	INV #2037845698	48.57			
201-5960990	Misc. Contractual Services	INV #2037824332	70.28			
201-5960990	Misc. Contractual Services	INV #2037818086	86.65			
201-5960990	Misc. Contractual Services	INV #2037844324	73.02			
201-5960990	Misc. Contractual Services	INV #2037810924	129.48			
201-5960990	Misc. Contractual Services	INV #2037858846	30.18			
201-5960990	Misc. Contractual Services	INV #2037871444	294.33			
201-5960990	Misc. Contractual Services	INV #2037834549	14.77			
201-5960990	Misc. Contractual Services	INV #2037827894	20.43			
201-5960990	Misc. Contractual Services	INV #2037817611	76.22			
201-5960990	Misc. Contractual Services	INV #2037855171	54.24			
201-5960990	Misc. Contractual Services	INV #2037828216	80.58			
201-5960990	Misc. Contractual Services	INV #2037845821	33.52			
201-5960990	Misc. Contractual Services	INV #2037831298	10.44			
201-5960990	Misc. Contractual Services	INV #2037852438	84.38			
201-5960990	Misc. Contractual Services	INV #2037819430	20.40			
201-5960990	Misc. Contractual Services	INV #2037837606	14.77			
201-5960990	Misc. Contractual Services	INV #2037825967	37.50			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV #2037852355	80.64			
201-5960990	Misc. Contractual Services	INV #2037809659	10.06			
201-5960990	Misc. Contractual Services	INV #2037820350	45.43			
201-5960990	Misc. Contractual Services	INV #2037845945	42.57			
201-5960990	Misc. Contractual Services	INV #2037837769	77.10			
201-5960990	Misc. Contractual Services	INV #2037801959	72.03			
201-5960990	Misc. Contractual Services	INV #2037817521	88.82			
201-5960990	Misc. Contractual Services	INV #2037854054	81.17			
201-5960990	Misc. Contractual Services	INV #2037853535	35.52			
201-5960990	Misc. Contractual Services	INV #2037902612	111.86			
201-5960990	Misc. Contractual Services	INV #2037858746	91.00			
201-5960990	Misc. Contractual Services	INV #2037826334	13.02			
201-5960990	Misc. Contractual Services	INV #2037837636	19.04			
201-5960990	Misc. Contractual Services	INV #2037854025	74.01			
201-5960990	Misc. Contractual Services	INV #2037880605	7.91			
201-5960990	Misc. Contractual Services	INV #2037842415	59.39			
201-5960990	Misc. Contractual Services	INV #2037844277	114.06			
201-5960990	Misc. Contractual Services	INV #2037856552	23.49			
201-5960990	Misc. Contractual Services	INV #2037896189	96.43			
201-5960990	Misc. Contractual Services	INV #2037872553	11.29			
201-5960990	Misc. Contractual Services	INV #2037876867	14.45			
201-5960990	Misc. Contractual Services	INV #2037880430	10.12			
201-5960990	Misc. Contractual Services	INV #2037880488	33.24			
201-5960990	Misc. Contractual Services	INV #2037880356	18.10			
201-5960990	Misc. Contractual Services	INV #2037886214	5.12			
201-5960990	Misc. Contractual Services	INV #2037869990	13.34			
201-5960990	Misc. Contractual Services	INV #2037869911	9.42			
201-5960990	Misc. Contractual Services	INV #2037878187	4.13			
201-5960990	Misc. Contractual Services	INV #2037876264	4.64			
201-5960990	Misc. Contractual Services	INV #2037870163	7.74			
BISHOP PLUMBING, INC.				19919	11/16/23	<u>885.50</u>
201-5930010	R&M Equipment	INV #39585649	885.50			
CDW GOVERNMENT				19920	11/16/23	<u>121.18</u>
201-5920120	Communication Services	INV #MH58465	121.18			
CENGAGE LEARNING/GALE				19921	11/16/23	<u>6,799.01</u>
201-5970640	Databases	INV #82842873	4,411.40			
201-5970640	Databases	INV #82812267	2,387.61			
CHILDREN'S PLUS, INC.				19922	11/16/23	<u>4,907.93</u>
201-5970600	Ebooks/Books	INV #236486	716.06			
201-5970600	Ebooks/Books	INV #235769	32.62			
201-5970600	Ebooks/Books	INV #236387	642.81			
201-5970600	Ebooks/Books	INV #236428	289.88			
201-5970600	Ebooks/Books	INV #236707	551.07			
201-5970600	Ebooks/Books	INV #236213	15.29			
201-5970600	Ebooks/Books	INV #235943	419.00			
201-5970600	Ebooks/Books	INV #229689	783.72			
201-5970600	Ebooks/Books	INV #236259	137.70			
201-5970600	Ebooks/Books	INV #236427	1,319.78			
CITY OF DES PLAINES -				19923	11/16/23	<u>1,244.93</u>
201-5970500	Water Bill	ACC# 71080763-001	1,244.93			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COLLEY ELEVATOR COMPANY				19924	11/16/23	<u>1,137.00</u>
201-5930020	R&M Buildings & Structures	INV #249966	642.00			
201-5930020	R&M Buildings & Structures	INV #250709	495.00			
Continental Resources, Inc.				19925	11/16/23	<u>212.00</u>
201-5980410	Computer Hardware	INV #91149600	212.00			
COOPERATIVE COMPUTER SERVICES				19926	11/16/23	<u>21,550.52</u>
201-5920140	Integrated Library System	INV #2177	21,550.52			
CRYSTAL MAINTENANCE SERVICES CORP				19927	11/16/23	<u>5,155.00</u>
201-5930020	R&M Buildings & Structures	INV #31388	4,892.50			
201-5930320	Cleaning/Custodial Services	INV #31365	262.50			
Cydney Moody				19928	11/16/23	<u>60.00</u>
201-5960210	Special Event Programming	Life Drawing at the Library	60.00			
DAILY HERALD				19929	11/16/23	<u>204.20</u>
201-5970620	E-Subscriptions/Subscriptions	Account #287023	204.20			
DES PLAINES CHAMBER OF COMMERCE				19930	11/16/23	<u>270.00</u>
201-5920220	Membership Dues	INV #24136	270.00			
Elizabeth Majka				19931	11/16/23	<u>642.00</u>
201-5990900	Per Capita Grant Expenditures	ILA Convergence	642.00			
FITTLE, LLC				19932	11/16/23	<u>1,360.00</u>
201-5930210	Rental of Equipment	INV #4977270	1,360.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				19933	11/16/23	<u>575.36</u>
201-5930490	Refuse Contract	INV #7063865	575.36			
GARVEY'S OFFICE PRODUCTS				19934	11/16/23	<u>1,140.40</u>
201-5970170	Janitorial	INV #PINV2491260	627.15			
201-5970170	Janitorial	INV # PINV2481751	513.25			
GRAINGER				19935	11/16/23	<u>421.92</u>
201-5970170	Janitorial	INV #848577367	421.92			
Illinois Business Communications Inc.				19936	11/16/23	<u>6,001.24</u>
202-5980410	Computer Hardware	INV #997434	6,001.24			
Illinois Institute of Continuing Education				19937	11/16/23	<u>175.00</u>
201-5990900	Per Capita Grant Expenditures	Municipal Law Conference	175.00			
ILLINOIS LIBRARY ASSOCIATION				19938	11/16/23	<u>950.00</u>
201-5920220	Membership Dues	INV #259936	500.00			
201-5920220	Membership Dues	INV #260141	150.00			
201-5920220	Membership Dues	INV #260111	150.00			
201-5920220	Membership Dues	INV #260077	150.00			
IMPACT NETWORKING, LLC.				19939	11/16/23	<u>2,880.50</u>
201-5930010	R&M Equipment	INV #3082671	2,880.50			
JERRY G DONAHUE				19940	11/16/23	<u>150.00</u>
201-5960210	Special Event Programming	Career Coaching	150.00			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Johnson Floor Company, Inc 201-5990900	Per Capita Grant Expenditures	INV #43274A	9,752.00	19941	11/16/23	<u>9,752.00</u>
Lauren Wolf 201-5920202	Conferences	HR Source Conference	35.37	19942	11/16/23	<u>35.37</u>
Maureen Bocka 201-5990900	Per Capita Grant Expenditures	ILA Conference	911.00	19943	11/16/23	<u>911.00</u>
MIDWEST TAPE 201-5970630	Visual Materials	INV #504556475	9,000.00	19944	11/16/23	<u>9,000.00</u>
MIDWEST TAPE 201-5960990	Misc. Contractual Services	INV #504443768	11.30	19945	11/16/23	<u>12,052.43</u>
201-5960990	Misc. Contractual Services	INV #504480821	15.82			
201-5960990	Misc. Contractual Services	INV #504480822	230.76			
201-5960990	Misc. Contractual Services	INV #504480819	70.21			
201-5960990	Misc. Contractual Services	INV #504443769	33.30			
201-5960990	Misc. Contractual Services	INV #504443765	190.16			
201-5960990	Misc. Contractual Services	INV #504443766	28.15			
201-5960990	Misc. Contractual Services	INV #504546993	37.17			
201-5960990	Misc. Contractual Services	INV #504513630	57.82			
201-5960990	Misc. Contractual Services	INV #504513633	385.36			
201-5960990	Misc. Contractual Services	INV #504513634	113.48			
201-5960990	Misc. Contractual Services	INV #504513632	20.34			
201-5960990	Misc. Contractual Services	INV #504480823	105.72			
201-5960990	Misc. Contractual Services	INV #504546992	226.60			
201-5960990	Misc. Contractual Services	INV #504546996	11.85			
201-5960990	Misc. Contractual Services	INV #504546995	18.08			
201-5970610	E-audio/Audio	INV #504513632	398.91			
201-5970610	E-audio/Audio	INV #504480821	308.93			
201-5970610	E-audio/Audio	INV #504480819	189.58			
201-5970610	E-audio/Audio	INV #504437775	64.99			
201-5970610	E-audio/Audio	INV #504443768	238.95			
201-5970610	E-audio/Audio	INV #504443766	94.73			
201-5970610	E-audio/Audio	INV #504491409	294.96			
201-5970610	E-audio/Audio	INV #504546993	111.06			
201-5970610	E-audio/Audio	INV #504546995	338.92			
201-5970610	E-audio/Audio	INV #504513630	170.26			
201-5970630	Visual Materials	INV #504458153	224.94			
201-5970630	Visual Materials	INV #504454439	104.96			
201-5970630	Visual Materials	INV #504458150	80.76			
201-5970630	Visual Materials	INV #504454438	37.49			
201-5970630	Visual Materials	INV #504454437	149.96			
201-5970630	Visual Materials	INV #504437778	170.94			
201-5970630	Visual Materials	INV #504573803	149.96			
201-5970630	Visual Materials	INV #504443765	700.92			
201-5970630	Visual Materials	INV #504458151	239.92			
201-5970630	Visual Materials	INV #504437776	64.48			
201-5970630	Visual Materials	INV #504443769	142.45			
201-5970630	Visual Materials	INV #504480822	952.82			
201-5970630	Visual Materials	INV #504546996	40.78			
201-5970630	Visual Materials	INV #504546992	874.04			
201-5970630	Visual Materials	INV #504573807	28.78			
201-5970630	Visual Materials	INV #504573806	31.99			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	INV #504573805	37.49			
201-5970630	Visual Materials	INV #504573808	196.45			
201-5970630	Visual Materials	INV #504534519	498.76			
201-5970630	Visual Materials	INV #504498310	52.48			
201-5970630	Visual Materials	INV #504498311	140.96			
201-5970630	Visual Materials	INV #504534691	149.96			
201-5970630	Visual Materials	INV #504534692	239.92			
201-5970630	Visual Materials	INV #504498314	74.98			
201-5970630	Visual Materials	INV #504534517	299.90			
201-5970630	Visual Materials	INV #504534516	11.99			
201-5970630	Visual Materials	INV #504534693	37.48			
201-5970630	Visual Materials	INV #504513633	1,411.51			
201-5970630	Visual Materials	INV #504534690	37.49			
201-5970630	Visual Materials	INV #504498312	119.96			
201-5970630	Visual Materials	INV #504480823	494.08			
201-5970630	Visual Materials	INV #504513634	486.42			
OAKBROOK MECHANICAL SERVICES				19946	11/16/23	<u>6,208.50</u>
201-5930020	R&M Buildings & Structures	INV #36425	3,135.00			
201-5930020	R&M Buildings & Structures	INV #35154	3,073.50			
OUTSOURCE SOLUTIONS GROUP, INC.				19947	11/16/23	<u>42,065.82</u>
201-5980420	Computer Software	INV #76352	66.00			
201-5980420	Computer Software	INV #76649	4,214.23			
201-5960990	Misc. Contractual Services	INV #76649	1,980.00			
201-5920110	Professional Services	INV #76649	35,455.59			
201-5930010	R&M Equipment	INV #76649	350.00			
OVERDRIVE, INC.				19948	11/16/23	<u>6,253.34</u>
201-5970600	Ebooks/Books	INV #01018MA23402797	6,003.89			
201-5970600	Ebooks/Books	INV #01018CP23399793	249.45			
RAILS				19949	11/16/23	<u>2,100.00</u>
201-5960210	Special Event Programming	INV #11755	2,100.00			
RAINBOW BOOK COMPANY				19950	11/16/23	<u>13.83</u>
201-5970600	Ebooks/Books	INV #235562	13.83			
RANDOM RINGERS				19951	11/16/23	<u>400.00</u>
201-5960210	Special Event Programming	Random Ringers Holiday concert	400.00			
SCHOLASTIC LIBRARY PUBLISHING				19952	11/16/23	<u>1,364.00</u>
201-5970640	Databases	INV #52884261	1,364.00			
Swan Library Services				19953	11/16/23	<u>24.00</u>
201-5970600	Ebooks/Books	INV #10698	24.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				19954	11/16/23	<u>144.67</u>
201-5970630	Visual Materials	INV #012138	144.67			
THOMSON REUTERS-WEST				19955	11/16/23	<u>25.50</u>
201-5970640	Databases	INV #849109657	25.50			
Tri-Tel				19956	11/16/23	<u>7,186.15</u>
202-5980410	Computer Hardware	INV #24882	7,186.15			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VISOGRAPHIC 201-5920210	Marketing	INV #238596	6,536.10	19957	11/16/23	<u>6,536.10</u>
Wright National Flood Insurance Company 201-5920990	Property/Liability Insurance	Policy #12 QT52331640 99	1,497.00	19958	11/16/23	<u>1,497.00</u>
Yuri Bokov 201-5960990	Misc. Contractual Services	Piano Tuning	200.00	19959	11/16/23	<u>200.00</u>
					Check List Total	<u><u>190,642.30</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

October 1, 2023 - October 31, 2023

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
52008	10/31/23	Lohan Architecture	2,500.00
52009	10/31/23	Lohan Architecture	5,200.00
52010	10/31/23	BANKCARD SERVICES	17,861.13
52011	10/31/23	ADP	965.65
52012	10/31/23	NATIONWIDE RETIREMENT	300.00
52013	10/31/23	COMCAST CABLE	3,646.28
52014	10/31/23	VERIZON WIRELESS	871.06
52015	10/31/23	NICOR GAS	738.03
52016	10/31/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,251.64
52017	10/31/23	IMRF	21,210.56
52018	10/31/23	NEOFUNDS BY NEOPOST	1,000.00
Vendor Check Total			<u>55,544.35</u>
Check List Total			<u><u>55,544.35</u></u>

Check count = 11

DES PLAINES PUBLIC LIBRARY

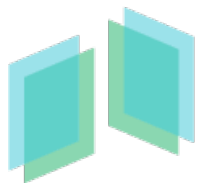
**CASH FLOW SUMMARY
For the Year Ended December 31, 2023**

	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		
Revenue (M-T-D)												
Property Taxes	1,224,801	21,502	1,641,098	1,644,862	-	47,571		92,107	-			
Other Revenue	23,901	23,185	21,551	58,732	42,677	25,599	27,478	139,340	12,896	225,201		
	1,248,702	44,687	1,662,649	1,703,594	42,677	73,170	27,478	231,447	12,896	225,201		
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		
Other Expense	285,650	136,716	252,001	166,666	235,697	249,506	202,164	289,929	188,028	224,732		
Change in A/P & AJE's	2,144	(79,781)	(131,959)	109,070	7,276	(121,452)	92,736	(90,356)	89,007			
	556,434	421,843	496,224	597,996	500,749	631,219	607,346	510,845	590,249	489,688		
Net Increase/(Decrease)	692,268	(377,157)	1,166,425	1,105,598	(458,073)	(558,048)	(579,868)	(279,398)	(577,353)	(264,487)		

DES PLAINES PUBLIC LIBRARY

**CASH FLOW SUMMARY
For the Year Ended December 31, 2022**

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



DIRECTOR'S REPORT

October 2023

DONATIONS

OLGA SELLERGREN - \$25

Age Options - \$7500 grant for senior programming.

COMINGS & GOINGS

COMING

Percy Byron, PT Materials Services Clerk

PROMOTIONS & DEPARTMENT CHANGES

Kristen Sevcik from PT Page to PT Materials Services Clerk

DPPL ON SOCIAL



AROUND THE LIBRARY



Programs & Events at DPPL in October

Adult Programs

Teen Programs

Youth Programs

Tell us about the Honey Bees!
 Monday, October 30 | 7:00pm
 A fun evening through the lives of honey bees. What do they do all day? How do they communicate? What does the queen do? What is a queen bee and why is it important?
 Presented by Heidi Mackay with the Indiana Beekeepers Association
 Learn more at DPPL.ORG

TRICK OR TRIVIA
 Come dressed up in your Halloween costume and compete in some ghoulish trivia. Join on a team (up to six) or come as an individual.
 Events in Room 312, Registration required.
OCTOBER 27 7PM
 Learn more at DPPL.ORG

HOCUS POCUS Interactive Film for 20s & 30s
 Wednesday, October 28th
 From 6:30 - 8:30pm | Meeting room 312
 Watch the classic film with a special interactive twist. We'll be showing the film in a special way that allows you to interact with the characters and the story.
21+
 Learn more at DPPL.ORG

LET'S BUILD A SUET FEEDER!
 OCTOBER 25 | 2 PM
 Make a suet feeder for the birds and enjoy the birds in your yard.
 Learn more at DPPL.ORG

Exploring Croatia
 Saturday, October 14 | 1:30pm
 For a brief history, Croatia offers an amazing array of geographic, cultural, and historic riches. The presentation includes both the natural region and the capital, Zagreb. Join us for this informative presentation and enjoy the refreshments.
 Please Register
 Learn more at DPPL.ORG

COLE PORTER: IS EASY TO LOVE
 Sunday, October 8 at 2pm
 Popular Chicago columnist and best-selling author Cole Porter is a man of many talents. He was a composer, a playwright, a lyricist, a novelist, and a journalist. He was also a man of many talents. He was a man of many talents. He was a man of many talents.
PLEASE REGISTER
 Learn more at DPPL.ORG

As Seen on TikTok: Skincare
 Join us in learning about skin beauty practices and making an all-natural DIY face mask. Also participate for a chance to win an all-natural & all-organic skincare product.
 Location: With Floor Panels
Teens
MONDAY, OCTOBER 22ND 7:00PM - 8:30PM
 Learn more at DPPL.ORG

THE HORRORS OF D&D BAROVIA
 Thursday, October 26 | 6-8pm
 Presented by a special team of D&D players from the area of Indianapolis and Chicago, Indiana Region.
 Learn more at DPPL.ORG

Drawing Club
 Do you like to draw? Bring your sketchbook, pad, or blank paper and let's draw together!
 Challenges from 4:00pm - 5:00pm in the Teen Commons
October 26th, November 7th, December 5th
 Learn more at DPPL.ORG

Evil Eye Bracelet
 BEGINNING
OCT 2ND
 This is a fun and easy project for the fall. We will be making a posh no-sew flexible bag toy for a pup or feline in need and earn service hours. For teens in grades 7-12.
 WASH SUPPLIES ONLY
 Learn more at DPPL.ORG

Happy Tails
 All furry pets deserve to play in style! Join us as we make a posh no-sew flexible bag toy for a pup or feline in need and earn service hours. For teens in grades 7-12.
Thursdays, Oct 26th & Nov 30th @ 4 pm
 Learn more at DPPL.ORG

Teen Tie-Dye Tshirt Program
October 11th, 4pm - 5:30pm
 Don't want to spend too much on a t-shirt? Join us to see how to make your own t-shirt with our tie-dye program. Please wear comfy clothes to work in.
 Learn more at DPPL.ORG

LEGO LEAGUE
TUESDAYS, 9/15, 10/3, 11/7 @ 6:30 PM
 WE SUPPLY LEGOS AND A THEME, YOU SUPPLY THE IMAGINATION!
 Grades 2 & 3. Registration opens and seats before program.
 Learn more at DPPL.ORG

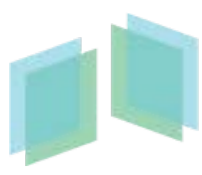
Singalong Storytime
 Friday, Sept. 8 @ 10:00am
 Thursday, Sept. 14th @ 2:00pm
 Join us virtually for songs, rhymes, stories, and finger plays. Whatever you have on hand, we'll use it. Please bring an amazing tool for building literacy skills and a great way to have a blast!
 Learn more at DPPL.ORG

Toddler Time
 Stories! Songs! Rhymes! Movement!
 Drop in and Play Time (open to all children to participate).
October 2, 9, 16, 23, 30
 Learn more at DPPL.ORG

Family Storytime
 Build a lifelong love of reading with books, rhymes, songs, movements, and more!
WEDNESDAYS @ 10:00am
September 3, 10, 17, 24, 31
 Learn more at DPPL.ORG

GRAPHIC NOVEL CLUB
SEPT. 17, OCT. 17 @ 6-7 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!
FOUR GRADES 4-8
 Learn more at DPPL.ORG

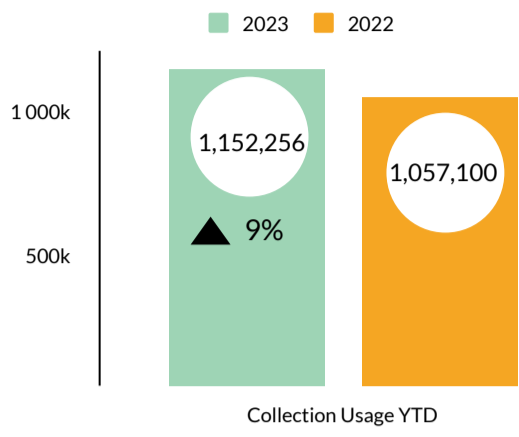
preSchool Storytime
 Storytime is a fun and play-filled way to foster a lifelong love of reading and help children get ready for school. Registration required.
Wednesdays @ 10:00AM
September 8, 15, 22, 29
October 6, 13, 20, 27
November 3, 10, 17
 Learn more at DPPL.ORG



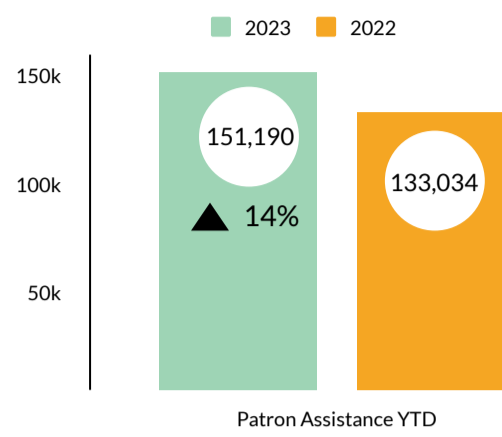
STATISTICS REPORT

On October 2023

Collection Usage YTD

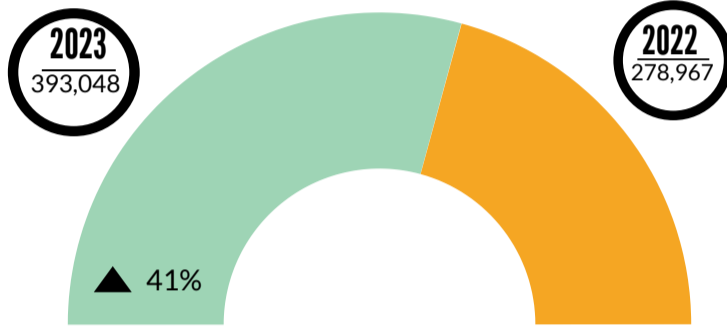


Patron Assistance YTD



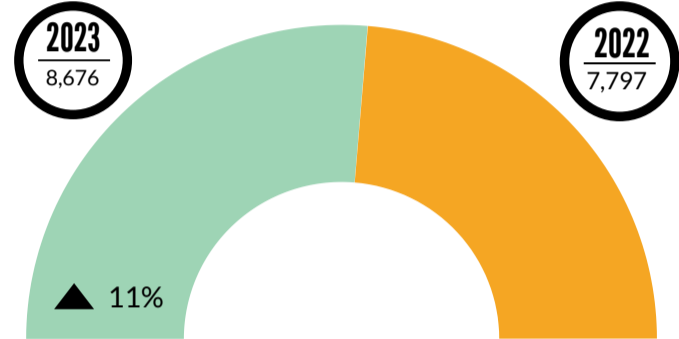
Attendance All - YTD

Events, Programs, Outreach & Classes



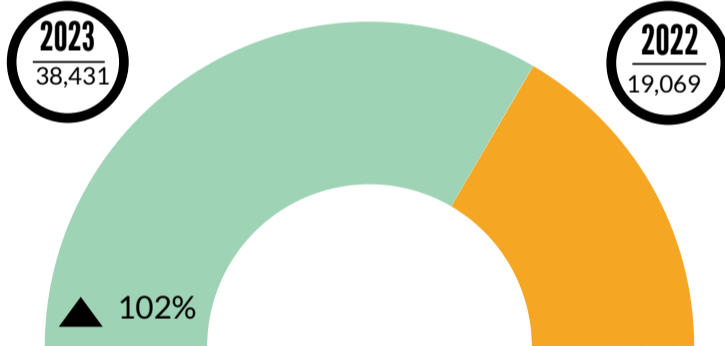
Bookings All - YTD

Events, Programs & Classes



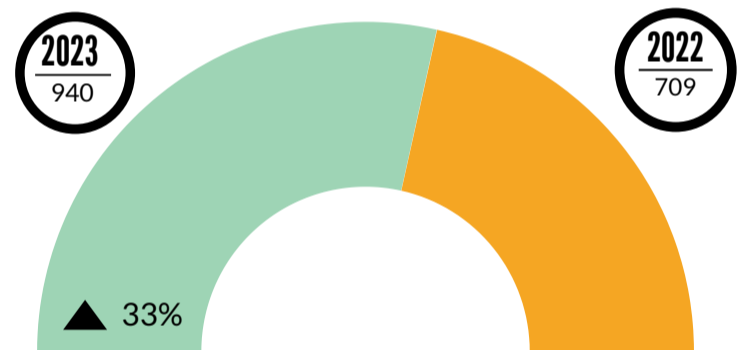
Attendance In Person - YTD

Events, Programs & Classes

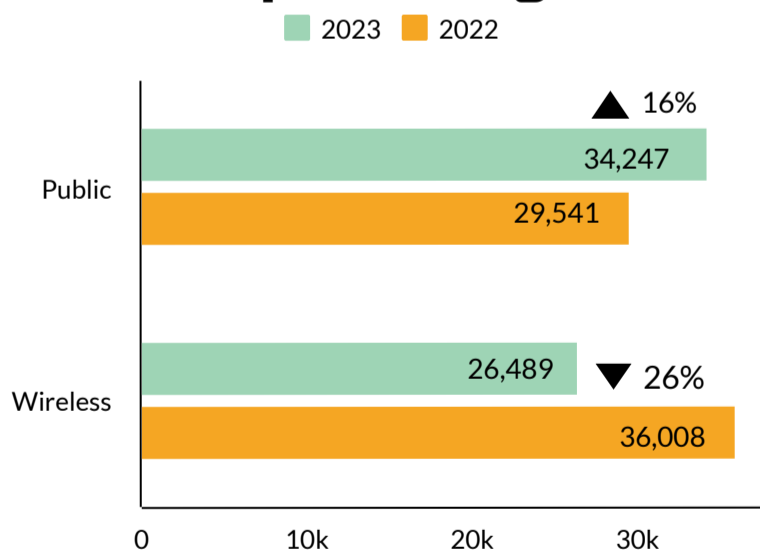


Bookings In Person - YTD

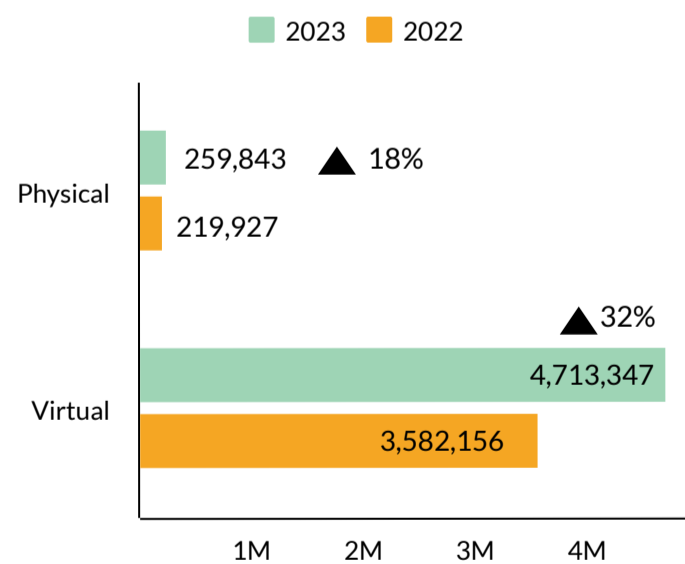
Events, Programs & Classes



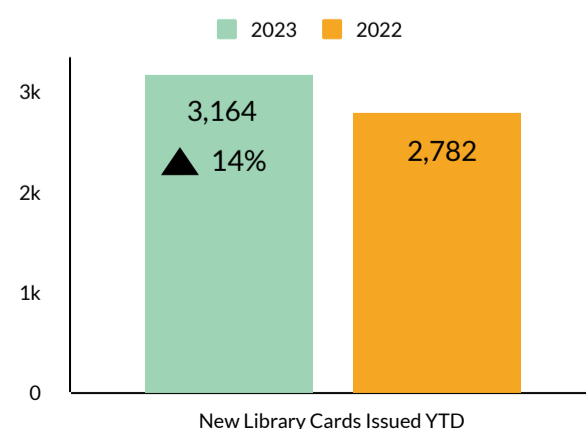
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2023 STATISTICS REPORT													
COLLECTION USAGE	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
Physical materials	52,685	54,026	62,878	55,995	53,687	56,660	60,675	60,320	49,153	56,887			562,966
E-materials	14,973	13,013	14,338	14,579	16,404	16,632	14,909	14,461	14,620	15,883			149,812
ILL	639	639	764	631	573	637	637	693	673	681			6,567
Databases	38,413	35,495	45,784	39,713	43,571	44,985	48,444	47,743	45,663	43,100			432,911
2023 Total	106,710	103,173	123,764	110,918	114,235	118,914	124,665	123,217	110,109	116,551	0	0	1,152,256
Physical materials	56,638	50,882	58,763	57,598	54,599	57,312	59,618	59,839	51,144	54,309			560,702
E-materials	13,641	12,033	14,579	13,959	14,080	12,809	12,661	14,399	12,763	13,251			134,175
ILL	690	606	700	698	615	595	676	646	701	686			6,613
Databases	41,278	36,842	46,252	36,858	33,463	32,845	34,287	36,751	33,542	33,542			355,610
2022 Total	112,197	100,363	110,294	109,113	102,757	103,561	107,242	111,635	98,150	101,788	0	0	1,057,100
PATRON ASSISTANCE													
Youth Services	1,272	1,906	2,086	1,914	1,794	2,269	3,280	1,764	1,734	2,139			24,158
Adult Services	6,546	6,066	7,195	6,151	6,248	6,802	6,127	6,550	5,337	6,402			63,424
Patron Accounts	5,950	5,433	7,743	6,188	5,616	6,307	6,300	6,963	5,996	6,279			62,775
Security	154	143	96	110	84	89	32	104	21	0			833
2023 Total	13,922	13,548	17,120	14,363	13,742	19,467	15,739	15,381	13,088	14,820	0	0	151,190
Youth Services	403	698	815	919	655	3,485	2,235	728	671	1,138			11,697
Adult Services	5,729	6,205	7,573	7,150	6,375	6,881	6,107	6,414	5,719	6,121			64,274
Patron Accounts	5,212	4,768	5,615	6,065	5,573	6,810	6,025	6,253	5,364	5,378			57,063
Security	235	236	305	307	307	295	337	357	262	199			2,835
2022 Total	11,579	11,907	14,308	14,436	12,910	17,471	14,704	13,752	11,966	12,836	0	0	133,034
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
Youth Services In Person	18	29	19	30	21	27	35	2	21	32			234
Youth Services Virtual	8	1	1	1	0	2	2	0	0	17			17
Adult Services In Person	43	77	69	68	62	66	84	79	66	92			706
Adult Services Virtual	15	14	16	14	14	13	10	10	12	15			133
Outside groups	10	16	35	27	20	18	19	30	28	37			240
Public study rooms	686	744	795	710	694	709	682	722	727	877			7,346
2023 Total	780	881	935	850	811	835	832	843	856	1,053	0	0	8,676
Youth Services In Person	4	20	21	28	10	20	30	2	36	46			217
Youth Services Virtual	9	13	11	13	7	7	19	25	19	15			138
Adult Services In Person	43	56	51	50	34	49	58	50	48	53			492
Adult Services Virtual	2	4	12	18	16	20	17	13	16	13			131
Outside groups	0	8	16	10	12	26	16	11	23	33			155
Public study rooms	569	705	732	731	663	620	590	622	683	749			6,664
2022 Total	627	806	843	850	742	742	730	723	825	909	0	0	7,797
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
Youth Services In Person	989	1,314	1,698	1,559	492	4,595	10,132	200	567	989			22,535
Youth Services Virtual	29,089	11,189	13,750	13,183	8,933	8,437	10,063	12,412	14,763	4,808			126,627
Adult Services In Person	370	766	1,384	2,068	702	902	6,556	824	1,265	1,059			15,896
Adult Services Virtual	20,187	22,786	20,733	18,918	16,257	15,056	16,976	20,159	22,306	12,404			185,782
Outside groups	130	242	1,464	1,332	412	258	264	413	525	583			5,623
Public study rooms	1,195	1,315	1,407	1,209	1,164	1,093	1,002	1,110	1,202	1,470			12,267
Outreach-Youth Services	1,652	2,547	2,031	2,098	4,284	1,400	1,019	964	1,230	1,883			19,108
Outreach-Adult Services	134	219	1,388	323	166	700	333	485	372	1,090			5,210
2023 Total	53,746	40,378	43,855	40,690	32,410	32,441	46,345	36,567	42,330	24,286	0	0	393,048
Youth Services In Person	37	741	723	889	398	1,779	3,177	52	1,550	1,782			11,128
Youth Services Virtual	5,918	3,808	4,583	5,532	34,945	3,885	4,391	16,930	18,601	4,745			103,338
Adult Services In Person	618	613	1,085	662	413	1,026	2,248	447	401	428			7,941
Adult Services Virtual	9,763	10,331	15,294	8,692	8,095	10,777	9,753	16,322	18,491	18,181			125,699
Outside groups	0	189	238	159	209	203	136	165	435	3,205			6,773
Public study rooms	833	991	1,101	1,164	1,022	933	906	958	1,145	1,219			10,272
Outreach-Youth Services	236	298	507	693	2,104	1,489	918	1,536	985	3,522			12,288
Outreach-Adult Services	70	109	336	196	77	202	102	117	130	189			1,528
2022 Total	17,475	17,080	23,867	17,987	47,263	22,128	21,631	36,527	41,738	33,271	0	0	278,967

TRAFFIC														
2023	Physical Visits (gate count)	21,659	22,365	27,032	24,328	21,622	32,852	26,863	36,130	24,059	22,933			259,843
2022	Physical Visits (gate count)	14,897	16,385	19,562	20,482	22,088	31,073	23,364	23,343	21,318	27,415			219,927
2023	Virtual visits (catalog, website, mobile app)	480,735	444,598	473,767	456,869	468,392	478,438	486,193	506,328	487,622	430,405			4,713,347
2022	Virtual visits (catalog, website, mobile app)	282,242	282,108	277,368	277,357	291,298	351,636	368,451	480,985	484,303	486,408			3,582,156
LIBRARY CARDS ISSUED-report the latest month														
2023	Number of new library cards	259	222	501	313	311	387	278	356	246	291			3,164
2022	Number of new library cards	157	201	219	277	211	407	247	515	269	279			2,782
COMPUTER USAGE														
	Public computers-Youth Services	253	248	393	365	286	605	582	450	234	363			3,779
	Public computers Adult	2,688	2,903	3,340	3,270	3,309	3,091	2,880	3,184	2,799	3,004			30,468
2023	Total	2,941	3,151	3,733	3,635	3,595	3,696	3,462	3,634	3,033	3,367	0	0	34,247
	Public computers-Youth Services	0	0	0	0	0	0	0	0	0	0			0
	Public computers-Adult	2,135	2,326	5,761	2,513	2,582	2,705	2,739	3,160	2,674	2,946			29,541
2022	Total	2,135	2,326	5,761	2,513	2,582	2,705	2,739	3,160	2,674	2,946	0	0	29,541
	Wireless	2,360	2,619	2,734	2,715	2,542	2,745	2,382	2,678	2,700	3,014			26,489
2023	Total	2,360	2,619	2,734	2,715	2,542	2,745	2,382	2,678	2,700	3,014	0	0	26,489
	Wireless	4,988	1,850	2,184	2,243	6,583	2,421	2,167	2,457	8,430	2,685			36,008
2022	Total	4,988	1,850	2,184	2,243	6,583	2,421	2,167	2,457	8,430	2,685	0	0	36,008

2023 Year to Date Statistics

OCTOBER 2023

COLLECTION USAGE		
	Year to Date 2023	1,152,256
	Year to Date 2022	1,057,100
	% Change	9%
PATRON ASSISTANCE		
	Year to Date 2023	151,190
	Year to Date 2022	133,034
	% Change	14%
EVENTS, PROGRAMS, AND CLASSES- BOOKINGS		
	Year to Date 2023	8,676
	Year to Date 2022	7,797
	% Change	11%
EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE		
	Year to Date 2023	393,048
	Year to Date 2022	278,967
	% Change	41%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2023	940
	Year to Date 2022	709
	% Change	33%
	Attendance	
	Year to Date 2023	38,431
	Year to Date 2022	19,069
	% Change	102%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2023	259,843
	Year to Date 2022	219,927
	% Change	18%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2023	4,713,347
	Year to Date 2022	3,582,156
	% Change	32%
LIBRARY CARD OWNERSHIP		
	Year to Date new library cards 2023	3,164
	Year to Date new library cards 2022	2,782
	% Change	14%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2023	34,247
	Year to Date 2022	29,541
	% Change	16%
	Wireless	
	Year to Date 2023	26,489
	Year to Date 2022	36,008
	% Change	-26%

2025

GOALS

Goal #1:

BE A LIBRARY FOR ALL OF DES PLAINES

Actions

- Strengthen our commitment to diversity, inclusion, and equity.
- Create and enhance relationships with community partners.
- Explore opportunities for reaching residents outside of the library.
- Develop additional marketing with a broader reach.
- Choose Green products and practices whenever feasible.



Goal #2:

BE A LIBRARY WITH ABUNDANT GOODS AND SERVICES

Actions

- Continue offering the best popular materials in both physical and digital formats.
- Continue offering the best programming across age groups and interests in both in-library and virtual settings.
- Continue to evaluate physical space in the library so it is always used for its best purpose.
- Create additional services for the business community.
- Pursue opportunities to assist with social services.



Goal #3:

BE A SUSTAINABLE LIBRARY

Actions

- Review the financial health of the library, and raise enough revenue in property taxes to sustain it.
- Continue to pursue grant opportunities and donations to supplement revenue.
- Continue to predict capital projects at least 5 years out for both building expenses and technology expenses.



Goal #4:

BE A GOOD EMPLOYER

Actions

- Reward staff with competitive compensation and benefits.
- Provide opportunities for honest communication, and welcome all staff to participate.
- Provide opportunities for continuing education and training.



STRATEGIC GOALS 2023

1

Be A Library for All of Des Plaines

2

Be a Library With Abundant Goods and Services

3

Be a Sustainable Library

4

Be a Good Employer

Implemented neuro-divergent-friendly interviewing practices, published DEI focused materials recommendations, created Disability and Accessibility catalog subject headings, and published key information in Spanish.

Implemented an online library card application process and worked with local government officials to issue library cards to all D62 Students.

Partnered with the Des Plaines Chamber of Commerce to host an aldermanic Candidate Forum and Career/Veteran Job Fair.

Delivered 120K "Ways to Work, Learn, and Play" mailers to every residential address in Des Plaines and grew our social media channels by 15%.

Formed an active staff GREEN committee, featured an educational SCARCE "Where is Away" exhibit in the lobby, and used eco-friendly materials to paint and recarpet the library vestibules.

Increased "browsability" with new face-out materials displays and added automated recommendations to the catalog.

Expanded the 2023 SRC with library-wide activities, programs and fun on every floor and for all ages.

Launched a Show Your Library Card and Save campaign to spotlight local businesses; and added small-business friendly tools to the circulating Library of Things.

Launched the DPPL Cares initiated, spotlighting a different local not-for-profit each month.

Negotiated with the City of Des Plaines to increase DPPL's share of Personal Property Tax replacement funds, and funding for capital projects related to the library building and infrastructure.

Secured E-rate grant funding for a portion of Comcast expenses and network switch purchases.

Applied for and was awarded more than \$10K in programming grants supporting senior citizen and sustainability education and secured a \$500K donation to fund a new creative space on the 4th floor.

With OSG, we developed and are following a 5-year IT capital projects schedule.

Used HR Source metrics to recommend increases to the 2024 Salary Schedule.

Expanded weekly Department Heads meetings to include all managers and share minutes from those meetings with all staff.

Created a robust and efficient staff onboarding and offboarding process.

Moved to a new payroll service to make it easier for staff to access HR and payroll documents and utilities.

Provided training on serving the homeless and mentally ill, conflict de-escalation, Narcan and heart defibrillator use; encourage staff to attend library conferences, webinars, and local trainings.

Strategic Goal #1 : Be A Library for All of Des Plaines	
<i>Strengthen Our Commitment to Diversity, Equity, Inclusion</i>	
Researched and implemented practices to make interviewing more neuro-divergent friendly	MS
Provide interview questions to applicants to enable them to construct meaningful responses in a relaxed atmosphere	MS
Assistive technology added to library of things	AS
DEI calendar of events and observances shared with staff	AS
Collection Development Diversity Audit Tool completed, and reports have been given to all selectors	AS
DEI web pages (kids and parents, teens, adults) include book recommendations and upcoming programs	AS
Tracking diversity of displays on all floors (goal is at least 30%. consistently over this number)	AS
Created Inclusive Reading Challenge for staff	AS
Hiring objective: to reach more multi-lingual applicants	All
Monthly DEI staff newsletter published	AS
Programmers are continuing to make sure diverse programs are provided for all ages	AS
Added collection of books in Ukrainian	AS
Translated printing instruction into Spanish	AS
ESL and Citizenship classes!!!!	AS
Memory Kits in Spanish and Polish	AS/A&C/M S
Have kept some virtual programming for patrons who can't get to in person programs	AS
Patron phone at Reference Desk	AS
Deposit collections – home delivery to every senior facility in des plaines	AS
Books off the floor project	AS
Spanish language book discussion	AS
Welcome brochures and other informational literature translated into Spanish	PA
Using the Homosaurus LGBTQ+ Linked data Vocabulary subject and genre headings in the catalog makes the catalog more user-friendly and provides better access for LGBTQ+ patrons.	A&C
Display “You are Safe Here” sticker	A&C
Two A&C staff use their fluency in world languages to increase inclusion and access at the library	A&C
Participated in the creation of a Disability and Accessibility Subject Headings Recommendations document to share with Illinois catalogers	A&C

Reach more Spanish and multi-language applicants by updated job posting with “Spanish speaking or second language fluency is helpful”, adding multi-language question to the employment application and preparing to physically post paper job ad template and bulletin board with the visual attraction of a multi-language banner to attract diverse applicants and remove the online barrier for job applicants.	Admin
Offer paper applications and translate job postings into several languages	Admin
9 Virtual Hotspot displays on various topics including folklore, disabilities, financial literacy, heritage months, etc.	YS
4 Hotspot displays	YS
2 display cases on heritage months	YS
During school year, we host a group of volunteers from the Life Skills Program at Maine East.	YS
Bags with sensory adaptive materials to enhance the experience of families with members that need a chance to focus on their sensory needs.	YS
Lists available on YS floor with information about diverse books and other materials	YS
Participation in HOLA, a group for the bilingual (Spanish speaking) librarians of the RAILS service area. They meet to talk about programs, collection, and other opportunities to bring to the communities around us.	YS
<i>Explore opportunities for reaching residents outside of the library</i>	
Outreach library Cards	PA
Online Library Cards Created - reached patrons via website	PA
Postcards given to new residents inviting them to visit and see all we have to offer	PA
Mugs Giveaway advertised in mailer- Increase card usage	PA
Library Cards created for students in local schools	PA
Adult programs including home delivery, delivery to assisted living facilities, offsite book discussions, outreach at Taste of Des Plaines and outreach at Maine West	AS
<i>Create and enhance relationships with community partners</i>	
Hosted a candidate’s forum for the city’s aldermanic race	Admin
Hosted a Job Fair with the Chamber of Commerce	Admin
Early Voting	PA
Ascension Blood Pressure Screening and Advocatia Healthcare Screening	PA
Ascension Flu Clinic	PA
Vitalant Blood Drive	PA
PCs for People	PA
122 Adult partnered programs. Total attendance 3572	AS

The BSS team assists The Friends of the Library organization twice a year for their annual spring and fall book sales. This includes hanging advertisement banners, placing crates and bookends in the meeting rooms, procuring and organizing temp labor for them to set up tables and move heavy book boxes. Throughout the year we assist with emptying large recycling bins or tossing boxes of materials for them.	BSS
We help with the elections group with their set ups, tear downs, and providing security and any other assistance they need during early voting and for election days	BSS
Assisting with scheduling the pickup of used books that the Friends sets aside, for the Chicago Behavioral Hospital	BSS
During school year, we host a group of volunteers from the Life Skills Program at Maine East. They perform tasks we choose for them to allow job training and social interaction.	YS
<i>Develop Marketing</i>	
Sent out 30K newsletters to every residence in Des Plaines, four times in 2023, ensuring all residents, regardless of access to the internet, email or even the physical building itself are aware of all the library has to offer.	MarCom
Expanding our social media presence to Tik Tok, and increased our both our presence and frequency on Instagram and Facebook, increasing reach on those platforms by 15% over 2022	MarCom
Continued to grow our relationship with school Districts 62 and D207 by hosting and expanding three partnered three art installations per year: The Best of the Best, D62 Annual Gallery, and the D62 Holiday Card contest. This also draws hundreds of residents to the library to view the art.	MarCom
<i>Choose green products and practices whenever feasible</i>	
Started a staff "Green team"	All
Changed processes to significantly reduce receipt paper usage.	PA
Researched recycling, put up signs at major recycling bins	All
Switched to smaller zip ties to reduce plastic use	MS
Reused cart tags during migration to save paper	MS
Annie and Maureen applied for and were selected as the recipients of a \$1000 "craftivism" micro-grant. They are using the funds to do a series of environmentally friendly and sustainable crafts and will be presenting a poster session at ILA on this grant and related programs.	AS
In October, the SCARCE Where is Away exhibit will be on display in the lobby. This exhibit will allow patrons to explore how to responsibly dispose of common items found around the home. The items range from plastic bottles and bags to household chemicals, electronics and food scraps with best practice solutions that include composting, recycling at home, or taking to a special collection center.	AS
Changed our acquisitions workflow to save paper use	A&C

Painted (3) administrative offices and the West Vestibule east wall using Sherwin Williams Pro200 Zero VOC paint. NSF International declares the paint as a certified environmental product. The paint is also certified with Greenguard as a low chemical emissions product	BSS
North and west vestibule new entrance carpet installed with Tarkett Assertive Stria ethos modular carpet with Omniccoat Technology, made from 31% post-consumer recycled content, 22% pre-consumer recycled content for a total of 53% recycled content. They use recycled Polyvinyl Butyral (PVB), the plastic film in windshields and safety glass as part of the recycled content	BSS
General "Be a Library for All of Des Plaines"	
Return bins in garage making it more accessible for patrons to return items at any time	PA
Tax forms on first floor for easy access	PA
Ability to print via wifi on first floor so patrons do not have to travel up to the 4th floor	PA
Program calendars for Youth, Teen, and Adult programs on 1st floor potentially reaching everyone who enters the building	PA
Circulating hotspots	AS
Remote printing on first floor	AS
Home book club books on first floor	AS
Strategic Goal #2: Be a Library With Abundant Goods and Services	
Continue to offer the best popular materials	
Re-evaluated procedures for efficiency post-pandemic	MS
Assess promotional spaces for best use, more face out and more displays	AS
Assisted in the creation of a new collection: Holiday Board Books	A&C
Placed large numbers of patron holds to the acquisitions workflow to make Automatically Yours work	A&C
Automated Promotions in catalog	A&C
Lists available on YS floor with information about diverse books and other materials	YS
Highlighted display bin of board books related to diverse holidays. We refresh it as the year progresses to keep the holidays relevant.	YS
Streamlined process for ordering supplies to support programming and materials processing	Admin
Continue offering the best programming across age groups and interests in both in-library and virtual settings.	
Summer Reading trivia in Lobby	PA
Summer Reading stickers on dino in Lobby	PA

National Library Week - My Library is a Star Because	PA
Valentine's Day Blind Date Book Display in Lobby	PA
583 Teen and Adult Programs with a total attendance of 17,245	AS
Brought back trivia program	AS
Discussion groups for film, books, etc	AS
Miner Recs Podcast	AS
Nail polish in Commons was a huge hit	AS
Diverse programming including Spanish Book Discussion, Code Q, Pride Party, Diverse Book Club, Loteria	AS
ESL and citizenship classes	AS
Virtual Programs: Illinois Libraries Present, Film Talk, Foodies Unite	AS
Teen Bands at Taste of Des Plaines	AS
Craftivism Programs	AS
Career and Job Counseling Appointments	AS
Teen Service Projects: Happy Tails, Happy Notes	AS
Computer Classes	AS
Open Mic	AS
Local government representative. This program has expanded since pre-pandemic to now include US Representative Mike Quigley's Office and US Representative Raja Krishnamoorthi's office.	AS
Celebrate Ramadan!	YS
Holi Hai	YS
Holi Havoc!	YS
Hora de Cuentos	YS
Loteri-a Night	YS
Mindfulness Storytime	YS
Money Smart Week Kits	YS
Storytime Singalong	YS
Wacky Wednesday Kits	YS
Wild Times	YS
Tween/Teen Volunteer Program	YS
<i>Continue to evaluate physical space in the library so it is always used for its best purpose</i>	
We cleaned and reorganized the 1st floor storage room and created a workspace for a 1st floor staff member to clean discs using the large disc cleaner. This process has been moved to the department that handles damaged items which has streamlined our ability to clean/repair discs more efficiently.	PA
Reorganized work area for storing the Library of Things	MS
Redesigned MS work area and added a workstation for current PA and MS staff	MS/PA
THE CANVAS!!	AS

Additional Study Rooms	AS
Media Lab	AS
Books off the floor project and more face-out/display space	AS
We reopened and relocated this station in order to offer caregivers a computer to work at in a child-friendly environment.	YS
Create additional services for the business community	
Show Your Library Card campaign with 14 Des Plaines businesses. We advertised these businesses in-house, on our website, and on social media.	PA
4 th floor renovation will include additional study rooms. Foresee The Canvas being used by small business owners.	AS
Host site for DP Chamber of Commerce Job Fair	AS
Library of things with tools for business	AS
Pursue opportunities to assist with social services	
Created DPPL Cares an initiative where we collect donations for local organizations that benefit local residents (The Harbour, District 62 Backpack Project, DP Self Help Closet and Pantry, etc.)	PA
Partnered with Ascension, Advocatia and Vitalant (as mentioned in Strategic Goal #1) to provide blood pressure screenings, flu clinic, blood drives, and health screenings	PA
AHAND (Association of Homeless Advocates in North and Northwest District) meeting held here	AS
Social Services binder at Ref Desk	AS
Social services web page (https://www.dppl.org/resources/subjects/social-services)	AS
Partnered with city social worker to help individual patrons in need of social services	AS
Ryan Dowd Training!!!	All
General "Be a Library with Abundant Goods and Services"	
Providing patrons with Interlibrary Loan materials outside of our consortium.	MS/PA
Strategic Goal #3: Be a Sustainable Library	
Review financial health of the library and raise enough revenue in property taxes	
Negotiated with the city to increase our share of Personal Property Tax Replacement funds, and for funds to cover capital projects related to the library building	Admin
Transferred bank accounts to increase efficiency, security, and to maximize interest.	Admin
Continue to pursue grant opportunities	

E-rate reimbursement for portion of Comcast bill and net switch purchase	Admin
Continued to pursue donation funds for the upcoming renovation	Admin
Annie and Maureen applied for and were selected as the recipients of a \$1000 "craftivism" micro-grant. They will be using the funds to do a series of environmentally friendly and sustainable crafts.	AS
Joanie was awarded a 7,500 stipend from Age Options to provide programming for seniors. Sixteen Programs were provided with a total attendance of 254. These funds were also used to create our new circulating memory kits, including on Spanish memory kit and one Polish memory kit.	AS
The Friends of the Des Plaines Public Library donated money for adult and youth services programs	AS/YS
\$3,000 donation from Kiwanis for books to hand out at Breakfast with Baby, and \$300 from Millennium Bank for purchasing prizes for daycare/preschool children that come to the library after a school visit.	YS
The Friends of the Des Plaines Public Library donated almost \$8000, 50% of a new stage used for library programming.	Admin
<i>Continue to predict capital projects 5 years out for the building and technology</i>	
2020 MEP HVAC Chiller Replacement Project underway	BSS
Ceiling speakers and new amplifier added.	BSS
Replaced wireless access devices in library	BSS
New phone system	BSS/IT
MEP assessment done every 5 years. Next one in 2025	BSS
Assessment of IT capital projects conducted annually. Completed for 2024 budget.	Admin/IT
<u>Strategic Goal #4: Be a Good Employer</u>	
<i>Reward staff with competitive compensation and benefits</i>	
Increased compensation based on market forces to fairly compensate staff.	Admin
Increased paid time off for part-time employees.	Admin
Used HR Source metrics when reviewing Salary Schedule	Admin
Encouraged a safe workplace by offering COVID vaccine benefit	Admin
Updated Salary and Classification Schedule to maintain competitive salaries	Admin
<i>Provide opportunities for honest communication and welcome all staff to participate</i>	
Routine check-ins with staff to promote an open line of communication and supportive well-being	MS
John Lavalie worked with managers to provide greater access to library documents and information via SharePoint.	A&C

Updates to all employment related activities, weekly managers meeting minutes and quarterly all staff meetings.	Admin
Provide opportunities for continuing education and training by assigning all staff anti-harassment and phishing training, employment policy supports certification and library industry membership development activities.	Admin
Conduct weekly management team meetings	
Held monthly department staff meetings	AS, PA, YS
<i>Provide opportunities for continuing education and training</i>	
Encouraged staff to attend Illinois Library Association Conference, Young Adult Library Services Association Conference, American Library Association conference and numerous local presentations and webinars.	Admin
Homelessness/De-escalation Training for all Staff	Admin
Added an additional workstation for Pages to pursue training	MS
Provided Polaris training	A&C
Provided vendor training for materials collection selectors	A&C
Created a call # reference list for all book collections	A&C
All Acquisitions and Receiving staff attended a LACONI Technical Services Group all-day seminar	A&C
DPPD provided basic AED and CPR training at an All-Staff	BSS
DPPD provided staff with Narcan training for opioid overdose	BSS
Created more robust and efficient template for onboarding and training	Admin, A&C
<i>General "Be a Good Employer"</i>	
Fun Squad activities for staff, like Halloween Spirit Week, 4th of July Parade	All