



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

**THURSDAY, NOVEMBER 20, 2025
7:00 P.M. IN MEETING ROOM B**

AGENDA

- Review of proposals for monthly accounting services. [Action Item]
- Extension of contract for HVAC services. [Action Item]
- Report out from the Planning Committee on 2026-2028 Strategic Planning. [Action Item]
- Report out from the Management Committee on updates to Job Descriptions and the Salary Classification Schedule. [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 847-376-2776 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting Thursday, November 20, 2025 7:00 p.m. in Meeting Room B

- I. Call to Order.
- 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]
 - A. Approval of the Minutes of the Regular Board and Committee Meetings – October 2025.
 - B. Acceptance of Financial Reports for October 2025.
 - C. Acceptance of Reports.
 - 1. Statistics Report for October 2025.
 - 2. Director's Report for October 2025.
- VIII. New Business.
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$355,563.44 [Action Item]
 - B. Review of proposals for monthly accounting services. [Action Item]
 - C. Extension of contract for HVAC services. [Action Item]
 - D. 2023-2025 Strategic Plan Annual Update.
 - E. Report out from the Planning Committee on 2026-2028 Strategic Planning. [Action Item]
 - F. Report out from the Management Committee on updates to Job Descriptions and the Salary Classification Schedule. [Action Item]
- IX. Other.
- X. Announcements and Correspondence.
- XI. Adjournment.

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 16, 2025

I. Call to Order.

The meeting was called to order at 7:03 p.m.

II. Roll Call.

Roll call indicated the following Trustees were

PRESENT: Dr. Gregory Sarlo, Kristen Graack, Lisa DuBrock, Robert Flinn, Christine Halblander, Nicholas Harkovich, Megan Williams.

ABSENT: Michelle Shimon-Hutchison, Rachel Rice.

ALSO PRESENT: Director Papadourakis, Joanie Sebastian, Lynne Rubio.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Graack, seconded by Halblander, to invoke the Remote Participation Policy.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

Sarlo invoked a moment of silence to acknowledge the loss of former Library Director Jo Bonell.

V. Consideration of the Agenda.

MOTION by Graack, seconded by Williams, to accept the Agenda.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. Consent Agenda.

A. Approval of the Minutes of the Regular Board Meeting – September 2025.

B. Acceptance of Financial Reports for September 2025.

C. Acceptance of Reports.

1. Statistics Report for September 2025.
2. Director's Report for September 2025.

MOTION by Halblander, seconded by DuBrock, to accept the Consent Agenda.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$273,313.38.

MOTION by DuBrock, seconded by Graack, to Approve Payment of Vendor Checks and ACH Payments in the amount of \$273,313.38 as listed on the vendor checks report of September 2025, and authorize Director Laurie Papadourakis to transfer the amount required to the Library's operating account.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

- B. Approval of the Communico 2025 - 2028 Contract.

MOTION by DuBrock, seconded by Williams, to Approve the Communico 2025 - 2028 Contract.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

- C. Planning Committee Report on 2026-2028 Strategic Plan.

Tabled to November Board meeting.

- D. Board Statement on DPPL's compliance with WCAG 2.1 accessibility standards.

Director Papadourakis presented information about WCAG 2.1 accessibility compliance. She mentioned how this ensures digital accommodations for people with disabilities and that a team at the Library is working on this compliance. This is to conform to federal standards and ensure the compliance is reached by the federal government's April 24, 2026 deadline. Director Papadourakis commended Joanie Sebastian on her efforts towards this compliance standard.

MOTION by DuBrock, seconded by Graack, to approve the Board Statement on DPPL's compliance with WCAG 2.1 accessibility standards.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

- E. Library Trustee Reappointments.

Sarlo announce that all trustees who applied for new terms were approved by the Mayor and City Council, including Graack, DuBrock, Halblander, Shimon-Hutchison, and himself. Endings of terms are staggered between 2027 and 2028. Director Papadourakis explained this is to fix the three-year term rotation standard that was disrupted due issues outside of the Board's control. She commended City Manager Dorothy Wisniewski for her help on the terms.

IX. Other

Dr. Sarlo celebrated the life of former Director Jo Bonell by acknowledging the following: Jo Bonell always made the community her priority. She led the Library through the pandemic. She showed great leadership and made great connections with other community organizations. She carried the torch on the Canvas project and noted the Canvas Foundation is now named the Jo Bonell Foundation. Jo was the resident dinosaur in a costume during the Taste of Des Plaines. Sarlo shared a story of Jo being an enthusiastic trivia champion on a boat tour in Chicago and how proudly she stated that she was a librarian. Sarlo thanked those who attended her memorial service.

Director Papadourakis announced that in honor of Jo Bonell, the Library is collecting donations for St. Jude Children's Research Hospital and has raised \$575 so far. Additional donations may be made through the Library or directly to St. Jude's.

Director Papadourakis updated the Board on tax bills delay. She said that regardless of that, the Library received \$800k from the City for the personal property replacement tax and thanked Manager Wisniewski for her help with that.

Director Papadourakis announced that updated Illinois Public Library Standards have been released. Trustees are asked to review the updated standards before the December meeting, when the Per Capita Grant application will be discussed.

Dr. Sarlo commended Director Papadourakis on her budget presentation at the City Council meeting. Director Papadourakis said the council approved the 3% levy increase. City Manager Wisniewski was recognized for her strong support of Library services. Trustee DuBrock expressed appreciation for Director Papadourakis's presentation and advocacy at the City Council meeting.

X. Announcements.
None.

XI. Correspondence.
None.

XII. Adjournment.

MOTION by Halblander, seconded by Williams, to adjourn.

AYES: Sarlo, Halblander, Harkovich, Flinn, Williams, Graack, DuBrock.

NAYS: None.

MOTION CARRIED.

The meeting adjourned at 7:34 p.m.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Meeting of the Planning Committee Friday, October 3, 2025

I. Call to Order.

The Meeting was called to order at 5:34 p.m.

II. Roll Call.

Roll call indicated the following Committee Members were

PRESENT: Rachel Rice, Robert Flinn, Megan Williams.

ABSENT: None.

ALSO PRESENT: Lisa DuBrock, Heather Imhoff.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

Not Applicable.

V. Consideration of the Agenda.

MOTION by Flinn, seconded by Williams, to accept the Agenda.

AYES: Rice, Flinn, Williams.

NAYS: None.

MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. New Business.

VIII. Discuss goals and objectives for DPPL's 2026-2028 Strategic Plan.

The overall approach the Board will take to provide direction to DPPL management regarding the development of DPPL's 2026-2028 Strategic Plan was discussed. It was agreed that committee members would identify three to five "pillars" of goals, cover key aspects of the Library's overall health and growth, and share at a future committee Meeting. The plan should include measurable outcomes. Areas to

address in the plan include financial sustainability, use of Library spaces, and technology innovation.

IX. Other.

None.

X. Adjournment.

MOTION by Williams, seconded by Flinn, to adjourn.

AYES: Rachel Rice, Robert Flinn, Megan Williams.

NAYS: None.

MOTION CARRIED.

The Meeting adjourned at 7:01 p.m.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Meeting of the Planning Committee Tuesday, November 4, 2025

I. Call to Order.

The meeting was called to order at 7:02 p.m.

II. Roll Call.

Roll call indicated the following Committee Members were

PRESENT: Rachel Rice, Robert Flinn, Megan Williams.

ABSENT: None.

ALSO PRESENT: Heather Imhoff.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

Not Applicable.

V. Consideration of the Agenda.

MOTION by Flinn, seconded by Williams, to accept the Agenda.

AYES: Rice, Flinn, Williams.

NAYS: None.

MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. New Business.

VIII. Discuss goals and objectives for DPPL's 2026-2028 Strategic Plan

Both Rice and Flinn shared ideas for Goals and Strategies to be considered for inclusion in the new Plan. Potential goals around technological access and innovation, lifelong learning, community engagement and partnership, operational excellence, financial sustainability, and staff retention and development were discussed,

It was discussed that the Board's role in the development of the Strategic Plan is "high level" direction, particularly as it relates to the library's mission and vision. The

Board will review DPPL's existing mission and vision statements, which are almost 20 years old, update where needed, and then use those to tie to new Goals. And then, based on that direction, library staff will develop Strategies and Activities to achieve those goals.

It was decided that Flinn will combine his document with Rice's. Library management will then take that document, fine tune the Goals and add Strategies and Activities. The committee will then work through and update the document in real time at the SOAR meeting on November 20th and then vote on a final version to present to the Board for final approval. Final changes to the Plan will take place prior to the December 18th Board meeting when a final Plan will be approved.

IX. Other.

None.

X. Adjournment.

MOTION by Williams, seconded by Flinn, to adjourn.

AYES: Rachel Rice, Robert Flinn, Megan Williams.

NAYS: None.

MOTION CARRIED.

The meeting adjourned at 8:05 p.m.



Des Plaines Public Library

Monthly Financial Report

For the Month Ended

October 31, 2025

Prepared By



Lauterbach & Amen

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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, 2025

	General Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 5,562,450.40	\$ 622,111.27	\$ 6,184,561.67
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,251,585.00	-	6,251,585.00
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 11,814,035.40</u>	<u>\$ 622,111.27</u>	<u>\$ 12,436,146.67</u>
LIABILITIES			
Accounts Payable	\$ 305,856.40	\$ -	\$ 305,856.40
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>487,705.04</u>	<u>-</u>	<u>487,705.04</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>6,739,290.04</u>	<u>-</u>	<u>6,739,290.04</u>
FUND BALANCE			
Fund Balance - Unreserved	5,074,745.36	622,111.27	5,696,856.63
Total Fund Balance	<u>5,074,745.36</u>	<u>622,111.27</u>	<u>5,696,856.63</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 11,814,035.40</u>	<u>\$ 622,111.27</u>	<u>\$ 12,436,146.67</u>

Des Plaines Public Library

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

For the 10 Months Ended October 31, 2025

	General Fund	Capital Projects Fund	Total
<hr/>			
REVENUES			
Taxes	\$ 3,066,145.39	\$ -	\$ 3,066,145.39
Intergovernmental	1,015,220.01	-	1,015,220.01
Fines & Fees	42,331.47	-	42,331.47
Interest	199,058.47	25,033.70	224,092.17
Special Events and Programs	2,656.00	-	2,656.00
Miscellaneous	617,563.64	-	617,563.64
	<hr/>	<hr/>	<hr/>
Total Revenues	4,942,974.98	25,033.70	4,968,008.68
EXPENDITURES			
Personnel	\$ 2,918,415.73	\$ -	\$ 2,918,415.73
Operating	2,043,251.05	-	2,043,251.05
Library Materials	644,096.70	-	644,096.70
Capital Outlay	140,781.84	111,734.97	252,516.81
Other Expenditures	109,157.39	-	108,917.75
	<hr/>	<hr/>	<hr/>
Total Expenditures	5,855,702.71	111,734.97	5,967,437.68
Net Change in Fund Balances	(912,727.73)	(86,701.27)	(999,429.00)
FUND BALANCES			
Beginning of the year	5,987,473.09	708,812.54	6,696,285.63
	<hr/>	<hr/>	<hr/>
End of the period	\$ 5,074,745.36	\$ 622,111.27	\$ 5,696,856.63
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Supplementary Information

Des Plaines Public Library

Treasurer's Report As of October 31, 2025 and 2024

<u>Institution</u>	<u>Oct. 31, 2025</u>	<u>Oct. 31, 2024</u>
201-1101000 - Petty Cash	\$ 500.00	\$ 500.00
201-1101100 - Cash in Registers	150.00	-
201-1102030 - Village B&T Donation #6718	109,071.88	7,006.70
201-1102040 - Village B&T Donation #9878	244,057.37	233,387.11
201-1102060 - Village B&T Checking #0289	316,712.53	889,030.19
201-1102050 - Wintrust Brokerage	133,759.65	61,476.72
201-1102070 - INB E-Pay	1,000.00	974.66
201-1102079 - Illinois Funds # 2591	4,757,198.97	6,007,281.82
202-1102079 - Illinois Funds # 2591	<u>622,111.27</u>	<u>750,280.38</u>
Total Cash & Investments	<u>\$ 6,184,561.67</u>	<u>\$ 8,007,394.76</u>

Des Plaines Public Library
Balance Sheet as of October 31, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<hr/> General Fund <hr/>			
<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	112,568.65	(3,496.77)	109,071.88
1102040 - Village B&T Donation #9878	243,180.54	876.83	244,057.37
1102050 - Wintrust Brokerage	136,202.46	(2,442.81)	133,759.65
1102060 - Village B&T Checking #0289	397,690.52	(80,977.99)	316,712.53
1102070 - INB E-Pay	979.99	20.01	1,000.00
1102079 - Illinois Funds # 2591	4,540,724.70	216,474.27	4,757,198.97
1118000 - Receivable - Property Taxes	<u>6,251,585.00</u>	<u>0.00</u>	<u>6,251,585.00</u>
	<u>11,683,581.86</u>	<u>130,453.54</u>	<u>11,814,035.40</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	221,190.59	84,665.81	305,856.40
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>6,654,624.23</u>	<u>84,665.81</u>	<u>6,739,290.04</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>12,642,097.32</u>	 <u>84,665.81</u>	 <u>12,726,763.13</u>
 Excess Revenues Over Expenses	 <u>(958,515.46)</u>	 <u>45,787.73</u>	 <u>(912,727.73)</u>

Des Plaines Public Library
Balance Sheet as of October 31, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<hr/> Capital Projects Fund <hr/>			
<u>Assets</u>			
1102079 - Illinois Funds # 2591	619,863.45	2,247.82	622,111.27
	<u>619,863.45</u>	<u>2,247.82</u>	<u>622,111.27</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	708,812.54	0.00	708,812.54
Total Liabilities and Fund Balance	<u>708,812.54</u>	<u>0.00</u>	<u>708,812.54</u>
Excess Revenues Over Expenses	<u>(88,949.09)</u>	<u>2,247.82</u>	<u>(86,701.27)</u>
<hr/> Compensated Absences Fund <hr/>			
<u>Assets</u>			
1120201 - Due From Library	95,082.67	0.00	95,082.67
	<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	95,082.67	0.00	95,082.67
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Des Plaines Public Library
Balance Sheet as of October 31, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<hr/> Fixed Assets Fund <hr/>			
<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>
 <hr/> Long Term Liability Fund <hr/>			
<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 10 Months Ended October 31, 2025

	<u>M.T.D.</u> <u>Collected</u>	<u>Y.T.D.</u> <u>Collected</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remaining</u>	<u>Prct.</u> <u>Collected</u>
<u>General Fund</u>					
<u>Taxes</u>					
201-4810036 - Property Taxes 2024	0.00	3,066,145.39	6,100,000.00	3,033,854.61	50.26
	0.00	3,066,145.39	6,100,000.00	3,033,854.61	50.26
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	754,443.17	920,724.38	800,000.00	(120,724.38)	115.09
201-4822040 - State Grant - Per Capita	0.00	89,495.63	90,102.00	606.37	99.33
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	5,000.00	10,000.00	5,000.00	50.00
	754,443.17	1,015,220.01	900,102.00	(115,118.01)	112.79
<u>Fines & Fees</u>					
201-4850101 - Library Fees	3,407.38	22,838.59	15,000.00	(7,838.59)	152.26
201-4850201 - Copying & Printing Fees	1,731.65	14,546.63	15,000.00	453.37	96.98
201-4850203 - Lost Materials	38.25	1,172.25	0.00	(1,172.25)	0.00
201-4850207 - Non-Res Cards	132.00	2,034.00	1,400.00	(634.00)	145.29
201-4850208 - Meeting Room Fees	150.00	1,740.00	1,500.00	(240.00)	116.00
	5,459.28	42,331.47	32,900.00	(9,431.47)	128.67
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	0.00	2,656.00	5,000.00	2,344.00	53.12
	0.00	2,656.00	5,000.00	2,344.00	53.12
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	(2,442.81)	(4,173.55)	0.00	4,173.55	0.00
201-4890010 - Interest Income	17,342.91	203,232.02	150,000.00	(53,232.02)	135.49
	14,900.10	199,058.47	150,000.00	(49,058.47)	132.71
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	0.00	156,552.48	0.00	(156,552.48)	0.00
201-4830025 - Makerspace Revenue	61.40	139.11	0.00	(139.11)	0.00
201-4899900 - Miscellaneous Revenue	0.00	325,244.20	70,000.00	(255,244.20)	464.63
201-4899910 - Vending Machine Revenue	100.14	895.60	500.00	(395.60)	179.12
201-4899920 - Library Donations	20,003.30	123,881.14	125,000.00	1,118.86	99.10
201-4899940 - Friends Book Sale	1,066.45	10,851.11	14,000.00	3,148.89	77.51
	21,231.29	617,563.64	209,500.00	(408,063.64)	294.78
Total General Fund	796,033.84	4,942,974.98	7,397,502.00	2,454,527.02	66.82

Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 31, 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>
<hr/> <u>Capital Projects Fund</u> <hr/>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,247.82</u>	<u>25,033.70</u>	<u>75,000.00</u>	<u>49,966.30</u>	<u>33.38</u>
	<u>2,247.82</u>	<u>25,033.70</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>2,247.82</u>	 <u>25,033.70</u>	 <u>575,000.00</u>	 <u>549,966.30</u>	 <u>4.35</u>
 Total of All Funds	 <u>798,281.66</u>	 <u>4,968,008.68</u>	 <u>7,972,502.00</u>	 <u>3,004,493.32</u>	 <u>62.31</u>

Des Plaines Public Library

Expense Report

For the 10 Months Ended October 31, 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>
<hr/> General Fund <hr/>					
<u>Salaries</u>					
5910100 - Full-time Salaries	300,409.62	2,164,978.19	2,922,134.00	757,155.81	74.09
5910200 - Part-time Salaries	<u>106,697.43</u>	<u>753,437.54</u>	<u>1,042,061.00</u>	<u>288,623.46</u>	<u>72.30</u>
	<u>407,107.05</u>	<u>2,918,415.73</u>	<u>3,964,195.00</u>	<u>1,045,779.27</u>	<u>73.62</u>
 <u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	29,817.48	213,436.13	287,498.00	74,061.87	74.24
5918021 - Employer Contribution - IMRF	13,292.35	124,245.11	165,761.00	41,515.89	74.95
5918040 - Life Insurance Premiums	251.49	1,420.08	2,000.00	579.92	71.00
5918050 - PPO Insurance Premiums	75,645.68	427,142.22	624,436.00	197,293.78	68.40
5918051 - HMO Insurance Premiums	24,876.42	140,467.62	230,993.00	90,525.38	60.81
5918055 - Dental Insurance Premiums	4,013.34	22,661.80	33,161.00	10,499.20	68.34
5918070 - Workers Compensation	0.00	12,214.00	16,000.00	3,786.00	76.34
5920205 - Tuition Reimbursements	<u>0.00</u>	<u>2,000.00</u>	<u>5,000.00</u>	<u>3,000.00</u>	<u>40.00</u>
	<u>147,896.76</u>	<u>943,586.96</u>	<u>1,379,849.00</u>	<u>436,262.04</u>	<u>68.38</u>
 <u>Contractual Services</u>					
5920100 - Legal Fees	0.00	604.02	10,000.00	9,395.98	6.04
5920110 - Professional Services	40,538.34	445,790.44	492,775.00	46,984.56	90.47
5920120 - Communication Services	2,561.48	31,139.12	47,500.00	16,360.88	65.56
5920140 - Integrated Library System	21,630.00	85,062.50	89,000.00	3,937.50	95.58
5920202 - Conferences	45.00	11,025.92	20,000.00	8,974.08	55.13
5920204 - Training	250.00	3,261.91	8,000.00	4,738.09	40.77
5920210 - Marketing	6,702.49	57,015.12	61,900.00	4,884.88	92.11
5920220 - Membership Dues	1,459.00	5,408.20	7,500.00	2,091.80	72.11
5920230 - Publication of Notices	0.00	0.00	200.00	200.00	0.00
5920990 - Property/Liability Insurance	0.00	56,398.72	70,000.00	13,601.28	80.57
5930010 - R&M Equipment	17,957.58	51,670.34	63,460.00	11,789.66	81.42
5930020 - R&M Buildings & Structures	6,654.51	89,388.43	119,849.00	30,460.57	74.58
5930030 - R&M Vehicles	0.00	1,891.69	4,500.00	2,608.31	42.04
5930210 - Rental of Equipment	3,273.34	24,000.48	22,820.00	(1,180.48)	105.17
5930320 - Cleaning/Custodial Services	5,036.50	58,319.50	78,500.00	20,180.50	74.29
5930490 - Refuse Contract	769.18	6,944.99	8,300.00	1,355.01	83.67
5930491 - Hazard Materials Disposal	0.00	0.00	1,000.00	1,000.00	0.00
5960040 - Pre-Employment Testing	135.49	702.68	3,500.00	2,797.32	20.08
5960065 - Bank Fees	10.05	288.04	300.00	11.96	96.01
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	2,313.06	67,280.52	66,000.00	(1,280.52)	101.94
5960990 - Misc. Contractual Services	<u>6,806.05</u>	<u>103,471.47</u>	<u>136,405.00</u>	<u>32,933.53</u>	<u>75.86</u>
	<u>116,142.07</u>	<u>1,099,664.09</u>	<u>1,312,009.00</u>	<u>212,344.91</u>	<u>83.82</u>

Des Plaines Public Library

Expense Report

For the 10 Months Ended October 31, 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	2,998.69	53,956.74	105,770.00	51,813.26	51.01
5970110 - Meals	632.56	1,394.68	3,000.00	1,605.32	46.49
5970170 - Janitorial	1,398.66	10,865.08	18,800.00	7,934.92	57.79
5970260 - Postage & Parcel	1,013.75	18,407.40	16,500.00	(1,907.40)	111.56
5970500 - Water Bill	1,824.42	8,135.47	8,400.00	264.53	96.85
5970600 - Ebooks/Books	4,950.27	158,877.31	304,898.00	146,020.69	52.11
5970610 - E-audio/Audio	4,390.68	34,058.92	57,800.00	23,741.08	58.93
5970620 - E-Subscriptions/Subscriptions	1,991.32	55,796.94	53,930.00	(1,866.94)	103.46
5970630 - Visual Materials	19,492.14	160,286.39	200,900.00	40,613.61	79.78
5970640 - Databases	7,767.02	121,476.05	160,000.00	38,523.95	75.92
5970810 - Natural Gas	517.44	18,349.31	28,000.00	9,650.69	65.53
5970850 - Gasoline	0.00	246.94	600.00	353.06	41.16
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>2,245.47</u>	<u>4,800.00</u>	<u>2,554.53</u>	<u>46.78</u>
	<u>46,976.95</u>	<u>644,096.70</u>	<u>963,398.00</u>	<u>319,301.30</u>	<u>66.86</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,271.48	12,000.00	10,728.52	10.60
5980400 - Equipment	0.00	9,269.48	14,400.00	5,130.52	64.37
5980410 - Computer Hardware	3,368.64	23,870.88	16,200.00	(7,670.88)	147.35
5980420 - Computer Software	6,350.65	94,992.88	92,250.00	(2,742.88)	102.97
5980600 - Furniture & Fixtures	<u>3,010.22</u>	<u>11,377.12</u>	<u>76,800.00</u>	<u>65,422.88</u>	<u>14.81</u>
	<u>12,729.51</u>	<u>140,781.84</u>	<u>211,650.00</u>	<u>70,868.16</u>	<u>66.52</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	18,327.32	98,066.64	90,102.00	(7,964.64)	108.84
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>1,066.45</u>	<u>10,851.11</u>	<u>0.00</u>	<u>(10,851.11)</u>	<u>0.00</u>
	<u>19,393.77</u>	<u>108,917.75</u>	<u>590,102.00</u>	<u>481,184.25</u>	<u>18.46</u>
Total General Fund Expenditures	<u>750,246.11</u>	<u>5,855,702.71</u>	<u>8,496,203.00</u>	<u>2,640,500.29</u>	<u>68.92</u>
 <u>Capital Projects Fund</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	13,456.57	310,000.00	296,543.43	4.34
5980400 - Equipment	0.00	43,563.64	171,000.00	127,436.36	25.48
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	54,714.76	0.00	(54,714.76)	0.00
5980600 - Furniture and Fixtures	<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>111,734.97</u>	<u>481,000.00</u>	<u>(111,734.97)</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>111,734.97</u>	<u>481,000.00</u>	<u>369,265.03</u>	<u>23.23</u>
Total of All Funds	<u>750,246.11</u>	<u>5,967,437.68</u>	<u>8,977,203.00</u>	<u>3,009,765.32</u>	<u>66.47</u>

Des Plaines Public Library

Check List

All Bank Accounts

October 17, 2025 - November 20, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
4012	11/20/25	Continental Resources, Inc.	3,368.64
20980	11/20/25	ABT ELECTRONIC	742.28
20981	11/20/25	Agati	2,225.22
20982	11/20/25	ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	35.00
20983	11/20/25	Alicia Perez	45.00
20984	11/20/25	ANDERSON LOCK CO LTD	49.00
20985	11/20/25	AQUARIUM ADVENTURE	320.00
20986	11/20/25	Assential Therapies Inc	75.00
20987	11/20/25	AUTOMATED LOGIC, INC.	4,252.50
20988	11/20/25	BACKGROUND SCREENING CONSULTANTS LLC	135.49
20989	11/20/25	BISHOP PLUMBING, INC.	1,897.40
20990	11/20/25	CENGAGE LEARNING/GALE	3,632.95
20991	11/20/25	CHILDREN'S PLUS, INC.	8,219.11
20992	11/20/25	CITY OF DES PLAINES	1,824.42
20993	11/20/25	COOPERATIVE COMPUTER SERVICES	21,630.00
20994	11/20/25	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20995	11/20/25	D&Z HOUSE OF BOOKS	3,708.24
20996	11/20/25	Dana Joyce LLC	334.00
20997	11/20/25	DEBRA MILLER	375.00
20998	11/20/25	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	769.18
20999	11/20/25	GARVEY'S OFFICE PRODUCTS	1,398.66
21000	11/20/25	GREY HOUSE PUBLISHING	148.50
21001	11/20/25	ILLINOIS LIBRARY ASSOCIATION	900.00
21002	11/20/25	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	1,962.82
21003	11/20/25	J&S PLUMBING, INC.	945.00
21004	11/20/25	Jason Henry	53.85
21005	11/20/25	JOHN G DONAHUE	180.00
21006	11/20/25	Larry Huffman	60.00
21007	11/20/25	Lauterbach & Amen, LLP	3,310.00
21008	11/20/25	LIMRICC	131,863.72
21009	11/20/25	LYNGSOE SYSTEMS, INC	13,021.00
21010	11/20/25	Matthew Geary	450.00
21011	11/20/25	MIDWEST TAPE	21,993.19
21012	11/20/25	OUTSOURCE SOLUTIONS GROUP, INC.	44,847.53
21013	11/20/25	OVERDRIVE, INC.	6,399.97
21014	11/20/25	PEAC Solutions	3,055.00
21015	11/20/25	Playaway Products LLC	579.92
21016	11/20/25	PROQUEST LLC	2,159.07
21017	11/20/25	RAILS	405.00
21018	11/20/25	RANDOM RINGERS	450.00
21019	11/20/25	SCHOLASTIC LIBRARY PUBLISHING	1,419.00
21020	11/20/25	Sean Walsh	60.00
21021	11/20/25	Siemens Industry, Inc.	1,413.00
21022	11/20/25	Skitch Electric Company	785.00
21023	11/20/25	SPEED-E-KLEEN, INC.	144.00
21024	11/20/25	THOMAS KLISE/CRIMSON MULTIMEDIA	2,336.81
21025	11/20/25	THOMSON REUTERS-WEST	2.50
21026	11/20/25	TODAY'S BUSINESS SOLUTIONS INC	334.08
21027	11/20/25	VISOGRAPHIC	6,647.85
50271	10/31/25	IMRF	25,018.21
50272	10/31/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,066.45
50273	10/31/25	COMCAST CABLE	57.42
50274	10/31/25	COMCAST CABLE	1,420.79
50275	10/31/25	VERIZON WIRELESS	1,044.20
50276	10/31/25	COMCAST CABLE	39.07
50277	10/31/25	NICOR GAS	517.44
50278	10/31/25	ADP	1,056.63

Des Plaines Public Library
Check List

All Bank Accounts

October 17, 2025 - November 20, 2025

Check Number	Check Date	Payee	Amount
50279	10/31/25	Wintrust Credit Card	500.49
50280	10/31/25	NEOFUNDS BY NEOPOST	1,000.00
50281	10/31/25	BANKCARD SERVICES	17,986.34
Vendor Check Total			355,563.44
Check List Total			355,563.44

Check count = 60

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Continental Resources, Inc.				4012	11/20/25	<u>3,368.64</u>
201-5980410	Computer Hardware	Inv 91181952	3,368.64			
ABT ELECTRONIC				20980	11/20/25	<u>742.28</u>
201-5930010	R&M Equipment	Inv 1024501RHIZ	742.28			
Agati				20981	11/20/25	<u>2,225.22</u>
201-5980600	Furniture & Fixtures	Inv 20714	2,225.22			
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT				20982	11/20/25	<u>35.00</u>
201-5960210	Special Event Programming	Event Presentation 12.2.25	35.00			
Alicia Perez				20983	11/20/25	<u>45.00</u>
201-5920202	Conferences	ILA Annual Conference 10.14.25 Reimbursement	45.00			
ANDERSON LOCK CO LTD				20984	11/20/25	<u>49.00</u>
201-5970100	Supplies	Inv 1183134	49.00			
AQUARIUM ADVENTURE				20985	11/20/25	<u>320.00</u>
201-5960990	Misc. Contractual Services	Inv 18912	160.00			
201-5960990	Misc. Contractual Services	Inv 18970	160.00			
Assential Therapies Inc				20986	11/20/25	<u>75.00</u>
201-5960210	Special Event Programming	Event Presentation 12.10.25	75.00			
AUTOMATED LOGIC, INC.				20987	11/20/25	<u>4,252.50</u>
201-5930020	R&M Buildings & Structures	Inv 599731	4,252.50			
BACKGROUND SCREENING CONSULTANTS LLC				20988	11/20/25	<u>135.49</u>
201-5960040	Pre-Employment Testing	Inv 26843	135.49			
BISHOP PLUMBING, INC.				20989	11/20/25	<u>1,897.40</u>
201-5930010	R&M Equipment	Inv 68616560	1,191.80			
201-5930010	R&M Equipment	Inv 68597488	705.60			
CENGAGE LEARNING/GALE				20990	11/20/25	<u>3,632.95</u>
201-5970640	Databases	Inv 999101603236	2,632.34			
201-5970640	Databases	Inv 999101603235	1,000.61			
CHILDREN'S PLUS, INC.				20991	11/20/25	<u>8,219.11</u>
201-5990900	Per Capita Grant Expenditures	Inv 267855	194.74			
201-5990900	Per Capita Grant Expenditures	Inv 267389	6.99			
201-5990900	Per Capita Grant Expenditures	Inv 267559	41.68			
201-5990900	Per Capita Grant Expenditures	Inv 267532	12.79			
201-5990900	Per Capita Grant Expenditures	Inv 267531	327.82			
201-5990900	Per Capita Grant Expenditures	Inv 267467	28.18			
201-5990900	Per Capita Grant Expenditures	Inv 264754	8.39			
201-5990900	Per Capita Grant Expenditures	Inv 264882	12.79			
201-5990900	Per Capita Grant Expenditures	Inv 264884	16.78			
201-5990900	Per Capita Grant Expenditures	Inv 234887	55.76			
201-5990900	Per Capita Grant Expenditures	Inv 264888	62.42			
201-5990900	Per Capita Grant Expenditures	Inv 267060	14.84			
201-5990900	Per Capita Grant Expenditures	Inv 267165	361.36			
201-5990900	Per Capita Grant Expenditures	Inv 267388	704.04			
201-5990900	Per Capita Grant Expenditures	Inv 267853	135.28			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5990900	Per Capita Grant Expenditures	Inv 267854	59.36			
201-5990900	Per Capita Grant Expenditures	Inv 268104	188.66			
201-5990900	Per Capita Grant Expenditures	Inv 267997	350.28			
201-5990900	Per Capita Grant Expenditures	Inv 267998	331.11			
201-5990900	Per Capita Grant Expenditures	Inv 267387	505.25			
201-5990900	Per Capita Grant Expenditures	Inv 266525	59.46			
201-5990900	Per Capita Grant Expenditures	Inv 266627	88.88			
201-5990900	Per Capita Grant Expenditures	Inv 266629	185.87			
201-5990900	Per Capita Grant Expenditures	Inv 266439	133.96			
201-5990900	Per Capita Grant Expenditures	Inv 266161	296.85			
201-5990900	Per Capita Grant Expenditures	Inv 266163	346.98			
201-5990900	Per Capita Grant Expenditures	Inv 266240	398.43			
201-5990900	Per Capita Grant Expenditures	Inv 266565	485.48			
201-5990900	Per Capita Grant Expenditures	Inv 266626	22.49			
201-5990900	Per Capita Grant Expenditures	Inv 266562	417.83			
201-5990900	Per Capita Grant Expenditures	Inv 266529	154.21			
201-5990900	Per Capita Grant Expenditures	Inv 266801	16.34			
201-5990900	Per Capita Grant Expenditures	Inv 266802	16.34			
201-5990900	Per Capita Grant Expenditures	Inv 266783	23.07			
201-5990900	Per Capita Grant Expenditures	Inv 267036	33.79			
201-5990900	Per Capita Grant Expenditures	Inv 266934	131.70			
201-5990900	Per Capita Grant Expenditures	Inv 267008	38.66			
201-5990900	Per Capita Grant Expenditures	Inv 267035	14.84			
201-5990900	Per Capita Grant Expenditures	Inv 266464	50.18			
201-5990900	Per Capita Grant Expenditures	Inv 266933	196.19			
201-5990900	Per Capita Grant Expenditures	Inv 267064	456.89			
201-5990900	Per Capita Grant Expenditures	Inv 266935	29.57			
201-5990900	Per Capita Grant Expenditures	Inv 266932	129.72			
201-5990900	Per Capita Grant Expenditures	Inv 267164	79.61			
201-5990900	Per Capita Grant Expenditures	Inv 267137	274.11			
201-5990900	Per Capita Grant Expenditures	Inv 267059	60.36			
201-5990900	Per Capita Grant Expenditures	Inv 267268	460.02			
201-5990900	Per Capita Grant Expenditures	Inv 267061	30.43			
201-5990900	Per Capita Grant Expenditures	Inv 267062	28.93			
201-5990900	Per Capita Grant Expenditures	Inv 267063	139.40			
CITY OF DES PLAINES				20992	11/20/25	<u>1,824.42</u>
201-5970500	Water Bill	7/31/25-9/29/25	1,824.42			
COOPERATIVE COMPUTER SERVICES				20993	11/20/25	<u>21,630.00</u>
201-5920140	Integrated Library System	Inv 2480	21,630.00			
CRYSTAL MAINTENANCE SERVICES CORP				20994	11/20/25	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv 33188	4,892.50			
D&Z HOUSE OF BOOKS				20995	11/20/25	<u>3,708.24</u>
201-5990900	Per Capita Grant Expenditures	Inv 2025/I005203	1,869.12			
201-5990900	Per Capita Grant Expenditures	Inv 2025/I005203	1,839.12			
Dana Joyce LLC				20996	11/20/25	<u>334.00</u>
201-5960210	Special Event Programming	Event Presentation 11.22.25	334.00			
DEBRA MILLER				20997	11/20/25	<u>375.00</u>
201-5960210	Special Event Programming	Event Presentation 11.23.25	375.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				20998	11/20/25	<u>769.18</u>

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930490	Refuse Contract	Inv 8471578	769.18			
GARVEY'S OFFICE PRODUCTS				20999	11/20/25	<u>1,398.66</u>
201-5970170	Janitorial	Inv WO-783326-1	423.44			
201-5970170	Janitorial	Inv WO-794580-1	926.49			
201-5970170	Janitorial	Inv WO-794580-2	48.73			
GREY HOUSE PUBLISHING				21000	11/20/25	<u>148.50</u>
201-5970640	Databases	Inv 992061	148.50			
ILLINOIS LIBRARY ASSOCIATION				21001	11/20/25	<u>900.00</u>
201-5920220	Membership Dues	Inv 323008	100.00			
201-5920220	Membership Dues	Inv 323014	150.00			
201-5920220	Membership Dues	Inv 323070	150.00			
201-5920220	Membership Dues	Inv 322893	500.00			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				21002	11/20/25	<u>1,962.82</u>
201-5930010	R&M Equipment	Inv 429355	691.21			
201-5930010	R&M Equipment	Inv 429013	1,271.61			
J&S PLUMBING, INC.				21003	11/20/25	<u>945.00</u>
201-5930020	R&M Buildings & Structures	Inv 246002	945.00			
Jason Henry				21004	11/20/25	<u>53.85</u>
201-5970600	Ebooks/Books	Refund - Patron bought and returned items	53.85			
JOHN G DONAHUE				21005	11/20/25	<u>180.00</u>
201-5960210	Special Event Programming	One-on-one job consulting - 10.13/10.28	180.00			
Larry Huffman				21006	11/20/25	<u>60.00</u>
201-5960210	Special Event Programming	Event Presentation 11/1/25	60.00			
Lauterbach & Amen, LLP				21007	11/20/25	<u>3,310.00</u>
201-5920110	Professional Services	Inv 111186	1,655.00			
201-5920110	Professional Services	Inv 109561	1,655.00			
LIMRICC				21008	11/20/25	<u>131,863.72</u>
201-2401002	Payroll Liabilities	Monthly Billing for Oct. 2025	65,931.86			
201-2401002	Payroll Liabilities	Monthly Billing for Nov. 2025	65,931.86			
LYNGSOE SYSTEMS, INC				21009	11/20/25	<u>13,021.00</u>
201-5930010	R&M Equipment	Inv 008116	13,021.00			
Matthew Geary				21010	11/20/25	<u>450.00</u>
201-5960210	Special Event Programming	Event Presentation 10/11/25	450.00			
MIDWEST TAPE				21011	11/20/25	<u>21,993.19</u>
201-5960990	Misc. Contractual Services	Inv 507951184	272.32			
201-5970630	Visual Materials	Inv 507951184	679.13			
201-5960990	Misc. Contractual Services	Inv 507951188	33.30			
201-5970630	Visual Materials	Inv 507951188	143.94			
201-5960990	Misc. Contractual Services	Inv 507951186	41.30			
201-5970610	E-audio/Audio	Inv 507951186	142.70			
201-5960990	Misc. Contractual Services	Inv 507951185	38.42			
201-5970610	E-audio/Audio	Inv 507951185	782.83			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 507930405	21.74			
201-5960990	Misc. Contractual Services	Inv 507891476	93.72			
201-5970630	Visual Materials	Inv 507891476	350.82			
201-5960990	Misc. Contractual Services	Inv 507891477	18.08			
201-5970610	E-audio/Audio	Inv 507891477	414.92			
201-5960990	Misc. Contractual Services	Inv 507891478	89.33			
201-5970630	Visual Materials	Inv 507891478	363.97			
201-5960990	Misc. Contractual Services	Inv 507891474	66.08			
201-5970610	E-audio/Audio	Inv 507891474	221.69			
201-5970610	E-audio/Audio	Inv 507930401	295.95			
201-5970630	Visual Materials	Inv 507930402	134.35			
201-5970630	Visual Materials	Inv 507930403	74.98			
201-5970630	Visual Materials	Inv 507916145	20.79			
201-5970630	Visual Materials	Inv 507916141	341.45			
201-5970630	Visual Materials	Inv 507916144	38.39			
201-5970630	Visual Materials	Inv 507916143	82.48			
201-5970630	Visual Materials	Inv 507916140	202.45			
201-5970610	E-audio/Audio	Inv 507914809	68.79			
201-5960990	Misc. Contractual Services	Inv 507824991	81.75			
201-5970630	Visual Materials	Inv 507824991	356.88			
201-5960990	Misc. Contractual Services	Inv 507824993	61.95			
201-5970610	E-audio/Audio	Inv 507824993	195.75			
201-5970630	Visual Materials	Inv 507813991	29.99			
201-5960990	Misc. Contractual Services	Inv 507824992	253.48			
201-5970630	Visual Materials	Inv 507824992	1,180.03			
201-5970610	E-audio/Audio	Inv 507846341	72.79			
201-5970610	E-audio/Audio	Inv 507813908	44.79			
201-5970630	Visual Materials	Inv 507846342	211.44			
201-5970630	Visual Materials	Inv 507846343	143.96			
201-5970630	Visual Materials	Inv 507846344	23.19			
201-5970630	Visual Materials	Inv 507813990	18.39			
201-5970630	Visual Materials	Inv 507813909	112.47			
201-5970630	Visual Materials	Inv 507813993	21.74			
201-5960990	Misc. Contractual Services	Inv 507856699	8.26			
201-5970610	E-audio/Audio	Inv 507856699	22.48			
201-5970630	Visual Materials	Inv 507846346	14.39			
201-5960990	Misc. Contractual Services	Inv 507856833	83.26			
201-5970630	Visual Materials	Inv 507856833	412.67			
201-5960990	Misc. Contractual Services	Inv 507856831	11.30			
201-5970610	E-audio/Audio	Inv 507856831	226.95			
201-5960990	Misc. Contractual Services	Inv 507856832	165.96			
201-5970630	Visual Materials	Inv 507856832	650.66			
201-5960990	Misc. Contractual Services	Inv 507824990	40.68			
201-5970610	E-audio/Audio	Inv 507824990	961.82			
201-5970630	Visual Materials	Inv 507866964	53.57			
201-5970630	Visual Materials	Inv 507866963	29.99			
201-5970630	Visual Materials	Inv 507866969	23.19			
201-5970610	E-audio/Audio	Inv 507866961	49.95			
201-5970630	Visual Materials	Inv 507866965	143.96			
201-5970630	Visual Materials	Inv 507866966	32.99			
201-5970630	Visual Materials	Inv 507866968	229.44			
201-5970630	Visual Materials	Inv 507866967	168.71			
201-5960990	Misc. Contractual Services	Inv 507879579	20.65			
201-5970610	E-audio/Audio	Inv 507879579	64.45			
201-5960990	Misc. Contractual Services	Inv 507879578	166.80			
201-5970630	Visual Materials	Inv 507879578	589.37			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv 507879576	36.16			
201-5970610	E-audio/Audio	Inv 507879576	694.84			
201-5960990	Misc. Contractual Services	Inv 507879577	387.52			
201-5970630	Visual Materials	Inv 507879577	1,180.59			
201-5970630	Visual Materials	Hoopla Inv 507967417	7,680.06			
OUTSOURCE SOLUTIONS GROUP, INC.				21012	11/20/25	<u>44,847.53</u>
201-5980420	Computer Software	Inv 86467	4,625.29			
201-5960990	Misc. Contractual Services	Inv 86467	2,341.40			
201-5980420	Computer Software	Inv 86466	652.50			
201-5920110	Professional Services	Inv 86465	37,228.34			
OVERDRIVE, INC.				21013	11/20/25	<u>6,399.97</u>
201-5990900	Per Capita Grant Expenditures	Inv 01018CP25343443	398.00			
201-5990900	Per Capita Grant Expenditures	Inv 01018MA25344536	5,794.32			
201-5990900	Per Capita Grant Expenditures	Inv 01018MA25338714	38.00			
201-5990900	Per Capita Grant Expenditures	Inv 01018CP25341610	169.65			
PEAC Solutions				21014	11/20/25	<u>3,055.00</u>
201-5930210	Rental of Equipment	Inv 41118156	1,695.00			
201-5930210	Rental of Equipment	Inv 41116109	1,360.00			
Playaway Products LLC				21015	11/20/25	<u>579.92</u>
201-5970600	Ebooks/Books	Inv 510484	127.98			
201-5970600	Ebooks/Books	Inv 510624	321.96			
201-5970610	E-audio/Audio	Inv 513709	129.98			
PROQUEST LLC				21016	11/20/25	<u>2,159.07</u>
201-5970640	Databases	Inv 70915691	2,159.07			
RAILS				21017	11/20/25	<u>405.00</u>
201-5970640	Databases	Inv 15151	405.00			
RANDOM RINGERS				21018	11/20/25	<u>450.00</u>
201-5960210	Special Event Programming	Event Presentation 12.12.25	450.00			
SCHOLASTIC LIBRARY PUBLISHING				21019	11/20/25	<u>1,419.00</u>
201-5970640	Databases	Inv 77072561	1,419.00			
Sean Walsh				21020	11/20/25	<u>60.00</u>
201-5960210	Special Event Programming	Event Presentation 10/4/25	60.00			
Siemens Industry, Inc.				21021	11/20/25	<u>1,413.00</u>
201-5930020	R&M Buildings & Structures	Inv 5332151198	1,413.00			
Skitch Electric Company				21022	11/20/25	<u>785.00</u>
201-5980600	Furniture & Fixtures	Inv 13428	785.00			
SPEED-E-KLEEN, INC.				21023	11/20/25	<u>144.00</u>
201-5930320	Cleaning/Custodial Services	Inv 4557	144.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				21024	11/20/25	<u>2,336.81</u>
201-5970630	Visual Materials	Inv 025122	392.11			
201-5970630	Visual Materials	Inv 025123	40.00			
201-5970630	Visual Materials	Inv 024393	162.04			
201-5970630	Visual Materials	Inv 024391	783.03			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv 024392	130.00			
201-5970630	Visual Materials	Inv 024394	192.19			
201-5970630	Visual Materials	Inv 024800	60.00			
201-5970630	Visual Materials	Inv 024801	191.02			
201-5970630	Visual Materials	Inv 024799	386.42			
THOMSON REUTERS-WEST				21025	11/20/25	<u>2.50</u>
201-5970640	Databases	Inv 852675372	2.50			
TODAY'S BUSINESS SOLUTIONS INC				21026	11/20/25	<u>334.08</u>
201-5930010	R&M Equipment	Inv 102725-10	334.08			
VISOGRAPHIC				21027	11/20/25	<u>6,647.85</u>
201-5920210	Marketing	Inv 248053	6,647.85			
Check List Total						<u><u>305,856.40</u></u>

Des Plaines Public Library
ACH Register

All Bank Accounts

October 1, 2025 - October 31, 2025

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
50271	10/31/25	IMRF	25,018.21
50272	10/31/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,066.45
50273	10/31/25	COMCAST CABLE	57.42
50274	10/31/25	COMCAST CABLE	1,420.79
50275	10/31/25	VERIZON WIRELESS	1,044.20
50276	10/31/25	COMCAST CABLE	39.07
50277	10/31/25	NICOR GAS	517.44
50278	10/31/25	ADP	1,056.63
50279	10/31/25	Wintrust Credit Card	500.49
50280	10/31/25	NEOFUNDS BY NEOPOST	1,000.00
50281	10/31/25	BANKCARD SERVICES	17,986.34
Vendor Check Total			<u>49,707.04</u>
Check List Total			<u><u>49,707.04</u></u>

Check count = 11

DES PLAINES PUBLIC LIBRARY

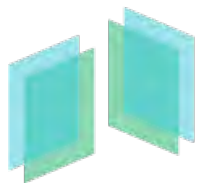
CASH FLOW SUMMARY For the Year Ended December 31, 2025

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	7,609,580	6,910,477	6,496,772	6,169,760	6,051,860	6,184,562		
Revenue (M-T-D)												
Property Taxes	-	853,437	1,862,114	232,301	-	-	-	35,503	3,091	-		
Other Revenue	30,770	107,162	33,648	191,493	109,112	17,082	134,151	219,929	343,651	796,034		
	30,770	960,599	1,895,762	423,794	109,112	17,082	134,151	255,432	346,743	796,034	-	-
Expenses (M-T-D)												
Payroll & Benefits	260,380	300,348	338,439	275,555	621,420	361,672	349,539	292,106	346,213	555,004		
Other Expense	341,121	208,246	153,738	174,174	224,447	170,947	244,473	192,285	183,222	195,242		
Change in A/P & AJE's	(1,732,867)	839,083	(121,725)	46,493	(248,095)	183,567	(46,155)	98,053	(64,793)	(86,914)		
	(1,131,366)	1,347,677	370,452	496,222	597,772	716,186	547,857	582,444	464,642	663,332	-	-
Net Increase/(Decrease)	1,162,136	(387,078)	1,525,310	(72,427)	(488,660)	(699,104)	(413,705)	(327,012)	(117,900)	132,702	-	-

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)



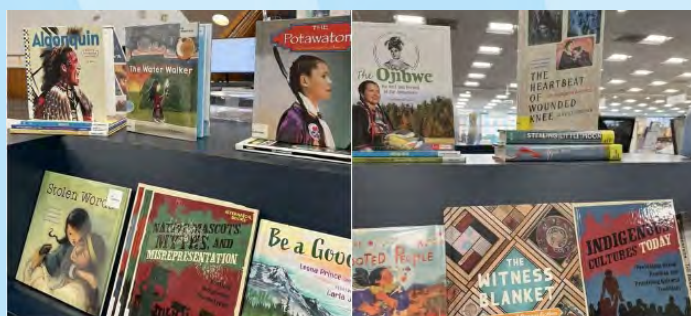
DIRECTOR'S REPORT

On October 2025

DPPL CELEBRATES

World Mental Health Day
Books & Resources

OCT 10, 2025 • LEARN MORE AT DPPL.ORG



COMINGS & GOINGS

COMING

Annie Fu, PT Youth Services Assistant

Nick Pauls, PT Youth Services Assistant

GOING

Mary Simantz, PT Materials Services Page

DONATIONS

\$10,000 from Jo Bonell in memory of John and Jeanine Bonell.

\$5,000 from the estate of Mary Rose Sullivan.



\$334 for a Sound Bath Meditation.
\$500 for Winter Reading Contest Prizes.
\$160 for the Jigsaw Puzzle Tournament refreshments, gift cards, and prizes.
\$1,938 for Stuffed Animal Workshop Kits.

AROUND THE LIBRARY

FREE TO BE YOU
DPPL

The Fall 2025 mailer is here!
Look for it in your mailbox.

OPEN COSTUME LABORATORY IN THE CANVAS
Lab starts at 5pm or 7pm depending on the Wednesday.

Wicked Good Writing Contest 2025

Bring your own materials. There will be some supplies available. No glitter or high pile fur, please. Please keep costumes library appropriate.

**2026
2028
STRATEGIC
PLAN
Community Survey**

Cake and Conversation

Tuesday, October 28
11am - 7pm in the lobby

Des Plaines Public Library • DPPL.org

COMMUNITY PARTNERSHIPS

CELEBRATE 100 YEARS OF THE DES PLAINES THEATRE!

1. DOWNLOAD A COLORING TEMPLATE OR CREATE YOUR OWN
2. DROP OFF YOUR MASTERPIECE
3. BE ENTERED INTO A DRAWING TO WIN A DINNER AND SHOW FOR 5 PEOPLE AND MORE!

DEADLINE DEC 29, 2025

Des Plaines Theatre, Des Plaines Public Library, The Canvas

DON'T DELAY RECEIVING THE FLU SHOT

Accession Holly Family with Co-Sponsor State Senator Laura Murphy are bringing prevention to you.

FREE Flu Shots to Stay Healthy!

TUESDAY, OCT. 14
9:30 a.m. - Noon

DES PLAINES
Des Plaines Public Library (Meeting Room A)
1501 Ellinwood St., Des Plaines, IL 60016

STATE SENATOR Laura Murphy

Accession Holly Family

OCTOBER PROGRAM HIGHLIGHTS

ADULT

KIDS

TEEN

**90s
Scream Queens
Karaoke Night**

October 29th
6:30 - 8:30 pm

Be afraid, be very afraid! The party (in!) over, and Halloween dress time! We all go a little mad sometimes, but don't let that be "Some One's" for you! Be one of us and dress up in your finest costume, ready to scream the night away to your favorite music. Must be 21+.

Please Register

Learn more at DPPL.ORG

BLING THAT BAG!

Personalize Your DPPL Tote Bags

Saturday, October 25
10:00 am - 3:45 pm

Why settle for a tote bag which everyone has when you can add your own unique flair? Let's dive into some easy, creative ways to turn your DPPL tote bag into a piece of personalized art in our new creative space - The Canvas.

Registration required. Sign up for one of the sessions and drop in to the Canvas to personalize and transform your DPPL tote bags into a unique and vibrant statement piece.

Located in **The Canvas**

Learn more at DPPL.ORG

Thursday, October 23

The Ken Project:
Creating a Collage from Curated Images with the Des Plaines Art Guild

4:00 - 6:00pm in the Canvas

Participants will use discarded CD cases as a canvas for Ken's images. Learn to make something new and beautiful from upcycled images using CD cases that would have otherwise gone to a landfill.

Learn more at DPPL.ORG

A Guided Tour:
Inside the Fabulous Frick

October 27th at 7:00 pm

Join art historian Denise Laurin as she leads you on a guided tour of the Frick Collection in New York City. The former mansion of gilded age industrialist Henry Clay Frick is renowned for its Italian Renaissance, Dutch Baroque and Rococo masterpieces.

Learn more at DPPL.ORG

Please Register

Ages 21+! Join us for a guided tasting of seasonal beers with Advanced Cicerone, Matt Geary! Learn about origins, brewing methods, ingredients, and much more as Matt takes you on a journey through seasonal beer of the new and old world.

FOR 21+ PATRONS

SEASONAL BEER TASTING
with Matt Geary

Saturday, October 11
3:00 - 4:30PM

This program is only for DPPL card holders. Please call the Readers' Services Desk at (847) 376-2840 to register.

Located in **The Canvas**

Learn more at DPPL.ORG

BUILD A PINECONE SUET FEEDER
AND LEARN A LOT ABOUT BIRDS

OCTOBER 18 | 2 PM

Make a hanging pinecone feeder with Algen Bertram from the Wildland Shack!

Registration starts September 1st.

Learn more at DPPL.ORG

FRIDAY, OCT 17
6-7 PM
7:30-8:30 PM

Get ready to seal the Honmoon at our...

KPOP DEMON HUNTERS
SING ALONG

AGES 5+
REGISTRATION OPENS OCT 10
LIMIT 1 SESSION PER PERSON

Learn more at DPPL.ORG

Raas Garba Dance Class

Thursday, October 2nd
6:00pm in Meeting Room C

Celebrate the Navratri Festival with this Raas Garba dance class!

For children ages 5-12.
Registration required beginning September 25.

Presented by **Rani**

Learn more at DPPL.ORG

Halloween Movie Night

Friday, Oct 31 at 6:30pm

A movie, snacks, and a hauntingly good time! Costumes not required but strongly suggested.

For families with children of all ages!
Drop by meeting room B/C.

Movie: Halloweentown (1998), live action, 84 min.

Learn more at DPPL.ORG

FEATURING:

Tween MOVIE NIGHT

Come to the library for pizza and a movie!
For ages 9-12.

THURSDAY, OCT 23
6:00 - 8:00 P.M.

Registration required beginning Oct. 16.

Learn more at DPPL.ORG

Drop-in after school to hang out and relax! There will be board games, puzzles, crafts, and snacks. Stay as long or short as you want. It's the...

FREE ZONE

Sept. 24, Oct. 29, and Nov. 12
3:30-4:30 p.m.

YS Program Room

For ages 9-12.

Learn more at DPPL.ORG

Munch Madness

Sept. 11, Oct. 9, Nov. 6
4:00 - 5:00 pm

For ages 9-12.
Registration required beginning Sept. 4.

Come to this taste-test to try different and unusual snacks. You can taste things listed on with eyes wide open but either way you will be surprised by what awaits you.

Please be conscious of food allergies.

Learn more at DPPL.ORG

Teen CRAFTERNOONS
TUESDAY, OCTOBER 14, 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.

OCTOBER SPOTLIGHT:
TRICK OR TREAT TOTE BAGS

Learn more at DPPL.ORG

HALLOWEEN CANDY TASTE TEST
OCTOBER 9TH 4-5 PM

Join us to help determine which Halloween Candy is truly the best and which one is the worst!

For teens grades 7-12

Learn more at DPPL.ORG

Halloween Party 2025
Costume Contest in the Commons
October 30th 4-6 pm

Want to get your trick-or-treat bag extra scary? Join us for candy, pizza, and a COSTUME CONTEST! The winner gets a gift card of their choice. We will also have games, crafts, music, and other fun Halloween related activities during the party!

Teens

Learn more at DPPL.ORG

As Seen on TikTok:
Dubai Chocolate

Join us to make the viral Dubai chocolate! Have fun making your own chocolate bar design and learn an authentic recipe!

To be careful of allergies, all ingredients used will be listed on our events calendar page under this program date!

Location: The Commons

MONDAY, OCTOBER 27
4:30 - 6:00 PM

Teens

Learn more at DPPL.ORG

THE LIFE OF A SHOWGIRL
Album Listening Party for teens

OCTOBER 18TH 1-3 PM

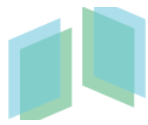
Join us in The Commons to listen to Taylor Swift's new album, The Life of a Showgirl. We will be making friendship bracelets, singing the songs, and dissecting the lore! For teens in 7th-12th grade.

Learn more at DPPL.ORG

SPOOKY SOAP
OCTOBER 18th 1:00-4:30PM
(two sessions)

Join us and make a spooky soap for this spooky season! There will be all kinds of spooky molds available so you can think of your own design or you can see what fortune awaits you with a mystery design!

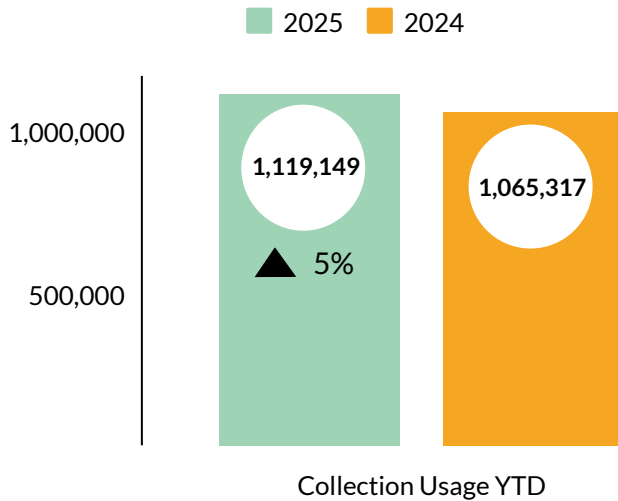
Learn more at DPPL.ORG



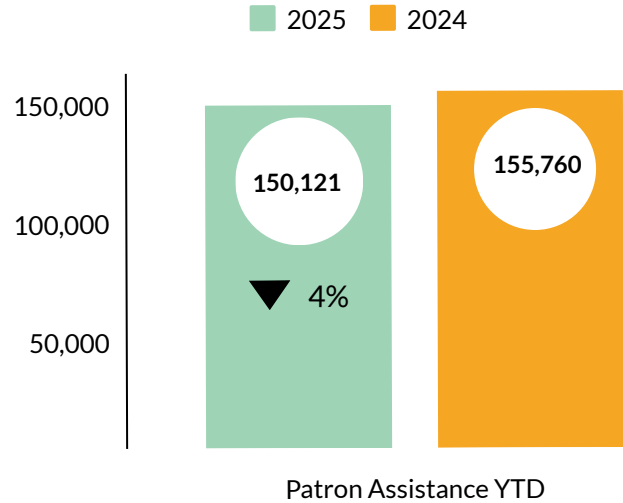
STATISTICS REPORT

On October 2025

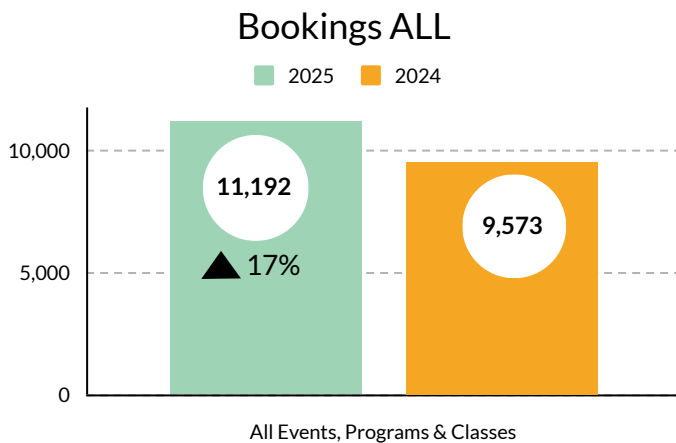
Collection Usage YTD



Patron Assistance YTD

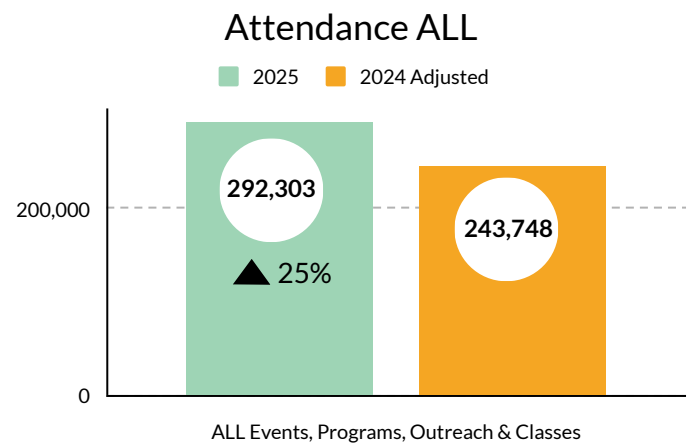


Bookings YTD

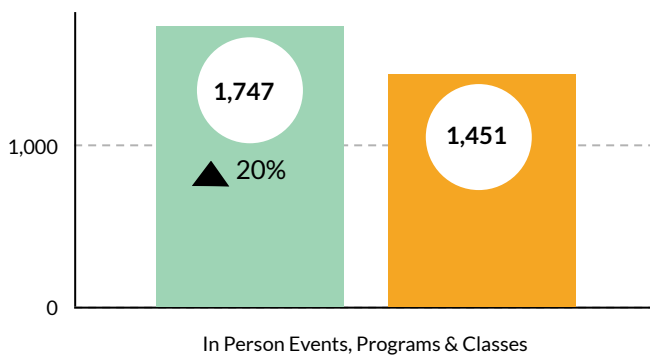


Attendance YTD

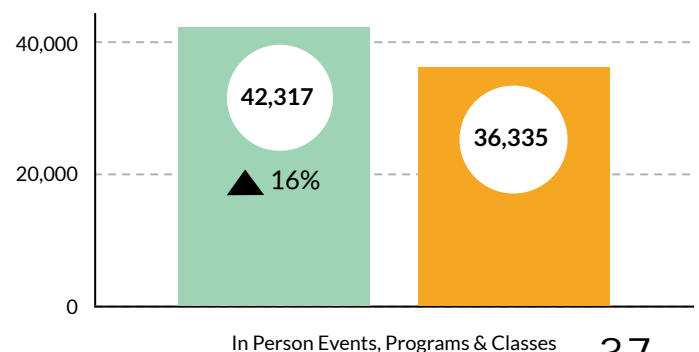
NOTE: "Passive" social media stats for "Attendance ALL" have been removed from the count, beginning January 2025 and a 2024 Adjusted column has been added to the chart. Both the Bookings and Attendance ALL stats DO still include Zoom based virtual programs.



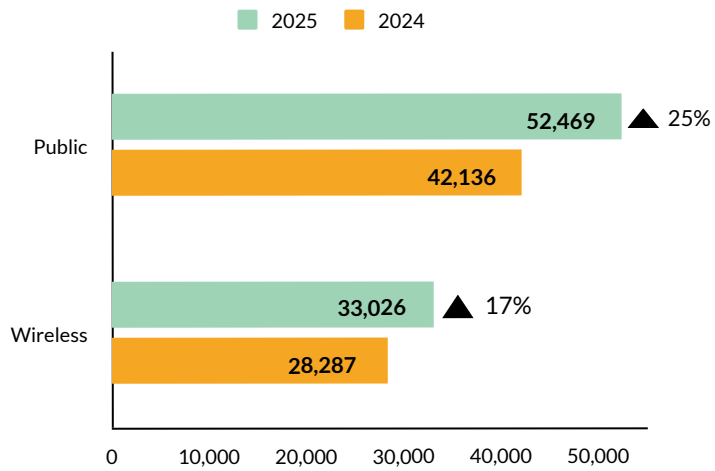
Bookings IN PERSON



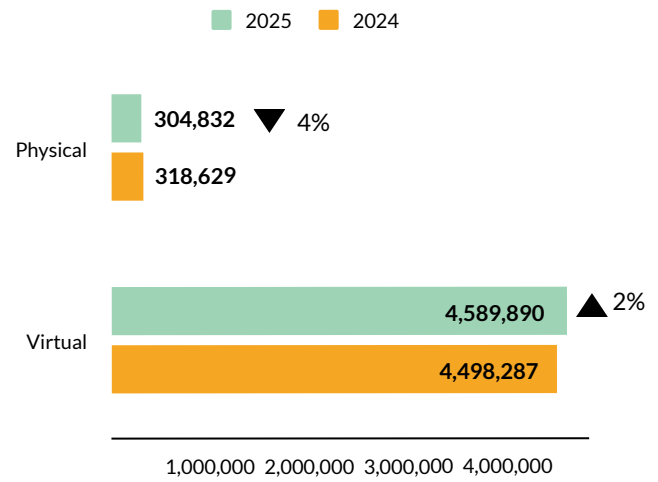
Attendance IN PERSON



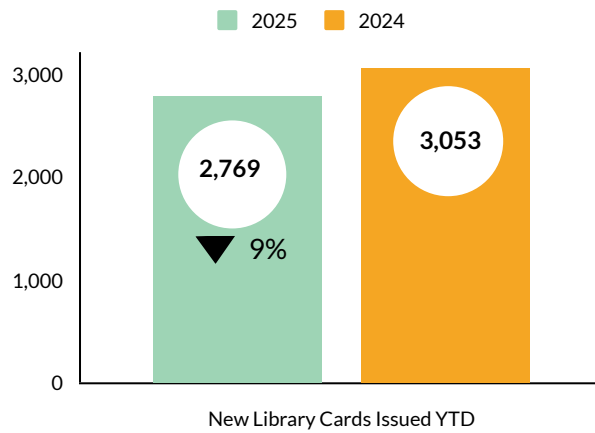
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2025 Year to Date Statistics

As of October 2025

COLLECTION USAGE		
	Year to Date 2025	1,119,149
	Year to Date 2024	1,065,317
	% Change	5%
PATRON ASSISTANCE		
	Year to Date 2025	150,121
	Year to Date 2024	155,760
	% Change	-4%
BOOKINGS YTD - ALL		
	Year to Date 2025	11,192
	Year to Date 2024	9,573
	% Change	17%
ATTENDANCE YTD - ALL		
	Year to Date 2025	292,303
	Year to Date 2024	234,748
	% Change	25%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2025	1,747
	Year to Date 2024	1,451
	% Change	20%
	Attendance	
	Year to Date 2025	42,317
	Year to Date 2024	36,335
	% Change	16%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2025	304,832
	Year to Date 2024	318,629
	% Change	-4%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2025	4,589,890
	Year to Date 2024	4,498,287
	% Change	2%
LIBRARY CARDS ISSUED		
	Year to Date new library cards 2025	2,769
	Year to Date new library cards 2024	3,053
	% Change	-9%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2025	52,469
	Year to Date 2024	42,136
	% Change	25%
	Wireless	
	Year to Date 2025	33,026
	Year to Date 2024	28,287
	% Change	17%

2025 STATISTICS REPORT												
COLLECTION USAGE												
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
YTD												
Physical materials	54,110	45,793	57,980	42,517	47,965	55,756	58,100	48,231	52,621	48,434		
Ematerials	18,048	16,261	17,324	17,143	18,460	17,521	17,732	17,696	16,719	16,881		
ILL	605	509	488	539	479	572	489	518	579	543		
Databases	50,334	51,932	47,953	43,731	44,342	39,711	38,528	36,920	34,810	40,275		
2025 Total	123,097	114,495	123,745	103,930	111,246	113,560	114,849	103,365	104,729	106,133		
Physical materials	54,066	51,947	55,057	56,336	46,243	53,411	58,786	52,302	44,767	51,846		
Ematerials	17,525	16,447	17,646	16,165	17,400	16,757	17,708	15,974	15,918	17,246		
ILL	775	666	663	510	510	419	619	546	503	577		
Databases	49,697	46,993	38,909	0	35,171	28,167	31,123	41,997	46,758	47,167		
2024 Total	122,063	116,053	112,275	73,011	99,324	98,754	108,236	110,819	107,946	116,836		
PATRON ASSISTANCE												
Youth Services	1,934	2,402	2,205	1,968	1,655	5,009	4,547	1,607	1,827	2,034		
Adult Services	6,160	6,132	7,352	6,674	6,124	6,260	7,506	6,062	6,385	6,557		
Patron Accounts	6,042	5,518	6,659	5,802	5,035	5,889	6,136	6,163	5,968	5,628		
Security	88	97	82	128	67	89	83	63	103	81		
2025 Total	14,224	14,149	16,298	14,572	12,881	17,336	13,808	13,958	14,386	14,381		
Youth Services	2,132	2,700	2,504	1,861	1,573	3,370	3,288	2,289	2,082	2,363		
Adult Services	6,299	7,200	6,805	6,988	6,468	6,977	6,346	6,254	6,254	7,474		
Patron Accounts	6,263	6,267	6,553	6,099	5,214	6,971	6,524	5,984	5,709	8,213		
Security	136	100	140	82	42	0	151	235	173	206		
2024 Total	14,830	16,267	16,002	15,030	13,297	17,318	16,953	14,854	14,218	16,256		
EVENTS, PROGRAMS AND CLASSES-BOOKINGS												
Youth Services In Person	92	95	96	126	63	82	75	18	56	125		
Youth Services Virtual	1	2	2	2	1	1	2	-	1	2		
Adult Services In Person	83	80	107	104	98	79	84	94	89	101		
Adult Services Virtual	6	15	11	8	16	12	17	6	8	8		
Outside groups	16	15	15	18	12	13	12	17	10	14		
Public study rooms	744	816	957	983	909	851	967	951	962	1,043		
2025 Total	942	1,023	1,188	1,241	1,099	1,038	1,157	1,077	1,134	1,293	0	0
Youth Services In Person	4	133	72	48	84	86	69	1	22	133		
Youth Services Virtual	9	0	-	0	-	3	2	1	2	3		
Adult Services In Person	43	85	74	88	85	79	88	77	74	106		
Adult Services Virtual	2	16	11	10	9	11	8	13	10	14		
Outside groups	0	13	18	23	19	20	15	17	10	15		
Public study rooms	569	872	826	893	747	727	808	692	781	933		
2024 Total	627	1,119	1,001	1,062	944	926	990	801	899	1,204	0	0
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE												
Youth Services In Person	905	1,284	1,542	1,669	837	3,753	3,805	930	1,511	1,946		
Youth Services Virtual	4,171	4,780	5,831	3,426	5,719	4,831	5,378	5,870	4,583	5,118		
Adult Services In Person	1,629	2,356	4,623	1,979	1,637	1,977	1,478	5,334	1,324	1,798		
Adult Services Virtual	15,388	15,842	17,377	9,792	18,230	14,611	15,982	20,311	17,777	21,329		
Outside groups	260	179	184	261	194	137	402	144	474	230		
Public study rooms	1,201	1,319	1,025	1,608	1,424	1,257	1,409	1,436	1,536	1,627		
Outreach-Youth Services	907	1,271	1,025	1,355	2,753	1,431	809	1,212	610	3,252		
Outreach-Adult Services	113	64	541	267	455	390	79	48	48	106		
2025 Total	24,574	27,095	32,745	20,357	31,249	28,387	29,342	35,285	27,863	35,406	0	0
Youth Services In Person	320	1,284	1,035	1,057	313	6,086	3,175	89	991	1,137		
Youth Services Virtual ADJUSTED	3,526	4,252	4,419	3,920	4,085	3,985	4,449	4,449	3,171	5,026		
Adult Services In Person	1,085	1,375	4,005	1,982	1,125	2,626	4,585	1,082	1,951	1,032		
Adult Services Virtual ADJUSTED	14,392	13,235	13,266	11,994	12,732	11,784	12,139	14,646	4,895	13,962		
Outside groups	237	134	229	1,257	251	406	179	198	131	107		
Public study rooms	1,265	1,455	1,348	1,425	1,190	1,272	1,272	1,096	1,243	1,520		
Outreach-Youth Services	941	1,542	1,116	2,268	3,842	1,127	835	1,585	968	2,386		
Outreach-Adult Services	162	229	670	289	237	354	87	155	227	148		
2024 Total	21,928	23,506	26,088	24,192	23,775	26,807	26,257	23,300	13,577	25,318	0	0
2024 Total	21,928	23,506	26,088	24,192	23,775	26,807	26,257	23,300	13,577	25,318	0	0

TRAFFIC													
2025	Physical Visits (gate count)	29,049	28,126	38,784	30,035	28,317	33,586	35,192	28,843	26,166	26,734		304,832
2024	Physical Visits (gate count)	25,115	28,401	31,015	33,655	27,826	33,505	30,787	30,420	33,052	44,853		318,629
2025	Virtual visits (catalog, website, mobile app)	436,270	435,076	469,298	464,225	497,000	467,061	479,701	469,576	432,010	439,673		4,589,890
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802	436,429	439,954	447,677	461,822	455,133	443,990	443,700		4,498,287
LIBRARY CARDS ISSUED													
2025	Number of new library cards	240	191	298	227	231	278	276	329	318	381		2,769
2024	Number of new library cards	277	316	249	313	251	328	230	284	280	525		3,053
COMPUTER USAGE													
	Public computers>Youth Services	1,311	1,092	1,577	1,285	1,017	1,925	2,629	2,304	2,107	2,022		17,269
	Public computersAdult	3,476	2,937	3,576	3,231	3,629	3,323	3,971	3,739	3,595	3,723		35,200
2025	Total	4,787	4,029	5,153	4,516	4,646	5,248	6,600	6,043	5,702	5,745	0	52,469
	Public computers>Youth Services	787	1,196	1,619	1,206	1,221	2,196	1,051	1,647	1,288	1,397		13,608
	Public computersAdult	2,545	3,355	2,957	3,329	3,233	3,085	3,401	3,394	3,029	0		28,528
2024	Total	3,332	4,551	4,576	4,535	4,454	5,281	4,652	5,041	4,317	1,397	0	42,136
	Wireless	2,823	3,072	3,439	3,504	3,309	3,721	3,450	3,201	3,365	3,642		33,026
2025	Total	2,823	3,072	3,439	3,504	3,309	3,221	3,450	3,201	3,365	3,642	0	33,026
	Wireless	2,518	2,904	2,904	2,827	2,630	2,678	2,587	2,904	2,831	3,504		28,287
2024	Total	2,518	2,904	2,904	2,827	2,630	2,678	2,587	2,904	2,831	3,504	0	28,287

2026 - 2028 Monthly Accounting RFP Matrix

	Lauterbach & Amen	Harshwal & Co.	Eide Bailly LLP	Notes
Onsite or Remote	Onsite	Remote	Remote	Remote = additional work for staff (scanning/emailing documents).
General Requirements	Yes	Yes	Yes	All follow GASB standards, carry liability, professional.
Client References	Yes	Yes	Yes	Harshwal = Government and Non-Profit Lauterbach = IL Libraries, government Eide = Government & Non-profit
Accounts Payable	Yes	Yes	Yes	
Cash				
Receipts/Accounts Receivable	Yes	Yes	Yes	
General Ledger	Yes	Yes	Yes	
Monthly Reports	Yes	Yes	Yes	
Audit	Yes	Yes	Yes	
Year End Close	Yes	Yes	Yes	Includes 1099 prep.
Cost 2026	\$ 26,160	\$ 46,800	\$ 120,000	Eide and Harshwal additional charge for travel if ever necessary.
Cost 2027	\$ 26,185	\$ 46,800	\$ 124,200	Eide and Harshwal additional charge for travel if ever necessary.
Cost 2028	\$ 27,550	\$ 46,800	\$ 128,500	Eide and Harshwal additional charge for travel if ever necessary.
Total Cost	\$ 79,895	\$ 140,400	\$ 372,700	



November 7, 2025

**Proposal for Monthly Accounting Services for the
DES PLAINES PUBLIC LIBRARY**

Submitted By:

Eide Bailly LLP

James Ramsey, CPA
Partner

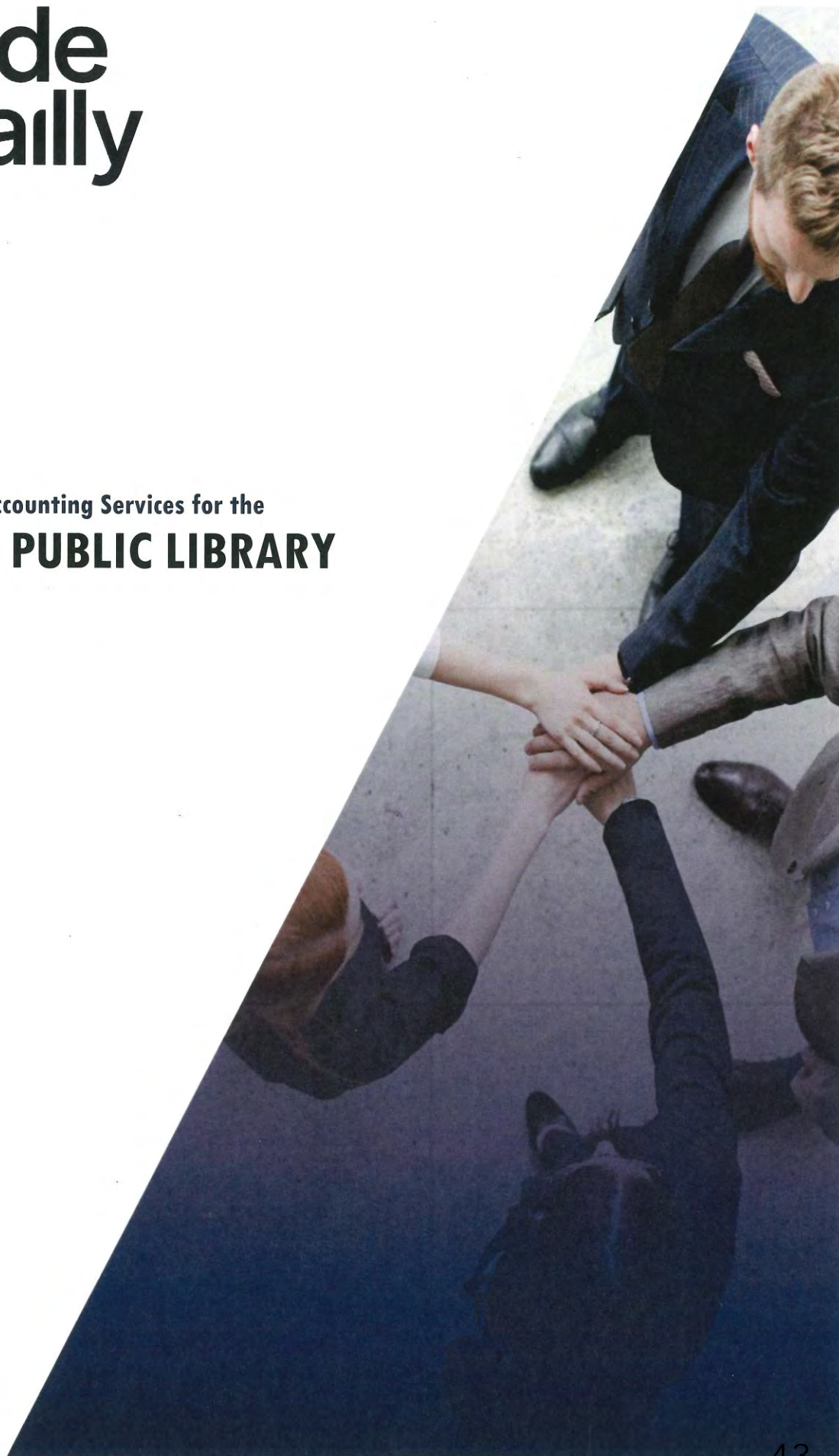


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November 7, 2025

Administrative Offices-2nd Floor
Laurie Papadourakis, Library Director
1501 Ellinwood Street
Des Plaines, IL 60016

RE: RFP for Monthly Accounting Services

Dear Ms. Papadourakis and team,

Eide Bailly values the opportunity to submit a proposal to provide accounting support to the Des Plaines Public Library (the Library). We understand that today's regulatory and economic environment demands more than just technical expertise — it requires a partner who listens, adapts, and delivers value that aligns with your vision for success.

We've prepared this proposal with your team in mind — focusing on the outcomes that matter most to the Library and the challenges you're navigating right now.

An Experienced Firm

Eide Bailly is experienced in providing accounting services to clients across all industries, including special districts. With more than 100 years of service, your experience will be different than working with other CPA firms. Our professionals deliver industry and subject matter expertise resourcefully, ensuring that we're providing guidance that directly reflects your needs. Eide Bailly is a top 20 CPA firm in the nation with more than 50 offices in 17 states. Our clients benefit from collaborative, personal service and, at the same time, enjoy access to more than 3,500 professionals with diverse skill sets and experiences.

Requested Information

Founded in 1917, Eide Bailly is structured as a limited liability partnership and was incorporated in 1998. Please refer to the included **Appendix** for documentation on our firm's financial strength and a listing of firm partners.

We are leaders in the industries we serve, offering valuable perspectives beyond our core strength of accounting and tax compliance. We're here to help guide the strategy and operations of your organization, and we aim to make sure our clients feel connected, while understanding the process.

Government Industry and Special District Experience

The government industry represents one of Eide Bailly's largest niche areas — with more than 1,200 government clients firmwide. We provide services for a variety of special districts including public libraries, water agencies, conservation districts, joint powers authorities, cemeteries, fire authorities, school districts, colleges and universities, housing authorities, and general-purpose governments such as state agencies, and tribal entities. Through serving these clients, our professionals have gained focused expertise in the government industry and will provide you with insightful advice that aids in managing the finances of the Library.

The firm has more than 300 full-time professionals who participate in our Government Industry Group. These professionals share information, learn from others, and stay up to date on industry developments. To gain the greatest benefit, the knowledge is shared with professionals across the firm. Eide Bailly has established itself as

eidebailly.com

a trusted advisor and service provider to various governmental agencies across the country. The firm's Government Advisory Services Team brings decades of experience in supporting public sector clients and understands the unique regulatory, operational, and financial challenges faced by these organizations. Our extensive track record with special districts is characterized by technical expertise, regulatory compliance, and a commitment to helping clients achieve operational excellence and community impact.

Our work spans accounting and payroll services, grant management, audit services, infrastructure development, and strategic advisory. We'll proactively meet the needs of the Library and can act as business advisors when new pronouncements, standards, or laws become applicable. With the vast array of services we offer our government clients, our team has the experience and knowledge to address any of your concerns.

Providing the Services You Need

Client Accounting Services (CAS)

We assist clients with their needs and challenges. Our approach allows us to customize the services we offer so we can effectively and efficiently find solutions. There are many reasons for utilizing outsourced accounting services:

- Minimizes or eliminates the need to support and pay for an additional full-time accounting role.
- Enables broad accounting and finance skills without the commitment to full-time hiring.
- Fulfills the need to supplement current employee skill sets.
- Provides the ability to secure consistent accounting staff.
- Allows your internal team members to work directly with experts in the accounting field.



Most organizations have big dreams — cutting edge technology, up-to-date financials to drive business growth, data that helps with forward momentum, and security parameters providing protection. While great goals, not many organizations can accomplish all of them using their internal staff alone. Each goal and plan takes deep expertise, industry knowledge, and strategic foresight. Organizations often turn to outsourcing to take advantage of the knowledge and resources available from accounting professionals and specialists. You understand your organization; we know the numbers.

Roles We Fill for Our Clients

We provide outsourced accounting, as well as high-level financial knowledge, payroll, business planning and analysis, and more. Our services provide you with insight and foresight into your organization. From one-time projects to continuous on-call help, our team of strategic accountants and financial consultants will help you make the most of your next business venture, set yourself up for growth, and plan for what's ahead.

Staff Accountant/Accounting Manager	Controller	Fractional CFO
<ul style="list-style-type: none"> • Accounts Payable / Receivable • Bank and Account Reconciliations • General Ledger Maintenance • Audit Schedule Preparation • GASB Schedules and Calculations • Financial Reporting • Budget Preparation and Management 	<ul style="list-style-type: none"> • Dashboard & KPI Creation/Maintenance • Cash Flow Management • Process Review and Improvement. • Policies and Procedures Development 	<ul style="list-style-type: none"> • Budgeting • Financial Statement Forecasting • Cash Flow Forecasting & Planning • Capital Budgeting • Strategic Financial Planning

Government Advisory Services Team Experience

Unlike other firms and other teams at Eide Bailly, our Government Advisory Services Department team does not perform audits or provide tax services. Our team specializes in advisory services for local government entities like yours. The Government Advisory Services Department staff have a thorough understanding of state and local government finance throughout the country, which provides them with diverse perspectives and experience that is grounded in best practices and the latest standards, information, and trends. Our team also brings the unique perspectives of individuals who have previously served as Finance Directors and in other capacities for local governments in multiple states.

Our Government Advisory Services Department team operates as one firmwide team that pools the best professional resources throughout the firm to provide advisory services to government clients. Our strategy allows us to capitalize on attracting, retaining, and leveraging the most skilled personnel with expertise in state and local government finance, regardless of their location. The team proposed for this engagement includes team members who have been selected based on their specific expertise to meet your needs.

Your Service Team

Personal service is important. You'll work with a team that has extensive knowledge and experience in your industry and who are accessible, responsive, and committed to your success. We'll get to know you and your staff and take the time to understand your specific challenges and opportunities. We deliver honest and insightful advice beyond what is normally experienced in the public accounting industry.

James Ramsey will serve as Engagement Partner and **Kristi Even** will be your primary contact, leading the following team: **Margarita Lozano** and **Corey Mize**. These professionals bring strong credentials and a desire to work with the Library. We'll complement the project team with additional resources as necessary. Below is an overview of your engagement team:



James Ramsey, CPA | Partner

With more than 13 years of experience at the firm and seven (7) years working at a medium-sized city as an accounting manager, James works with government agencies providing accounting, assurance, and advisory services. He has worked both on the client side and the assurance side and is able to provide this unique perspective to his clients. His expertise includes providing accounting services and audits of government agencies, including the performance of single audits. James is also a presenter for his clients presenting on topics including reporting, single audit, and updates to U.S. GAAP.



Kristi Even | Senior Manager

Kristi will serve as the primary contact for the Library, bringing more than 25 years of governmental and nonprofit experience, with a focus on special districts for the last five years. She specializes in implementing internal controls, streamlining processes, and creating efficiencies. She builds rapport quickly and ensures a positive and collaborative client experience.



Corey Mize | Senior Associate

Corey has been with Eide Bailly almost four years and specializes in providing accounting services for water districts, library districts and Local Agency Formation Commissions (LAFCOs). Corey is proficient in preparing bank reconciliations, account schedules, financial statements, and budgets. He enhances the experience working alongside clients, integrating seamlessly into their workflows.



Margarita Lozano | Senior Associate

Margarita provides accounting and financial consulting services to government agencies with expertise in budget development, accounts receivable and accounts payable, complex bank and account reconciliations, 1099 processing, annual state compensation reporting, and year-end audit preparation, including GASB implementations. Margarita has successfully led clients through financial software implementations, ensuring smooth transitions and improved financial operations.

Timeliness

We will meet your deadlines. Our professionals listen, anticipate, identify, and respond to your needs in a timely manner. We'll work closely with your management team to customize our accounting services to your needs. We believe in clear, up-front, and open communication with no surprises.

Client References

We work with more than 1,300 government clients and have provided similar services for a number of agencies who have found that an outsourced accounting and financial management model makes sense for their operations. We encourage you to reach out to our references to learn more about the value that Eide Bailly has brought to their organizations over the years.

Altadena Library District Address	Contact	Nicole Winslow , Library Director 626.798.0833 x103 nwinslow@altadenalibrary.org
	Address	600 E Mariposa Street, Altadena, CA 91001
	Brief Explanation	Perform all aspects of financial management including accounts payable, check and ACH processing, accounts receivable, cash receipts, payroll review, bank, investment, credit card, and account reconciliations, financial statement preparation, variance analysis, Board presentation, debt management, budget development, audit preparation and liaison with auditor, state and agency reporting, and consultations with Director, Management, and Board.
	Time Period	2017 - Present
	Size of Budget	General Fund: \$5M; Capital \$25M
	Number of Employees	35

Banning Library District Address	Contact	Kevin Lee, District Director 951.849.3192 x 228 kevin@banninglibrarydistrict.org
	Address	21 West Nicolet Street, Banning, CA 92220
	Brief Explanation	Perform month-end and year-end close including bank and account reconciliations, financial statement preparation, variance analysis, audit preparation including GASB entries, state reporting, 1099 preparation, and budget preparation.
	Time Period	2019 - Present
	Size of Budget	\$1.8M
Beaumont Library District Address	Number of Employees	15
	Contact	Kelly Van Valkenburg, Director 951.845.1357 kelly.vanvalkenburg@myBLD.org
	Address	125 E Eighth Street, Beaumont, CA 92223
	Brief Explanation	Assist with financial management including review of general ledger and payroll activity, bank reconciliations, preparation of account schedules, financial reports, and variance analysis. Prepare audit schedules and assist with state reporting. Advise and implement accounting process and procedure improvements, prepare Excel workbooks for account management, and mentor / train staff on accrual accounting.
	Time Period	2023 - Present
	Size of Budget	General Fund: \$2.6M; Capital \$7M
	Number of Employees	20

Accounting Services Approach

Our team will conduct a discovery meeting at the beginning of the engagement to thoroughly understand your needs and develop an engagement plan that addresses those needs. We are prepared to assist the Library with the scope of work described in the RFP and any related activities. We may also perform special projects such as grant management, policy development, financial projections, long-term financial planning, and identifying and implementing process efficiencies and improvements.

Client Responsibilities

- Provide continuous knowledge and information related to the Library's historical transactions and other information as necessary to allow us to be successful in our roles.
- Respond timely to requests for specific support and information needed.
- Provide a point of contact for our team.
- Make all management decisions and perform all management functions.

Communication Philosophy

Our service philosophy is one of working **for** the Library and **with** management. This approach is beneficial and ensures proper communication channels exist while also avoiding last-minute surprises that can be frustrating to the Library management. We view all parties as an important part of the overall process of providing services.

We base our relationship with management on strong, two-way communication. The engagement team and management benefit from working together to ensure timely and effective services are performed, as well as to collaboratively address any issues that arise. We will meet with management during engagement planning to thoroughly understand the Library's expectations. As an advisory client, we will establish regular check-ins with management to ensure that we are all working in the same direction and that expectations are clear, responsibilities are assigned, and follow-through is monitored to ensure timely and accurate task completion.

Our people are trained to focus on anticipating, identifying, and responding to client needs in a timely manner, and we understand the importance of completing the engagement on a timely basis. We will work closely with your staff to develop an engagement plan tailored to your needs. The value of our service approach includes the following:

- Careful and considerate planning of our work to avoid interruption to your staff.
- Anticipate information needs.
- On-time delivery of finalized deliverables.
- Significant level and frequency of partner and senior manager involvement with TFS' management team during the engagement, providing a greater opportunity to better understand your organization so we can provide benefits that extend beyond the engagement.

Hourly Billing Rates

Our fees will be billed on a prorate monthly basis based on the annual fees outlined in the table below. Work performed beyond the agreed-upon scope of services will be billed at the hourly rates in the second table.

Annual Fees	2026	2027	2028
Partner	\$120,000.	\$124,200	\$128,500

Staff Level	2026	2027	2028
Partner	\$396/hr.	\$410/hr.	\$424
Senior Manager	\$339/hr.	\$351/hr.	\$363
Manager	\$284/hr.	\$294/hr.	\$304
Supervisor	\$252/hr.	\$261/hr.	\$270
Senior Associate	\$215/hr.	\$223/hr.	\$230
Associate	\$170/hr.	\$176/hr.	\$182

Out-of-Pocket Expenses

In addition to the professional fees listed above, you will be billed for actual out-of-pocket expenses such as travel time, travel costs, lodging, and meals.

Building a Successful Relationship

The role of outsourcing talent is critical in business today, and the benefits are endless. It allows you to have hands-on knowledge without going through the long hiring, onboarding, and training process. Outsourcing allows organizations to scale quickly with limited internal resources and can be found across a number of areas, including accounting, payroll, technology, cybersecurity, data, human resources, and more. You essentially create your dream team through trusted advisors and resources on loan. We bring the right people together to help you solve complex challenges, operate at peak performance, and grow with confidence.

At Eide Bailly, we have the tools and resources you need to answer what comes next. No matter what stage you're in, our CAS solutions will help with your current needs and future goals. To us, work isn't just work; we see it as a chance to help you solve problems, achieve goals, and pursue passions.

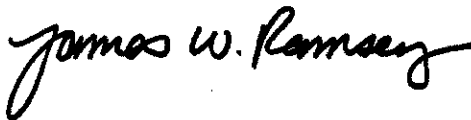
We believe the qualifications of our firm merit serious consideration. Know that you'll be a highly valued client.

We're committed to being responsive, reliable advisors and would be glad to answer any questions as you evaluate next steps. We look forward to the possibility of partnering with the Library now and in the future.

Let us help grow your organization with confidence — together.

Please contact me if you have questions or would like additional information. We want to make sure you have everything you need to make your decision.

Sincerely,

A handwritten signature in black ink that reads "James W. Ramsey".

James Ramsey, CPA

Partner

916.999.8511

jramsey@eidebailly.com

Appendix

FINANCIAL STABILITY

Eide Bailly is financially stable and will be able to finance the project as described in the proposal with our current resources. As a partnership, we do not have audited financial statements, and it is the firm's policy not to disclose financial statements or tax returns of the firm. As of our most recent report, Eide Bailly (DUNS: 09-709-8065) has a Dun & Bradstreet rating of 1R4; you can request a full report from Dun & Bradstreet for financial information.

D&B RATING			
Current Rating as of 02/12/2024		History since 06/18/2001	
Employee Size	Risk Indicator	Date Applied	D&B Rating
1R : 10 employees and over	4 : Higher than Average Risk	03/17/2023	5A3
Previous Rating		03/15/2021	1R4
		08/28/2014	4A3
Financial Strength	Risk Indicator		
5A : 50,000,000 (USD) and over	3 : Moderate Risk	12/09/2011	4A2
in Net Worth or Equity		08/16/2010	--

We continue to grow substantially, including adding locations in Illinois, Ohio, California, Washington, and Nebraska. Over the last three years, Eide Bailly's net fees have grown from \$521,000,000 to \$705,000,000. This growth indicates the value we bring to our clients through our industry-focused professionals and services.

3-Year History

Financials

Net Fees

FY 2024	\$705,000,000
FY 2023	\$617,000,000
FY 2022	\$521,000,000

We can also provide a letter from our financial institution verifying our firm's financial stability upon request.

EIDE BAILLY PARTNER/PRINCIPAL LISTING*

Partners

Aaron Boyer	Brandon Harrison	Danny Bresnahan	Janeen Hathcock	Kara Jones
Aaron Clayton	Brenda Blunt	Darrell Lingle	Janel Keenan	Karen Perkins
Aaron Jaqua	Brenda Leibfried	Darren Osten	Janie Fogg	Kathy Cantu
Aaron Ness	Brent Roeder	Dave Glennon	Janie Meyer	Katie Hickerson
Abby Croll	Brett Call	Dave Studebaker	Jared Heim	Kayce Halley
Adam Campbell	Brett Dagley	David Erickson	Jared Mack	Kayleen Masters
Adam Vonachen	Brett Johnson	David Frank	Jason Lindstrom	KayLynn Hilton
Adam Webb	Brett Lubbe	David Peaden	Jason Neumann	Keith Schmidt
Ahmad Gharaibeh	Brett Simpson	David Rygh	Jason Oelrich	Kellen Garrison
Al Nolte	Brian Bluhm	David Showalter	Jason Olson	Kelli Rogers
Alex Bybee	Brian Boswell	Deb Nelson	Jeff Hipshman	Kelly Bryson
Alex Corrigan	Brian Callahan	Debbie Potter	Jeff Jones	Kelly Karmazin
Alex DeConcini	Brian Cheese	Dennen Gamradt	Jeff Roth	Ken Doran
Alex Miller	Brian Csipkes	Dennis Grindle	Jeff Sorensen	Ken Jeppesen
Alexis Odden	Brian Finley	Dennis Mydlowski	Jeffrey Brooks	Kevin Mohr
Alicia Herrera	Brian Green	Derek Bell	Jeffrey Gelfound	Kevin Pulliam
Allison Gregory	Brian Haley	Derek Flanagan	Jen Gajda	Kevin Smith
Allison Kollack	Brian Knight	Derrick Larson	Jennifer Carpenter	Kevin Smith
Amanda Halverson	Brian Laib	Dmitriy Berkovich	Jennifer Snow	Kevin Whitaker
Amanda Kolb	Brian Peterson	Don Watson	Jeremy Behrens	Kim Hunwardson
Amber Ferrie	Brian Stavenger	Donny Matteson	Jeremy Hauk	Kim Spinardi
Amber Tyler	Brian Tims	Dustin Long	Jeremy Kiecker	Kinnaly Soukhaseum
Amy Knust	Brian Unsen	Edie Hanson	Jeromy Stephens	Kirk Lindemann
Amy Lai	Brittany DeMolee	Elise Labernik	Jerry O'Doherty	Kristen Zubizarreta
Andi Moser	Brock Thaemlitz	Elizabeth Goetz	Jess Paisley	Kristin Cornell
Andrea Mouw	Brooke Forstner	Elliot Hitt	Jesse Wutkee	Kristin Diggs
Andrew Park	Caesar Ibarra	Elyse Katz	Jessica Andersen	Kristin Rebenitsch
Andrew Wagner	Caleb Schurger	Emma Brock	Jill Schneider	Kristin Taffe
Andy Kaiser	Callie Beisch	Eric Budreau	Jim Donovan	Kristine Wise
Andy Spillum	Cameron Zent	Eric Johnson	Jim Jarding	Ksenia Popke
Angie Hillestad	Carmen Krantz	Eric Nuttall	Jim Souseley	Kurt Schlicker
Anish Patel	Caroline Larson	Erica Bjerrum	Joan Wolfe	Kyle Munk
Ann Glenz	Carrie Oxnevad	Erin Fukuto	Jodi Daugherty	Kyle Orwick
Aric Radmacher	Chad Flanagan	Erin Villafana	Jodi Ristrom	Kyle Qie
Ashley Brandt-Duda	Chad Martin	Eugene Kim	Joe Kristan	Larry Leavitt
Ashlynn Ball	Chad Wilsie	Frank Donati	Joe Monty	Laura Hartwig
Barry Weber	Chett Campbell	Frank Pochron	Joe O'Neil	Lauren Murro
Ben Ellingson	Chris Gracey	Gary Smith	Joe Splinter	Lealan Miller
Ben Miller	Chris Laug	Geoff Knobloch	Joe Stoddard	LeAnn Rudolph
Ben Peeler	Chris Wilcox	George Shewchuk	John Kuechel	Leif Erickson
Bill Garcia	Christopher Benko	Glenn Carniello	John Nelson	Leonard Sweet
Bill Lee	Chuck Mullen	Grant Vande Kamp	John Shurtliff	Lisa Chaffee
Bill Rauch Jr	Chuck Johnson	Greg Clausen	John Valle	Lisa Young
Bill Williams	Clay Waller	Greg Jones	Jon Stanfield	Luke Johnson
Blake Crow	Colleen Loughran	Gretchin Heckenlively	Jonna Meehan	Luke Taylor
Blake Ellefson	Corey Enger	Hannah Horn	Jordan Salo	Mackenzie Rentschler
Bob Clark	Cory Van Maanen	Heather Birkett	Joscelyn Brown	Mandy Sutton
Bob Fisher	Courtney Richman	Heather Thielges	Josh Rowley	Marc Behrens
Bobby Lawrence	Craig Nyhus	Holly Engelhart	Joshua Hayes	Maria Schwingler
Bobby Patel	Curtis Campbell	Jackie Phillips	Judson Mettler	Mark Gegax
Brad Berls	Dale Bunn	Jake Gregory	Judy Hamilton	Mark Guy
Brad DeJong	Dan Flowers	James Ramsey	Julie Carlin	Mark Hale
Brad Poll	Dan Martin	James Yee	Julie Kafka	Mark Hartman

Partners

Brad Wallace	Dan Swan	Jamie Fay	Justin Hope	Mark Lapikas
Bradford Rockabrand	Danielle Kimmell	Jan Bjork	Justin Reilly	Marty Dubas
Matt Everroad	Patti Morgan	Roger Alfaro	Shane Summer	TJ Bert
Matt Labernik	Paul Kane	Ronald Yates	Shannon Breuer	TJ O'Carroll
Melissa Bartenbach	Paul Sirek	Russell Guthrie	Shannon Smith	Toby Hazen
Melissa Webb	Paul Skeen	Russell Rice	Sharon Day	Todd Laney
Michael Hamaker	Peggy Runcorn	Ryan Beste	Sheila Ashrafi	Tom Fogarty
Michael Holdren	Rachael Jungers	Ryan Donahue	Shelley Earsley	Tom Goekeler
Michael Michelsen	Rachael Thomsen	Ryan Doyle	Shelley Gramling	Tony Eitzmann
Michael Tao	Rachel Rico	Ryan Hambly	Shilo Gorospe	Tonya Rule
Michelle Beaty	Ralph Llewellyn	Ryan Renner	Sonja Sparks	Tracey Welcher
Mike Blazei	Randy Hoffman	Ryan Shirley	Stacey Nelson	Travis VanDyke
Mike Criddle	Randy Kathol	Ryan Svoboda	Stacy Erdmann	Troy Schmidt
Mike Soza	Randy Misch	Sam Lake	Steve Bandler	Tyler Bernier
Mike Verville	Rebekah Scott	Sara Kurtz	Susan Levinstein	Tyler Carringer
Mitch Rasmussen	Reggie MacMaster	Sasha Baluka	Talia Mensik	Vanessa Dutton
Mollee Perkins	Reid Mattson	Scot Phillips	Tammy Hutter	Victoriya Powell
Nathan Edelman	Renee Gravalin	Scott Gustafsson	Tara Engquist	Wade Sandy
Nic Waldenmayer	Renee Langworthy	Scott Haberman	Teg Allen	Wendy Cooley
Nick Crank	Rhea Hemish	Scott LaPlant	Teri Gage	Wes Pieper
Nicole Pudney	Richard Finnstrom	Scott Nelson	Terry Merfeld	Wesley Nye
Nicole Shahzadi	Rick Alexander	Scott Sisel	Thomas Ahrens	Will Kerns
Norman Mendoza	Rick Alonzo	Scott Trendel	Thomas Madison	Will Moore
Pam Eggert	Rick Starkenburg	Scott Zeligson	Tiffany Williamson	Willy Hanson
Patrick Kautzman	Robert Neides	Sean Hales	Tim Govier	Zach Parker
Patrick Rogers	Robert Nemeth	Shane Pickett	Tim Pettit	

Principals

Adam Hanel	Cole Conroy	Jared Johnson	Loren Mendel	Ross Manson
Adam Sweet	D.C. Lucas	Jason Bogniard	Mark Rogers	Scott Adams
Albert Kline	Dana Ereth	Jason Delles	Mark Wenig	Scott Braun
Anders Erickson	David Hirschhorn	Jay Ball	Matt Olson	Scott Kost
Angie Ziegler	Devin Hecht	Jeremy Bendewald	Matthew Silla	Selina Hansen
Ann Rockswold	Dino Farfante	John Gupta	Mike Steiner	Tina Tharp
Blake Walker	Eric Hansen	Jon Ault	Nate Allphin	Tom Owens
Brad Mendel	Eric Pulse	Judy Hensley	Nathan McMurtrey	Travis Lance
Brian Bertsch	Hans Hendershot	Kristin Gustafson	Nick Mortensen	Wendy DeFeo
Chantal Stennerson	Jana Smith	Linda Albrecht	Noel Datko	

**No Partner or Principal owns more than 3% of the firm.*



Des Plaines Public Library
Proposal to Provide Monthly Accounting Services

Submitted by:



6565 Americas Pkwy NE, Suite 800,
Albuquerque, NM 87110
Phone: (505) 814-1201

November 05, 2025

Contact Person

Managing Partner: Sanwar Harshwal, CPA

Cell Phone: (858) 784-1622

Federal Employer ID Number: 27-0741376

Email: sanwar@harshwal.com | Website: www.harshwal.com

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November 05, 2025

Des Plaines Public Library
ATTN: Laurie Papadourakis, Library Director
Administrative Offices-2nd Floor 1501 Ellinwood Street,
Des Plaines, IL 60016

Dear Laurie Papadourakis and Evaluation committee members,

The partners and staff at Harshwal & Company, LLP are pleased to present our proposal to provide monthly accounting services. Our firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive and innovative services of the highest quality to our clients.

We understand that the Des Plaines Public Library (referred to later in this proposal as the "Library") requires us to provide monthly accounting services. We are committed to meeting all terms, conditions, and requirements as addressed in the request for proposal (RFP). With our experience and knowledge, we fully understand the accounting services requirements, as well as your expectations.

We believe our firm is the best qualified to perform this engagement because our accounting services effectively utilize the most current specialized resources in combination with our unparalleled technical proficiency. Our expertise in providing accounting and auditing services to governmental entities and NPOs is unmatched. Our highly trained team will maintain a knowledgeable, non-intrusive, and respectful approach to the accounting. The result will be an accounting of exceptional quality and value that will minimize disruptions of Library's on-going operations.

Ability to Perform the Work Within Provided Time Frame:

Harshwal & Company, LLP is benchmarked for providing the work within the time frame requested. Our team is committed to completing the accounting work on time, as they are fully equipped with contemporary technology, which will add value to the successful and timely delivery of the accounting work. We are responsive and solution oriented, providing quick responses on matters that require immediate attention, hence enhancing the quality of our accounting work. We focus on staff continuity, which enables us to develop and maintain an in-depth understanding of your operations, management style, and operating practices, which ultimately allows us to offer you experienced resources, value-added services and specialization.

Why Harshwal & Company, LLP:

- Extensive partner involvement on each engagement
- Consistent and experienced staff
- Timeliness of communications
- Proactive approach in addressing complex issues early in the engagement
- Availability to clients as a specialized resource
- Professionalism with understanding

Client Confidentiality and Security:

- At Harshwal & Company, LLP, we are committed to safeguarding client information. Maintaining trust is one of the core values of our firm. Since your privacy is a priority to us, we will not share non-public information about you with third parties without your consent.
- In order to facilitate a highly secure method for exchanging electronic files between our firm and our clients, we have implemented a secure, trackable method for sharing large files via a hosted website called *Suralink*.
- All laptops of our accounting, audit, and tax professionals are encrypted to protect our clients' information.

Our managing partner, Mr. Sanwar Harshwal, is authorized to represent the firm and is the authorized person to contractually obligate the firm, to negotiate the contract on behalf of the firm, and to be contacted for clarification questions regarding the proposal. He can be reached at 11405 W. Bernardo Court, Suite A, San Diego, CA 92127; phone No. (858) 784-1622 or via email at sanwar@harshwal.com.

Harshwal & Company, LLP is a GSA vendor and a 100% minority owned CPA firm.

We thank you for your consideration and hope that you will provide us with the opportunity to serve your esteemed organization with our services.

Sincerely,

Harshwal & Company, LLP
Certified Public Accountants



Sanwar Harshwal, CPA, CIA, CISA, CFE
Managing Partner



FIRM'S BACKGROUND AND EXPERIENCE

Harshwal & Company, LLP (Partnership Firm having partners Sanwar Harshwal and Adi Harshwal) was founded sixteen (16) years ago (Since 2009) and is a locally established firm of CPAs, offering accounting, auditing, management consulting, IT services, and other specialized services to various clients. Our client base consists of state and local governments, special districts, tribes and tribal governments, housing authorities, not-for-profit organizations, educational entities, and school districts throughout the United States. Our commitment to our clients has provided our firm with continued growth and success in developing and maintaining strong professional relationships.

The members of the firm have accumulated over four decades of experience in public accounting and auditing, primarily with international certified public accounting firms while employed in high-level supervisory positions. Individually, the partners and management staff are recognized in their respective areas for leadership roles by taking part in promoting the highest standards of the accounting profession and producing the highest quality service.

Location of the Office

Harshwal & Company, LLP provides services to clients from two (2) locations. San Diego, CA is the location of our head office, and Albuquerque, NM is the location of our branch. Our nearest office to the Library, **Albuquerque, NM** office will provide accounting services to the Des Plaines Public Library. The address and phone numbers for each of our two offices are listed below:

Albuquerque, NM Office	6565 Americas Pkwy NE, Suite 800, Albuquerque, NM 87110	Phone: (505) 814-1201
San Diego, CA Office	11405 W. Bernardo Ct., Suite A, San Diego, CA 92127	Phone: (858) 939-0017

Staff Size & Organizational Structure:

Accounting Team	Manpower
Managing Partner	01
Additional Partner	01
Independent Reviewer	01
Accounting Manager	02
CPAs and Senior Staff	09
Additional Staff	12
Total	26



Services Provided by the Firm

Harshwal & Company, LLP is a full-service professional firm, providing comprehensive services commonly associated with larger firms. The firm is divided into the following departments and provides the following services:

- **Accounting Department:** Provides accounting services in setting up businesses and establishing accounting systems, books, and records; assistance in maintaining business records; and preparing financial statements.
- **Audit Department:** Provides audit services to commercial, governmental and non-profit organizations with a special emphasis on compliance audits in education, health and housing industries.
- **Tax Department:** Provides a wide range of tax preparation, tax planning and consulting for corporations, partnerships and individuals.
- **Management Advisory Services:** Our technical knowledge, training, and business experience enable us to provide a broad range of management advisory services, which includes the following:
 - Designing and assisting in the installation of accounting systems to fit the requirements of a particular business.
 - Analyze existing accounting systems and recommend ways to improve controls and efficiency.
 - Assessment, installation and modification of computer hardware and software systems.
 - Consulting in management information systems.
 - Providing consultation about the use of management information system for planning and control and the application of accounting and other controls.
 - Design and Develop Customized Indirect Cost Management system.

Disciplinary Action or Pending Litigation

Harshwal & Company, LLP's emphasis on quality has provided the firm with an excellent track record regarding claims related to professional services. Harshwal & Company, LLP has an impressive history, free of litigation, penalties and debt, and we have no sanctions or restrictions imposed by professional organizations, regulatory authorities or other government institutions.

Harshwal & Company, LLP has never been debarred, suspended, or otherwise excluded from or ineligible for participation in government contracts, subcontracts, loans, grants, and other assistance program, under Executive Order 12549, "Debarment and Suspension" and 2 CFR § 180; 2 CFR § 180.155; 2 CFR § 180.500.

Equal Opportunity Employer

Harshwal & Company, LLP is an equal employment opportunity employer and is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all applicable federal and state laws and regulations relating to equality. We prohibit discrimination of qualified persons based on race, religion, color, sex, age, national origin, disability, sexual orientation, military status, or any other characteristic protected by applicable federal, state, or local law.



License to Practice

Harshwal & Company, LLP is a properly licensed, certified public accounting firm. All certified public accountants involved in accounting and audit engagements of the firm are licensed to practice and have received at least the minimum number of continuing professional education hours required by their respective state board of accountancy and the American Institute of Certified Public Accountants.



State of New Mexico

Board of Public Accountancy

HEREBY CERTIFIES THAT

Harshwal & Company LLP

HAVING GIVEN SATISFACTORY EVIDENCE OF THE COMPLETION OF
PROFESSIONAL AND OTHER REQUIREMENTS PRESCRIBED BY LAW
IS GRANTED A LICENSE TO PRACTICE IN THE STATE OF NEW MEXICO

Firm Permit

License No. 10070

Issued 11/12/2009

Expires 06/30/2026

THIS LICENSE SHOULD BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS OR AS REQUIRED BY LAW

Hold Harmless and Indemnification

Harshwal & Company, LLP, have errors and omissions insurance, property and liability and workers' compensation insurance and will indemnify and hold harmless the Library from and against all losses and claims in the execution of our work or the consequences of any negligence or carelessness on our part.

Resources

We have established key alliances and affiliations with other government industry expert accounting firms in order to provide up-to-date industry trends and accounting updates. We will provide you the expertise and resources needed to continually guide your organization.

Firm's Financials Capacity

This proposal overviews our company's financial position and capability to meet project requirements. We ensure accountability and transparency by communicating our company's financial condition's characters here. We have stable financial management supported by exclusive internal control and sound fiscal management practices. Our proven track record of delivering high-quality services to different domain clients shows our expertise and availability of resources to complete projects under specific budget and time constraints. We are dedicated to upholding integrity and professionalism in accounting procedures and prioritizing reliable and accurate results to meet clients' expectations. To maintain confidentiality, we will provide our most recent financial statements upon your request or at the time of engagement.



FIRM'S TECHNICAL EXPERIENCE

We have been providing bookkeeping and accounting services to numerous clients. We use the latest technical tools such as **QuickBooks, ABILA MIP, Sage Intacct, HDS Doorways, Jenzabar, MICROIX, HDS Software, Accufund, Sylogist, Infinite Vision, JD Edwards, Xero, and Peachtree** for the most effective and efficient accounting and consulting services for our clients. With the help of such software and our qualified, diversified and experienced staff, we have been providing accounting services, which includes reconciliation, budget entry, recording and passing JEs, preparing the trial balance, filing online federal financial reports, etc.

List of our prior and present accounting clients:

- The Transgender District
- Navajo Technical University
- Qualla Housing Authority
- Biometrica Systems Inc.
- Bureau of Indian Affairs
- Voices of Recovery San Mateo County
- Quality Inn- Gopal Das
- Timbisha Shoshone Tribe
- Mesa Grande Business Development Corporation
- Acreage Holding Inc.
- Northern Cheyenne Tribe
- Alameda County Auditor-Controller Agency
- Fasttrack Airport Parking Inc.
- Young Scholars LLC
- Bayside Auto Gass
- Billu LLC
- MKS Builders Inc.
- New Ray Insurance Brokers
- White Mountain Apache Tribe
- Santa Clara Valley Habitat
- Leupp Schools Inc.
- Na' Neelzhiin Ji Olta', Inc.
- Wide Ruins Community School
- Pueblo of Tesuque
- Pueblo of Isleta
- Coastside Fire Protection District
- Iliamna Village Council
- Tamaya Housing Incorporated
- SRG Research and Consulting Services
- Cahuilla Band of Indians
- Nambe Pueblo Housing Entity
- Curry Leaf Indian Restaurant LLC
- Darin Trucking
- Brazilian Waxing Boutique
- White Mountain Apache Housing Authority
- Southwestern Indian Polytechnic Institute
- Bridgeport Indian Colony
- Bridgeport Colony Development Corporation
- Purpose Focused Alternative Learning
- Friendly Cabs Inc.
- DODG Corporation
- Dilcon Community School
- Brazilian Waxing Boutique
- Das and Brouillette Management Company, LLC
- Loyas Tires
- Luna Community College
- Cibecue Community School
- Gila Crossing Community School
- Second Mesa Day School
- Dishchii'bikoh Community School
- Theodore Roosevelt Boarding School



STAFF QUALIFICATIONS AND EXPERIENCE

All team members assigned to this project meet the experience requirements and possess the following qualifications and knowledge of:

- **Generally accepted accounting principles (GAAP)** – All staff are experienced with GAAP and are experienced in preparing and reviewing financial statements of state and local governments.
- **Methods and techniques applicable to advanced financial analysis** – All staff are experienced in performing advanced financial analysis including: horizontal analysis of changes between reporting periods; vertical analysis of ratios relative to balance sheet or operating statement balances; short term analysis of account balances like turnover rates for inventory, receivables and accounts payable; and inter-departmental or similar governmental comparisons and analysis.
- **Principles and practices of internal control** – All staff are experienced in evaluating internal controls of state and local governments consistent with the COSO framework and providing recommendations for improvement.
- **Operations, services and activities of accounting programs including financial reporting** – All staff are experienced in documenting processes and evaluating operations, services and activities of accounting programs including financial reporting.
- **Principles and practices of general ledger preparation, maintenance and reconciliation** – All staff are experienced in documenting processes and evaluating principles and practices of general ledger preparation, maintenance and reconciliation.
- **Principles and procedures of financial record keeping and reporting** – All staff are experienced in documenting processes and evaluating principles and procedures of financial record keeping and reporting.
- **General ledger software, Microsoft excel and Microsoft word** – All staff are experienced with working with various general ledger software, Microsoft Excel and Microsoft Word. Additionally, some team members are also experienced with using advanced databases that facilitate data analysis.
- **ERP Software** – Our staff consist of Certified Information System Auditor (CISA), ORACLE Financial Consultant (Oracle Business Suite), and have proficient knowledge of Blackbaud Financial Edge, QuickBooks, NetSuite, Sage Intacct, Abila MIP, and others software.

Technical Resources

Our team will implement the software as per your requirements and complete all the steps of installation. We keep ourselves updated with the continuing professional education credentials required in this profession and have a comprehensive understanding of accounting, internal audits, financial audits, regulatory and tax aspects of governmental entities like yours. Our commitment to open an ongoing two-way communication will strengthen our relationship and allow us to possess both the appropriate resources and decision-making authority to help you meet your goals in a timely and cost-effective manner. The expertise and experience of Harshwal & Company, LLP's partners and personnel are at the core of the firm's excellence in performing accounting services for state and local governments. Harshwal & Company, LLP has experience providing exceptional client service and high-quality consulting and accounting services through comprehensive knowledge and understanding of governmental accounting standards.



Proposed Accounting Team

Name of Team Member	Role	Experience
Sanwar Harshwal, CPA, CIA, CISA, CFE, Oracle ERP Certified	Managing Partner	41+ Years
Adi Harshwal	Partner	16+ Years
Garima Pathak, CA	Accounting Manager	09+ Years
Albert Hwu, CPA	Senior Accountant	11+ Years
Samson Reda, CPA	Senior Accountant	11+ Years
Poonam Sharma, CPA	Senior Accountant	08+ Years

Most of our assigned key personnel are licensed to practice as a Certified Public Accountant. In addition to the key personnel listed, additional staff will be assigned from our pool of highly qualified professionals.

Staff Continuity over the Term of the Agreement

We focus on our team members as well as our clients. Our turnover is significantly lower than other national and regional service firms. This staff continuity enables us to develop and maintain an in-depth understanding of your operations, management style and operating practices, which ultimately allows us to offer you experienced resources, value-added services, industry specialization, and overall better personal service. This commitment to people also resides at our executive level where you will find a refreshingly greater hands-on approach compared to other service providers. Our culture stresses the importance of executive presence throughout projects and engagements.

Overall Supervision to be Exercised

The accounting work will be led by our accounting manager, Garima Pathak who has extensive experience in performing accounting work of state and local governments. Garima Pathak has been in charge of various large accounting engagements, governmental funded programs, and community-based organizations receiving federal and state funds.



Accounting Team Resumes

SANWAR HARSHWAL, CPA **Managing Partner**

Sanwar Harshwal is the managing partner of Harshwal & Company, LLP. He is a globetrotter and a trained technical speaker on auditing and global accounting standards, IT and internal controls, on fraud prevention, and on examinations and internal audits. With over 41+ years of experience with governmental accounting engagements, Mr. Harshwal is also a leading expert on emerging accounting challenges for state and local governments. Mr. Harshwal has attended AICPA seminars on GASB's New Financial Reporting Model and Financial Statements of state and local governments.

During the last 5 years, Mr. Harshwal has provided over 400 hours of training to several professionals on GASB, GAS, Uniform Guidance, FASB, SAAS, GAGAS, Pension Plan audits, COSO, COBIT, internal audits, fraud prevention and examination and tribal governmental governance issues. In addition to having significant experience in accounting, strategic assessments of accounting functions, and internal control structures, Mr. Harshwal has extensive experience in evaluating complex accounting and finance issues. He has proficient knowledge of using Blackbaud Financial Edge, ABILA MIP, QuickBooks, Deltek Costpoint, Banner, iSolved, Accufund, Infinite Vision, JD Edwards, Xero, Peachtree and other automated tools.

Education:

- B.S. Business Accounting
- Bachelor of Law

Certification:

- Certified Public Accountant - State of California (CPA)
- Certified Public Accountant - State of New Mexico (CPA)
- Chartered Accountant - The Institute of Chartered Accountants of India
- Certified Information System Auditor (CISA)
- Certified Fraud Examiner (CFE)
- ORACLE Financial Consultant (Oracle Business Suite)
- Chartered Global Management Accountant (CGMA)
- Certified Risk Management Assurance (CRMA)
- Certified Construction Auditor (CCA)

Professional Membership:

- Member of AICPA
- Member of California CPA Society of Certified Public Accountants
- Member of Information Systems Audit and Control Association, USA
- Member of Association of Certified Fraud Examiners, USA
- Member of Institute of Certified Internal Auditors



ADI HARSHWAL

Partner

Adi Harshwal is the partner at Harshwal & Company, LLP and has been working as an accounting, auditing and finance professional for more than 16+ years, and has diverse industry experience in conducting, supervising and completing accounting engagements. He handles accounting and finance functions efficiently by demonstrating excellent management skills to complete assigned tasks on time. He has proficient knowledge of using QuickBooks, Deltek Costpoint, ABILA MIP, Yardi, Banner, iSolved, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education

- B.S. Economics

GARIMA PATHAK, CA

Accounting Manager

Garima Pathak is our accounting manager and has been employed with Harshwal & Company, LLP for 9+ years. She has been engaged with several accounting and audit engagements of state and local governments, special districts, tribes and tribal governments, housing authorities, educational entities, and not-for-profit organizations. Garima has 5+ years of experience working with all types of exempt organizations including 501(c) (3), 501(c) (4), 501(c) (6), and 501(c) (7). Garima has provided tax compliance services to clients in the retail, real estate, and not-for-profit industries. She concentrates on real estate clients, focusing on low-income housing, including both for profit and not-for-profit entities. Garima has a passion for her not-for-profit clients and the industry at large, providing them with hands-on tax compliance services including Form 990 filings and advisory services relative to Unrelated Business Income Tax (UBIT) and governance issues. She has proficient knowledge of using QuickBooks, Blackbaud Financial Edge, Deltek Costpoint, ABILA MIP, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

- Bachelors in Commerce

Certification:

- Chartered Accountant - The Institute of Chartered Accountants of India (ICAI)

ALBERT HWU, CPA

Senior Accountant

Albert Hwu is a senior accountant and has 11+ years of experience in auditing and providing accounting services to state and local governments, special districts, tribes and tribal governments, not-for-profit organizations, housing authorities, and educational entities. He has proficient knowledge of using Blackbaud Financial Edge, ABILA MIP, Yardi, Banner, iSolved, Accufund, Tyler, JD Edwards, Xero, Peachtree, and other automated tools.

Education:

- Bachelors of Science in Accounting

Certification:

- Certified Public Accountant - State of Washington (CPA)



SAMSON REDA, CPA
Senior Accountant

Samson Reda is a senior accountant and has 11+ years of experience in auditing and providing accounting services to state and local governments, special districts, tribes and tribal governments, housing authorities, not-for-profit organizations, and educational entities. He is an expert in data analysis and reconciliation and his experience includes auditing, recording and analysis of account transactions; establishing accounting records; reconciliation of cash balances; implementation of accounting controls; and statistical reports. He has proficient knowledge of using QuickBooks, Deltek Costpoint, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

- BA in Accounting

Certification:

- Certified Public Accountant - State of New Mexico (CPA)

POONAM SHARMA, CPA
Senior Accountant

Poonam Sharma is a senior accountant. She has been engaged with several accounting and audits engagement of state and local governments, special districts, tribes and tribal governments, not-for-profit organizations, educational entities, and housing authorities. Poonam is proficient in the operating nuances of accounting and auditing packages and demonstrates up-to-date knowledge of auditing and accounting pronouncements. She prepares and adjusts work papers from the client's trial balance, executes day-to-day activities of audit engagements for multiple clients, and interacts with client personnel when needed.

She performs audit testing activities; documents processes and findings; verifies assets and liabilities in accordance with audit programs; follows documentation standards; and prepares clear, concise, and orderly working papers. She has proficient knowledge of using QuickBooks, Deltek Costpoint, ABILA MIP, Banner, iSolved, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

- Master of Business Administration in Accounting

Certification:

- Certified Public Accountant - State of California (CPA)
- Chartered Accountant - The Institute of Chartered Accountants of India (ICAI)



Continuing Professional Education

The following table details CPE hours for each key member of the proposed accounting team:

Accounting Team Member	Governmental CPE	Non-Governmental CPE
Sanwar Harshwal, CPA, CIA, CISA, CFE	140	124
Adi Harshwal	71	55
Garima Pathak, CA	84	57
Albert Hwu, CPA	108	55
Samson Reda, CPA	80	56
Poonam Sharma, CPA	83	40

We assure you regarding the quality of staff over the term of the engagement. We will not replace accounting personnel except with prior written permission of the Library. In case we replace the personnel, we will provide replacements having similar or better qualifications and experience.

We assure the Library if we are selected as your consultants, we will not delegate or subcontract our responsibility without written consent of the Library.



REFERENCES

We encourage you to contact these references to inquire about the quality of our services, their overall satisfaction, and the effectiveness of our accounting approach, the expertise of our professionals, and the timeliness and overall value of our services. We would be happy to provide additional references upon request, if you would like.

1. Timbisha Shoshone Tribe

- **Address:** 621 West Line Street, Suite 109, Bishop, CA 93514-3320
- **Scope:** Accounting and Audit Preparation Services
- **Date:** 2023 to Present
- **Contact:** Eleanor Jackson, Fiscal Officer
- **Phone Number:** (760) 872-3614
- **Email:** fiscal@timbisha.com

2. Coastside Fire Protection District

- **Address:** 1191 Main Street, Half Moon Bay, CA 94019
- **Scope:** Accounting and Audit Preparation Services
- **Date:** 2024 to Present
- **Contact:** Michele Ortiz, Administrative Analyst
- **Phone Number:** (650) 726-5213
- **Email:** mortiz@coastsidefire.org

3. The Transgender District

- **Address:** 1067 Market Street, Suite 2001, San Francisco, CA 94103
- **Scope:** Accounting, Audit Preparation, and Tax Services
- **Date:** 2023 to 2025
- **Contact:** Boo Parker, Operations Associate
- **Phone Number:** (805) 305-7615
- **Email:** boo@transgenderdistrictsf.com



ACCOUNTING APPROACH AND METHODOLOGY

Scope of Work: At Harshwal & Company, LLP, our professionals have extensive experience performing accounting work for state and local governments. Our team has a broad understanding of the regulations and requirements necessary to perform monthly accounting services for Des Plaines Public Library. We will adhere to the requirements of the RFP and will be performing the following tasks:

➤ **Payroll**

- We will prepare the necessary accounting entries to incorporate all payroll activity into the general ledger. (Currently there are ninety-five (95) employees)

➤ **Accounts Payable**

- We will manage all aspects of the accounts payable, including the monthly processing of accounts payable checks, preparation of monthly reports, and posting of all activity to the general ledger. We will provide secure on-line access to account information and financial statements.
- We will ensure that final financial documents are complete no later than the second Tuesday of the month.
- We will ensure two signatures are required for each check; those of a Board officer and the Library Director, or when the Library Director is absent, either a Board officer and the Assistant Director, or two Board officers.

➤ **Cash Receipts and Accounts Receivable**

- We will integrate all monthly cash receipts data into the general ledger and will process monthly revenue reports.

➤ **General Ledger**

- We will manage all aspects of the general ledger including integration of all payroll, cash receipts, and accounts receivable, adjustments as necessary, and monthly reconciliation to its bank accounts.

➤ **Monthly Reports**

We will provide monthly financial reports to the library in the same format and structure as the library's current reports. The following types of reports will be forwarded to the Des Plaines Public Library on a monthly basis for each fund:

- Monthly bills paid
- Accounts Payable Checks and Check Register
- Revenue and Expenditure Reports
- Comparison to monthly and year-to-date budget
- Balance Sheet
- Payroll Summary
- General Ledger Detail
- Monthly Bank Reconciliation
- Petty Cash Activity
- Vendor Detail



➤ **Year End Work**

- We will prepare all necessary adjustments from the cash basis to the accrual basis of accounting.
- We will also provide all necessary account reports to the City of Des Plaines/Des Plaines Public Library's auditors in a timely fashion, and once the audit has been completed, we will add any auditor adjustments and run final reports for the year.
- We also prepare any necessary 1099 forms.

Emphasis on Service

It is important for you to understand the emphasis our firm places on meeting and exceeding client expectations and providing excellent client service. The underpinnings of this service are the standards we require of all of our team members, which are as follows:

- Identify the needs of our clients and confirm expectations prior to beginning the work;
- Communicate our service objectives;
- Establish ongoing communication processes to ensure we are proactive and responsive;
- Resolve any service problem promptly and professionally;
- Seek an assessment of our performance upon the conclusion of the work;
- Develop a client-firm relationship that is built on confidence and trust; and
- Provide ongoing value through our thoughtful leadership.

Involvement in Professional Associations

Harshwal & Company, LLP maintains close working relationships with the American Institute of Certified Public Accountants (AICPA), the Association of Government Accountants (AGA), the Government Finance Officers Association (GFOA) and Native American Finance Officers Association (NAFOA). In addition, we actively stay abreast of new accounting standards issued by the Governmental Accounting Standards Board (GASB) and the AICPA. We provide information to our clients regarding these pronouncements throughout the year via our newsletter, seminars/webinars and management letters. This gives our clients ample time to assess the impact of the new standards before the required implementation dates.



Client Service Philosophy

The Goal: The goal of Harshwal & Company, LLP is to ensure that the time and resources the client invests in our accounting work provides clear value to the organization. The sources of that value will come from our five core and two foundational principles.

The Core Principles:

- You can count on frequent interactions with our key team members, formal entrance and exit meetings and regular status/milestone reports. Plus, we'll always be available to you to answer questions that come up throughout the year.
- Accounting sometimes doesn't go as planned, so we will build flexibility into your accounting plan. First, we create a tentative work schedule and timeline of major milestones to be accomplished. Then, during our initial meetings with management, we make reasonable changes and adjustments to meet your needs.
- Once the agreed-upon task timeline is finalized, we strive to follow it as closely as possible. If there is any hint of a significant delay, we will communicate that with you and take all necessary measures to finish the tasks on time.
- We will take a proactive approach to your accounting services. This approach will significantly reduce the burden for your staff.
- We have a core group of technology professionals with technical and accounting backgrounds who work closely with your staff.

The Foundational Principles:

1. The major decisions that we make as accountants will always reflect our duty to serve you while maintaining our independence – in appearance and fact - at all times.
2. If selected as your accounting consultants, we commit ourselves to building and maintaining a strong working relationship with everyone on your team.

In summary, Harshwal & Company, LLP offers the following benefits to the Library:

- More experience and a deeper understanding of your operations;
- Vast experience with large governmental entities;
- Experienced professionals who will give you more than accounting services;
- Professionals with real operational experience not just accounting knowledge;
- Team continuity and a well-trained staff;
- The ability to staff multiple large engagements;
- A computer driven, paperless work system;
- A proven track record of meeting deadlines; and
- Better, quicker and reasonably priced accounting services.



Conclusion

It would be our pleasure to serve as the consultants for Des Plaines Public Library. Based on our qualifications and experience in providing consulting and accounting services to state and local governments, we hope you will give us this opportunity to serve the Library. Harshwal & Company, LLP's team members have integrity, objectivity, technical knowledge, and commitment to the CPA profession that you want your consultants to possess.

- ***We work with your schedule:*** We can begin at your convenience and finish on your timetable. Our substantial experience with state and local governments and our size allows us to devote the necessary resources to complete the work in a successful and timely manner. We work efficiently, with the least possible interruption of your activities, and we will meet your deadlines.
- ***We understand state and local governments and their culture:*** Harshwal & Company, LLP has been providing services to state and local governments for many years. Our experience provides us in-depth knowledge to work efficiently to achieve your objectives.
- ***We help improve your operations:*** Harshwal & Company, LLP's experience and exposure provide the background for suggestions on improvements to your internal controls and operations.
- ***We are available:*** Harshwal & Company, LLP is ready to respond to your needs. Our firm has experts available to consult or assist you with operations, training, pensions, accounting, and tax matters.
- ***We are cost-effective:*** Harshwal & Company, LLP's extensive use of technology allows us to work efficiently to fulfill your needs. We use computer-assisted procedures in planning and completing our work. This significantly improves the scope and efficiency of our services.

If you have any questions about our proposal, please feel free to call us. We would also be pleased to meet with you to answer your questions about how we can best meet your needs.



Technologies Used by the Firm

The Suralink dashboard, allows you to visualize the process of the document-request fulfilment. With this innovative tool, clients can manage workflow through a centralized individual who can assign and delegate requests to other employees; track project activity by assigned individual, due date, and status with a user friendly, easy-to-use, dashboard interface; quickly view and monitor project progress with an at-a-glance report feature; and access how-to videos and training materials through the enhanced learning center.



We use IDEA data extraction software to help us perform our analytical procedures. We obtain a detailed general ledger of all transactions that occurred during the year and import that information into IDEA. This allows us to analyze the data for unusual transactions and generate reports for our audit procedures.



CaseWare: CaseWare is a versatile engagement software that allows for real-time adjustments to the trial balance, which automatically updates the financial statements. It also enables us to drill down from supporting audit schedules and documents to the underlying detailed accounts.



CaseView is a powerful reporting module that helps review of financial statements, as well as any other customized work paper reports. It utilizes an interface that combines the appropriate features of Word and Excel into a single application that engages word processing features for formatting financial information.



Infinite Vision: Infinite Vision is an enterprise resource planning (ERP) software designed for the eyecare industry. It provides features like inventory management, sales and purchasing, appointment scheduling, billing, and reporting to help eyecare professionals streamline their operations.



Serenic: Serenic Software offers financial management solutions specifically designed for nonprofits and government organizations. Their software provides features such as fund accounting, grant management, budgeting, payroll processing, and donor management.



ABILA MIP: MIP Fund Accounting, developed by Abila, is a comprehensive financial management system for various types of entities. It offers features like fund accounting, budgeting, grant management, payroll processing, accounts payable and receivable, and reporting capabilities.



QuickBooks: QuickBooks is a widely-used accounting software designed for small and medium-sized businesses. It provides features like book-keeping, invoicing, expense tracking, payroll management, inventory management, and financial reporting. QuickBooks offers both desktop and cloud-based versions.



MICROIX: MICROIX is a software company that provides integrated financial and human resources management solutions for government and educational organizations. Their software offers features like fund accounting, budgeting, payroll processing, time and attendance tracking, and purchasing management.



HDS Software: HDS Software offers accounting and financial management solutions for various industries. Their software provides features like general ledger, accounts payable and receivable, financial reporting, inventory management, and job costing.



Accufund: Accufund is a financial management software that caters to the specific needs of nonprofit organizations. Their software offers modules for fund accounting, budgeting, grant management, donor management, and financial reporting.



JD Edwards: JD Edwards, now known as Oracle's JD Edwards Enterprise One, is an integrated ERP software suite. It offers modules for financial management, supply chain management, human capital management, project management, and manufacturing.



Xero: Xero is a cloud-based accounting software suitable for small and medium-sized businesses. It provides features like bank reconciliation, invoicing, expense tracking, inventory management, and financial reporting. Xero also integrates with various third-party applications.



Peachtree: Peachtree, now known as Sage 50cloud Accounting, is an accounting software targeted at small businesses. It offers features like general ledger, accounts payable and receivable, inventory management, payroll processing, and financial reporting.



Microsoft Dynamics 365 Business Central is a cloud-based business management solution that integrates finance, sales, operations, and more into a single platform. It streamlines accounting processes, ensures compliance, and provides real-time financial insights for better decision-making. The solution enhances operational efficiency, supports data-driven strategies, and offers scalability to adapt to growing business needs, making it ideal for automating tasks and driving overall growth.



Nuance is a leading provider of AI-powered solutions designed to streamline workflows, enhance productivity, and improve customer experiences across various industries. Its features include advanced speech recognition, natural language understanding, and document management tools, enabling efficient transcription, automation, and communication processes. With its robust tools, businesses can reduce manual tasks, ensure accuracy, and optimize operations. Nuance solutions are widely adopted for their ability to drive efficiency, improve accessibility, and deliver scalable, intelligent workflows tailored to organizational needs.



Oracle is a global leader in enterprise software and cloud services, offering comprehensive solutions for database management, enterprise resource planning (ERP), customer relationship management (CRM), human capital management (HCM), and more. Oracle's cloud-based applications and infrastructure deliver robust performance, scalability, and security. Key features include advanced analytics, automation, artificial intelligence, and seamless integration capabilities. Oracle empowers organizations to optimize operations, enhance decision-making, and drive innovation, making it a trusted choice for businesses aiming to improve efficiency and adapt to evolving market demands.



Deltek is a leading provider of enterprise software and solutions tailored for project-based businesses and professional services firms. Its robust features include project management, resource planning, financial management, and customer relationship management (CRM). Deltek specializes in delivering tools that help organizations improve project efficiency, maintain compliance, and enhance profitability. With advanced analytics, integrated workflows, and industry-specific functionality, Deltek enables businesses to streamline operations, optimize resource allocation, and gain valuable insights to drive strategic decision-making and achieve better outcomes.



Yardi is a comprehensive property management and real estate investment software platform designed to meet the needs of property managers, owners, and investors. It offers features such as lease management, accounting, maintenance tracking, tenant communication, and investment management. Yardi's scalable solutions cater to residential, commercial, and mixed-use properties, providing tools for automating workflows, enhancing operational efficiency, and improving financial oversight. With advanced analytics and integrated capabilities, Yardi enables organizations to streamline property operations, optimize asset performance, and deliver better tenant and stakeholder experiences.



isolved is a comprehensive human capital management (HCM) platform designed to streamline workforce management processes. It offers a wide range of features, including payroll processing, benefits administration, time tracking, talent acquisition, and employee engagement tools. With its cloud-based, user-friendly interface, isolved integrates seamlessly into business operations, automating routine HR tasks and ensuring compliance with labor regulations. By centralizing HR functions, isolved helps organizations improve efficiency, enhance employee experiences, and gain valuable insights for workforce optimization.



Tyler Technologies is a leading provider of software solutions tailored for public sector organizations, including local governments, schools, and public safety agencies. Its products cover a wide range of functions, including financial management, human resources, utility billing, court case management, and citizen engagement. Tyler's integrated, cloud-based solutions help organizations streamline operations, enhance transparency, and improve service delivery to communities. With advanced analytics, secure data management, and robust reporting tools, Tyler empowers public sector entities to operate more efficiently and effectively while meeting the unique needs of their constituents.



Jenzabar is a leading provider of software solutions specifically designed for higher education institutions. It offers a suite of tools for student information management, enrollment, learning management, financial aid, and alumni engagement. Jenzabar's cloud-based platform integrates seamlessly to enhance administrative efficiency, support data-driven decision-making, and improve the overall student experience. With features like real-time analytics, customizable workflows, and mobile access, Jenzabar empowers institutions to streamline operations, boost retention, and achieve their educational and organizational goals.



Sylogist is a provider of software solutions designed to meet the unique needs of nonprofit organizations, government agencies, and educational institutions. Its suite of integrated applications includes financial management, grants management, human resources, payroll, and fundraising tools. Sylogist's cloud-based platform helps organizations streamline their operations, improve financial transparency, and enhance compliance with industry regulations. With powerful reporting and analytics features, Sylogist enables organizations to make data-driven decisions, increase operational efficiency, and better serve their communities and stakeholders.



Sage Intacct is a cloud-based financial management and accounting software designed to streamline financial processes for businesses of all sizes. It offers a wide range of features, including general ledger, accounts payable, accounts receivable, cash management, and financial reporting. With robust automation, multi-entity support, and real-time insights, Sage Intacct enhances operational efficiency, ensures compliance, and provides accurate financial data for decision-making. Its advanced analytics and integration capabilities allow businesses to scale and adapt as they grow, making it an ideal solution for improving financial management and business performance.



CentralSquare provides software solutions designed to support local governments and public sector organizations. Its platform offers tools for financial management, public safety, human resources, utility billing, and more. CentralSquare's integrated cloud-based solutions help municipalities streamline operations, enhance service delivery, and improve citizen engagement. With advanced analytics, secure data management, and real-time reporting, CentralSquare enables government agencies to make informed decisions, increase efficiency, and drive innovation in their communities.



Expensify is an expense management software designed to simplify the process of tracking, submitting, and approving expenses. It offers features like receipt scanning, automated expense reporting, travel booking, and integration with accounting software. Expensify streamlines expense workflows, ensuring compliance with company policies and reducing manual data entry. With its user-friendly mobile app and real-time reporting, businesses can improve financial oversight, increase efficiency, and gain better control over their expenses.



Bill.com is a cloud-based platform that automates accounts payable and receivable, streamlining invoice processing, payment workflows, and financial operations. It integrates with accounting software to improve efficiency, reduce errors, and enhance cash flow management, making it easier for businesses to manage payments and collaborate with vendors or clients.



Monday.com is a work operating system (Work OS) that helps teams plan, track, and manage projects and workflows. It offers features like customizable boards, task management, automation, and real-time collaboration tools. Monday.com enhances team productivity by centralizing communication, providing visual project tracking, and streamlining processes. With its user-friendly interface and integration capabilities, the platform is highly adaptable, making it suitable for teams across various industries to improve efficiency, meet deadlines, and achieve goals.



ADP is a global provider of comprehensive payroll, human resources, and talent management solutions. It offers features such as payroll processing, benefits administration, time and attendance tracking, and compliance management. ADP's cloud-based platform helps businesses streamline HR operations, ensure regulatory compliance, and improve workforce management. With advanced analytics and reporting tools, ADP enables organizations to make data-driven decisions, enhance employee experiences, and optimize HR processes for better business outcomes.



Paylocity is a cloud-based payroll and human resources software platform designed to streamline HR, payroll, and talent management processes. It offers features such as payroll processing, benefits administration, time and attendance tracking, performance management, and recruiting tools. Paylocity helps businesses automate administrative tasks, ensure compliance, and improve workforce management. With real-time reporting, advanced analytics, and a user-friendly interface, Paylocity enables organizations to enhance employee engagement, optimize HR operations, and make data-driven decisions to drive business success.



Use of Artificial Intelligence and Other Emerging Technologies

As part of performing our services, we may use artificial intelligence (AI), data analytics, and emerging technologies to enhance the efficiency, accuracy, and overall outcomes of our work. These technologies sometimes provided by third-party vendors - may be used to analyze data, generate reports, or assist us in delivering quality insights. By engaging our services, you acknowledge and consent to our use of AI and related technologies when deemed appropriate. While these tools enhance our capabilities, they are designed to complement not replace our professional judgement. Any significant findings or exceptions identified through the use of these technologies will be reviewed and validated by our team.

We are fully committed to safeguarding the confidentiality, integrity, and security of your information in compliance with applicable laws, regulations, and industry standards. When deploying AI or other related technologies, we engage reputable service providers that adhere to robust data protection measures, including encryption, anonymization (where applicable), and compliance with privacy laws (e.g., GDPR, CCPA). We do not store or transmit sensitive information through any AI platform unless it meets stringent data protection requirements. All data shared with us remains confidential and is used solely for purposes related to this engagement, in accordance with our professional obligations. Our confidentiality policies extend fully to AI systems, ensuring that no client data or sensitive information is accessed or used inconsistently with our professional responsibilities.

While AI and other technologies significantly streamline certain processes, they may have limitations, such as algorithmic biases, inaccuracies, or processing errors. We take reasonable precautions to mitigate such risks; however, we cannot guarantee that AI-generated outputs will be entirely error-free. We shall not be held liable for any inaccuracies resulting from such limitations.



FEE PROPOSAL

Our fees are generally lower than other competing firms since we keep our overhead low; we follow a scientific accounting approach, and we make extensive use of emerging technologies that allow us to provide accounting services efficiently. ***Our fees for the services described in this proposal will be billed at \$3,900.00 per month.***

Annual Fees for the FY Ending December 31, 2026, 2027 & 2028:

FY 2026	FY 2027	FY 2028
\$ 46,800.00	\$ 46,800.00	\$ 46,800.00

Our Hourly Rate by Staff Level:

Description - Team Composition	Hourly Rates
Partner	\$195
Manager	150
Senior Accountant	100
Staff	75

Fees for Additional Services

- **Our hourly rate for additional services will be billed at \$150.00 per hour.**

We will not charge the Library for every minor inquiry or phone call that you make, including technical questions. We want to encourage communication throughout the year that will allow us to assist you proactively rather than reactively.

- ***We are well equipped and experienced to perform the accounting services remotely. We will provide our accounting services on a remote basis.***
- ***Out-of-pocket expenses such as travelling cost will be charged on actual basis, as and when incurred (If onsite visit required).***



Benefits of Choosing Harshwal & Company, LLP

Harshwal & Company, LLP is recognized for its professionalism, integrity, and providing clients with effective resolutions for their unique circumstances and issues. Our firm prides itself on being able to provide personalized client services, and with that sentiment in mind, we have carefully chosen our engagement teams. Harshwal & Company, LLP's main objective is always to provide Des Plaines Public Library with solutions and directions, led by highly experienced and capable partners who can successfully implement the work and produce the results you expect. This philosophy and mindset allow us to provide a superior level of service.

We trust that this proposal has given you the information you need about our firm, the engagement team members, our overall approach, and cost of the services. We are committed to exceeding your expectations, and we look forward to bringing our experience and expertise to Des Plaines Public Library and providing you with the excellent level of service that you expect and deserve.

Inherent in our service approach is the constant support, education, and continuing advice to our clients. The comprehensive service includes:

- Email updates on new developments.
- Soon after an update in accounting standards is released, we will review carefully the effects of the development, if any, on your particular circumstances. We will advise you on any changes needed to be made to your accounting procedures.
- We will meet with the Finance Department head at the beginning of the work to provide advice on matters of particular interest. We will provide "best practices" for effective daily operations that will also provide information necessary for the financial statements.
- Throughout the engagement, we will advise the Library on best practices for efficiency in each major operational area.

"Keeping in touch with" is the hallmark of our service. You will receive phone calls, emails, and information through the Harshwal & Company, LLP portal on a consistent and regular basis.





Lauterbach & Amen

DUE DATE:

November 10, 2025

SERVICE PROPOSAL

CLIENT ACCOUNTING & ADVISORY SERVICES

PREPARED FOR:



Des Plaines
Public Library

FOR THE PERIOD:

January 1, 2026 -
December 31, 2028

SUBMITTED BY:

Matt Beran, Partner
mberan@lauterbachamen.com

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November 10, 2025

Des Plaines Public Library
1501 Ellinwood Ave
Des Plaines, IL 60016

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide financial and accounting services to the Des Plaines Public Library (Library).

This proposal includes information about our firm, team, and strong reputation for delivering high-quality service, along with an overview of our engagement approach and methodology. L&A is a firm with a focused specialization in the governmental sector, enabling us to deliver unmatched expertise, service quality, and a tailored approach aligned with your organization's needs. Our 13 partners collectively bring over 250 years of exclusive government experience, with additional backgrounds in nonprofit, tax, and commercial sectors. This depth of experience will directly benefit the Library. L&A is fully equipped and committed to consistently exceeding your expectations.

At L&A, we commit to delivering services to our clients with a dedication to excellence and altruism. As a firm, we are unwavering in our commitment to upholding not only the legally mandated professional standards and guidelines but also strict moral standards. Our pride lies in the value we bring to our clients through our exceptional client service approach. We aim to attract and keep exceptionally skilled team members who align with our fundamental values: respect, teamwork, balance, and passion. This commitment is geared towards serving our clients as the premier professional service provider. Our profound expertise and competency will establish an unparalleled personal client relationship. Simultaneously, we foster a challenging and rewarding culture for our team members, aiming at personal and professional growth and development.

We are enthusiastic about the opportunity to potentially work with the Library and are fully committed to delivering high-quality service within the agreed-upon timeline. We believe our team's talent and extensive experience position us to provide thorough and reliable services at a fair and competitive rate. The partners signing this proposal are authorized to represent the Firm, submit this proposal, and enter into a contract with the Library. This proposal constitutes a firm and irrevocable offer for a period of 60 days. Should you have any questions or wish to discuss any aspect further, please don't hesitate to contact us. We look forward to your response.

Respectfully Submitted,

Wes Levy
Partner
wlevy@lauterbachamen.com
630.393.1483

Matt Beran
Partner
mberan@lauterbachamen.com
630.393.1483



FIRM PROFILE

Lauterbach & Amen (L&A) provides clients with unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

L&A is based in the Chicagoland area, with clients based in nearly all 50 states. Founded in 1997 by Sherry Lauterbach and Ron Amen, L&A provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

OUR SERVICES



Audit
Services



Actuarial
Services



Client Accounting
& Advisory Services



Pension Administration
Services



Tax
Services

OUR TEAM

13 Partners
50+ Managers
200+ Staff



OUR INDUSTRIES

Government
Private Sector
Nonprofit



Municipalities

135+



Park Districts

75+



School Districts

50+



Libraries

70+



Pension Funds

600+



Other Entities

110+



FIRM PROFILE

Firm Philosophy

At L&A, our philosophy is rooted in building trusted relationships and delivering exceptional service across every area of our expertise—from audit and actuarial services to client accounting, pension administration, and tax solutions. We believe that meaningful client service goes beyond compliance—it's about understanding your organization's goals, tailoring our approach to meet your needs, and being a dependable resource year-round.

With deep specialization in the governmental and nonprofit sectors, our professionals bring technical precision, proactive communication, and a sincere commitment to your success. Whether we're guiding your pension board, supporting your finance department, or helping you navigate new standards, we approach every engagement with integrity, transparency, and genuine care.

Firm Values



RESPECT

We hold in high regard and acknowledge the ideas, contributions, and dedicated efforts of our valued clients and team members. This dedication fosters an exceptional professional atmosphere, one that both clients and team members take pride in supporting.

- Thoughtful, timely responses to client inquiries
- Flexible scheduling and proactive check-ins
- Ongoing communication throughout the year



BALANCE

We are dedicated to fostering equilibrium across work, life, and community within our firm's ecosystem. We firmly believe that nurturing balance empowers our firm to deliver exceptional service to our employees and clients.

- Empowered staff who are engaged and enthusiastic
- A culture of service inside and outside the firm
- A holistic approach fostering long-term partnership



TEAMWORK

We understand that success relies on collaboration, and our finest work emerges in an environment that promotes teamwork. Our culture extends this collaborative ethos to include our clients, creating a synergy that enhances the services we deliver.

- Strong working relationships with management
- Clear expectations and transparency
- Team continuity that builds long-term understanding



PASSION

We take pride in the fact that each member of our team wholeheartedly believes in the services we offer and the value they contribute to our clients. Our commitment to delivering the utmost quality in services extends not only to our clients but also internally to our team members, reflecting our unwavering dedication.

- 600+ local governments and 600+ pension funds served annually
- Extensive client training and educational resources
- Engagement teams that love what they do—and it shows



EDUCATION

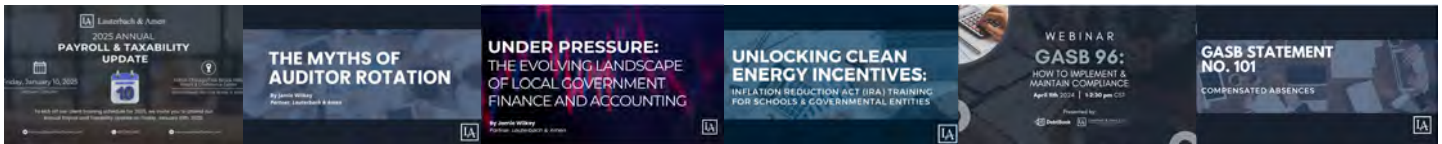
We believe that strong client service and staff excellence are built on a foundation of continuous learning. Our dedication to education ensures that both clients and professionals are equipped with the knowledge and skills to succeed in today's evolving government finance landscape.

Empowering Clients Through Education

We provide year-round training, on-demand webinars, and essential newsletter updates to clients at no extra cost. Our training covers key topics such as:

- Free on-demand and live webinars on key accounting and compliance topics
- In-person and virtual workshops tailored to local government needs
- Newsletters, guides, and explainer resources for easy reference
- Custom training sessions for onboarding or refresher learning

We record and share all of our client trainings so that they may be accessed on-demand directly from our website. Scan the QR code to go to our News Page.



Investing in Our Professionals

To deliver exceptional service, we continually invest in the development of our team:

- All staff meet or exceed AICPA and State Society CPE requirements
- Specialized training in GASB, Uniform Guidance, and Single Audits
- Learning through in-house programs, self-study, and industry seminars
- Ongoing education with GAQC, IGFOA, IMTA, and GFOA affiliations

In accordance with our firm's quality control document, all relevant staff members must fulfill the AICPA's continuing professional education requirements. Given our specialization in government, the mandated CPE hours for the staff outlined in this proposal are specifically tailored to the government industry, with a particular emphasis on Uniform Guidance/Single Audit continuing professional education as necessitated by our field. Our firm employs a variety of methods, including self-study, in-house training, participation in State Society or AICPA programs, involvement in Government Audit Quality Center programs, and engagement with programs offered by diverse government associations.

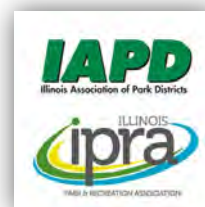




FIRM PROFILE

We Support the Organizations that Support You

We actively engage with the industries we serve through membership, support, and active participation in various professional organizations dedicated to serving the financial and management teams of our clients.





COMMUNITY INVOLVEMENT

A Culture and Passion for Community Involvement



Our firm is dedicated to both the clients we serve and the communities in which we reside. Our partners and team members are actively involved with numerous deserving nonprofit organizations. We are grateful to have individuals on our team who share our firm's philanthropic ethos, regularly volunteering their time, resources, and talents. In addition to volunteering, L&A organizes various fundraisers and donation drives to support local organizations and neighborhoods. Here is a glimpse of some of our recent community involvement and initiatives:



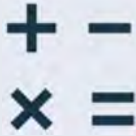
L&A is honored to collaborate with Working Together Chicago, a nearby nonprofit dedicated to offering development and placement opportunities for individuals with disabilities. The team members introduced to L&A through Working Together Chicago have not only enriched our company culture but have also contributed valuable skills to our projects.





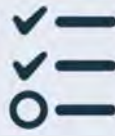
FIRM PROFILE

Our Services



Actuary Services

Seasoned actuaries craft data-driven pension and OPEB valuations, aligning funding strategies with stakeholder goals and regulations.



Audit Services

Independent audits led by government specialists deliver clear, timely reports that strengthen credibility for 600-plus public-sector clients.



Client Accounting and Advisory Services

Our talented advisory team runs accounting, reporting, payroll, and analytics, giving leaders real-time insight without added overhead.



Pension Administration Services

With two decades managing 600-plus funds, we streamline compliance, benefit calculations, and trustee reporting for peace of mind.



Tax Services

Experienced CPAs navigate complex codes to maximize savings and ensure full compliance for governments, nonprofits, and related entities.

Depth of Services Across Government Finance

L&A offers clients a wide range of tailored financial, compliance, and advisory services. Our expertise spans critical areas such as:

- Financial Reporting & GASB Implementation
- GFOA Certificate Support (ACFR & Budget Awards)
- Utility & Rate Studies
- Federal, State & Local Grant Reporting
- Budget & Levy Assistance
- Executive Search & HR Consulting
- Policy Development & Internal Controls
- Temporary Staffing & Training
- Pension & Benefit Calculations
- Outsourced Finance Department Services
- Revenue Audits & Compliance
- Capital Asset Tracking & Reporting



KEY ENGAGEMENT PERSONNEL

Ronald J. Amen, CPA

Managing Partner

With a wealth of experience spanning more than 36 years, Ron Amen has dedicated his career to serving clients in the governmental sector. He has actively contributed to a wide array of governmental engagements, involving municipalities, park districts, school districts, state and federal government entities, universities, nonprofits, and various other government organizations.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Ron has overseen a multitude of governmental projects throughout his tenure in public accounting. His diverse assignments have encompassed audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and various other projects, offering a comprehensive overview of his professional background. Leveraging his extensive experience in government affairs, he is frequently tapped as a resource for innovative problem-solving related to local government issues. Serving in a hands-on capacity, he acts as a working partner, maintaining availability and active participation in every phase of the audit process.

Additionally, Ron has played a key role in the management of substantial commercial and nonprofit initiatives. His involvement spans audits, tax preparation, consulting, and strategic planning, addressing the needs of both commercial and nonprofit clients.



668 N. River Road
Naperville, Illinois 60563



630.393.1483



ramen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Matt R. Beran, CPA

Operations Partner

Matt Beran has over 22 years of professional accounting experience, 14 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties



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mberan@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Wesley Levy

Client Accounting and Advisory Services Partner

Wes Levy has 16 years of professional accounting experience in the governmental sector. He has participated in numerous governmental engagements, including public pension funds, fire protection district, libraries, and various other units of government.

Educational and Membership Background

- Monmouth College
- Illinois Professional Firefighters Association (IPFA)
- Illinois Library Association (ILA)

Governmental Accounting Experience

Wes's experience in the government sector includes management of a number units of government. Such assignments include, but not limited to, maintaining the general ledger, trial balance, balance sheet, and consolidated financials, monthly compilations, audit preparation, annual compliance reporting (Treasurer's Reports), budgeting, cash flow analysis, and other related projects. He has also assisted numerous clients with payroll processing, supervising accounts payable and receivable, and the recommendation and implementation of various finance/accounting department related policies and procedures.

Wes has also attended hundreds of Board of Directors meetings where he has presented financial statements, budget reports, and other compliance reporting required by governmental agencies. In addition, Wes has worked closely with key personnel to ensure that all key personnel have a working knowledge of the finance function that Lauterbach & Amen has assumed.



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630.393.1483



wlevy@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Tim Gavin, CPA

Principal, Financial Services/Payroll Services

Tim Gavin has over 19 years of professional accounting experience exclusively in the governmental sector. He has participated in numerous governmental engagements, including municipalities, villages, park districts, school districts, and other special districts. Tim retains highly specialized skills in accounting and auditing software.



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630.393.1483



tgavin@lauterbachamen.com

Educational and Membership Background

- Northern Illinois University
- North Central College
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- The Illinois CPA Society (ILCPAS)
- Social Media Task Force with Illinois Government Finance Officers Association (IGFOA)
- Financial Reporting Certificate Program with Government Finance Officers Association (GFOA)

Governmental Accounting Experience

Tim's experience in the governmental sector includes performing audits, accounting services, financial reporting, agreed-upon procedures and other consulting engagements for a wide range of clients. Tim has assisted clients in obtaining GFOA and Association of School Business Officials International (ASBO) certificates for excellence in financial reporting.

Tim serves as an educator for staff trainings on various governmental accounting and financial reporting topics. He has been featured in several accounting industry publications, such as Accounting Today and CPA Practice Advisor.



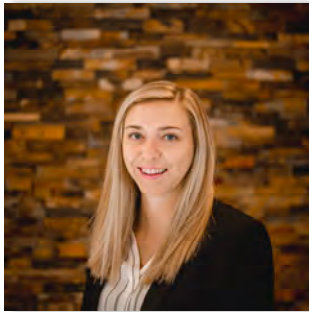
KEY ENGAGEMENT PERSONNEL

Client Accounting & Advisory Services Key Personnel



Kelly Brainerd, Principal

Kelly Brainerd has over 15 years of professional accounting experience in the governmental sector. She has participated in numerous governmental engagements, including public pension funds, fire protection districts, libraries, municipalities and various other units of government. Kelly's experience in the government sector includes management of a number units of government. Kelly retains highly specialized skills in accounting and payroll software.



Nicole Kozlowski, Principal

Nicole Kozlowski has over 7 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, public pension funds, libraries, fire districts, park districts and other special districts. Her experience in the government sector includes utilizing various accounting software as well as performing accounting services, financial reporting, and management of a number of units of government.



Steve Litko, Principal

Steve Litko has over 9 years of professional accounting experience exclusively in the governmental sector. He has participated in numerous governmental engagements, including municipalities, libraries, fire protection districts, park districts, and other special districts. Steve retains highly specialized skills in accounting and payroll software. Steve's experience in the government sector includes management of a number units of government.




SCOPE OF SERVICES

Service Category	Service Details
Payroll	<ul style="list-style-type: none">• Prepare all necessary accounting entries to incorporate payroll activity into the general ledger.
Accounts Payable	<ul style="list-style-type: none">• Responsible for all aspects of accounts payable, including monthly processing of checks, preparation of monthly reports, and posting of all activity to the general ledger.• Prepare final monthly financial documents no later than the second Tuesday of each month.• Provide online access to account information.
Cash Receipts and Accounts Receivable	<ul style="list-style-type: none">• Integrate all monthly cash receipts coded by the Library into the general ledger.• Process monthly revenue reports.
General Ledger	<ul style="list-style-type: none">• Responsible for all aspects of the general ledger, including integration of payroll, cash receipts, and accounts receivable.• Record adjustments as necessary.• Perform monthly reconciliations to bank accounts.
Monthly Reports	<p>Provide the following reports on a monthly basis for each fund:</p> <ul style="list-style-type: none">• Monthly Bills Paid• Accounts Payable Checks and Check Register• Revenue and Expenditure Reports (with monthly and YTD budget comparisons)• Balance Sheet• Vendor Detail• Cash Flow Summary <p>Other reports prepared and provided as needed, outside of the standard monthly financial statements:</p> <ul style="list-style-type: none">• General Ledger Detail• Monthly Bank Reconciliations• Petty Cash Activity• Payroll Summary
Year-End Work	<ul style="list-style-type: none">• Prepare necessary adjustments from cash basis to accrual basis of accounting.• Provide all required account reports to the City of Des Plaines / Des Plaines Public Library auditors in a timely fashion.• Post auditor adjustments and run final year-end reports once the audit is complete.• Prepare the Annual Treasurer's Report (Statement of Cash Receipts and Disbursements).• Prepare and file all necessary 1099 forms.



PRICING & BILLING

CLIENT ACCOUNTING & ADVISORY SERVICES

Firm:	Lauterbach & Amen, LLP
Firm Contact/Project Manager:	Ronald J. Amen, Partner
Email Address:	ramen@lauterbachamen.com
Address:	668 N. River Road
	Naperville, IL 60563
Telephone and Fax Numbers:	Phone: 630.393.1483 Fax: 630.393.2516
Signature of Authorized Agent:	 , Partner
Date of Proposal Submission:	November 10, 2025

PRICE STRUCTURE

Services	12/31/2026	12/31/2027	12/31/2028
Monthly Accounting	\$1,880/month	\$1,930/month	\$1,980/month
Preparation of Audit Workpapers	\$3,600/year	\$3,695/year	\$3,790/year
Total	\$26,160	\$26,855	\$27,550



REFERENCES

Our strongest endorsement comes from satisfied clients. Feel free to reach out to the individuals listed below, who have benefited from our firm's services, to learn about their experiences and the ongoing value our services bring to their organizations. Additional references can be provided upon request.

Client	Contact	Project Details
Addison Public Library	Mary Medjo Me Zengue 630.458.3301 x301 medjo@addisonlibrary.org	Services: Monthly Accounting, Accounts Payable, Financial Reporting, Audit Preparation, 1099 preparation Dates of project: 2004–Present Approx Budget: \$9 million
Geneva Public Library	Christine Lazaris 630.232.0787 clazaris@gpld.org	Services: Monthly Accounting, Financial Reporting, Audit Preparation, 1099 preparation Dates of project: 2014–Present Approx Budget: \$9 million
Algonquin Public Library	Sara Murray 847.458.3157 smurray@aapld.org	Services: Monthly Accounting, Accounts Payable, Financial Reporting, Audit Preparation, 1099 preparation Dates of project: 2005–Present Approx Budget: \$8 million
St. Charles Public Library	Mary Katherine Merritt 630.584.0076 mmerritt@scpld.org	Services: Monthly Accounting, Financial Reporting, Audit Preparation, 1099 preparation Dates of project: 2014–Present Approx Budget: \$8 million



Municipalities
135+



Park Districts
75+



School Districts
50+



Libraries
70+



Pension Funds
600+



Other Entities
125+



REFERENCES

L&A is committed to maintaining high standards of quality and service. We encourage you to connect with any of the clients listed below, whom we have had the privilege of serving, to gain insights into their experiences with L&A.

Libraries

Addison Public Library	Fossil Ridge Public Library District	LIMRiCC	River Forest Public Library
Algonquin Area Public Library	Fountaindale Public Library District	Lincolnwood Public Library District	River Grove Public Library District
Antioch Public Library District	Fox River Grove Library District	Linda Sokol Francis Brookfield Library	Round Lake Area Public Library District
Aurora Public Library District	Fox River Valley Public Library District *	Lisle Library District	Schaumburg Township District Library
Barrington Area Public Library District	Franklin Park Public Library District	Midlothian Public Library	Skokie Public Library District
Bartlett Public Library District	Fremont Public Library District	Mokena Community Public Library District	St. Charles Public Library
Batavia Public Library District	Gail Borden Public Library District	Mount Prospect Public Library	Streator Public Library
Bensenville Community Public Library	Galena Public Library District	New Lenox Public Library District	Summit Public Library
Berkeley Public Library	Geneva Public Library District	Niles-Maine District Library	Talcott Free Library District
Bloomington Public Library	Glen Ellyn Public Library	Nippersink Public Library	Villa Park Public Library
Broadview Public Library District	Glenside Public Library District	North Riverside Public Library	Warren-Newport Public Library
Byron Public Library District	Glenview Public Library	North Suburban Public Library District	Wauconda Area Public Library District
Cary Area Public Library District	Grayslake Area Public Library District	Oregon Public Library District	West Chicago Public Library District
Chatham Area Public Library	Helen M. Plum Memorial Public Library District	Palatine Public Library District	Winfield Public Library
Cherry Valley Public Library District	Highwood Library	Palos Heights Public Library	Winnetka-Northfield Public Library District
Cook Memorial Public Library District	Hillside Public Library	Palos Park Public Library	Wood Dale Public Library District
Crete Public Library District	Indian Prairie Public Library	Peru Public Library District	Woodridge Public Library
Crystal Lake Public Library	Indian Trails Public Library District	Pinnacle Library Cooperative	Zion-Benton Public Library District
Des Plaines Public Library	Itasca Community Library	Plainfield Public Library District	
Dolton Public Library District	Johnsburg Public Library District	Prairie Trails Public Library District	
Eisenhower Public Library District	Joliet Public Library	Prairiecat	
Ela Area Public Library District*	LaGrange Park Public Library District	Prospect Heights Public Library District	
Ella Johnson Memorial Library District	Lake Villa District Library	Quincy Public Library	
Forest Park Public Library	Lemont Public Library District	Reaching Across Illinois Library System	

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities
135+



Park Districts
75+



School
50+



Libraries
70+



Pension Funds
600+



Other Entities
125+



COMPLIANCE AND CREDENTIALS

Quality Assurance

We are dedicated to delivering the utmost quality to our clients at every stage of the engagement. Our Quality Assurance Team plays a crucial role in this commitment by reviewing all deliverables before issuance, offering support for technical inquiries, and scrutinizing documentation and reports to ensure compliance with both professional standards and our Firm's policies. At L&A, our commitment to providing high-quality deliverables is evident in our membership in the Private Companies Practice Section (PCPS) of the Division for CPA Firms within the American Institute of Certified Public Accountants (AICPA). This membership involves subjecting our accounting and auditing practice to quality control reviews, ensuring adherence to the professional standards set by the AICPA.

L&A has undergone no federal or state desk reviews of its audits in the past five years. Additionally, there has been no disciplinary action taken against the firm by state regulatory bodies or professional associations within the same timeframe.

Peer Review

As a requirement for membership in the AICPA, the national organization representing CPAs in public practice, industry, government, and education, our Firm undergoes an independent peer review of our accounting and auditing practice. You can find a copy of our most recent peer review opinion in the Appendix section of this proposal. L&A has received the highest opinion, a "pass," demonstrating our commitment to maintaining the highest standards in our practices.

Independence

All personnel are mandated to promptly report to the Firm any instances of compromised independence concerning any clients. The guidelines for maintaining independence align with the AICPA's Code of Professional Ethics. Furthermore, our adherence extends to compliance with the standards established by the General Accounting Office (GAO). It is important to note that we maintain independence specifically in relation to your engagement.

License to Practice

We confirm that both L&A as a firm and all essential personnel hold valid licenses to practice in the State of Illinois.

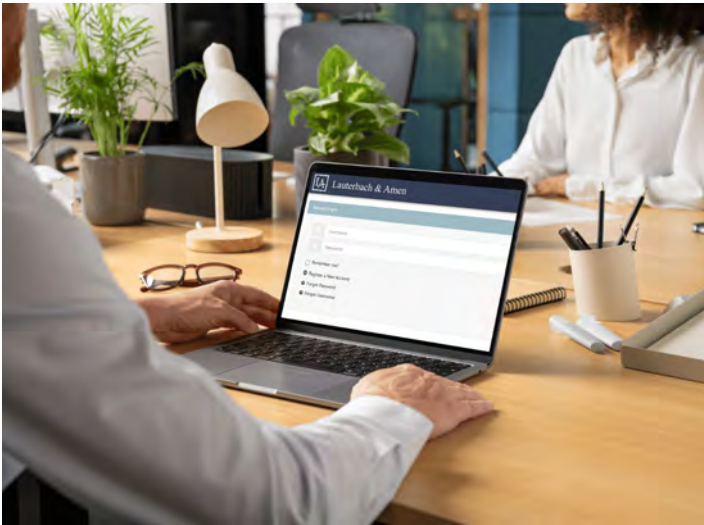
Our State of Illinois license number is 066-003655.





COMPLIANCE AND CREDENTIALS

Cybersecurity



In the face of ever-evolving threats that are increasingly perilous, it is imperative for us to stay ahead of the curve, consistently refining our strategies for information security. In order to meet the distinctive security standards expected by our clients and effectively tackle the dynamic regulatory landscape, L&A has deliberately chosen tools and procedures essential for safeguarding client data and managing security risks throughout the duration of a client project. Various safeguards, such as Multi-Factor Authentication, restricted human access, anti-virus software, and firewalls, have been implemented firm-wide to reduce risks and bolster the security of client data.

L&A Portal Security

L&A has opted for an application for online access to client data that operates through a secure portal hosted at some of the world's most extensive and secure data centers. Employing the industry's cutting-edge security and reliability measures, this system is designed to ensure the safety of your data. The incorporation of built-in redundancy encompasses multiple data locations, internet connections, and power sources, ensuring the continuous operation of our secure portal. Additionally, we employ secure password protection and 256-bit encryption to safeguard your data during its transmission between the data center and your computer.

Disaster Contingency Plans

L&A has formulated recovery plans for our IT infrastructure, encompassing systems, applications, and data. These plans extend to networks, servers, desktops, laptops, wireless devices, and connectivity. Our recovery strategies are designed to preemptively address potential disruptions to one or more of the following system components:

- Hardware (networks, servers, laptops)
- Internet connectivity
- Software applications
- Data and restoration





COMPLIANCE AND CREDENTIALS

DFK International/USA



Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our

membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

While we do not foresee any issues arising throughout the engagement, we will promptly communicate any noteworthy concerns to the relevant representatives of management and/or the governing board. This communication will align with our established standards for addressing such matters.



COMPLIANCE AND CREDENTIALS

ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



COMPLIANCE AND CREDENTIALS

ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2022 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

ELLIN & TUCKER

Certified Public Accountants

Baltimore, Maryland

December 29, 2022

PAGE | 2



COMPLIANCE AND CREDENTIALS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crum-Halsted Agency, Inc. 429 N Kirk Road Suite 100 Geneva, IL 60134		CONTACT NAME: Tom Sutter PHONE (A/C, No, Ext): (630) 443-7300 FAX (A/C, No): (630) 587-9826 E-MAIL ADDRESS: tom.sutter@onedigital.com	
INSURED Lauterbach & Amen, LLP 668 N River Road Suite 100 Naperville, IL 60563		INSURER(S) AFFORDING COVERAGE INSURER A: Citizens of America INSURER B: Allmerica Financial Benefit INSURER C: The Hanover Insurance Company INSURER D: At-Bay Specialty Insurance Company INSURER E: INSURER F:	
		NAIC # 31534 41840 22292 19607	

COVERAGES **CERTIFICATE NUMBER:** 2025 Standard Cert **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			OBCA886072	3/31/2025	3/31/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
D	GEN'L AGGREGATE LIMIT APPLIES PER:			ATB662062804	3/31/2025	3/21/2026	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> OTHER: Cyber Liability						Aggregate Limit of Insurance \$ 1,000,000
A	AUTOMOBILE LIABILITY			OBCA886072	3/31/2025	3/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		OBCA886072	3/31/2025	3/31/2026	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WZCA886039	3/31/2025	3/31/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			LHCA59592810	3/31/2025	3/31/2026	Limit per Claim / Aggregate \$ 5,000,000
C	Crime			LHCD87204607	3/31/2025	3/31/2026	Employee Dishonesty \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ted Rosenow, CIC/TM

Thodor A. Rosenow

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ACORD 25 (2014/01)
INS025 (201401)

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October 30, 2025

AGREEMENT TO EXTEND CONTRACT

WHEREAS, the Des Plaines Public Library had installed a new chiller in April of 2024, with delayed punch list items of mechanical sound proofing and an added by-pass change order in early 2025. In light of this, additional time is needed to make adjustments and field testing to the PSI and GPM during the next 2026 cooling season, as Oakbrook Mechanical performs our routine maintenance, and is familiar with the system, and

WHEREAS, The Des Plaines Public Library ("DPPL") and Oakbrook Mechanical Services, Inc. ("OMS") currently have a comprehensive maintenance contract which expires October 31, 2025, and

WHEREAS, both parties wish to continue the existing extended contract on a quarter-to-quarter basis, it is agreed:

1. The existing contract shall continue on a quarter-to-quarter basis until October 31, 2026, unless either of the parties terminate the contract with a 60-day written notice to the other party.
2. The cost of services will be \$3,327.00 per month.
3. All remaining contract provisions remain in full force and effect.
4. "DPPL" will pay "OMS" an early termination (chiller insurance cost) fee as follows:
 - a. If this agreement is terminated at the end of January, 2026, the fee is \$3,312.00
 - b. If this agreement is terminated at the end of April 2026, the fee is \$2,208.00
 - c. If this agreement is terminated at the end of July, 2026, the fee is \$1,104.00
 - d. If this agreement is terminated at the end of October, 2026, the fee is \$0

Des Plaines Public Library

Oakbrook Mechanical Services, Inc.

Laurie Papadourakis, Library Director

Mike Gale, Service Sales Engineer

October 30, 2025

October 30, 2025

STRATEGIC GOALS

2025



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

“

- Increased the number of **popular arts and crafts related programs offered for Adults and Teens**, including ongoing programs series and events centering around the DPPL's new makerspace, The Canvas.
- **Built, launched, marketed, and developed programming for The Canvas**, DPPL's new makerspace that replaced underutilized seating areas and computer stations on the library's 4th floor. A makerspace was the number-one patron-requested service in the 2022 Survey.
- **Supported the local business community** through our annual Show Your Library Card campaign.
- **Hired Social Services Coordinator** to connect patrons to resources.

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- Offered Summer Reading Challenge, **Welcome Brochure, and Community Surveys in Polish and Spanish.**
- Received and executed a **RAILS grant for \$5,000 to expand assistive technology** devices in the Library of Things.
- 54% of staff hired in the past year were **Des Plaines residents.**
- Collaborated with **Des Plaines Theatre on a 100th Anniversary Project** promoting The Canvas.
- Green Team collected over **1,000 pounds of plastic for recycling**, earning a recycled-material bench.

”

“

- Implemented **Tuition Reimbursement Policy.**
- Hosted **Staff SOAR** sessions for input on Strategic Plan.
- Supported staff **conference attendance and presentations** with paid time.
- Staff participated in **RAILS webinars, Morningstar database, and Oakton College Library training.**

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- Increased the **levy by 3%**, adding **\$183,000** in annual revenue for the first time in over 10 years.
- Upgraded **HVAC and mechanical systems, including a new chiller, water heaters, and Installed new freight elevator motor starter and hydraulic valve.**
- Developed updated **5-Year MEP Assessment Report.**

”

Des Plaines Public Library | 2025 Strategic Goals Update

Goal 1: Be a Library for All of Des Plaines

1. Strengthen our commitment to diversity, equity, and inclusion

- The DEI Committee creates a **yearly schedule recognizing a variety of community cultures, celebrations, and observances** through displays, banners, social media, and blog posts featuring library materials.

Types of Observances:

- January: International Holocaust Remembrance Day
- February: Black History Month
- March: Transgender Day of Visibility
- April: Arab American Heritage Month
- May: Asian & Pacific American Heritage Month
- June: Pride Month and Juneteenth
- July: Disability Pride Month
- August: Women's Equality Day
- September: Hispanic Heritage Month
- October: World Mental Health Day and Indigenous People's Day
- Continued focus on **improving website accessibility.**
- Materials selectors intentionally **represent diverse cultures and perspectives in the collections.**
- Offered Summer Reading Challenge, **Welcome Brochure, and Community Surveys in Polish and Spanish.**
- Received and executed a **RAILS grant for \$5,000 to expand assistive technology** devices in the Library of Things.

2. Create and enhance relationships with community partners.

- Attended ***Des Plaines Pride*** event at Christ Church UCC.
- Hosted ***Pride Party in the Commons!***

- *Teen Take & Make: **Juneteenth Bracelet Kit***
- **Code Q - a place for LGBTQ+ teens**
- *AS Take & Make: **Juneteenth Keychain Kit***
- **Cafecito y Libritos, a bilingual book** and social club.
- Coordinated **Show Your Library Card** campaign with **37 local businesses** and extensive citywide promotion.
- Friends of the Library supported by BSS for **annual book sale logistics**.
- BSS supported **Cook County Elections and Chamber of Commerce Job Fair** setups.
- Strong working relationships maintained with City departments and officials.
- Supported **Des Plaines History Center** with recruitment and cataloging services.
- New partnership with **Ascension Illinois for free flu clinics** and health programs.
- Partnership with **Birth to Five Illinois** to share multilingual early-childhood resources.
- Collaborations with **Des Plaines Art Guild, Illinois Library Presents, North Shore Senior Center, Izaak Walton League, Illinois Senior Medicare Patron, Des Plaines Garden Club, and Kiwanis** on diverse community programs.
- Staff participated in **Kiwanis K Cup Race, Birthday Bags for D62, and Shoes for Kids** events.
- Participated in **Des Plaines Intergovernmental Meetings** quarterly.
- Partnerships with **Maine West, Maine East, Districts 62 & 207, and Oakton College** for tours, art exhibits, ESL and citizenship classes.
- Collaborations **with Kenneth Young Center, IAchieve, Maine West National English Honor Society, NAMI, and Oakton Alliance for Lifelong Learning**.

3. Explore opportunities for reaching residents outside of the library.

- 54% of staff hired in the past year were **Des Plaines residents**.
- Outreach **at 526 events/classrooms, reaching 14,040 children and families**.
- Participated in **job/volunteer fairs, Maine West Pride, and Taste of Des Plaines**.
- Attended **Frisbie Senior Center Health Fair** and hosted book discussions.
- Participated in **4th of July Parade**.

- Managed **Deposit Collections** to homes and assisted living facilities.
- Created **100 Outreach Library Cards and 550 Online Library Cards** via website promotions.
- Issued **138 student cards in schools and 42 via intergovernmental agreements.**

4. Develop additional marketing with a broader reach.

- Collaborated **with Des Plaines Theatre on a 100th Anniversary Project** promoting The Canvas.
- Launched **Threadless Store** selling DPPL-branded merchandise.
- Partnered with **Des Plaines Art Guild to host The Ken Project** introducing residents to the Makerspace.

5. Choose Green products and practices when feasible.

- *Green Team* collected over **1,000 pounds of plastic for recycling**, earning a recycled-material bench.
- Used **zero-VOC paint** for office and Book Nook updates.
- **Responsibly disposed of retired equipment** via recycling and RAILS redistribution.
- *Friends of the Library* partnered with *Knowledge Exchange, LLC* to **repurpose discarded books sustainably.**
- *Teen Services* partnered with **Clean Up Give Back** for teen service hours through litter cleanups.
- *Youth Services* **used leftover craft materials for Wacky Wednesday Kits** and open-ended art events.
- Supported **Bird Migration Initiative.**
- Hosted **Fall Staff Swap.**

Goal 2: Be a Library with Abundant Goods and Services

1. Continue offering the best popular materials in both physical and digital formats.

- Processed nearly **25,000 new items** for the catalog.
- Requested and received **1,590 items** via Interlibrary Loan.
- Increased **WonderBooks** and **Vox** titles in Youth Services.
- Expanded **Library of Things** (RAILS grant) and added **Wi-Fi hotspots**.
- Added **Spanish-language Book Group** titles.
- Increased **Adult Board Games** collection.
- Increased funding for **Libby, Hoopla, Press Reader, and Kanopy**.
- Improved access by reclassifying **Nonfiction Graphic Novels** and **J Holiday Board Books**.
- Provided **tax forms** on both public floors.

2. Continue offering the best programming across age groups and interests in both in-library and virtual settings.

- Increased the number of **popular arts and crafts related programs offered for Adults and Teens**, including ongoing programs series and events centering around the DPPL's new makerspace, The Canvas.
- Offered **engaging cultural and educational programs**: *African Folktales*, *ASL Storytime*, *Family Reading Night*, *Mud Day*, *Playgroup for Language Development (Essential Therapies)*, *Raas Garba Dance Class*, *Trail Tales*, and *Musical Mondays* featuring regional performers.
- Hosted *Papel Picado Family Workshop*.
- Offered **robust technology and learning classes** (AI, Excel, Job Search Resources, Canva, Resume Writing, etc.).
- Hosted **diverse cultural, wellness, and recreational programs** including *Library of Things Expo*, *Memoir Writing for Seniors*, *Animals of the Chinese Zodiac*, *Mobile Museum of Tolerance*, and more.
- Continued *FlikPicks & BookVine* **personalized recommendations, one-on-one tech sessions, and virtual programs** (*Illinois Libraries Present, Film Talk, Foodies Unite!*).
- Introduced **Book-a-Teen-Librarian** sessions (3x weekly).
- **Teen Service Projects**: *Happy Tails*, *Happy Notes*, *Clean Up Give Back*.
- **Monthly Programs**: *crafts*, *Code Q*, *Book Bags*, *Teen Advisory Board*, tournaments, and seasonal events.

- Teen bands featured at **Taste of Des Plaines.**
- Ongoing activities include **video games, bead art, coloring pages, and nail polish.**
- Celebrated **Free Comic Book Day.**
- Hosted **Illinois State Treasurer's iCash Program** (115 participants).
- Displayed **D62/Maine West Best of the Best Art Exhibition.**

3. Continue to evaluate physical space in the library so it is always used for its best purpose.

- **Built, launched, marketed, and developed programming for The Canvas, DPPL's new makerspace** that replaced underutilized seating areas and computer stations on the library's 4th floor. A makerspace was the number one patron-requested service in the 2022 Survey.
- Refreshed admin offices and Book Nook with **zero-VOC paint.**
- **Upgraded plumbing fixtures** to modern Sloan types.
- Repaired/replaced **dumpster enclosure.**
- Installed **new cameras, TV monitors, and whiteboards** in study rooms and public spaces.
- Added **power charging stations** on the 4th floor and repurposed shelving.
- Created **staff privacy room** for personal use, nursing, and decompressing.
- **Reorganized Youth Services** for better material visibility and accessibility.
- BS Manager coordinated with *Troop Contractors* and architects for **Makerspace build-out completion.**
- Collaborated with *City Public Works* on the **re-roof project.**

4. Create additional services for the business community.

- Coordinated **Show Your Library Card campaign** with 37 local businesses.
- Participated in **Des Plaines Chamber Job Fair.**
- Partnered with **iAchieve** for ACT/SAT prep.
- Hosted **SCORE One-on-One Mentoring** sessions.
- Offered *Headshot Program* for entrepreneurs (**Kelly Fitzgerald Photography**).

- Partnered with **Uncork Unwind** for business networking.
- Hosted *Meet & Greet* **with Business and Career Services**.

5. Pursue opportunities to assist with social services

- **Hired Social Services Coordinator** to connect patrons to resources.
- Continued **DPPL Cares donation drives** supporting multiple local organizations.
- BSS staff assist **unhoused patrons with referrals**.
- Youth Services participates **in Breakfast with Baby** at Salvation Army, distributing books (supported by Kiwanis).
- Reference Staff maintain and update social service resources online and in print.
- Provided flyers from North Suburban Legal Aid and *Know Your Rights* cards in four languages.

Goal 3: Be a Sustainable Library

1. Review the financial health of the library and raise enough revenue in property taxes to sustain it.

- Increased the **levy by 3%**, adding **\$183,000** in annual revenue for the first time in over 10 years.

2. Continue to pursue grant opportunities and donations to supplement revenue.

- Received **RAILS, Age Options, Kiwanis, and Per Capita** grants.

3. Continue to predict capital projects at least 5 years out for both building expenses and technology expenses.

- Completed **Creative Space buildout** and installation.
- Upgraded **HVAC and mechanical systems**:
 - Finalized new **chiller** programming.
 - Installed **two new water heaters**.
 - Replaced **VFD** for first floor HVAC.

- Installed new **freight elevator motor starter and hydraulic valve.**
 - Developed updated **5-Year MEP Assessment Report** (Calor Design, July 2025).
 - Collaborated with **City Public Works** on roof, electrical, and safety upgrades.
 - Continued proactive **five-year capital forecasting** for building and technology assets.
-

Goal 4: Be a Good Employer

1. Reward staff with competitive compensation and benefits.

- Increased salary ranges by **1% minimum** across all groups.
- Implemented **Tuition Reimbursement Policy**.

2. Provide opportunities for honest communication and welcome all staff to participate.

- Continued promoting **open-door communication policy**.
- Hosted **Staff SOAR sessions** for input on Strategic Plan.

3. Provide opportunities for continuing education and training.

- Provided **Anti-Sexual Harassment** and **Homelessness Training**.
- Conducted **fire drill** during all-staff meeting with **Des Plaines Fire Department**.
- Supported staff **conference attendance and presentations** with paid time.
- Staff participated in **RAILS webinars**, **Morningstar database**, and **Oakton College Library** training.



Dear Michelle & team @ DPPL,

Thank you so much
for your valuable assistance
with the Breakfast with Baby
diaper drive! Collecting over
4,000 diapers and serving over
100 families wouldn't have
been possible without your
help! Thank you for being
such an impactful resource
for our community.

We ♥ our libraries!!

Thank you,

Jacki Kaiser

Christi Wessel
Michelle