



## **NOTICE**

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**SPECIAL BOARD MEETING  
THURSDAY OCTOBER 12, 2023  
7:30 P.M in Meeting Room B**

- **Review and approval of DPPL's 2024 Budget. [ACTION ITEM]**

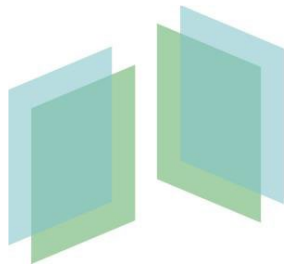
The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact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



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**AGENDA  
Special Meeting of the Board of Trustees  
Thursday October 12, 2023  
7:30 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. New Business.
  - A. Review and Approve DPPL's 2024 Budget. [Action Item]
- VIII. Adjournment.



## Des Plaines Public Library 2024 Budget Summary Draft

The 2024 Library budget reflects contributions from the City of Des Plaines for select capital projects, a substantial restricted donation, late distribution of Cook County 2nd installment property taxes, and a flat property tax levy.

### 2024 Library Operating Fund

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Proposed
<b>Beginning Balance</b>	\$ 2,219,629	\$ 2,684,284	\$ 116,436	\$ 3,557,109	\$ 5,002,012
<b>Revenues</b>	\$ 6,323,277	\$ 6,920,549	\$ 9,695,219	\$ 9,472,784	\$ 7,751,748
<b>Expenditures</b>	\$ (5,858,622)	\$ (6,047,724)	\$ (7,027,881)	\$ (7,027,881)	\$ (7,648,711)
<b>Transfers</b>	\$ -	\$ -	\$ (1,000,000)	\$ (1,000,000)	\$ (500,000)
<b>Ending Balance</b>	\$ 2,684,284	\$ 3,557,109	\$ 1,783,774	\$ 5,002,012	\$ 4,605,049

### 2024 Library Capital Projects Fund

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Proposed
<b>Beginning Balance</b>	\$ 2,103,750	\$ 1,896,935	\$ 1,708,935	\$ 1,811,868	\$ 2,741,901
<b>Revenues</b>	\$ 785	\$ 26,391	\$ 11,500	\$ 48,066	\$ 75,000
<b>Expenditures</b>	\$ (207,600)	\$ (111,458)	\$ (1,415,100)	\$ (118,033)	\$ (1,316,300)
<b>Transfers</b>	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 500,000
<b>Ending Balance</b>	\$ 1,896,935	\$ 1,811,868	\$ 1,305,335	\$ 2,741,901	\$ 2,000,601

### Library Staff

	2020	2021	2022	2023	2024
<b>Full Time</b>	42	41	41	42	43
<b>Part Time</b>	64 (FTE 27.1)	62 (FTE 25.9)	63 (FTE 26.4)	60 (FTE 26.4)	61 (FTE 27.4)
<b>Total FTE</b>	69.1	66.9	67.4	68.6	70.4

## Des Plaines Public Library Budget

**Fund 201**

**Revenue - Fund 2110 & 2130**

Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed
<b>TAXES</b>					
810027	Property Taxes 2020				
810028	Property Taxes 2021	6,100,000			
810028	Property Taxes 2022		6,100,000		
810028	Property Taxes 2023			6,100,000	6,100,000
<b>TOTAL TAXES</b>		<b>6,100,000</b>	<b>6,100,000</b>	<b>6,100,000</b>	<b>6,100,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	543,932	306,052
822040	State Grant: Per Capita	89,496	89,496	89,496	89,496
822095	Other State Grants	12,073	10,000	10,000	10,000
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>194,557</b>	<b>192,484</b>	<b>643,428</b>	<b>405,548</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	13,480	8,000	10,000	10,000
850102	Library Fines	39	0	-	-
850201	Copying and Printing Fees	13,527	20,000	10,000	10,000
850207	Non-Resident Cards	333	200	200	200
850208	Meeting Room Fees	2,151	1,500	1,000	1,000
<b>TOTAL FINES &amp; FEES</b>		<b>29,530</b>	<b>29,700</b>	<b>21,200</b>	<b>21,200</b>
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	1,833	20,000	20,000	20,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>1,833</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	29,298	17,000	75,000	75,000
890050	Sale of Fixed Assets	0	0	0	0
899900	Miscellaneous Revenue	26,236	70,000	20,000	965,000
899910	Vending Machine	1,442	1,000	1,000	1,000
899920	Library Donations	181,775	600,000	600,000	150,000
899940	Friends Book Sale Passthrough	13,258	14,000	14,000	14,000
<b>TOTAL OTHER REVENUE</b>		<b>252,009</b>	<b>702,000</b>	<b>710,000</b>	<b>1,205,000</b>
<b>FUND TOTAL</b>		<b>6,577,929</b>	<b>7,044,184</b>	<b>7,494,628</b>	<b>7,751,748</b>

<b>Des Plaines Public Library Budget</b>					
<b>Fund 202</b>					
<b>Revenue - Capital Projects Fund</b>					
<b>Account</b>		<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Projected</b>	<b>2024 Proposed</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	26,390	11,500	75,000	75,000
899900	Miscellaneous Revenue				
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>26,390</b>	<b>11,500</b>	<b>75,000</b>	<b>75,000</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Library Fund	0	1,000,000	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>0</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>
<b>FUND TOTAL</b>		<b>26,390</b>	<b>1,011,500</b>	<b>75,000</b>	<b>75,000</b>

## Des Plaines Public Library Budget

**Fund 201**

Expenditures - Fund 2110 & 2130

Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,302,197	2,498,588	2,345,296	2,672,875		
910200	Part-time Salaries	711,825	899,000	757,504	992,439		
910400	Non-Supervisory Overtime						
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910970	Compensated Absences						
<b>TOTAL SALARIES</b>		<b>3,014,022</b>	<b>3,397,588</b>	<b>3,102,800</b>	<b>3,665,314</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	38	15,000	15,000	15,000		
918020	Employer Contr - FICA	221,291	258,634	258,634	276,105		
918021	Employer Contr - IMRF	245,576	194,564	194,564	209,869		
918040	Life Insurance Premiums	559	1,932	1,932	1,978		
918050	PPO Insurance Premiums	343,683	459,518	459,518	602,154		
918051	HMO Insurance Premiums	165,268	177,307	177,307	198,005		
918055	Dental Insurance Premiums	-	31,649	31,649	31,958		
918070	Workers Compensation	0	14,000	10,000	14,000		
<b>TOTAL BENEFITS</b>		<b>976,415</b>	<b>1,152,604</b>	<b>1,148,604</b>	<b>1,349,069</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees and Notices	6,305	10,000	10,000	10,000		10,000
920110	Professional Services	427,935	468,838	468,838	442,380	Accounting Service	22,380
						IT Management Service	399,000
						Payroll Service	13,000
						Audit	6,000
						HR Services	2,000
920120	Communication Services	23,551	32,900	32,900	46,300	Comcast	20,000
						Comcast Annual Agreement Phones	16,000
						Outreach connectivity	6,300
						Verizon	4,000
920140	Integrated Library System	88,867	89,000	89,000	87,000	CCS/OCLC	87,000
920202	Conferences	5,501	0	0	28,400		28,400
920204	Training	13	0	0	2,600		2,600
920210	Marketing	35,345	60,000	60,000	61,265	Advertising	15,000
						Mailings	30,000
						Printing	6,000
						Special events promotion	10,000
						USPS Bulk Mailing Permit	265
920220	Membership Dues	6,158	8,000	8,000	7,000	Museum Passes	
						ILA, ALA, SHRM, ARDC etc	7,000
920230	Publication of Notices	149					

920990	Property/Liability Insurance	47,931	65,000	65,000	70,000		70,000
930010	R & M Equipment	49,350	88,460	88,460	81,660		
						Appliance Repair	1,000
						ATI - ShoreTel	0
						Automated Logic software license	0
						AV Maintenance	2,000
						Backflow Device Testing	1,500
						BDR Server warranty	0
						Envisionware annual maintenance	7,000
						Exacqvision	0
						Exacqvision - additional IP cameras	0
						Impact Copier and Printer Support/Usage	0
						ISBS Networking usage,maintenance & toner	24,000
						Juniper Fire Wall	0
						Lyngsoe Maintenance	12,700
						Network Maintenance - Cisco Routers & Switches	0
						Palo Alto Firewall Support	15,000
						Sensource People Counter	660
						UPS Annual Agreement service (2)	3,300
						TBS Efax from SimpleScan	1,500
						TBS Software and Hardware Lease	8,000
						Wireless Network maintenance - Meraki	5,000

Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed	Details	Amount
930020	R & M Bldgs & Structures	83,727	112,364	112,364	116,512	Access Card Reader Maintenance	1,200
						Carpeting/Entrance Mats	1,500
						Cold water system maintenance	1,000
						Door Maintenance	5,300
						Door non-covered repairs	1,000
						Elevator Maintenance	9,440
						Elevator repair	2,000
						Fire Protection Equipment Testing	6,260
						HVAC Controls - Auto L maintainance	20,692
						HVAC Maintenance Agreement	39,250
						HVAC Water Treatment	1,695
						Lighting/Electrical	2,000
						Meeting Room Partition Maintenance	1,350
						Pest Control	1,550
						Painting	10,000
						Plumbing Repairs	8,000
						Security Alarm Panel	1,775
						Security Camera Repair	-

						Woodwork/Laminate Repair	2,500
930030	R & M Vehicles	314	1,500	1,500	4,500	Library Van Maintenance	4,500
930210	Rental of Equipment	788	26,090	26,090	25,620	ISBS Copier/Printer Lease	16,320
						Postage Machine	900
						Graphic Copier Lease	8,400
930320	Cleaning: Custodial Services	59,752	88,900	88,900	90,900	Housekeeping Contract	60,000
						Carpet/furniture/drapery cleaning	16,400
						Additional Housekeeping	2,500
						Window/Glass Cleaning	12,000
930490	Refuse Contract	5,162	6,000	6,000	6,300		
960040	Pre-Employment Testing	3,909	3,500	3,500	3,500		
960065	Bank Fees	9	300	300	300		
960070	Mileage	16	500	500	500		
960210	Special Event Programming	77,062	61,500	61,500	63,500	Adult Programming	15,000
						Teen Programming	17,000
						Patron Accounts Programming	1,500
						Youth Programming	30,000
960990	Misc. Contractual Services	119,268	126,560	126,560	133,225	Aquarium Service	4,200
						Backup & Disaster Recovery Suite	18,000
						Baker & Taylor Processing	36,000
						Baker & Taylor Title Source	1,650
						Building Alarm Monitoring	650
						Canva (3)	450
						Creative Market design assets	250
						Communico	15,000
						E-rate Services	5,000
						Ingram Processing	100
						Later social media scheduling	190
						Libraries First (Museum Passes)	500
						Mad Mimi	1,800
						Metaphrasis	3,500
						Mfactor/Robohead ticketing system	3,000
						Microsoft backup suite (Dropsuite)	6,100
						Midwest Tape Processing	23,000
						Pictochart	100
						Server Monitoring and Maintenance	4,620
						Survey Monkey	75
						Unique Management	200
						Videography Services	2,100
						Volgistics	500
						Web Hosting	240
						Web Maintenance & Support	1,000
						Website access assessment	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>1,041,113</b>	<b>1,249,412</b>	<b>1,249,412</b>	<b>1,281,462</b>		



Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed	Details	Amount
<b>COMMODITIES</b>							
970100	Supplies	57,039	87,150	87,150	113,000		
970110	Meals	2,041	2,000	2,000	3,000	Library Hosted & Allstaff Meetings	3,000
970115	Supplies: Departments	53	0	0	0		
970170	Janitorial	5,243	17,900	17,900	19,965	Housekeeping Supplies	15,850
						HVAC Filters	2,800
						Lighting	315
						Plumbing supplies and parts	1,000
970260	Postage and Parcel	15,934	11,000	16,000	16,000	Interlibrary Loan, Mail, FedEx	16,000
970500	Water Bill	6,284	8,000	7,000	7,000	Water Bill	7,000
970600	Ebooks/Books	333,499	381,900	381,900	382,000	Ebooks/Books - ADULT	263,000
						Ebooks/Books - YOUTH	119,000
970610	Eaudio/Audio	75,462	74,500	74,500	69,000	Eaudio/Audio - ADULT	61,000
						Eaudio/Audio - YOUTH	8,000
970620	Esubscriptions/Subscriptions	48,013	51,430	51,430	51,430	Esubscriptions/Magazines/ Newspapers/Microfilm	51,430
970630	Visual Materials	162,889	190,200	190,200	194,900	Streaming Movies/DVDs/Video Games ADULT	163,900
						Streaming Movies/DVDs/Video Games - YOUTH	31,000
970640	Databases	129,683	170,000	170,000	170,000	Databases/Print Reference/Devices	170,000
970810	Natural Gas	27,862	27,000	27,000	28,000		28,000
970850	Gasoline	161	600	600	800		800
970900	Equipment < \$10,000	3,199	6,900	6,900	13,900	Cart lifecycle (Material Services)	2,400
						Sorter Bin Replacement (3)	1,600
						Barcode scanners	2,000
						AED equipment	1,500
						Bathroom hand dryers (4)	2,400
						Stackable washer & dryer	2,000
						Heavy-duty shredders (2)	2,000
<b>TOTAL COMMODITIES</b>		<b>867,363</b>	<b>1,028,580</b>	<b>1,032,580</b>	<b>1,068,995</b>		

Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed	Details	Amount
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	0	0	20,000	Modifications to all gender bathroom	20,000
980400	Equipment	10,531	1,000	0	0		0
							0
980410	Computer Hardware	18,883	12,800	12,800	10,000	Monitor lifecycle replacements (50)	7,500
						Printer lifecycle replacements	2,100
						Sticky printer - PAS	400
980420	Computer Software	43,221	91,402	91,402	105,611	Adobe Creative Cloud Suite (STAFF)	5,400
						Adobe Creative Cloud Suite (PUBLIC)	3,710
						Adobe Creative Cloud Express (YS)	110
						Amazon Kids+	80
						Adobe Acrobat Pro (8)	800
						Classification Web Plus	600

						Connectwise	1,440
						Cricut - 2 subscriptions	250
						DeepFreeze	1,300
						DropBox	150
						DUO MFA subscription	4,800
						EZProxy	842
						Gimlet	950
						GoDaddy -DNS hosting for OSG	60
						KnowB4 phishing tester	1,475
						Microsoft Annual Licenses	10,364
						Microsoft Azure Licenses	800
						Password manger	6,000
						Perch SIEM	31,745
						Proofpoint email filter	6,000
						Quartex	7,500
						Roku	660
						Sentinel One anti-virus	8,750
						Shopkeep	1,100
						Spotify (YS)	200
						SSL renewals (3)	700
						Threatlocker	6,025
						Web Dewey	800
						Website Software (Vimeo, Adobe XD, EE plugins, PodOmatic, Meetup, Simple Texting, Jotform, Motion Array Stock)	2,000
						Zoom Pro and Zoom webinar	1,000
980600	Furniture & Fixtures	3,456	5,000	5,000	54,500	3 public desk chairs	2,500
						Acrylics and sign holders (Marcom)	2,000
						First floor carpeting	50,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>76,091</b>	<b>110,202</b>	<b>109,202</b>	<b>190,111</b>		
<b>TOTAL OPERATING EXPENDITURES</b>		<b>5,985,374</b>	<b>7,027,881</b>	<b>6,642,598</b>	<b>7,648,711</b>		
<b>OTHER FUNDING ACTIVITIES</b>							
990900	Per Capita Grant Expenditure	10,370	89,495	0	93,760		
990901	State Grant Expenditures	0	0	0	0		
990940	Transfer to Cap Proj Fund 202	0	1,000,000	0	0		
993000	Contingency Reserve	0	0	0	0		
999940	Friends Book Sale (passthrough)	13,257	0	0	0		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>23,627</b>	<b>1,089,495</b>	<b>0</b>	<b>93,760</b>		
<b>FUND TOTAL</b>		<b>5,998,632</b>	<b>8,027,881</b>	<b>6,642,598</b>	<b>7,648,711</b>		

## Des Plaines Public Library

**FUND 201**

**2130 Expenditures - IL Library Per Capita Grant**

Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920202	Conferences	16,500	12,000	-			
920204	Training	1,250	8,000	0			
920210	Staff Engagement	1,000	5310	0	4000	Allstaff/ DEI/Green committees	
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog	150	150	0	400	Volunteer Incentives	400
960990	Misc Contractual Svcs	1,800	0	-	0		
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>20,700</b>	<b>25,460</b>	<b>0</b>	<b>4,400</b>		
<b>COMMODITIES</b>							
970260	Postage and Parcel	11,000	0	0	0		
970270	Printing	4,300	0	0			
<b>TOTAL COMMODITIES</b>		<b>15,300</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	0	1,035		-		
980410	Computer Hardware				49,360	CS Staff laptops	7,500
						CS Patron Mac	3,000
						CS Patron PCs	3,000
						CS monitors	450
						CS Patron laptops	7,200
						CS Patron Mac laptops	13,200
						CS laptop cart	550

						CS tablets	3,060
						CS television	1,000
						CS Access point	1,200
						CS Staff printers	3,200
						CS computer docks	3,000
						CS Imac	3,000
980600	Furniture and Fixtures	40,000	63,000	63,000	40,000	CS furniture	40,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>40,000</b>	<b>64,035</b>	<b>0</b>	<b>89,360</b>		
<b>PER CAPITA TOTAL</b>							
		<b>76,000</b>	<b>89,495</b>	<b>0</b>	<b>93,760</b>		

Des Plaines Public Library							
Fund 202		Expenditures - Capital Projects Fund					
Account		2022 Actual	2023 Budget	2023 Projected	2024 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	-	0	0	-		
960990	Misc Contractual Svcs	-					
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES New 2023</b>							
980300	Improvements	57,005	801,000	801,000	650,000	Upgrade elevators	500,000
						Creative Space build	150,000
							-
							-
980400	Equipment	43,532	271,000	271,000	369,500	Creative Space equipment	44,500
						Chiller	325,000
980410	Computer Hardware	60,246	341,100	341,100	246,800		-
						Admin Office Shredder	2,700
						Patron desktop lifecycle pcs	32,000
						Creative Services iMac	3,000
						Room C A/V upgrade	40,000
						Environmental monitor	700
						HVAC upgrade	15,500
						Laptop lifecycle	12,000
						TV replacements (3)	1,900
						Tablet lifecycle (23)	3,500
						A/V Replacement for study roo	2,000
						Speaker additions	10,000
						Security camera project	120,000
						TBS simple scan replacement	3,500
980420	Computer Software	10,840	10,840	0	0		
980600	Furniture & Fixtures	81	2,000	2,000	50,000	Display units for 4th floor	50,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>171,703</b>	<b>1,425,940</b>	<b>1,415,100</b>	<b>1,316,300</b>		
<b>FUND TOTAL</b>		<b>171,703</b>	<b>1,425,940</b>	<b>1,415,100</b>	<b>1,316,300</b>		