

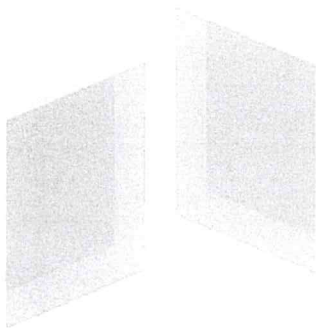


**REQUEST FOR PROPOSAL
MONTHLY ACCOUNTING SERVICES
FOR THE
DES PLAINES PUBLIC LIBRARY**

PROPOSAL MUST BE SUBMITTED BY 5PM ON NOVEMBER 1, 2022

Submit proposals to Rianne Robeson, Administrative Assistant, 1501 Ellinwood Street, Des Plaines, Illinois 60016. Proposals may be submitted in person, or via mail or courier service, or via email to rrobeson@dppl.org

Questions should be directed to Ms. Robeson at 847-376-2794.



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

The Des Plaines Public Library is requesting proposals from qualified accounting service firms (hereinafter "Firm") for monthly accounting services for our fiscal year beginning January 1 and ending on December 31 for the years 2023 - 2025 with the option of providing accounting services for the following three fiscal years 2026 – 2028.

GENERAL REQUIREMENTS

The proposal response should contain:

- Proof of the bidder's financial strength.
- Corporations shall provide the year and state of incorporation. Partnerships shall provide the names of the partners, and the length of its' existence.
- State if the bidder is presently negotiating a sale, acquisition, or merger that would alter the bidder's existing structure.
- Any other information that demonstrates the bidder's experience, ability, and capacity to produce the required outcomes requested in this Request for Proposal.

CLIENT REFERENCES

Bidder shall submit a complete listing of all previous customers during the past three years for all work similar in size and scope to this Request for Proposal, and include the following information:

- Client's name.
- Brief explanation of what the contract covered.
- Time period of the project or contract.
- Approximate size of the budget accounted for.
- Number of employees.
- Contact person.
- Address.
- Phone number.
- E-mail address.

It is understood that The Des Plaines Public Library reserves the right to contact any and all these references to inquire about the bidder's performance.

PAYROLL

Payroll will be outsourced.

The Firm selected will prepare the necessary accounting entries to incorporate all payroll activity into the general ledger. Currently there are one hundred employees.

ACCOUNTS PAYABLE

The Firm selected will be responsible for all aspects of the accounts payable, including the monthly processing of accounts payable checks, monthly reports and posting of all activity to the general ledger. The Firm will provide on-line access to account information and financial statements.

Currently, a check list and accounts payable checks are approved by at the monthly Board of Trustees meeting which are scheduled for the third Thursday of each month. The selected firm must guarantee final financial documents be complete no later than the second Tuesday of the month.

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.

Manual checks, signed by the same people, can also be issued throughout the month. The average number of monthly accounts payable checks is seventy (70) and the average number of monthly manual checks is less than two (2).

CASH RECEIPTS AND ACCOUNTS RECEIVABLE

The Firm selected will be responsible for integrating all monthly cash receipts data into the general ledger and processing monthly revenue reports.

Cash receipts are coded and deposited on a daily basis. The Des Plaines Public Library currently maintains two bank accounts with Old National Bank. These accounts are operating/payroll and donation accounts. The Des Plaines Public Library maintains a money market with The Illinois Funds.

GENERAL LEDGER

The Firm selected will be responsible for 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

Enclosed is a copy of our current monthly financial report. The Firm selected must provide a report in the same format with the same structure. The following types of reports should 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

The Firm selected will prepare all necessary adjustments from the cash basis to the accrual basis of accounting.

The Firm 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, the Firm will add any auditor adjustments and run final reports for the year. The Firm selected is also responsible for preparing any necessary 1099 forms.

COSTS

The proposal shall include annual costs over the three years of the contract, 2023 – 2025.

All payments will be made on a prorata monthly basis.

LIBRARY RIGHTS RESERVED

The Library reserves the right to reject any and all proposals. The Library also reserves the right to award any portion of the proposal as well as the entire proposal.

The Library reserves the right to cancel said accounting services with a thirty (30) day written notice.

Three copies of the proposal must be submitted by 10:00 a.m., Monday, October 31, 2022 to Jo Bonell, Library Director

Any questions regarding this request for proposal should be directed to Rianne Robeson at 847-376-2794.

A copy of our most recent financial statement is attached for your review.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
September 30, 2022

Prepared by:

Lauterbach & Amen, LLP

Des Plaines Public Library

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Financial Statements

Des Plaines Public Library

Governmental Funds Balance Sheet

As of September 30, 2022

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,347,285.67	\$ 1,741,198.71	\$ 4,088,484.38
Prepays	9,448.96	0.00	9,448.96
Receivables			
Receivable - Property Taxes	6,156,840.50	-	6,156,840.50
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 8,513,575.13</u>	<u>\$ 1,741,198.71</u>	<u>\$ 10,254,773.84</u>
LIABILITIES			
Accounts Payable	\$ 303,053.19	\$ -	\$ 303,053.19
Accrued Payroll	71,958.20	-	71,958.20
Due to other funds	<u>82,846.73</u>	<u>-</u>	<u>82,846.73</u>
Total Liabilities	<u>457,858.12</u>	<u>-</u>	<u>457,858.12</u>
Deferred Inflows of Resources			
Property Taxes	<u>6,069,500.00</u>	<u>-</u>	<u>6,069,500.00</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,527,358.12</u>	<u>-</u>	<u>6,527,358.12</u>
FUND BALANCE			
Fund Balance - Unreserved	1,486,811.57	1,741,198.71	3,228,010.28
Fund Balance - Reserved for Prepays	499,405.44	-	499,405.44
Total Fund Balance	<u>1,986,217.01</u>	<u>1,741,198.71</u>	<u>3,727,415.72</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 8,513,575.13</u>	<u>\$ 1,741,198.71</u>	<u>\$ 10,254,773.84</u>

Des Plaines Public Library

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

For the 9 Months Ended September 30, 2022

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,473,565.95	\$ -	\$ 3,473,565.95
Intergovernmental	153,084.13	-	153,084.13
Fines & Fees	20,849.10	-	20,849.10
Interest	19,398.46	13,182.35	32,580.81
Special Events and Programs	1,833.85	-	1,833.85
Miscellaneous	218,639.46	-	218,639.46
Total Revenues	3,887,370.95	13,182.35	3,900,553.30
EXPENDITURES			
Personnel	\$ 2,192,845.36	\$ -	\$ 2,192,845.36
Operating	1,608,807.45	-	1,608,807.45
Library Materials	695,262.02	-	695,262.02
Capital Outlay	67,764.59	168,918.90	236,683.49
Other Expenditures	20,758.16	-	20,758.16
Total Expenditures	4,585,437.58	168,918.90	4,754,356.48
Net Change in Fund Balances	(698,066.63)	(155,736.55)	(853,803.18)
FUND BALANCES			
Beginning of the year	2,684,283.64	1,896,935.26	4,581,218.90
End of the period	\$ 1,986,217.01	\$ 1,741,198.71	\$ 3,727,415.72

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of September 30, 2022

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	330,158.69
202-1102015 - Old National Operating # 92260	<u>21,748.58</u>
	<u>351,907.27</u>
201-1102028 - Old National Donations #96300	<u>215,305.83</u>
201-1102079 - Illinois Funds # 2591	1,801,321.15
202-1102079 - Illinois Funds # 2591	<u>1,719,450.13</u>
	<u>3,520,771.28</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,088,484.38</u></u>

Des Plaines Public Library
Balance Sheet as of September 30, 2022

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
_____ Library Fund _____			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	528,195.73	(198,037.04)	330,158.69
1102028 - Old National Donations #96300	215,298.75	7.08	215,305.83
1102079 - Illinois Funds # 2591	2,097,121.65	(295,800.50)	1,801,321.15
1118000 - Receivable - Property Taxes	6,156,840.50	0.00	6,156,840.50
1119301 - Prepaid Expense	674.40	8,774.56	9,448.96
	<u>8,998,631.03</u>	<u>(485,055.90)</u>	<u>8,513,575.13</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	305,522.73	(2,469.54)	303,053.19
2430707 - Due to Library Comp Abs	82,846.73	0.00	82,846.73
2450040 - Accrued Payroll	48,089.06	0.00	48,089.06
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
2471000 - Deferred Revenue - Other	23,869.14	0.00	23,869.14
	<u>6,529,827.66</u>	<u>(2,469.54)</u>	<u>6,527,358.12</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	499,405.44	0.00	499,405.44
3730000 - Fund Balance - Unreserved	<u>2,184,878.20</u>	<u>0.00</u>	<u>2,184,878.20</u>
	<u>2,684,283.64</u>	<u>0.00</u>	<u>2,684,283.64</u>
 Total Liabilities and Fund Balance	 <u>9,214,111.30</u>	 <u>(2,469.54)</u>	 <u>9,211,641.76</u>
 Excess Revenues Over Expenses	 <u>(215,480.27)</u>	 <u>(482,586.36)</u>	 <u>(698,066.63)</u>

Des Plaines Public Library
Balance Sheet as of September 30, 2022

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
_____Capital Projects Fund_____			
<u>Assets</u>			
1102015 - Old National Operating # 92260	44,030.90	(22,282.32)	21,748.58
1102079 - Illinois Funds # 2591	<u>1,716,013.80</u>	<u>3,436.33</u>	<u>1,719,450.13</u>
	<u>1,760,044.70</u>	<u>(18,845.99)</u>	<u>1,741,198.71</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	<u>22,282.32</u>	<u>(22,282.32)</u>	<u>0.00</u>
	<u>22,282.32</u>	<u>(22,282.32)</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>1,896,935.26</u>	<u>0.00</u>	<u>1,896,935.26</u>
Total Liabilities and Fund Balance	<u><u>1,919,217.58</u></u>	<u><u>(22,282.32)</u></u>	<u><u>1,896,935.26</u></u>
Excess Revenues Over Expenses	<u><u>(159,172.88)</u></u>	<u><u>3,436.33</u></u>	<u><u>(155,736.55)</u></u>
_____Compensated Absences Fund_____			
<u>Assets</u>			
1120201 - Due From Library	<u>82,846.73</u>	<u>0.00</u>	<u>82,846.73</u>
	<u>82,846.73</u>	<u>0.00</u>	<u>82,846.73</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	<u>82,846.73</u>	<u>0.00</u>	<u>82,846.73</u>
	<u>82,846.73</u>	<u>0.00</u>	<u>82,846.73</u>
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u><u>82,846.73</u></u>	<u><u>0.00</u></u>	<u><u>82,846.73</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Des Plaines Public Library
Balance Sheet as of September 30, 2022

	Beginning	M.T.D.	Ending
	<u>Balance</u>	<u>Changes</u>	<u>Balance</u>
_____ Fixed Assets Fund _____			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,624,611.65	0.00	1,624,611.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,528,509.00)</u>	<u>0.00</u>	<u>(1,528,509.00)</u>
	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
 <u>Liabilities and Fund Balance</u>			
 <u>Liabilities</u>			
 <u>Fund Balance</u>			
 3730000 - Fund Balance - Unreserved	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
 Total Liabilities and Net Capital Assets	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</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 9 Months Ended September 30, 2022

	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
_____ Library Fund _____					
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	0.00	0.00	0.00	0.00	0.00
201-4810032 - Property Taxes 2020	0.00	0.00	0.00	0.00	0.00
201-4810033 - Property Taxes 2021	<u>0.00</u>	<u>3,473,565.95</u>	<u>6,100,000.00</u>	<u>2,626,434.05</u>	<u>56.94</u>
	<u>0.00</u>	<u>3,473,565.95</u>	<u>6,100,000.00</u>	<u>2,626,434.05</u>	<u>56.94</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	0.00	75,000.00	75,000.00	0.00
201-4822090 - Grant Revenue	3,797.50	9,170.50	0.00	(9,170.50)	0.00
201-4822095 - State Grant - Library	<u>89,495.63</u>	<u>97,419.63</u>	<u>10,000.00</u>	<u>(87,419.63)</u>	<u>974.20</u>
	<u>93,293.13</u>	<u>153,084.13</u>	<u>177,988.00</u>	<u>24,903.87</u>	<u>86.01</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	787.61	8,321.62	3,000.00	(5,321.62)	277.39
201-4850102 - Library Fines	0.00	39.00	0.00	(39.00)	0.00
201-4850201 - Copying Fees	575.50	10,437.33	20,000.00	9,562.67	52.19
201-4850207 - Non-Res Cards	65.75	201.00	0.00	(201.00)	0.00
201-4850208 - Meeting Room Fees	<u>165.00</u>	<u>1,850.15</u>	<u>1,500.00</u>	<u>(350.15)</u>	<u>123.34</u>
	<u>1,593.86</u>	<u>20,849.10</u>	<u>24,500.00</u>	<u>3,650.90</u>	<u>85.10</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>1,833.85</u>	<u>20,000.00</u>	<u>18,166.15</u>	<u>9.17</u>
	<u>0.00</u>	<u>1,833.85</u>	<u>20,000.00</u>	<u>18,166.15</u>	<u>9.17</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>4,215.71</u>	<u>19,398.46</u>	<u>1,330.00</u>	<u>(18,068.46)</u>	<u>1,458.53</u>
	<u>4,215.71</u>	<u>19,398.46</u>	<u>1,330.00</u>	<u>(18,068.46)</u>	<u>1,458.53</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	0.00	26,235.85	70,000.00	43,764.15	37.48
201-4899910 - Vending Machine Revenue	74.52	240.09	1,000.00	759.91	24.01
201-4899920 - Library Donations	0.00	181,775.00	190,000.00	8,225.00	95.67
201-4899940 - Friends Book Sale	<u>1,162.85</u>	<u>10,388.52</u>	<u>5,000.00</u>	<u>(5,388.52)</u>	<u>207.77</u>
	<u>1,237.37</u>	<u>218,639.46</u>	<u>266,000.00</u>	<u>47,360.54</u>	<u>82.20</u>
Total Library Fund	<u>100,340.07</u>	<u>3,887,370.95</u>	<u>6,589,818.00</u>	<u>2,702,447.05</u>	<u>58.99</u>

Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 30, 2022

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>3,436.33</u>	<u>13,182.35</u>	<u>2,000.00</u>	<u>(11,182.35)</u>	<u>659.12</u>
	<u>3,436.33</u>	<u>13,182.35</u>	<u>2,000.00</u>	<u>(11,182.35)</u>	<u>659.12</u>
<u>Other Financing Sources</u>					
	<u>3,436.33</u>	<u>13,182.35</u>	<u>2,000.00</u>	<u>(11,182.35)</u>	<u>659.12</u>
Total Capital Projects Fund					
Total of All Funds	<u>103,776.40</u>	<u>3,900,553.30</u>	<u>6,591,818.00</u>	<u>2,691,264.70</u>	<u>59.17</u>

Des Plaines Public Library

Expense Report

For the 9 Months Ended September 30, 2022

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
_____ Library Fund _____					
<u>Salaries</u>					
5910100 - Full-time Salaries	181,693.56	1,668,989.22	2,430,951.00	761,961.78	68.66
5910200 - Part-time Salaries	<u>52,068.17</u>	<u>523,856.14</u>	<u>838,279.00</u>	<u>314,422.86</u>	<u>62.49</u>
	<u>233,761.73</u>	<u>2,192,845.36</u>	<u>3,269,230.00</u>	<u>1,076,384.64</u>	<u>67.08</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	38.45	15,000.00	14,961.55	0.26
5918020 - Employer Contribution - FICA	17,163.78	161,152.27	248,109.00	86,956.73	64.95
5918021 - Employer Contribution - IMRF	16,490.52	140,778.36	223,448.00	82,669.64	63.00
5918040 - Life Insurance Premiums	0.00	0.00	1,886.00	1,886.00	0.00
5918050 - PPO Insurance Premiums	68,474.52	289,562.77	425,000.00	135,437.23	68.13
5918051 - HMO Insurance Premiums	31,007.78	137,490.56	190,000.00	52,509.44	72.36
5918055 - Dental Insurance Premiums	0.00	0.00	20,000.00	20,000.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>14,000.00</u>	<u>14,000.00</u>	<u>0.00</u>
	<u>133,136.60</u>	<u>729,022.41</u>	<u>1,137,443.00</u>	<u>408,420.59</u>	<u>64.09</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	545.00	6,247.98	20,000.00	13,752.02	31.24
5920110 - Professional Services	72,198.21	387,784.87	445,348.00	57,563.13	87.07
5920120 - Communication Services	8,036.72	19,592.99	48,840.00	29,247.01	40.12
5920140 - Integrated Library System	0.00	66,709.47	88,450.00	21,740.53	75.42
5920202 - Conferences	2,378.00	4,081.03	0.00	(4,081.03)	0.00
5920204 - Training	0.00	12.99	0.00	(12.99)	0.00
5920210 - Marketing	1,564.70	26,699.77	53,000.00	26,300.23	50.38
5920220 - Membership Dues	240.00	3,959.00	6,400.00	2,441.00	61.86
5920990 - Property/Liability Insurance	0.00	45,331.00	57,000.00	11,669.00	79.53
5930010 - R&M Equipment	850.00	42,936.11	77,316.00	34,379.89	55.53
5930020 - R&M Buildings & Structures	13,267.88	68,421.30	110,960.00	42,538.70	61.66
5930030 - R&M Vehicles	107.95	310.20	2,000.00	1,689.80	15.51
5930210 - Rental of Equipment	221.67	443.34	890.00	446.66	49.81
5930320 - Cleaning/Custodial Services	4,892.50	49,807.00	87,575.00	37,768.00	56.87
5930490 - Refuse Contract	464.00	3,552.00	6,000.00	2,448.00	59.20
5960040 - Pre-Employment Testing	890.83	3,577.35	3,000.00	(577.35)	119.25
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	16.38	500.00	483.62	3.28
5960210 - Special Event Programming	4,579.82	62,322.95	51,850.00	(10,472.95)	120.20
5960990 - Misc. Contractual Services	<u>9,436.84</u>	<u>87,979.31</u>	<u>114,835.00</u>	<u>26,855.69</u>	<u>76.61</u>
	<u>119,674.12</u>	<u>879,785.04</u>	<u>1,174,264.00</u>	<u>294,478.96</u>	<u>74.92</u>
<u>Commodities</u>					
5970100 - Supplies	4,679.60	43,805.03	94,600.00	50,794.97	46.31
5970110 - Meals	289.31	1,140.64	2,000.00	859.36	57.03
5970115 - Supplies - Dept/Other	0.00	52.90	0.00	(52.90)	0.00
5970170 - Janitorial	0.00	4,702.34	18,600.00	13,897.66	25.28
5970260 - Postage & Parcel	1,074.35	13,901.37	11,000.00	(2,901.37)	126.38
5970270 - Printing	0.00	1,022.63	0.00	(1,022.63)	0.00

Des Plaines Public Library

Expense Report

For the 9 Months Ended September 30, 2022

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970500 - Water Bill	0.00	3,918.05	10,000.00	6,081.95	39.18
5970600 - Ebooks/Books	44,559.01	251,664.13	369,850.00	118,185.87	68.04
5970610 - E-audio/Audio	5,279.04	59,228.90	72,500.00	13,271.10	81.70
5970620 - E-Subscriptions/Subscriptions	1,381.08	44,818.39	58,430.00	13,611.61	76.70
5970630 - Visual Materials	24,057.22	127,652.59	185,100.00	57,447.41	68.96
5970640 - Databases	6,008.52	118,041.53	178,000.00	59,958.47	66.32
5970810 - Natural Gas	446.55	23,728.13	22,000.00	(1,728.13)	107.86
5970850 - Gasoline	161.03	161.03	300.00	138.97	53.68
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>1,424.36</u>	<u>2,200.00</u>	<u>775.64</u>	<u>64.74</u>
	<u>87,935.71</u>	<u>695,262.02</u>	<u>1,024,580.00</u>	<u>329,317.98</u>	<u>67.86</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	3,057.75	10,530.75	6,310.00	(4,220.75)	166.89
5980410 - Computer Hardware	0.00	17,116.35	8,450.00	(8,666.35)	202.56
5980420 - Computer Software	2,217.39	36,661.03	45,170.00	8,508.97	81.16
5980600 - Furniture & Fixtures	<u>868.00</u>	<u>3,456.46</u>	<u>6,500.00</u>	<u>3,043.54</u>	<u>53.18</u>
	<u>6,143.14</u>	<u>67,764.59</u>	<u>66,430.00</u>	<u>(1,334.59)</u>	<u>102.01</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	146.67	10,369.64	75,000.00	64,630.36	13.83
5993000 - Contingency Reserve	0.00	0.00	70,000.00	70,000.00	0.00
5999940 - Friends Books Sale	<u>2,128.46</u>	<u>10,388.52</u>	<u>5,000.00</u>	<u>(5,388.52)</u>	<u>207.77</u>
	<u>2,275.13</u>	<u>20,758.16</u>	<u>150,000.00</u>	<u>129,241.84</u>	<u>13.84</u>
 Total Library Fund Expenditures	<u>582,926.43</u>	<u>4,585,437.58</u>	<u>6,821,947.00</u>	<u>2,236,509.42</u>	<u>67.22</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	57,004.97	218,000.00	160,995.03	26.15
5980400 - Equipment	0.00	41,311.60	309,940.00	268,628.40	13.33
5980410 - Computer Hardware	0.00	59,681.35	209,500.00	149,818.65	28.49
5980420 - Computer Software	0.00	10,839.55	10,500.00	(339.55)	103.23
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>81.43</u>	<u>3,000.00</u>	<u>2,918.57</u>	<u>2.71</u>
	<u>0.00</u>	<u>168,918.90</u>	<u>750,940.00</u>	<u>582,021.10</u>	<u>22.49</u>
 Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>168,918.90</u>	<u>750,940.00</u>	<u>582,021.10</u>	<u>22.49</u>
 Total of All Funds	<u>582,926.43</u>	<u>4,754,356.48</u>	<u>7,572,887.00</u>	<u>2,818,530.52</u>	<u>62.78</u>

Des Plaines Public Library

Check List

All Bank Accounts

September 16, 2022 - October 20, 2022

Check Number	Check Date	Payee	Amount
Vendor Checks			
100	09/16/22	COMCAST CABLE	1,836.95
101	09/23/22	COMCAST CABLE	3,011.58
102	09/16/22	VERIZON WIRELESS	1,053.47
106	09/26/22	VERIZON WIRELESS	2,120.42
19353	10/20/22	ALARM SECURITY INCORPORATED	588.00
19354	10/20/22	ALLDATA LLC	1,500.00
19355	10/20/22	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE	545.00
19356	10/20/22	ANDREW TROTTER	315.00
19357	10/20/22	ANGELO CERRONE	125.00
19358	10/20/22	Aquent LLC	2,154.60
19359	10/20/22	BACKGROUND SCREENING CONSULTANTS LLC	702.83
19360	10/20/22	BAKER & TAYLOR	31,054.87
19361	10/20/22	CENGAGE LEARNING/GALE	6,641.63
19362	10/20/22	CHILDREN'S PLUS, INC.	2,037.55
19363	10/20/22	CHRISTINA TROPEA	45.00
19364	10/20/22	CITY OF DES PLAINES	161.03
19365	10/20/22	COLLEY ELEVATOR COMPANY	606.00
19366	10/20/22	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
19367	10/20/22	EDUCATION DEVELOPMENT CORPORATION	1,499.80
19368	10/20/22	Elara Energy Services	1,452.75
19369	10/20/22	FACILITY GATEWAY CORPORATION	500.00
19370	10/20/22	FINDAWAY WORLD LLC	4,139.26
19371	10/20/22	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	464.00
19372	10/20/22	FOX VALLEY FIRE & SAFETY	292.50
19373	10/20/22	HOH WATER TECHNOLOGY INC	1,236.78
19374	10/20/22	INFORMATION TODAY, INC.	319.73
19375	10/20/22	INGRAM LIBRARY SERVICES	295.77
19376	10/20/22	J&S PLUMBING, INC.	4,239.00
19377	10/20/22	John G. Donahue	90.00
19378	10/20/22	JOURNAL AND TOPICS NEWSPAPERS	450.00
19379	10/20/22	KANOPY	2,000.00
19380	10/20/22	KIWANIS CLUB OF DES PLAINES	200.00
19381	10/20/22	LAUTERBACH & AMEN, LLP.	4,355.00
19382	10/20/22	LIMRICC	109,887.30
19383	10/20/22	LYDIA HANCHETT	751.67
19384	10/20/22	MIDWEST TAPE	9,000.00
19385	10/20/22	MIDWEST TAPE	14,020.03
19386	10/20/22	NICHE ACADEMY LLC	2,040.00
19387	10/20/22	OAKBROOK MECHANICAL SERVICES	6,026.50
19388	10/20/22	OUTSOURCE SOLUTIONS GROUP, INC.	71,567.66
19389	10/20/22	OVERDRIVE, INC.	6,782.92
19390	10/20/22	PATRICIA MARGARET SCHLESINGER	250.00
19391	10/20/22	PHYSICIANS IMMEDIATE CARE CHICAGO	188.00
19392	10/20/22	PROQUEST LLC	1,947.36
19393	10/20/22	RAINBOW BOOK COMPANY	789.94
19394	10/20/22	STANLEY ACCESS TECH	867.10
19395	10/20/22	THE PENWORTHY COMPANY LLC	813.97
19396	10/20/22	THOMAS KLISE/CRIMSON MULTIMEDIA	3,588.75
19397	10/20/22	THOMSON REUTERS-WEST	23.39
19398	10/20/22	TODAY'S BUSINESS SOLUTIONS INC	1,605.00
51893	09/20/22	COMCAST CABLE	14.30
51894	09/20/22	NICOR GAS	446.55
51895	09/28/22	NEOFUNDS BY NEOPOST	1,000.00
51896	09/16/22	IMRF	27,874.28
51897	09/30/22	BANKCARD SERVICES	19,103.48
51898	09/30/22	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,323.08
51899	09/30/22	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	805.38
Vendor Check Total			<u>361,642.68</u>
Check List Total			<u><u>361,642.68</u></u>

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ALARM SECURITY INCORPORATED				19353	10/20/22	<u>588.00</u>
201-5960990	Misc. Contractual Services	Inv # 15191	588.00			
ALLDATA LLC				19354	10/20/22	<u>1,500.00</u>
201-5970640	Databases	Inv # INVC02098364	1,500.00			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTHEFE				19355	10/20/22	<u>545.00</u>
201-5920100	Legal Fees	Acct # 3094904	545.00			
ANDREW TROTTER				19356	10/20/22	<u>315.00</u>
201-5960210	Special Event Programming	Teen Dungeons & Dragons	315.00			
ANGELO CERRONE				19357	10/20/22	<u>125.00</u>
201-5960990	Misc. Contractual Services	Videography 9/15/22	125.00			
Aquent LLC				19358	10/20/22	<u>2,154.60</u>
201-5960990	Misc. Contractual Services	Inv # AOD44966	2,154.60			
BACKGROUND SCREENING CONSULTANTS LLC				19359	10/20/22	<u>702.83</u>
201-5960040	Pre-Employment Testing	Inv # 20666	366.43			
201-5960040	Pre-Employment Testing	Inv # 20816	336.40			
BAKER & TAYLOR				19360	10/20/22	<u>31,054.87</u>
201-5960990	Misc. Contractual Services	Inv # 2037018384	2.82			
201-5970600	Ebooks/Books	Inv # 2037018384	16.46			
201-5960990	Misc. Contractual Services	Inv # 2037019018	8.21			
201-5970600	Ebooks/Books	Inv # 2037019018	51.71			
201-5970600	Ebooks/Books	Inv # 2037042859	758.75			
201-5960990	Misc. Contractual Services	Inv # 2037042860	80.43			
201-5960990	Misc. Contractual Services	Inv # 2037019783	4.20			
201-5970600	Ebooks/Books	Inv # 2037019783	61.57			
201-5970640	Databases	Inv # 2037019783	149.99			
201-5970600	Ebooks/Books	Inv # 2037031314	682.38			
201-5960990	Misc. Contractual Services	Inv # 2037031315	68.65			
201-5970600	Ebooks/Books	Inv # 2037028700	1,257.27			
201-5960990	Misc. Contractual Services	Inv # 2037028701	116.91			
201-5970600	Ebooks/Books	Inv # 2037028423	1,169.83			
201-5960990	Misc. Contractual Services	Inv # 2037028424	132.28			
201-5960990	Misc. Contractual Services	Inv # 2037041122	37.79			
201-5970600	Ebooks/Books	Inv # 2037041122	231.94			
201-5960990	Misc. Contractual Services	Inv # 2037039510	36.66			
201-5970600	Ebooks/Books	Inv # 2037039510	215.76			
201-5960990	Misc. Contractual Services	Inv # 2037027334	113.29			
201-5970600	Ebooks/Books	Inv # 2037027334	916.65			
201-5960990	Misc. Contractual Services	Inv # 2037032827	14.30			
201-5970600	Ebooks/Books	Inv # 2037032827	110.98			
201-5960990	Misc. Contractual Services	Inv # 2037039544	28.20			
201-5970600	Ebooks/Books	Inv # 2037039544	160.64			
201-5960990	Misc. Contractual Services	Inv # 2037030329	52.78			
201-5970600	Ebooks/Books	Inv # 2037030329	329.68			
201-5960990	Misc. Contractual Services	Inv # 2037047359	34.70			
201-5970600	Ebooks/Books	Inv # 2037047359	150.52			
201-5960990	Misc. Contractual Services	Inv # 2037032819	44.12			
201-5970600	Ebooks/Books	Inv # 2037032819	224.12			
201-5960990	Misc. Contractual Services	Inv # 2037039514	21.02			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2037039514	131.67			
201-5960990	Misc. Contractual Services	Inv # 2037037390	10.41			
201-5970600	Ebooks/Books	Inv # 2037037390	23.90			
201-5960990	Misc. Contractual Services	Inv # 2037036156	17.46			
201-5970600	Ebooks/Books	Inv # 2037036156	72.57			
201-5960990	Misc. Contractual Services	Inv # 2037039348	25.37			
201-5970600	Ebooks/Books	Inv # 2037039348	139.50			
201-5960990	Misc. Contractual Services	Inv # 2037034051	61.99			
201-5970600	Ebooks/Books	Inv # 2037034051	430.66			
201-5960990	Misc. Contractual Services	Inv # 2037039816	87.67			
201-5970600	Ebooks/Books	Inv # 2037039816	626.32			
201-5960990	Misc. Contractual Services	Inv # 2037044310	22.35			
201-5970600	Ebooks/Books	Inv # 2037044310	135.08			
201-5960990	Misc. Contractual Services	Inv # 2037014408	67.92			
201-5970600	Ebooks/Books	Inv # 2037014408	161.98			
201-5960990	Misc. Contractual Services	Inv # 2037014756	14.82			
201-5970600	Ebooks/Books	Inv # 2037014756	34.61			
201-5960990	Misc. Contractual Services	Inv # 2037011157	4.12			
201-5970600	Ebooks/Books	Inv # 2037011157	10.17			
201-5960990	Misc. Contractual Services	Inv # 2037008186	19.15			
201-5970600	Ebooks/Books	Inv # 2037008186	87.92			
201-5960990	Misc. Contractual Services	Inv # 2037011099	65.42			
201-5970600	Ebooks/Books	Inv # 2037011099	696.96			
201-5960990	Misc. Contractual Services	Inv # 2037018898	37.86			
201-5970600	Ebooks/Books	Inv # 2037018898	297.22			
201-5960990	Misc. Contractual Services	Inv # 2037001873	63.84			
201-5970600	Ebooks/Books	Inv # 2037001873	208.79			
201-5970600	Ebooks/Books	Inv # 2037006114	796.67			
201-5960990	Misc. Contractual Services	Inv # 2037006115	77.50			
201-5970600	Ebooks/Books	Inv # 2037001945	481.61			
201-5960990	Misc. Contractual Services	Inv # 2037001946	56.61			
201-5970600	Ebooks/Books	Inv # 2037012892	514.28			
201-5970600	Ebooks/Books	Inv # 2037012340	972.17			
201-5960990	Misc. Contractual Services	Inv # 2037012341	93.19			
201-5960990	Misc. Contractual Services	Inv # 2037012893	54.00			
201-5960990	Misc. Contractual Services	Inv # 2037004267	21.42			
201-5970600	Ebooks/Books	Inv # 2037004267	119.52			
201-5960990	Misc. Contractual Services	Inv # 2037008242	7.50			
201-5970600	Ebooks/Books	Inv # 2037008242	38.72			
201-5960990	Misc. Contractual Services	Inv # 2037001987	6.94			
201-5970600	Ebooks/Books	Inv # 2037001987	22.12			
201-5960990	Misc. Contractual Services	Inv # 2037004021	13.76			
201-5970600	Ebooks/Books	Inv # 2037004021	89.72			
201-5960990	Misc. Contractual Services	Inv # 2037004514	66.55			
201-5970600	Ebooks/Books	Inv # 2037004514	505.39			
201-5960990	Misc. Contractual Services	Inv # 2037008179	13.31			
201-5970600	Ebooks/Books	Inv # 2037008179	72.10			
201-5960990	Misc. Contractual Services	Inv # 2037001947	22.44			
201-5970600	Ebooks/Books	Inv # 2037001947	159.59			
201-5960990	Misc. Contractual Services	Inv # 2037014421	28.20			
201-5970600	Ebooks/Books	Inv # 2037014421	169.45			
201-5960990	Misc. Contractual Services	Inv # 2037001941	18.73			
201-5970600	Ebooks/Books	Inv # 2037001941	113.92			
201-5960990	Misc. Contractual Services	Inv # 2037014375	16.23			
201-5970600	Ebooks/Books	Inv # 2037014375	48.22			
201-5960990	Misc. Contractual Services	Inv # 2037012307	49.10			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2037012307	306.13			
201-5960990	Misc. Contractual Services	Inv # 2037014385	15.73			
201-5970600	Ebooks/Books	Inv # 2037014385	37.03			
201-5960990	Misc. Contractual Services	Inv # 2037009624	24.29			
201-5970600	Ebooks/Books	Inv # 2037009624	44.80			
201-5960990	Misc. Contractual Services	Inv # 2036978606	24.29			
201-5970600	Ebooks/Books	Inv # 2036978606	56.17			
201-5960990	Misc. Contractual Services	Inv # 2037004344	18.16			
201-5970600	Ebooks/Books	Inv # 2037004344	111.25			
201-5960990	Misc. Contractual Services	Inv # 2037001342	41.64			
201-5970600	Ebooks/Books	Inv # 2037001342	49.55			
201-5960990	Misc. Contractual Services	Inv # 2036990366	1.63			
201-5970600	Ebooks/Books	Inv # 2036990366	9.65			
201-5960990	Misc. Contractual Services	Inv # 2037001870	40.77			
201-5970600	Ebooks/Books	Inv # 2037001870	237.11			
201-5960990	Misc. Contractual Services	Inv # 2037008229	20.88			
201-5970600	Ebooks/Books	Inv # 2037008229	123.86			
201-5960990	Misc. Contractual Services	Inv # 2037001988	49.10			
201-5970600	Ebooks/Books	Inv # 2037001988	327.26			
201-5960990	Misc. Contractual Services	Inv # 2037004120	18.20			
201-5970600	Ebooks/Books	Inv # 2037004120	103.99			
201-5960990	Misc. Contractual Services	Inv # 2036985366	12.06			
201-5970600	Ebooks/Books	Inv # 2036985366	62.03			
201-5960990	Misc. Contractual Services	Inv # 2036968726	52.24			
201-5970600	Ebooks/Books	Inv # 2036968726	477.84			
201-5960990	Misc. Contractual Services	Inv # 2036983982	27.95			
201-5970600	Ebooks/Books	Inv # 2036983982	156.70			
201-5960990	Misc. Contractual Services	Inv # 2036994774	24.20			
201-5970600	Ebooks/Books	Inv # 2036994774	135.40			
201-5960990	Misc. Contractual Services	Inv # 2036981658	1.78			
201-5970600	Ebooks/Books	Inv # 2036981658	10.75			
201-5960990	Misc. Contractual Services	Inv # 2036985421	26.36			
201-5970600	Ebooks/Books	Inv # 2036985421	173.28			
201-5960990	Misc. Contractual Services	Inv # 2036983969	33.97			
201-5970600	Ebooks/Books	Inv # 2036983969	147.79			
201-5960990	Misc. Contractual Services	Inv # 2036981158	26.70			
201-5970600	Ebooks/Books	Inv # 2036981158	127.15			
201-5960990	Misc. Contractual Services	Inv # 2036990183	130.47			
201-5970600	Ebooks/Books	Inv # 2036990183	886.08			
201-5960990	Misc. Contractual Services	Inv # 2036968405	50.45			
201-5970600	Ebooks/Books	Inv # 2036968405	366.11			
201-5960990	Misc. Contractual Services	Inv # 2036968385	23.09			
201-5970600	Ebooks/Books	Inv # 2036968385	145.58			
201-5960990	Misc. Contractual Services	Inv # 2036990075	21.56			
201-5970600	Ebooks/Books	Inv # 2036990075	125.49			
201-5960990	Misc. Contractual Services	Inv # 2036981156	28.34			
201-5970600	Ebooks/Books	Inv # 2036981156	109.09			
201-5970600	Ebooks/Books	Inv # 2037005874	484.11			
201-5960990	Misc. Contractual Services	Inv # 2037005875	61.29			
201-5970600	Ebooks/Books	Inv # 2036985772	646.56			
201-5970600	Ebooks/Books	Inv # 2036998085	747.14			
201-5960990	Misc. Contractual Services	Inv # 2036998086	77.59			
201-5970600	Ebooks/Books	Inv # 2036997505	645.81			
201-5970600	Ebooks/Books	Inv # 2036997811	18.83			
201-5960990	Misc. Contractual Services	Inv # 2036997506	71.72			
201-5960990	Misc. Contractual Services	Inv # 2036985773	71.72			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2036981481	60.90			
201-5970600	Ebooks/Books	Inv # 2036981481	533.24			
201-5960990	Misc. Contractual Services	Inv # 2036972536	59.25			
201-5970600	Ebooks/Books	Inv # 2036972536	352.03			
201-5960990	Misc. Contractual Services	Inv # 2036971908	60.54			
201-5970600	Ebooks/Books	Inv # 2036971908	353.51			
201-5960990	Misc. Contractual Services	Inv # 2036980999	18.74			
201-5970600	Ebooks/Books	Inv # 2036980999	110.67			
201-5960990	Misc. Contractual Services	Inv # 2036958288	19.15			
201-5970600	Ebooks/Books	Inv # 2036958288	49.61			
201-5960990	Misc. Contractual Services	Inv # 2036986263	47.84			
201-5970600	Ebooks/Books	Inv # 2036986263	289.30			
201-5960990	Misc. Contractual Services	Inv # 2036960970	73.82			
201-5970600	Ebooks/Books	Inv # 2036960970	505.06			
201-5960990	Misc. Contractual Services	Inv # 2036954518	14.38			
201-5970600	Ebooks/Books	Inv # 2036954518	98.97			
201-5960990	Misc. Contractual Services	Inv # 2036955337	14.55			
201-5970600	Ebooks/Books	Inv # 2036955337	75.35			
201-5960990	Misc. Contractual Services	Inv # 2036956287	13.88			
201-5970600	Ebooks/Books	Inv # 2036956287	54.68			
201-5960990	Misc. Contractual Services	Inv # 2036956184	6.05			
201-5970600	Ebooks/Books	Inv # 2036956184	48.81			
201-5970600	Ebooks/Books	Inv # 2036956055	478.97			
201-5970600	Ebooks/Books	Inv # 2036945747	556.25			
201-5960990	Misc. Contractual Services	Inv # 2036945748	55.76			
201-5970600	Ebooks/Books	Inv # 2036975951	2,009.64			
201-5960990	Misc. Contractual Services	Inv # 2036975952	148.88			
201-5960990	Misc. Contractual Services	Inv # 2036951324	1.74			
201-5970600	Ebooks/Books	Inv # 2036951324	13.56			
201-5970600	Ebooks/Books	Inv # 2036960201	604.50			
201-5960990	Misc. Contractual Services	Inv # 2036960202	60.14			
201-5960990	Misc. Contractual Services	Inv # 2036966152	21.60			
201-5970600	Ebooks/Books	Inv # 2036966152	431.23			
201-5970640	Databases	Inv # 2036966152	160.50			
201-5960990	Misc. Contractual Services	Inv # 2036956056	58.92			
201-5960990	Misc. Contractual Services	Inv # 2036988476	9.05			
201-5970600	Ebooks/Books	Inv # 2036988476	225.78			
CENGAGE LEARNING/GALE				19361	10/20/22	<u>6,641.63</u>
201-5970640	Databases	Inv # 78722353	2,273.91			
201-5970640	Databases	Inv # 79276817	4,367.72			
CHILDREN'S PLUS, INC.				19362	10/20/22	<u>2,037.55</u>
201-5970630	Visual Materials	Inv # 219202	68.30			
201-5970600	Ebooks/Books	Inv # 219341	315.59			
201-5970600	Ebooks/Books	Inv # 218156	44.82			
201-5970600	Ebooks/Books	Inv # 218155	38.74			
201-5970600	Ebooks/Books	Inv # 218025	33.64			
201-5970600	Ebooks/Books	Inv # 218023	102.96			
201-5970600	Ebooks/Books	Inv # 218320	127.45			
201-5970600	Ebooks/Books	Inv # 217857	376.98			
201-5970600	Ebooks/Books	Inv # 218161	74.42			
201-5970600	Ebooks/Books	Inv # 218655	65.24			
201-5970600	Ebooks/Books	Inv # 218611	19.37			
201-5970600	Ebooks/Books	Inv # 218319	160.05			
201-5970600	Ebooks/Books	Inv # 219339	30.57			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 219394	218.19			
201-5970600	Ebooks/Books	Inv # 218787	115.57			
201-5970600	Ebooks/Books	Inv # 218805	171.28			
201-5970600	Ebooks/Books	Inv # 218826	35.68			
201-5970600	Ebooks/Books	Inv # 218944	38.70			
CHRISTINA TROPEA				19363	10/20/22	<u>45.00</u>
201-5990900	Per Capita Grant Expenditures	Italian Candy for Italian American Heritage Month (5920202)	45.00			
CITY OF DES PLAINES				19364	10/20/22	<u>161.03</u>
201-5970850	Gasoline	Invoice Fuel # 2022-00000001	161.03			
COLLEY ELEVATOR COMPANY				19365	10/20/22	<u>606.00</u>
201-5930020	R&M Buildings & Structures	Inv # 232158	606.00			
CRYSTAL MAINTENANCE SERVICES CORP				19366	10/20/22	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv # 30488	4,892.50			
EDUCATION DEVELOPMENT CORPORATION				19367	10/20/22	<u>1,499.80</u>
201-5970600	Ebooks/Books	Inv # DIR10383656	1,499.80			
Elara Energy Services				19368	10/20/22	<u>1,452.75</u>
201-5980400	Equipment	Inv # 21447-5	1,452.75			
FACILITY GATEWAY CORPORATION				19369	10/20/22	<u>500.00</u>
201-5930010	R&M Equipment	Inv # 225459	500.00			
FINDAWAY WORLD LLC				19370	10/20/22	<u>4,139.26</u>
201-5970600	Ebooks/Books	Inv # 403632	422.93			
201-5970610	E-audio/Audio	Inv # 405375	54.99			
201-5970600	Ebooks/Books	Inv # 407488	278.95			
201-5970600	Ebooks/Books	Inv # 407191	54.99			
201-5970600	Ebooks/Books	Inv # 406748	3,327.40			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				19371	10/20/22	<u>464.00</u>
201-5930490	Refuse Contract	Inv # 6354029	464.00			
FOX VALLEY FIRE & SAFETY				19372	10/20/22	<u>292.50</u>
201-5930020	R&M Buildings & Structures	Inv # IN00543308	292.50			
HOH WATER TECHNOLOGY INC				19373	10/20/22	<u>1,236.78</u>
201-5930020	R&M Buildings & Structures	Inv # 635944	986.78			
201-5930020	R&M Buildings & Structures	Inv # 637194	250.00			
INFORMATION TODAY, INC.				19374	10/20/22	<u>319.73</u>
201-5970640	Databases	Inv # 1748365-B1	319.73			
INGRAM LIBRARY SERVICES				19375	10/20/22	<u>295.77</u>
201-5960990	Misc. Contractual Services	Inv # 71581575	15.19			
201-5970600	Ebooks/Books	Inv # 71581576	263.69			
201-5970600	Ebooks/Books	Inv # 71581574	16.89			
J&S PLUMBING, INC.				19376	10/20/22	<u>4,239.00</u>
201-5930020	R&M Buildings & Structures	Inv # 215848	1,150.00			
201-5930020	R&M Buildings & Structures	Inv # 214376	2,169.00			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930020	R&M Buildings & Structures	Inv # 217914	920.00			
John G. Donahue				19377	10/20/22	<u>90.00</u>
201-5960210	Special Event Programming	Job Counseling	90.00			
JOURNAL AND TOPICS NEWSPAPERS				19378	10/20/22	<u>450.00</u>
201-5920210	Marketing	Inv # 188427	450.00			
KANOPY				19379	10/20/22	<u>2,000.00</u>
201-5970630	Visual Materials	Inv # KDEP-20022	2,000.00			
KIWANIS CLUB OF DES PLAINES				19380	10/20/22	<u>200.00</u>
201-5920220	Membership Dues	Corporate Membership Dues	200.00			
LAUTERBACH & AMEN, LLP.				19381	10/20/22	<u>4,355.00</u>
201-5920110	Professional Services	Invoice No. 70157	1,575.00			
201-5920110	Professional Services	Invoice No. 70309	2,780.00			
LIMRICC				19382	10/20/22	<u>109,887.30</u>
201-2401002	Payroll Liabilities	September 2022	53,504.35			
201-2401002	Payroll Liabilities	October 2022	56,382.95			
LYDIA HANCHETT				19383	10/20/22	<u>751.67</u>
201-5980600	Furniture & Fixtures	Reupholster Chairs	650.00			
201-5990900	Per Capita Grant Expenditures	Reimbursement - Worldcon (5920202)	101.67			
MIDWEST TAPE				19384	10/20/22	<u>9,000.00</u>
201-5970630	Visual Materials	Inv # 502683455	9,000.00			
MIDWEST TAPE				19385	10/20/22	<u>14,020.03</u>
201-5970610	E-audio/Audio	Inv # 1400716313	-9.99			
201-5970630	Visual Materials	Inv # 502688019	20.24			
201-5970630	Visual Materials	Inv # 502688018	140.96			
201-5970630	Visual Materials	Inv # 205696182	21.59			
201-5970630	Visual Materials	Inv # 502696180	11.99			
201-5960990	Misc. Contractual Services	Inv # 502710090	58.00			
201-5970610	E-audio/Audio	Inv # 502710090	191.70			
201-5960990	Misc. Contractual Services	Inv # 502710094	25.90			
201-5970610	E-audio/Audio	Inv # 502710094	634.86			
201-5960990	Misc. Contractual Services	Inv # 502710093	55.25			
201-5970630	Visual Materials	Inv # 502710093	431.08			
201-5960990	Misc. Contractual Services	Inv # 502710092	181.60			
201-5970630	Visual Materials	Inv # 502710092	1,057.73			
201-5970610	E-audio/Audio	Inv # 502718172	1,031.84			
201-5970610	E-audio/Audio	Inv # 502718170	10.79			
201-5970630	Visual Materials	Inv # 502718173	23.98			
201-5970630	Visual Materials	Inv # 502718179	27.99			
201-5970630	Visual Materials	Inv # 502718174	31.99			
201-5970630	Visual Materials	Inv # 502718175	63.98			
201-5970630	Visual Materials	Inv # 502718176	15.99			
201-5970630	Visual Materials	Inv # 502718177	11.99			
201-5970630	Visual Materials	Inv # 502718178	21.59			
201-5960990	Misc. Contractual Services	Inv # 502739587	164.65			
201-5970630	Visual Materials	Inv # 502739587	768.27			
201-5970630	Visual Materials	Inv # 502754065	59.98			
201-5970630	Visual Materials	Inv # 502754069	11.99			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	Inv # 502754068	31.99			
201-5960990	Misc. Contractual Services	Inv # 502771418	34.75			
201-5970630	Visual Materials	Inv # 502771418	257.91			
201-5960990	Misc. Contractual Services	Inv # 502771415	54.90			
201-5970610	E-audio/Audio	Inv # 502771415	191.26			
201-5970630	Visual Materials	Inv # 502754067	37.49			
201-5970610	E-audio/Audio	Inv # 502754064	655.89			
201-5960990	Misc. Contractual Services	Inv # 502739589	51.05			
201-5970610	E-audio/Audio	Inv # 502739589	182.57			
201-5960990	Misc. Contractual Services	Inv # 502739588	12.95			
201-5970610	E-audio/Audio	Inv # 502739588	270.93			
201-5960990	Misc. Contractual Services	Inv # 502742931	9.25			
201-5970630	Visual Materials	Inv # 502742931	48.23			
201-5960990	Misc. Contractual Services	Inv # 502647064	389.90			
201-5970630	Visual Materials	Inv # 502647064	1,722.49			
201-5960990	Misc. Contractual Services	Inv # 502673432	57.75			
201-5970610	E-audio/Audio	Inv # 502673432	151.35			
201-5970630	Visual Materials	Inv # 502662356	69.48			
201-5960990	Misc. Contractual Services	Inv # 502673431	14.80			
201-5970610	E-audio/Audio	Inv # 502673431	353.92			
201-5960990	Misc. Contractual Services	Inv # 502673219	198.70			
201-5970630	Visual Materials	Inv # 502673219	1,082.45			
201-5960990	Misc. Contractual Services	Inv # 502673430	28.75			
201-5970630	Visual Materials	Inv # 502673430	209.17			
201-5960990	Misc. Contractual Services	Inv # 502647060	59.10			
201-5970630	Visual Materials	Inv # 502647060	427.32			
201-5960990	Misc. Contractual Services	Inv # 502647061	20.35			
201-5970610	E-audio/Audio	Inv # 502647061	442.89			
201-5960990	Misc. Contractual Services	Inv # 502647062	15.65			
201-5970610	E-audio/Audio	Inv # 502647062	56.21			
201-5970630	Visual Materials	Inv # 502617429	104.96			
201-5970630	Visual Materials	Inv # 502617950	59.98			
201-5970630	Visual Materials	Inv # 502617428	31.99			
201-5970630	Visual Materials	Inv # 502617427	165.29			
201-5970610	E-audio/Audio	Inv # 502617424	1,043.84			
201-5970630	Visual Materials	Inv # 502617425	228.64			
201-5970630	Visual Materials	Inv # 502623548	179.94			
NICHE ACADEMY LLC				19386	10/20/22	<u>2,040.00</u>
201-5970640	Databases	Inv # 7149	2,040.00			
OAKBROOK MECHANICAL SERVICES				19387	10/20/22	<u>6,026.50</u>
201-5930020	R&M Buildings & Structures	Inv # 31378	3,013.25			
201-5930020	R&M Buildings & Structures	Inv # 31725	3,013.25			
OUTSOURCE SOLUTIONS GROUP, INC.				19388	10/20/22	<u>71,567.66</u>
201-5920110	Professional Services	Inv # 66391	33,420.30			
201-5980420	Computer Software	Inv # 71354	285.87			
201-5930010	R&M Equipment	Inv # 71461	350.00			
201-5920110	Professional Services	Inv # 71460	34,422.91			
201-5980420	Computer Software	Inv # 71460	1,042.58			
201-5960990	Misc. Contractual Services	Inv # 71460	1,980.00			
201-5980420	Computer Software	Inv # 71287	66.00			
OVERDRIVE, INC.				19389	10/20/22	<u>6,782.92</u>
201-5970600	Ebooks/Books	Inv # 01018MA22324164	2,286.39			

Des Plaines Public Library

Vendor Checks Report

Old National Operating
September 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 01018CP22324482	397.58			
201-5970600	Ebooks/Books	Inv # 01018MA22361539	3,814.29			
201-5970600	Ebooks/Books	Inv # 01018CP22360357	284.66			
PATRICIA MARGARET SCHLESINGER				19390	10/20/22	<u>250.00</u>
201-5960210	Special Event Programming	Colleen Moore's Fairy Class	250.00			
PHYSICIANS IMMEDIATE CARE CHICAGO				19391	10/20/22	<u>188.00</u>
201-5960040	Pre-Employment Testing	Statement # 4281026	188.00			
PROQUEST LLC				19392	10/20/22	<u>1,947.36</u>
201-5970640	Databases	Inv # 70752092	1,947.36			
RAINBOW BOOK COMPANY				19393	10/20/22	<u>789.94</u>
201-5970600	Ebooks/Books	Inv # 218088	67.17			
201-5970600	Ebooks/Books	Inv # 218182	47.79			
201-5970600	Ebooks/Books	Inv # 219293	33.60			
201-5970600	Ebooks/Books	Inv # 218661	641.38			
STANLEY ACCESS TECH				19394	10/20/22	<u>867.10</u>
201-5930020	R&M Buildings & Structures	Inv # 0906651270	867.10			
THE PENWORTHY COMPANY LLC				19395	10/20/22	<u>813.97</u>
201-5970600	Ebooks/Books	Inv # 0584716-IN	292.95			
201-5970600	Ebooks/Books	Inv # 0584721-IN	185.56			
201-5970600	Ebooks/Books	Inv # 0584715-IN	335.46			
THOMAS KLISE/CRIMSON MULTIMEDIA				19396	10/20/22	<u>3,588.75</u>
201-5970630	Visual Materials	Inv # 008611	162.09			
201-5970630	Visual Materials	Inv # 008613	190.00			
201-5970630	Visual Materials	Inv # 008614	190.00			
201-5970630	Visual Materials	Inv # 008612	907.14			
201-5970630	Visual Materials	Inv # 008610	656.61			
201-5970630	Visual Materials	Inv # 008776	929.22			
201-5970630	Visual Materials	Inv # 008777	120.00			
201-5970630	Visual Materials	Inv # 008681	50.00			
201-5970630	Visual Materials	Inv # 008680	62.47			
201-5970630	Visual Materials	Inv # 008679	30.00			
201-5970630	Visual Materials	Inv # 008678	291.22			
THOMSON REUTERS-WEST				19397	10/20/22	<u>23.39</u>
201-5970640	Databases	Inv # 847034776	23.39			
TODAY'S BUSINESS SOLUTIONS INC				19398	10/20/22	<u>1,605.00</u>
201-5980400	Equipment	Inv # 13730	1,605.00			
Check List Total						<u><u>303,053.19</u></u>

Des Plaines Public Library
ACH Register

All Bank Accounts

September 1, 2022 - September 30, 2022

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
100	09/16/22	COMCAST CABLE	1,836.95
101	09/23/22	COMCAST CABLE	3,011.58
102	09/16/22	VERIZON WIRELESS	1,053.47
106	09/26/22	VERIZON WIRELESS	2,120.42
51893	09/20/22	COMCAST CABLE	14.30
51894	09/20/22	NICOR GAS	446.55
51895	09/28/22	NEOFUNDS BY NEOPOST	1,000.00
51896	09/16/22	IMRF	27,874.28
51897	09/30/22	BANKCARD SERVICES	19,103.48
51898	09/30/22	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,323.08
51899	09/30/22	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	805.38
Vendor Check Total			<u>58,589.49</u>
Check List Total			<u><u>58,589.49</u></u>

Check count = 11

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY

For the Year Ended December 31, 2022

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

Des Plaines Public Library
Disbursement Reconciliation
September 30, 2022

Total Expenses per Expense Report			<u><u>\$582,926.43</u></u>
Gross Payroll	233,761.73		
Benefits Expense	133,136.60		
Total Payroll Expenses		366,898.33	
Check List		361,642.68	
Total expenses per payroll and vendor checks reports			<u>728,541.01</u>
		Variance	145,614.58
Less: (disbursements included above)			
IMRF		(27,874.28)	
LIMRICC		(109,887.30)	
Prepaid Adjustment		(8,774.56)	
Payroll Fees		921.56	
			<u>(145,614.58)</u>
		Variance	<u><u>0.00</u></u>