

DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

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

PROPOSAL MUST BE SUBMITTED BY:

NOVEMBER 10, 2025 by 10:00 a.m.

Submit proposals to:

Administrative Offices-2nd Floor

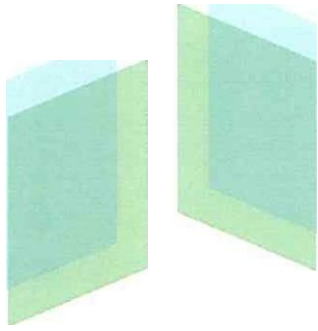
Laurie Papadourakis, Library Director

1501 Ellinwood Street

Des Plaines, IL 60016

Questions should be directed to Rianne Robeson at

rrobeson@dppl.org, or 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 2026 - 2028 with the option of providing accounting services for the following three fiscal years 2029 – 2031.

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 their 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 ninety-five (95) 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 the Library Board of Trustees at the monthly Board meeting which is 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 three bank accounts with Village Bank and Trust (Wintrust). These accounts are operating/payroll and donation accounts. The Des Plaines Public Library maintains a money market with The Illinois Funds, and a brokerage account (LPL).

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, 2026 – 2028.

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, November 10, 2025 to Laurie Papadourakis, Library Director.

Any questions regarding this request for proposal should be directed to Rianne Robeson at rrobesson@dppl.org, or 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, 2025

Prepared By



Lauterbach & Amen

Des Plaines Public Library

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Financial Statements

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of September 30, 2025

| | General Fund | Capital Projects Fund | Total |
|--|-------------------------|--------------------------|-------------------------|
| ASSETS | | | |
| Cash and Investments | \$ 5,431,996.86 | \$ 619,863.45 | \$ 6,051,860.31 |
| Prepays | - | 0.00 | - |
| Receivables | | | |
| Receivable - Property Taxes | 6,251,585.00 | - | 6,251,585.00 |
| Receivable - Grants | - | - | - |
| Receivable - Miscellaneous | - | - | - |
| Total Assets | \$ 11,683,581.86 | \$ 619,863.45 | \$ 12,303,445.31 |
| LIABILITIES | | | |
| Accounts Payable | \$ 221,190.59 | \$ - | \$ 221,190.59 |
| Accrued Payroll | 86,765.97 | - | 86,765.97 |
| Due to other funds | 95,082.67 | - | 95,082.67 |
| Total Liabilities | 403,039.23 | - | 403,039.23 |
| Deferred Inflows of Resources | | | |
| Property Taxes | 6,251,585.00 | - | 6,251,585.00 |
| Total Liabilities and Deferred Inflows of Resources | 6,654,624.23 | - | 6,654,624.23 |
| FUND BALANCE | | | |
| Fund Balance - Unreserved | 5,028,957.63 | 619,863.45 | 5,648,821.08 |
| Total Fund Balance | 5,028,957.63 | 619,863.45 | 5,648,821.08 |
| Total Liabilities, Deferred Inflows of Resources and Fund Balance | \$ 11,683,581.86 | \$ 619,863.45 | \$ 12,303,445.31 |

Des Plaines Public Library

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

For the 9 Months Ended September 30, 2025

| | General Fund | Capital Projects Fund | Total |
|-----------------------------|------------------------|--------------------------|------------------------|
| REVENUES | | | |
| Taxes | \$ 3,066,145.39 | \$ - | \$ 3,066,145.39 |
| Intergovernmental | 260,776.84 | - | 260,776.84 |
| Fines & Fees | 36,872.19 | - | 36,872.19 |
| Interest | 184,158.37 | 22,785.88 | 206,944.25 |
| Special Events and Programs | 2,656.00 | - | 2,656.00 |
| Miscellaneous | 596,332.35 | - | 596,332.35 |
| Total Revenues | <u>4,146,941.14</u> | <u>22,785.88</u> | <u>4,169,727.02</u> |
| EXPENDITURES | | | |
| Personnel | \$ 2,511,308.68 | \$ - | \$ 2,511,308.68 |
| Operating | 1,779,212.22 | - | 1,779,212.22 |
| Library Materials | 597,119.75 | - | 597,119.75 |
| Capital Outlay | 128,052.33 | 111,734.97 | 239,787.30 |
| Other Expenditures | <u>89,763.62</u> | <u>-</u> | <u>89,523.98</u> |
| Total Expenditures | <u>5,105,456.60</u> | <u>111,734.97</u> | <u>5,217,191.57</u> |
| Net Change in Fund Balances | <u>(958,515.46)</u> | <u>(88,949.09)</u> | <u>(1,047,464.55)</u> |
| FUND BALANCES | | | |
| Beginning of the year | <u>5,987,473.09</u> | <u>708,812.54</u> | <u>6,696,285.63</u> |
| End of the period | <u>\$ 5,028,957.63</u> | <u>\$ 619,863.45</u> | <u>\$ 5,648,821.08</u> |

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of September 30, 2025

| <u>Cash Account</u> | <u>Invested</u> |
|--|------------------------|
| 201-1101000 - Petty Cash | 500.00 |
| 201-1101100 - Cash in Registers | 150.00 |
| 201-1102030 - Village B&T Donation #6718 | 112,568.65 |
| 201-1102040 - Village B&T Donation #9878 | 243,180.54 |
| 201-1102060 - Village B&T Checking #0289 | 397,690.52 |
| 201-1102050 - Wintrust Brokerage | 136,202.46 |
| 201-1102079 - Illinois Funds # 2591 | 4,540,724.70 |
| 202-1102079 - Illinois Funds # 2591 | <u>619,863.45</u> |
| | 5,160,588.15 |
| 201-1102070 - INB E-Pay | 979.99 |
| Total Invested | <u>\$ 6,051,860.31</u> |

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

| | <u>Beginning</u> <u>Balance</u> | <u>M.T.D.</u> <u>Changes</u> | <u>Ending</u> <u>Balance</u> |
|---|------------------------------------|---------------------------------|---------------------------------|
| General Fund | | | |
| <u>Assets</u> | | | |
| 1101000 - Petty Cash | 500.00 | 0.00 | 500.00 |
| 1101100 - Cash in Registers | 150.00 | 0.00 | 150.00 |
| 1102030 - Village B&T Donation #6718 | 122,947.17 | (10,378.52) | 112,568.65 |
| 1102040 - Village B&T Donation #9878 | 242,309.83 | 870.71 | 243,180.54 |
| 1102050 - Wintrust Brokerage | 139,707.73 | (3,505.27) | 136,202.46 |
| 1102060 - Village B&T Checking #0289 | 521,035.64 | (123,345.12) | 397,690.52 |
| 1102070 - INB E-Pay | 982.01 | (2.02) | 979.99 |
| 1102079 - Illinois Funds # 2591 | 4,507,634.02 | 33,090.68 | 4,540,724.70 |
| 1118000 - Receivable - Property Taxes | <u>6,251,585.00</u> | <u>0.00</u> | <u>6,251,585.00</u> |
| | <u>11,786,851.40</u> | <u>(103,269.54)</u> | <u>11,683,581.86</u> |
| <u>Liabilities and Fund Balance</u> | | | |
| <u>Liabilities</u> | | | |
| 2401000 - Accounts Payable | 149,839.64 | 71,350.95 | 221,190.59 |
| 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>6,583,273.28</u> | <u>71,350.95</u> | <u>6,654,624.23</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>12,570,746.37</u> | <u>71,350.95</u> | <u>12,642,097.32</u> |
| Excess Revenues Over Expenses | <u>(783,894.97)</u> | <u>(174,620.49)</u> | <u>(958,515.46)</u> |

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

| | <u>Beginning Balance</u> | <u>M.T.D. Changes</u> | <u>Ending Balance</u> |
|--------------------------------------|------------------------------|---------------------------|---------------------------|
| Capital Projects Fund | | | |
| <u>Assets</u> | | | |
| 1102079 - Illinois Funds # 2591 | 634,493.26 | (14,629.81) | 619,863.45 |
| | 634,493.26 | (14,629.81) | 619,863.45 |
| <u>Liabilities and Fund Balance</u> | | | |
| <u>Liabilities</u> | | | |
| 2401000 - Accounts Payable | 6,557.72 | (6,557.72) | 0.00 |
| | 6,557.72 | (6,557.72) | 0.00 |
| <u>Fund Balance</u> | | | |
| 3730000 - Fund Balance - Unreserved | 708,812.54 | 0.00 | 708,812.54 |
| Total Liabilities and Fund Balance | 715,370.26 | (6,557.72) | 708,812.54 |
| Excess Revenues Over Expenses | (80,877.00) | (8,072.09) | (88,949.09) |
| Compensated Absences Fund | | | |
| <u>Assets</u> | | | |
| 1120201 - Due From Library | 95,082.67 | 0.00 | 95,082.67 |
| | 95,082.67 | 0.00 | 95,082.67 |
| <u>Liabilities and Fund Balance</u> | | | |
| <u>Liabilities</u> | | | |
| 2450035 - Accrued ST-LT Comp Absence | 95,082.67 | 0.00 | 95,082.67 |
| | 95,082.67 | 0.00 | 95,082.67 |
| <u>Fund Balance</u> | | | |
| Total Liabilities and Fund Balance | 95,082.67 | 0.00 | 95,082.67 |
| Excess Revenues Over Expenses | 0.00 | 0.00 | 0.00 |

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

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

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 30, 2025**

| | <u>M.T.D. Collected</u> | <u>Y.T.D. Collected</u> | <u>Budgeted Amount</u> | <u>Budgeted Remaining</u> | <u>Prct. Collected</u> |
|---|-----------------------------|-----------------------------|----------------------------|-------------------------------|----------------------------|
| <u>General Fund</u> | | | | | |
| <u>Taxes</u> | | | | | |
| 201-4810036 - Property Taxes 2024 | 3,091.49 | 3,066,145.39 | 6,100,000.00 | 3,033,854.61 | 50.26 |
| | <u>3,091.49</u> | <u>3,066,145.39</u> | <u>6,100,000.00</u> | <u>3,033,854.61</u> | <u>50.26</u> |
| <u>Intergovernmental</u> | | | | | |
| 201-4810800 - Personal Property Replacement Tax | 0.00 | 166,281.21 | 800,000.00 | 633,718.79 | 20.79 |
| 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 |
| | <u>0.00</u> | <u>260,776.84</u> | <u>900,102.00</u> | <u>639,325.16</u> | <u>28.97</u> |
| <u>Fines & Fees</u> | | | | | |
| 201-4850101 - Library Fees | 301.50 | 19,431.21 | 15,000.00 | (4,431.21) | 129.54 |
| 201-4850201 - Copying & Printing Fees | 846.40 | 12,814.98 | 15,000.00 | 2,185.02 | 85.43 |
| 201-4850203 - Lost Materials | 8.45 | 1,134.00 | 0.00 | (1,134.00) | 0.00 |
| 201-4850207 - Non-Res Cards | 264.00 | 1,902.00 | 1,400.00 | (502.00) | 135.86 |
| 201-4850208 - Meeting Room Fees | 135.00 | 1,590.00 | 1,500.00 | (90.00) | 106.00 |
| | <u>1,555.35</u> | <u>36,872.19</u> | <u>32,900.00</u> | <u>(3,972.19)</u> | <u>112.07</u> |
| <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 |
| | <u>0.00</u> | <u>2,656.00</u> | <u>5,000.00</u> | <u>2,344.00</u> | <u>53.12</u> |
| <u>Interest</u> | | | | | |
| 201-4830010 - Gain/Loss on Investments | (3,505.27) | (1,730.74) | 0.00 | 1,730.74 | 0.00 |
| 201-4890010 - Interest Income | 17,053.67 | 185,889.11 | 150,000.00 | (35,889.11) | 123.93 |
| | <u>13,548.40</u> | <u>184,158.37</u> | <u>150,000.00</u> | <u>(34,158.37)</u> | <u>122.77</u> |
| <u>Other Revenue</u> | | | | | |
| 201-4830020 - Makerspace Donation | 0.00 | 156,552.48 | 0.00 | (156,552.48) | 0.00 |
| 201-4830025 - Makerspace Revenue | 0.00 | 77.71 | 0.00 | (77.71) | 0.00 |
| 201-4899900 - Miscellaneous Revenue | 325,000.00 | 325,244.20 | 70,000.00 | (255,244.20) | 464.63 |
| 201-4899910 - Vending Machine Revenue | 0.00 | 795.46 | 500.00 | (295.46) | 159.09 |
| 201-4899920 - Library Donations | 50.60 | 103,877.84 | 125,000.00 | 21,122.16 | 83.10 |
| 201-4899940 - Friends Book Sale | 1,218.90 | 9,784.66 | 14,000.00 | 4,215.34 | 69.89 |
| | <u>326,269.50</u> | <u>596,332.35</u> | <u>209,500.00</u> | <u>(386,832.35)</u> | <u>284.65</u> |
| Total General Fund | <u>344,464.74</u> | <u>4,146,941.14</u> | <u>7,397,502.00</u> | <u>3,250,560.86</u> | <u>56.06</u> |

Des Plaines Public Library
 Revenue Report
 For the 9 Months Ended September 30, 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> |
|--|-----------------------------------|-----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| <hr/> <u>Capital Projects Fund</u> <hr/> | | | | | |
| <u>Interest</u> | | | | | |
| 202-4890010 - Interest Income | <u>2,277.91</u> | <u>22,785.88</u> | <u>75,000.00</u> | <u>52,214.12</u> | <u>30.38</u> |
| | <u>2,277.91</u> | <u>22,785.88</u> | <u>75,000.00</u> | <u>75,000.00</u> | <u>0.00</u> |
| <u>Other Financing Sources</u> | | | | | |
| 202-4898902 - Transfer from Library Fund | <u>0.00</u> | <u>0.00</u> | <u>500,000.00</u> | <u>500,000.00</u> | <u>0.00</u> |
| | <u>0.00</u> | <u>0.00</u> | <u>500,000.00</u> | <u>500,000.00</u> | <u>0.00</u> |
| Total Capital Projects Fund | <u><u>2,277.91</u></u> | <u><u>22,785.88</u></u> | <u><u>575,000.00</u></u> | <u><u>552,214.12</u></u> | <u><u>3.96</u></u> |
| Total of All Funds | <u><u>346,742.65</u></u> | <u><u>4,169,727.02</u></u> | <u><u>7,972,502.00</u></u> | <u><u>3,802,774.98</u></u> | <u><u>52.30</u></u> |

Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2025

| General Fund | <u>M.T.D.</u> <u>Expended</u> | <u>Y.T.D.</u> <u>Expended</u> | <u>Budgeted</u> <u>Amount</u> | <u>Budgeted</u> <u>Remaining</u> | <u>Prc.</u> <u>Expend.</u> |
|--|----------------------------------|----------------------------------|----------------------------------|-------------------------------------|-------------------------------|
| <u>Salaries</u> | | | | | |
| 5910100 - Full-time Salaries | 194,171.92 | 1,864,568.57 | 2,922,134.00 | 1,057,565.43 | 63.81 |
| 5910200 - Part-time Salaries | <u>67,520.51</u> | <u>646,740.11</u> | <u>1,042,061.00</u> | <u>395,320.89</u> | <u>62.06</u> |
| | <u>261,692.43</u> | <u>2,511,308.68</u> | <u>3,964,195.00</u> | <u>1,452,886.32</u> | <u>63.35</u> |
| <u>Benefits</u> | | | | | |
| 5918010 - Unemployment Compensation | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 0.00 |
| 5918020 - Employer Contribution - FICA | 19,148.52 | 183,618.65 | 287,498.00 | 103,879.35 | 63.87 |
| 5918021 - Employer Contribution - IMRF | 11,970.46 | 110,952.76 | 165,761.00 | 54,808.24 | 66.94 |
| 5918040 - Life Insurance Premiums | 128.16 | 1,168.59 | 2,000.00 | 831.41 | 58.43 |
| 5918050 - PPO Insurance Premiums | 38,550.80 | 351,496.54 | 624,436.00 | 272,939.46 | 56.29 |
| 5918051 - HMO Insurance Premiums | 12,677.60 | 115,591.20 | 230,993.00 | 115,401.80 | 50.04 |
| 5918055 - Dental Insurance Premiums | 2,045.29 | 18,648.46 | 33,161.00 | 14,512.54 | 56.24 |
| 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>84,520.83</u> | <u>795,690.20</u> | <u>1,379,849.00</u> | <u>584,158.80</u> | <u>57.67</u> |
| <u>Contractual Services</u> | | | | | |
| 5920100 - Legal Fees | 0.00 | 604.02 | 10,000.00 | 9,395.98 | 6.04 |
| 5920110 - Professional Services | 37,228.34 | 405,252.10 | 492,775.00 | 87,522.90 | 82.24 |
| 5920120 - Communication Services | 3,916.45 | 28,577.64 | 47,500.00 | 18,922.36 | 60.16 |
| 5920140 - Integrated Library System | 0.00 | 63,432.50 | 89,000.00 | 25,567.50 | 71.27 |
| 5920202 - Conferences | 325.00 | 10,980.92 | 20,000.00 | 9,019.08 | 54.90 |
| 5920204 - Training | 450.00 | 3,011.91 | 8,000.00 | 4,988.09 | 37.65 |
| 5920210 - Marketing | 4,028.77 | 50,312.63 | 61,900.00 | 11,587.37 | 81.28 |
| 5920220 - Membership Dues | 240.00 | 3,949.20 | 7,500.00 | 3,550.80 | 52.66 |
| 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 | 9,435.73 | 33,712.76 | 63,460.00 | 29,747.24 | 53.12 |
| 5930020 - R&M Buildings & Structures | 10,916.54 | 82,733.92 | 119,849.00 | 37,115.08 | 69.03 |
| 5930030 - R&M Vehicles | 0.00 | 1,891.69 | 4,500.00 | 2,608.31 | 42.04 |
| 5930210 - Rental of Equipment | 2,720.00 | 20,727.14 | 22,820.00 | 2,092.86 | 90.83 |
| 5930320 - Cleaning/Custodial Services | 8,445.50 | 53,283.00 | 78,500.00 | 25,217.00 | 67.88 |
| 5930490 - Refuse Contract | 774.18 | 6,175.81 | 8,300.00 | 2,124.19 | 74.41 |
| 5930491 - Hazard Materials Disposal | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 5960040 - Pre-Employment Testing | 179.00 | 567.19 | 3,500.00 | 2,932.81 | 16.21 |
| 5960065 - Bank Fees | 10.47 | 277.99 | 300.00 | 22.01 | 92.66 |
| 5960070 - Mileage | 0.00 | 0.00 | 500.00 | 500.00 | 0.00 |
| 5960210 - Special Event Programming | 8,573.07 | 64,967.46 | 66,000.00 | 1,032.54 | 98.44 |
| 5960990 - Misc. Contractual Services | <u>10,227.54</u> | <u>96,665.42</u> | <u>136,405.00</u> | <u>39,739.58</u> | <u>70.87</u> |
| | <u>97,470.59</u> | <u>983,522.02</u> | <u>1,312,009.00</u> | <u>328,486.98</u> | <u>74.96</u> |

Des Plaines Public Library
Expense Report
For the 9 Months Ended September 30, 2025

| | M.T.D. <u>Expended</u> | Y.T.D. <u>Expended</u> | Budgeted <u>Amount</u> | Budgeted <u>Remaining</u> | Prct. <u>Expend.</u> |
|---|---------------------------|---------------------------|---------------------------|------------------------------|-------------------------|
| <u>Commodities</u> | | | | | |
| 5970100 - Supplies | 1,233.99 | 50,958.05 | 105,770.00 | 54,811.95 | 48.18 |
| 5970110 - Meals | 0.00 | 762.12 | 3,000.00 | 2,237.88 | 25.40 |
| 5970170 - Janitorial | 1,878.43 | 9,466.42 | 18,800.00 | 9,333.58 | 50.35 |
| 5970260 - Postage & Parcel | 7,000.00 | 17,393.65 | 16,500.00 | (893.65) | 105.42 |
| 5970500 - Water Bill | 0.00 | 6,311.05 | 8,400.00 | 2,088.95 | 75.13 |
| 5970600 - Ebooks/Books | 6,924.89 | 153,927.04 | 304,898.00 | 150,970.96 | 50.48 |
| 5970610 - E-audio/Audio | 2,707.36 | 29,668.24 | 57,800.00 | 28,131.76 | 51.33 |
| 5970620 - E-Subscriptions/Subscriptions | 1,530.40 | 53,805.62 | 53,930.00 | 124.38 | 99.77 |
| 5970630 - Visual Materials | 24,046.14 | 140,794.25 | 200,900.00 | 60,105.75 | 70.08 |
| 5970640 - Databases | 11.13 | 113,709.03 | 160,000.00 | 46,290.97 | 71.07 |
| 5970810 - Natural Gas | 297.48 | 17,831.87 | 28,000.00 | 10,168.13 | 63.69 |
| 5970850 - Gasoline | 0.00 | 246.94 | 600.00 | 353.06 | 41.16 |
| 5970900 - Equipment < \$10,000 | <u>1,629.03</u> | <u>2,245.47</u> | <u>4,800.00</u> | <u>2,554.53</u> | <u>46.78</u> |
| | <u>47,258.85</u> | <u>597,119.75</u> | <u>963,398.00</u> | <u>366,278.25</u> | <u>61.98</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 | 0.00 | 20,502.24 | 16,200.00 | (4,302.24) | 126.56 |
| 5980420 - Computer Software | 7,424.81 | 88,642.23 | 92,250.00 | 3,607.77 | 96.09 |
| 5980600 - Furniture & Fixtures | <u>1,245.00</u> | <u>8,366.90</u> | <u>76,800.00</u> | <u>68,433.10</u> | <u>10.89</u> |
| | <u>8,669.81</u> | <u>128,052.33</u> | <u>211,650.00</u> | <u>83,597.67</u> | <u>60.50</u> |
| <u>Other Funding Activities</u> | | | | | |
| 5990900 - Per Capita Grant Expenditures | 18,253.82 | 79,739.32 | 90,102.00 | 10,362.68 | 88.50 |
| 5990940 - Trans to Library Capital Proj. Fund | 0.00 | 0.00 | 500,000.00 | 500,000.00 | 0.00 |
| 5999940 - Friends Books Sale | <u>1,218.90</u> | <u>9,784.66</u> | <u>0.00</u> | <u>(9,784.66)</u> | <u>0.00</u> |
| | <u>19,472.72</u> | <u>89,523.98</u> | <u>590,102.00</u> | <u>500,578.02</u> | <u>15.17</u> |
| Total General Fund Expenditures | <u>519,085.23</u> | <u>5,105,456.60</u> | <u>8,496,203.00</u> | <u>3,390,746.40</u> | <u>60.09</u> |
| <u>Capital Projects Fund</u> | | | | | |
| <u>Capital Expenditures</u> | | | | | |
| 5980300 - Improvements | 6,334.00 | 13,456.57 | 310,000.00 | 296,543.43 | 4.34 |
| 5980400 - Equipment | 4,016.00 | 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>10,350.00</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>10,350.00</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>529,435.23</u> | <u>5,217,191.57</u> | <u>8,977,203.00</u> | <u>3,760,011.43</u> | <u>58.12</u> |

Des Plaines Public Library

Check List

All Bank Accounts

September 19, 2025 - October 16, 2025

| Check Number | Check Date | Payee | Amount |
|----------------------|------------|--|-----------|
| Vendor Checks | | | |
| 4008 | 10/16/25 | Jermaine's Sew & Vac, Inc | 22.97 |
| 4009 | 10/16/25 | Jessica Kuczynski | 60.00 |
| 4010 | 10/16/25 | Larry Huffman | 60.00 |
| 4011 | 10/16/25 | OUTSOURCE SOLUTIONS GROUP, INC. | 1,005.00 |
| 20935 | 10/16/25 | ALARM SECURITY INCORPORATED | 612.00 |
| 20936 | 10/16/25 | ANDERSON LOCK CO LTD | 2,123.56 |
| 20937 | 10/16/25 | AQUARIUM ADVENTURE | 160.00 |
| 20938 | 10/16/25 | Aquent LLC | 2,851.50 |
| 20939 | 10/16/25 | Assential Therapies Inc | 75.00 |
| 20940 | 10/16/25 | BACKGROUND SCREENING CONSULTANTS LLC | 179.00 |
| 20941 | 10/16/25 | BAKER & TAYLOR | 4,792.98 |
| 20942 | 10/16/25 | Butler Coring, Inc. | 1,245.00 |
| 20943 | 10/16/25 | CHILDREN'S PLUS, INC. | 4,847.49 |
| 20944 | 10/16/25 | COLLEY ELEVATOR COMPANY | 1,396.00 |
| 20945 | 10/16/25 | CRYSTAL MAINTENANCE SERVICES CORP | 5,592.50 |
| 20946 | 10/16/25 | D&Z HOUSE OF BOOKS | 2,069.81 |
| 20947 | 10/16/25 | Denise M Laurin-Donatelle | 225.00 |
| 20948 | 10/16/25 | ENVISIONWARE, INC | 7,940.08 |
| 20949 | 10/16/25 | FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES | 774.18 |
| 20950 | 10/16/25 | FOX VALLEY FIRE & SAFETY | 6,974.00 |
| 20951 | 10/16/25 | GARVEY'S OFFICE PRODUCTS | 1,878.43 |
| 20952 | 10/16/25 | Green Golly | 725.00 |
| 20953 | 10/16/25 | IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC. | 1,495.65 |
| 20954 | 10/16/25 | J&S PLUMBING, INC. | 325.00 |
| 20955 | 10/16/25 | JOHN G DONAHUE | 120.00 |
| 20956 | 10/16/25 | JOURNAL AND TOPICS NEWSPAPERS | 895.00 |
| 20957 | 10/16/25 | KANOPY | 6,000.00 |
| 20958 | 10/16/25 | KIWANIS CLUB OF DES PLAINES | 200.00 |
| 20959 | 10/16/25 | LIMRICC | 64,879.66 |
| 20960 | 10/16/25 | MIDWEST TAPE | 9,218.73 |
| 20961 | 10/16/25 | MIDWEST TAPE | 7,959.66 |
| 20962 | 10/16/25 | OAKBROOK MECHANICAL SERVICES | 6,460.00 |
| 20963 | 10/16/25 | OUTSOURCE SOLUTIONS GROUP, INC. | 44,854.61 |
| 20964 | 10/16/25 | OVERDRIVE, INC. | 11,336.52 |
| 20965 | 10/16/25 | PEAC Solutions | 2,720.00 |
| 20966 | 10/16/25 | Petty Cash C/O Rianne Robeson | 260.00 |
| 20967 | 10/16/25 | Playaway Products LLC | 910.87 |
| 20968 | 10/16/25 | PROGRAM ONE PROF BUILDING SERVC, INC | 2,240.00 |
| 20969 | 10/16/25 | SCHOLASTIC, INC. | 284.00 |
| 20970 | 10/16/25 | SHI International | 4,016.00 |
| 20971 | 10/16/25 | SIGN-A-RAMA | 50.00 |
| 20972 | 10/16/25 | SPEED-E-KLEEN, INC. | 613.00 |
| 20973 | 10/16/25 | STEVE SZABADOS | 225.00 |
| 20974 | 10/16/25 | THOMAS KLISE/CRIMSON MULTIMEDIA | 2,263.89 |
| 20975 | 10/16/25 | THOMSON REUTERS-WEST | 32.80 |
| 20976 | 10/16/25 | TOWN SQUARE PUBLICATIONS | 1,975.00 |
| 20977 | 10/16/25 | UNITED STATES POSTAL SERVICE | 5,000.00 |
| 20978 | 10/16/25 | VAHE GHAZARIAN | 150.00 |
| 20979 | 10/16/25 | Wepa Libros LLC | 1,095.70 |
| 50261 | 09/30/25 | IMRF | 25,569.19 |
| 50262 | 09/30/25 | ADP | 1,074.77 |
| 50263 | 09/30/25 | COMCAST CABLE | 39.07 |
| 50264 | 09/30/25 | COMCAST CABLE | 1,390.24 |
| 50265 | 09/30/25 | COMCAST CABLE | 1,390.24 |
| 50266 | 09/30/25 | NICOR GAS | 297.48 |
| 50267 | 09/30/25 | VERIZON WIRELESS | 1,096.90 |
| 50268 | 09/30/25 | NEOFUNDS BY NEOPOST | 2,000.00 |

Des Plaines Public Library

Check List

All Bank Accounts

September 19, 2025 - October 16, 2025

| Check Number | Check Date | Payee | Amount |
|---------------------------|------------|---|--------------------------|
| 50269 | 09/30/25 | BANKCARD SERVICES | 18,046.00 |
| 50270 | 09/30/25 | FRIENDS OF THE DES PLAINES PUBLIC LIBRARY | <u>1,218.90</u> |
| Vendor Check Total | | | <u>273,313.38</u> |
| Check List Total | | | <u><u>273,313.38</u></u> |

Check count = 59

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
September 2025

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--------------------------------------|----------------------------|-----------------------------|----------|--------------|------------|-----------------|
| Vendor Checks | | | | | | |
| Jermaine's Sew & Vac, Inc | | | | 4008 | 10/16/25 | <u>22.97</u> |
| 201-5970100 | Supplies | Inv 1026; 9/18/25 | 22.97 | | | |
| Jessica Kuczynski | | | | 4009 | 10/16/25 | <u>60.00</u> |
| 201-5960210 | Special Event Programming | Event Presentation 9/5/25 | 60.00 | | | |
| Larry Huffman | | | | 4010 | 10/16/25 | <u>60.00</u> |
| 201-5960210 | Special Event Programming | Event Presentation 7/12/25 | 60.00 | | | |
| OUTSOURCE SOLUTIONS GROUP, INC. | | | | 4011 | 10/16/25 | <u>1,005.00</u> |
| 201-5980420 | Computer Software | Inv 85751; 9/16/25 | 1,005.00 | | | |
| ALARM SECURITY INCORPORATED | | | | 20935 | 10/16/25 | <u>612.00</u> |
| 201-5960990 | Misc. Contractual Services | Inv 18017; 9/1/25 | 612.00 | | | |
| ANDERSON LOCK CO LTD | | | | 20936 | 10/16/25 | <u>2,123.56</u> |
| 201-5970100 | Supplies | Inv 1180018; 9/10/25 | 42.68 | | | |
| 201-5930020 | R&M Buildings & Structures | Inv 7120738; 9/5/25 | 2,080.88 | | | |
| AQUARIUM ADVENTURE | | | | 20937 | 10/16/25 | <u>160.00</u> |
| 201-5960990 | Misc. Contractual Services | Inv 18842; 9/9/25 | 160.00 | | | |
| Aquent LLC | | | | 20938 | 10/16/25 | <u>2,851.50</u> |
| 201-5960990 | Misc. Contractual Services | Inv AOD51701; 9/5/25 | 2,851.50 | | | |
| Assential Therapies Inc | | | | 20939 | 10/16/25 | <u>75.00</u> |
| 201-5960210 | Special Event Programming | Event Presentation 10/28/25 | 75.00 | | | |
| BACKGROUND SCREENING CONSULTANTS LLC | | | | 20940 | 10/16/25 | <u>179.00</u> |
| 201-5960040 | Pre-Employment Testing | Inv 26594; 10/1/25 | 179.00 | | | |
| BAKER & TAYLOR | | | | 20941 | 10/16/25 | <u>4,792.98</u> |
| 201-5960990 | Misc. Contractual Services | Inv 2039267814 | 9.14 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039267814 | 22.45 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039271320 | 4.37 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039271320 | 21.85 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039269944 | 22.92 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039269944 | 74.60 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039270061 | 5.64 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039270061 | 41.83 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039272667 | 3.68 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039272667 | 16.72 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039282712 | 102.47 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039282924 | 39.31 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039282923 | 394.78 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039277929 | 9.14 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039277929 | 23.07 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039280570 | 7.64 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039280570 | 34.34 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039280629 | 2.93 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039280629 | 18.99 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039281432 | 46.26 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039281432 | 257.88 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039281443 | 48.93 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039281443 | 221.73 | | | |

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
September 2025

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------------|-------------------------------|---------------------|----------|--------------|------------|-----------------|
| 201-5960990 | Misc. Contractual Services | Inv 2039280511 | 3.27 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039280511 | 10.94 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039272865 | 9.22 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039272865 | 23.65 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039276805 | 625.74 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039276806 | 75.30 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039259448 | 15.42 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039259448 | 77.84 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039259508 | 8.74 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039259508 | 29.57 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039259248 | 11.04 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039259248 | 63.05 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039259192 | 36.80 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039259192 | 198.39 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039259485 | 3.76 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039259485 | 12.98 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039264381 | 54.20 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039264381 | 362.23 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039264439 | 5.86 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039264439 | 31.11 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039268889 | 3.68 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039268889 | 17.29 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039264357 | 22.92 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039264357 | 84.28 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039264514 | 50.81 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039264513 | 402.89 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039259087 | 12.55 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039259087 | 72.27 | | | |
| 201-5970640 | Databases | Inv 2039259087 | 11.13 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039256655 | 52.68 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039256655 | 227.42 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039268833 | 2.22 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039268833 | 13.86 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039271360 | 77.40 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039271359 | 525.65 | | | |
| 201-5970600 | Ebooks/Books | Inv 2039284591 | 110.89 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 2039284592 | 15.26 | | | |
| Butler Coring, Inc. | | | | 20942 | 10/16/25 | <u>1,245.00</u> |
| 201-5980600 | Furniture & Fixtures | Inv 18597; 9/24/25 | 1,245.00 | | | |
| CHILDREN'S PLUS, INC. | | | | 20943 | 10/16/25 | <u>4,847.49</u> |
| 201-5990900 | Per Capita Grant Expenditures | Inv 266459; 9/26/25 | 23.68 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 266152; 9/23/25 | 695.41 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 266153; 9/23/25 | 371.64 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 266151; 9/23/25 | 257.83 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 266323; 9/25/25 | 99.81 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 266467; 9/29/25 | 23.07 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265895; 9/16/25 | 11.99 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265516; 9/4/25 | 185.27 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265515; 9/4/25 | 412.91 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265595; 9/8/25 | 303.98 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265084; 8/25/25 | 122.17 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265156; 8/26/25 | 15.59 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265083; 8/25/25 | 239.40 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265179; 8/26/25 | 471.03 | | | |

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
September 2025

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|-------------------------------|-------------------------------|----------|--------------|------------|-----------------|
| 201-5990900 | Per Capita Grant Expenditures | Inv 265198; 8/27/25 | 513.90 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265180; 8/26/25 | 364.99 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265399; 9/2/25 | 43.77 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265347; 9/2/25 | 43.90 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265348; 9/2/25 | 323.29 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265159; 8/26/25 | 63.04 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265594; 9/8/25 | 141.47 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265539; 9/5/25 | 57.90 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265540; 9/5/25 | 28.67 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 265699; 9/10/25 | 32.78 | | | |
| COLLEY ELEVATOR COMPANY | | | | 20944 | 10/16/25 | <u>1,396.00</u> |
| 201-5930020 | R&M Buildings & Structures | Inv 287392; 10/1/25 | 698.00 | | | |
| 201-5930020 | R&M Buildings & Structures | Inv 285452; 9/1/25 | 698.00 | | | |
| CRYSTAL MAINTENANCE SERVICES CORP | | | | 20945 | 10/16/25 | <u>5,592.50</u> |
| 201-5930320 | Cleaning/Custodial Services | Inv 33099; 9/16/25 | 400.00 | | | |
| 201-5930320 | Cleaning/Custodial Services | Inv 33169; 9/23/25 | 300.00 | | | |
| 201-5930320 | Cleaning/Custodial Services | Inv 33113; 9/16/25 | 4,892.50 | | | |
| D&Z HOUSE OF BOOKS | | | | 20946 | 10/16/25 | <u>2,069.81</u> |
| 201-5990900 | Per Capita Grant Expenditures | Inv 2025/I003933; 9/12/25 | 767.45 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 2025/I003783; 8/27/25 | 1,302.36 | | | |
| Denise M Laurin-Donatelle | | | | 20947 | 10/16/25 | <u>225.00</u> |
| 201-5960210 | Special Event Programming | Event Presentation 10/27/25 | 225.00 | | | |
| ENVISIONWARE, INC | | | | 20948 | 10/16/25 | <u>7,940.08</u> |
| 201-5930010 | R&M Equipment | Inv US-78287; 9/26/25 | 7,940.08 | | | |
| FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES | | | | 20949 | 10/16/25 | <u>774.18</u> |
| 201-5930490 | Refuse Contract | Inv 8414558; 9/4/25 | 774.18 | | | |
| FOX VALLEY FIRE & SAFETY | | | | 20950 | 10/16/25 | <u>6,974.00</u> |
| 202-5980300 | Improvements | Inv 00790658; 7/30/25 | 6,334.00 | | | |
| 201-5930020 | R&M Buildings & Structures | Inv 00802444; 9/12/25 | 640.00 | | | |
| GARVEY'S OFFICE PRODUCTS | | | | 20951 | 10/16/25 | <u>1,878.43</u> |
| 201-5970170 | Janitorial | Inv WO-774967-1; 9/19/25 | 926.22 | | | |
| 201-5970170 | Janitorial | Inv WO-760853-1; 8/28/25 | 952.21 | | | |
| Green Golly | | | | 20952 | 10/16/25 | <u>725.00</u> |
| 201-5960210 | Special Event Programming | Inv 081125; 8/11/25 | 725.00 | | | |
| IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC. | | | | 20953 | 10/16/25 | <u>1,495.65</u> |
| 201-5930010 | R&M Equipment | Inv 427288; 9/8/25 | 1,495.65 | | | |
| J&S PLUMBING, INC. | | | | 20954 | 10/16/25 | <u>325.00</u> |
| 201-5930020 | R&M Buildings & Structures | Inv 245237; 9/18/25 | 325.00 | | | |
| JOHN G DONAHUE | | | | 20955 | 10/16/25 | <u>120.00</u> |
| 201-5960210 | Special Event Programming | Event Presentation 9/8 & 9/23 | 120.00 | | | |
| JOURNAL AND TOPICS NEWSPAPERS | | | | 20956 | 10/16/25 | <u>895.00</u> |
| 201-5920210 | Marketing | Inv 195132; 9/3/25 | 895.00 | | | |

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
September 2025

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------------------|----------------------------|--------------------------------|-----------|--------------|------------|------------------|
| KANOPY | | | | 20957 | 10/16/25 | <u>6,000.00</u> |
| 201-5970630 | Visual Materials | Inv KDEP-24744; 9/3/25 | 6,000.00 | | | |
| KIWANIS CLUB OF DES PLAINES | | | | 20958 | 10/16/25 | <u>200.00</u> |
| 201-5920220 | Membership Dues | Inv 2025-26-C4; 9/6/25 | 200.00 | | | |
| LIMRICC | | | | 20959 | 10/16/25 | <u>64,879.66</u> |
| 201-2401002 | Payroll Liabilities | Monthly Billing for Sept. 2025 | 64,879.66 | | | |
| MIDWEST TAPE | | | | 20960 | 10/16/25 | <u>9,218.73</u> |
| 201-5970630 | Visual Materials | Inv 507764419 | 71.98 | | | |
| 201-5970630 | Visual Materials | Inv 507764417 | 152.96 | | | |
| 201-5970610 | E-audio/Audio | Inv 507764416 | 291.16 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507756859 | 210.88 | | | |
| 201-5970630 | Visual Materials | Inv 507756859 | 865.86 | | | |
| 201-5970630 | Visual Materials | Inv 507745359 | 233.94 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507757143 | 118.58 | | | |
| 201-5970630 | Visual Materials | Inv 507757143 | 649.30 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507686316 | 295.16 | | | |
| 201-5970630 | Visual Materials | Inv 507686316 | 1,411.69 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507757140 | 53.69 | | | |
| 201-5970610 | E-audio/Audio | Inv 507757140 | 174.17 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507757142 | 33.90 | | | |
| 201-5970610 | E-audio/Audio | Inv 507757142 | 627.85 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507785516 | 27.75 | | | |
| 201-5970630 | Visual Materials | Inv 507785516 | 127.45 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507785515 | 49.52 | | | |
| 201-5970630 | Visual Materials | Inv 507785515 | 215.90 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507786077 | 16.52 | | | |
| 201-5970610 | E-audio/Audio | Inv 507786077 | 54.86 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507786076 | 9.04 | | | |
| 201-5970610 | E-audio/Audio | Inv 507786076 | 185.96 | | | |
| 201-5970630 | Visual Materials | Inv 507745355 | 140.96 | | | |
| 201-5970630 | Visual Materials | Inv 507745354 | 74.98 | | | |
| 201-5970630 | Visual Materials | Inv 507745353 | 130.47 | | | |
| 201-5970610 | E-audio/Audio | Inv 507745352 | 124.78 | | | |
| 201-5970630 | Visual Materials | Inv 507745357 | 11.99 | | | |
| 201-5970630 | Visual Materials | Inv 507745358 | 56.98 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507719273 | 86.25 | | | |
| 201-5970630 | Visual Materials | Inv 507719273 | 404.30 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507686317 | 11.30 | | | |
| 201-5970610 | E-audio/Audio | Inv 507686317 | 258.95 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507686318 | 24.78 | | | |
| 201-5970610 | E-audio/Audio | Inv 507686318 | 79.14 | | | |
| 201-5970630 | Visual Materials | Inv 507680663 | 22.49 | | | |
| 201-5970630 | Visual Materials | Inv 507670008 | 228.68 | | | |
| 201-5970630 | Visual Materials | Inv 507670009 | 155.96 | | | |
| 201-5970630 | Visual Materials | Inv 507680660 | 193.44 | | | |
| 201-5970630 | Visual Materials | Inv 507680662 | 37.49 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507719275 | 13.56 | | | |
| 201-5970610 | E-audio/Audio | Inv 507719275 | 249.94 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507719271 | 28.91 | | | |
| 201-5970610 | E-audio/Audio | Inv 507719271 | 90.68 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507719274 | 37.12 | | | |
| 201-5970630 | Visual Materials | Inv 507719274 | 149.93 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 507686319 | 110.25 | | | |

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
September 2025

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--------------------------------------|-------------------------------|------------------------------|-----------|--------------|------------|------------------|
| 201-5970630 | Visual Materials | Inv 507686319 | 500.82 | | | |
| 201-5970630 | Visual Materials | Inv 507696132 | 29.99 | | | |
| 201-5970610 | E-audio/Audio | Inv 507686469 | 9.99 | | | |
| 201-5970630 | Visual Materials | Inv 507696131 | 76.48 | | | |
| MIDWEST TAPE | | | | 20961 | 10/16/25 | <u>7,959.66</u> |
| 201-5970630 | Visual Materials | Hoopla Inv 507820666 | 7,959.66 | | | |
| OAKBROOK MECHANICAL SERVICES | | | | 20962 | 10/16/25 | <u>6,460.00</u> |
| 201-5930020 | R&M Buildings & Structures | Inv 44735; 10/1/25 | 3,230.00 | | | |
| 201-5930020 | R&M Buildings & Structures | Inv 41460; 1/2/25 | 3,230.00 | | | |
| OUTSOURCE SOLUTIONS GROUP, INC. | | | | 20963 | 10/16/25 | <u>44,854.61</u> |
| 201-5920110 | Professional Services | Inv 85793; 10/1/25 | 37,228.34 | | | |
| 201-5980420 | Computer Software | Inv 85794; 10/1/25 | 652.50 | | | |
| 201-5960990 | Misc. Contractual Services | Inv 85795; 10/1/25 | 2,341.40 | | | |
| 201-5980420 | Computer Software | Inv 85795; 10/1/25 | 4,632.37 | | | |
| OVERDRIVE, INC. | | | | 20964 | 10/16/25 | <u>11,336.52</u> |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018CP25265758; 8/31/25 | 234.26 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018MA25267954; 8/31/25 | 3,636.90 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018CP25266367; 8/31/25 | 396.18 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018CP25303455; 9/30/25 | 202.75 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018CP25301554; 9/30/25 | 298.54 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018MA25300221; 9/30/25 | 363.54 | | | |
| 201-5990900 | Per Capita Grant Expenditures | Inv 01018MA25307172; 9/30/25 | 6,204.35 | | | |
| PEAC Solutions | | | | 20965 | 10/16/25 | <u>2,720.00</u> |
| 201-5930210 | Rental of Equipment | Inv 40979285; 10/17/25 | 1,360.00 | | | |
| 201-5930210 | Rental of Equipment | Inv 40871577; 9/17/25 | 1,360.00 | | | |
| Petty Cash C/O Rianne Robeson | | | | 20966 | 10/16/25 | <u>260.00</u> |
| 201-5960990 | Misc. Contractual Services | Replenish Petty Cash | 260.00 | | | |
| Playaway Products LLC | | | | 20967 | 10/16/25 | <u>910.87</u> |
| 201-5970600 | Ebooks/Books | Inv 513126; 10/1/25 | 179.97 | | | |
| 201-5970600 | Ebooks/Books | Inv 513122; 10/1/25 | 152.98 | | | |
| 201-5970610 | E-audio/Audio | Inv 510624; 9/5/25 | 321.96 | | | |
| 201-5970610 | E-audio/Audio | Inv 510484; 9/4/25 | 127.98 | | | |
| 201-5970600 | Ebooks/Books | Inv 509626; 8/26/25 | 127.98 | | | |
| PROGRAM ONE PROF BUILDING SERVC, INC | | | | 20968 | 10/16/25 | <u>2,240.00</u> |
| 201-5930320 | Cleaning/Custodial Services | Inv 186156; 9/24/25 | 2,240.00 | | | |
| SCHOLASTIC, INC. | | | | 20969 | 10/16/25 | <u>284.00</u> |
| 201-5960210 | Special Event Programming | Inv 74179864; 9/11/25 | 284.00 | | | |
| SHI International | | | | 20970 | 10/16/25 | <u>4,016.00</u> |
| 202-5980400 | Equipment | Inv B20259424; 9/16/25 | 3,942.54 | | | |
| 202-5980400 | Equipment | PO 20250717A; 7/17/25 | 73.46 | | | |
| SIGN-A-RAMA | | | | 20971 | 10/16/25 | <u>50.00</u> |
| 201-5920210 | Marketing | Inv 45724; 8/19/25 | 50.00 | | | |
| SPEED-E-KLEEN, INC. | | | | 20972 | 10/16/25 | <u>613.00</u> |
| 201-5930320 | Cleaning/Custodial Services | Inv 4551; 9/13/25 | 613.00 | | | |

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
September 2025

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|----------------------------|----------------------------|----------|--------------|------------|--------------------------|
| STEVE SZABADOS 201-5960210 | Special Event Programming | Event Presentation 11/8/25 | 225.00 | 20973 | 10/16/25 | <u>225.00</u> |
| THOMAS KLISE/CRIMSON MULTIMEDIA 201-5970630 | Visual Materials | Inv 024136; 9/24/25 | 726.36 | 20974 | 10/16/25 | <u>2,263.89</u> |
| 201-5970630 | Visual Materials | Inv 024137; 9/24/25 | 271.19 | | | |
| 201-5970630 | Visual Materials | Inv 024135; 9/24/25 | 1,266.34 | | | |
| THOMSON REUTERS-WEST 201-5970600 | Ebooks/Books | Inv 852526198; 9/1/25 | 32.80 | 20975 | 10/16/25 | <u>32.80</u> |
| TOWN SQUARE PUBLICATIONS 201-5920210 | Marketing | Inv 328286; 3/13/25 | 1,975.00 | 20976 | 10/16/25 | <u>1,975.00</u> |
| UNITED STATES POSTAL SERVICE 201-5970260 | Postage & Parcel | Bulk Mail Non-Profit | 5,000.00 | 20977 | 10/16/25 | <u>5,000.00</u> |
| VAHE GHAZARIAN 201-5960990 | Misc. Contractual Services | Inv 278380; 9/25/25 | 150.00 | 20978 | 10/16/25 | <u>150.00</u> |
| Wepa Libros LLC 201-5970600 | Ebooks/Books | Inv 000336; 10/2/25 | 1,095.70 | 20979 | 10/16/25 | <u>1,095.70</u> |
| Check List Total | | | | | | <u><u>221,190.59</u></u> |

Des Plaines Public Library

ACH Register

All Bank Accounts

September 1, 2025 - September 30, 2025

| ACH Number | ACH Date | Payee | Amount |
|----------------------|----------|---|-------------------------|
| Vendor Checks | | | |
| 50261 | 09/30/25 | IMRF | 25,569.19 |
| 50262 | 09/30/25 | ADP | 1,074.77 |
| 50263 | 09/30/25 | COMCAST CABLE | 39.07 |
| 50264 | 09/30/25 | COMCAST CABLE | 1,390.24 |
| 50265 | 09/30/25 | COMCAST CABLE | 1,390.24 |
| 50266 | 09/30/25 | NICOR GAS | 297.48 |
| 50267 | 09/30/25 | VERIZON WIRELESS | 1,096.90 |
| 50268 | 09/30/25 | NEOFUNDS BY NEOPOST | 2,000.00 |
| 50269 | 09/30/25 | BANKCARD SERVICES | 18,046.00 |
| 50270 | 09/30/25 | FRIENDS OF THE DES PLAINES PUBLIC LIBRARY | 1,218.90 |
| | | Vendor Check Total | <u>52,122.79</u> |
| | | Check List Total | <u><u>52,122.79</u></u> |

Check count = 10

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2025

| | January | February | March | April | May | June | July | August | September | October | November | December |
|-------------------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|----------|----------|
| Balance Sheet | | | | | | | | | | | | |
| 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 | | | |
| 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 | | | |
| | 30,770 | 960,599 | 1,895,762 | 423,794 | 109,112 | 17,082 | 134,151 | 255,432 | 346,743 | - | - | - |
| Expenses (M-T-D) | | | | | | | | | | | | |
| Payroll & Benefits | 260,380 | 300,348 | 338,439 | 275,555 | 621,420 | 361,672 | 349,539 | 292,106 | 346,213 | | | |
| Other Expense | 341,121 | 208,246 | 153,738 | 174,174 | 224,447 | 170,947 | 244,473 | 192,285 | 183,222 | | | |
| 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) | | | |
| | (1,131,366) | 1,347,677 | 370,452 | 496,222 | 597,772 | 716,186 | 547,857 | 582,444 | 464,642 | - | - | - |
| Net Increase/(Decrease) | 1,162,136 | (387,078) | 1,525,310 | (72,427) | (488,660) | (699,104) | (413,705) | (327,012) | (117,900) | - | - | - |