



NOTICE

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**REGULAR BOARD MEETING
Thursday, December 19, 2024
7:00 p.m. in Meeting Room B**

AGENDA

- Approve 2025 Per Capita Grant application. [Action Item]
- Executive Session: The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]

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



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Agenda for the Regular Meeting
Thursday, December 19, 2024
7:00 p.m. in Meeting Room B**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (7:10 p.m.)
 - A. Approval of the Minutes of the Management Committee Meeting, Regular Board Meeting, and Search Committee Meetings, November 2024.
 - B. Acceptance of Financial Reports for November 2024.
Acceptance of Reports.
 - 1. Statistics Report for November 2024.
 - 2. Director's Report for November 2024.
- VIII. New Business. (7:15 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount \$324,107.42. [Action Item]
 - B. Approve 2025 Per Capita application. [Action Item]
- IX. Search Committee Report
 - A. Update on status of the Director Search process.
- X. Other.
- XI. Announcements.
- XII. Correspondence.
- XIII. Executive Session.
 - A. Update on filed, pending, probable, or imminent litigation.

- B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]

XIV. Adjournment. (7:30 p.m.)

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



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Regular Meeting Thursday, November 21, 2024

I. Call to Order.

The meeting was called to order at 7:01 p.m.

II. Roll Call.

Roll call indicated the following trustees were PRESENT: Dr. Gregory Sarlo, Kristen Graack, Denise Hudec, Lisa DuBrock, Robert Flinn, Christine Halblander, Nick Harkovich, Michelle Shimon-Hutchison. ABSENT: Rachel Rice. ALSO PRESENT: DPPL Staff Laurie Papadourakis, Heather Imhoff, Joanie Sebastian, Michelle Meyer-Edley, Lauren Wolf; and Friends of the Library President John Leach.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A.

V. Consideration of the Agenda.

Motion by Halblander, seconded by Shimon-Hutchison, to accept the agenda as presented. VOTE: AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. Consent Agenda.

- A. Approval of the Minutes of the Special Meeting, Management Committee Meeting and Regular Board Meeting - October 2024.
- B. Acceptance of Reports for October 2024.
 - 1. Statistics Report for October 2024.
 - 2. Director's Report for October 2024.

Hudec asked that section B2 be pulled.

Motion by Graack, seconded by Halblander to accept the Consent Agenda as presented, minus B2. VOTE: AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

Hudec stated that Early Voting at DPPL went very well and both she and Acting Interim Director Papadourakis thanked staff for their work in supporting the process.

Motion by Hudec, seconded by Graack to accept B2 of the Consent Agenda. VOTE: AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount \$529,415.91.

Motion by Hudec, seconded by Shimon-Hutchison, to Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$529,415.91 as listed on the vendor checks report of October 2024 and authorize Library Director Jo Bonell to transfer the amount required to the Library's operating account.

- B. 2023 - 2025 Strategic Goals Review.

2024 actions to meet plan goals were reviewed. No action was needed. Papadourakis indicated the 2026 - 2028 planning will begin in mid-2025.

IX. Management Committee Report.

- A. Review and approve new job descriptions for The Canvas.

Motion by Graack, seconded by Hudec to accept the job descriptions for Creative Space Assistant and Creative Space Coordinator as presented. VOTE: AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

X. Other.

Building and Grounds Committee Chair Harkovich announced that construction on The Canvas, DPPL's new makerspace, is proceeding well and is anticipated to be completed in December.

XI. Announcements.

President Sarlo asked that all Trustees review the Serving Our Public 4.0 handbook prior to the December meeting, as required for DPPL to file for the State of IL Per Capita Grant.

Acting Interim Director Papadourakis announced that, after many years of trying, DPPL has successfully secured an E-rate grant in the amount of \$18K for the 2023/2024 year.

XII. Correspondence.

Papadourakis read a letter from the Maine West Department Chair for Special Education thanking DPPL for supporting the needs of students with disabilities at the Library, and for "being a part of the community that embraces the diversity of its members and welcomes all to gather and learn in their space."

XIII. Adjournment.

Motion by Hudec, seconded by Shimon-Hutchison to adjourn. VOTE: AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison, Sarlo. NAYS: None. MOTION CARRIED.

The meeting adjourned at 7:30 p.m.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Minutes of the Management Committee
Thursday, November 21, 2024**

I. Call to Order.

The meeting was called to order at 6:34 p.m.

II. Roll Call.

Roll call indicated the following committee members were PRESENT: Kristen Graack, Denise Hudec. ABSENT: Rachel Rice. ALSO PRESENT: Trustees Lisa DuBrock. DPPL Staff Laurie Papadourakis, Heather Imhoff, Joanie Sebastian, Michelle Meyer-Edley, Lauren Wolf.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A.

V. Consideration of the Agenda.

Motion by Hudec, seconded by Graack to accept the agenda as presented. VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. Review and approve new job descriptions for The Canvas.

Motion by Graack, seconded by Hudec to accept the job descriptions for Creative Space Assistant and Creative Space Coordinator as presented. VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

VIII. Adjournment.

Motion by Hudec, seconded by Graack to adjourn. VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:55 p.m.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Minutes of the Meeting of the Ad Hoc Search Committee
Thursday, November 21, 2024**

I. Call to Order.

The meeting was called to order at 7:34 p.m.

II. Roll Call.

Roll call indicated the following committee members were PRESENT: Kristen Graack, Denise Hudec. ABSENT: Rachel Rice. ALSO PRESENT: Trustees Lisa DuBrock. DPPL Staff Heather Imhoff.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A.

V. Consideration of the Agenda.

Motion by Hudec, seconded by Graack to accept the agenda as presented. VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. Executive Session.

A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

Motion by Hudec, seconded by Graack to enter Executive Session. VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

The committee entered Executive Session at 7:36 p.m.
The committee exited Executive Session at 8:02 p.m.

There was no action to report.

VIII. Adjournment.

Motion by Graack, seconded by Hudec to adjourn.

The meeting adjourned at 8:02 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended November 30, 2024

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Des Plaines Public Library

Table of Contents

	Page
Financial Statements	
Governmental Funds - Balance Sheet.....	2-1
Governmental Funds - Income Statement.....	3-1
Supplementary Information	
Treasurers Report.....	4-1
Balance Sheet.....	5-x
Revenue Report.....	6-x
Expenditures Report.....	7-x
Check Register.....	8-x
Vendor Check Report.....	9-x
ACH Payments.....	10-x
Cash Flow Summary.....	11-x

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of November 30, 2024

	General Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,732,064.03	\$ 880,189.54	\$ 7,612,253.57
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,251,585.00	-	6,251,585.00
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 12,983,649.03	\$ 880,189.54	\$ 13,863,838.57
LIABILITIES			
Accounts Payable	\$ 190,713.15	\$ 12,627.39	\$ 203,340.54
Accrued Payroll	150,188.96	-	150,188.96
Due to other funds	90,421.46	-	90,421.46
Total Liabilities	431,323.57	12,627.39	443,950.96
Deferred Inflows of Resources			
Property Taxes	6,251,585.00	-	6,251,585.00
Total Liabilities and Deferred Inflows of Resources	6,682,908.57	12,627.39	6,695,535.96
FUND BALANCE			
Fund Balance - Unreserved	6,300,740.46	867,562.15	7,168,302.61
Total Fund Balance	6,300,740.46	867,562.15	7,168,302.61
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 12,983,649.03	\$ 880,189.54	\$ 13,863,838.57

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2024

	General Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,027,734.44	\$ -	\$ 6,027,734.44
Intergovernmental	1,677,694.20	-	1,677,694.20
Fines & Fees	40,264.28	-	40,264.28
Interest	379,013.81	64,811.83	443,825.64
Special Events and Programs	12,401.30	-	12,401.30
Miscellaneous	80,321.23	200,000.00	280,321.23
Total Revenues	<u>8,217,429.26</u>	<u>264,811.83</u>	<u>8,482,241.09</u>
EXPENDITURES			
Personnel	\$ 3,063,479.63	\$ -	\$ 3,063,479.63
Operating	2,047,606.94	-	2,047,606.94
Library Materials	835,477.85	-	835,477.85
Capital Outlay	113,576.04	1,068,905.39	1,182,481.43
Other Expenditures	<u>114,951.02</u>	<u>-</u>	<u>114,951.02</u>
Total Expenditures	<u>6,175,091.48</u>	<u>1,068,905.39</u>	<u>7,243,996.87</u>
Net Change in Fund Balances	<u>2,042,337.78</u>	<u>(804,093.56)</u>	<u>1,238,244.22</u>
FUND BALANCES			
Beginning of the year	<u>4,258,402.68</u>	<u>1,671,655.71</u>	<u>5,930,058.39</u>
End of the period	<u>\$ 6,300,740.46</u>	<u>\$ 867,562.15</u>	<u>\$ 7,168,302.61</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2024

<u>Cash Account</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102080 - Village B&T Donation #9821	31,146.20
201-1102030 - Village B&T Donation #6718	89,576.36
201-1102040 - Village B&T Donation #9878	234,307.61
201-1102060 - Village B&T Checking #0289	407,460.04
201-1102050 - Wintrust Brokerage	62,302.61
201-1102079 - Illinois Funds # 2591	5,905,778.52
202-1102079 - Illinois Funds # 2591	<u>880,189.54</u>
	6,785,968.06
201-1102070 - INB E-Pay	992.69
Total Invested	<u>\$ 7,612,253.57</u>

Des Plaines Public Library
Balance Sheet as of November 30, 2024

	<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
1102030 - Village B&T Donation #6718	7,006.70	82,569.66	89,576.36
1102040 - Village B&T Donation #9878	233,387.11	920.50	234,307.61
1102050 - Wintrust Brokerage	61,476.72	825.89	62,302.61
1102060 - Village B&T Checking #0289	889,030.19	(481,570.15)	407,460.04
1102070 - INB E-Pay	974.66	18.03	992.69
1102079 - Illinois Funds # 2591	6,007,281.82	(101,503.30)	5,905,778.52
1102080 - Village B&T Donation #9821	57,457.18	(26,310.98)	31,146.20
1118000 - Receivable - Property Taxes	6,251,585.00	0.00	6,251,585.00
1119301 - Prepaid Expense	122,346.46	(122,346.46)	0.00
	13,631,045.84	(647,396.81)	12,983,649.03
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	300,085.71	(109,372.56)	190,713.15
2401002 - Payroll Liabilities	(38,941.07)	38,941.07	0.00
2430707 - Due to Library Comp Abs	90,421.46	0.00	90,421.46
2450040 - Accrued Payroll	50,208.96	0.00	50,208.96
2470000 - Deferred Revenue - Property Tax	6,251,585.00	0.00	6,251,585.00
2471000 - Deferred Revenue - Other	(20.00)	100,000.00	99,980.00
	6,653,340.06	29,568.51	6,682,908.57
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	4,258,402.68	0.00	4,258,402.68
	4,258,402.68	0.00	4,258,402.68
 Total Liabilities and Fund Balance	 10,911,742.74	 29,568.51	 10,941,311.25
 Excess Revenues Over Expenses	 2,719,303.10	 (676,965.32)	 2,042,337.78

Des Plaines Public Library
Balance Sheet as of November 30, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Capital Projects Fund			
<u>Assets</u>			
1102079 - Illinois Funds # 2591	750,280.38	129,909.16	880,189.54
	750,280.38	129,909.16	880,189.54
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	46,832.83	(34,205.44)	12,627.39
	46,832.83	(34,205.44)	12,627.39
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,671,655.71	0.00	1,671,655.71
Total Liabilities and Fund Balance	1,718,488.54	(34,205.44)	1,684,283.10
Excess Revenues Over Expenses	(968,208.16)	164,114.60	(804,093.56)
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	90,421.46	0.00	90,421.46
	90,421.46	0.00	90,421.46
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	90,421.46	0.00	90,421.46
	90,421.46	0.00	90,421.46
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	90,421.46	0.00	90,421.46
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of November 30, 2024

	<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	2,400,172.00	0.00	2,400,172.00
1204201 - Fixed Assets - Library Equipment	1,658,808.60	0.00	1,658,808.60
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	95,151.37	0.00	95,151.37
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,608,862.00)</u>	<u>0.00</u>	<u>(1,608,862.00)</u>
	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</u>
	<u>2,570,224.36</u>	<u>0.00</u>	<u>2,570,224.36</u>
 Total Liabilities and Net Capital Assets	 <u>2,570,224.36</u>	 <u>0.00</u>	 <u>2,570,224.36</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>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
	<u>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2812092 - OPEB Liability	1,906,984.00	0.00	1,906,984.00
2973920 - Deferred Inflows - IMRF	<u>145,812.00</u>	<u>0.00</u>	<u>145,812.00</u>
	<u>2,052,796.00</u>	<u>0.00</u>	<u>2,052,796.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>297,019.00</u>	<u>0.00</u>	<u>297,019.00</u>
	<u>297,019.00</u>	<u>0.00</u>	<u>297,019.00</u>
 Total Liabilities and Net LT Liabilities	 <u>2,349,815.00</u>	 <u>0.00</u>	 <u>2,349,815.00</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 11 Months Ended November 30, 2024**

	<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>					
201-4810035 - Property Taxes 2023	0.00	6,027,734.44	6,100,000.00	72,265.56	98.82
	<u>0.00</u>	<u>6,027,734.44</u>	<u>6,100,000.00</u>	<u>72,265.56</u>	<u>98.82</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	94,451.24	1,583,041.25	306,052.00	(1,276,989.25)	517.25
201-4822040 - State Grant - Per Capita	0.00	90,102.38	89,496.00	(606.38)	100.68
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	3,500.00	4,550.57	10,000.00	5,449.43	45.51
	<u>97,951.24</u>	<u>1,677,694.20</u>	<u>405,548.00</u>	<u>(1,272,146.20)</u>	<u>413.69</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	674.18	19,933.34	10,000.00	(9,933.34)	199.33
201-4850201 - Copying Fees	1,078.01	16,241.29	10,000.00	(6,241.29)	162.41
201-4850203 - Lost Materials	27.99	392.65	0.00	(392.65)	0.00
201-4850207 - Non-Res Cards	408.75	1,552.00	200.00	(1,352.00)	776.00
201-4850208 - Meeting Room Fees	60.00	2,145.00	1,000.00	(1,145.00)	214.50
	<u>2,248.93</u>	<u>40,264.28</u>	<u>21,200.00</u>	<u>(19,064.28)</u>	<u>189.93</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	0.00	12,401.30	20,000.00	7,598.70	62.01
	<u>0.00</u>	<u>12,401.30</u>	<u>20,000.00</u>	<u>7,598.70</u>	<u>62.01</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	820.89	146,364.78	0.00	(146,364.78)	0.00
201-4890010 - Interest Income	26,172.51	232,649.03	75,000.00	(157,649.03)	310.20
	<u>26,993.40</u>	<u>379,013.81</u>	<u>75,000.00</u>	<u>(304,013.81)</u>	<u>505.35</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	0.00	65.15	965,000.00	964,934.85	0.01
201-4899910 - Vending Machine Revenue	0.00	540.21	1,000.00	459.79	54.02
201-4899920 - Library Donations	20.00	67,839.52	150,000.00	82,160.48	45.23
201-4899940 - Friends Book Sale	1,063.37	11,876.35	14,000.00	2,123.65	84.83
	<u>1,083.37</u>	<u>80,321.23</u>	<u>1,130,000.00</u>	<u>1,049,678.77</u>	<u>7.11</u>
Total General Fund	<u><u>128,276.94</u></u>	<u><u>8,217,429.26</u></u>	<u><u>7,751,748.00</u></u>	<u><u>(465,681.26)</u></u>	<u><u>106.01</u></u>

Des Plaines Public Library
 Revenue Report
 For the 11 Months Ended November 30, 2024

	<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>3,153.85</u>	<u>64,811.83</u>	<u>75,000.00</u>	<u>10,188.17</u>	<u>86.42</u>
	<u>3,153.85</u>	<u>64,811.83</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
202-4830020 - Makerspace Donation	200,000.00	200,000.00	0.00	(200,000.00)	0.00
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>200,000.00</u>	<u>200,000.00</u>	<u>500,000.00</u>	<u>300,000.00</u>	<u>40.00</u>
Total Capital Projects Fund	<u><u>203,153.85</u></u>	<u><u>264,811.83</u></u>	<u><u>575,000.00</u></u>	<u><u>(310,188.17)</u></u>	<u><u>(46.05)</u></u>
 Total of All Funds	 <u><u>231,430.79</u></u>	 <u><u>8,482,241.09</u></u>	 <u><u>8,326,748.00</u></u>	 <u><u>(155,493.09)</u></u>	 <u><u>101.87</u></u>

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2024**

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>Prct.</u> <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	298,068.73	2,337,991.49	2,672,875.00	334,883.51	87.47
5910200 - Part-time Salaries	<u>93,512.52</u>	<u>725,488.14</u>	<u>992,439.00</u>	<u>266,950.86</u>	<u>73.10</u>
	<u>391,581.25</u>	<u>3,063,479.63</u>	<u>3,665,314.00</u>	<u>601,834.37</u>	<u>83.58</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,734.00	15,000.00	13,266.00	11.56
5918020 - Employer Contribution - FICA	28,578.87	223,373.64	276,105.00	52,731.36	80.90
5918021 - Employer Contribution - IMRF	13,661.25	120,309.87	209,869.00	89,559.13	57.33
5918040 - Life Insurance Premiums	178.65	1,254.85	1,978.00	723.15	63.44
5918050 - PPO Insurance Premiums	53,736.04	380,162.33	602,154.00	221,991.67	63.13
5918051 - HMO Insurance Premiums	17,671.34	125,012.02	198,005.00	72,992.98	63.14
5918055 - Dental Insurance Premiums	2,850.94	20,173.49	31,958.00	11,784.51	63.13
5918070 - Workers Compensation	<u>0.00</u>	<u>11,447.00</u>	<u>14,000.00</u>	<u>2,553.00</u>	<u>81.76</u>
	<u>116,677.09</u>	<u>883,467.20</u>	<u>1,349,069.00</u>	<u>465,601.80</u>	<u>65.49</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	209.30	10,000.00	9,790.70	2.09
5920110 - Professional Services	35,455.59	444,819.89	442,380.00	(2,439.89)	100.55
5920120 - Communication Services	2,881.71	34,219.62	46,300.00	12,080.38	73.91
5920140 - Integrated Library System	0.00	85,093.51	87,000.00	1,906.49	97.81
5920202 - Conferences	420.00	16,197.11	28,400.00	12,202.89	57.03
5920204 - Training	12.99	2,661.99	2,600.00	(61.99)	102.38
5920210 - Marketing	660.94	49,647.39	61,265.00	11,617.61	81.04
5920220 - Membership Dues	270.00	6,974.00	7,000.00	26.00	99.63
5920990 - Property/Liability Insurance	0.00	48,550.52	70,000.00	21,449.48	69.36
5930010 - R&M Equipment	5,610.48	81,636.41	81,660.00	23.59	99.97
5930020 - R&M Buildings & Structures	7,378.00	101,234.59	116,512.00	15,277.41	86.89
5930030 - R&M Vehicles	0.00	47.00	4,500.00	4,453.00	1.04
5930210 - Rental of Equipment	2,720.00	21,559.18	25,620.00	4,060.82	84.15
5930320 - Cleaning/Custodial Services	4,892.50	59,703.00	90,900.00	31,197.00	65.68
5930490 - Refuse Contract	684.73	8,107.39	6,300.00	(1,807.39)	128.69
5960040 - Pre-Employment Testing	0.00	1,001.20	3,500.00	2,498.80	28.61
5960065 - Bank Fees	258.58	860.78	300.00	(560.78)	286.93
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	4,116.23	77,900.70	63,500.00	(14,400.70)	122.68
5960990 - Misc. Contractual Services	<u>22,383.80</u>	<u>123,716.16</u>	<u>133,225.00</u>	<u>9,508.84</u>	<u>92.86</u>
	<u>87,745.55</u>	<u>1,164,139.74</u>	<u>1,281,462.00</u>	<u>117,322.26</u>	<u>90.84</u>

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2024**

	<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>Prct.</u> <u>Expend.</u>
<u>Commodities</u>					
5970100 - Supplies	7,553.32	55,432.19	113,000.00	57,567.81	49.06
5970110 - Meals	0.00	1,653.68	3,000.00	1,346.32	55.12
5970170 - Janitorial	1,098.05	10,359.97	19,965.00	9,605.03	51.89
5970260 - Postage & Parcel	2,000.00	16,224.50	16,000.00	(224.50)	101.40
5970500 - Water Bill	0.00	7,949.95	7,000.00	(949.95)	113.57
5970600 - Ebooks/Books	29,659.95	307,558.89	382,000.00	74,441.11	80.51
5970610 - E-audio/Audio	812.90	39,744.28	69,000.00	29,255.72	57.60
5970620 - E-Subscriptions/Subscriptions	3,187.96	54,227.71	51,430.00	(2,797.71)	105.44
5970630 - Visual Materials	7,333.46	161,625.17	194,900.00	33,274.83	82.93
5970640 - Databases	108.00	154,648.63	170,000.00	15,351.37	90.97
5970810 - Natural Gas	579.21	15,666.40	28,000.00	12,333.60	55.95
5970850 - Gasoline	0.00	215.66	800.00	584.34	26.96
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>10,170.82</u>	<u>13,900.00</u>	<u>3,729.18</u>	<u>73.17</u>
	<u>52,332.85</u>	<u>835,477.85</u>	<u>1,068,995.00</u>	<u>233,517.15</u>	<u>78.16</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	20,000.00	20,000.00	0.00
5980410 - Computer Hardware	3,374.88	11,505.61	10,000.00	(1,505.61)	115.06
5980420 - Computer Software	6,406.67	96,697.82	105,611.00	8,913.18	91.56
5980600 - Furniture & Fixtures	<u>506.36</u>	<u>5,372.61</u>	<u>54,500.00</u>	<u>49,127.39</u>	<u>9.86</u>
	<u>10,287.91</u>	<u>113,576.04</u>	<u>190,111.00</u>	<u>76,534.96</u>	<u>59.74</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	45,554.24	102,039.93	93,760.00	(8,279.93)	108.83
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>1,063.37</u>	<u>12,911.09</u>	<u>0.00</u>	<u>(12,911.09)</u>	<u>0.00</u>
	<u>46,617.61</u>	<u>114,951.02</u>	<u>593,760.00</u>	<u>478,808.98</u>	<u>19.36</u>
Total General Fund Expenditures	<u><u>705,242.26</u></u>	<u><u>6,175,091.48</u></u>	<u><u>8,148,711.00</u></u>	<u><u>1,973,619.52</u></u>	<u><u>75.78</u></u>
<u>Capital Projects Fund</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	650,000.00	650,000.00	0.00
5980400 - Equipment	0.00	316,467.70	369,500.00	369,500.00	0.00
5980410 - Computer Hardware	1,426.00	195,461.85	246,800.00	246,800.00	0.00
5980420 - Computer Software	0.00	3,214.43	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	83,122.49	553,761.41	0.00	0.00	0.00
5980600 - Furniture and Fixtures	<u>(45,509.24)</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00</u>
	<u>39,039.25</u>	<u>1,068,905.39</u>	<u>1,316,300.00</u>	<u>(1,068,905.39)</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u><u>39,039.25</u></u>	<u><u>1,068,905.39</u></u>	<u><u>1,316,300.00</u></u>	<u><u>247,394.61</u></u>	<u><u>81.21</u></u>
Total of All Funds	<u><u>744,281.51</u></u>	<u><u>7,243,996.87</u></u>	<u><u>9,465,011.00</u></u>	<u><u>2,221,014.13</u></u>	<u><u>76.53</u></u>

Des Plaines Public Library

Check List

All Bank Accounts

November 22, 2024 - December 19, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
9004	12/19/24	CDW GOVERNMENT	334.77
9005	12/19/24	Continental Resources, Inc.	2,894.62
9006	12/19/24	Glowforge, Inc	6,546.00
9007	12/19/24	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	1,426.00
20507	12/19/24	ABLE CARD, LLC	2,300.00
20508	12/19/24	BAKER & TAYLOR	16,219.36
20509	12/19/24	BISHOP PLUMBING, INC.	1,195.00
20510	12/19/24	CHILDREN'S PLUS, INC.	4,799.29
20511	12/19/24	COLLEY ELEVATOR COMPANY	698.00
20512	12/19/24	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20513	12/19/24	D&Z HOUSE OF BOOKS	1,470.84
20514	12/19/24	D.E.S. Painting, Inc.	3,450.00
20515	12/19/24	FITTLE, LLC	2,720.00
20516	12/19/24	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	684.73
20517	12/19/24	GARVEY'S OFFICE PRODUCTS	1,098.05
20518	12/19/24	ILLINOIS LIBRARY ASSOCIATION	55.00
20519	12/19/24	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	4,555.29
20520	12/19/24	IMPACT NETWORKING, LLC.	617.19
20521	12/19/24	JOHN G DONAHUE	180.00
20522	12/19/24	JOURNAL AND TOPICS NEWSPAPERS	640.00
20523	12/19/24	Larry Huffman	60.00
20524	12/19/24	LIMRICC	64,490.49
20525	12/19/24	MidAmerica Books	144.87
20526	12/19/24	MIDWEST TAPE	6,186.54
20527	12/19/24	OAKBROOK MECHANICAL SERVICES	3,230.00
20528	12/19/24	OUTSOURCE SOLUTIONS GROUP, INC.	47,042.81
20529	12/19/24	OVERDRIVE, INC.	5,134.78
20530	12/19/24	Playaway Products LLC	189.97
20531	12/19/24	RAILS	15,000.00
20532	12/19/24	Schaumburg Township District Library	92.59
20533	12/19/24	SCHOLASTIC LIBRARY PUBLISHING	284.00
20534	12/19/24	SEN SOURCE	669.00
20535	12/19/24	THOMAS KLISE/CRIMSON MULTIMEDIA	1,074.45
52159	11/30/24	BANKCARD SERVICES	20,445.34
52160	11/30/24	ADP	988.21
52161	11/30/24	NATIONWIDE RETIREMENT	300.00
52162	11/30/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,063.37
52163	11/30/24	IMRF	23,552.34
52164	11/30/24	NICOR GAS	579.21
52165	11/30/24	COMCAST CABLE	34.50
52166	11/30/24	COMCAST CABLE	612.55
52167	11/30/24	COMCAST CABLE	1,363.56
52168	11/30/24	VERIZON WIRELESS	871.10
52169	11/30/24	NEOFUNDS BY NEOPOST	2,000.00
60008	11/30/24	TROOP CONTRACTING, INC	71,921.10
Vendor Check Total			324,107.42
Check List Total			324,107.42

Check count = 45

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
CDW GOVERNMENT				9004	12/19/24	<u>334.77</u>
202-5980430	Makerspace Donation Expenses	Inv AB5PK2G; 12.13.24	334.77			
Continental Resources, Inc.				9005	12/19/24	<u>2,894.62</u>
202-5980430	Makerspace Donation Expenses	Inv 91171641; 11.30.24	2,894.62			
Glowforge, Inc				9006	12/19/24	<u>6,546.00</u>
202-5980430	Makerspace Donation Expenses	Inv 815143; 12.03.24	308.00			
202-5980430	Makerspace Donation Expenses	Inv 814784; 11.27.24	6,238.00			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				9007	12/19/24	<u>1,426.00</u>
202-5980430	Makerspace Donation Expenses	Staff Color Printer	1,426.00			
ABLE CARD, LLC				20507	12/19/24	<u>2,300.00</u>
201-5970100	Supplies	Inv 81541; 11.25.24	2,300.00			
BAKER & TAYLOR				20508	12/19/24	<u>16,219.36</u>
201-5960990	Misc. Contractual Services	INV# 2038694752	11.22			
201-5970600	Ebooks/Books	INV# 2038694752	37.18			
201-5960990	Misc. Contractual Services	INV# 2038706419	16.14			
201-5970600	Ebooks/Books	INV# 2038706419	47.02			
201-5960990	Misc. Contractual Services	INV# 2038706773	50.26			
201-5970600	Ebooks/Books	INV# 2038706773	171.50			
201-5960990	Misc. Contractual Services	INV# 2038706800	85.47			
201-5970600	Ebooks/Books	INV# 2038706800	338.24			
201-5960990	Misc. Contractual Services	INV# 2038710146	90.04			
201-5970600	Ebooks/Books	INV# 2038710146	481.34			
201-5960990	Misc. Contractual Services	INV# 2038711583	61.72			
201-5970600	Ebooks/Books	INV# 2038711583	133.69			
201-5960990	Misc. Contractual Services	INV# 2038704887	5.75			
201-5970600	Ebooks/Books	INV# 2038704887	25.99			
201-5960990	Misc. Contractual Services	INV# 2038703642	24.22			
201-5970600	Ebooks/Books	INV# 2038703642	102.77			
201-5960990	Misc. Contractual Services	INV# 2038709911	5.03			
201-5970600	Ebooks/Books	INV# 2038709911	12.13			
201-5960990	Misc. Contractual Services	INV# 2038719668	6.43			
201-5970600	Ebooks/Books	INV# 2038719668	35.06			
201-5960990	Misc. Contractual Services	INV# 2038709959	12.45			
201-5970600	Ebooks/Books	INV# 2038709959	56.28			
201-5960990	Misc. Contractual Services	INV# 2038709910	25.90			
201-5970600	Ebooks/Books	INV# 2038709910	57.06			
201-5960990	Misc. Contractual Services	INV# 2038703535	66.40			
201-5970600	Ebooks/Books	INV# 2038703535	269.61			
201-5960990	Misc. Contractual Services	INV# 2038691636	44.36			
201-5970600	Ebooks/Books	INV# 2038691636	221.06			
201-5960990	Misc. Contractual Services	INV# 2038700949	87.43			
201-5970600	Ebooks/Books	INV# 2038700949	965.35			
201-5970600	Ebooks/Books	INV# 2038711992	890.59			
201-5960990	Misc. Contractual Services	INV# 2038711993	128.60			
201-5970600	Ebooks/Books	INV# 2038706244	198.54			
201-5960990	Misc. Contractual Services	INV# 2038706245	33.45			
201-5960990	Misc. Contractual Services	INV# 2038702158	29.25			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV# 2038702158	174.30			
201-5960990	Misc. Contractual Services	INV# 2038689037	21.20			
201-5970600	Ebooks/Books	INV# 2038689037	95.21			
201-5960990	Misc. Contractual Services	INV# 2038699422	25.42			
201-5970600	Ebooks/Books	INV# 2038699422	133.57			
201-5970600	Ebooks/Books	INV# 2038701979	683.61			
201-5960990	Misc. Contractual Services	INV# 2038701980	102.95			
201-5970600	Ebooks/Books	INV# 2038696148	720.29			
201-5960990	Misc. Contractual Services	INV# 2038696149	77.85			
201-5960990	Misc. Contractual Services	INV# 2038694785	6.43			
201-5970600	Ebooks/Books	INV# 2038694785	26.09			
201-5960990	Misc. Contractual Services	INV# 2038694686	23.54			
201-5970600	Ebooks/Books	INV# 2038694686	99.06			
201-5960990	Misc. Contractual Services	INV# 2038689068	9.74			
201-5970600	Ebooks/Books	INV# 2038689068	25.46			
201-5960990	Misc. Contractual Services	INV# 2038682229	84.17			
201-5970600	Ebooks/Books	INV# 2038682229	217.25			
201-5960990	Misc. Contractual Services	INV# 2038664657	13.45			
201-5970600	Ebooks/Books	INV# 2038664657	68.54			
201-5960990	Misc. Contractual Services	INV# 2038669838	53.92			
201-5970600	Ebooks/Books	INV# 2038669838	299.22			
201-5960990	Misc. Contractual Services	INV# 2038692856	33.27			
201-5970600	Ebooks/Books	INV# 2038692856	173.15			
201-5960990	Misc. Contractual Services	INV# 2038684813	15.20			
201-5970600	Ebooks/Books	INV# 2038684813	31.55			
201-5960990	Misc. Contractual Services	INV# 2038681725	3.74			
201-5970600	Ebooks/Books	INV# 2038681725	18.40			
201-5960990	Misc. Contractual Services	INV# 2038681711	4.15			
201-5970600	Ebooks/Books	INV# 2038681711	25.19			
201-5960990	Misc. Contractual Services	INV# 2038686725	74.70			
201-5970600	Ebooks/Books	INV# 2038686725	328.58			
201-5960990	Misc. Contractual Services	INV# 2038693461	13.29			
201-5970600	Ebooks/Books	INV# 2038693461	46.11			
201-5970600	Ebooks/Books	INV# 2038684995	856.38			
201-5960990	Misc. Contractual Services	INV# 2038684996	118.99			
201-5970600	Ebooks/Books	INV# 2038687776	961.54			
201-5960990	Misc. Contractual Services	INV# 2038687777	119.15			
201-5970600	Ebooks/Books	INV# 2038691372	261.11			
201-5960990	Misc. Contractual Services	INV# 2038691373	25.60			
201-5960990	Misc. Contractual Services	INV# 2038674289	42.32			
201-5970600	Ebooks/Books	INV# 2038674289	165.63			
201-5960990	Misc. Contractual Services	INV# 2038674179	27.82			
201-5970600	Ebooks/Books	INV# 2038674179	100.99			
201-5960990	Misc. Contractual Services	INV# 2038673812	25.22			
201-5970600	Ebooks/Books	INV# 2038673812	57.05			
201-5960990	Misc. Contractual Services	INV# 2038681596	24.90			
201-5970600	Ebooks/Books	INV# 2038681596	89.82			
201-5960990	Misc. Contractual Services	INV# 2038673882	60.67			
201-5970600	Ebooks/Books	INV# 2038673882	520.80			
201-5960990	Misc. Contractual Services	INV# 2038674008	80.37			
201-5970600	Ebooks/Books	INV# 2038674008	320.50			
201-5970600	Ebooks/Books	INV# 2038629797	401.33			
201-5960990	Misc. Contractual Services	INV# 2038629798	60.69			
201-5970600	Ebooks/Books	INV# 2038660410	549.05			
201-5960990	Misc. Contractual Services	INV# 2038660411	61.36			
201-5970600	Ebooks/Books	INV# 2038662879	159.94			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV# 2038662880	23.50			
201-5970600	Ebooks/Books	INV# 2038669213	615.60			
201-5960990	Misc. Contractual Services	INV# 2038669214	84.48			
201-5970600	Ebooks/Books	INV# 2038653760	659.40			
201-5960990	Misc. Contractual Services	INV# 2038653761	87.19			
201-5970600	Ebooks/Books	INV# 2038665813	654.15			
201-5960990	Misc. Contractual Services	INV# 2038665814	82.06			
201-5970600	Ebooks/Books	INV# 2038670056	84.39			
201-5960990	Misc. Contractual Services	INV# 2038574769	9.10			
201-5970600	Ebooks/Books	INV# 2038574769	272.13			
BISHOP PLUMBING, INC.				20509	12/19/24	<u>1,195.00</u>
201-5930010	R&M Equipment	Inv 60714759; 11.13.24	1,195.00			
CHILDREN'S PLUS, INC.				20510	12/19/24	<u>4,799.29</u>
201-5970600	Ebooks/Books	Inv 253220; 11.14.24	99.80			
201-5970600	Ebooks/Books	Inv 253414; 11.20.24	266.39			
201-5970600	Ebooks/Books	Inv 253278; 11.15.24	270.60			
201-5970600	Ebooks/Books	Inv 252399; 10.25.24	873.79			
201-5970600	Ebooks/Books	Inv 252055; 10.16.24	1,004.26			
201-5970600	Ebooks/Books	Inv 252398; 10.25.24	737.55			
201-5970600	Ebooks/Books	Inv 252397; 10.25.24	249.50			
201-5970600	Ebooks/Books	Inv 252410; 10.25.24	1,297.40			
COLLEY ELEVATOR COMPANY				20511	12/19/24	<u>698.00</u>
201-5930020	R&M Buildings & Structures	Inv 271359	698.00			
CRYSTAL MAINTENANCE SERVICES CORP				20512	12/19/24	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	Inv 32375; 11.15.24	4,892.50			
D&Z HOUSE OF BOOKS				20513	12/19/24	<u>1,470.84</u>
201-5970600	Ebooks/Books	Inv 2024/I000205; 11.05.24	129.76			
201-5970600	Ebooks/Books	Inv 2024/I000160; 11.12.24	1,341.08			
D.E.S. Painting, Inc.				20514	12/19/24	<u>3,450.00</u>
201-5930020	R&M Buildings & Structures	Inv 50018; 12.03.24	3,450.00			
FITTLE, LLC				20515	12/19/24	<u>2,720.00</u>
201-5930210	Rental of Equipment	Inv 6411128; 10.28.24	1,360.00			
201-5930210	Rental of Equipment	Inv 6528002; 11.27.24	1,360.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				20516	12/19/24	<u>684.73</u>
201-5930490	Refuse Contract	Inv 7840592; 11.06.24	684.73			
GARVEY'S OFFICE PRODUCTS				20517	12/19/24	<u>1,098.05</u>
201-5970170	Janitorial	Invoice # WO-578422-1	1,098.05			
ILLINOIS LIBRARY ASSOCIATION				20518	12/19/24	<u>55.00</u>
201-5920202	Conferences	Inv 300769; 11.26.24	55.00			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20519	12/19/24	<u>4,555.29</u>
201-5930010	R&M Equipment	Inv 41031; 11.12.24	1,675.29			
202-5980410	Computer Hardware	Inv 410732; 11.25.24	1,426.00			
201-5930010	R&M Equipment	Inv 410293; 11.15.24	1,454.00			
IMPACT NETWORKING, LLC.				20520	12/19/24	<u>617.19</u>

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5930010	R&M Equipment	Inv 3365409; 11.11.24	617.19			
JOHN G DONAHUE				20521	12/19/24	<u>180.00</u>
201-5960210	Special Event Programming	Event Presentation	180.00			
JOURNAL AND TOPICS NEWSPAPERS				20522	12/19/24	<u>640.00</u>
201-5920210	Marketing	Inv 193364; 11.06.24	640.00			
Larry Huffman				20523	12/19/24	<u>60.00</u>
201-5960210	Special Event Programming	Event Presentation	60.00			
LIMRICC				20524	12/19/24	<u>64,490.49</u>
201-2401002	Payroll Liabilities	November 2024	64,490.49			
MidAmerica Books				20525	12/19/24	<u>144.87</u>
201-5970600	Ebooks/Books	Inv 0028768; 2.29.2024	144.87			
MIDWEST TAPE				20526	12/19/24	<u>6,186.54</u>
201-5960990	Misc. Contractual Services	INV# 506365196	64.94			
201-5970610	E-audio/Audio	INV# 506365196	201.59			
201-5960990	Misc. Contractual Services	INV# 506365198	6.30			
201-5970630	Visual Materials	INV# 506365198	20.79			
201-5960990	Misc. Contractual Services	INV# 506365194	13.56			
201-5970610	E-audio/Audio	INV# 506365194	247.94			
201-5960990	Misc. Contractual Services	INV# 506365195	48.00			
201-5970630	Visual Materials	INV# 506365195	143.90			
201-5970630	Visual Materials	INV# 506400231	77.98			
201-5970630	Visual Materials	INV# 506400230	74.98			
201-5970630	Visual Materials	INV# 506400229	37.49			
201-5970630	Visual Materials	INV# 506400227	29.24			
201-5960990	Misc. Contractual Services	INV# 506401129	27.75			
201-5970630	Visual Materials	INV# 506401129	119.95			
201-5960990	Misc. Contractual Services	INV# 506401126	12.01			
201-5970610	E-audio/Audio	INV# 506401126	43.17			
201-5960990	Misc. Contractual Services	INV# 506401128	28.28			
201-5970630	Visual Materials	INV# 506401128	125.95			
201-5970630	Visual Materials	INV# 506353687	64.48			
201-5970630	Visual Materials	INV# 506353684	202.45			
201-5970630	Visual Materials	INV# 506353685	155.96			
201-5970630	Visual Materials	INV# 506120953	52.48			
201-5970630	Visual Materials	INV# 506120955	61.48			
201-5970630	Visual Materials	INV# 506275143	123.70			
201-5970630	Visual Materials	INV# 506275145	143.96			
201-5960990	Misc. Contractual Services	INV# 506298861	61.05			
201-5970630	Visual Materials	INV# 506298861	337.39			
201-5960990	Misc. Contractual Services	INV# 506294079	37.17			
201-5970610	E-audio/Audio	INV# 506294079	107.61			
201-5960990	Misc. Contractual Services	INV# 506294078	107.88			
201-5970630	Visual Materials	INV# 506294078	458.03			
201-5960990	Misc. Contractual Services	INV# 506332409	60.81			
201-5970610	E-audio/Audio	INV# 506332409	192.60			
201-5960990	Misc. Contractual Services	INV# 506332408	141.05			
201-5970630	Visual Materials	INV# 506332408	677.53			
201-5960990	Misc. Contractual Services	INV# 506332407	221.68			
201-5970630	Visual Materials	INV# 506332407	1,051.08			
201-5970630	Visual Materials	INV# 506321806	119.97			

Des Plaines Public Library Vendor Checks Report

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	INV# 506321807	155.96			
201-5970630	Visual Materials	INV# 506321808	128.96			
201-5970630	Visual Materials	INV# 506322211	128.96			
201-5970630	Visual Materials	INV# 506321809	70.48			
OAKBROOK MECHANICAL SERVICES				20527	12/19/24	<u>3,230.00</u>
201-5930020	R&M Buildings & Structures	Inv 41033; 12.02.24	3,230.00			
OUTSOURCE SOLUTIONS GROUP, INC.				20528	12/19/24	<u>47,042.81</u>
201-5980420	Computer Software	Inv 81481; 11.15.24	653.40			
201-5920110	Professional Services	Inv 81754; 12.04.24	35,455.59			
201-5960990	Misc. Contractual Services	Inv 81755; 12.04.24	2,318.00			
201-5980420	Computer Software	Inv 81755; 12.04.24	4,309.34			
201-5980410	Computer Hardware	Inv 81646; 11.21.24	3,374.88			
201-5960990	Misc. Contractual Services	Inv 81759; 12.04.24	931.60			
OVERDRIVE, INC.				20529	12/19/24	<u>5,134.78</u>
201-5970600	Ebooks/Books	Inv 01018MA4373524; 11.30.24	150.95			
201-5970600	Ebooks/Books	Inv 01018MA24374607; 11.30.24	4,574.01			
201-5970600	Ebooks/Books	Inv 01018CP24370048; 11.30.24	161.41			
201-5970600	Ebooks/Books	Inv 01018CP24370442; 11.30.24	248.41			
Playaway Products LLC				20530	12/19/24	<u>189.97</u>
201-5970600	Ebooks/Books	Inv 480623; 11.07.24	189.97			
RAILS				20531	12/19/24	<u>15,000.00</u>
201-5960990	Misc. Contractual Services	Inv 13487; 12.03.24 - 12.01.24 - 11.30.25	15,000.00			
Schaumburg Township District Library				20532	12/19/24	<u>92.59</u>
201-5960210	Special Event Programming	Event Presentation; 1.28.25	92.59			
SCHOLASTIC LIBRARY PUBLISHING				20533	12/19/24	<u>284.00</u>
201-5960210	Special Event Programming	Inv 64108671; 10.15.24	284.00			
SEN SOURCE				20534	12/19/24	<u>669.00</u>
201-5930010	R&M Equipment	Inv 60963; 10.01.24 - 12/31/24 - 12/31/25	669.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				20535	12/19/24	<u>1,074.45</u>
201-5970630	Visual Materials	Inv 017757; 11.12.24	60.00			
201-5970630	Visual Materials	Inv 017756; 11.12.24	517.12			
201-5970630	Visual Materials	Inv 017927; 11.20.24	497.33			
Check List Total						<u>200,376.14</u>

Des Plaines Public Library

ACH Register

All Bank Accounts

November 1, 2024 - November 30, 2024

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
52159	11/30/24	BANKCARD SERVICES	20,445.34
52160	11/30/24	ADP	988.21
52161	11/30/24	NATIONWIDE RETIREMENT	300.00
52162	11/30/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,063.37
52163	11/30/24	IMRF	23,552.34
52164	11/30/24	NICOR GAS	579.21
52165	11/30/24	COMCAST CABLE	34.50
52166	11/30/24	COMCAST CABLE	612.55
52167	11/30/24	COMCAST CABLE	1,363.56
52168	11/30/24	VERIZON WIRELESS	871.10
52169	11/30/24	NEOFUNDS BY NEOPOST	2,000.00
60008	11/30/24	TROOP CONTRACTING, INC	71,921.10
		Vendor Check Total	<u>123,731.28</u>
		Check List Total	<u><u>123,731.28</u></u>

Check count = 12

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY

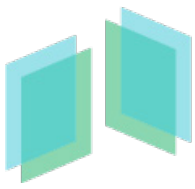
For the Year Ended December 31, 2024

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 5,407,213	5,753,298	7,730,714	7,205,561	6,723,973	6,667,006	7,571,885	8,668,375	7,875,969	8,007,405	7,612,254	
Revenue (M-T-D)												
Property Taxes	-	792,110	2,521,449	(22,984)	(22,984)	10,054	1,211,645	1,415,061		854,843	-	
Other Revenue	121,322	23,764	89,466	26,800	102,120	529,002	137,671	338,265	38,878	38,359	231,431	
	121,322	815,874	2,610,915	26,800	79,136	539,057	1,349,316	1,753,327	38,878	893,202	231,431	-
Expenses (M-T-D)												
Payroll & Benefits	342,607	403,253	262,943	340,863	520,400	340,976	272,926	405,050	272,083	277,587	508,258	
Other Expense	477,947	247,204	260,935	236,783	187,805	114,016	260,701	452,278	371,199	452,150	236,024	
Change in A/P & AJE's	(236,146)	(180,668)	109,621	(25,693)	(147,481)	141,032	(89,190)	(200,491)	188,002	32,029	(117,699)	
	584,408	469,790	633,499	551,953	560,724	596,024	444,437	656,837	831,284	761,766	626,583	-
Net Increase/(Decrease)	(463,086)	346,084	1,977,416	(525,153)	(481,588)	(56,967)	904,880	1,096,490	(792,406)	131,436	(395,152)	-

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY
For the Year Ended December 31, 2023

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 5,101,587	4,724,431	5,890,856	6,996,454	6,538,381	5,980,333	5,400,464	5,121,066	4,543,713	4,243,378	4,664,048	5,870,299
Revenue (M-T-D)												
Property Taxes	1,224,801	21,502	1,641,098	1,644,862	-	47,571	-	92,107	-	-	957,319	1,799,141
Other Revenue	23,901	23,185	21,551	58,732	42,677	25,599	27,478	139,340	12,896	225,201	52,357	45,284
	1,248,702	44,687	1,662,649	1,703,594	42,677	73,170	27,478	231,447	12,896	225,201	1,009,676	1,844,425
Expenses (M-T-D)												
Payroll & Benefits	268,640	364,909	376,182	322,261	257,776	503,165	312,446	311,272	313,215	264,955	376,710	399,779
Other Expense	285,650	136,716	252,001	166,666	235,697	249,506	202,164	289,929	188,028	224,732	213,967	89,125
Change in A/P & A/E's	2,144	(79,781)	(131,959)	109,070	7,276	(121,452)	92,736	(90,356)	89,007	35,848	(1,671)	149,270
	556,434	421,843	496,224	597,996	500,749	631,219	607,346	510,845	590,249	525,536	589,006	638,174
Net Increase/(Decrease)	692,268	(377,157)	1,166,425	1,105,598	(458,073)	(558,048)	(579,868)	(279,398)	(577,353)	(300,335)	420,670	1,206,251



DIRECTOR'S REPORT

November 2024

DONATIONS

Albert and Linda Thomas donated \$200 to the Library for purchasing Large Print non-fiction books.

We received an anonymous \$20 Donation



\$500.00 for Professional Headshot for LinkedIn and work profiles.

\$326.44 for Sony Picture Classics Film Programming, January - December 2025.

\$795 for additional film programming for Youth, Adults and Teens.

COMINGS & GOINGS

PROMOTION

Sarah Szeszol - FT Creative Space Coordinator from FT Teen Services Assistant

AROUND THE LIBRARY



The Des Plaines Memory Newsletter returns and celebrates Veteran's Day with a recorded interview with local resident and veteran Tony Vieceli about his and his brother's experiences serving during World War II.

The Canvas Update



DPPL CELEBRATES



Native American Heritage Month: Understanding Its Importance and Resources for Learning

Each November, we celebrate Native American Heritage Month, a time dedicated to recognizing and honoring the rich cultures, histories, and contributions of Native American communities.

This observance provides an essential opportunity for education, reflection, and appreciation of the diverse heritage that Indigenous peoples have contributed to the fabric of the United States.

What is Native American Heritage Month?

Established in 1990, Native American Heritage Month was first recognized by Congress as a way to promote the understanding of Native American culture and history.



ARE YOU LOOKING FOR THE DREAM JOB?
2024 CAREER FAIR
FALL INTO A NEW CAREER
 Wednesday, November 6 | 4:00 to 6:00 p.m.

Des Plaines Public Library
 1900 E. Glenwood Ave., 4th Floor
 (located across the street from the Metro Station in downtown Des Plaines)

Meet employers with job opportunities in many different fields who want to hire YOU!

Available professions include:
 ADMINISTRATION - CUSTOMER SERVICE - HOSPITALITY - FINANCIAL - LOGISTICS - MANUFACTURING - MEDICAL - MANAGEMENT - SALES AND MARKETING - IT - SECURITY & PROTECTIVE SERVICES

Attendees who pre-register and attend will be entered in a drawing to win a gift basket and other prizes!

For more information and to register: visit: www.dpplchamber.com call: 847-824-4200

SPONSORED BY

WE'RE NOW ACCEPTING: **DONATIONS**

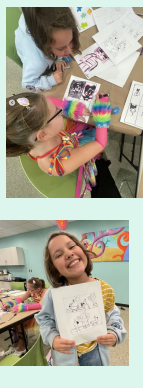
COMMUNITY BOOKPACK PROJECT

The Community Bookpack Project (CBP) is an outreach program of the Self-Help, Clothes & Pantry of Des Plaines. Elementary and middle school students attending Des Plaines School District 62 can take home a weekly bookpack full of food to last through the weekend during the school year. Roughly 2,000 elementary-aged students in Des Plaines are faced with hunger each day. During the cold, winter months these some students need warm clothes.

Please donate new items in children's' sizes:

- Scarves
- Hats
- Gloves

Drop off donations here, at the Des Plaines Public Library. For more information visit: dppl.org



NOVEMBER PROGRAM HIGHLIGHTS

ADULT

TEEN

YOUTH

WICKED Karaoke

Tuesday, November 26
6:30pm - 8:30pm in Room B/C

A 20's and 30's program. Back again for one short day, karaoke is here once again! Come and sing whether you like to dance through life, defy gravity, or know about popular. Refreshments will be provided. Must be 21+.

Learn more at DPPL.ORG

To-go Crafts: DIY Layered Candles

Craft Kits for Adults

DIY homemade crayon candles! Add a festive and enchanting addition to your holiday décor by creating a colorful layered candle. It's a fun project to try with kids and an excellent gift idea.

Pick up starts on Monday, November 4, 2024, on the 4th floor while supplies last.

Learn more at DPPL.ORG

DIY Writing DES WRITES

Writing Sprints
Prizes
Light Refreshments
Please Register

Wednesdays
Nov. 13, 20, 27
Dec. 4

6:30 - 8:30 pm

Join a series of write ins at DPPL. Challenge yourself to write the novel, short story, or narrative nonfiction you've been putting off. Meet other writers and get started. Bring your laptop!

Learn more at DPPL.ORG

MEET WITH YOUR GOVERNMENT REPRESENTATIVES

IN THE DES PLAINES PUBLIC LIBRARY LOBBY

State Senator **Laura Murphy**
Senator Laura Murphy or District Office Staff Members will be on hand to address State matters.

U.S. Representative **Mike Quigley**
District Office Staff Members will be on hand to address federal matters.

Illinois State Representative **Michelle Mussman**
District Office Staff Members will be on hand to address State matters.

U.S. Representative **Raja Krishnamoorthi**
District Office Staff Members will be on hand to address federal matters.

Tuesdays 9:30 - 11:30am
JANUARY 14
APRIL 8
JUNE 10
AUGUST 12
OCTOBER 14
DECEMBER 2

Learn more at DPPL.ORG

The Wonders of Woodpeckers

Woodpeckers are captivating creatures, boasting a wealth of distinctive traits. We'll take a deep dive into their world. Presented by Alissa Barmann from The Wildbird Shack.

Saturday, November 16th
2:00pm - 3:00pm

Please register. Meets in the Forum.

Learn more at DPPL.ORG

Five Questions Every Business Owner Should Ask!

Saturday, November 23rd at 10am

SCORE will present a program for new, prospective or established business owners focusing on the five questions.

SCORE is the nation's largest network of volunteers and expert business mentors dedicated to helping small businesses.

Learn more at DPPL.ORG

Meets in Room A Please Register

As Seen on TikTok: Fall Cat Eye Nails

Join us in recreating this popular cat eye nail trend on TikTok! We will use magnets to create our nails, come learn how! We will also have plenty of tools if you want to come up with your own design!

For Teens & Adults in Meeting Room A

NOVEMBER 23RD
1:30PM - 3:30PM

Check us out on TikTok @desplainslibrary

Learn more at DPPL.ORG

Teen Take & Make YARN PUMPKIN

BEGINNING NOV 11

TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. PICK UP YOUR KIT FROM THE 3RD FLOOR AT THE BEGINNING OF THE MONTH.

WHILE SUPPLIES LAST

Learn more at DPPL.ORG

Teen CRAFTERNOONS

WEDNESDAY, NOVEMBER 20, 4:00PM - 5:00PM

Open maker workshop! Sample our featured technology or bring your own project to work on. For teens in grades 7-12.

NOVEMBER SPOTLIGHT: PAINTED PUMPKINS

Learn more at DPPL.ORG

happy tails

Wednesdays at 4pm
November 27th, December 11th, and January 22nd

All furry pets deserve to play in style! Join us as we make a path nose-wig fleece tug toy for a pup or feline in need. For teens in grades 7-12.

Learn more at DPPL.ORG

HAPPY NOTES

grades 7-12

Learn more at DPPL.ORG

Wednesdays in the Commons
December 4th, January 8th / 4pm

Life Drawing AT THE LIBRARY

Saturdays from 10:00am - 12:00pm
Sept 14 Oct 12 Nov 9 Dec 7

Learn to draw the human body with a clothed model, located in the 3rd Floor Commons. Please register in advance as space is limited, open to adults, seniors, and teens.

Paper and pencils will be provided, however attendees are encouraged to bring their own sketchbooks, pads, and pencils. Individuals must clean up any artistic mess post program.

No Registration Required.

Learn more at DPPL.ORG

THE MAKER'S PLACE

NOVEMBER 12

4:00-5:00 PM
YS PROGRAM ROOM

If you are between 9-12, like to make stuff, eat snacks, and hang out, come on into the Maker's Place. We will meet monthly to relax and make something cool!

REGISTRATION REQUIRED

Learn more at DPPL.ORG

PLAY PACKS

Saturday 9/28, Saturday 10/26, Saturday 11/23
While supplies last

Hands-on activities to encourage creativity and imagination!

Learn more at DPPL.ORG

PRE-SCHOOL Storytime

Storytime is a fun and play-filled way to foster a lifelong love of reading and help children get ready for school. Registration required.

Wednesdays at 1:30PM
September 4, 11, 18
October 2, 9, 16
November 6, 13, 20

Learn more at DPPL.ORG

Family Storytime

Build a lifelong love of reading with books, rhymes, music, movement, and more!

WEDNESDAYS @ 7PM
September 4, 11, 18
October 2, 9, 16
November 6, 13, 20

Learn more at DPPL.ORG

Rocky is Thankful.

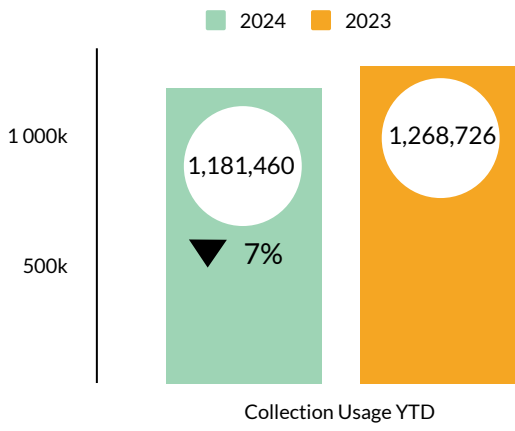
Learn more at DPPL.ORG



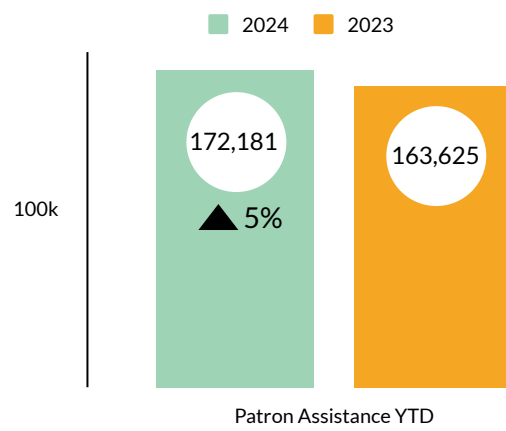
STATISTICS REPORT

On November 2024

Collection Usage YTD

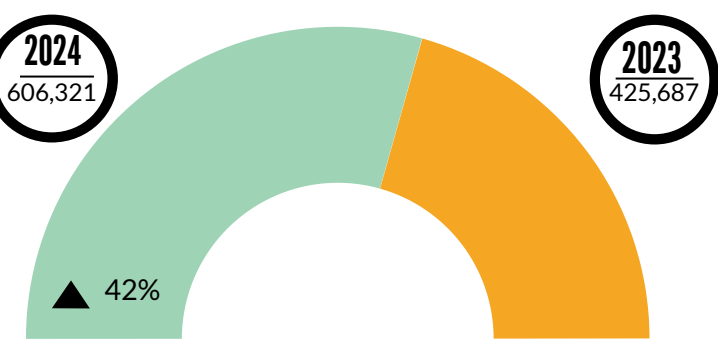


Patron Assistance YTD



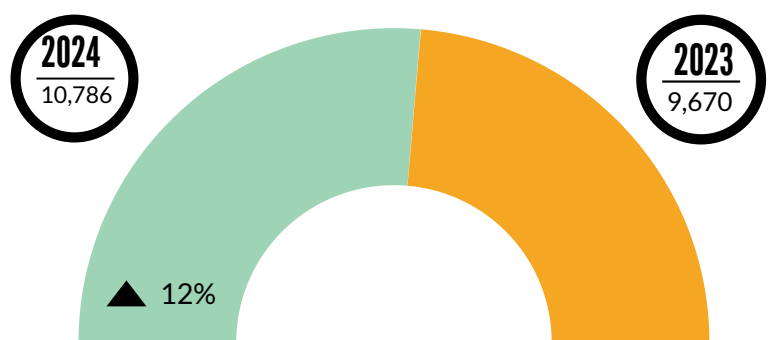
Attendance All - YTD

Events, Programs, Outreach & Classes



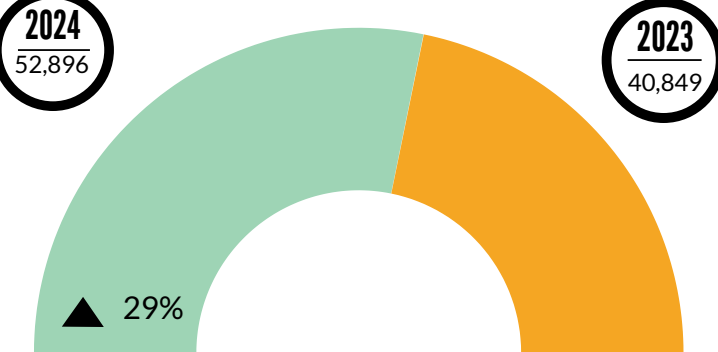
Bookings All - YTD

Events, Programs & Classes



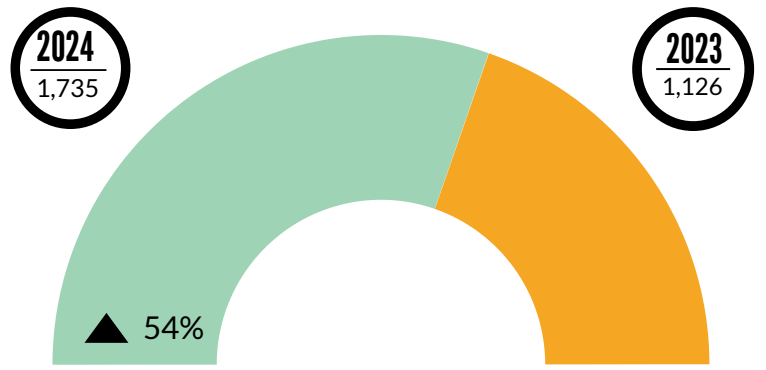
Attendance In Person - YTD

Events, Programs & Classes



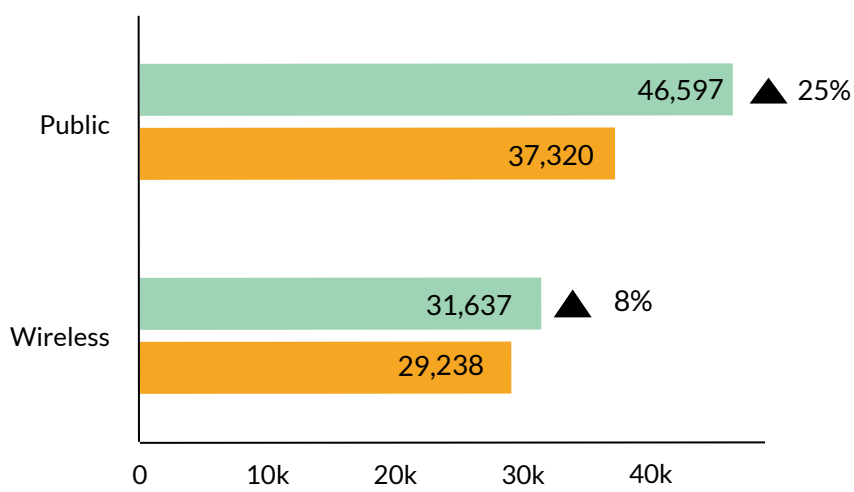
Bookings In Person - YTD

Events, Programs & Classes



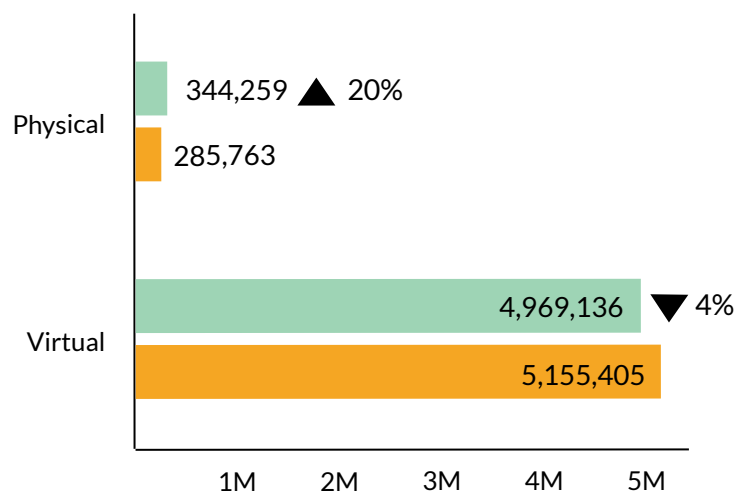
Computer Usage YTD

2024 2023



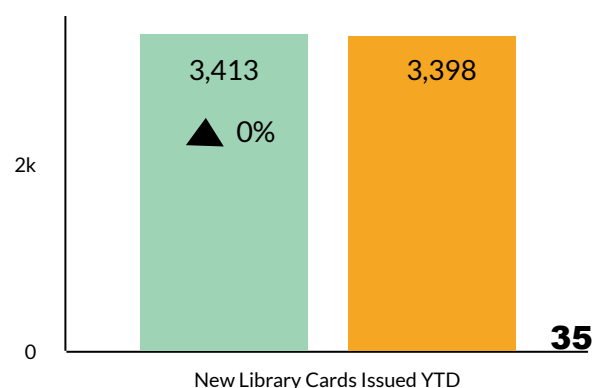
Traffic YTD

2024 2023



New Library Cards Issued YTD

2024 2023



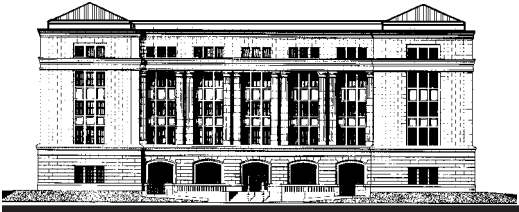
2024 Year to Date Statistics

October 2024

COLLECTION USAGE		
	Year to Date 2024	1,181,460
	Year to Date 2023	1,268,726
	% Change	-7%
PATRON ASSISTANCE		
	Year to Date 2024	172,181
	Year to Date 2023	163,625
	% Change	5%
EVENTS, PROGRAMS, AND CLASSES- BOOKINGS		
	Year to Date 2024	10,786
	Year to Date 2023	9,670
	% Change	12%
EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE		
	Year to Date 2024	606,321
	Year to Date 2023	425,687
	% Change	42%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2024	1,735
	Year to Date 2023	1,126
	% Change	54%
	Attendance	
	Year to Date 2024	52,896
	Year to Date 2023	40,849
	% Change	29%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2024	344,259
	Year to Date 2023	285,763
	% Change	20%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2024	4,969,136
	Year to Date 2023	5,155,405
	% Change	-4%
LIBRARY CARDS ISSUED		
	Year to Date new library cards 2024	3,413
	Year to Date new library cards 2023	3,398
	% Change	0%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2024	46,597
	Year to Date 2023	37,320
	% Change	25%
	Wireless	
	Year to Date 2024	31,637
	Year to Date 2023	29,238
	% Change	8%

2024 STATISTICS REPORT													
COLLECTION USAGE													
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
Physical materials	54,066	51,947	55,057	56,336	46,243	53,411	58,786	52,302	44,767	51,846	48,430		573,191
E-materials	17,525	16,447	17,646	16,165	17,400	16,757	17,708	15,974	15,918	17,246	17,094		185,880
ILL	775	666	663	510	510	419	619	546	503	577	434		6,222
Databases	49,697	46,993	38,909	35,171	28,167	31,123	41,997	46,758	47,167	47,167	50,185		416,167
2024 Total	122,063	116,053	112,275	73,011	99,324	108,236	110,819	107,946	116,836	116,143	116,143		1,181,460
Physical materials	52,685	54,026	62,878	55,995	53,687	56,660	60,675	60,320	49,153	56,887	53,779		616,745
E-materials	14,973	13,013	14,338	14,579	16,404	14,332	14,909	14,461	14,620	15,883	16,512		166,324
ILL	639	639	764	631	573	637	637	693	673	681	655		7,222
Databases	38,413	35,495	45,784	44,038	43,571	44,985	48,444	47,743	45,663	43,100	41,199		478,435
2023 Total	106,710	103,173	123,764	115,243	114,235	118,914	124,665	123,217	110,109	116,551	112,145		1,268,726
PATRON ASSISTANCE													
Youth Services	2,132	2,700	2,504	1,861	1,573	3,370	3,288	2,289	2,082	2,363	2,637		26,799
Adult Services	6,299	7,200	6,805	6,988	6,468	6,977	6,990	6,346	6,254	7,474	6,332		74,133
Patron Accounts	6,263	6,267	6,553	6,099	5,214	6,971	6,524	5,984	5,709	8,213	6,112		69,909
Security	136	100	140	82	42	0	151	235	173	206	75		1,340
2024 Total	14,830	16,267	16,002	15,030	13,297	17,318	13,665	14,854	14,218	18,256	15,156		172,181
Youth Services	1,272	1,906	2,086	1,914	1,794	6,269	3,280	1,764	1,734	2,139	1,889		26,047
Adult Services	6,546	6,066	7,195	6,151	6,248	6,802	6,127	6,550	5,337	6,402	5,973		69,397
Patron Accounts	5,950	5,433	7,743	6,188	5,616	6,307	6,300	6,963	5,996	6,279	5,406		68,181
Security	154	143	96	110	84	89	89	104	21	0	8		898
2023 Total	13,922	13,548	17,120	14,363	13,742	19,467	15,796	15,381	13,088	14,820	13,276		163,625
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
Youth Services In Person	64	133	72	48	84	86	69	1	22	133	99		811
Youth Services Virtual		0				3	2	1	2	2	3		14
Adult Services In Person	64	85	74	88	85	79	88	77	74	106	104		924
Adult Services Virtual	10	16	11	10	9	11	8	13	10	14	9		121
Outside groups	12	13	18	23	19	20	15	17	10	15	18		180
Public study rooms	727	872	826	893	747	727	808	692	781	933	730		8,736
2024 Total	877	1,119	1,001	1,062	944	926	990	801	899	1,204	963	0	10,786
Youth Services In Person	18	29	19	30	21	27	35	2	21	32	117		351
Youth Services Virtual	8		1		0	2	2	0	2	0	0		15
Adult Services In Person	43	77	69	68	62	66	84	79	66	92	69		775
Adult Services Virtual	15	14	16	14	13	10	10	10	12	15	13		146
Outside groups	10	16	35	27	20	19	17	30	28	37	21		261
Public study rooms	686	744	795	710	694	709	682	722	727	877	776		8,122
2023 Total	780	880	935	849	811	835	832	843	856	1,053	996	0	9,670
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
Youth Services In Person	320	1,284	1,035	1,057	313	6,086	3,175	89	991	1,137	1,217		16,704
Youth Services Virtual	11,624	15,464	8,994	14,939	17,488	41,552	38,425	8,999	20,171	11,203	19,171		208,030
Adult Services In Person	1,085	1,375	4,005	1,982	1,125	2,626	4,585	1,082	1,951	10,032	6,344		36,192
Adult Services Virtual	26,140	24,447	17,840	23,003	26,135	50,020	46,579	19,396	21,895	20,138	31,583		307,176
Outside groups	237	134	229	1,257	251	406	179	198	131	107	329		3,458
Public study rooms	1,265	1,455	1,348	1,425	1,190	1,122	1,272	1,096	1,243	1,520	1,226		14,162
Outreach-Youth Services	941	1,542	1,116	2,268	3,842	1,127	835	1,585	968	2,386	1,241		17,851
Outreach-Adult Services	162	229	670	289	237	354	87	155	227	148	190		2,748
2024 Total	41,774	45,930	35,237	46,220	50,581	103,293	95,137	32,600	47,577	46,671	61,301	0	606,321
Youth Services In Person	989	1,314	1,698	1,559	492	4,595	10,132	200	567	989	1,220		23,755
Youth Services Virtual	29,089	11,189	13,750	13,183	8,933	8,437	10,063	12,412	14,763	4,808	9,821		136,448
Adult Services In Person	370	766	1,384	2,068	702	902	6,556	824	1,265	10,559	1,198		17,094
Adult Services Virtual	20,187	22,786	20,733	18,918	16,257	15,056	16,976	20,159	22,306	12,404	17,376		203,158
Outside groups	130	242	1,464	1,332	412	258	264	413	525	583	360		5,983
Public study rooms	1,195	1,315	1,407	1,209	1,164	1,093	1,002	1,110	1,302	1,470	1,264		13,531
Outreach-Youth Services	1,652	2,547	2,031	2,098	4,284	1,400	1,019	964	1,230	1,883	923		20,031
Outreach-Adult Services	134	219	1,388	323	166	700	333	485	372	1,090	477		5,687
2023 Total	53,746	40,378	43,855	40,690	32,410	32,441	46,345	36,567	42,330	24,286	32,639	0	425,687

TRAFFIC														
2024	Physical Visits (gate count)	25,115	28,401	31,015	33,655	27,826	33,505	30,787	30,420	33,052	44,853	25,630		344,259
2023	Physical Visits (gate count)	21,659	22,365	27,032	24,328	21,622	32,882	26,863	36,130	24,059	22,933	25,920		285,763
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802	436,429	439,954	447,677	461,822	455,133	443,990	443,700	470,849		4,969,136
2023	Virtual visits (catalog, website, mobile app)	480,735	444,598	473,767	456,869	468,392	478,438	486,193	506,328	487,622	430,405	442,058		5,155,405
LIBRARY CARDS ISSUED														
2024	Number of new library cards	277	316	249	313	251	328	230	284	280	525	360		3,413
2023	Number of new library cards	259	222	501	313	311	387	278	356	246	291	234		3,398
COMPUTER USAGE														
	Public computers-Youth Services	787	1,196	1,619	1,206	1,221	2,196	1,051	1,647	1,288	1,397	1,580		15,188
	Public computers-Adult	2,545	3,355	2,957	3,329	3,233	3,085	3,601	3,394	3,029		2,881		31,409
2024	Total	3,332	4,551	4,576	4,535	4,454	5,281	4,652	5,041	4,317	1,397	4,461	0	46,597
	Public computers-Youth Services	253	248	393	365	286	605	582	450	234	363	329		4,108
	Public computers-Adult	2,688	2,903	3,340	3,270	3,309	3,091	2,880	3,184	2,799	3,594	2,154		33,212
2023	Total	2,941	3,151	3,733	3,635	3,595	3,696	3,462	3,634	3,033	3,957	2,483	0	37,320
	Wireless	2,518	2,904	2,904	2,827	2,630	2,678	2,587	2,904	2,831	3,504	3,350		31,637
2024	Total	2,518	2,904	2,904	2,827	2,630	2,678	2,587	2,904	2,831	3,504	3,350	0	31,637
	Wireless	2,360	2,619	2,734	2,715	2,542	2,745	2,382	2,678	2,700	3,014	2,749		29,238
2023	Total	2,360	2,619	2,734	2,715	2,542	2,745	2,382	2,678	2,700	3,014	2,749	0	29,238



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

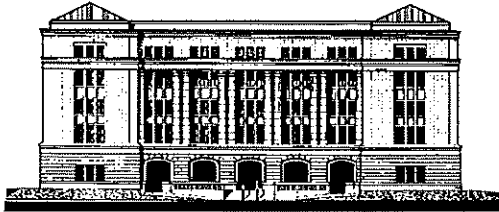
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



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Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Des Plaines Public Library

Name of Library or Agency

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Laurie Papadourakis

Authorized Signature

12/09/2024

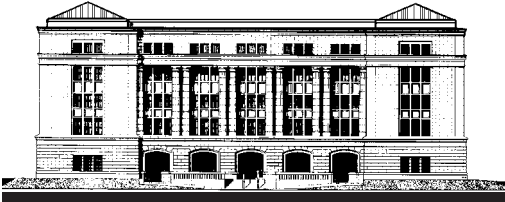
Date

Laurie Papadourakis

Signature Name (Typed or Printed)

Acting Interim Director/Assistant Director

Title



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2023: _____

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13



November 26, 2024

Des Plaines Public Library
Attn: Donation Manager
1501 Ellinwood Ave
Des Plaines, IL 60016

Dear Donation Manager,

On behalf of everyone at WINGS, I extend our heartfelt thanks for your generous in-kind donation of food, socks and cleaning products. Your support is invaluable to our mission and plays a crucial role in uplifting the families we serve.

Your contribution helps ensure that essential items are available for those who need them most. This tangible support provides a sense of security and stability, allowing families to allocate their resources to other necessities and start rebuilding their lives. Your generosity directly impacts the well-being of our community, and we are deeply grateful for your partnership.

To illustrate the profound effect of your gift, I'd like to share a note from Maggie*, one of the many individuals your kindness has touched:

"I just cried when I unpacked my stuff. You were so generous. God bless you! My food stamps ran out and three weeks is a long time with an empty fridge. It's a scary feeling. I can't thank you enough."

Moments like these remind us why we do this work and highlight the incredible importance of donors like you. Your continued support inspires hope, fosters resilience, and strengthens our community. Thank you once again for your generosity and for being a vital part of our mission. We look forward to partnering with you to make an even greater impact in the future.

Gratefully,

Pamela Dagen
In-Kind Program Distributions Supervisor

We are excited to announce that our digital Annual Report is now available!
Scan this QR code to view:



WINGS Program, Inc. is a charitable organization under IRS code section 501(c)(3).
No goods or services were furnished to you, in whole or part, for your donation, which is tax-deductible to the fullest extent of the law. When donations exceed what is needed for a specific initiative, your generosity will be honored by using your gift where it has the most impact to support the clients of WINGS.
Please consult your tax advisor and keep this receipt for your records.

*WINGS uses representative names and photos to protect the dignity and security of those we serve.