



## **NOTICE**

### **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR BOARD MEETING  
THURSDAY, FEBRUARY 20, 2025  
5:00 p.m. in MEETING ROOM B**

### **AGENDA**

- **Approval of Payment of Vendor Checks Report and ACH Payments. [Action Item]**
- **Review and approval of DPPL's annual Illinois Public Library Annual Report (IPLAR) submission. [Action Item]**
- **Approval of policies and procedures for The Canvas makerspace. [Action Item]**
- **Changes to Salary Exempt/Non-Exempt policy. [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, February 20, 2025  
5:00 p.m. in Meeting Room B**

- I. Call to Order. (5:00 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] (5:10 p.m.)
  - A. Approval of the Minutes of the Management Committee Meeting, Regular Board Meeting, and Search Committee Meetings, January 2025.
  - B. Acceptance of Financial Reports for January 2025.
  - C. Acceptance of Reports.
    - 1. Statistics Report for January 2025.
    - 2. Director's Report for January 2025.
- VIII. New Business. (5:15 p.m.)
  - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$477,525.65. [Action Item]
  - B. Review of policies and procedures for The Canvas makerspace. [Action Item]
  - C. Changes to Salary Exempt/Non-Exempt policy. [Action Item]
  - D. Approval of DPPL's annual IPLAR report. [Action Item]
- IX. Search Committee Report. (5:25 p.m.)
  - A. Update on status of the Director Search.
- I. Executive Session. (5:35 p.m.)
  - A. Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]
- X. Other. (5:45 p.m.)

XI. Announcements / Correspondence.

XII. Adjournment. (5:50 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, January 16, 2025**

I. Call to Order.

The meeting was called to order at 7:08 p.m.

II. Roll Call.

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

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

Motion by Graack, seconded by Halblander, to invoke the Remote Participation Policy. AYES: Graack, Halblander, Harkovich, Hudec, Rice, Sarlo. NAYS: none. MOTION CARRIED.

V. Consideration of the Agenda.

Motion by Harkovich, seconded by Hudec, to accept the Agenda. AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. Consent Agenda.

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

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

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$438,735.05.

Motion by Hudec to Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$438,735.05 as listed on the vendor checks report of December 2024 and authorize Acting Interim Director Laurie Papadourakis to transfer the amount required to the Library's operating account. AYES: DuBrock, Flinn, Graack, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

IX. Search Committee Report.

- A. Update on status of the Director Search.

Committee chair Graack reported that the position was posted on January 13<sup>th</sup> and would remain active for 30 days on RAILS, and the ILA and ALA website. Hudec will screen all applications submitted and pass along those qualified to the search consultant for phone screenings.

X. Other.

Sarlo reported that director Jo Bonell's official retirement date is February 14, 2025.

XI. Announcements.

Acting Interim Director Papadourakis reported on the newly installed carpeting in the lobby, and that The Canvas makerspace construction is near completion. We will be moving to the 2<sup>nd</sup> phase - installation of equipment and furniture - as soon as City inspections are complete.

XII. Correspondence.

None.

XIII. Adjournment.

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

The meeting concluded at 7:23 p.m.



**DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes of the Meeting of the Ad Hoc Search Committee  
Monday, January 27, 2025**

I. Call to Order.

The meeting was called to order at 4:01 p.m.

II. Roll Call.

Roll call indicated the following trustee committee members were PRESENT: Kristen Graack, Denise Hudec, Rachel Rice. ABSENT: Michelle Shimon-Hutchison. ALSO PRESENT: Trustees Christine Halblander, Nick Harkovich; 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 Rice, seconded by Hudec, to accept the Agenda. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. New Business.

The search process was discussed, including the reference checking process and phone screening questions. Hudec reported that three resumes were submitted to date. She is forwarding qualified candidates to the search consultant for initial phone screening.

VIII. Executive Session.

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. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session entered at 4:16 p.m.

Motion by Hudec, seconded by Graack, to exit Executive Session. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session exited at 4:59 p.m.

Nothing to report out.

IX. Adjournment.

Motion by Hudec, seconded by Graack, to adjourn. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

The meeting concluded at 5:00 p.m.



**DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes of the Ad Hoc Search Committee  
Monday, January 13, 2025**

I. Call to Order.

The meeting was called to order at 4:06 p.m.

II. Roll Call.

Roll call indicated the following trustee committee members were PRESENT: Kristen Graack, Denise Hudec, Rachel Rice. ALSO PRESENT: Consultant Cathy Peterson; Trustees Lisa DuBrock, Nick Harkovich, Michelle Shimon-Hutchison; 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 Rice, seconded by Hudec, to accept the Agenda. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. New Business.

A. Discussion and update on the progress of the search for a new Library Director by the Search Committee and consultant, HR Source.

The timeline for posting the position to the public was discussed and set for January 13<sup>th</sup>. It will stay active for one month.

No action required.

VIII. Adjournment.

Motion by Hudec, seconded by Rice, to adjourn. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

The meeting adjourned at 4:33 p.m.





## Des Plaines Public Library

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### Monthly Financial Report For the Month Ended January 31, 2025

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Prepared by:



**Lauterbach & Amen, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

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# Des Plaines Public Library

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# Financial Statements

Des Plaines Public Library  
 Governmental Funds Balance Sheet  
 As of January 31, 2025

	General Fund	Capital Projects Fund	Total
<b>ASSETS</b>			
Cash and Investments	\$ 5,705,351.19	\$ 763,903.28	\$ 6,469,254.47
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,251,585.00	-	6,251,585.00
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
<b>Total Assets</b>	<b>\$ 11,956,936.19</b>	<b>\$ 763,903.28</b>	<b>\$ 12,720,839.47</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 375,273.78	\$ 51,825.74	\$ 427,099.52
Accrued Payroll	150,188.96	-	150,188.96
Due to other funds	90,421.46	-	90,421.46
<b>Total Liabilities</b>	<b>615,884.20</b>	<b>51,825.74</b>	<b>667,709.94</b>
<b>Deferred Inflows of Resources</b>			
Property Taxes	6,251,585.00	-	6,251,585.00
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>6,867,469.20</b>	<b>51,825.74</b>	<b>6,919,294.94</b>
<b>FUND BALANCE</b>			
Fund Balance - Unreserved	5,089,466.99	712,077.54	5,801,544.53
<b>Total Fund Balance</b>	<b>5,089,466.99</b>	<b>712,077.54</b>	<b>5,801,544.53</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 11,956,936.19</b>	<b>\$ 763,903.28</b>	<b>\$ 12,720,839.47</b>

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2025

	General Fund	Capital Projects Fund	Total
<b>REVENUES</b>			
Fines & Fees	2,916.97	-	2,916.97
Interest	19,907.86	2,954.84	22,862.70
Miscellaneous	1,271.55	-	1,271.55
Total Revenues	<u>24,096.38</u>	<u>2,954.84</u>	<u>27,051.22</u>
<b>EXPENDITURES</b>			
Personnel	\$ 262,220.66	\$ -	\$ 262,220.66
Operating	395,038.80	-	395,038.80
Library Materials	109,691.25	-	109,691.25
Capital Outlay	19,036.19	51,825.74	70,861.93
Other Expenditures	<u>1,027.25</u>	<u>-</u>	<u>1,027.25</u>
Total Expenditures	<u>787,014.15</u>	<u>51,825.74</u>	<u>838,839.89</u>
Net Change in Fund Balances	<u>(762,917.77)</u>	<u>(48,870.90)</u>	<u>(811,788.67)</u>
<b>FUND BALANCES</b>			
Beginning of the year	<u>5,852,384.76</u>	<u>760,948.44</u>	<u>6,613,333.20</u>
End of the period	<u>\$ 5,089,466.99</u>	<u>\$ 712,077.54</u>	<u>\$ 5,801,544.53</u>

## Supplementary Information

Des Plaines Public Library

Treasurer's Report as of January 31, 2025

<u>Cash Account</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1101100 - Cash in Registers	150.00
201-1102080 - Village B&T Donation #9821	3,047.57
201-1102030 - Village B&T Donation #6718	67,223.45
201-1102040 - Village B&T Donation #9878	236,150.14
201-1102060 - Village B&T Checking #0289	277,018.31
201-1102050 - Wintrust Brokerage	3.34
201-1102079 - Illinois Funds # 2591	5,120,258.38
202-1102079 - Illinois Funds # 2591	<u>712,077.54</u>
	5,832,335.92
201-1102070 - INB E-Pay	1,000.00
<b>Total Invested</b>	<b><u>\$ 6,469,254.47</u></b>

Des Plaines Public Library  
Balance Sheet as of January 31, 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	0.00	150.00	150.00
1102030 - Village B&T Donation #6718	7,031.66	60,191.79	67,223.45
1102040 - Village B&T Donation #9878	235,239.74	910.40	236,150.14
1102050 - Wintrust Brokerage	61,380.72	(61,377.38)	3.34
1102060 - Village B&T Checking #0289	698,072.79	(421,054.48)	277,018.31
1102070 - INB E-Pay	1,000.00	0.00	1,000.00
1102079 - Illinois Funds # 2591	5,238,133.66	(117,875.28)	5,120,258.38
1102080 - Village B&T Donation #9821	19,944.81	(16,897.24)	3,047.57
1118000 - Receivable - Property Taxes	6,251,585.00	0.00	6,251,585.00
1119301 - Prepaid Expense	15,761.59	(15,761.59)	0.00
	12,528,649.97	(571,713.78)	11,956,936.19
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	184,069.79	191,203.99	375,273.78
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	99,980.00	0.00	99,980.00
	6,676,265.21	191,203.99	6,867,469.20
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	5,852,384.76	0.00	5,852,384.76
	5,852,384.76	0.00	5,852,384.76
 Total Liabilities and Fund Balance	 12,528,649.97	 191,203.99	 12,719,853.96
 Excess Revenues Over Expenses	 0.00	 (762,917.77)	 (762,917.77)



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

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Capital Projects Fund			
<u>Assets</u>			
1102060 - Village B&T Checking #0289	0.00	51,825.74	51,825.74
1102079 - Illinois Funds # 2591	<u>771,131.85</u>	<u>(59,054.31)</u>	<u>712,077.54</u>
	<u>771,131.85</u>	<u>(7,228.57)</u>	<u>763,903.28</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	<u>10,183.41</u>	<u>41,642.33</u>	<u>51,825.74</u>
	<u>10,183.41</u>	<u>41,642.33</u>	<u>51,825.74</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>760,948.44</u>	<u>0.00</u>	<u>760,948.44</u>
Total Liabilities and Fund Balance	<u>771,131.85</u>	<u>41,642.33</u>	<u>812,774.18</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(48,870.90)</u>	<u>(48,870.90)</u>
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u>90,421.46</u>	<u>0.00</u>	<u>90,421.46</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Des Plaines Public Library  
Balance Sheet as of January 31, 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	2,400,172.00	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 1 Month Ended January 31, 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>
<hr/> <u>General Fund</u> <hr/>					
<u>Taxes</u>					
201-4810036 - Property Taxes 2024	0.00	0.00	6,100,000.00	6,100,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>6,100,000.00</u>	<u>6,100,000.00</u>	<u>0.00</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	800,000.00	800,000.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	90,102.00	90,102.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	0.00	10,000.00	10,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>900,102.00</u>	<u>900,102.00</u>	<u>0.00</u>
<u>Fines &amp; Fees</u>					
201-4850101 - Library Fees	1,205.87	1,205.87	15,000.00	13,794.13	8.04
201-4850201 - Copying Fees	1,335.00	1,335.00	15,000.00	13,665.00	8.90
201-4850203 - Lost Materials	54.35	54.35	0.00	(54.35)	0.00
201-4850207 - Non-Res Cards	81.75	81.75	1,400.00	1,318.25	5.84
201-4850208 - Meeting Room Fees	240.00	240.00	1,500.00	1,260.00	16.00
	<u>2,916.97</u>	<u>2,916.97</u>	<u>32,900.00</u>	<u>29,983.03</u>	<u>8.87</u>
<u>Special Programs &amp; Events</u>					
201-4850215 - Friends of the Library Reimbursements	0.00	0.00	5,000.00	5,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	(1,074.11)	(1,074.11)	0.00	1,074.11	0.00
201-4890010 - Interest Income	20,981.97	20,981.97	150,000.00	129,018.03	13.99
	<u>19,907.86</u>	<u>19,907.86</u>	<u>150,000.00</u>	<u>130,092.14</u>	<u>13.27</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	244.20	244.20	70,000.00	69,755.80	0.35
201-4899910 - Vending Machine Revenue	0.00	0.00	500.00	500.00	0.00
201-4899920 - Library Donations	0.10	0.10	125,000.00	124,999.90	0.00
201-4899940 - Friends Book Sale	1,027.25	1,027.25	14,000.00	12,972.75	7.34
	<u>1,271.55</u>	<u>1,271.55</u>	<u>209,500.00</u>	<u>208,228.45</u>	<u>0.61</u>
 Total General Fund	 <u>24,096.38</u>	 <u>24,096.38</u>	 <u>7,397,502.00</u>	 <u>7,373,405.62</u>	 <u>0.33</u>

Des Plaines Public Library  
 Revenue Report  
 For the 1 Month Ended January 31, 2025

	<u>M.T.D.</u> <u>Collected</u>	<u>Y.T.D.</u> <u>Collected</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remaining</u>	<u>Prct.</u> <u>Collected</u>
<hr/> <u>Capital Projects Fund</u> <hr/>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>2,954.84</u>	<u>2,954.84</u>	<u>75,000.00</u>	<u>72,045.16</u>	<u>3.94</u>
	<u>2,954.84</u>	<u>2,954.84</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>2,954.84</u></u>	<u><u>2,954.84</u></u>	<u><u>575,000.00</u></u>	<u><u>(572,045.16)</u></u>	<u><u>(0.51)</u></u>
 Total of All Funds	 <u><u>27,051.22</u></u>	 <u><u>27,051.22</u></u>	 <u><u>7,972,502.00</u></u>	 <u><u>7,945,450.78</u></u>	 <u><u>0.34</u></u>

Des Plaines Public Library  
Expense Report  
For the 1 Month Ended January 31, 2025

General Fund	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>Salaries</u>					
5910100 - Full-time Salaries	207,658.88	207,658.88	2,922,134.00	2,714,475.12	7.11
5910200 - Part-time Salaries	<u>54,561.78</u>	<u>54,561.78</u>	<u>1,042,061.00</u>	<u>987,499.22</u>	<u>5.24</u>
	<u>262,220.66</u>	<u>262,220.66</u>	<u>3,964,195.00</u>	<u>3,701,974.34</u>	<u>6.61</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	19,140.81	19,140.81	287,498.00	268,357.19	6.66
5918021 - Employer Contribution - IMRF	10,017.55	10,017.55	165,761.00	155,743.45	6.04
5918040 - Life Insurance Premiums	283.48	283.48	2,000.00	1,716.52	14.17
5918050 - PPO Insurance Premiums	85,266.60	85,266.60	624,436.00	539,169.40	13.65
5918051 - HMO Insurance Premiums	28,040.30	28,040.30	230,993.00	202,952.70	12.14
5918055 - Dental Insurance Premiums	4,523.77	4,523.77	33,161.00	28,637.23	13.64
5918070 - Workers Compensation	<u>12,214.00</u>	<u>12,214.00</u>	<u>16,000.00</u>	<u>3,786.00</u>	<u>76.34</u>
	<u>159,486.51</u>	<u>159,486.51</u>	<u>1,374,849.00</u>	<u>1,215,362.49</u>	<u>11.60</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920110 - Professional Services	73,991.18	73,991.18	492,775.00	418,783.82	15.02
5920120 - Communication Services	3,001.88	3,001.88	47,500.00	44,498.12	6.32
5920140 - Integrated Library System	20,901.25	20,901.25	89,000.00	68,098.75	23.48
5920202 - Conferences	517.00	517.00	20,000.00	19,483.00	2.59
5920204 - Training	1,349.00	1,349.00	8,000.00	6,651.00	16.86
5920210 - Marketing	10,956.81	10,956.81	61,900.00	50,943.19	17.70
5920220 - Membership Dues	825.00	825.00	7,500.00	6,675.00	11.00
5920230 - Publication of Notices	0.00	0.00	200.00	200.00	0.00
5920990 - Property/Liability Insurance	53,816.72	53,816.72	70,000.00	16,183.28	76.88
5930010 - R&M Equipment	6,014.96	6,014.96	63,460.00	57,445.04	9.48
5930020 - R&M Buildings & Structures	10,040.25	10,040.25	119,849.00	109,808.75	8.38
5930030 - R&M Vehicles	0.00	0.00	4,500.00	4,500.00	0.00
5930210 - Rental of Equipment	3,463.30	3,463.30	22,820.00	19,356.70	15.18
5930320 - Cleaning/Custodial Services	9,785.00	9,785.00	78,500.00	68,715.00	12.46
5930490 - Refuse Contract	684.73	684.73	8,300.00	7,615.27	8.25
5930491 - Hazard Materials Disposal	0.00	0.00	1,000.00	1,000.00	0.00
5960040 - Pre-Employment Testing	0.00	0.00	3,500.00	3,500.00	0.00
5960065 - Bank Fees	121.83	121.83	300.00	178.17	40.61
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	9,484.54	9,484.54	66,000.00	56,515.46	14.37
5960990 - Misc. Contractual Services	<u>30,598.84</u>	<u>30,598.84</u>	<u>136,405.00</u>	<u>105,806.16</u>	<u>22.43</u>
	<u>235,552.29</u>	<u>235,552.29</u>	<u>1,312,009.00</u>	<u>1,076,456.71</u>	<u>17.95</u>

Des Plaines Public Library  
Expense Report  
For the 1 Month Ended January 31, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
<u>Commodities</u>					
5970100 - Supplies	11,515.65	11,515.65	105,770.00	94,254.35	10.89
5970110 - Meals	0.00	0.00	3,000.00	3,000.00	0.00
5970170 - Janitorial	1,564.75	1,564.75	18,800.00	17,235.25	8.32
5970260 - Postage & Parcel	1,000.00	1,000.00	16,500.00	15,500.00	6.06
5970500 - Water Bill	0.00	0.00	8,400.00	8,400.00	0.00
5970600 - Ebooks/Books	19,646.75	19,646.75	304,898.00	285,251.25	6.44
5970610 - E-audio/Audio	6,221.55	6,221.55	57,800.00	51,578.45	10.76
5970620 - E-Subscriptions/Subscriptions	9,063.94	9,063.94	53,930.00	44,866.06	16.81
5970630 - Visual Materials	22,209.89	22,209.89	200,900.00	178,690.11	11.06
5970640 - Databases	36,299.92	36,299.92	160,000.00	123,700.08	22.69
5970810 - Natural Gas	2,168.80	2,168.80	28,000.00	25,831.20	7.75
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>4,800.00</u>	<u>4,800.00</u>	<u>0.00</u>
	<u>109,691.25</u>	<u>109,691.25</u>	<u>963,398.00</u>	<u>853,706.75</u>	<u>11.39</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	430.00	430.00	12,000.00	11,570.00	3.58
5980400 - Equipment	245.00	245.00	14,400.00	14,155.00	1.70
5980410 - Computer Hardware	3,450.00	3,450.00	16,200.00	12,750.00	21.30
5980420 - Computer Software	14,911.19	14,911.19	92,250.00	77,338.81	16.16
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>76,800.00</u>	<u>76,800.00</u>	<u>0.00</u>
	<u>19,036.19</u>	<u>19,036.19</u>	<u>211,650.00</u>	<u>192,613.81</u>	<u>8.99</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	90,102.00	90,102.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>1,027.25</u>	<u>1,027.25</u>	<u>0.00</u>	<u>(1,027.25)</u>	<u>0.00</u>
	<u>1,027.25</u>	<u>1,027.25</u>	<u>590,102.00</u>	<u>589,074.75</u>	<u>0.17</u>
Total General Fund Expenditures	<u>787,014.15</u>	<u>787,014.15</u>	<u>8,491,203.00</u>	<u>7,704,188.85</u>	<u>9.27</u>
<u>Capital Projects Fund</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	310,000.00	310,000.00	0.00
5980400 - Equipment	51,825.74	51,825.74	171,000.00	171,000.00	0.00
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	0.00	0.00	0.00	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>51,825.74</u>	<u>51,825.74</u>	<u>481,000.00</u>	<u>(51,825.74)</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>51,825.74</u>	<u>51,825.74</u>	<u>481,000.00</u>	<u>429,174.26</u>	<u>10.77</u>
<b>Total of All Funds</b>	<u>838,839.89</u>	<u>838,839.89</u>	<u>8,972,203.00</u>	<u>8,133,363.11</u>	<u>9.35</u>

# Des Plaines Public Library

## Check List

All Bank Accounts

January 18, 2025 - February 21, 2025

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
9008	02/20/25	ABT ELECTRONIC	2,526.00
20585	02/20/25	4imprint, Inc	7,307.20
20586	02/20/25	ABT ELECTRONIC	1,169.00
20587	02/20/25	AQUARIUM ADVENTURE	320.00
20588	02/20/25	Assential Therapies Inc	75.00
20589	02/20/25	BAKER & TAYLOR	17,928.94
20590	02/20/25	CHILDREN'S PLUS, INC.	127.58
20591	02/20/25	Cindy Lynn Crosby	285.00
20592	02/20/25	CivicPlus LLC	5,250.00
20593	02/20/25	COLLEY ELEVATOR COMPANY	2,182.50
20594	02/20/25	COOPERATIVE COMPUTER SERVICES	20,901.25
20595	02/20/25	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20596	02/20/25	D & Z HOUSE OF BOOKS INCORPORATED	713.65
20597	02/20/25	EBSCO INFORMATION SERVICES	294.00
20598	02/20/25	Ethan Masters	50.00
20599	02/20/25	FITTLE, LLC	1,360.00
20600	02/20/25	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	684.73
20601	02/20/25	FOX VALLEY FIRE & SAFETY	177.75
20602	02/20/25	GARVEY'S OFFICE PRODUCTS	1,564.75
20603	02/20/25	Historic Voices	637.00
20604	02/20/25	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	1,656.12
20605	02/20/25	J&S PLUMBING, INC.	1,225.00
20606	02/20/25	Jackie Cooper	50.00
20607	02/20/25	Jessie Zabarsky	350.00
20608	02/20/25	JOHN G DONAHUE	180.00
20609	02/20/25	KANOPIY	8,000.00
20610	02/20/25	LACONI, INC	150.00
20611	02/20/25	Larry Huffman	60.00
20612	02/20/25	Lauterbach & Amen, LLP	1,655.00
20613	02/20/25	LIBRARIESFIRST	675.00
20614	02/20/25	LIBRARY IDEAS LLC	5,000.00
20615	02/20/25	LIMRICC	131,502.14
20616	02/20/25	MANGO LANGUAGES	3,969.00
20617	02/20/25	Marlin Leasing Corp	1,864.50
20618	02/20/25	MIDWEST TAPE	7,496.03
20619	02/20/25	MIDWEST TAPE	7,459.64
20620	02/20/25	MNI	752.80
20621	02/20/25	OAKBROOK MECHANICAL SERVICES	3,230.00
20622	02/20/25	OCLC, INC.	1,331.34
20623	02/20/25	OUTSOURCE SOLUTIONS GROUP, INC.	85,634.48
20624	02/20/25	Playaway Products LLC	2,585.55
20625	02/20/25	RAILS	12,514.00
20626	02/20/25	Rani Dance Co.	550.00
20627	02/20/25	Remedy Alternative Care Clinic LLC	250.00
20628	02/20/25	Sam Barone	100.00
20629	02/20/25	SCHOLASTIC LIBRARY PUBLISHING	6,151.00
20630	02/20/25	Senior Tech Support	250.00
20631	02/20/25	Sentrum Marketing, LLC	56.90
20632	02/20/25	THOMAS KLISE/CRIMSON MULTIMEDIA	460.74
20633	02/20/25	THOMSON REUTERS-WEST	27.80
20634	02/20/25	UNITED STATES POSTAL SERVICE	9,999.00
20635	02/20/25	WP Company LLC	2,029.65
20636	02/21/25	COLLEY ELEVATOR COMPANY	430.00
20637	02/21/25	EDWARDS ENGINEERING SERVICE	50,282.50
20638	02/21/25	Elara Energy Services	794.74
20639	02/21/25	FACILITY GATEWAY CORPORATION	3,298.00
20640	02/21/25	FOX VALLEY FIRE & SAFETY	729.00

# Des Plaines Public Library

## Check List

All Bank Accounts

January 18, 2025 - February 21, 2025

Check Number	Check Date	Payee	Amount
20641	02/21/25	NETBASE SYSTEMS SOLUTIONS PLLC	748.50
20642	02/21/25	PARTITION PROS	385.00
20643	02/21/25	Siemens Industry, Inc.	1,413.00
20644	02/21/25	TODAY'S BUSINESS SOLUTIONS INC	391.84
50181	01/31/25	BANKCARD SERVICES	21,372.04
50182	01/31/25	NATIONWIDE RETIREMENT SOLUTIONS	150.00
50183	01/31/25	ADP	1,016.47
50184	01/31/25	IMRF	23,654.09
50185	01/31/25	NICOR GAS	2,168.80
50186	01/31/25	VERIZON WIRELESS	863.42
50187	01/31/25	COMCAST CABLE	725.46
50188	01/31/25	COMCAST CABLE	1,376.53
50189	01/31/25	COMCAST CABLE	36.47
50190	01/31/25	NEOFUNDS BY NEOPOST	1,000.00
50191	01/31/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,027.25
<b>Vendor Check Total</b>			<u>477,525.65</u>
<b>Check List Total</b>			<u><u>477,525.65</u></u>

Check count = 72



# Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
January 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
ABT ELECTRONIC				9008	02/20/25	<u>2,526.00</u>
201-5980410	Computer Hardware	INV 0128501BWXF	2,526.00			
4imprint, Inc				20585	02/20/25	<u>7,307.20</u>
201-5970100	Supplies	4imprint, Inc	7,307.20			
ABT ELECTRONIC				20586	02/20/25	<u>1,169.00</u>
201-5980400	Equipment	INV 0116501WNUC	245.00			
201-5980410	Computer Hardware	INV 0123501ZQQY	924.00			
AQUARIUM ADVENTURE				20587	02/20/25	<u>320.00</u>
201-5960990	Misc. Contractual Services	INV 17816	160.00			
201-5960990	Misc. Contractual Services	INV 17690	160.00			
Assential Therapies Inc				20588	02/20/25	<u>75.00</u>
201-5960210	Special Event Programming	Assential Therapies Inc	75.00			
BAKER & TAYLOR				20589	02/20/25	<u>17,928.94</u>
201-5960990	Misc. Contractual Services	INV 2038856062	76.44			
201-5970600	Ebooks/Books	INV 2038856062	409.46			
201-5970600	Ebooks/Books	INV 2038854973	1,091.08			
201-5960990	Misc. Contractual Services	INV 2038854974	156.85			
201-5960990	Misc. Contractual Services	INV 2038837221	11.75			
201-5970600	Ebooks/Books	INV 2038837221	155.52			
201-5960990	Misc. Contractual Services	INV 2038855020	16.45			
201-5970600	Ebooks/Books	INV 2038855020	110.06			
201-5960990	Misc. Contractual Services	INV 2038847846	119.33			
201-5970600	Ebooks/Books	INV 2038847846	486.42			
201-5970600	Ebooks/Books	INV 2038852348	98.65			
201-5960990	Misc. Contractual Services	INV 2038847692	107.56			
201-5970600	Ebooks/Books	INV 2038847692	479.18			
201-5960990	Misc. Contractual Services	INV 2038835507	17.25			
201-5970600	Ebooks/Books	INV 2038835507	69.75			
201-5960990	Misc. Contractual Services	INV 2038846707	38.40			
201-5970600	Ebooks/Books	INV 2038846707	214.82			
201-5960990	Misc. Contractual Services	INV 2038817370	5.04			
201-5970600	Ebooks/Books	INV 2038817370	16.78			
201-5960990	Misc. Contractual Services	INV 2038829521	39.87			
201-5970600	Ebooks/Books	INV 2038829521	48.48			
201-5960990	Misc. Contractual Services	INV 2038817537	5.05			
201-5970600	Ebooks/Books	INV 2038817537	10.32			
201-5960990	Misc. Contractual Services	INV 2038804529	14.86			
201-5970600	Ebooks/Books	INV 2038804529	32.74			
201-5960990	Misc. Contractual Services	INV 2038810059	19.92			
201-5970600	Ebooks/Books	INV 2038810059	77.09			
201-5960990	Misc. Contractual Services	INV 2038800916	16.26			
201-5970600	Ebooks/Books	INV 2038800916	78.05			
201-5960990	Misc. Contractual Services	INV 2038816952	14.94			
201-5970600	Ebooks/Books	INV 2038816952	38.42			
201-5960990	Misc. Contractual Services	INV 2038817529	10.88			
201-5970600	Ebooks/Books	INV 2038817529	29.38			
201-5960990	Misc. Contractual Services	INV 2038842930	92.62			
201-5970600	Ebooks/Books	INV 2038842930	354.86			
201-5960990	Misc. Contractual Services	INV 2038847719	143.34			
201-5970600	Ebooks/Books	INV 2038847719	311.76			

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
January 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV 2038841578	41.00			
201-5970600	Ebooks/Books	INV 2038841578	129.11			
201-5960990	Misc. Contractual Services	INV 2038840374	44.82			
201-5970600	Ebooks/Books	INV 2038840374	103.10			
201-5960990	Misc. Contractual Services	INV 2038840251	67.57			
201-5970600	Ebooks/Books	INV 2038840251	272.22			
201-5970600	Ebooks/Books	INV 2038847108	461.82			
201-5960990	Misc. Contractual Services	INV 2038847109	77.40			
201-5970600	Ebooks/Books	INV 2038841328	594.51			
201-5960990	Misc. Contractual Services	INV 2038806073	13.29			
201-5970600	Ebooks/Books	INV 2038806073	15.16			
201-5960990	Misc. Contractual Services	INV 2038817481	5.39			
201-5970600	Ebooks/Books	INV 2038817481	12.13			
201-5960990	Misc. Contractual Services	INV 2038841329	94.90			
201-5960990	Misc. Contractual Services	INV 2038800936	16.47			
201-5970600	Ebooks/Books	INV 2038800936	105.15			
201-5960990	Misc. Contractual Services	INV 2038826129	79.42			
201-5970600	Ebooks/Books	INV 2038826129	388.69			
201-5960990	Misc. Contractual Services	INV 2038782152	80.03			
201-5970600	Ebooks/Books	INV 2038782152	368.11			
201-5960990	Misc. Contractual Services	INV 2038781537	4.15			
201-5970600	Ebooks/Books	INV 2038781537	16.14			
201-5960990	Misc. Contractual Services	INV 2038765518	5.05			
201-5970600	Ebooks/Books	INV 2038765518	4.85			
201-5960990	Misc. Contractual Services	INV 2038765512	2.69			
201-5970600	Ebooks/Books	INV 2038765512	5.34			
201-5960990	Misc. Contractual Services	INV 2038781382	13.11			
201-5970600	Ebooks/Books	INV 2038781382	65.85			
201-5960990	Misc. Contractual Services	INV 2038777316	20.19			
201-5970600	Ebooks/Books	INV 2038777316	103.12			
201-5960990	Misc. Contractual Services	INV 2038798033	56.84			
201-5970600	Ebooks/Books	INV 2038798033	257.83			
201-5960990	Misc. Contractual Services	INV 2038777904	18.80			
201-5970600	Ebooks/Books	INV 2038777904	192.80			
201-5970600	Ebooks/Books	INV 2038751408	533.42			
201-5960990	Misc. Contractual Services	INV 2038797605	54.95			
201-5970600	Ebooks/Books	INV 2038797604	370.99			
201-5960990	Misc. Contractual Services	INV 2038784980	78.79			
201-5970600	Ebooks/Books	INV 2038784979	624.60			
201-5960990	Misc. Contractual Services	INV 2038770031	13.91			
201-5970600	Ebooks/Books	INV 2038770031	43.78			
201-5960990	Misc. Contractual Services	INV 2038778704	2.69			
201-5970600	Ebooks/Books	INV 2038778704	6.06			
201-5960990	Misc. Contractual Services	INV 2038793398	30.06			
201-5970600	Ebooks/Books	INV 2038793398	65.54			
201-5960990	Misc. Contractual Services	INV 2038801092	22.10			
201-5970600	Ebooks/Books	INV 2038801092	83.57			
201-5960990	Misc. Contractual Services	INV 2038813067	21.46			
201-5970600	Ebooks/Books	INV 2038813067	179.08			
201-5970600	Ebooks/Books	INV 2038814735	163.24			
201-5960990	Misc. Contractual Services	INV 2038784879	4.43			
201-5970600	Ebooks/Books	INV 2038784879	10.31			
201-5960990	Misc. Contractual Services	INV 2038810046	32.15			
201-5970600	Ebooks/Books	INV 2038810046	138.94			
201-5960990	Misc. Contractual Services	INV 2038806053	187.59			
201-5970600	Ebooks/Books	INV 2038806052	1,152.43			

# Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
January 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV 2038813686	57.75			
201-5970600	Ebooks/Books	INV 2038813685	408.23			
201-5970600	Ebooks/Books	INV 2038826153	796.15			
201-5960990	Misc. Contractual Services	INV 2038833634	38.15			
201-5970600	Ebooks/Books	INV 2038833633	338.44			
201-5960990	Misc. Contractual Services	INV 2038815747	31.01			
201-5970600	Ebooks/Books	INV 2038815747	40.46			
201-5960990	Misc. Contractual Services	INV 2038801056	2.69			
201-5970600	Ebooks/Books	INV 2038801056	12.99			
201-5960990	Misc. Contractual Services	INV 2038793390	6.09			
201-5970600	Ebooks/Books	INV 2038793390	16.42			
201-5960990	Misc. Contractual Services	INV 2038793454	2.35			
201-5970600	Ebooks/Books	INV 2038793454	8.40			
201-5960990	Misc. Contractual Services	INV 2038793433	4.15			
201-5970600	Ebooks/Books	INV 2038793433	17.28			
201-5960990	Misc. Contractual Services	INV 2038815405	102.45			
201-5970600	Ebooks/Books	INV 2038815404	691.64			
201-5960990	Misc. Contractual Services	INV 2038826154	130.15			
201-5960990	Misc. Contractual Services	INV 2038806085	31.01			
201-5970600	Ebooks/Books	INV 2038806085	39.98			
201-5960990	Misc. Contractual Services	INV 2038821894	103.80			
201-5970600	Ebooks/Books	INV 2038821894	381.40			
201-5960990	Misc. Contractual Services	INV 2038811747	22.15			
201-5970600	Ebooks/Books	INV 2038811747	27.27			
201-5960990	Misc. Contractual Services	INV 2038824595	123.27			
201-5970600	Ebooks/Books	INV 2038824595	726.37			
201-5960990	Misc. Contractual Services	INV 2038831995	115.26			
201-5970600	Ebooks/Books	INV 2038831995	555.47			
201-5960990	Misc. Contractual Services	INV 2038832374	97.32			
201-5970600	Ebooks/Books	INV 2038832374	424.07			
CHILDREN'S PLUS, INC.				20590	02/20/25	<u>127.58</u>
201-5970600	Ebooks/Books	INV 255734	37.94			
201-5970600	Ebooks/Books	INV 255494	19.58			
201-5970600	Ebooks/Books	INV 255238	15.99			
201-5970600	Ebooks/Books	INV 255030	33.53			
201-5970600	Ebooks/Books	INV 254749	20.54			
Cindy Lynn Crosby				20591	02/20/25	<u>285.00</u>
201-5960210	Special Event Programming	Cindy Lynn Crosby	285.00			
CivicPlus LLC				20592	02/20/25	<u>5,250.00</u>
201-5960990	Misc. Contractual Services	INV 323008	5,250.00			
COLLEY ELEVATOR COMPANY				20593	02/20/25	<u>2,182.50</u>
201-5930020	R&M Buildings & Structures	INV 274195	480.00			
201-5930020	R&M Buildings & Structures	INV 274473	698.00			
201-5930020	R&M Buildings & Structures	INV 273973	1,004.50			
COOPERATIVE COMPUTER SERVICES				20594	02/20/25	<u>20,901.25</u>
201-5920140	Integrated Library System	INV 2365	20,901.25			
CRYSTAL MAINTENANCE SERVICES CORP				20595	02/20/25	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	INV 32518	4,892.50			
D & Z HOUSE OF BOOKS INCORPORATED				20596	02/20/25	<u>713.65</u>

# Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
January 2025

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
201-5970620	E-Subscriptions/Subscriptions	INV 2025/ 1000989	713.65			
EBSCO INFORMATION SERVICES				20597	02/20/25	<u>294.00</u>
201-5970620	E-Subscriptions/Subscriptions	INV 2501463	294.00			
Ethan Masters				20598	02/20/25	<u>50.00</u>
201-5960210	Special Event Programming	Ethan Masters	50.00			
FITTLE, LLC				20599	02/20/25	<u>1,360.00</u>
201-5930210	Rental of Equipment	INV 6756406	1,360.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				20600	02/20/25	<u>684.73</u>
201-5930490	Refuse Contract	INV 7949616	684.73			
FOX VALLEY FIRE & SAFETY				20601	02/20/25	<u>177.75</u>
201-5930020	R&M Buildings & Structures	INV IN00742595	177.75			
GARVEY'S OFFICE PRODUCTS				20602	02/20/25	<u>1,564.75</u>
201-5970170	Janitorial	INV WO-608484-1	1,067.25			
201-5970170	Janitorial	INV WO-620190-1	497.50			
Historic Voices				20603	02/20/25	<u>637.00</u>
201-5960210	Special Event Programming	Historic Voices	637.00			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20604	02/20/25	<u>1,656.12</u>
201-5930010	R&M Equipment	INV 412956	389.40			
201-5930010	R&M Equipment	INV 412955	1,266.72			
J&S PLUMBING, INC.				20605	02/20/25	<u>1,225.00</u>
201-5930020	R&M Buildings & Structures	INV 239208	1,225.00			
Jackie Cooper				20606	02/20/25	<u>50.00</u>
201-5960210	Special Event Programming	Jackie Cooper	50.00			
Jessie Zabarsky				20607	02/20/25	<u>350.00</u>
201-5960210	Special Event Programming	Jessie Zabarsky	350.00			
JOHN G DONAHUE				20608	02/20/25	<u>180.00</u>
201-5960210	Special Event Programming	JOHN G DONAHUE	180.00			
KANOPY				20609	02/20/25	<u>8,000.00</u>
201-5970630	Visual Materials	INV KDEP-23582	8,000.00			
LACONI, INC				20610	02/20/25	<u>150.00</u>
201-5920220	Membership Dues	LACONI, INC	150.00			
Larry Huffman				20611	02/20/25	<u>60.00</u>
201-5960210	Special Event Programming	Larry Huffman	60.00			
Lauterbach & Amen, LLP				20612	02/20/25	<u>1,655.00</u>
201-5920110	Professional Services	INV 100157	1,655.00			
LIBRARIESFIRST				20613	02/20/25	<u>675.00</u>
201-5920220	Membership Dues	INV 8895	675.00			
LIBRARY IDEAS LLC				20614	02/20/25	<u>5,000.00</u>

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
January 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	INV 116871	5,000.00			
LIMRICC				20615	02/20/25	<u>131,502.14</u>
201-2401002	Payroll Liabilities	LIMRICC	65,295.17			
201-2401002	Payroll Liabilities	LIMRICC	66,206.97			
MANGO LANGUAGES				20616	02/20/25	<u>3,969.00</u>
201-5970640	Databases	MANGO LANGUAGES	3,969.00			
Marlin Leasing Corp				20617	02/20/25	<u>1,864.50</u>
201-5930210	Rental of Equipment	INV 40111374	1,864.50			
MIDWEST TAPE				20618	02/20/25	<u>7,496.03</u>
201-5960990	Misc. Contractual Services	INV 506675910	295.08			
201-5970630	Visual Materials	INV 506675910	1,013.45			
201-5970630	Visual Materials	INV 506672680	59.99			
201-5970630	Visual Materials	INV 506672077	88.39			
201-5970630	Visual Materials	INV 506672079	19.99			
201-5960990	Misc. Contractual Services	INV 506675913	129.15			
201-5970630	Visual Materials	INV 506675913	706.42			
201-5970610	E-audio/Audio	INV 506702981	67.99			
201-5960990	Misc. Contractual Services	INV 506675914	4.52			
201-5970610	E-audio/Audio	INV 506675914	112.98			
201-5960990	Misc. Contractual Services	INV 506675911	4.13			
201-5970610	E-audio/Audio	INV 506675911	14.39			
201-5970630	Visual Materials	INV 506702983	238.52			
201-5970630	Visual Materials	INV 506402982	364.30			
201-5960990	Misc. Contractual Services	INV 506644028	253.57			
201-5970630	Visual Materials	INV 506644028	1,166.37			
201-5970630	Visual Materials	INV 506624696	197.94			
201-5970630	Visual Materials	INV 506624698	11.99			
201-5960990	Misc. Contractual Services	INV 506644024	16.52			
201-5970610	E-audio/Audio	INV 506644024	64.76			
201-5960990	Misc. Contractual Services	INV 506644026	6.78			
201-5970610	E-audio/Audio	INV 506644026	102.97			
201-5960990	Misc. Contractual Services	INV 506644027	298.52			
201-5970630	Visual Materials	INV 506644027	1,274.41			
201-5960990	Misc. Contractual Services	INV 506560387	9.60			
201-5970630	Visual Materials	INV 506560387	12.73			
201-5960990	Misc. Contractual Services	INV 506560386	29.38			
201-5970610	E-audio/Audio	INV 506560386	559.87			
201-5960990	Misc. Contractual Services	INV 506560384	16.52			
201-5970610	E-audio/Audio	INV 506560384	53.06			
201-5970610	E-audio/Audio	INV 506560257	67.99			
201-5960990	Misc. Contractual Services	INV 506582824	4.52			
201-5970610	E-audio/Audio	INV 506582824	89.98			
201-5960990	Misc. Contractual Services	INV 506613409	8.26			
201-5970610	E-audio/Audio	INV 506613409	21.58			
201-5960990	Misc. Contractual Services	INV 506613831	2.26			
201-5970610	E-audio/Audio	INV 506613831	45.99			
201-5960990	Misc. Contractual Services	INV 506613832	19.20			
201-5970630	Visual Materials	INV 506613832	41.96			
MIDWEST TAPE				20619	02/20/25	<u>7,459.64</u>
201-5970630	Visual Materials	INV 506691007	7,459.64			

# Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
January 2025

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
MNI				20620	02/20/25	<u>752.80</u>
201-5970640	Databases	INV 527552-00	423.90			
201-5970640	Databases	INV 851737-00	328.90			
OAKBROOK MECHANICAL SERVICES				20621	02/20/25	<u>3,230.00</u>
201-5930020	R&M Buildings & Structures	INV 41835	3,230.00			
OCLC, INC.				20622	02/20/25	<u>1,331.34</u>
201-5980420	Computer Software	INV 1000417858	1,331.34			
OUTSOURCE SOLUTIONS GROUP, INC.				20623	02/20/25	<u>85,634.48</u>
201-5920110	Professional Services	INV 82506	35,455.59			
201-5980420	Computer Software	INV 82507	653.40			
201-5960990	Misc. Contractual Services	INV 82508	2,318.00			
201-5980420	Computer Software	INV 82508	4,435.20			
201-5960990	Misc. Contractual Services	INV 82126	2,318.00			
201-5980420	Computer Software	INV 82126	4,345.30			
201-5980420	Computer Software	INV 82127	653.40			
201-5920110	Professional Services	INV 82125	35,455.59			
Playaway Products LLC				20624	02/20/25	<u>2,585.55</u>
201-5970600	Ebooks/Books	INV 489587	1,117.81			
201-5970600	Ebooks/Books	INV 489541	1,467.74			
RAILS				20625	02/20/25	<u>12,514.00</u>
201-5970640	Databases	INV 13809	3,929.00			
201-5970640	Databases	INV 13598	7,500.00			
201-5970640	Databases	INV 13560	1,085.00			
Rani Dance Co.				20626	02/20/25	<u>550.00</u>
201-5960210	Special Event Programming	Rani Dance Co.	550.00			
Remedy Alternative Care Clinic LLC				20627	02/20/25	<u>250.00</u>
201-5960210	Special Event Programming	Remedy Alternative Care Clinic LLC	250.00			
Sam Barone				20628	02/20/25	<u>100.00</u>
201-5960210	Special Event Programming	Sam Barone	100.00			
SCHOLASTIC LIBRARY PUBLISHING				20629	02/20/25	<u>6,151.00</u>
201-5970640	Databases	INV 67492094	6,151.00			
Senior Tech Support				20630	02/20/25	<u>250.00</u>
201-5960210	Special Event Programming	Senior Tech Support	250.00			
Sentrum Marketing, LLC				20631	02/20/25	<u>56.90</u>
201-5970600	Ebooks/Books	INV 8231224B0659R-2	56.90			
THOMAS KLISE/CRIMSON MULTIMEDIA				20632	02/20/25	<u>460.74</u>
201-5970630	Visual Materials	INV 018899	135.32			
201-5970630	Visual Materials	INV 018731	325.42			
THOMSON REUTERS-WEST				20633	02/20/25	<u>27.80</u>
201-5970640	Databases	INV 851353592	27.80			
UNITED STATES POSTAL SERVICE				20634	02/20/25	<u>9,999.00</u>

# Des Plaines Public Library Vendor Checks Report

All Bank Accounts  
January 2025

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
201-5920210	Marketing	UNITED STATES POSTAL SERVICE	9,999.00			
WP Company LLC 201-5970640	Databases	INV 4223	2,029.65	20635	02/20/25	<u>2,029.65</u>
COLLEY ELEVATOR COMPANY 201-5980300	Improvements	INV 274176	430.00	20636	02/21/25	<u>430.00</u>
EDWARDS ENGINEERING SERVICE 202-5980400	Equipment	EDWARDS ENGINEERING SERVICE	50,282.50	20637	02/21/25	<u>50,282.50</u>
Elara Energy Services 202-5980400	Equipment	INV 21447-8	530.00	20638	02/21/25	<u>794.74</u>
202-5980400	Equipment	INV 21447-9	264.74			
FACILITY GATEWAY CORPORATION 201-5930010	R&M Equipment	INV 239521	3,298.00	20639	02/21/25	<u>3,298.00</u>
FOX VALLEY FIRE & SAFETY 201-5930020	R&M Buildings & Structures	INV IN00732981	729.00	20640	02/21/25	<u>729.00</u>
NETBASE SYSTEMS SOLUTIONS PLLC 202-5980400	Equipment	INV 012124	748.50	20641	02/21/25	<u>748.50</u>
PARTITION PROS 201-5930020	R&M Buildings & Structures	INV 4001	385.00	20642	02/21/25	<u>385.00</u>
Siemens Industry, Inc. 201-5930020	R&M Buildings & Structures	INV 5331752283	1,413.00	20643	02/21/25	<u>1,413.00</u>
TODAY'S BUSINESS SOLUTIONS INC 201-5930010	R&M Equipment	INV 01212565	391.84	20644	02/21/25	<u>391.84</u>
<b>Check List Total</b>						<u><u>424,135.12</u></u>

**Des Plaines Public Library**  
**ACH Register**

All Bank Accounts

January 1, 2025 - January 31, 2025

ACH Number	ACH Date	Payee	Amount
<b>Vendor Checks</b>			
50181	01/31/25	BANKCARD SERVICES	21,372.04
50182	01/31/25	NATIONWIDE RETIREMENT SOLUTIONS	150.00
50183	01/31/25	ADP	1,016.47
50184	01/31/25	IMRF	23,654.09
50185	01/31/25	NICOR GAS	2,168.80
50186	01/31/25	VERIZON WIRELESS	863.42
50187	01/31/25	COMCAST CABLE	725.46
50188	01/31/25	COMCAST CABLE	1,376.53
50189	01/31/25	COMCAST CABLE	36.47
50190	01/31/25	NEOFUNDS BY NEOPOST	1,000.00
50191	01/31/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,027.25
<b>Vendor Check Total</b>			<u>53,390.53</u>
<b>Check List Total</b>			<u><u>53,390.53</u></u>

Check count = 11



**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
<b>Balance Sheet</b>												
Cash & Investments	\$ 7,032,435											
<b>Revenue (M-T-D)</b>												
Property Taxes	-											
Other Revenue	30,770											
	<u>30,770</u>	-	-	-	-	-	-	-	-	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	260,380											
Other Expense	341,121											
Change in A/P & AJE's	(1,732,867)											
	<u>(1,131,366)</u>	-	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	1,162,136	-	-	-	-	-	-	-	-	-	-	-

**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY**

**For the Year Ended December 31, 2024**

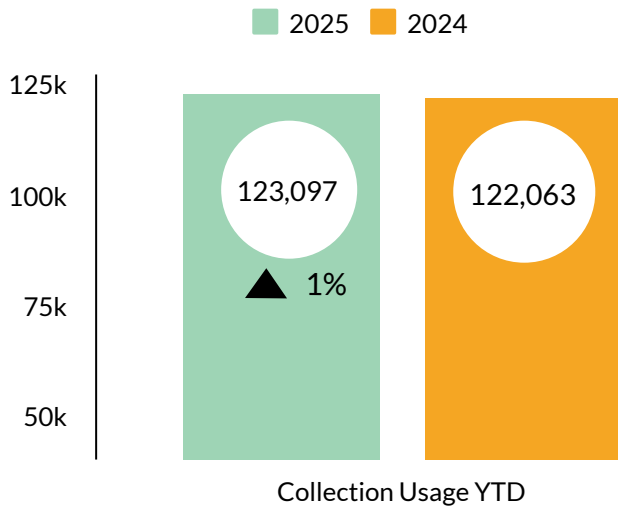
	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 5,407,213	5,753,298	7,730,714	7,205,561	6,723,973	6,667,006	7,571,885	8,668,375	7,875,969	8,007,405	7,612,254	7,032,435
<b>Revenue (M-T-D)</b>												
Property 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	30,770
	121,322	815,874	2,610,915	26,800	79,136	539,057	1,349,316	1,753,327	38,878	893,202	231,431	30,770
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	342,607	403,253	262,943	340,863	520,400	340,976	272,926	405,050	272,083	277,587	508,258	354,020
Other Expense	477,947	247,204	260,935	236,783	187,805	114,016	260,701	452,278	371,199	452,150	236,024	247,481
Change in A/P & AJE's	(236,146)	(180,668)	109,621	(25,693)	(147,481)	141,032	(89,190)	(200,491)	188,002	32,029	(117,699)	9,087
	584,408	469,790	633,499	551,953	560,724	596,024	444,437	656,837	831,284	761,766	626,583	610,588
Net Increase/(Decrease)	(463,086)	346,084	1,977,416	(525,153)	(481,588)	(56,967)	904,880	1,096,490	(792,406)	131,436	(395,152)	(579,818)



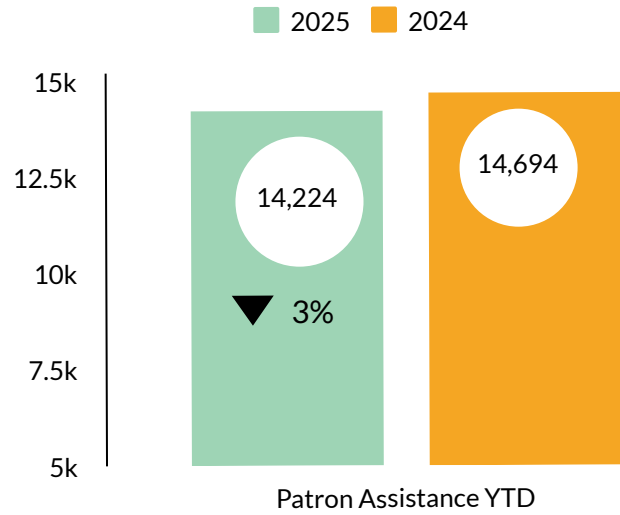
# STATISTICS REPORT

On January 2025

## Collection Usage YTD



## Patron Assistance YTD

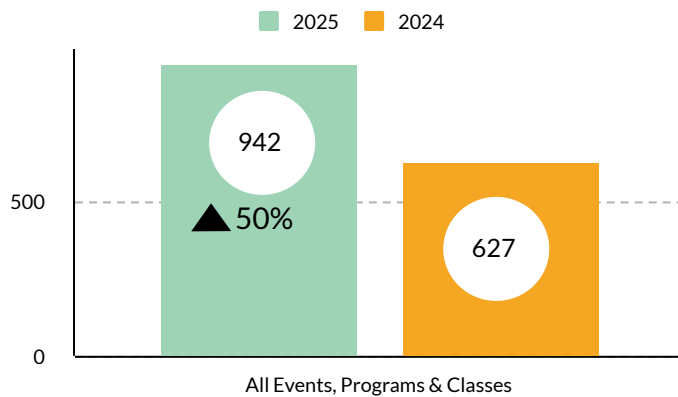


## Attendance YTD

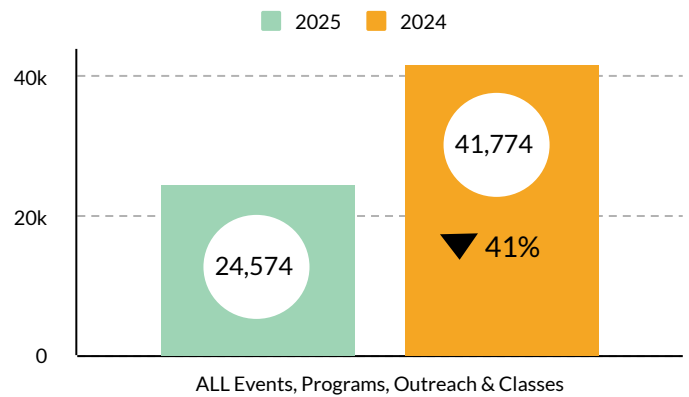
## Bookings YTD

NOTE: "Passive" social media stats have been removed from these counts beginning January 2025. We expanded our reporting during the pandemic to account for the majority of activity occurring online, as requested on IPLAR. This is non longer necessary. These stats DO still include attendance and bookings of Zoom based virtual programs.

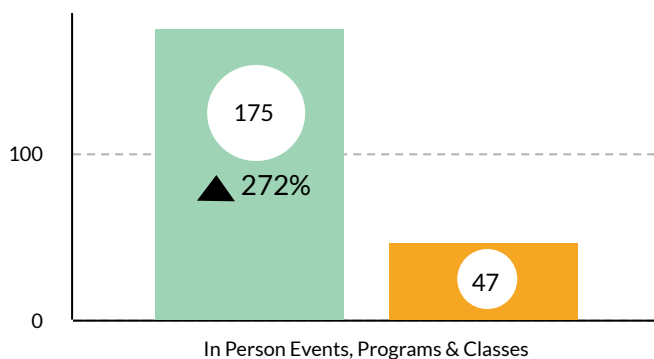
### Bookings ALL



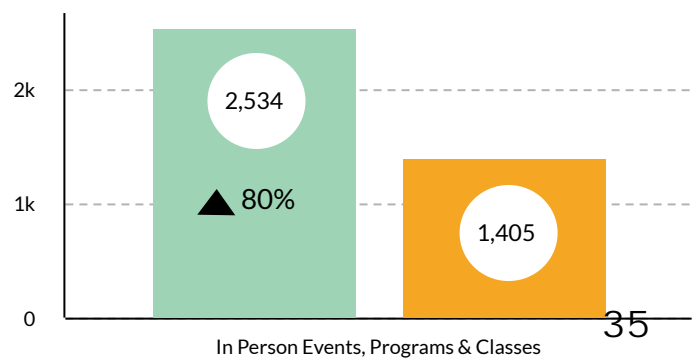
### Attendance ALL



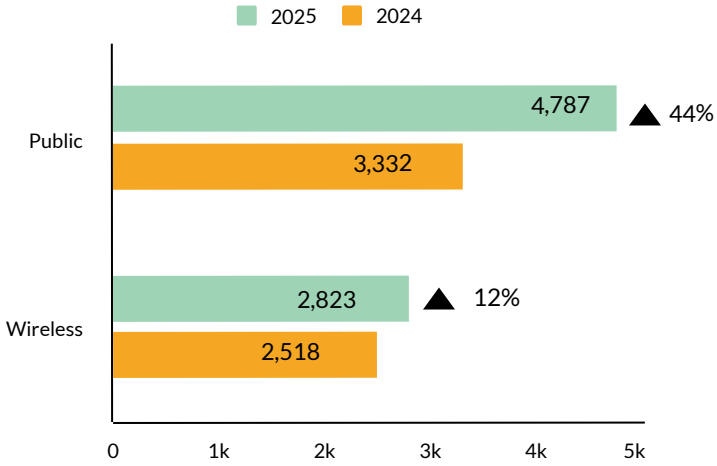
### Bookings IN PERSON



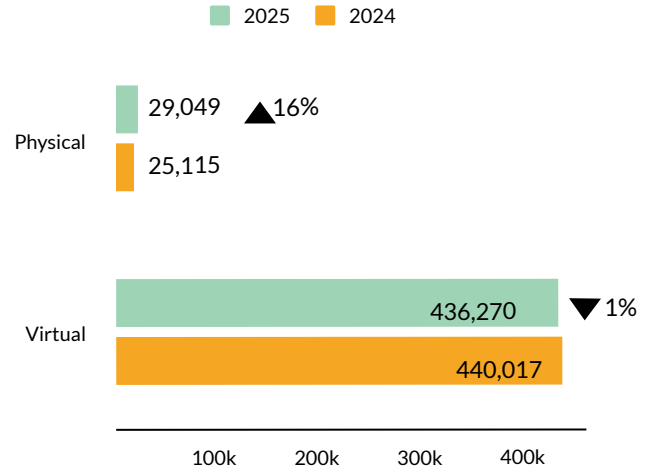
### Attendance IN PERSON



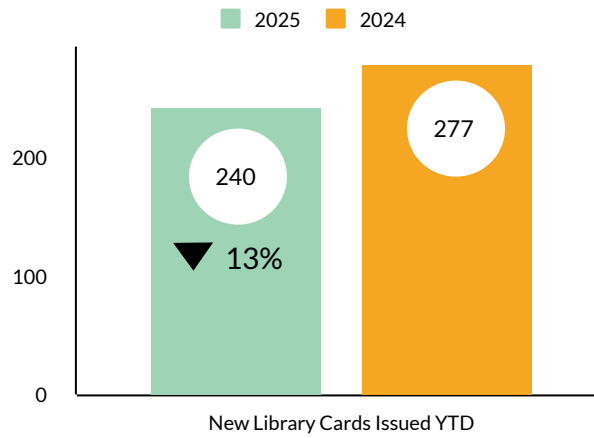
## Computer Usage YTD



## Traffic YTD



## New Library Cards Issued YTD



## 2025 Year to Date Statistics

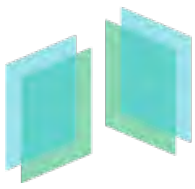
### January 2025

<b>COLLECTION USAGE</b>		
	Year to Date 2025	<b>123,097</b>
	Year to Date 2024	<b>122,063</b>
	<b>% Change</b>	<b>1%</b>
<b>PATRON ASSISTANCE</b>		
	Year to Date 2025	<b>14,224</b>
	Year to Date 2024	<b>14,694</b>
	<b>% Change</b>	<b>-3%</b>
<b>EVENTS, PROGRAMS, AND CLASSES- BOOKINGS</b>		
	Year to Date 2025	<b>942</b>
	Year to Date 2024	<b>627</b>
	<b>% Change</b>	<b>50%</b>
<b>EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE</b>		
	Year to Date 2025	<b>24,574</b>
	Year to Date 2024	<b>41,774</b>
	<b>% Change</b>	<b>-41%</b>
<b>IN PERSON EVENTS</b>		
	<b>Bookings</b>	
	Year to Date 2025	<b>175</b>
	Year to Date 2024	<b>47</b>
	<b>% Change</b>	<b>272%</b>
	<b>Attendance</b>	
	Year to Date 2025	<b>2,534</b>
	Year to Date 2024	<b>1,405</b>
	<b>% Change</b>	<b>80%</b>
<b>TRAFFIC</b>		
	<b>Physical Visits (gate count)</b>	
	Year to Date 2025	<b>29,049</b>
	Year to Date 2024	<b>25,115</b>
	<b>% Change</b>	<b>16%</b>
	<b>Virtual Visits (catalog, website, mobile app)</b>	
	Year to Date 2025	<b>436,270</b>
	Year to Date 2024	<b>440,017</b>
	<b>% Change</b>	<b>-1%</b>
<b>LIBRARY CARDS ISSUED</b>		
	Year to Date new library cards 2025	<b>240</b>
	Year to Date new library cards 2024	<b>277</b>
	<b>% Change</b>	<b>-13%</b>
<b>COMPUTER USAGE</b>		
	<b>Public Computers</b>	
	Year to Date 2025	<b>4,787</b>
	Year to Date 2024	<b>3,332</b>
	<b>% Change</b>	<b>44%</b>
	<b>Wireless</b>	
	Year to Date 2025	<b>2,823</b>
	Year to Date 2024	<b>2,518</b>
	<b>% Change</b>	<b>12%</b>

2025 STATISTICS REPORT													
COLLECTION USAGE	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
Physical materials	54,110												54,110
E-materials	18,048												18,048
ILL	605												605
Databases	50,334												50,334
<b>2025 Total</b>	<b>123,097</b>												<b>123,097</b>
Physical materials	54,066												54,066
E-materials	17,525												17,525
ILL	775												775
Databases	49,697												49,697
<b>2024 Total</b>	<b>122,063</b>												<b>122,063</b>
<b>PATRON ASSISTANCE</b>													
Youth Services	1,934												1,934
Adult Services	6,160												6,160
Patron Accounts	6,042												6,042
Security	88												88
<b>2025 Total</b>	<b>14,224</b>												<b>14,224</b>
Youth Services	2,132												2,132
Adult Services	6,299												6,299
Patron Accounts	6,263												6,263
Security	136												136
<b>2024 Total</b>	<b>14,830</b>												<b>14,694</b>
<b>EVENTS, PROGRAMS AND CLASSES-BOOKINGS</b>													
Youth Services In Person	92												92
Youth Services Virtual	1												1
Adult Services In Person	83												83
Adult Services Virtual	6												6
Outside groups	16												16
Public study rooms	744												744
<b>2025 Total</b>	<b>942</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>942</b>
Youth Services In Person	4												4
Youth Services Virtual	9												9
Adult Services In Person	43												43
Adult Services Virtual	2												2
Outside groups	0												0
Public study rooms	569												569
<b>2024 Total</b>	<b>627</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>627</b>
<b>EVENTS, PROGRAMS, OUTREACH &amp; CLASSES-ATTENDANCE</b>													
Youth Services In Person	905												905
Youth Services Virtual	4,171												4,171
Adult Services In Person	1,629												1,629
Adult Services Virtual	15,388												15,388
Outside groups	260												260
Public study rooms	1,201												1,201
Outreach-Youth Services	907												907
Outreach-Adult Services	113												113
<b>2025 Total</b>	<b>24,574</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,574</b>
Youth Services In Person	320												320
Youth Services Virtual	11,624												11,624
Adult Services In Person	1,085												1,085
Adult Services Virtual	26,140												26,140
Outside groups	237												237
Public study rooms	1,265												1,265
Outreach-Youth Services	941												941
Outreach-Adult Services	162												162
<b>2024 Total</b>	<b>41,774</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,774</b>







# DIRECTOR'S REPORT

## On January 2025

### DPPL CELEBRATES

Today, January 20, is Martin Luther King Jr. Day. We have gathered books and resources to honor the life and legacy of one of the most prolific leaders in American history.

With your library card, you have access to biographies, movies, and more. Visit [DPPL.org](http://DPPL.org) to find a complete list of digital resources.

**Martin Luther King Jr. Day**  
Books & Resources

**JANUARY 20, 2025 • LEARN MORE AT DPPL.ORG**

International Holocaust Remembrance Day occurs every year on January 27th, the anniversary of the liberation of the Auschwitz-Birkenau concentration camp.

We have put together resources from both inside and outside the library to help you learn more about the Holocaust and its relevance to our world today. Follow the link for a complete list <https://www.dppl.org/.../international-holocaust...>

**International Holocaust Remembrance Day**  
January 27

**2025**  
HAPPY LUNAR NEW YEAR!

Des Plaines Public Library • DPPL.ORG

**EMBRACE WINTER'S CANVAS**

Winter Reading  
December 16 - February 16

### COMINGS & GOINGS

GOING  
David Whittingham - Readers' Services Manager

### AROUND THE LIBRARY

**JIGSAW PUZZLE TOURNAMENT**

January 25, 2025  
1:00 - 4:00 pm  
Registration required.



**Construction on The Canvas is COMPLETE!**

**WE'RE NOW ACCEPTING DONATIONS**

DPPL Cares

**The Harbour**  
EMPOWERING YOUTH. DEVELOPING FUTURES.

Help youth and young women experiencing homelessness by donating to The Harbour. This local organization offers immediate, stable, and safe housing for those in need. They strive to promote safety, stability, and personal growth by providing services and support for long-term housing stability, continued education and employment, and individual counseling to help break the cycle of homelessness.

### SNAPSHOT



MarCom's creative services department was pretty busy in the new year making new posters, fliers, signage, social media posts, videos and much more!

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ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2025  
**DES PLAINES PUBLIC LIBRARY**

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30226
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0138
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Des Plaines Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	1501 Ellinwood Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Des Plaines
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60016
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1501 Ellinwood Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Des Plaines
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60016
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8478275551
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478277974
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.dppl.org

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Laurie Papadourakis
1.15 Title	Acting Interim Library Director
1.16 Library Director's E-mail	lpapadourakis@dppl.org

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	

1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	60,675
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

**Federal Public Library Criteria**

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

**SERVICE OUTLETS (2.1 - 2.16)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

**Service Outlet Name**

Location DES PLAINES P.L.	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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**ISL Control Number**

Location DES PLAINES P.L.	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
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**Street Address**

Location DES PLAINES P.L.	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
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**Address**

Location DES PLAINES P.L.	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
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**County & Phone**

Location DES PLAINES P.L.	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
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**Square Feet**

Location DES PLAINES P.L.	2.11a Square Footage of Outlet [PLS 711]	82,500	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
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**IDs**

**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
DES PLAINES P.L.	3,744	52	1364,528

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Laurie Papadourakis
3.5 Telephone Number of Person Preparing Report	847-376-2776
3.6 FAX Number	847-827-7974
3.7 E-Mail Address	lpapadourakis@dppl.org

**REFERENDA (4.1 - 4.7)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**Referendum 1**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 2**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 3**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 4**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	the referendum type?	(mm/dd/year)	Failed?	(mm/dd/year)	language documentation

**Referendum 5**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	The mayor appointed a new member to the Board so it filled the vacancy.
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Dr. Gregory Sarlo
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	gsarlo@dppl.org
5.10 Home Address	600 Jarvis Ave
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

**Second member**

5.5 Name	Kristen Graack
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	kgraack@dppl.org
5.10 Home Address	1366 Carol Lane
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

**Third member**

5.5 Name	Rachel Rice
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	rrice@dppl.org
5.10 Home Address	1099 W Villa Dr
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

**Fourth member**

5.5 Name	Christine Halblander
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	chalblander@dppl.org
5.10 Home Address	1405 Campbell
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

**Fifth member**

5.5 Name	Robert Flinn
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2027
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	rflinn@dppl.org
5.10 Home Address	1002 Jeanette Street
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

**Sixth member**

5.5 Name	Denise Hudec
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	dhudec@dppl.org
5.10 Home Address	1653 River Street, #504
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

**Seventh member**

5.5 Name	Nicholas Harkovich
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5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	nharkovich@dppl.org
5.10 Home Address	1430 Van Buren Street
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60018

**Eighth member**

5.5 Name	Michelle Shimon-Hutchison
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	mshimon@dppl.org
5.10 Home Address	594 Webford Ave
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

**Ninth member**

5.5 Name	Lisa DuBrock
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-827-5551
5.9 E-mail Address	ldubrock@dppl.org
5.10 Home Address	2232 Ottawa Street
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

**FACILITY/FACILITIES (6.1-6.3b)**

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	3
6.2 Total number of times meeting room(s) used by the public during the fiscal year	2,091
6.3 Total Number of Study Rooms	7
6.3b Total number of times study room(s) used by the public during the fiscal year	9,392

**Capital Needs Assessment**

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.



**Age of Facility**

Please indicate the number of buildings in each category below.

5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
0	0	1	0	0	0

**Type of Work Needed**

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	2\$51,364	0	\$0
Structural repairs (walls, foundations, etc.)	31	\$0	0	\$0
Roof repair/replacement	41	\$0	0	\$0
Heating/ventilation/air conditioning	51	\$0	0	\$0
Electrical systems other than alarms	61	\$0	0	\$0
Plumbing systems	71	\$0	0	\$0
Egress systems (doors, stairs, etc.)	81	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	91	\$0	0	\$0
Asbestos abatement	101	\$0	0	\$0
Security measures	111	\$0	0	\$0
Energy conservation	121	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	131	\$0	0	\$0
Accessibility measures	141	\$0	0	\$0
Technology upgrading	151	\$0	0	\$0
New building construction (construction of a new facility)	161	\$0	0	\$0
Building additions (adding square feet to existing facility)	171	\$0	0	\$0

**Type of Work in Progress**

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	18\$578,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	191	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	201	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	211	\$0	0	\$0

Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	22-1	\$0	0	\$0
Building additions (adding square feet to existing facility)	23-1	\$0	0	\$0

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? 24	\$26,868,063
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	In June of 2012, The Library Board of Trustees voted to establish policy requiring \$1,500,000 in cash reserves.

**Liabilities**

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.2.1)**

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

**Local Government**

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) <sup>25</sup>	\$6,027,734
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$6,100,000

**State Government**

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$90,102
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax <sup>26</sup>	\$1,583,041
8.5 Other State Government funds received <sup>27</sup>	\$1,050
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$1,674,193

**Federal Government**

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
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8.9 E-Rate funds received <sup>28</sup>	\$18,033
8.10 Other federal funds received	\$3,500
8.11 If Other, please specify	Age Option CARES
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$21,533

**Other Income**

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$82,747
8.14 Other receipts intended to be used for operating expenditures <sup>29</sup>	\$438,980
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$521,727
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$8,245,187
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**Safeguarding of Library Funds**

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Government Crime Policy 2025.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$4,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Other

**OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

**STAFF EXPENDITURES (9.1-9.3)**

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$3,323,860
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$977,107
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$4,300,967

**COLLECTION EXPENDITURES (10.1 - 10.4)**

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353] <sup>30</sup>	\$343,845
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$315,943
10.3a Other Physical Materials Expenditures [PLS 355]	\$109,585
10.3b Please list the types of materials purchased in 10.3a	DVDs, 4K DVDs, Blu-rays, CDs, Videogames, STEM kits, Yoto music players, flash cards, vinyl cutters, memory kits, board games, assistive technology devices, musical instruments, realia
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$769,373

**OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,596,627
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$6,666,967



**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

**Capital Revenue**

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a	Local Government: Capital Income from Bond Sales	\$0
12.1b	Local Government: Other	\$0
12.1c	Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2	State Government [PLS 401]	\$0
12.3	Federal Government [PLS 402]	\$0
12.4	Other Capital Revenue [PLS 403]	\$267,284
12.5	If Other, please specify	Capital Interest Income
12.6	Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$267,284

**Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7	Total Capital Expenditures [PLSC 405] <sup>31</sup>	\$1,178,531
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**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	21	21	74.1900046.6300	37.5000037.5000
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$74.19	37.50	
Assistant Director	Assistant Library Director	\$46.63	37.50	
Head of Adult Services	Adult Services	\$48.09	37.50	
Reference Services Librarian II	Adult Services	\$40.65	37.50	
Reference Services Librarian II	Adult Services	\$40.65	37.50	
Reference Services Librarian II	Adult Services	\$40.65	37.50	
Reference Services Librarian II	Adult Services	\$30.53	37.50	
Reference Librarian	Adult Services	\$30.24	37.50	
Reference Librarian	Adult Services	\$28.35	20.00	
Readers Services Manager	Adult Services	\$34.72	37.50	
Teen Services Librarian	Young Adult Services	\$33.07	37.50	
Head of Patron Accounts Services	Circulation	\$48.09	37.50	
Acquisitions and Cataloging Manager	Collection Development Acquisitions	\$34.52	37.50	
Metadata and Cataloging Specialist	Cataloging	\$36.10	37.50	
Head of Youth Services	Children's Services	\$33.84	37.50	
School Liaison Librarian	Children's Services	\$31.90	37.50	
School Liaison Librarian	Children's Services	\$37.84	37.50	
Youth Services Assistant Manager	Children's Services	\$28.80	37.50	
Youth Services Librarian	Children's Services	\$26.38	37.50	
Youth Services Librarian	Children's Services	\$36.10	20.00	
Reference Librarian	Adult Services	\$36.10	20.00	

**Group A Total**

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]

18.38

**Group A hidden group hours**

**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	18.38

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,333.00
13.14 Minimum hourly rate actually paid	\$15.31
13.15 Maximum hourly rate actually paid	\$48.09
13.16 Total FTE Group C employees (13.13 / 40)	33.33

**Group D**

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	200.00
13.18 Minimum hourly rate actually paid	\$14.00
13.19 Maximum hourly rate actually paid	\$15.00
13.20 Total FTE Group D employees (13.17 / 40)	5.00

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	196.00
13.22 Minimum hourly rate actually paid	\$16.16
13.23 Maximum hourly rate actually paid	\$40.65
13.24 Total FTE Group E employees (13.21 / 40)	4.90
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	43.23
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	61.60



**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary						
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary						
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

**LIBRARY VISITS (14.1 - 14.1a)**

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501] 32	364,528
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

**PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)**

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions. Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	33,429	341,736	351	36,971
Children (6-11)	37,405	3814,996	3971	409,045
Young Adults (12-18)	112	1,290	75	3,656
Adults (19 and older)	677	9,268	41134	4221,971
General Interest	433	44500	4581	464,939
Total	1,626	37,790	412	46,582

**Onsite, Offsite and Virtual (All Group Programs by Type)**

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	874	19,819
Synchronous In-Person Offsite Program Sessions	47,704	4817,412
Synchronous Virtual Program Sessions	48	559
Total	1,626	37,790

**Historic - retired 2021**

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

**Asynchronous Virtual Presentations (Subset of Self-Directed Activities)**

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	6
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	473

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	20,212
16.2a Total Number of Unexpired Non-resident Cards	84
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	42
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$1,633.75
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	20,296
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

**RESOURCES OWNED (17.1 - 17.25)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	216,269
17.2 Current Print Serial Subscriptions	383
17.3 Total Print Materials (17.1 + 17.2)	216,652
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	23,904
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	41,610
17.6 Other Circulating Physical Items [PLS 462]	938
17.7 Total Physical Items in Collection [PLS 461]	282,721

**Electronic Materials and Collections**

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
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17.9	Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10	Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11	Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12	Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13	Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14	Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15	Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16	Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17	Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18	Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No
17.19	Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20	Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21	Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22	Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23	Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24	Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	No
17.25	Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

**USE OF RESOURCES (18.1 - 18.19)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1	Circulation of Adult Physical Material <sup>49</sup>	324,802
18.2	Circulation of Young Adult Physical Material <sup>50</sup>	19,861
18.3	Circulation of Children's Physical Material [PLS 549]	274,488
18.4	Total number of physical materials loaned (18.1 + 18.2 + 18.3)	619,151

**Report circulation, including renewals, by the material types below.**

18.5	Books- Physical	416,111
18.6	Videos/DVDs- Physical <sup>51</sup>	116,778
18.7	Audios (include music)- Physical	33,727
18.8	Magazines/Periodicals- Physical	15,215
18.9	Other Items- Physical [PLS 561]	37,320
18.10	Physical Item Circulation (18.5-18.9) [PLS 553]	619,151
18.11	Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12	e-Book Circulation [PLS 545]	58,391
18.13	e-Serial Circulation [PLS 546]	17,798

18.14 e-Audio Circulation [PLS 547]	107,265
18.15 e-Video Circulation [PLS 548]	20,063
18.16 Use of Electronic Materials [PLS 552]	203,517
18.17 Total Circulation of Materials [PLS 550]	822,668
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	56,003
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	33,315

**PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

**Reference Transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	130,785
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

**One-on-One Tutorials**

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	135
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**AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	284
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	141
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No



**INTERNET (21.1 - 21.9)**

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1	Does your library have Internet access?	Yes
21.2a	What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b	If Other, please specify	1 Gpbs
21.3	What is the monthly cost of the library's internet access?	\$1,100
21.4	Number of Internet Computers Available for Public Use [PLS 650]	141
21.5	Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	37,347
21.5a	Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6	Wireless Sessions Per Year [PLS 652]	34,529
21.6a	Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7	Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1	Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a	If YES, did your library apply for Category 1, Category 2 or both?	Both
22.2b	If YES, what is the dollar amount that your library was awarded for the fiscal year report period? 52	\$18,033
22.3	If NO, why did your library NOT participate in the E-rate program?	

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)**

This section focuses on staff development and training. Please provide the requested information below.

23.1	How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$18,991
23.2	Does the above amount include travel expenses?	Yes
23.3	How many hours of training did employees receive this year?	880.00

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1	Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2	Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3	Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1	Were the secretary's records found to be complete and accurate?
25.2	If NO, please list and explain any errors or discrepancies.
25.3	First board member completing the audit
25.4	Second board member completing the audit
25.5	Date the Secretary's Audit was completed

**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Library Director	Electronic Signature	Date
President		
Secretary		

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 2.14 The number of synchronous programs and self-directed activities increased in 2024. (0-2025-02-11)
- 2, The new makerspace was nearly completed in 2024. Funds were provided by a donor. (0-2025-01-23)
- 3, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 4, The City of Des Plaines owns the building and is responsible for the exterior and structure costs. (0-2025-01-27)
- 5, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 6, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 7, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)

- 8, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 9, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 10, Not applicable, Building constructed in 2000. (0-2024-12-17)
- 11, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 12, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 13, The City of Des Plaines owns the building and is responsible for the exterior and structure costs. (0-2025-01-28)
- 14, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 15, Our Capital Needs Assessment is budgeted for the 2025 year. Once complete we will know what work is needed. (0-2025-01-28)
- 16, NA (0-2025-01-28)
- 17, NA (0-2025-01-28)
- 18, The new makerspace was nearly completed in 2024. Funds were provided by a donor. (0-2025-01-21)
- 19, The City of Des Plaines owns the building and is responsible for the exterior and structure costs. (0-2024-12-17)
- 20, Not applicable, Building constructed in 2000. (0-2025-01-23)
- 21, The City of Des Plaines owns the building and is responsible for the exterior and structure costs. (0-2025-01-28)
- 22, NA (0-2025-01-28)
- 23, NA (0-2025-01-28)
- 24, 7.1 The City of Des Plaines has contracted asset valuations to be conducted every three years for insurance renewal purposes. This is the current information related to the Library real estate evaluation. (0-2025-01-08)
- 25, 8.1 2024 value reflected more tax revenue due to previous year's delay in Cook County's property tax collection. There were no delays to report last year. (0-2025-01-22)
- 26, 8.4 In 2024, the City and Library determined that the calculation used for PPRT was incorrect. When adjusted, back PPRT was owed the Library. This reflects back payments from the City for PPRT. (0-2025-01-22)
- 27, 8.5 RAILS LLSAP Support Grant (0-2025-02-12)
- 28, 8.9 Represents CAT 1 and CAT 2 funding for connectivity and service maintenance of eligible items. (0-2025-01-22)
- 29, 8.14 Increase from 2023 to 2024 is due to significant increase in gains on investments, and interest income. (0-2025-02-11)
- 30, 10.1 We ordered more items from Amazon this year due to delivery issues with our usual vendor. This increased our costs. (0-2025-02-12)
- 31, 12.7 This amount includes construction of our makerspace, makerspace equipment, furniture, computer hardware, computer software, and general equipment. (0-2025-01-21)
- 32, 14.1 The number of synchronous programs and self-directed activities increased in 2024. (0-2025-02-11)



- 33, In late 2023, a part-time librarian position was eliminated. This librarian dedicated half her time to early learning outreach. (0-2025-02-11)
- 34, In late 2023, a part-time librarian position was eliminated. This librarian dedicated half her time to early learning outreach. (0-2025-02-11)
- 35, We have increased self-directed activities including scavenger hunts, quick crafts and guessing jars. (0-2025-02-11)
- 36, We have increased self-directed activities including scavenger hunts, quick crafts and guessing jars. (0-2025-02-11)
- 37, [PLS 602] Interest and participation from this age group has increased. (0-2025-02-11)
- 38, [PLS 612] Interest and participation from this age group has increased. (0-2025-02-11)
- 39, We have increased self-directed activities including scavenger hunts, quick crafts and guessing jars. (0-2025-02-11)
- 40, We have increased self-directed activities including scavenger hunts, quick crafts and guessing jars. (0-2025-02-11)
- 41, Patron Accounts Department started offering programming. (0-2025-02-11)
- 42, We hosted Early Voting in 2024 and this increased our numbers. (0-2025-02-03)
- 43, 15.9 The Library hosted the Algonquin Middle School Orchestra, the D62 Art Show Reception, and a National Library Week celebration. (0-2025-02-11)
- 44, 15.10 The Library hosted the Algonquin Middle School Orchestra, the D62 Art Show Reception, and a National Library Week celebration. (0-2025-02-11)
- 45, 15.11 Patron Accounts Department started offering programming. (0-2025-01-29)
- 46, 15.12 Patron Accounts Department started offering programming. (0-2025-02-11)
- 47, [PLS 607] In late 2023, a part-time librarian position was eliminated. This librarian dedicated half her time to early learning outreach. (0-2025-02-12)
- 48, [PLS 617] In late 2023, a part-time librarian position was eliminated. This librarian dedicated half her time to early learning outreach. (0-2025-02-12)
- 49, 18.1 Last year we added adult e-circ to this number in error. The 2024 IPLAR adult physical circ = 329,736 (0-2025-02-11)
- 50, 18.2 Physical videogame circulation has gone down. (0-2025-02-11)
- 51, 18.6 Circulation numbers decreased because alternative methods of entertainment, such as streaming. (0-2025-02-11)
- 52, 22.2b Represents CAT 1 and CAT 2 funding for connectivity and service maintenance of eligible items. (0-2025-02-11)

DES PLAINES PUBLIC LIBRARY  
MAKERSPACE/MEDIA LAB USE POLICY- DRAFT

The Des Plaines Public Library makerspace (The Canvas) and Media Lab is intended to provide a dedicated space to facilitate independent innovation, education, and invention. The library will provide equal access to materials and resources in a welcoming environment, for patrons to create hands-on, do-it-yourself projects.

Users of the space must be Des Plaines Public Library cardholders, and follow all Des Plaines Public Library policies, including the [Library's Rules of Conduct](#).

General Rules of Use

1. Patrons must be at least 12 years of age to use library equipment in this space.
2. Patrons under 15 years of age must be under the direct supervision of an adult, with specific equipment (indicated by signage) requiring staff approval.
3. Exceptions to age policy may be made for library-led programs.
4. Patrons must attend a makerspace orientation and sign a Makerspace Waiver Form (C-12a) before using any library equipment. For children under the age of 18, a parent or guardian must sign the Waiver Form.
5. The makerspace and media lab are available to patrons during posted makerspace hours, which are subject to change. The hours will be posted on the website and signage.
6. Patrons must be engaged in a do-it-yourself project in order to use the space.
7. Patrons may not use the equipment for mass production.
8. Approved equipment materials will be available for purchase. Costs are posted on the website and in the makerspace.
9. Staff must approve outside materials for use with library equipment. Staff may decline to allow the use of unapproved materials.
10. Projects must be completed, or reach a natural stopping point, 30 minutes before the posted makerspace closing time, to allow time for clean-up.
11. Makers may reserve equipment and project tables up to 2 days in advance, for up to 3 hours at a time. If equipment is not reserved, it is available on a first-come, first-served basis.
12. Library-sponsored activities, classes, and programs have priority use of the makerspace/media lab.
13. Library staff may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use, or do not complete required training for their use.
14. Equipment damage as a result of intentional misuse, or negligence, may result in charges to the user.
15. Disruptive behavior may hinder the use of equipment, or result in a loss of makerspace privileges.

### Safety Rules

1. Complete all required training, and follow specific equipment instructions.
2. Let staff know if equipment is damaged, or not working.
3. Wear appropriate protective gear for the equipment being used.
4. Don't modify, disassemble, or alter the equipment.
5. Never leave machines running unattended.

### Liability and Restrictions

1. The library is not responsible for project failures, personal injuries, personal equipment or property damage, or losses.
2. Equipment may not be used to produce the following:
  - Content or objects prohibited by federal, state, or local law.
  - Weapons, weapon parts, or look-alike weapons.
  - Objects that would be considered obscene or pornographic.
  - Content that intentionally distributes malware or similar malicious software or hardware to library computers or networks.
3. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials, including software, music, videos, and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs, or DVDs is not permitted unless allowed by law.
4. The copyright law of the United State (Title 17, U.S. Code) governs all reproductions of copyrighted material. Users are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. The library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor the functionality or quality of content produced in the makerspace. Any violation of Intellectual Property Rights (patented, trademarked, or copyrighted materials) is the sole responsibility of the patron.
5. The library is not responsible for the content created by individuals using the makerspace.

Approved xx/xx/xx

## Des Plaines Public Library Makerspace Waiver Form - DRAFT

The Des Plaines Public Library (DPPL) values independent innovation, education, and invention. In order to support this effort, DPPL offers access to makerspace equipment for use by adults (18 years or older) and minors over the age of 10 (with consent of a parent or guardian).

### Acknowledgment of Use:

I, \_\_\_\_\_ (Printed Name), am at least 18 years of age, and confirm that I have read and understand the Library's Makerspace/Media Lab Use Policy. I agree to follow the rules outlined in the policy while using the makerspace.

If you are a parent or guardian signing for a minor, please fill in the name of the minor here: \_\_\_\_\_

By signing this waiver, I am fully aware that participation in the makerspace may result in the risk of personal injury or harm to myself. I hereby FULLY RELEASE, FOREVER DISCHARGE, INDEMNIFY, DEFEND, AND HOLD HARMLESS the Des Plaines Public Library and its officers, directors, employees, volunteers, and agents from and against any and all liability, loss, damages, claims, and causes of action (including attorney's fees, and court costs), whether known or unknown, foreseen or unforeseen, actual or potential, arising from use of the makerspace equipment.

I understand and ACCEPT FULL FINANCIAL RESPONSIBILITY for any equipment loss or damage resulting from misuse or negligence. I agree to bear the costs of any injury or damage while using the makerspace equipment and while participating in makerspace activities on property owned by DPPL. Should DPPL incur attorney's fees or costs to enforce this agreement, I agree to indemnify and reimburse DPPL for such costs.

I have had sufficient opportunity to read this entire document. I have read it, understand it, and agree to be bound by its terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Approved xx/xx/xxxx

JOB TITLE: Acquisitions and Cataloging Manager

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Assistant Director

CLASSIFICATION: Group 8

STATUS: ~~Non-Exempt~~ Exempt

OBJECTIVE:

Oversees all aspects of the Acquisitions and Cataloging Group including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Acquisitions and Cataloging Group upholds the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Acquisition and Cataloging Group.
3. Interview, hires, trains, supervises, disciplines, and evaluates up to eight staff members.
4. Plans, organizes, and schedules the daily workflow of Acquisitions and Cataloging staff.
5. Oversees purchasing, receiving, processing and classification of Library materials.
6. Participates in planning the Group budget, and under the supervision of the Library Director and Assistant Director, oversees the Group's expenditures.
7. Prepares and maintains the funding reports for specific material types.
8. Coordinates and participates as Library representative at the Combined Computer Services consortium, and government organizations for all acquisition and cataloging issues.
9. Attends professional meetings, and maintains memberships in professional associations and participates in their activities.
10. Works at the Adult Services Reference desk as assigned.
11. Oversees the work of volunteers.
12. Represents the Library at community organizations and events.
13. Participates in continuing education.
14. Acts as Librarian in Charge as assigned.
15. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Five years library experience.
3. Two years technical services experience.
4. One year supervisory experience.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct library staff in library methods and procedures.
8. Considerable skill in written and spoken communications.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Knowledge of the professional practices, procedures and techniques of library science.
11. Knowledge of current library classification and cataloging practice and principles.
12. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to Acquisitions and Cataloging Manager

another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017  
Revised and Approved 09/27/18  
Revised and Approved 06/17/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Building & Security Services Manager

DEPARTMENT: Building & Security Services

REPORTS TO: Library Director

CLASSIFICATION: Group 8

STATUS: ~~Non-Exempt~~ Exempt

#### OBJECTIVE:

Oversees all aspects of the Building & Security Services Department including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Building & Security Services Department upholds the Library's mission, vision, and values.

#### DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Plans, directs, coordinates, and reviews work of the Building & Security Services Department, which includes maintenance and security staff. Maintains written procedures and suggests improvements.
3. Interviews, hires, trains, supervises, disciplines and evaluates up to ten staff members.
4. Prepares the annual Department budget, and under the supervision of the Library Director, oversees all Department expenditures and contracts.
5. Prepares and assists with the competitive bid process for Department equipment and materials.
6. Manages, evaluates, and maintains Library facilities, including HVAC, electrical, plumbing, elevators, life safety, library vehicles, and housekeeping services. Schedules preventative maintenance visits, service repairs, and safety inspections. Ensures OSHA compliance. Liaises with the City of Des Plaines to safely maintain the parts of the facilities under the City's control, such as the building exterior, Library Plaza and the adjacent parking garage.
7. Uses and develops life cycle plans for essential equipment.
8. Creates and executes a comprehensive maintenance program, including up-to-date records of repairs and replacements.
9. Identifies and responds to urgent Library facilities problems. Arranges or personally takes immediate corrective action 24/7. Serves as first person in Department for emergency notification calls.



10. Performs first level mechanical repair and preventive maintenance as needed.
11. Manages all security, emergency, and non-emergency issues involving patrons and library staff.
12. Trains all Building & Security Services staff on proper security procedure. Creates security procedures and security records system.
13. Serves as security monitor as needed.
14. As a member of the Management Team, participates in overall planning of Library strategic goals, policy and safety manuals.
15. Pursues professional development opportunities including attendance at workshops, webinars and professional meetings.
16. Serves on library and community committees.
17. Compiles statistical data and creates reports.
18. Creates and maintains a welcoming environment for patrons and staff.
19. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Two years college.
2. Five years experience in facilities management.
3. Two years experience in security services.
4. Three years supervisory experience.
5. Valid Illinois driver's license.
6. Available to work nights and weekends.
7. Available to respond to emergency calls after hours.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to lead a team and work as a member of a team.
4. Considerable ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
5. Considerable knowledge of the methods, materials and equipment used in custodial and building maintenance work.
6. Considerable knowledge of HVAC, electrical, plumbing, and fire protection systems.
7. Knowledge of current safety and security practices.
8. Knowledge of pertinent tools, equipment and supplies used in building maintenance.

9. Considerable ability to handle multiple and simultaneous tasks.
10. Considerable ability to remain calm in difficult situations.
11. Considerable knowledge and skill in the use of appropriate technology.
12. Skill in written and spoken communication.
13. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

Computer-based interfaces to HVAC controls, lighting, DVR, building access, maintenance ticketing, and other critical systems. A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops, and brooms.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 50 pounds. The employee must transport/move up to 150 pounds of library materials from one library location to another. The employee will be required to lift, set up, and take down meeting room tables and chairs.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work areas varies. Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles and toxic cleaning chemicals.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an

incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

Revised and Approved 08/18/09

Revised and Approved 12/17/15

Revised and Approved 09/27/18

Revised and Approved 01/21/2021

Revised and Approved 04/21/2022

Revised and Approved 10/17/2024

JOB TITLE: Business Manager  
DEPARTMENT: Administration  
REPORTS TO: Director  
CLASSIFICATION: Group 8  
STATUS: ~~Non-Exempt~~Exempt

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GENERAL STATEMENT:

Manages all aspects of the Library's business accounts and acts as the Library's Office Manager. Works closely with the Director and the Human Resources Manager, participates as a member of the Library's Management Team, and develops strategic planning and policy. Understands and implements the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and implements the Library's policies and procedures.
2. Maintains and safeguards all confidential and restricted information.
3. Maintains, organizes, and processes all invoices and debits, including utility bills and credit card charges.
4. In coordination with the Director, conducts banking.
5. Maintains and organizes the Library's donation accounts and files.
6. Serves as purchasing agent for the library, exercising a wide scope of discretion in purchasing supplies, materials, and services.
7. In coordination with the Human Resources Manager, prepares and reviews bi-weekly payroll processing.
8. Prepares for and responds to audit requests.
9. Responds to Freedom of Information requests.
10. Acts as primary liaison with outside accounting firm.
11. Implements record control and retention.
12. Maintains office equipment and orders supplies.
13. Prepares correspondence, reports, and Board of Trustees documents.
14. May supervise up to two staff or volunteers.
15. May act as Office Receptionist.
16. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. College degree in accounting or business.
2. At least three years office experience.
3. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
3. Considerable ability to work as a member of a team.
4. Considerable ability to set priorities and work independently.
5. Considerable ability to safeguard confidential and restricted information.
6. Considerable technology and computer skills, including knowledge of Microsoft Office Products and fund accounting software.
7. Ability to remain calm in difficult situations.
8. Ability to handle multiple and simultaneous tasks.
9. Ability to follow through tasks to completion.
10. Considerable skill in written and spoken communication.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED: A variety of office machines, computers, Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 50 pounds of Library materials

from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus. This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/17/2024

JOB TITLE: Materials Services Manager  
DEPARTMENT: Patron Accounts and Materials Services  
REPORTS TO: Assistant Director  
CLASSIFICATION: Group 8  
STATUS: ~~Non-Exempt~~Exempt

OBJECTIVE:

To manage the Material Services Group. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES

1. Understands and carries out the Library's policies and procedures.
2. Plans and coordinates all aspects of the operation of the Materials Services Group, including extensive coordination with Patron Account Services and Acquisitions and Cataloging Services.
3. Hires, trains, supervises, disciplines, and evaluates up to 35 staff members.
4. Directly supervises the Page Supervisor and the Materials Services Clerks.
5. Participates in planning the department's budget, and oversees the Materials Services Group's expenditures.
6. Manages the daily workflow of van delivery, picklist, switchboard, automatic materials handler, and other Materials Services Clerk duties.
7. Works closely with Department Heads and Managers to coordinate collection shelving projects and resolve problems.
8. Participates in continuing education and library-related working groups.
9. May represent the library at community organizations and events.
10. Compiles statistical data and creates reports.
11. Oversees the work of volunteers.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree.
2. Two years of retail or public library supervisory experience.
3. One year of public library experience.
4. Available to work evenings and weekends.
5. Valid Illinois driver's license.

## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Considerable ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to solve problems.
6. Considerable skill in spoken and written communications.
7. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365<sup>e</sup>.
8. Ability to handle detailed, multiple, simultaneous, and varied tasks.
9. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
10. Ability to remain calm in difficult situations.
11. Ability to train staff in library methods and procedures.
12. Knowledge of circulation practices, procedures and automated circulation systems or other applicable inventory control system.
13. Willingness to learn new skills.

## TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

## PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to walk; and use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be



required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017  
Revised and Approved 09/27/18  
Revised and Approved 01/21/21  
Revised and Approved 10/17/2024

JOB TITLE: Metadata and Cataloging Specialist

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 7

STATUS: ~~Non-Exempt~~ Exempt

OBJECTIVE: To oversee the use and distribution of metadata. To manage the integrity of the Library's materials and patron records within the integrated library system (ILS). To perform original cataloging and authority control.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Compiles and analyzes data related to the Library's collections, programs, and patron services.
3. Performs original cataloging and classification of library materials and provides authority control for bibliographic data.
4. Assists with budget recommendations and the competitive bid process for equipment and materials related to the integrated library system (ILS) and automatic materials handler (AMH).
5. Organizes data produced by Library staff for optimal use by all staff.
6. Collects and presents data on a regular basis to the Administrative Team to support Library decision making.
7. Sets up data collection and reporting routines to assist Library staff.
8. Provides specialized training to staff in use of the public catalog and of the bibliographic database.
9. Trains Acquisitions and Cataloging staff in cataloging practices and resources.
10. Coordinates training on the use of upgrades and new releases of the integrated library system (ILS).
11. Collaborates in the creation and management of material collections and lending rules.
12. Manages and updates the Library's integrated library system (ILS) lending and staff permissions policies, while safeguarding confidential and restricted information.
13. Programs the automatic materials handler (AMH).
14. Acts as liaison to select library consortium technical groups.
15. Keeps informed of current trends and developments affecting libraries.

16. Attends professional meetings, maintains memberships in professional library associations, and participates in their activities.
17. Maintains neatness of shared work areas.
18. Scheduled to work the Public Services Desks, as needed.
19. May act as migration coordinator during a change of the ILS.
20. May serve as representative to a library consortium advisory group.
21. May oversee the work of volunteers.
22. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science from an ALA accredited program, with emphasis in cataloging.
2. Two years database analysis experience.
3. Two years original cataloging experience.
4. One year authority control experience.
5. Available to work evenings and weekends.
6. Valid driver's license.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff.
2. Considerable ability to work independently.
3. Considerable working ability to handle multiple and simultaneous tasks.
4. Considerable skill in written and spoken communications.
5. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
6. Considerable knowledge of current library classification and cataloging practice and principles.
7. Considerable knowledge of bibliographic and patron databases.
8. Considerable knowledge of Microsoft Excel and Access.
9. Ability to perform excellent customer service and to communicate Library policies and procedures to the staff.
10. Ability to work, and lead when necessary, as a member of a team.
11. Ability to remain calm in difficult situations.
12. Ability to instruct Library staff in library methods and procedures.
13. Knowledge of database management and construction.
14. Knowledge of web programming and markup languages.
15. Knowledge of the professional practices, procedures and techniques of library science.
16. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

#### *Revised/Reviewed dates:*

Revised and Approved 08/21/07  
Revised and Approved 08/18/09  
Revised and Approved 04/15/14  
Revised and Approved 12/17/15  
Revised and Approved 06/17/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Readers' Services Manager

DEPARTMENT: Adult Services

REPORTS TO: Head of Adult Services

CLASSIFICATION: Group 8

STATUS: ~~Non-Exempt~~Exempt

## OBJECTIVE

To supervise the Readers' Services staff and assist the Head of Adult Services in the management of the Adult Services Department. This position serves on the Management team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

## DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Hires, trains, supervises, disciplines, and evaluates up to nine staff members.
3. Develops long term strategic goals for the Readers' Services department.
4. Participates in planning the department budget.
5. Oversees selection and organization of the popular materials collections.
6. Participates in review and revision of the collection development policy.
7. Performs readers' advisory and answers reference questions.
8. Oversees programming offered by the department, including teen programming.
9. Oversees the operations of the Readers' Services information desk including staffing and schedule changes.
10. Participates in managers' meetings.
11. Facilitates the Readers' Services department meetings.
12. Performs the duties of a Readers' Services Assistant as scheduled.
13. Promotes and markets the Library's collections.
14. Attends professional meetings, maintains memberships in professional associations, and participates in their activities.
15. Attends appropriate meetings, workshops, and conferences.
16. Represents the Library at community organizations and events.
17. Compiles statistical data and creates reports.
18. May oversee the work of volunteers.

19. Prepares weekly desk schedules as assigned.
20. Keeps informed of current trends and developments affecting libraries.
21. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years of public library experience.
3. Three years readers' advisory experience.
4. One year supervisory experience.
5. Valid Illinois driver's license.
6. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
3. Considerable ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct Library staff in library methods and procedures.
8. Considerable skill in written and spoken communication.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Extensive knowledge of popular fiction, literature, movies, and music in a variety of formats.
11. Knowledge of nonfiction, magazines, video games, and other Library collections.
12. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
13. Ability to use print, online, and electronic resources.
14. Knowledge of the professional practices, procedures, and techniques of library science.
15. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 12/18/07  
Revised and Approved 08/18/09  
Revised and Approved 07/19/11  
Revised and Approved 12/17/2015  
Revised and Approved 09/27/18  
Revised and Approved 04/15/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Reference Services Librarian II

DEPARTMENT: Adult Services

REPORTS TO: Head of Adult Services

CLASSIFICATION: Group 8

STATUS: ~~Non-Exempt~~ Exempt

#### OBJECTIVE

To perform high level professional library work such as developing and implementing projects that increase access and quality of information, advising and training professional staff, managing budgets and collections, negotiating contracts with vendors, and extensive outreach with community organizations. The work also involves selecting materials and maintaining the collection, providing reference and readers' advisory services, and one-on-one and classroom instruction to patrons.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Answers reference questions in person, by telephone, via email, and online.
3. Instructs patrons in the use of electronic and print resources including creating and leading classes for the public.
4. Provides readers' advisory services.
5. Selects material for the collection and participates in collection evaluation and maintenance.
6. Promotes and markets the library's adult collections including writing promotional material and creating physical and digital displays.
7. Arranges or creates and presents library programs and classes both in house and in the community.
8. Maintains memberships in professional associations and participates in their activities.
9. Continues librarianship education by attending appropriate meetings, workshops, and conferences.
10. Serves as Librarian in Charge as assigned.
11. Participates in community partnerships.
12. Prepares weekly desk schedules as assigned.
13. Writes and manages grants.
14. Writes reports and compiles statistics.



15. Oversees the work of the pages, technology pages, and volunteers.
16. Keeps informed of current trends and developments affecting libraries.
17. May assist in the collection budget process.
18. May be responsible for establishing new and maintaining current online resources.
19. May be responsible for training staff in the use of online resources.
20. May develop special services and programs for the business community.
21. May coordinate programs and maintain the yearly program calendar for Adult Services.
22. May negotiate with vendors for contracts for library services and programs.
23. May maintain the Library's digital collections.
24. May assist at other public service desks.
25. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Minimum three years professional library experience.
3. Customer service work experience preferred.
4. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to perform excellent customer service and to communicate general library policies and procedures to staff and the general public.
2. Considerable ability to establish and maintain effective working relationships with staff and patrons.
3. Considerable ability to work independently.
4. Considerable ability to conduct a patron interview and to provide an accurate response in a timely manner.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Considerable skill in written and spoken communication.
7. Considerable knowledge and skill in the use of online and electronic resources.
8. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
9. Ability to lead and work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Knowledge of literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Knowledge of the professional practices, procedures, and techniques of

- library science.  
13. Willingness to learn new skills.

**TOOLS/EQUIPMENT USED:**

A variety of office machines, computers and Library equipment.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06  
Revised and Approved 08/21/07  
Reviewed and Approved 08/18/09  
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Revised and Approved 12/17/15  
Revised and Approved 09/27/18  
Revised and Approved 11/21/19

Revised and Approved 11/18/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Reference Services Librarian

DEPARTMENT: Adult Services

REPORTS TO: Head of Adult Services

CLASSIFICATION: Group 7

STATUS: ~~Non-Exempt~~ Exempt

## OBJECTIVE

To perform professional library work including planning and implementing library programs, selecting materials and maintaining the collection, providing reference and readers' advisory, and one-on-one and classroom instruction to patrons.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Answers reference questions in person, by telephone, via email, and online.
3. Instructs patrons in the use of electronic and print resources including creating and leading classes for the public.
4. Provides readers' advisory services.
5. Selects material for the collection and participates in collection evaluation and maintenance.
6. Promotes and markets the library's adult collections including writing promotional material and creating physical and digital displays.
7. Creates and presents library programs.
8. Maintains memberships in professional associations and participates in their activities.
9. Continues librarianship education by attending appropriate meetings, workshops, and conferences.
10. Serves as Librarian in Charge as assigned.
11. Participates in community partnerships.
12. Prepares weekly desk schedules as assigned.
13. Writes and manages grants.
14. May oversee the work of the pages, technology pages, and volunteers.
15. May write reports and compile statistics.
16. May assist at other public services desks.
17. Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. One year library work experience.
3. Available to work evenings and weekends.

## KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to perform excellent customer service and to communicate general Library policies and procedures to staff and the general public.
2. Considerable ability to establish and maintain effective working relationships with staff and patrons.
3. Considerable ability to work independently.
4. Considerable ability to conduct a patron interview and to provide an accurate response in a timely manner.
5. Considerable ability to handle multiple and simultaneous tasks.
6. Considerable skill in written and spoken communication.
7. Considerable knowledge and skill in the use of online and electronic resources.
8. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
9. Ability to lead and work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Knowledge of literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

## TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

## PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/20/06  
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Revised and Approved 12/17/15  
Revised and Approved 10/19/17  
Revised and Approved 09/27/18  
Revised and Approved 11/21/19  
Revised and Approved 11/18/2021  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: School Liaison Librarian

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 8

STATUS: ~~Non-Exempt~~ Exempt

OBJECTIVE:

To plan and implement an extensive program of outreach to schools and other organizations serving children and their families, teachers, and caregivers. To participate in the development of the Youth Services collection and offer reference and readers' advisory services, programming, and instruction to the public.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Represents the library through regular visits to local schools and other community organizations serving children and families. Maintains excellent working relationships with their administrators and faculty.
3. May manage Seasonal Preschool Outreach Internship program by hiring, training, disciplining, and evaluating seasonal staff.
4. Assists in oversight of the Youth Services collection of materials.
5. Anticipates and provides materials for curriculum support, preschool through eighth grade.
6. Performs Readers' Advisory.
7. Answers readers' services and basic reference questions.
8. Instructs patrons in the use of the library's eCollections and associated technology.
9. Plans, prepare, conducts, and evaluates programs.
10. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
11. Promotes and markets the Library's Youth Services collections, including writing promotional material and creating physical and digital displays.
12. Stays current with trends in youth literature and library services.
13. Maintains memberships in professional associations and participates in their activities.
14. Attends appropriate meetings, workshops, and conferences.
15. Writes reports and compiles statistics.
16. Writes and administers grants.

17. Oversees the work of volunteers.
18. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library work experience with children.
3. Available to work evenings and weekends.
4. Valid Illinois driver's license.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Revised and Approved 12/17/15  
Revised and Approved 09/27/18  
Revised and Approved 11/21/19  
Revised and Approved 05/20/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Teen Services Librarian  
DEPARTMENT: Adult Services  
REPORTS TO: Readers' Services Manager  
CLASSIFICATION: Group 8  
STATUS: ~~Non-Exempt~~Exempt

OBJECTIVE:

To develop and market the Library's collections, services, and programs for older teens. This person performs professional library work such as managing budgets and collections, extensive outreach to community organizations, and reference and readers' advisory services.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Creates and presents Library programs and conducts Library tours.
3. Coordinates the activities of the Teen Advisory Board and oversees the work of teen volunteers.
4. Writes content for teens for the Library web site and other material for the public.
5. Keeps informed of trends in teen services.
6. May oversee the workflow of select Readers Services staff.
7. Represents the Library through regular visits to local high schools and other community organizations serving teens. Maintains excellent working relationships with their administrators and faculty.
8. Promotes programs, events, and services to local high schools including in person visits.
9. Attends professional meetings, maintains memberships in professional associations, and participates in their activities.
10. Selects material for the collection and participates in collection evaluation and maintenance.
11. Performs readers' advisory and answers reference questions.
12. Promotes and markets the Library's collections.
13. Instructs patrons in the use of the Library's digital collections and associated technology.

14. Prepares weekly desk schedules as assigned.
15. May write reports, grants, and compile statistics as assigned.
16. May represent the Library at community organizations and events.
17. May be responsible for developing new popular materials collections and services.
18. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library experience working with teens.
3. Valid Illinois driver's license.
4. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
2. Ability to establish and maintain effective work relationships with staff and patrons.
3. Extensive knowledge of young adult literature, popular materials, and Library resources in a variety of formats.
4. Considerable ability to establish rapport with teens.
5. Knowledge of theories of child development.
6. Considerable ability to work as a member of a team and independently.
5. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
7. Ability to remain calm in difficult situations.
8. Ability to handle multiple and simultaneous tasks.
9. Ability to use print, online, and electronic resources.
10. Considerable skill in spoken and written communication.
11. Considerable knowledge and skill in the use of appropriate technology.
12. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of Library and office machines, computers and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 08/18/09  
Revised and Approved 12/17/15  
Revised and Approved 09/27/18  
Revised and Approved 11/21/19  
Revised and Approved 04/15/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Youth Services Assistant Manager

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 8

STATUS: ~~Non-Exempt~~Exempt

OBJECTIVE:

To supervise select Youth Services staff and assist the Head of Youth Services in the management of the Youth Services Department. This position serves on the Management team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Hires, trains, supervises, disciplines, and evaluates part-time staff.
3. Assists in developing long-term strategic goals for the Youth Services department.
4. Participates in planning the department budget.
5. Oversees selection and organization of the non-fiction collection.
6. Participates in review and revision of the collection development policy.
7. Selects material for the collection and participates in collection evaluation and maintenance.
8. Oversees the operations of the Youth Services information desk including staffing and scheduling.
9. Performs Readers' Advisory.
10. Answers readers' services and basic reference questions.
11. Oversees the management of the Youth Services department Summer Reading Challenge.
12. Represents the Library through partnerships with community organizations.
13. Participates in managers' meetings.
14. Attends professional meetings, maintains memberships in profession associations, and participates in their activities.
15. Stays current with trends in youth literature and library services.
16. Writes reports, grants and compiles statistics as assigned.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library work experience with children.
3. One year supervisory experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
3. Ability to lead and work as a member of a team.
4. Ability to establish rapport with children and caregivers. Ability to work independently.
5. Ability to work independently.
6. Ability to remain calm in difficult situations.
7. Ability to handle multiple and simultaneous tasks.
8. Ability to instruct Library staff in Library methods and procedures.
9. Skill in written and spoken communication.
10. Extensive knowledge and skill in the use of appropriate technology.
11. Extensive knowledge of materials for children and their caregivers in a variety of formats.
12. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
13. Ability to use print and electronic resources.
14. Knowledge of the professional practices, procedures, and techniques of library science.
15. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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essential functions.

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Approved 11/21/19  
Revised and Approved 05/20/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

JOB TITLE: Youth Services Librarian

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 7

STATUS: ~~Non-Exempt~~ Exempt

OBJECTIVE:

To participate in the development of the Youth Services collection, provide outreach to community groups, and offer reference and readers' advisory services, programming, and instruction to the public.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Assists in oversight of the Youth Services collection of materials.
3. Represents the library through partnerships with community organizations.
4. Performs Readers' Advisory.
5. Answers readers' services and basic reference questions.
6. Instructs patrons in the use of the Library's eCollections and associated technology.
7. Plans, prepares, conducts, and evaluates programs.
8. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
9. Promotes and markets the Library's youth services collections, including writing promotional material and creating physical and digital displays.
10. Stays current with trends in youth literature and Library services.
11. Maintains memberships in professional associations and participates in their activities.
12. Attends appropriate meetings, workshops, and conferences.
13. Writes reports and compiles statistics.
14. Writes and manages grants.
15. Oversees the work of volunteers.
16. May coordinate with Teen Services for programming, collections, and outreach.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS



1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. One year library work experience with children.
3. Available to work evenings and weekends.
4. Valid Illinois driver's license.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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Revised and Approved 11/21/06  
Revised and Approved 08/21/07  
Reviewed and Approved 08/18/09  
Revised and Approved 04/15/14  
Revised and Approved 12/17/15  
Revised and Approved 09/27/18  
Revised and Approved 05/20/21  
Revised and Approved 04/21/2022  
Revised and Approved 10/17/2024

**OFFICE OF THE MAYOR**

**CITY OF**

**DES PLAINES, ILLINOIS**

**WHEREAS,** *we are here today to express special recognition to Jo Bonell and to honor her for her remarkable sixteen-year career with the Des Plaines Public Library; and*

**WHEREAS,** *her countless years devoted to the Des Plaines community, Jo leaves behind a legacy of inspiring leadership and meaningful contributions to the library's progress and advancement; and*

**WHEREAS,** *Jo has been instrumental in the growth and advancement of the Des Plaines Public Library, beginning as the Readers' Supervisor and Head of Adult Services before being appointed Executive Director. Her leadership has been vital in overcoming challenges and reaching key milestones; and*

**WHEREAS,** *the City of Des Plaines extends its heartfelt gratitude to Jo for her unwavering dedication and exceptional performance throughout her service; and*

**WHEREAS,** *this Proclamation is presented to Jo as a lasting reminder that, although she is retiring, she will forever be remembered as a cherished Executive Director who was deeply committed to both her role and our community.*

*Now, therefore, I, ANDREW GOCZKOWSKI, MAYOR OF THE CITY OF DES PLAINES, do hereby present this Proclamation to*

***Jo Bonell***

*as a testimonial to the faithful and dedicated services which she has performed in Des Plaines, with our best wishes for continued success and happiness in the future.*

*Dated this 21<sup>st</sup> day of January 2025.*

  
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*Andrew Goczowski, Mayor*

**From:** [Laurie Papadourakis](#)  
**To:** [Gregory Sarlo](#); [Kristen Graack](#); [Lisa DuBrock](#); [Denise Hudec](#); [Rachel Rice](#); [Robert Flinn](#); [Christine Halblander](#); [Nicholas Harkovich](#); [Michelle Shimon](#)  
**Cc:** [Heather Imhoff](#)  
**Subject:** February DP Chamber Food Fight - Honoring Jo  
**Date:** Monday, February 3, 2025 7:22:45 PM

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Hi folks!

Jo's retirement happens to coincide with the Library's annual February participation in the DP Chamber's Food Fight, ending February 28, 2025.

To honor her amazing commitment and service to the Library, and to the DP community, we are dedicating this year's donation collection to our wonderful Director, Jo Bonell.

If you would like to donate to the Library's efforts, or encourage others to do so, there are two ways:

1. The 1<sup>st</sup> Floor Customer Service Desk is accepting monetary donations in the form of credit card, cash, or check (made out to the Des Plaines Self-Help Closet and Pantry). \$1 = 1 lb. of food.
2. Drop off items in the red bins in the 1<sup>st</sup> Floor atrium. Here is the request list from The Pantry:
  - Cooking oil (maximum size 48 oz.)
  - Sugar (maximum size 4 lbs.)
  - Pasta sauce (plastic jars preferred over glass)
  - Flour (maximum size 5 lbs.)
  - Laundry detergent
  - Glucerna/Ensure
  - Canned meals such as beef ravioli or beef stew - 15 oz.
  - Canned fruit - 15 oz.
  - Jelly/jam (plastic jars preferred over glass)

We're hoping to make this year the Library's best Food Fight showing ever!

As always, thank you for your support!

Laurie

**LAURIE PAPADOURAKIS**

Acting Interim Director/Assistant Director  
Des Plaines Public Library | [dppl.org](http://dppl.org)  
[lpapadourakis@dppl.org](mailto:lpapadourakis@dppl.org) | 847-376-2776