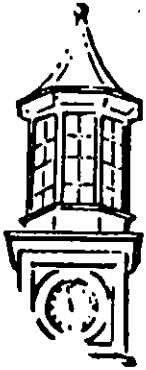


9886

BOARD MINUTES  
JANUARY 1998 - JUNE 1998



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 20, 1998

7:30 PM

- Agenda:
- Review of Trusts
  - Voice Mail System Proposal
  - Executive Session -  
purchase or lease of real property

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations for those persons.

Jan 1998

## DES PLAINES PUBLIC LIBRARY

## BOARD OF TRUSTEES

Agenda for the Regular Meeting  
January 20, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda. (7:35 PM)
- III. Approval of Minutes of the Regular Board Meeting, December 16, 1997.  
(Action Item)(7:40 PM)
- IV. Public Comments and Questions. (7:45 PM)
- V. City Council Community Services Committee -- Alderman Brookman.  
(7:50 PM)
- VI. Foundation Report -- William Prentice. (7:55 PM)
- VII. Finance Report -- John Scarsi. (Action Item)(8:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts  
and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
- VIII. Building and Grounds -- Betty Ritter. (8:10 PM)
- IX. Management -- Ellen Yearwood. (8:20 PM)
- X. Planning Committee -- John Burke. (8:30 PM)

- XI. System Membership -- John Ciborowski. (8:40 PM)
- XII. Friends of the Library -- Inara Brubaker. (8:50 PM)
- XIII. Administrator's Report -- Sandra Norlin. (9:00 PM)
- XIV. Unfinished Business. (9:15 PM)
- XV. New Business. (9:20 PM)
- A. Review of trusts and foundation grants.
  - B. Voice mail system purchase and approval. (Action Item)
- XVI. Announcements. (9:30 PM)
- A. Correspondence.
- XVII. Executive Session. (9:35 PM)
- A. Purchase or Lease of Real Property.
  - B. Appointment, Employment, or Dismissal of Employee
- XVIII. Adjournment. (9:45 PM)



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEES Minutes of the Regular Meeting December 16, 1997

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, December 16, 1997. President John Burke called the meeting to order at 7:45 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Ellen Yearwood.

Members Absent: Betty Ritter, John Scarsi.

Also present: Administrator Sandra Norlin, Leslie Steiner, Nancy Peterson, Martha Sloan, Ian Ritter, Roberta Conrad, Eugene Fregetto, Dave Scully, Wayne Serbin, Alderman Carla Brookman, Anthony Oliver, Ian Parr.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the agenda.  
Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the minutes of the regular Board Meeting of November 18, 1997, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS.

Dave Scully asked if any research was done to add a corridor behind the elevator, and if a definitive answer was obtained about the ADA requirements for accessibility.

Eugene Fregetto asked why the response time for remote access to our LAN is slow.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
December 16, 1997

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, December 16, 1997. President John Burke called the meeting to order at 7:45 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Ellen Yearwood.

Members Absent: Betty Ritter, John Scarsi.

Also present: Administrator Sandra Norlin, Leslie Steiner, Nancy Peterson, Martha Sloan, Ian Ritter, Roberta Conrad, Eugene Fregetto, Dave Scully, Wayne Serbin, Alderman Carla Brookman, Anthony Oliver, Ian Parr.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the agenda. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the minutes of the regular Board Meeting of November 18, 1997, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

Dave Scully asked if any research was done to add a corridor behind the elevator, and if a definitive answer was obtained about the ADA requirements for accessibility.

Eugene Fregetto asked why the response time for remote access to our LAN is slow.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE -  
Alderman Brookman.

No report.

FOUNDATION REPORT - William Prentice.

William Prentice absent. John Burke reported that the Foundation is now incorporated and the officers have been elected.

FINANCE COMMITTEE - John Scarsi, Chairman.

The following monthly reports were reviewed and placed on file for audit:

1. Over the Counter Receipts \$7,246.59
2. Petty Cash Expenditures \$113.93
3. Budget Expenditures for November \$234,871.35
4. Expenditures Year to Date \$2,483,606.51
5. Revenue for November \$51,117.64
6. Revenue Year to Date \$2,687,186.82

MOTION by John Burke, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Administrator for library purposes and paid as itemized in the City of Des Plaines Warrant Registers as follows:

November 3, 1997	\$ 38,328.74
November 17, 1997	<u>67,715.95</u>
Total	\$106,044.69

Roll call vote: Ayes: Brubaker, Burke, Burrows, Ciborowski, Yearwood. Nays: None. MOTION CARRIED.

MOTION by John Burke, seconded by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

For payroll period November 7, 1997	\$ 51,965.91
For payroll period November 21, 1997	<u>53,919.61</u>
Total	\$105,885.52

Roll call vote: Ayes: Brubaker, Burke, Burrows, Ciborowski, Yearwood. Nays: None. MOTION CARRIED.

MOTION by John Burke, seconded by Susan Burrows, to approve, subject to audit, transfer entries to the Library account in November, 1997 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (November)	<u>\$113.46</u>
Total	\$113.46

Roll call vote: Ayes: Brubaker, Burke, Burrows, Ciborowski, Yearwood. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty Ritter absent. Sandra Norlin reported that we received three bids for the new Library vehicle. The Committee recommended accepting the low bidder, Hoskins Chevrolet, at a price of \$19,227.00.

MOTION by Eldon Burk, seconded by Inara Brubaker, to accept the bid from Hoskins Chevrolet for a new Library minivan at a cost of \$19,227.00, and to authorize Sandra Norlin to proceed with the purchase. Roll Call Vote: Ayes: Burk, Yearwood, Brubaker, Ciborowski, Burrows. Nays: None. MOTION CARRIED.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE - John Burke, Chairman.

Martha Sloan updated the Trustees on the progress of the Strategic Plan.

SYSTEM MEMBERSHIP - John Ciborowski, Representative.

No meeting. No report.

FRIENDS OF THE LIBRARY - Inara Brubaker.

Inara Brubaker reported that the next meeting is January 27, 1998. The Friends Annual Meeting is May 12, 1998. Beginning January 1, 1998, the Friends will again accept books for their annual booksale.

Sarah McConnell entered the meeting at this time.



## ADMINISTRATOR'S REPORT - Sandra K. Norlin.

New employees are Gary Valente, Maintenance Supervisor, and Carole Bonarek and Joyce Schaut as Assistant Clerk. Pat Harrison and Nancy Peterson have resigned and Bill Christiansen's temporary position as maintenance worker has ended.

The annual in-service day will be devoted to Myers-Briggs Type Indicator activities, including self-typing and team-building exercises designed to enhance our understanding of this tool. We held an All-Staff quarterly meeting on December 11. The Public Relations Department presented an enjoyable and informative dramatization of positive public relations skills. Leslie Steiner designed a survey to determine the most effective means of internal communications for our staff. Staff members present filled out the survey; Leslie will compile and make recommendations based on the results.

We have applied for two staff development grants. H.W. Wilson grant for helping our staff with the transition from 1998-99, during which five full-time staff will take early retirement and the LSTA with Ela District Library and NSLS to help prepare staff at the two libraries to learn techniques for developing into "learning organizations."

The increase in patron registrations was assisted by the successful efforts of Martha Sloan, Margie Borris and Gayle Cunningham, and several other staff members who registered over 200 people (for whom English is a second language) in two evenings. These registration events were held cooperatively with District 59, 62 and the City of Rosemont.

273 LAN discs have been sold to Des Plaines residents to date and the Computer Room is getting steady use. Patron attendance and circulation are holding a healthy increase over 1996, although the circulation figures for the month showed only a slight increase. The main library circulation increased by 2.2%, but the Mobile Library circulation decreased by 3.5%. Juvenile Audio Book circulation doubled and Adult Audio Book circulation increased by 52%. Print circulation is 65% of all circulation; in November 1996, it was 67%. In house use of our LAN stations is steady, averaging 37 users per day.

We presented two crowd pleasing events in November. Santa Claus landed in Des Plaines at the Library thanks to our partnership with the Chamber of Commerce and Ella Jenkins entertained a group of 300 people for Family Reading Day thanks to a generous donation from CoVest Banc.

Bob Lightfoot began his photo shoot of Des Plaines Library users (part of the NSLS Foundation Grant) with about 30 good-hearted people who were willing to be immortalized for the library's mural of "real people" "real library users."

Sandra attended two meetings of the Library Cable Network executive committee, was a guest reader for Devonshire School's Reading Day, attended a LACONI meeting, the Maine Township Job Fair, the Chamber's monthly community advisory committee

meeting, the City Council budget review meeting, the City Council special meeting on the downtown redevelopment, the Library Foundation meeting, a meeting with several consultants on the building plan. Sandra will participate in the bell ringing for the Salvation Army as part of the City of Des Plaines service. Sandra will be absent from Des Plaines to attend ALA Midwinter meetings from January 10 through January 14.

Sandra received a Freedom of Information request from Eugene Fregetto for annual report information and for documents pertaining to the Library Board's decision to support the concept of the library as part of the downtown redevelopment. That information was forwarded to Mr. Fregetto through the City Clerk's office on December 15.

UNFINISHED BUSINESS.

None.

NEW BUSINESS.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to approve the amended Accumulation Fund spending plan. Roll Call Vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Yearwood. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve the transfer of funds within the 1997 Library Budget to cover all 1997 appropriation deficit categories and to transfer any remaining balance to the Library Accumulation Fund. Roll Call Vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Yearwood. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve the 1998 appropriation and the 1997 levy. Roll Call Vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Yearwood. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by Susan Burrows, to change the closing of the Library from May 21, 1998 to May 14, 1998 for Staff Inservice Day. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Burke reported that he and Sandra Norlin met with City officials, the developers and the architects regarding the downtown redevelopment. The City Council approved funds to conduct a feasibility study last week.

ANNOUNCEMENTS

MOTION by Inara Brubaker, seconded by Sarah McConnell, to enter into an executive session to discuss the purchase or lease of real property, Administrator Review and the semi-annual review of minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 9:36 PM.

The regular session reconvened at 10:52 PM and was called to order by President John Burke.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve CCS/Owner Services as the Library's Owner Representative for the downtown redevelopment and to authorize Sandra Norlin to proceed with obtaining a contract for services. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Ciborowski, to grant a salary increase based on performance to \$71,330, effective January 1, 1998, to Sandra Norlin. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by John Ciborowski, seconded by Inara Brubaker, to keep the executive session minutes currently on file closed to public inspection. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 10:55 PM.

Minutes prepared by Nancy Peterson.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF DECEMBER 1997**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 7,649.86
2. Petty Cash Expenditures	\$ 240.25
3. Budget Expenditures for December	\$ 42,456.55
4. Expenditures Year to Date	\$2,526,063.06
5. Revenue for December	\$ 16,320.98
6. Revenue Year to Date	\$2,703,507.80

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

December 1, 1997	\$ 20,982.90
December 15, 1997	<u>42,904.60</u>
Total	\$ 63,887.50

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	December 4, 1997	\$ 52,656.33
	December 18, 1997	<u>54,632.31</u>
	Total	\$107,288.64

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in December, 1997 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (December)	<u>\$6.13</u>
Total	\$6.13

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - DECEMBER 1997

	December 1996	December 1997	1996 to Date	1997 to Date
Lost Materials	\$ 475.90	300.59	\$ 3,796.20	2,072.71
Fines	5,578.62	5663.57	65,795.37	73,949.17
Damage	1.50	45.95	127.35	582.24
Fees	77.30	192.65	4,655.60	4,858.18
Copies	1,407.16	1371.65	19,057.34	17,867.08
Miscellaneous	7.15	75.45	141.87	525.48
Totals	\$9,548.07	\$7,649.86	\$93,573.73	\$99,954.86

## PETTY CASH EXPENDITURES - December 1997

960070	Auto/Travel Expenses	5.54
960070	Auto/Travel Expenses	5.04
960070	Auto/Travel Expenses	2.20
960070	Auto/Travel Expenses	5.17
960070	Auto/Travel Expenses	2.20
970600	Books	25.50
970850	Gasoline	1.13
970850	Gasoline	5.00
970100	Supplies	19.43
970100	Supplies	7.50
970100	Supplies	51.38
970100	Supplies	6.66
970100	Supplies	12.33
970100	Supplies	44.39
970100	Supplies	39.78
970620	Subscriptions	7.00
	Total	\$240.25

SELECTION CRITERIA: revledgr.fund="201"

FUND - 1 - PUBLIC LIBRARY FUND  
 FUNCTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810009	PROPERTY TAXES 1992	.00	.00	.00	-7,456.94	7,456.94	.00
810010	PROPERTY TAXES 1993	.00	.00	.00	-7,040.03	7,040.03	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	-3,768.57	3,768.57	.00
810012	PROPERTY TAXES 1995	40,000.00	.00	.00	13,952.68	26,047.32	.35
810013	PROPERTY TAXES 1996	2,386,870.00	16,320.98	.00	2,414,524.30	-27,654.30	1.01
TOTAL	PROPERTY TAXES	2,426,870.00	16,320.98	.00	2,410,211.84	16,658.16	.99
810300	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	2,519,858.00	16,320.98	.00	2,503,199.84	16,658.16	.99
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	133,335.00	-66,767.00	2.00
TOTAL	STATE GRANTS	66,768.00	.00	.00	133,335.00	-66,767.00	2.00
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	133,335.00	-66,767.00	2.00
850102	LIBRARY FINES	75,000.00	.00	.00	90,599.38	-15,599.38	1.21
TOTAL	FINES	75,000.00	.00	.00	90,599.38	-15,599.38	1.21
8507	COPYING FEE	20,000.00	.00	.00	17,832.37	2,147.43	.89
8502	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	16,413.00	-1,413.00	1.09
TOTAL	FEES AND SERVICES	35,000.00	.00	.00	34,265.57	734.43	.98
TOTAL	FINES, FEES, AND SERVICES	110,000.00	.00	.00	124,864.95	-14,864.95	1.14
890010	INTEREST INCOME	12,000.00	.00	.00	11,736.44	263.56	.98
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	88,500.00	.00	.00	.00	88,500.00	.00
899900	MISCELLANEOUS REVENUE	7,600.00	.00	.00	13,594.69	-5,994.69	1.79
TOTAL	OTHER REVENUE	108,100.00	.00	.00	25,331.13	82,768.87	.23
810014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
TOTAL	PROPERTY TAXES	.00	.00	.00	.00	.00	.00
TOTAL	TAXES	.00	.00	.00	.00	.00	.00
TOTAL	PUBLIC LIBRARY FUND	2,804,726.00	16,320.98	.00	2,786,930.92	17,795.08	.99
TOTAL	PUBLIC LIBRARY FUND	2,804,726.00	16,320.98	.00	2,786,930.92	17,795.08	.99
TOTAL REPORT		2,804,726.00	16,320.98	.00	2,786,930.92	17,795.08	.99

ACCOUNTING PERIOD: 13/97

SELECTION CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND - 71 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,007,080.00 ✓	.00	.00	847,857.89 ✓	159,222.11	.84
910200	TEMPORARY WAGES	372,175.00 ✓	.00	.00	418,137.36 ✓	-45,962.36	1.12
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	1,000.00 ✓	.00	.00	.52 ✓	999.48	.00
910500	VACATION PAY	.00	.00	.00	61,425.73 ✓	-61,425.73	.00
910600	SICK PAY	.00	.00	.00	31,849.24 ✓	-31,849.24	.00
910700	HOLIDAY PAY	.00	.00	.00	21,976.95 ✓	-21,976.95	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	19.17 ✓	-19.17	.00
910950	EXCESS SICK HRS PAY OUT	15,000.00 ✓	.00	.00	4,559.88 ✓	10,440.12	.30
918010	UNEMPLOYMENT COMPENSATION	2,000.00 ✓	.00	.00	2,000.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	105,516.00	.00	.00	106,262.92	-746.92	1.01
918021	EMPLOYER CONTR-I.M.R.F.	122,528.00	.00	.00	100,190.21	22,337.79	.82
918040	LIFE INS PREMIUMS	5,343.00	.00	.00	4,542.60	800.40	.85
918050	MEDICAL INS PREMIUMS	118,888.00	.00	.00	90,039.15	28,848.85	.76
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	2,300.00	.00	.00	2,839.07	-539.07	1.23
TOTAL	PERSONAL SERVICES	1,753,830.00	.00	.00	1,691,700.69	62,129.31	.96
920700	PROFESSIONAL CONSULTING	50,000.00	523.00	.00	43,089.11	6,910.89	.86
920100	COMMUNICATION SERVICES	13,700.00	809.50	.00	23,646.45	-9,946.45	1.73
920140	DATA PROCESSING SERVICES	55,000.00	1,739.54	.00	50,098.13	4,901.87	.91
920200	TRAINING/CONFERENCES/MTGS	5,000.00	600.00	.00	4,230.03	769.97	.85
920210	IN-SERVICE TRAINING	5,000.00	.00	.00	1,325.00	3,675.00	.27
920220	MEMBERSHIP DUES	2,700.00	.00	.00	2,635.00	65.00	.98
920230	PUBLICATION OF NOTICES	500.00	.00	.00	945.67	-445.67	1.89
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	.00	.00	8,298.57	1,301.43	.86
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	.00	.00	8,298.57	1,301.43	.86
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	10,500.00	.00	42,000.00	.00	1.00
930010	R & M EQUIPMENT	35,000.00	227.10	.00	46,242.13	-11,242.13	1.32
930020	R & M BLDGS & STRUCTURES	13,000.00	2,932.74	.00	23,612.70	-10,612.70	1.82
930030	R & M VEHICLES	2,500.00	.00	.00	957.94	1,542.06	.38
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	963.40	36.60	.96
930320	CLEANING:CUSTODIAL SERU	28,400.00	.00	.00	30,745.00	-2,345.00	1.08
960070	AUTO/TRAVEL EXPENSES	4,000.00	.00	.00	4,241.20	-241.20	1.06
960210	SPECIAL EVENT PROGRAMMING	15,000.00	405.00	.00	18,895.37	-3,895.37	1.26
960990	MISC CONTRACTUAL SUCS	47,500.00	277.80	.00	40,152.71	7,347.29	.85
TOTAL	CONTRACTUAL SERVICES	329,900.00	18,016.68	.00	342,078.41	-12,178.41	1.04
970100	SUPPLIES	38,000.00	616.15	.00	35,008.15	2,991.85	.92
970170	JANITORIAL	12,000.00	1,164.60	.00	12,637.69	-637.69	1.03
970200	COPYING/FAX SUPPLIES	19,900.00	1,873.83	.00	25,569.33	-5,669.33	1.28
970260	POSTAGE AND PARCEL	13,200.00	13.50	.00	9,809.54	3,390.46	.74
970270	PRINTING-REPROD-BINDING	17,500.00	434.97	.00	20,044.467	-2,544.46	1.15
970600	BOOKS	292,000.00	6,181.45	.00	280,160.98	11,839.02	.96
970610	AUDIO MATERIALS ✓	39,000.00	588.34	.00	33,242.37	5,757.63	.85
970620	SUBSCRIPTIONS-&BOOKS	54,000.00	514.50	.00	46,151.60	7,848.40	.85
970630	VISUAL MATERIALS ✓	26,000.00	974.53	.00	26,090.42	-90.42	1.00

SELECTION CRITERIA: expledger.key\_orgn between "2110" and "2130"

FUN 01 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	VTD/ BUD
970640	AUTOMATED REFERENCE MAT'L ✓	15,000.00	.00	.00	7,684.82	7,315.18	.51
970810	NATURAL GAS	14,000.00	.00	.00	17,361.34	-3,361.34	1.24
970920	ELECTRICITY	1,000.00	.00	.00	.00	1,000.00	.00
970940	DIESEL	.00	.00	.00	196.81	-196.81	.00
970950	GASOLINE	2,000.00	.00	.00	1,579.13	420.87	.79
TOTAL	COMMODITIES	543,600.00	12,361.87	.00	515,536.64	28,063.36	.95
980400	EQUIPMENT	4,000.00	.00	.00	701.67	3,298.33	.18
980600	FURNITURE & FIXTURES	6,000.00	.00	.00	1,897.47	4,102.53	.32
TOTAL	CAPITAL EXPENDITURES	10,000.00	.00	.00	2,599.14	7,400.86	.26
990200	INTEREST	.00	.00	.00	.00	.00	.00
990300	BANK/TRUST/AGENCY FEES	50.00	.00	.00	.00	50.00	.00
990900	TRANSFER TO DEBT SERVICE	12,078.00	12,078.00	.00	12,078.00	.00	1.00
TOTAL	DEBT SERVICE	12,128.00	12,078.00	.00	12,078.00	50.00	1.00
TOTAL	LIBRARY SERVICES	2,649,458.00	42,456.55	.00	2,563,992.88	85,465.12	.97



SELECTION CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND 01 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2120 - LIBRARY ACCUMULATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	395.00	-395.00	.00
930020	R & M BLDGS & STRUCTURES	33,500.00	.00	.00	93,972.55	-60,472.55	2.81
TOTAL	CONTRACTUAL SERVICES	33,500.00	.00	.00	94,567.55	-61,067.55	2.82
980400	EQUIPMENT	10,000.00	.00	.00	383.76	9,616.24	.09
980500	VEHICLES	20,000.00	.00	.00	.00	20,000.00	.00
980600	FURNITURE & FIXTURES	25,000.00	.00	.00	7,485.00	17,515.00	.30
TOTAL	CAPITAL EXPENDITURES	55,000.00	.00	.00	7,868.76	47,131.24	.14
TOTAL	LIBRARY ACCUMULATION	88,500.00	.00	.00	102,436.31	-13,936.31	1.16

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND 01 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	5,000.00	.00	.00	.00	5,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	592.48	-592.48	.00
960990	MISC CONTRACTUAL SUCS	.00	.00	.00	6,954.10	-6,954.10	.00
TOTAL	CONTRACTUAL SERVICES	5,000.00	.00	.00	7,546.58	-2,546.58	1.51
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970600	BOOKS	.00	.00	.00	.00	.00	.00
970610	AUDIO MATERIALS	.00	.00	.00	.00	.00	.00
970630	VISUAL MATERIALS	.00	.00	.00	.00	.00	.00
970640	AUTOMATED REFERENCE MAT'L	35,000.00	.00	.00	48,430.77	-13,430.77	1.38
TOTAL	COMMODITIES	35,000.00	.00	.00	48,430.77	-13,430.77	1.38
980400	EQUIPMENT	26,768.00	.00	.00	24,151.58	2,616.42	.90
TOTAL	CAPITAL EXPENDITURES	26,768.00	.00	.00	24,151.58	2,616.42	.90
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	.00	.00	80,128.93	-13,360.93	1.20
TOTAL	CIVIC & CULTURE	2,804,726.00	42,436.55	.00	2,746,358.12	58,167.88	.98
TOTAL	PUBLIC LIBRARY FUND	2,804,726.00	42,436.55	.00	2,746,358.12	58,167.88	.98
TOTAL REPORT		2,804,726.00	42,436.55	.00	2,746,358.12	58,167.88	.98

SELECTION CRITERIA: payable\_due\_date="01/05/1998"

F 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	4357	1,360.00
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	22.14
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H073356545	100.14
2110	920120	COMMUNICATION SERVICES	72106	COOPERATIVE COMPUTER SERU	MOU 1997	120.10
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	MOU 1997	1,912.11
2110	930010	R & N EQUIPMENT	06037	H-O-H CHEMICALS, INC.	092238	1,002.00
2110	930010	R & N EQUIPMENT	06463	SECURITY LINK FROM AMERIT	402370	75.00
2110	930010	R & N EQUIPMENT	37417	POWER NOTIONS INC	21188	323.04
2110	930010	R & N EQUIPMENT	72106	COOPERATIVE COMPUTER SERU	MOU 1997	2,648.59
2110	930320	CLEANING CUSTODIAL	74958	ADVANCED JANITORIAL	4546	2,070.00
2110	960210	SPECIAL EVENT PROGRAMMING	37821	BLACK RAM	12-4-97	543.11
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1622182	54.95
2110	960210	SPECIAL EVENT PROGRAMMING	87319	NIB AMERICA CHARTER LINES	80777	286.00
2110	960990	NISC CONTRACTUAL SUCS	08203	LABOR READY	1816-627	40.24
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002293996	23.30
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002325100	17.60
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002315943	16.20
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002332126	12.45
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002337328	17.75
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002301106	13.70
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002283807	13.90
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002311335	22.10
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002306688	19.00
2110	960990	NISC CONTRACTUAL SUCS	61884	SEPTRAN INC	6111	172.13
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	54944	43.20
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	54956	4.57
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	54966	5.74
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	54299	4.43
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	54967	30.73
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	104329	10.40
2110	970100	SUPPLIES	02618	PESCHE'S INC	90333	527.24
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SKP81300	169.13
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SK406800	265.90
2110	970100	SUPPLIES	04832	BRUDNO ART SUPPLY	BL109416	21.75
2110	970100	SUPPLIES	07069	NIMOLTA BUSINESS SYSTEMS-	7120302126	47.70
2110	970100	SUPPLIES	19714	GAYLORD BROS	0073942000	155.73
2110	970100	SUPPLIES	19714	GAYLORD BROS	0072406007	17.83
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	152716	27.01
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	1652402	29.18
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	111801-0029	279.90
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	110501-0004	19.33
2110	970170	JANITORIAL	83309	ACE DES PLAINES, INC	786914	3.68
2110	970200	COPYING/FAX SUPPLIES	06789	AMBASSADOR OFFICE EQUIPME	6325814	107.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	434803399	10.75
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	436170086	14.25
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	201730	147.55
2110	970270	PRINTING-REPROD-BINDING	70067	MORBERT SOLARZ	7088	15.00
2110	970600	BOOKS	00227	REED REFERENCE PUBLISHING	635655	163.71
2110	970600	BOOKS	00284	HIGHBRIDGE CO.	13572619	-113.50
2110	970600	BOOKS	02482	CHIVERS NORTH AMERICA	B049751	25.08
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	872551	264.24

SELECTION CRITERIA: payable\_due\_date="01/05/1998"

F 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	03363	WEST PUBLISHING CORPORATI	748-441-028	262.76
2110	970600	BOOKS	06233	TINE LIFE EDUCATION INC	505896300011	59.84
2110	970600	BOOKS	06423	SINOM & SCHUSTER	8932060	99.53
2110	970600	BOOKS	06423	SINOM & SCHUSTER	8927368	114.00
2110	970600	BOOKS	07055	NICHIE	T44241	97.49
2110	970600	BOOKS	07439	GALE RESEARCH	7385188	130.00
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	418100	15.73
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	B02306288.2	164.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002293945	661.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	20023011050	312.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002306687	454.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002311334	391.11
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002323099	382.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002315942	371.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002332125	248.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002337327	350.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	125 6619	274.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	118 3502	346.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002283806	292.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	K14 9839	568.42
2110	970600	BOOKS	58875	INGRAM	21700876	21.33
2110	970600	BOOKS	58875	INGRAM	21700875	13.11
2110	970610	AUDIO MATERIALS	00284	HIGHBRIDGE CO.	13837802	316.40
2110	970610	AUDIO MATERIALS	00284	HIGHBRIDGE CO.	13840418	24.95
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	152986	43.75
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z28933710	24.70
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	12-4-97	329.73
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	12-8-97	223.96
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	12-8-97	44.33
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	12-15-97	4.89
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	12-15-97	31.89
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	12-15-97	326.92
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	2857650M	40.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	627673	200.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	637103	1,312.00
2110	970620	SUBSCRIPTIONS & BOOKS	07270	SCHOOLHOUSE MAGAZINE	1257	6.95
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M60698110	37.19
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z28704500	36.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	07766774	32.75
2110	970630	VISUAL MATERIALS	58875	INGRAM	07782112	41.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	07782726	13.31
2110	970630	VISUAL MATERIALS	58875	INGRAM	07786861	13.31
2110	970630	VISUAL MATERIALS	58875	INGRAM	07740099	10.40
2110	970630	VISUAL MATERIALS	58875	INGRAM	07743932	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	07709284	60.22
2110	970630	VISUAL MATERIALS	58875	INGRAM	07720636	41.90
2110	970630	VISUAL MATERIALS	58875	INGRAM	07834730	62.52
2110	970630	VISUAL MATERIALS	58875	INGRAM	07866272	13.37
2110	970630	VISUAL MATERIALS	58875	INGRAM	07923198	16.07
2110	970630	VISUAL MATERIALS	58875	INGRAM	07878276	61.54
2110	970630	VISUAL MATERIALS	58875	INGRAM	07870678	69.97

12/30/97  
ACCOUNTING PERIOD: 12/97

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date="01/03/1998"

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970010	NATURAL GAS	00009 NICOR ENERGY	130069670	3,060.11
TOTAL LIBRARY SERVICES					23,732.38
TOTAL FUND					23,732.38

SELECTION CRITERIA: payable\_due\_date="01/19/1998"

FUND 001 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	08123	MARY JAKE KEPNER	53 325.00
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318861 11.77
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318821 17.97
2110	920120	COMMUNICATION SERVICES	06133	AMERITECH	827-3551 509.86
2110	920120	COMMUNICATION SERVICES	06133	AMERITECH	803-3977 27.90
2110	920120	COMMUNICATION SERVICES	72106	COOPERATIVE COMPUTER SERV	12-16-97 242.00
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	R10MS9240H 656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	12-16-97 1,083.54
2110	920200	TRAINING/CONFERENCES/MTGS	43806	NORTH SUBURBAN LIBRARY SY	11-30-97 600.00
2110	920202	CONFERENCES	04363	SANDRA MORLIN	REINB 177.00
2110	920202	CONFERENCES	06036	MARTHA SLOAN	REINB 194.00
2110	920202	CONFERENCES	91968	SUZANNE PIRIE	REINB 150.00
2110	920206	SEMINARS	20127	ILLINOIS LIBRARY ASSOCIAT	REGISTER 240.00
2110	920220	MEMBERSHIP DUES	43806	NORTH SUBURBAN LIBRARY SY	RENEW 10.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JANUARY 1998 148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JANUARY 1998 346.31
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JANUARY 1998 148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06133	CITY OF DES PLAINES EMPLO	JANUARY 1998 16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06133	CITY OF DES PLAINES EMPLO	JANUARY 1998 32.04
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06133	CITY OF DES PLAINES EMPLO	JANUARY 1998 16.21
2110	930010	R & N EQUIPMENT	03342	MT DOR-O-MATIC CHICAGO, I	53173 62.50
2110	930010	R & N EQUIPMENT	08090	NEST TOWN REFRIGERATION C	090816 1,277.00
2110	930010	R & N EQUIPMENT	26729	GEISER-BERNER PLUMBING SE	P107742 164.60
2110	930020	R & N BLDGS & STRUCTURES	05076	NORD & SONS ELECTRIC, INC	12-22-97 1,773.00
2110	930020	R & N BLDGS & STRUCTURES	06936	CHICAGO BUS SALES, INC.	8501 865.42
2110	930020	R & N BLDGS & STRUCTURES	19659	OTIS ELEVATOR	CY073690198 294.32
2110	960070	AUTO/TRAVEL EXPENSES	44850	FIRST MAINE TRAVEL	0301847 295.50
2110	960210	SPECIAL EVENT PROGRAMMING	08262	COLOR SERVICE INC.	252508 88.01
2110	960210	SPECIAL EVENT PROGRAMMING	87319	NID AMERICA CHARTER LINES	80921 405.00
2110	960990	MISC CONTRACTUAL SUCS	06789	AMBASSADOR OFFICE EQUIPME	6329372 102.25
2110	960990	MISC CONTRACTUAL SUCS	07581	ARLINGTON HEIGHTS MEMORIA	97-017 5,742.00
2110	960990	MISC CONTRACTUAL SUCS	07906	DON'T SHOOT THE MESSENGER	10341041 6.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002362735 9.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002355111 14.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002346682 15.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002357289 70.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002378799 9.50
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002386613 19.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002370801 13.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002361409 8.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002357770 7.80
2110	960990	MISC CONTRACTUAL SUCS	83193	TRANSWORLD SYSTEMS INC	285645 2,200.00
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	106178 12.75
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SN538800 281.49
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SP493400 62.73
2110	970100	SUPPLIES	19714	GAYLORD BROS	0D79454000 226.20
2110	970100	SUPPLIES	20177	DEHCO EDUCATIONAL CORP	165354 11.40
2110	970100	SUPPLIES	76530	LIGHT IMPRESSIONS CORP.	0640139000 21.58
2110	970170	JANITORIAL	00579	CLARK & BARLOW HARDWARE	860573 234.10
2110	970170	JANITORIAL	00579	CLARK & BARLOW HARDWARE	860577 339.47
2110	970170	JANITORIAL	02804	STATE CHEMICAL MANUFACTUR	12120766 112.13

SELECTION CRITERIA: payable\_due\_date="01/19/1998"

FUN 001 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	32170	ENGINEERED LIGHTING	053586	140.50
2110	970170	JANITORIAL	32170	ENGINEERED LIGHTING	055727	338.40
2110	970200	COPYING/FAX SUPPLIES	66846	DANNA OMNIFAX	198038 1	296.63
2110	970200	COPYING/FAX SUPPLIES	73978	CANON FINANCIAL SERVICES,	1282762	1,577.18
2110	970260	POSTAGE AND PARCEL	00933	DES PLAINES POSTMASTER	1-06-98	1,000.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	437644657	13.50
2110	970270	PRINTING-REPROD-BINDING	05479	HOUCHEM BINDERY LTD	050083	218.40
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	201802	216.57
2110	970600	BOOKS	00302	AMERICAN BUSINESS INFORMA	9704436281	620.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	662861	157.93
2110	970600	BOOKS	02718	MARGARET A. BROB	REINB	35.05
2110	970600	BOOKS	02798	PRENTICE HALL	31452099	111.54
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0061916-97	849.73
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0062398-97	383.23
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0074334-97	473.23
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0106567-98	491.50
2110	970600	BOOKS	03804	SRDS	00102438-01	2,776.00
2110	970600	BOOKS	04623	CCH, INCORPORATED	2112540	492.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	045196	151.20
2110	970600	BOOKS	06423	SIMON & SCHUSTER	8984245	95.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	8984694	49.38
2110	970600	BOOKS	06423	SIMON & SCHUSTER	8988122	114.51
2110	970600	BOOKS	06423	SIMON & SCHUSTER	8990708	23.38
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2048304	54.00
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2039212	123.01
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2021234	24.98
2110	970600	BOOKS	06423	SIMON & SCHUSTER	8886626 6	13.68
2110	970600	BOOKS	07106	NOODY'S INVESTORS SERVICE	84065985	1,945.00
2110	970600	BOOKS	07106	NOODY'S INVESTORS SERVICE	81011234	2,890.00
2110	970600	BOOKS	07439	GALE RESEARCH	7614003	139.62
2110	970600	BOOKS	07439	GALE RESEARCH	7691000	840.88
2110	970600	BOOKS	07439	GALE RESEARCH	7599370	101.19
2110	970600	BOOKS	07439	GALE RESEARCH	7731029	3.62
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	31.27
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	137652	290.51
2110	970600	BOOKS	07905	KORAUSE PUBLICATIONS	419789	18.61
2110	970600	BOOKS	19764	BRO-DART INC	8080781	6,936.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002361409	219.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002357769	209.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002370800	249.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002378798	263.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002386612	450.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002362734	242.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002359110	448.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002346681	266.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	H16 3145	289.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	H09 1011	145.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	H02 9248	92.45
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	526160-00	185.95
2110	970600	BOOKS	19984	NATIONAL GEOGRAPHIC SOCIE	01000	23.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	73084	46.05

SELECTION CRITERIA: payable.due\_date="01/19/1998"

FUND 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	064202	222.61
2110	970600	BOOKS	21913	RAND McNALLY & CO	03896314	323.64
2110	970600	BOOKS	22327	THE H.M. WILSON COMPANY	50576410	606.00
2110	970600	BOOKS	22618	LIBRARY OF CONGRESS	20222218-003	318.00
2110	970600	BOOKS	38875	INGRAM	00016289	13.99
2110	970600	BOOKS	38875	INGRAM	00016327	10.09
2110	970600	BOOKS	38875	INGRAM	00062396	13.99
2110	970600	BOOKS	38875	INGRAM	00042139	10.40
2110	970600	BOOKS	38875	INGRAM	00034994	10.47
2110	970600	BOOKS	38875	INGRAM	07982989	23.98
2110	970600	BOOKS	38875	INGRAM	07984698	13.33
2110	970600	BOOKS	63969	TIME LIFE	R9448	21.94
2110	970610	AUDIO MATERIALS	06036	MARTHA SLOAN	REINH	30.37
2110	970610	AUDIO MATERIALS	08230	BERLITZ PUBLISHING COMPAN	604331	15.00
2110	970610	AUDIO MATERIALS	21193	ALCONQUIN RECORDS	12-30-97	119.82
2110	970610	AUDIO MATERIALS	21193	ALCONQUIN RECORDS	12-30-97	291.93
2110	970610	AUDIO MATERIALS	21193	ALCONQUIN RECORDS	12-16-97	107.42
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	647529	23.80
2110	970620	SUBSCRIPTIONS & BOOKS	05148	CROWER PUBLICATIONS	RENEW	119.95
2110	970620	SUBSCRIPTIONS & BOOKS	05702	NEWSBANK	113585	2,122.00
2110	970620	SUBSCRIPTIONS & BOOKS	07290	ON-TIME DISTRIBUTION INC.	980001	1,868.20
2110	970620	SUBSCRIPTIONS & BOOKS	20359	STANDARD & POOR'S	120159	1,600.00
2110	970620	SUBSCRIPTIONS & BOOKS	21030	CONGRESSIONAL QUARTERLY	RENEW 1-01	596.00
2110	970620	SUBSCRIPTIONS & BOOKS	23806	FACTS ON FILE	63621	610.00
2110	970620	SUBSCRIPTIONS & BOOKS	46860	UNI	NS376855	3,313.00
2110	970620	SUBSCRIPTIONS & BOOKS	46860	UNI	NS376856	1,397.00
2110	970620	SUBSCRIPTIONS & BOOKS	46860	UNI	NS376858	3,423.00
2110	970620	SUBSCRIPTIONS & BOOKS	46860	UNI	NS376857	1,234.00
2110	970620	SUBSCRIPTIONS & BOOKS	68014	KIRKUS SERVICE INC	233530-B1	415.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SUC	0264705	99.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	208905	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	209258	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	208545	79.90
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	207851	17.99
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	207808	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	207809	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	208139	104.90
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	207825	4.90
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	228999580	125.62
2110	970630	VISUAL MATERIALS	38875	INGRAM	07976420	13.97
2110	970630	VISUAL MATERIALS	38875	INGRAM	07963393	155.48
2110	970630	VISUAL MATERIALS	38875	INGRAM	07942924	29.40
2110	970630	VISUAL MATERIALS	38875	INGRAM	07950583	41.97
2110	970630	VISUAL MATERIALS	38875	INGRAM	07948027	148.45
2110	970630	VISUAL MATERIALS	38875	INGRAM	07944517	55.55
2110	970630	VISUAL MATERIALS	38875	INGRAM	07975609	10.40

TOTAL LIBRARY SERVICES 67,043.95

TOTAL FUND 67,043.95



## CIRCULATION REPORT FOR DECEMBER 1997

Page 2

## PATRON ATTENDANCE COUNT

<u>December 1996</u>	<u>November 1997</u>	<u>December 1997</u>	<u>Year to Date</u>		<u>% Change</u>
			<u>1996</u>	<u>1997</u>	
21,735	28,462	23,073	323,536	344,162	6.4%

## RECIPROCAL BORROWING

(Materials Lent)

	<u>December 1996</u>	<u>December 1997</u>	<u>% Change</u>
NSLS	4,675	7,038	
OTHER SYSTEMS	1,012	1,485	
TOTAL	5,687	8,523	49.8%

## INTERLIBRARY LOAN

Sent	755
Received	437

## PERIODICALS

(In-House Use)

Juvenile	35
Adult	690
Total	725

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
December 1997

				% Change
Total 1996 to Date:	703,240	Total 1997 to Date:	751,977	6.9%
December 1996:	49,001	December 1997:	54,364	10.9%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>JUVENILE</u>	<u>1996</u>	<u>1997</u>	<u>1996</u>	<u>1997</u>	<u>1996</u>	<u>1997</u>
Non Fiction	2,523	3,260	298	194	2,821	3,454
Fiction	6,469	6,814	788	787	7,257	7,601
Periodicals	59	69	31	28	90	97
Compact Discs	98	249	12	16	110	265
Audio Cassettes	152	210	12	17	164	227
Audio Kits	297	271	33	61	330	332
Puzzles	264	210	39	42	303	252
Games	17	55	11	11	28	66
Audio Books	59	61	14	5	73	66
Video Cassettes	1,067	1,778	329	264	1,396	2,042
<b><u>TOTALS</u></b>	<b>11,005</b>	<b>12,977</b>	<b>1,567</b>	<b>1,425</b>	<b>12,572</b>	<b>14,402</b>
<u>ADULT</u>						
Non Fiction	9,112	9,557	239	238	9,351	9,795
Fiction	7,028	8,017	336	360	7,364	8,377
Periodicals	2,025	2,111	113	63	2,138	2,174
Pamphlets	24	26	0	0	24	26
Cam/Sm. Alrm	0	0	0	0	0	0
Records	4	0	0	0	4	0
Compact Discs	3,008	3,537	279	269	3,287	3,806
Audio Cassettes	1,093	740	0	6	1,093	746
Puzzles	8	5	0	0	8	5
Pictures	52	57	0	0	52	57
Audio Books	749	1,132	23	0	772	1,132
Vid. Cass NF	2,196	2,787	0	241	2,196	3,028
Vid. Cass Fic	8,255	8,703	0	0	8,255	8,703
<b><u>TOTALS</u></b>	<b>33,554</b>	<b>36,672</b>	<b>990</b>	<b>1,177</b>	<b>34,544</b>	<b>37,849</b>
<b><u>SELF CHECK</u></b>	<b>1,885</b>	<b>2,113</b>			<b>1,885</b>	<b>2,113</b>
(Books only-Adult and Juvenile)						
<b><u>GRAND TOTAL</u></b>	<b>46,444</b>	<b>51,762</b>	<b>2,557</b>	<b>2,602</b>	<b>49,001</b>	<b>54,364</b>

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT  
1997

	<u>MAIN LIBRARY</u>		<u>BOOKMOBILE</u>		<u>TOTAL</u>	
	<u>1996</u>	<u>1997</u>	<u>1996</u>	<u>1997</u>	<u>1996</u>	<u>1997</u>
<b><u>JUVENILE</u></b>						
Non Fiction	37,309	44,543	3,491	6,616	40,800	51,159
Fiction	102,290	109,195	7,847	12,884	110,137	122,079
Periodicals	1,834	1,274	355	557	2,189	1,831
Pamphlets	0	0	0	9	0	9
Records	0	0	0	24	0	24
Compact Discs	888	2,009	151	196	1,039	2,205
Audio Cassettes	2,024	2,505	154	288	2,178	2,793
Audio Kits	4,846	4,698	505	986	5,351	5,684
Puzzles	3,585	3,847	382	613	3,967	4,460
Games	366	662	57	115	423	777
Audio Books	633	1,282	73	117	706	1,399
Video Cassettes	15,189	21,917	1,517	4,728	16,706	26,645
<b><u>TOTALS</u></b>	<b>168,964</b>	<b>191,932</b>	<b>14,532</b>	<b>27,133</b>	<b>183,496</b>	<b>219,065</b>
<b><u>ADULT</u></b>						
Non Fiction	140,705	138,785	1,302	2,532	142,007	141,317
Fiction	105,317	105,588	3,460	5,138	108,777	110,726
Periodicals	32,377	30,871	949	1,472	33,326	32,343
Pamphlets	689	583	0	0	689	583
Cam/Sm. Alrm	56	7	0	0	56	7
Records	194	7	0	0	194	7
Compact Discs	38,824	41,857	2,117	4,736	40,941	46,593
Audio Cassettes	14,235	9,369	0	9	14,235	9,378
Puzzles	208	59	0	0	208	59
Pictures	831	778	0	0	831	778
Audio Books	8,272	14,069	73	43	8,345	14,112
Vid. Cass NF	37,987	35,964	0	281	37,987	36,245
Vid. Cass Fic	104,302	108,555	0	838	104,302	109,393
<b><u>TOTALS</u></b>	<b>483,997</b>	<b>486,492</b>	<b>7,901</b>	<b>15,049</b>	<b>491,898</b>	<b>501,541</b>
<b><u>SELF CHECK</u></b>	<b>27,846</b>	<b>31,355</b>			<b>27,846</b>	<b>31,355</b>
(Books only-Adult and Juvenile)						
<b><u>GRAND TOTAL</u></b>	<b>680,807</b>	<b>709,779</b>	<b>22,433</b>	<b>42,182</b>	<b>703,240</b>	<b>751,961</b>

Bookmobile out of service 126 days in 1996

Bookmobile out of service 5 days in 1997

## Dec. 1997 Holdings

	Last Month	This Month	Change	Percent Change
Books	167,147	167,714	567	0.3%
Audio	11,852	12,018	166	1.4%
Video	8,172	8,279	107	1.3%
Puzzles and Games	603	603	0	0.0%
Realia	234	234	0	0.0%
Pamphlets	14,866	14,866	0	0.0%
-----				
Total	202,874	203,714	840	0.4%

ACQUISITIONS REPORT FOR  
FOR DEC. 1997

		Last Month	This Month	Change	Percent Change
Scat	Non Fiction				
	Adult				
1/245	000	1,874	1,880	6	0.3%
	100	2,302	2,304	2	0.1%
	200	2,717	2,718	1	0.0%
	300	11,242	11,222	-20	-0.2%
5	400	588	589	1	0.2%
	500	2,782	2,783	1	0.0%
	600	16,682	16,713	31	0.2%
	700	14,178	14,207	29	0.2%
	800	4,662	4,683	21	0.5%
	900	10,783	10,829	46	0.4%
11	B	4,217	4,222	5	0.1%
	Total (Adult)	72,027	72,150	123	0.2%
	Juvenile (J)				
50	000	357	355	-2	-0.6%
51	100	189	189	0	0.0%
52	200	259	259	0	0.0%
	300	2,100	2,105	5	0.2%
54	400	102	102	0	0.0%
	500	2,712	2,709	-3	-0.1%
	600	2,459	2,462	-3	0.1%
	700	3,149	3,148	-1	-0.0%
	800	768	769	1	0.1%
	900	3,083	3,085	2	0.1%
60	B	842	841	-1	-0.1%
39	YA	575	590	15	2.6%
	Total (J)	16,595	16,614	19	0.1%
82	Total (E)	6,511	6,522	11	0.2%
	Total (Juvenile)	23,106	23,136	30	0.1%
	Total (Non fiction)	95,133	95,286	153	0.2%
43,33	Fiction				
12-1	Adult	33,683	33,841	158	0.5%
	Juvenile				
61	J	8,236	8,341	105	1.3%
34	YA	1,408	1,452	44	3.1%
90	E	9,456	9,492	36	0.4%
72	Picture Books	6,534	6,531	-3	-0.0%
233	Board Books	595	605	10	1.7%
	Total (Juvenile)	26,229	26,421	192	0.7%
	Total (Fiction)	59,912	60,262	350	0.6%

	Compact discs				
229	Adult	4,801	4,921	120	2.5%
230	Juvenile	280	279	-1	-0.4%
	Total (Compact discs)	5,081	5,200	119	2.3%
	CD ROMs				
257	Adult	79	79	0	0.0%
262	Juvenile	55	55	0	0.0%
	Total (CD ROMs)	134	134	0	0.0%
	Audio Cassettes				
18	Adult	2,756	2,762	6	0.2%
64	Juvenile	783	782	-1	-0.1%
	Audio Books				
1/944	Adult	1,540	1,580	40	2.6%
2/922	Juvenile	546	555	9	1.6%
	Total (Cassettes)	5,625	5,679	54	1.0%
83	<u>Kits</u>	1,012	1,005	-7	-0.7%
222	Videocassettes	8,172	8,279	107	1.3%
238					
232	Total (Audio Visual)	20,024	20,297	273	1.4%
239					
	Reference				
15	Adult	5,398	5,418	20	0.4%
62	Juvenile	995	997	2	0.2%
	Total (Reference)	6,393	6,415	22	0.3%
	Puzzles				
241	Adult	54	54	0	0.0%
74	Juvenile	461	461	0	0.0%
	Total (Puzzles)	515	515	0	0.0%
67	Games (Juvenile)	88	88	0	0.0%
	Realia				
16	Paintings	232	232	0	0.0%
20	CC decoders	2	2	0	0.0%
	Total (Realia)	234	234	0	0.0%

	Large Type				
23	Adult	2,605	2,660	55	2.1%
220	Juvenile	28	28	0	0.0%
	Total (Large Type)	2,633	2,688	55	2.1%
	Pamphlets	14,866	14,866	0	0.0%
236	Easy Reading	1,015	1,015	0	0.0%
	Foreign language				
	Afrikaans				
	Adult	0	0	0	0.0%
	Juvenile	1	1	0	0.0%
	Total (Afrikaans language)	1	1	0	0.0%
	French				
	Adult	95	90	-5	-5.3%
	Juvenile	18	18	0	0.0%
	Total (French language)	113	108	-5	-4.4%
	German				
	Adult	93	93	0	0.0%
	Juvenile	4	4	0	0.0%
	Total (German language)	97	97	0	0.0%
	Greek				
	Adult	1	1	0	0.0%
	Juvenile	0	0	0	0.0%
	Total (Greek language)	1	1	0	0.0%
	Gujarti				
	Adult	0	0	0	0.0%
	Juvenile	51	51	0	0.0%
	Total (Gujarti language)	51	51	0	0.0%
	Hebrew				
	Adult	0	0	0	0.0%
	Juvenile	1	1	0	0.0%
	Total (Hebrew language)	1	1	0	0.0%
	Italian				
	Adult	21	22	1	4.8%
	Juvenile	2	2	0	0.0%
	Total (Italian language)	23	24	1	4.3%

Japanese				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Japanese language)	1	1	0	0.0%
Latin				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Latin language)	2	2	0	0.0%
Polish				
Adult	465	466	1	0.2%
Juvenile	4	4	0	0.0%
Total (Polish language)	469	470	1	0.2%
Russian				
Adult	92	116	24	26.1%
Juvenile	2	2	0	0.0%
Total (Russian language)	94	118	24	25.5%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	526	506	-20	-3.8%
Juvenile	683	669	-14	-2.0%
Total (Spanish language)	1,209	1,175	-34	-2.8%
Total (Adult)	1,294	1,295	1	0.1%
Total (Juvenile)	767	753	-14	-1.8%
Total (Foreign languages)	2,061	2,048	-13	-0.6%
=====				
TOTAL	202,874	203,714	840	0.4%



DES PLAINES PUBLIC LIBRARY  
CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
DECEMBER 1997

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, change	206
2. Computer info, tests, calls	649
3. Sign-ups, give-outs (keys, tickets)	424
4. Directions to library - in house and bookmobile	9
5. Specific requests, materials search, microfilm, magazines	983
6. Quick answers & general information	266
7. Referrals to other libraries	4
8. Inquiries about programs, meeting room information	23
TOTAL	2,564

<u>By Hour</u> (Monday-Friday)	<u>Total</u>	<u>By Day</u>	<u>Total</u>	<u>Represents</u>	<u>Involves</u>
9-11	236	Sunday	230	4 hour day	4 Sundays
11-1	206	Monday	584	12 hour day	5 Mondays
1-3	276	Tuesday	663	12 hour day	5 Tuesdays
3-5	361	Wednesday	258	12 hour day	3 Wednesdays
5-6	259	Thursday	224	12 hour day	3 Thursdays
6-9	694	Friday	303	12 hour day	4 Fridays
		Saturday	302	8 hour day	4 Saturdays
Total	2,032		2,564		28 Days

<u>By Hour</u> (Saturday)	<u>Total</u>	<u>By Hour</u> (Sunday)	<u>Total</u>
9-11	54	1-3	124
11-1	102	3-5	106
1-3	86		
3-5	60	Total	230
Total	302		

## XIII

## REGISTRATION SERVICES REPORT FOR DECEMBER 1997

## I. LIBRARY CARD REGISTRATION SERVICES

<u>December 1996</u>	<u>November 1997</u>	<u>December 1997</u>	<u>Year to Date</u>		<u>% Change</u>
			<u>1996</u>	<u>1997</u>	
628	913	487	8,583	9,397	16.8%
A.	New Cards	193			
B.	Renewals	252			
C.	Non-Resident Cards	5			
D.	Updates	37			
	Total	487			

## II. TOTAL NUMBER OF REGISTERED BORROWERS

December 1996	36,340	(68.0% of Population)
December 1997	36,568	(68.5% of Population)

## III. OTHER REGISTRATION SERVICES

1.	Voter Registration	6
2.	Program Registration	0
3.	Meeting Room Registration	60
4.	Other Patron Inquiries	39
5.	Cab Cards Issued	7
6.	LAN Discs Sold	11
	(Year to Date - 284)	
7.	Computer Room Users	132
8.	Reading Edge Users	4
	Total	259

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
DECEMBER 1997

<u>Reference Services</u>	<u>Number</u>	<u>Total</u>
1. Directional Questions	202	
2. Over-the-Counter Materials	179	
3. Specific Item Requests	839	
4. Ready Reference	596	
5. Materials Searching	90	
6. Referrals to Other Institutions	23	1,929

Assistance

1. Equipment repair and assistance	111	
2. Tax Forms	25	136

GRAND TOTAL 2,065

<u>By Hour</u>	<u>Total</u>	<u>By Day</u>	<u>Total</u>	<u>Represents</u>	<u>Involves</u>
9-11	341	Sunday	183	4 hour day	4 Sundays
11-1	329	Monday	499	12 hour day	5 Mondays
1-3	495	Tuesday	420	12 hour day	5 Tuesdays
3-5	416	Wednesday	243	12 hour day	3 Wednesdays
5-7	234	Thursday	208	12 hour day	3 Thursdays
7-9	250	Friday	253	12 hour day	4 Fridays
		Saturday	259	8 hour day	4 Saturdays
Totals	2,065		2,065		28 Days

Number of individuals using Local Area Network - 973

DES PLAINES PUBLIC LIBRARY  
AUDIO VISUAL STATISTICAL REPORT  
DECEMBER 1997

<u>Patron Services Provided</u>	<u>Number</u>
1. Holds Placed	30
2. Title Requests	207
3. Material Searches	177
4. Phone Patron Assistance	116
5. In House Patron Assistance	383

Patrons Served

<u>By Day</u>	<u>Total</u>	<u>Represents</u>	<u>Involves</u>
Sunday	318	4 hour day	4 Sundays
Monday	686	12 hour day	5 Mondays
Tuesday	677	12 hour day	5 Tuesdays
Wednesday	308	12 hour day	3 Wednesdays
Thursday	259	12 hour day	3 Thursdays
Friday	649	12 hour day	4 Fridays
Saturday	473	8 hour day	4 Saturdays
Totals	3,370		28 Days

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - DECEMBER 1997

Community Groups

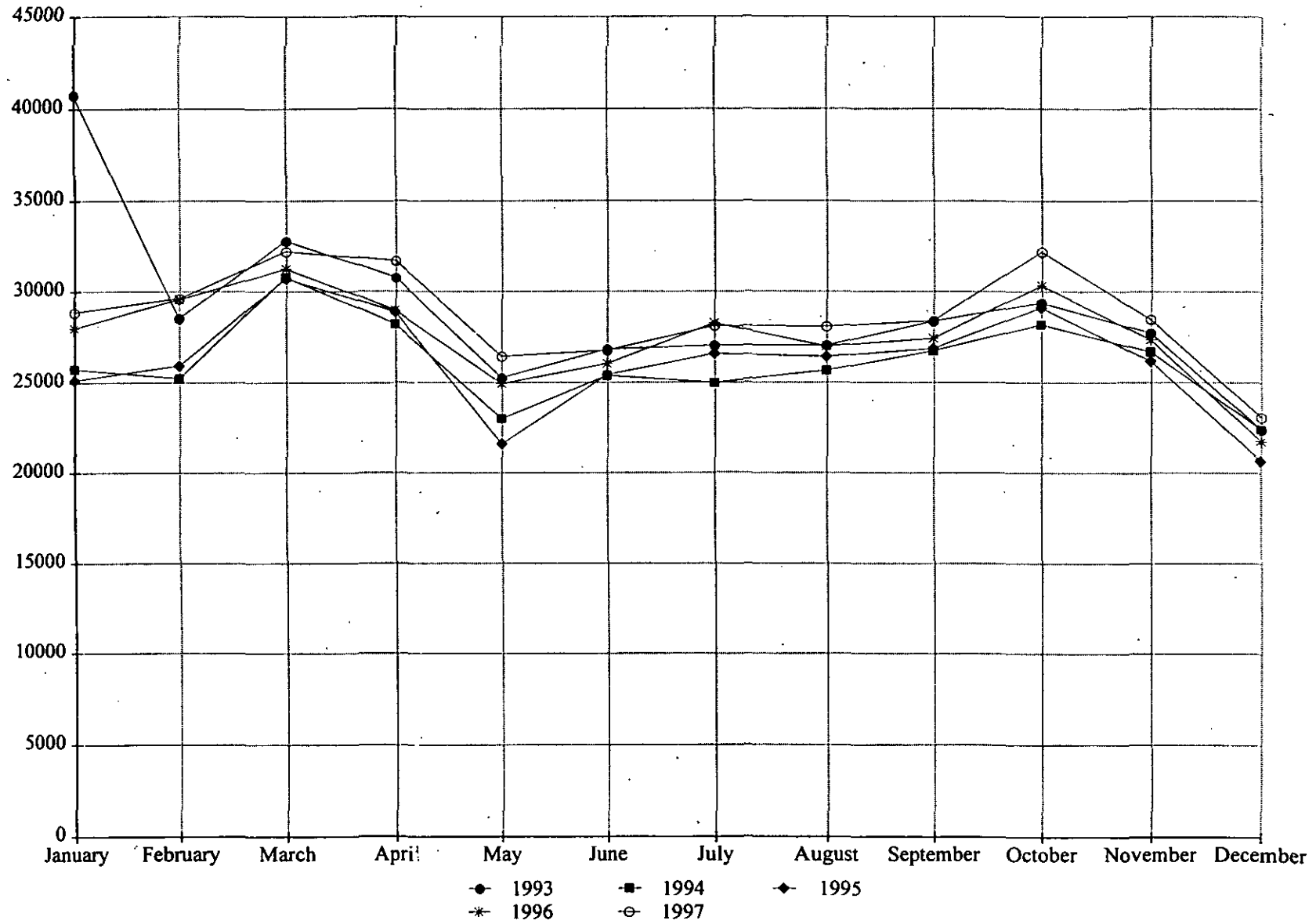
<u>Attendance</u>	<u>Times Used</u>	<u>Total</u>
Tax Aide	1	28
Toastmasters	1	12
Total	2	40

Library Activities

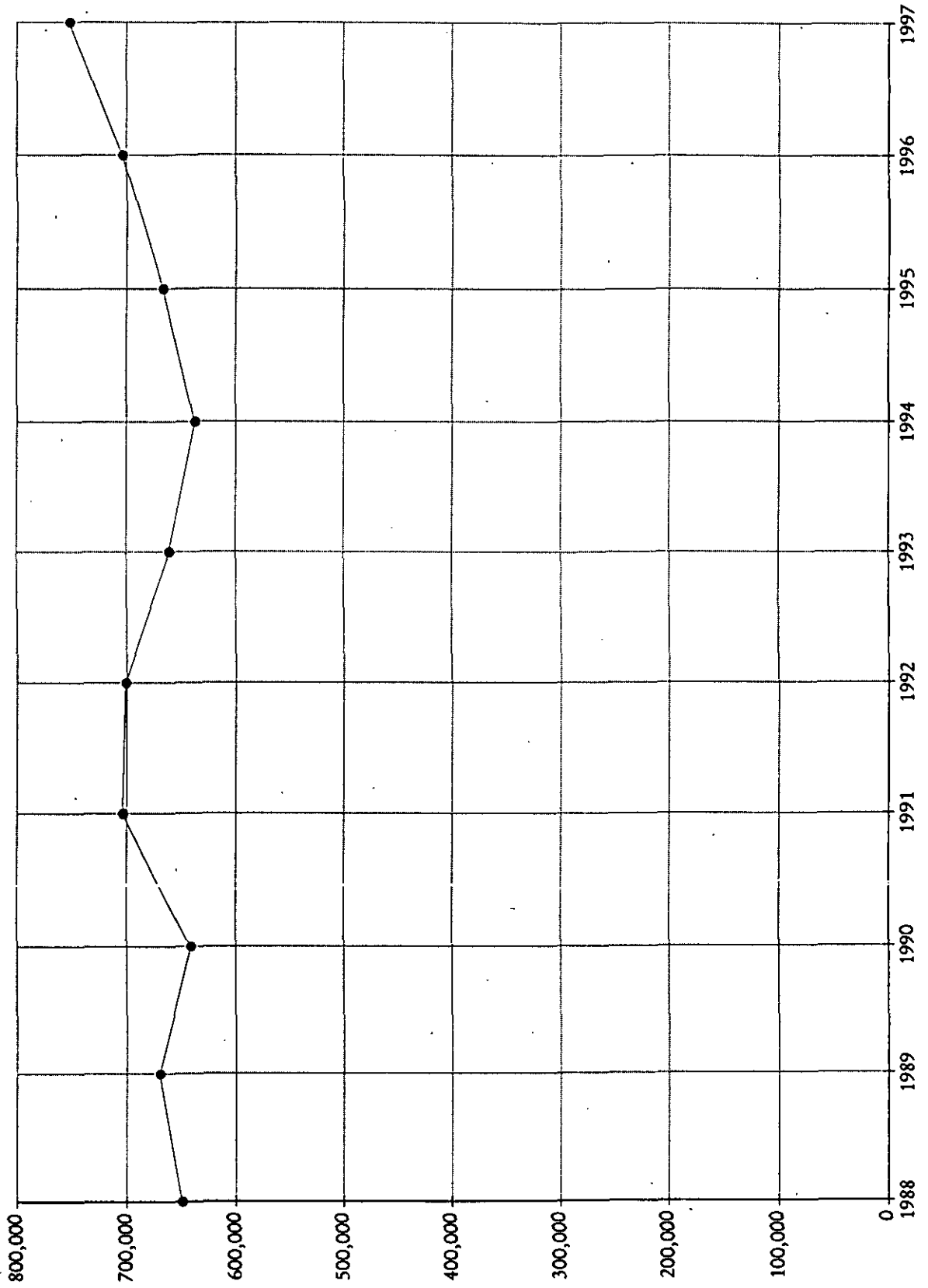
Adult Book Discussion	2	37
English Classes	2	33
Friends of the Library	1	31
2 Year Old Storytime		
3-5 Year Old Storytime		
Total		101

December Total = 5 groups involving 141 people.  
1997 Year to Date Total 345 groups involving 10,182 people.

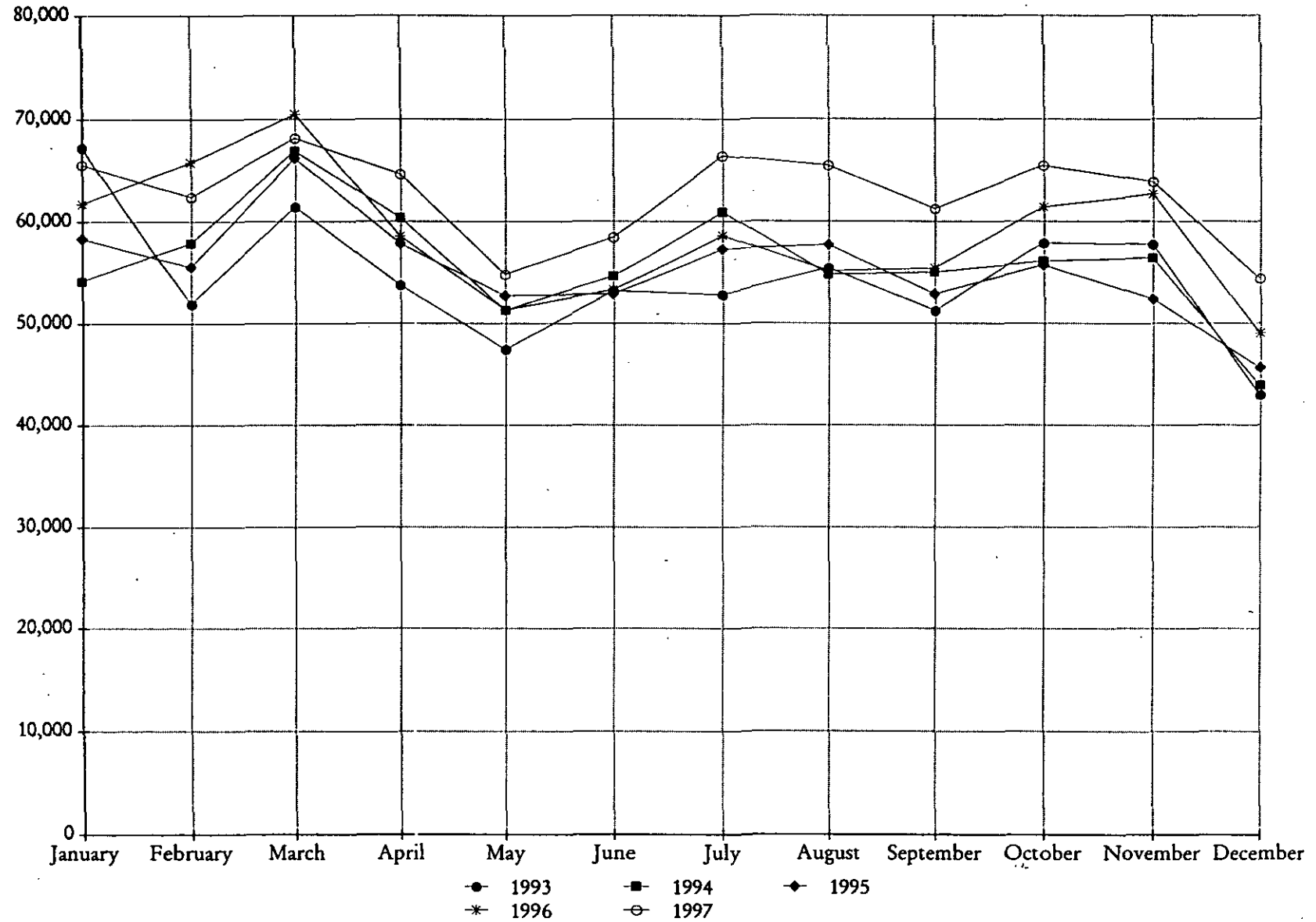
### Patron Attendance December 1997



### Circulation Statistics Annual Circulations

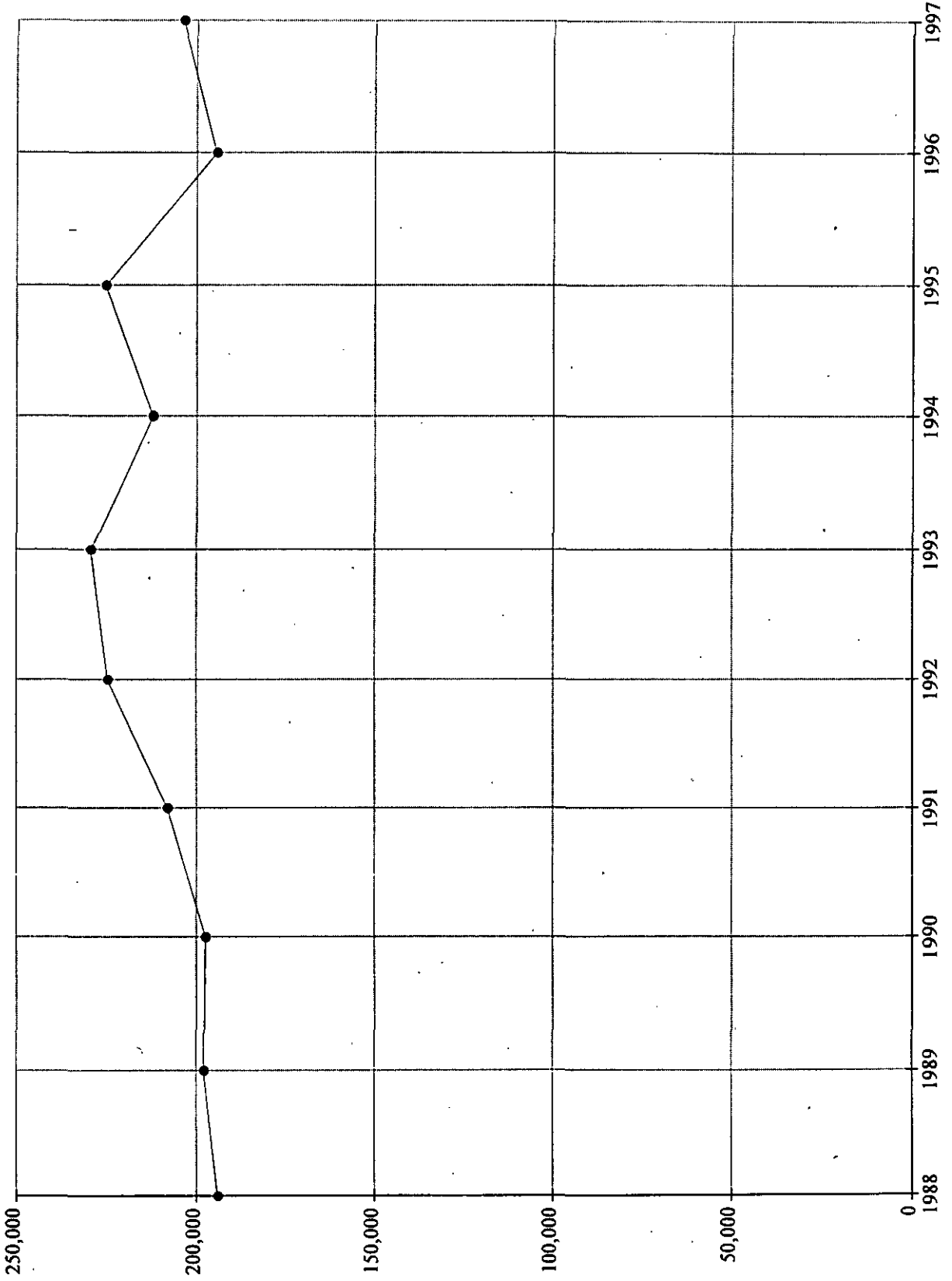


**Circulation Statistics**  
Items Circulated Per Month By Year





Collection Size



0927

## DOWNING CHARITABLE TRUST FUND

A trust in the amount of \$25,000.00 set up in 1970 in memory of Blanche, William and Kenneth Downing as stated in the Will of Kenneth Downing. The trust is vested in moderately conservative securities and managed by First Trust Illinois.

Funds from the interest are deposited into a First Trust checking account.

Balance of Trust		\$25,000.00
December 31, 1996	Interest Balance	\$ 468.88
	1997 Deposits	944.48
	1997 Check Paid	<u>(900.00)*</u>
December 31, 1997	Interest Balance	\$ 513.36

The interest from which, but not the principal or stock dividend, is to be used for the purchase of "hard bound worthwhile books, music records or tapes, moving picture reels, etc."

In 1973 the first artwork was purchased with the interest from the trust fund. Every year thereafter artwork has been purchased with the funds with the exception of 1980 and 1981 when cassettes were purchased.

\* Funds were used to purchase three new original framed artworks from the Des Plaines Art Guild Fall Show.

\*\*\*\*\*

## GERTRUDE G. DUNCAN TRUST FUND

A fund in the amount of \$1,000.00 was started in 1958 by Paul J. Duncan in memory of his wife Gertrude G. Duncan. The fund must be invested in United States Government Bonds or in federally insured Savings and Loan associations, and in no other investment enterprises.

November 8, 1997	Balance	\$3,992.87
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The funds are located in a 30 month Certificate of Deposit with First Federal Bank in Des Plaines. The next renewal date is May 8, 2000.

The Board of Directors may use the income to purchase books or literature.

January 1, 1998

Dear Staff,

I enjoyed Mayor Jung's recent letter about his Christmas memories and his hopes for all of us to enjoy our holidays and the year to come. It was full of warmth, appreciation, and genuine concern for our well-being. I found myself reacting to the beauty of his message by thinking I could not possibly add anything to it. And then I went to "RENT" last weekend.

One of the most moving songs in the musical is "I Should Tell You," which is the poignant expression of how difficult we find it to say what we feel to the people who deserve to hear it. So,

I should tell you that we have just completed an exciting year during which we introduced many new services and improved established services and increased the use of all of our services. Thanks to you.

I should tell you that we have greatly improved the level of appreciation for our services and our expertise within our community. Thanks to you.

I should tell you that our building looks better and more inviting. Thanks to you.

I should tell you that people who use our services are made to feel not only welcome but also confident that they are in good hands. Thanks to you.

I should tell you that we do a superb job of providing high quality service at a very reasonable cost. Thanks to you.

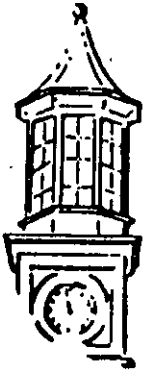
I should tell you that you've made working here fun and enjoyable and satisfying.

I should tell you that this coming year will be full of challenges and changes for all of us. I should also tell you that I am sure we have the skills and the personal qualities to accept these challenges and to work through them to a successful conclusion. I should tell you that at times, I, too, am fearful of these challenges. But I rely on you and know that we will not only prevail, we will also flourish.

I should thank you all for your support and hard work and creative thinking and human understanding and patience and general good will.

So, with gratitude for what you have done and with high hopes for our future, I should simply tell you all "Thank you."

*Andra*



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, FEBRUARY 17, 1998**

**7:30 PM**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations for those persons.

Feb 19 1998

## DES PLAINES PUBLIC LIBRARY

## BOARD OF TRUSTEES

Agenda for the Regular Meeting  
February 17, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda. (7:35 PM)
- III. Approval of Minutes of the Regular Board Meeting, January 20, 1998. (Action Item)(7:40 PM)
- IV. Public Comments and Questions. (7:45 PM)
- V. City Council Community Services Committee – Alderman Brookman. (7:50 PM)
- VI. Foundation Report – William Prentice. (7:55 PM)
- VII. Finance Report – John Scarsi. (Action Item)(8:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
- VIII. Building and Grounds – Betty Ritter. (8:10 PM)
- IX. Management – Ellen Yearwood. (8:20 PM)
- X. Planning Committee – John Burke. (8:30 PM)

- XI. System Membership -- John Ciborowski. (8:40 PM)
- XII. Friends of the Library -- Inara Brubaker. (8:50 PM)
- XIII. Administrator's Report -- Sandra Norlin. (9:00 PM)
- XIV. Unfinished Business. (9:15 PM)
- XV. Announcements. (9:30 PM)
  - A. Correspondence.
  
- XVI. Adjournment. (9:45 PM)



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 20, 1998

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, January 20, 1998. Vice President Inara Brubaker called the meeting to order at 7:35 PM.

Members Present: Inara Brubaker, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, John Scarsi.

Members Absent: Eldon Burk, John Burke, Ellen Yearwood.

Also present: Administrator Sandra Norlin, Leslie Steiner, Christy Dickman.

MOTION by Inara Brubaker, seconded by John Ciborowski, to approve the agenda. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by John Ciborowski, to approve the minutes of the regular Board Meeting of December 16, 1997, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE -

There will be a ward meeting with Alderman Arredia on January 29, 1998 at 7:00 PM at the Friendship Jr. High School.

FOUNDATION REPORT - William Prentice.

William Prentice absent. The Board is encouraged to recommend people to serve on the Foundation Board.

## FINANCE COMMITTEE - John Scarsi, Chairman.

The following monthly reports were reviewed and placed on file for audit:

1. Over the Counter Receipts \$7,649.86
2. Petty Cash Expenditures \$240.25
3. Budget Expenditures for December \$42,456.55
4. Expenditures Year to Date \$2,526,063.06
5. Revenue for December \$16,320.98
6. Revenue Year to Date \$2,703,507.80

MOTION by John Scarsi, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Administrator for library purposes and paid as itemized in the City of Des Plaines Warrant Registers as follows:

December 1, 1997	\$ 20,982.90
December 15, 1997	<u>42,904.60</u>
Total	\$ 63,887.50

Roll call vote: Ayes: Brubaker, Burrows, Ciborowski, McConnell, Ritter, Scarsi.  
Nays: None. MOTION CARRIED.

MOTION by John Scarsi, seconded by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

For payroll period December 4, 1997	\$ 52,656.33
For payroll period December 18, 1997	<u>54,632.31</u>
Total	\$107,288.64

Roll call vote: Ayes: Brubaker, Burrows, Ciborowski, McConnell, Ritter, Scarsi.  
Nays: None. MOTION CARRIED.

MOTION by John Scarsi, seconded by Susan Burrows, to approve, subject to audit, transfer entries to the Library account in December, 1997 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (December)	<u>\$6.13</u>
Total	\$6.13

Roll call vote: Ayes: Brubaker, Burrows, Ciborowski, McConnell, Ritter, Scarsi.  
Nays: None. MOTION CARRIED.

## BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

No report. Betty Ritter met with Gary to set up a walkthrough of the Library. She will give a more detailed report of the building next month.



MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No meeting. No report.

PLANNING COMMITTEE - John Burke, Chairman.

No report.

SYSTEM MEMBERSHIP - John Ciborowski, Representative.

No meeting. No report.

FRIENDS OF THE LIBRARY - Inara Brubaker.

Inara Brubaker reported that the next meeting is January 27, 1998 at 7:00 PM. The Friends Annual Meeting is May 12, 1998. The Friends are accepting books for their annual booksale in April. Software will be sold as well. We need advice from John Haliotis regarding the price of software and licensing restrictions when transferring ownership. Suggestions for officers for Friends are welcome.

ADMINISTRATOR'S REPORT - Sandra K. Norlin.

Christy Dickman is filling in as Administrative Secretary until a replacement is hired for Nancy Peterson. We have completed interviews, have developed a "short list", and are waiting for the return of the background and reference check information. We had several excellent candidates.

Nancy Larson has been hired to fill the full-time Mobile Library driver/clerk position. Nancy has been working as a part-time driver and is enrolled in the Dominican University (formerly Rosary College) Library Science program. (She is interested in pursuing tuition reimbursement.)

Roberta Conrad has been reassigned to the Outreach Services Department for 60 days.

Marie Paschen from our Employee Assistance Program (EAP) will present a brown bag luncheon program on 1/28 for our staff on handling the stress unique to the sandwich generation.

Sandra Norlin and Martha Sloan met with Howard Clauser to plan next May's staff Development Day. He will administer and interpret through presentation and group activities the Myers-Briggs Type Indicator, with emphasis on its applicability to workplace communication.

Sandra Norlin and Martha Sloan met with Mary Dewyer and Lynn Leahy of Career Success Services, Inc. to discuss their services and their applicability to our staff needs.

We received word last Friday that we will receive the H.W. Wilson Staff Development Grant, awarded by ALA in 1998. This is the result of Martha and Mary Jane Kepner's proposal writing and their good ideas for helping our department heads through this next year of transition. The award ceremonies will be in Washington, D.C. as part of ALA's annual conference in July.

Martha Sloan and Sandra Norlin continue to work with the staff of NSLS and Ela District Library to develop a grant proposal for staff development through the LSTA grant program. Ours is a unique proposal, developing teams that will foster the growth of continuous learning as a method of coping with our new environment of constant change within two libraries.

For the third consecutive year we have increased patron use of our materials and services. Please refer to the charts that indicate the growth pattern of the last 10 years and note that our rates of increase are also increasing (4.5, 5.5, 5.9). At the end of 1997, books were 82% of our holdings (61% of our circulation), audio 6% holdings (10% circ), video 4% holdings (23% circ), and puzzles, etc..2% of holdings (.6% circ). Reciprocal borrowing has increased by 49.8%, thanks to the Mt Prospect restrictions on our patrons and the temporary closing and ongoing construction of the Niles Library.

Sandra Norlin participated in the work of two committees for PLA at the ALA Midwinter Conference, one as a member of the jury to select the winner of the "Library of the Future" award, and the other as chair of the committee charged with coordinating the programs offered by PLA divisions at the 1999 Annual Conference.

Sandra Norlin attended several meetings with the planning group for the Library/Downtown redevelopment project.

**UNFINISHED BUSINESS.**

None.

**NEW BUSINESS.**

The Board received information on the status of the Duncan and Downing Trust Funds.

Sandra Norlin discussed voice mail system purchase through Midco. The Library would receive between 40 and 50 voice mail boxes. The one-time cost is considerably lower than paying for the service on a monthly basis.

**MOTION** by Betty Ritter, seconded by John Scarsi, to approve the purchase of the voice mail system through Midco in the amount of \$5,669.22. Roll call vote: Ayes: Brubaker, Burrows, Ciborowski, McConnell, Ritter, Scarsi. Nays: None. **MOTION CARRIED.**

ANNOUNCEMENTS

None.

Meeting adjourned at 9:04 PM.

Minutes prepared by Christy Dickman.

## DES PLAINES LIBRARY FOUNDATION

February 11, 1998

Chair: William Prentice  
Present: William Vedral, David McConnell, Sandra Norlin

Call to Order: 7 PM, by William Prentice

1. Corrections/Clarifications to the bylaws:

The correct title of the Foundation is Des Plaines Public Library Foundation.

In accordance with Illinois statutes, the corporation will be referred to as "Not-for-profit", rather than "nonprofit."

Under Article I., General Provisions, the sentence beginning "The officers, Directors, and members of the corporation..." will be deleted.

Under Article V. Members, this statement will replace the former statement: "The corporation shall have no members other than the officers and directors described herein."

Under Article VI., Section 2. "two (2)" will be changed to "three (3)".

Under Article VII., Officers, the titles and job descriptions of officers was discussed. Consensus to leave the titles and descriptions as they stand.

William Prentice will make the corrections to the bylaws as described and distribute copies of the corrected documents to members.

2. The directors discussed the procedures for acquiring the funds residing in the 1992 and 1995 Library Referendum accounts.

William Vedral will apply to IRS for a FEIN for the Foundation. When the FEIN is obtained, he will notify David McConnell, who will open an account at Plains Bank and transfer the funds from the Referendum Committee account to the Foundation account.

3. Additional Directors.

We need to know the results of Sue Burrows' inviting Jane Moore to become a Director.

William Prentice suggested Anne Evans as an additional director and was encouraged to extend the invitation to her on behalf of the directors.

4. Management Agreement.

The consensus of the group is that a management agreement between the City, the Library, and the Foundation is not necessary and will not be pursued.

5. Introduction to the Community.

We will use the library newsletter and, perhaps, the government cable channel to announce the formation of the Foundation. Mr. Prentice will contact Bob Lightfoot about providing photographs for a presentation piece. Mr. McConnell suggested a brief (trifold), straightforward information brochure.

6. Other topics.

Mr. Prentice will forward the draft of the précis to Sue Burrows for her comments and suggestions.

Mr. McConnell and Mr. Vedral will begin preparing their biographic statements for the Foundation records.

Mr. McConnell will confer with a colleague regarding setting up and describing various gifting options.

7. The next meeting was set for Monday, March 9, 1998 at 7:30 PM (Please note change in start time.)

The meeting adjourned at 8:20 PM.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF JANUARY 1998**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 9,148.95
2. Petty Cash Expenditures	\$ 109.94
3. Budget Expenditures for January	\$ 248,788.32
4. Expenditures Year to Date	\$ 248,788.32
5. Revenue for January	\$ 10,594.33
6. Revenue Year to Date	\$ 10,594.33

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

January 5, 1998	\$ 25,732.38
January 15, 1998	<u>67,043.95</u>
Total	\$ 92,776.33

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL January 2, 1998	\$ 53,957.44
January 15, 1998	56,648.12
January 29, 1998	<u>55,175.15</u>
Total	\$ 165,780.71

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in January, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (January)	<u>\$00.00</u>
------------------------------------	----------------

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - JANUARY 1998

	January 1997	January 1998	1997 to Date	1998 to Date
Lost Materials	\$ 226.04	475.72	\$ 226.04	475.72
Fines	6,682.36	6,498.73	6,682.36	6,498.73
Damage	1.50	25.95	1.50	25.95
Fees	152.25	202.84	152.25	202.84
Copies	1,479.45	1,925.95	1,479.45	1,925.95
Miscellaneous	16.25	19.76	16.25	19.76
Totals	\$8,557.85	\$9,148.95	\$8,557.85	\$9,148.95

## PETTY CASH EXPENDITURES - January 1998

960070	Auto/Travel Expenses	8.19\
960070	Auto/Travel Expenses	15.43\
960070	Auto/Travel Expenses	20.49\
960070	Auto/Travel Expenses	10.33\
970100	Supplies	9.94\
970100	Supplies	12.56\
970100	Supplies	33.00\
	Total	\$109.94

02/11/98  
 ACCOUNTING PERIOD: 1/98

CITY OF DES PLAINES  
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	.00	40,000.00	.00
810014	PROPERTY TAXES 1997	2,591,828.00	.00	.00	.00	2,591,828.00	.00
TOTAL	PROPERTY TAXES	2,631,828.00	.00	.00	.00	2,631,828.00	.00
810300	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	2,724,816.00	.00	.00	.00	2,724,816.00	.00
822040	STATE GRANT PER CAPITA	66,768.00	.00	.00	.00	66,768.00	.00
TOTAL	STATE GRANTS	66,768.00	.00	.00	.00	66,768.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	.00	66,768.00	.00
830102	LIBRARY FINES	90,000.00	7,193.28	.00	7,193.28	82,806.72	.08
TOTAL	FINES	90,000.00	7,193.28	.00	7,193.28	82,806.72	.08
830201	COPYING FEE	25,000.00	1,981.05	.00	1,981.05	23,018.95	.08
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	1,370.00	.00	1,370.00	16,630.00	.08
TOTAL	FEES AND SERVICES	43,000.00	3,351.05	.00	3,351.05	39,648.95	.08
TOTAL	FINES, FEES, AND SERVICES	133,000.00	10,544.33	.00	10,544.33	122,455.67	.08
890010	INTEREST INCOME	5,000.00	.00	.00	.00	5,000.00	.00
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	50.00	.00	50.00	10,950.00	.00
TOTAL	OTHER REVENUE	16,000.00	50.00	.00	50.00	15,950.00	.00
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	10,594.33	.00	10,594.33	2,929,989.67	.00
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	10,594.33	.00	10,594.33	2,929,989.67	.00
TOTAL REPORT		2,940,584.00	10,594.33	.00	10,594.33	2,929,989.67	.00



02/11/98  
 ACCOUNTING PERIOD: 1/98

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SEL CRITERIA: expldgr\_key\_orqm between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,074,366.00	89,968.70	.00	89,968.70	984,597.30	.08
910200	TEMPORARY WAGES	427,984.00	48,444.03	.00	48,444.03	379,539.97	.11
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	8,164.04	.00	8,164.04	-8,164.04	.00
910600	SICK PAY	.00	2,949.07	.00	2,949.07	-2,949.07	.00
910700	HOLIDAY PAY	.00	16,254.92	.00	16,254.92	-16,254.92	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	.00	.00	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	3,156.93	.00	3,156.93	33,237.07	.09
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	12,825.91	.00	12,825.91	102,119.09	.11
918021	EMPLOYER CONTR-I.N.R.F.	104,959.00	11,441.87	.00	11,441.87	93,517.13	.11
918040	LIFE INS PREMIUMS	5,647.00	322.00	.00	322.00	5,325.00	.06
918050	MEDICAL INS PREMIUMS	132,797.00	7,762.10	.00	7,762.10	125,034.90	.06
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	333.35	.00	333.35	2,966.65	.10
TOTAL	PERSONAL SERVICES	1,905,092.00	201,622.92	.00	201,622.92	1,703,469.08	.11
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	.00	25,000.00	.00
920120	COMMUNICATION SERVICES	22,040.00	.00	.00	.00	22,040.00	.00
920140	DATA PROCESSING SERVICES	55,000.00	.00	.00	.00	55,000.00	.00
920202	CONFERENCES	5,000.00	521.00	.00	521.00	4,479.00	.10
920204	TRAINING	1,000.00	.00	.00	.00	1,000.00	.00
920206	SEMINARS	1,000.00	240.00	.00	240.00	760.00	.24
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	3,000.00	10.00	.00	10.00	2,990.00	.00
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	.00	1,000.00	.00
920850	SUBSIDY:1994 E.R.P. TRMS	9,600.00	727.99	.00	727.99	8,872.01	.08
TOTAL	SUBSIDIES,REBATES,CONTRID	9,600.00	727.99	.00	727.99	8,872.01	.08
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	.00	42,000.00	.00
930010	R & M EQUIPMENT	47,800.00	1,277.00	.00	1,277.00	46,523.00	.03
930020	R & M BLDGS & STRUCTURES	70,500.00	.00	.00	.00	70,500.00	.00
930030	R & M VEHICLES	1,500.00	.00	.00	.00	1,500.00	.00
930195	BOOK BINDING & REPAIR	7,200.00	.00	.00	.00	7,200.00	.00
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	.00	1,000.00	.00
930320	CLEANING:CUSTODIAL SERV	29,600.00	.00	.00	.00	29,600.00	.00
960070	AUTO/TRAVEL EXPENSES	3,000.00	295.50	.00	295.50	2,704.50	.10
960210	SPECIAL EVENT PROGRAMMING	15,000.00	88.01	.00	88.01	14,911.99	.01
960990	MISC CONTRACTUAL SUCS	66,000.00	7,942.00	.00	7,942.00	58,058.00	.12
TOTAL	CONTRACTUAL SERVICES	409,240.00	11,101.50	.00	11,101.50	398,138.50	.03
970000	SUPPLIES	40,000.00	.00	.00	.00	40,000.00	.00
970010	JANITORIAL	15,000.00	.00	.00	.00	15,000.00	.00
970200	COPYING/FAX SUPPLIES	3,000.00	.00	.00	.00	3,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	1,000.00	.00	1,000.00	12,200.00	.08
970270	PRINTING-REPROD-BINDING	10,300.00	.00	.00	.00	10,300.00	.00
970600	BOOKS	310,000.00	18,780.75	.00	18,780.75	291,219.25	.06

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02/11/98

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 2

ACCOUNTING PERIOD: 1/93

SEL [REDACTED] CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970610	AUDIO MATERIALS	44,000.00	.00	.00	.00	44,000.00	.00
970620	SUBSCRIPTIONS & BOOKS	60,000.00	16,283.15	.00	16,283.15	43,716.85	.27
970630	VISUAL MATERIALS	36,500.00	.00	.00	.00	36,500.00	.00
970640	AUTOMATED REFERENCE MAT'L	60,000.00	.00	.00	.00	60,000.00	.00
970810	NATURAL GAS	14,000.00	.00	.00	.00	14,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970850	GASOLINE	2,000.00	.00	.00	.00	2,000.00	.00
TOTAL	COMMODITIES	608,500.00	36,063.90	.00	36,063.90	572,436.10	.06
980300	IMPROVEMENTS	30,000.00	.00	.00	.00	30,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	12,078.00	.00	.00	.00	12,078.00	.00
TOTAL	DEBT SERVICE	12,228.00	.00	.00	.00	12,228.00	.00
TOT	LIBRARY SERVICES	3,025,060.00	248,788.32	.00	248,788.32	2,776,271.68	.08

02/11/98  
ACCOUNTING PERIOD: 1/98

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SEL N CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EHP	AVAILABLE BALANCE	YTD/DUB
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	9,000.00	.00	.00	.00	9,000.00	.00
960990	MISC CONTRACTUAL SUCS	12,000.00	.00	.00	.00	12,000.00	.00
TOTAL	CONTRACTUAL SERVICES	31,000.00	.00	.00	.00	31,000.00	.00
980400	EQUIPMENT	35,768.00	.00	.00	.00	35,768.00	.00
TOTAL	CAPITAL EXPENDITURES	35,768.00	.00	.00	.00	35,768.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	.00	.00	.00	66,768.00	.00
TOTAL	CIVIC & CULTURE	3,091,828.00	248,788.32	.00	248,788.32	2,843,039.68	.08
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	248,788.32	.00	248,788.32	2,843,039.68	.08
TOTAL REPORT		3,091,828.00	248,788.32	.00	248,788.32	2,843,039.68	.08

SELECTION CRITERIA: gen.ledger.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102007	CASH PB PAYROLL 276529401	.00	
102008	CASH PB DISBRST 276502401		21,249.27
102026	CASH FIRST BANK ACCUMULTM	.00	
102051	CASH PLAINSBANK ACCUMULTM	.00	
	TOTAL CASH	500.00	21,249.27
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	7,261.70	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	24,404.38	
	TOTAL INVESTMENTS	33,374.17	.00
113400	RECEIVABLE-ACCRUED INTRST	.00	
118000	RECEIVABLE-PROPERTY TAXES	2,458,476.00	
119200	RECEIVABLE-MISC	6,793.56	
	TOTAL ACCOUNTS RECEIVABLE	2,465,269.56	.00
	TOTAL ASSETS	2,499,143.73	21,249.27
401000	ACCOUNTS PAYABLE	19,878.55	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430030	DUE TO-EMPL RETRANT TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		2,458,476.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITES	19,878.55	2,458,476.00
	TOTAL LIABILITIES	19,878.55	2,458,476.00
700110	EXPENDITURE CONTROL	248,788.32	
700120	REVENUE CONTROL		10,594.33
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		3,091,828.00
700160	REV. BUDGET CONTROL	2,940,584.00	
700170	BUDGET FUND BALANCE	84,735.63	
	TOTAL SYSTEM CONTROL	3,274,107.95	3,102,422.33
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

02/11/98

CITY OF DES PLAINES  
BALANCE SHEET

ACCOUNTING PERIOD: 1/93

SELECTION CRITERIA: gen.ledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
	TOTAL FUND BALANCE-RESERVED	.00	28,185.67
730000	FUND BALANCE-UNRESERVED		182,796.96
	TOTAL FUND EQUITY	.00	210,982.63
	TOTAL EQUITIES	3,274,107.95	3,313,404.96
	TOTAL PUBLIC LIBRARY FUND	3,793,130.23	3,793,130.23
	TOTAL REPORT	3,793,130.23	3,793,130.23

SELECTION CRITERIA: payable\_due\_date="02/02/1998"

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920120	COMMUNICATION SERVICES	00531	SPRINT	827-5551	776.10
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	91.85
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H07-3356545	101.39
2110	920120	COMMUNICATION SERVICES	72106	COOPERATIVE COMPUTER SERU	DECEMBER 97	164.52
2110	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	2128422	280.23
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	DECEMBER 97	2,002.76
2110	920206	SEMINARS	08286	NAC/WINDOWS ACADEMY	3/02-3/06	599.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	52329	115.88
2110	930010	R & M EQUIPMENT	02632	PITNEY BOWES	896742	263.00
2110	930010	R & M EQUIPMENT	05472	XEROX CORPORATION	56808528	1,068.31
2110	930010	R & M EQUIPMENT	06037	H-O-H CHEMICALS, INC.	092842	1,002.00
2110	930010	R & M EQUIPMENT	08090	WEST TOWN REFRIGERATION C	71889	166.00
2110	930010	R & M EQUIPMENT	66846	DANKA ONNEFAX	090020	174.98
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERU	DECEMBER 97	1,559.47
2110	930020	R & M BLDGS & STRUCTURES	08282	HAUSMAN PLUMBING & HEATIN	16058	330.95
2110	930020	R & M BLDGS & STRUCTURES	26729	GEISER-BERNER PLUMBING SE	214164	1,026.00
2110	930030	R & M VEHICLES	06956	CHICAGO BUS SALES, INC.	0008501	865.42
2110	930210	RENTAL OF EQUIPMENT	02632	PITNEY BOWES	599525	166.50
2110	930320	CLEANING: CUSTODIAL SERU	74958	ADVANCED JANITORIAL	4624	2,335.00
2110	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA MORLIN	REINB	520.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.20
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.17
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.20
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.04
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.54
2110	960070	AUTO/TRAVEL EXPENSES	44850	FIRST MAINE TRAVEL	0301865	98.50
2110	960210	SPECIAL EVENT PROGRAMMING	38514	MAINE TOWNSHIP HS WEST	HONORARIUM	300.00
2110	960990	NISC CONTRACTUAL SUCS	00189	ANDERSON LOCK CO LTD	108109	67.80
2110	960990	NISC CONTRACTUAL SUCS	00189	ANDERSON LOCK CO LTD	106942	299.80
2110	960990	NISC CONTRACTUAL SUCS	05076	MORB & SONS ELECTRIC, INC	1-14-98	533.00
2110	960990	NISC CONTRACTUAL SUCS	05228	KASCO PRINTING	3331	2,660.00
2110	960990	NISC CONTRACTUAL SUCS	05720	MARIO GAMBINO & SONS LAND	1-09-98	200.00
2110	960990	NISC CONTRACTUAL SUCS	07170	GRAPHIC SOLUTIONS	6164	807.00
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002428713	36.70
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002436416	32.50
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002446442	41.85
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002445169	13.65
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002440315	19.75
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002436487	24.10
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002432479	30.65
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002417176	14.30
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002425337	74.80
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002428915	22.80
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002432355	10.50
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002422249	108.85
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002417822	17.70
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002425606	20.25
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002423263	20.05
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002416922	99.10
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002416997	58.90
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002404208	5.75

SELECTION CRITERIA: payable.due\_date="02/02/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2002396431 19.60
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SRT87700 493.25
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SSU79900 12.87
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	HZM12799 84.94
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SQT94601 66.98
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	SQT94600 151.76
2110	970100	SUPPLIES	03853	ABC SCHOOL SUPPLY INC	7771137 53.03
2110	970100	SUPPLIES	08283	MEDIA PACKAGING CORP	1100 23.36
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	171503 282.89
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	174335 399.43
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	171490 357.80
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 39.78
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 44.39
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 12.33
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 6.66
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 31.38
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 7.30
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 19.43
2110	970100	SUPPLIES	24056	THE HIGSMITH CO., INC.	4889408-001 46.11
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	049549-00 295.75
2110	970600	BOOKS	02074	PRACTISING LAW INSTITUTE	0095079 99.50
2110	970600	BOOKS	03363	WEST GROUP	748-441-028 382.86
2110	970600	BOOKS	04058	M. LATHROP ENTERPRISES	23876 36.93
2110	970600	BOOKS	06423	SINON & SCHUSTER	2011493 1 15.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2040732 112.26
2110	970600	BOOKS	06423	SINON & SCHUSTER	2075189 76.34
2110	970600	BOOKS	06423	SINON & SCHUSTER	2075503 104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2076299 63.09
2110	970600	BOOKS	07439	GALE RESEARCH	7742979 465.42
2110	970600	BOOKS	07439	GALE RESEARCH	7720776 139.21
2110	970600	BOOKS	07527	STAGE & SCREEN	09002163448 25.27
2110	970600	BOOKS	07903	KRAUSE PUBLICATIONS	422649 15.73
2110	970600	BOOKS	07903	KRAUSE PUBLICATIONS	421821 18.98
2110	970600	BOOKS	08279	FOREIGN POLICY ASSOCIATIO	7689 240.00
2110	970600	BOOKS	08285	R.R. BOWKER	373056 167.72
2110	970600	BOOKS	08287	FOLLETT LIBRARY RESOURCES	686782F-4 23.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002428712 638.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002436415 1,006.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002446441 1,199.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002445168 277.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002440314 651.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002436486 448.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002432478 706.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002428914 371.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002423536 2,287.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002425605 474.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002423321 281.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002417821 490.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002414078 482.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002422248 2,821.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002432554 352.19

SELECTION CRITERIA: payable\_due\_date="02/02/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002414079	24.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002423322	22.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002416996	1,484.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002416921	2,772.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002404207	124.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002417175	465.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002423262	324.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	A06 8909	70.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	N30 7447	318.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002396450	360.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	N23 5231	903.34
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	527552-00	175.95
2110	970600	BOOKS	20361	BERMAN ASSOCIATES	838904	67.00
2110	970600	BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	25.50
2110	970600	BOOKS	21432	AMERICAN LIBRARY ASSOCIAT	ATTACH	75.00
2110	970600	BOOKS	82668	POLONIA BOOK STORES	003025	86.63
2110	970600	BOOKS	82668	POLONIA BOOK STORES	003023	195.54
2110	970600	BOOKS	92015	BOOKEM INC.	728905	172.59
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29283570	24.70
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	2894497H	35.00
2110	970620	SUBSCRIPTIONS & BOOKS	07534	CHICAGO TRIBUNE	12401068	192.70
2110	970620	SUBSCRIPTIONS & BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	7.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	57345	175.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	57345	335.00
2110	970630	VISUAL MATERIALS	05997	BORDERS	0000105	105.97
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	209578	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	209954	37.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	H60797170	542.93
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	H60797160	24.79
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29205310	29.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29205330	9.07
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29205320	174.42
2110	970630	VISUAL MATERIALS	08284	PBS VIDEO	V426303	279.64
2110	970630	VISUAL MATERIALS	19714	GAYLORD BROS	0082840005	150.34
2110	970630	VISUAL MATERIALS	58875	INGRAN	00153916	20.98
2110	970630	VISUAL MATERIALS	58875	INGRAN	00207912	10.40
2110	970630	VISUAL MATERIALS	58875	INGRAN	00207924	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAN	00208378	69.99
2110	970630	VISUAL MATERIALS	58875	INGRAN	00160935	23.30
2110	970630	VISUAL MATERIALS	58875	INGRAN	00162605	102.47
2110	970630	VISUAL MATERIALS	58875	INGRAN	00167634	20.80
2110	970630	VISUAL MATERIALS	58875	INGRAN	00168098	17.49
2110	970630	VISUAL MATERIALS	58875	INGRAN	00171746	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAN	00224273	20.66
2110	970630	VISUAL MATERIALS	58875	INGRAN	00225917	34.98
2110	970630	VISUAL MATERIALS	58875	INGRAN	00226073	12.63
2110	970630	VISUAL MATERIALS	58875	INGRAN	00229429	322.38
2110	970630	VISUAL MATERIALS	58875	INGRAN	00117068	50.40
2110	970640	AUTOMATED REFERENCE NAT'L	00302	AMERICAN BUSINESS INFORMA	9721451831A	2,010.00
2110	970640	AUTOMATED REFERENCE NAT'L	03878	SORKINS' DIRECTORIES, INC	40305	1,811.95
2110	970850	GASOLINE	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.00



Building and Grounds Committee  
Minutes, February 5, 1998

Chair: Betty Ritter  
Present: Susan Burrows, Eldon Burk, Michael Barnes, Martha Sloan, Sandra Norlin.

Call to order: 10:00 AM, by Betty Ritter

The purpose of this meeting was to update the library board members on the progress of the preliminary planning on the design of the 80,000 square foot library building as part of the downtown redevelopment project, in accordance with the 1995 revision of the Library Building Program Statement and recent meetings with the planning team members.

Michael Barnes of Lohan and Associates showed and explained the stacking drawings, which show how general departments and functions would fit in a four-story building. He reviewed the comments of the planning team on the feasibility of the stacking. He then received comments from the board members present and made note of their concerns. The topics under consideration were traffic patterns on the site, pedestrian access to the facility, and parking availability at and near the proposed site.

The meeting adjourned at 11:40 AM.

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## ADMINISTRATOR'S REPORT

February 17, 1998

### I. PERSONNEL

I have offered the position of Administrative Secretary to Carol Kidd. She has accepted and will begin her work with us on March 2. In the meantime we struggle with the ephemeral nature of temporary secretaries. We have worked with four to date.

New employees: Steven Jablonski, PT LAII in Adult Services (Readers' Advisory), Sharon Byerly, PT LAII in Childrens (Temporary). Both have a wide range of experience in public libraries. Richard Wilk is a new Page. Tracy Burke and Amy Czarnecki have been promoted from Page to Assistant Clerk positions. Desiree Vittorio, Francis Regis, Robert Schmid, and Bridget Staniec have left the staff.

### II. STAFF DEVELOPMENT

The program presented by Marie Paschen in 1/28 was excellent. The topic was the stress of caring for elderly and ill family members. It was not well-attended, but was very helpful to those who did attend.

Martha and I met with NSLS and Ela Library staff and Maureen Sullivan to plan the schedule and events for the staff development program we are planning for the coming months.

The topics planned for the March 5 All-Staff meeting are Personnel Policies and Practices pertaining to the disciplinary process; asbestos dangers and solutions; and the new building program plans.

### III. PATRON SERVICES

We began the year with a healthy increase in circulation (7.4%). In childrens' the increases were in NF, Cds, and Videocassettes. In Adults, they were in Fiction, Cds, Audio Books, and Vcassettes, both F and NF.

We have presented several successful programs, both for adults and children and families. The new evening storytime for families grew from 19 to 60 and had to be moved to the children's library area from the small meeting room. The Bright Start Baby Booktimes are so well-attended that we have divided the attendees into two groups. Our first Friends Family Sunday program on February 8 (Ceremonial Dances of Mexico) was very well attended. The March 15 program (The World of Pooh) will be presented in the open library area because of overwhelming pre-registration. It is

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exciting to see so many families enjoying the programs and coming to the library together.

The Chicago Wolves Winter Reading program began January 19. Thus far 335 children have registered and 100 attended the February 2 kickoff event.

Leslie Steiner is planning for our joining NSLS libraries in celebrating Book Lovers Day on 4/20, during National Library Week. We have also planned well in advance for November Family Reading Nights: in 1998 we will host Arthur and in 1999 have booked Jim Trelease (we can afford him by sharing some costs with other area libraries).

We will participate in the annual celebration of Evening for The Arts in March by displaying our circulating art collection and information on our popular adult book discussion activities.

#### IV. ACTIVITIES

I attended meetings of the NSLS Public Library Administrators' Forum, CCS Governing Board Annual Meeting, and a Continuing Ed Seminar on recent research on successful leadership practices.

I have attended meetings of the Building and Grounds Committee and the Des Plaines Library Foundation.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**January 1998**

Total 1997 to Date:	65,544	Total 1998 to Date:	70,385	% Change	7.4%
January 1997:	65,544	January 1998:	70,385		7.4%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	<u>1997</u>	<u>1998</u>	<u>1997</u>	<u>1998</u>	<u>1997</u>	<u>1998</u>
<b><u>JUVENILE</u></b>						
Non Fiction	3,912	5,065	463	615	4,375	5,680
Fiction	10,015	10,014	876	832	10,891	10,846
Periodicals	115	144	29	84	144	228
Compact Discs	105	266	11	21	116	287
Audio Cassettes	154	197	15	25	169	222
Audio Kits	457	481	78	93	535	574
Puzzles	325	355	39	48	364	403
Games	39	54	10	12	49	66
Audio Books	101	61	13	11	114	72
Video Cassettes	1,601	2,443	327	292	1,928	2,735
<b><u>TOTALS</u></b>	<b>16,824</b>	<b>19,080</b>	<b>1,861</b>	<b>2,033</b>	<b>18,685</b>	<b>21,113</b>
<b><u>ADULT</u></b>						
Non Fiction	12,553	12,632	160	32	12,713	12,664
Fiction	8,646	8,782	365	921	9,011	9,703
Periodicals	2,922	2,699	117	105	3,039	2,804
Pamphlets	36	40	0	0	36	40
Cam/Sm. Alrm	0	0	0	0	0	0
Records	3	1	0	0	3	1
Compact Discs	3,727	4,174	277	445	4,004	4,619
Audio Cassettes	870	695	0	1	870	696
Puzzles	9	5	0	0	9	5
Pictures	78	68	0	0	78	68
Audio Books	970	1,186	14	0	984	1,186
Vid. Cass NF	3,397	3,857		17	3,397	3,874
Vid. Cass Fic	9,863	10,617	0	303	9,863	10,920
<b><u>TOTALS</u></b>	<b>43,074</b>	<b>44,756</b>	<b>933</b>	<b>1,824</b>	<b>44,007</b>	<b>46,580</b>
<b><u>SELF CHECK</u></b>	<b>2,852</b>	<b>2,692</b>			<b>2,852</b>	<b>2,692</b>
(Books only-Adult and Juvenile)						
<b><u>GRAND TOTAL</u></b>	<b>62,750</b>	<b>66,528</b>	<b>2,794</b>	<b>3,857</b>	<b>65,544</b>	<b>70,385</b>

\* In January, the Mobile Library was out of service for five days.

## CIRCULATION REPORT FOR JANUARY 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>January 1997</u>	<u>December 1997</u>	<u>January 1998</u>	<u>Year to Date</u>		
			<u>1997</u>	<u>1998</u>	<u>% Change</u>
28,842	23,073	29,741	28,842	29,741	3.1%

 RECIPROCAL BORROWING  
 (Materials Lent)

	<u>January 1997</u>	<u>January 1998</u>	<u>% Change</u>
NSLS	5,924	7,922	
OTHER SYSTEMS	1,333	1,730	
TOTAL	7,257	9,652	3.3%

## INTERLIBRARY LOAN

Sent	1101
Received	419

 PERIODICALS  
 (In-House Use)

Juvenile	25
Adult	1136
Total	1161

## REGISTRATION SERVICES REPORT FOR JANUARY 1998

## I. LIBRARY CARD REGISTRATION SERVICES

<u>January 1997</u>	<u>December 1997</u>	<u>January 1998</u>	<u>Year to Date</u>		<u>% Change</u>
			<u>1997</u>	<u>1998</u>	
821	487	747	821	747	9%
A.	New Cards	290			
B.	Renewals	456			
C.	Non-Resident Cards	1			
D.	Updates	0			
	Total	747			

## II. TOTAL NUMBER OF REGISTERED BORROWERS

January 1997	37,161	(69.6% of Population)
January 1998	36,858	(69.0.% of Population)

## III. OTHER REGISTRATION SERVICES

1.	Voter Registration	8
2.	Program Registration	84
3.	Meeting Room Registration	82
4.	Other Patron Inquiries	31
5.	Cab Cards Issued	22
6.	LAN Discs Sold	6
	(To Date - 284)	
7.	Computer Room Users	218
8.	Reading Edge Users	3
	Total	454

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DES PLAINES PUBLIC LIBRARY  
CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
JANUARY 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, change	382 ✓
2. Computer info, tests, calls	843
3. Sign-ups, give-outs (keys, tickets)	625
4. Directions to library - in house and bookmobile	74 ✓
5. Specific requests, materials search, microfilm, magazines	1394 ✓
6. Quick answers & general information	474 ✓
7. Referrals to other libraries	16 ✓
8. Inquiries about programs, meeting room information	66

TOTAL            3,874

<u>By Hour</u> (Monday-Friday)	<u>Total</u>	<u>By Day</u>	<u>Total</u>	<u>Represents</u>	<u>Involves</u>
9-11	288	Sunday	287	4 hour day	4 Sundays
11-1	307	Monday	682	12 hour day	4 Mondays
1-3	367	Tuesday	648	12 hour day	4 Tuesdays
3-5	512	Wednesday	446	12 hour day	4 Wednesdays
5-6	303	Thursday	441	12 hour day	4 Thursdays
6-9	1,005	Friday	694	12 hour day	5 Fridays
		Saturday	676	8 hour day	5 Saturdays
 Total	 2,782		 3,874		 30 Days

<u>By Hour</u> (Saturday)	<u>Total</u>	<u>By Hour</u> (Sunday)	<u>Total</u>
9-11	100	1-3	149
11-1	160	3-5	138
1-3	193		
3-5	223	Total	416
 Total	 676		

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
JANUARY 1998

<u>Reference Services</u>	<u>Number</u>	<u>Total</u>
1. Directional Questions	322 ✓	
2. Over-the-Counter Materials	290	
3. Specific Item Requests	1157 ✓	
4. Ready Reference	872 ✓	
5. Materials Searching	118 ✓	
6. Referrals to Other Institutions	35 ✓	2794
 <u>Assistance</u>		
1. Equipment repair and assistance	221	
2. Tax Forms	140	361
GRAND TOTAL		3155

<u>By Hour</u>	<u>Total</u>	<u>By Day</u>	<u>Total</u>	<u>Represents</u>	<u>Involves</u>
9-11	468	Sunday	352	4 hour day	4 Sundays
11-1	556	Monday	479	12 hour day	4 Mondays
1-3	812	Tuesday	424	12 hour day	4 Tuesdays
3-5	594	Wednesday	394	12 hour day	4 Wednesdays
5-7	392	Thursday	399	12 hour day	4 Thursdays
7-9	333	Friday	538	12 hour day	5 Fridays
		Saturday	569	8 hour day	5 Saturdays
Totals	3155		3155		30 Days

Number of individuals using Local Area Network - 1330



DES PLAINES PUBLIC LIBRARY  
AUDIO VISUAL STATISTICAL REPORT  
JANUARY 1998

<u>Patron Services Provided</u>	<u>Number</u>
1. Holds Placed	55
2. Title Requests	268
3. Material Searches	220
4. Phone Patron Assistance	203
5. In House Patron Assistance	600

Patrons Served

<u>By Day</u>	<u>Total</u>	<u>Represents</u>	<u>Involves</u>
Sunday	382	4 hour day	4 Sundays
Monday	688	12 hour day	4 Mondays
Tuesday	535	12 hour day	4 Tuesdays
Wednesday	444	12 hour day	4 Wednesdays
Thursday	522	12 hour day	4 Thursdays
Friday	1077	12 hour day	5 Fridays
Saturday	741	8 hour day	5 Saturdays
Totals	4389		30 Days

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - JANUARY 1998

**Community Groups**

<u>Attendance</u>	<u>Times Used</u>	<u>Total</u>
Tax Planning Under the New Tax Law	1	25
Tax Relief Act of 1997	1	58
Toastmasters	1	12
Now	1	9
Romance Writers	1	37
Loose Threads	1	3
Cub Scout	1	16
Coupon Club	1	5
Total	8	165

**Library Activities**

Friends of the Library	1	8
2 Year Old Storytime	9	163
3-5 Year Old Storytime	12	134
Bright Start Baby Book Times	3	117
Drop-in Craft	1	40
Babysitting Clinic	4	99
Family Story Time	1	19
Preschool Information Open House	1	80
Total	32	660

January Total = 16 groups involving 825 people.  
1998 Year to Date Total 16 groups involving 825 people.



**NORTH  
SUBURBAN  
LIBRARY  
SYSTEM**

**Board of Directors**

**Robert B. Lyons**  
President

Schaumburg Township  
District Library

**Lillian Faber**

Vice President  
School District #15

**Virginia Jusko**

Secretary  
Chicago Botanic Garden

**Robin LaBedz**

Treasurer  
Arlington Heights  
Memorial Library

**Stephen Amberg**

Northbrook Public Library

**Tom L. Buchta**

College of Lake County

**Marie Caviness**

Grayslake Area Public  
Library District

**Lynn Cox**

Wilmette Public Library

**Paul Kaplan**

Elk Grove Village  
Public Library

**John Keister**

Ela Area Public  
Library District

**Patricia Ostewig**

Dundee Township  
Public Library District

**William S. Seiden**

Deerfield Public Library

**Eunice Semple**

Rolling Meadows  
Library

**Nancy Sheldon**

Warren-Newport  
Public Library District

**Richard Wallens**

Lake Villa Area Public  
Library District

**Sarah Ann Long**

System Director

## MEMORANDUM

TO: NSLS Community

FROM: Sarah Ann Long

DATE: January 22, 1998

RE: Scholarships for ALA Legislative Day - May 5, 1998

ALA Legislative Day is a great opportunity to visit our nation's capital, meet with our elected representatives and lobby for libraries. This year we have a number of issues and concerns including the obscenity issue. We need to use this opportunity to make friends and make our case for libraries. We want a large delegation from NSLS to join with other members of the Illinois Library Association (ILA) on this occasion.

The NSLS Board is offering three scholarships to help persons attend ALA Legislative Day who have never attended before. One of the scholarships has been earmarked for a public library trustee but the scholarships are open to anyone who feels passionately about libraries--NSLS representatives, trustees, volunteers, library workers and librarians. The scholarships are \$500 each and will help defray costs although it is expected that the sending library will pick up the balance of the bill.

If you are interested in one of the scholarships please address a letter to the System to the attention of Marie Caviness/John Keister, Co-Chairs, NSLS Legislation Committee, outlining all the good reasons why we should choose you. This is your opportunity to participate in the legislative process while learning about and helping libraries. Deadline for letters is March 2.

Traditionally, the ILA group leaves on the Sunday before Legislative Day and returns on Tuesday evening. To help you estimate costs: Gray's Travel (1-800-966-8728) has informed us of a \$171 round trip airfare to Washington (non-refundable), or a \$140 fare roundtrip to Baltimore. (The trip from Baltimore to Washington takes about 1-1/2 hours and a rental car or shuttle bus could be employed for the trip.) (Note: These fares may change in the upcoming months.)

ILA has negotiated a room rate of \$150 single/\$170 double occupancy at the Hotel George, 15 E Street, NW, Washington, D.C., 20001.

The registration fee is \$15 for ILA members and \$20 for nonmembers. Scholarship winners are responsible for this fee. This year ILA has scheduled the following events: On Sunday evening there will be a dinner at the Monacle Restaurant. Carol Henderson from ALA's Washington Office will provide a legislative briefing and update. Packets will be distributed. The cost is \$50. On Monday there is a briefing at the Holiday Inn on Capitol Hill. Monday night's dinner will be at the Capitol City Brewing Company. The cost is \$40. A kickoff and brief summary of key issues will be repeated at the Dirksen Senate Office Building and then the delegation will "Hit the Hill" with scheduled Representative appointments.

More details on this schedule will be forthcoming.

200 W. Dundee Rd.

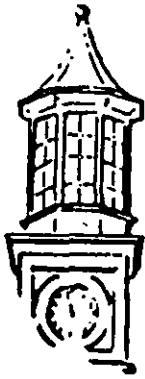
Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

98-0122-024

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DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

January 27, 1998

Mr. Don Franks  
2497 Parkwood  
Des Plaines, IL 60016

Dear Mr. Franks:

Thank you for your letter outlining your suggestion for adding on to our library building. The board members are always open to helpful comments like yours and will consider it along with the other plans and suggestions they have received.

We all appreciate the spirit in which you offer your plan, which is the same spirit that guides the discussions and actions of the Library Board: we want to make a decision that maintains the best of our traditions and improves our ability to serve our public at a price we can afford.

Sincerely, ,

A handwritten signature in cursive script that reads "Sandra K. Norlin". The signature is written in dark ink and is positioned above the typed name.

Sandra K. Norlin  
Library Administrator



C L S

C H I C A G O  
L I B R A R Y  
S Y S T E M

January 28, 1998

Sandra Norlin  
Martha Sloan  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016

Dear Ms. Norlin and Ms. Sloan,

It is my great pleasure to inform you that the Des Plaines Public Library has been selected as the 1998 recipient of the H.W. Wilson Library Staff Development Grant from the American Library Association for *Fast-Track Team Building*. The jury was impressed with the design of the project, the clear link to the library's goals, and the long-term positive impact that will result.

The award will be presented at the Annual Conference of the American Library Association this summer in Washington D.C. You will receive more detailed information from the ALA Executive Offices.

On behalf of the members of the jury and the Awards Committee, I congratulate you and wish you success with the staff development project.

Sincerely,

Karen B. Brown  
Chair, ALA 1998 H.W. Wilson Library Staff Development Grant

cc Sarah Long, Chair, ALA Awards Committee  
Daphne Whitehead, ALA Program Coordinator

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rev. 2/17/98

Notes from walk-through of Des Plaines Public Library by Betty Ritter and Gary Valente Feb. 11, 1998 (comments by Gary Valente):

**Elevator between main floor and lower level:**

The diffusers in the ceiling light fixtures need to be replaced; they cut down the light level too much. I'll get some replacement diffusers that will allow more light.

The elevator's floor carpeting needs to be replaced--it cannot even be cleaned anymore.

There's no fan installed--there is a place for one, but none was ever installed. I'll get a price on that.

**Acoustical ceiling tile:**

Tiles are missing or need to be replaced throughout the building; it's difficult to repair because you have to replace it in rows--go all the way back to the wall and replace the tile from there, and work back out to the missing tile. That's because of the grid-locking installation system; you can't just remove and replace one tile by pushing it in--it has to interlock with the grid.

**Entrance area:**

I'm getting quotes on mats for the entrance/exit gates; the current mats are not the right size. There is also a change in floor level under the exit gate mat, which sometimes causes people to trip.

**Exterior signs:**

I've ordered a new entrance sign that will have the correct telephone area code. Also the glass-covered sign facing Graceland Avenue needs to be fixed--the glass is broken and letters are missing. There's no key for the lock, so I'll drill the lock out and put in a new lock.

**Entrance doors:**

The automatic doors are nice and they do work.

**Water fountain:**

It took a long time to get the parts for it, but that's repaired now, as is the wall covering.

**Women's washroom, main floor:**

The toilet stall partitions are sagging and the hardware is broken; I've got prices for new partitions, which I'll give to Sandra. It's not a high priority if we're not staying in the building, but if we are staying, then we'd need to consider replacing them.

**Carpeting:**

On the main floor, some of the carpet is really worn and must be replaced. I've put tape down where necessary to prevent patrons from tripping on the raw edges of

the carpet.

### **Ceiling fixtures:**

Throughout the whole library, both upstairs and downstairs, the ceiling air diffusers are really dirty, but what I'm doing now is going to a more efficient air filter which will stop the dirt from passing into the ductwork. Of course, that won't take care of the dirt that's already in the ductwork. We have a service contract with a two-person cleaning crew, and they spend a little extra time every night on the fixture cleaning.

Just last week, we finished relamping the whole library, we changed all the bulbs that were out and all the ballasts that needed changing. We do have a service contract with the company that did the relighting on the ground floor; they come in four times a year and help us out, so that helps a lot. Last week was one of the four visits.

In the non-fiction stack area on the mezzanine, the ceiling light fixture diffuser frames are hanging below the ceiling surface because the springs that should hold them flush are stretched out. They're old-style frames and they're just worn out. I'm getting prices for a retrofit kit that hinges. It has one screw that holds the diffuser flush but allows the diffuser to be opened easily for bulb changing; there's no spring to wear out. But it's a question of how much money you want to spend--there are probably 25 fixtures in this area alone.

BJR: How often do you have to relamp?

I try to do it once a week where needed, but I find that, in the high area on the main floor where the outside company worked on the lighting, I haven't yet had to change a single bulb. That's because that company used a new electronic ballast and a new electronic bulb that have a long life.

### **Audio-visual room:**

You're aware, of course, of the rotting window frame that needs to be replaced. And because of the fact that the window glass is single and not thermal double glass, there's no efficiency here as far as heat load and air conditioning. But this has been budgeted for, and everyone's aware of it.

The carpeting has been taped at the worn spots.

The CD display racks have no dividers and look just plain tacky and shabby.

There is a bump under the carpet next to the A-V checkout counter that patrons have stumbled over.

### **Non-fiction stack area:**

I've got prices coming on touching up the stairway hand rails. We can clean them up and get them to shine again with a wax-based cleaner.

At the rear of the stack area, about the midpoint of the north wall, there is an electrical extension wire coming out of the ceiling tile and going down to an outlet; the wire has been pulled away from the wall and should be taped flush with the wall.

### **Water-spotted mezzanine ceiling tile:**

Those stains are just from years of leakage before the new roof was installed; I have a supplier who has a spray that brings back the original color of the tile. He was here yesterday and demonstrated the results (on several tiles near the elevator). So I've asked for a price for a case of it. Then I'll use it to remove the old water stains.

#### **East wall leakage, main floor fiction area:**

I've had the roofing company out here to look at it; they claim it's not a roof leak. They say it's an inlaid copper gutter that's between the block wall, and the gutter is leaking. They suggested that, when spring arrives, plug up the downspouts and flood the gutter, to see if it starts the wall leak. Meanwhile, I've put up some cloth covering to catch the water and hide the mess.

The ceiling tiles that have been stained by the wall leak are a smooth tile, not rough like the acoustical tile. I think I can clean them up.

But first we need to get the leak fixed. Interestingly, there's no indication of leakage in the mezzanine immediately above. So the water has to be coming from within the wall. It's a difficult one to pinpoint.

#### **Former main entrance area:**

Sandra suggested that we paint the walls with a lighter color to brighten up the area a bit (the present walls are a dirty, depressing blue; attempts at removing graffiti have left spots on the wall). After we paint, we'll apply a protective finish that will resist graffiti and allow its easy removal. This area is not a high priority, of course,

#### **Reference room:**

This area is actually in pretty good shape, probably because it isn't used as heavily as the other areas in the library. There are a few holes in the wall (from the previous phone directory shelving) which I'll patch up. There's the old book drop, but we won't do anything about that. The metal window (which does have thermal double glass) and the carpet is in pretty good shape.

We are getting prices for window cleaning throughout, so that can be done in the spring.

#### **Boiler room:**

I had Bolter & Yates, environmental consultants in Park Ridge, come in and assess the asbestos problem. They don't do the repair work, but they come in and test. I had them test for the presence of asbestos throughout the library, the penthouse, the garage, and the boiler room. The garage area showed a trace of asbestos, under one percent, which is under what the EPA designates as an asbestos presence, but I think we should repair it--it would be easy to do.

The ceiling tile tested negative, as did the penthouse. But just about everything in the boiler room is asbestos. And some of it is damaged and in poor condition. It should be repaired--I work in there and contractors go in there. There's a generator in there and its exhaust line is deteriorating; if you bump against it, it'll just fall apart. It's got to be replaced. There's one spot in the ductwork where it's insulated with asbestos,



and someone chose to cut into it and just left it exposed. That's a really bad thing. There are a couple of other areas where fittings need to be repaired. I have a contractor coming who'll give us a price for the repair work. They can do several different things; they can encapsulate it by putting a plaster cast around it, they can repair the damage and seal it up, or they can remove it. In this case, I wouldn't recommend removing it--the rule of thumb is, if it's not in real bad shape, just leave it alone. But repair the frayed areas, the damaged areas, then encapsulate it and leave the rest alone. Removal would be really costly. I keep the boiler room doors locked, so no one wanders into the space.

If you must stay in this building and expand and renovate it, then you would wind up having to remove any asbestos. You'd also wind up having to put in a sprinkler system, and that will be costly.

#### **Children's department:**

Water leak in floor in corner where you want to set up a story-telling area. The water is seeping up through the floor, wetting the carpet. It's an outside wall, so the water's got to be coming in along the outside wall at the foundation. Hopefully, we can correct it with some caulking.

Ceiling tiles are missing here and there. Here again, it's difficult to replace tiles, because you have to work a row from the wall out. We'll try to patch it up the best we can.

The handicapped elevator is in good shape.

Regarding our overall elevator contract, I had a company come out and give us a bid. Otis is a good company, but we're paying top dollar. I have a company who'll come out and do the maintenance of the public elevator, the handicapped lift, and the dumb waiter for about \$100 under the Otis monthly fee. We're paying Otis about \$300 a month to maintain just the public elevator. The problem with the Otis contract is that it's a five-year contract and you can't cancel it; it's good until August 1999, so we can't change it until then. I reviewed the Otis contract and it was begun in 1974, and it's been an automatic five-year renewal ever since (it's automatically renewed unless we cancel it at the anniversary date). The handicapped lift is not included in the Otis contract, so if something goes wrong with the lift, it'll be a big extra.

#### **Washrooms, lower level:**

The washrooms are in really good shape.

The floor tile in the hall adjacent to the washrooms is uneven, and has a lot of hollow spots underneath the tile. There are two different colors (the border strip is a different color). We can just leave it alone, but it's something you might want to change.

#### **The Friends meeting room:**

It seems to be in pretty good shape.

#### **Hallway leading to staff lounge:**

Ceiling light fixtures are missing diffusers, and I can't find replacements any more. They're so old that, when I change a light bulb, they just disintegrate. So all these

fixtures should be changed.

**Staff lounge:**

It's in pretty good shape. The carpet needs to be taped, and should really be replaced. The kitchen is functional.

**Mechanical systems:**

There are the two different heating, cooling, and ventilating systems, and they don't work especially well together, they're not tied together. I haven't gotten into the cooling systems yet, just the heating systems. But at least I've got it constant so it's approximately 70 degrees in the morning, and it warms up to about 72 in the afternoon. I've got the technical department comfortable, so they're happy there.

There are supposed to be zones, but they weren't working, so that's when I brought in Northwest Town--I had them in three or four times before they found the problem. What they were recommending at first was just to adjust the intake of the outside air. But that's not the right way to do it. With the zoned system, one zone should be able to maintain 75 or 80 degrees if they want, and another zone should be able to maintain 65 degrees, or whatever they want. Finally, after four visits, they did find the problem. It was a recirculating pump that was bad, and there was a bad zone valve. So they changed both of them and, because we have a full-service contract, it didn't cost us anything. So it's working a little better. But I don't have any good controls. We have pneumatic controls--they're Honeywell controls and they worked good in their day, but they need more than just calibration, they need to be updated with a newer version. Now they've got some fantastic stuff--all digital.

But, again, how long are we going to be in this building? What to change, what to replace?

BJR: But we need to look at all the options because, if we have to remain here, we are going to have to make a lot of choices.

Absolutely! And that's what I'm trying to do, get prices on everything.

**Roof mechanical unit:**

There's a bad compressor on the roof--there's a tandem 40-ton Carrier unit that has two compressors in it, and one of the compressors is not working. This has nothing to do with the damage by the roofing contractor. Northwest Town tried to say that the roofer caused the problem. But that's talking apples and oranges, because condenser coil damage and a compressor burnout are two completely different things. So that's when Northwest Town finally came in to take a look.

The roofer is responsible for the condenser coil damage. But I'm also getting competitive prices from qualified Carrier contractors for that repair so we can make sure that Northwest's figure is in the ballpark.

**Building exterior:**

We'll do a walk-around when the weather improves. Meanwhile, I am getting bids on the seal coating for the parking lot.

Notes from walk-through of Des Plaines Public Library by Betty Ritter and Gary Valente Feb. 11, 1998 (comments by Gary Valente):

#### **Elevator between main floor and lower level:**

The diffusers in the ceiling light fixtures need to be replaced; they cut down the light level too much. I'll get some replacement diffusers that will allow more light.

The elevator's floor carpeting needs to be replaced--it cannot even be cleaned anymore.

There's no fan installed--there is a place for one, but none was ever installed. I'll get a price on that.

#### **Acoustical ceiling tile:**

Tiles are missing or need to be replaced throughout the building; it's difficult to repair because you have to replace it in rows--go all the way back to the wall and replace the tile from there, and work back out to the missing tile. That's because of the grid-locking installation system; you can't just remove and replace one tile by pushing it in--it has to interlock with the grid.

#### **Entrance area:**

I'm getting quotes on mats for the entrance/exit gates; the current mats are not the right size. There is also a change in floor level under the exit gate mat, which sometimes causes people to trip.

#### **Exterior signs:**

I've ordered a new entrance sign that will have the correct telephone area code. Also the glass-covered sign facing Graceland Avenue needs to be fixed--the glass is broken and letters are missing. There's no key for the lock, so I'll drill the lock out and put in a new lock.

#### **Entrance doors:**

The automatic doors are nice and they do work.

#### **Water fountain:**

It took a long time to get the parts for it, but that's repaired now, as is the wall covering.

#### **Women's washroom, main floor:**

The toilet stall partitions are sagging and the hardware is broken; I've got prices for new partitions, which I'll give to Sandra. It's not a high priority if we're not staying in the building, but if we are staying, then we'd need to consider replacing them.

#### **Carpeting:**

On the main floor, some of the carpet is really worn and must be replaced. I've put tape down where necessary to prevent patrons from tripping on the raw edges of

the carpet.

### **Ceiling fixtures:**

Throughout the whole library, both upstairs and downstairs, the ceiling air diffusers are really dirty, but what I'm doing now is going to a more efficient air filter which will stop the dirt from passing into the ductwork. Of course, that won't take care of the dirt that's already in the ductwork. We have a service contract with a two-person cleaning crew, and they spend a little extra time every night on the fixture cleaning.

Just last week, we finished relamping the whole library, we changed all the bulbs that were out and all the ballasts that needed changing. We do have a service contract with the company that did the relighting on the ground floor; they come in four times a year and help us out, so that helps a lot. Last week was one of the four visits.

In the non-fiction stack area on the mezzanine, the ceiling light fixture diffuser frames are hanging below the ceiling surface because the springs that should hold them flush are stretched out. They're old-style frames and they're just worn out. I'm getting prices for a retrofit kit that hinges. It has one screw that holds the diffuser flush but allows the diffuser to be opened easily for bulb changing; there's no spring to wear out. But it's a question of how much money you want to spend--there are probably 25 fixtures in this area alone.

BJR: How often do you have to relamp?

I try to do it once a week where needed, but I find that, in the high area on the main floor where the outside company worked on the lighting, I haven't yet had to change a single bulb. That's because that company used a new electronic ballast and a new electronic bulb that have a long life.

### **Audio-visual room:**

You're aware, of course, of the rotting window frame that needs to be replaced. And because of the fact that the window glass is single and not thermal double glass, there's no efficiency here as far as heat load and air conditioning. But this has been budgeted for, and everyone's aware of it.

The carpeting has been taped at the worn spots.

The CD display racks have no dividers and look just plain tacky and shabby.

There is a bump under the carpet next to the A-V checkout counter that patrons have stumbled over.

### **Non-fiction stack area:**

I've got prices coming on touching up the stairway hand rails. We can clean them up and get them to shine again with a wax-based cleaner.

At the rear of the stack area, about the midpoint of the north wall, there is an electrical extension wire coming out of the ceiling tile and going down to an outlet; the wire has been pulled away from the wall and should be taped flush with the wall.

### **Water-spotted mezzanine ceiling tile:**

Those stains are just from years of leakage before the new roof was installed; I have a supplier who has a spray that brings back the original color of the tile. He was here yesterday and demonstrated the results (on several tiles near the elevator). So I've asked for a price for a case of it. Then I'll use it to remove the old water stains.

#### **East wall leakage, main floor fiction area:**

I've had the roofing company out here to look at it; they claim it's not a roof leak. They say it's an inlaid copper gutter that's between the block wall, and the gutter is leaking. They suggested that, when spring arrives, plug up the downspouts and flood the gutter, to see if it starts the wall leak. Meanwhile, I've put up some cloth covering to catch the water and hide the mess.

The ceiling tiles that have been stained by the wall leak are a smooth tile, not rough like the acoustical tile. I think I can clean them up.

But first we need to get the leak fixed. Interestingly, there's no indication of leakage in the mezzanine immediately above. So the water has to be coming from within the wall. It's a difficult one to pinpoint.

#### **Former main entrance area:**

Sandra suggested that we paint the walls with a lighter color to brighten up the area a bit (the present walls are a dirty, depressing blue; attempts at removing graffiti have left spots on the wall). After we paint, we'll apply a protective finish that will resist graffiti and allow its easy removal. This area is not a high priority, of course,

#### **Reference room:**

This area is actually in pretty good shape, probably because it isn't used as heavily as the other areas in the library. There are a few holes in the wall (from the previous phone directory shelving) which I'll patch up. There's the old book drop, but we won't do anything about that. The metal window (which does have thermal double glass) and the carpet is in pretty good shape.

We are getting prices for window cleaning throughout, so that can be done in the spring.

#### **Boiler room:**

I had Bolter & Yates, environmental consultants in Park Ridge, come in and assess the asbestos problem. They don't do the repair work, but they come in and test. I had them test for the presence of asbestos throughout the library, the penthouse, the garage, and the boiler room. The garage area showed a trace of asbestos, under one percent, which is under what the EPA designates as an asbestos presence, but I think we should repair it--it would be easy to do.

The ceiling tile tested negative, as did the penthouse. But just about everything in the boiler room is asbestos. And some of it is damaged and in poor condition. It should be repaired--I work in there and contractors go in there. There's a generator in there and its exhaust line is deteriorating; if you bump against it, it'll just fall apart. It's got to be replaced. There's one spot in the ductwork where it's insulated with asbestos,

and someone chose to cut into it and just left it exposed. That's a really bad thing. There are a couple of other areas where fittings need to be repaired. I have a contractor coming who'll give us a price for the repair work. They can do several different things; they can encapsulate it by putting a plaster cast around it, they can repair the damage and seal it up, or they can remove it. In this case, I wouldn't recommend removing it--the rule of thumb is, if it's not in real bad shape, just leave it alone. But repair the frayed areas, the damaged areas, then encapsulate it and leave the rest alone. Removal would be really costly. I keep the boiler room doors locked, so no one wanders into the space.

If you must stay in this building and expand and renovate it, then you would wind up having to remove any asbestos. You'd also wind up having to put in a sprinkler system, and that will be costly.

#### **Children's department:**

Water leak in floor in corner where you want to set up a story-telling area. The water is seeping up through the floor, wetting the carpet. It's an outside wall, so the water's got to be coming in along the outside wall at the foundation. Hopefully, we can correct it with some caulking.

Ceiling tiles are missing here and there. Here again, it's difficult to replace tiles, because you have to work a row from the wall out. We'll try to patch it up the best we can.

The handicapped elevator is in good shape.

Regarding our overall elevator contract, I had a company come out and give us a bid. Otis is a good company, but we're paying top dollar. I have a company who'll come out and do the maintenance of the public elevator, the handicapped lift, and the dumb waiter for about \$100 under the Otis monthly fee. We're paying Otis about \$300 a month to maintain just the public elevator. The problem with the Otis contract is that it's a five-year contract and you can't cancel it; it's good until August 1999, so we can't change it until then. I reviewed the Otis contract and it was begun in 1974, and it's been an automatic five-year renewal ever since (it's automatically renewed unless we cancel it at the anniversary date). The handicapped lift is not included in the Otis contract, so if something goes wrong with the lift, it'll be a big extra.

#### **Washrooms, lower level:**

The washrooms are in really good shape.

The floor tile in the hall adjacent to the washrooms is uneven, and has a lot of hollow spots underneath the tile. There are two different colors (the border strip is a different color). We can just leave it alone, but it's something you might want to change.

#### **The Friends meeting room:**

It seems to be in pretty good shape.

#### **Hallway leading to staff lounge:**

Ceiling light fixtures are missing diffusers, and I can't find replacements any more. They're so old that, when I change a light bulb, they just disintegrate. So all these

fixtures should be changed.

**Staff lounge:**

It's in pretty good shape. The carpet needs to be taped, and should really be replaced. The kitchen is functional.

**Mechanical systems:**

There are the two different heating, cooling, and ventilating systems, and they don't work especially well together, they're not tied together. I haven't gotten into the cooling systems yet, just the heating systems. But at least I've got it constant so it's approximately 70 degrees in the morning, and it warms up to about 72 in the afternoon. I've got the technical department comfortable, so they're happy there.

There are supposed to be zones, but they weren't working, so that's when I brought in Northwest Town--I had them in three or four times before they found the problem. What they were recommending at first was just to adjust the intake of the outside air. But that's not the right way to do it. With the zoned system, one zone should be able to maintain 75 or 80 degrees if they want, and another zone should be able to maintain 65 degrees, or whatever they want. Finally, after four visits, they did find the problem. It was a recirculating pump that was bad, and there was a bad zone valve. So they changed both of them and, because we have a full-service contract, it didn't cost us anything. So it's working a little better. But I don't have any good controls. We have pneumatic controls--they're Honeywell controls and they worked good in their day, but they need more than just calibration, they need to be updated with a newer version. Now they've got some fantastic stuff--all digital.

But, again, how long are we going to be in this building? What to change, what to replace?

BJR: But we need to look at all the options because, if we have to remain here, we are going to have to make a lot of choices.

Absolutely! And that's what I'm trying to do, get prices on everything.

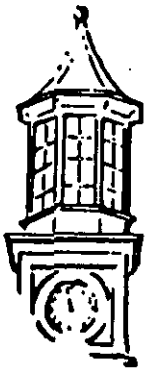
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**Building exterior:**

We'll do a walk-around when the weather improves. Meanwhile, I am getting bids on the seal coating for the parking lot.



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, MARCH 17, 1998**

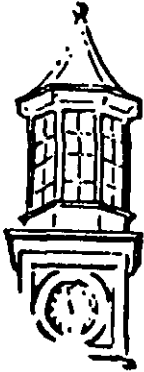
**7:30 PM**

**Agenda: -Downtown Redevelopment Update**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations

*March 1998*





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

Agenda for the Regular Meeting  
March 17, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda. (7:35 PM)
- III. Mayor Paul W. Jung - Downtown Redevelopment. (7:40)
- IV. Approval of Minutes of the Regular Board Meeting, February 17, 1998. (Action Item)(7:45 PM)
- V. Public Comments and Questions. (7:50 PM)
- VI. City Council Community Services Committee - Alderman Brookman. (7:55 PM)
- VII. Finance Report - John Scarsi. (Action Item)(8:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
- VIII. Management - Ellen Yearwood. (8:10 PM)
- IX. Building and Grounds - Betty Ritter. (8:20 PM)
- X. Downtown Redevelopment Update. (8:30 PM)
- XI. Planning Committee - John Burke. (8:40 PM)

- XII. System Membership – John Ciborowski. (8:50 PM)
- XIII. Friends of the Library – Inara Brubaker. (9:00 PM)
- XIV. Administrator's Report – Sandra Norlin. (9:10 PM)
- XV. Unfinished Business. (9:25 PM)
- XVI. New Business. (9:30 PM)
  - A. Appraisal of library property. (Action Item)
- XVII. Announcements. (9:40 PM)
  - A. Correspondence.
- XVIII. Executive Session. (9:45 PM)
  - A. Personnel Matters.
- XIX. Adjournment. (10:05 PM)



## DES PLAINES PUBLIC LIBRARY

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### BOARD OF TRUSTEES Minutes of the Regular Meeting February 17, 1998

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, February 17, 1998. President John Burke called the meeting to order at 7:37 p.m.

Members Present: Inara Brubaker, Eldon Burk, John Burke, John Ciborowski (arrived late), Sarah McConnell, Betty Ritter, Ellen Yearwood.

Members Absent: Susan Burrows, John Scarsi.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, (acting secretary) Dawn Gold.

All present introduced themselves for the benefit of the acting secretary.

A change to the agenda was requested by Sandra Norlin:

Item III. Approval of Minutes of the Regular Board Meeting, January 20, 1998, should be amended to add "Approval of Minutes of the Executive Session of January 20, 1998."

MOTION by Inara Brubaker, seconded by Betty Ritter to approve the amended agenda.

Vote: Ayes: All. Nays: None. MOTION CARRIED.

### BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the regular Board Meeting of January 20, 1998, as written.

Vote: Ayes: All. Nays: None. MOTION CARRIED.

EXECUTIVE SESSION MINUTES.

MOTION by Inara Brubaker, seconded by Betty Ritter, to approve the minutes of the Executive Session of January 20, 1998, as written.

Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE

No report, as Alderman Brookman was not in attendance.

MOTION by Inara Brubaker, seconded by Eldon Burk, to commend Alderman Arredia holding a ward meeting to discuss the downtown redevelopment plans.

VOTE: Ayes: All. Nays: None.

FOUNDATION REPORT – William Prentice

In William Prentice's absence, Sandra Norlin informed the Board that the officers of the Foundation will be:

- President..... William Prentice
- Vice President..... William Vedral
- Treasurer ..... David McConnell
- Secretary..... Sandra Norlin

She also said that application to the IRS for 501(c)(3) tax-exempt status is in progress. The Foundation directors from the 1995 Library Referendum Account plan to deposit funds as soon as the Treasurer receives the Federal Employer Identification Number for the Foundation.

A short discussion took place regarding how to introduce the Foundation to the community. The Directors agreed that that the intro be kept simple, e.g., a Library newsletter announcement and/or an announcement on the Library Cable Network.

Sarah McConnell asked whether the board of the Referendum Committee will have to officially disband before its funds can be transferred to the Foundation. Norlin said she thought such a move would probably be required in order to allow Foundation

and Referendum Committee Treasurer David McConnell to transfer the funds. McConnell said that she will look into it and report to the Board.

Norlin passed on the suggestion of Bill Prentice that a *précis* or other such document could be put together for the benefit of the Foundation directors in their considerations. She added that both Prentice and Bill Vedral have been very helpful in setting up the Foundation.

FINANCE COMMITTEE — John Scarsi, Chairman:

In John Scarsi's absence, Sarah McConnell delivered the Finance Committee Report:

The following monthly reports were reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	9,148.95
2. Petty Cash Expenditures	\$	109.94
3. Budget Expenditures for January	\$	248,788.32
4. Expenditures Year to Date	\$	248,788.32
5. Revenue for January	\$	10,594.33
6. Revenue Year to Date	\$	10,594.33

MOTION by Sarah McConnell, seconded by Betty Ritter, to approve, subject to audit, expenditures authorized by the Library Administrator for Library Warrant Registers, as follows:

January 5, 1998	\$	25,732.38
January 15, 1998	\$	<u>67,043.95</u>
Total	\$	92,776.33

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, McConnell, Ritter, Yearwood.  
Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Inara Brubaker, to approve, subject to audit, expenditures for salaries made by the Library Administrator, as follows:

PAYROLL January 2, 1998	\$	53,957.44
January 15, 1998	\$	56,648.12
January 29, 1998	\$	<u>55,175.15</u>
Total	\$	165,780.71

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, McConnell, Ritter, Yearwood.  
Nays: None. MOTION CARRIED.

A transfer entry to the Library account from the City of Des Plaines was not required for January gasoline and diesel fuel expenditures, as none were reported.

#### BUILDING AND GROUNDS COMMITTEE — Betty Ritter, Chairman

Ritter informed the Board that the Committee had met on February 5, 1998 with Michael Barnes of Lohan Associates, the architects of the proposed redevelopment structures. He shared with them the floor plans and information on the status of the design, and received input from the Committee.

#### Asbestos:

Norlin informed the Board that Bolter & Yates has been hired to evaluate the asbestos risk. Just a trace (below EPA's hazard levels) was found in the garage. The critical area was found to be in the boiler room: Currently, the door is locked to prevent accidental exposure. In addition, she said that a uniform service had been hired to supply Gary Valente, so as to avoid accidental contamination in other areas of the Library, his car and his home. Special masks for use by employees entering the affected area have been ordered, as well as OSHA-required employee information signs. In addition, a half-hour presentation for all employees is being planned in conjunction with the March 5 all-staff meeting, to be followed by 1½ hours of intensive asbestos-protection procedures training for Valente and John Haliotis (fulfilling a regulatory requirement for such training).

#### Building and Grounds Maintenance:

Betty Ritter reported on a walk-through of the Library she made with Gary Valente, Maintenance Supervisor, on February 11, 1998, and distributed a transcription of Valente's comments (attached hereto and incorporated herein by reference).

Ritter reported that the service contract currently in force with Otis, at a cost of \$300/month, covers only maintenance of the public elevator. That contract has automatically renewed every five years since 1974. Ritter said that Gary Valente has contacted another elevator maintenance firm, which is willing to provide service for the public elevator, handicapped lift and dumbwaiter at only \$200/month. Unfortunately, the Library is locked into the Otis contract until August 1999.

#### Shelf List

Norlin told the Board that, because of space limitations, she is recommending that the shelf list, a card catalog on every title by location, be disposed of and asked the Board to declare it as surplus property. She noted, however, that before it was disposed of, staff would be asked to pull cards on the Library's original 1907 collection of approximately 700 titles and retain them. She recommended that the shelf list be listed for sale in the NSLS "Blue Sheets." If that were to be unsuccessful, she suggested selling it at public auction in May 1998.

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MOTION by Betty Ritter, to declare the shelf list surplus property.  
VOTE: Ayes: All. Nays: None. MOTION CARRIED.

MANAGEMENT – Ellen Yearwood

No report.

PLANNING COMMITTEE – John Burke

No report.

Martha Sloan advised the Board that Leslie Steiner had completed her public information plan. She also said that Ken Frank has been assigned to work on staff professional standards.

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski reported on his attendance at the first NSLS Board meeting held in two months:

First, he reminded the Directors that Sarah Long is running for president of the ALA and passed along some of her campaign literature.

Secondly, he reported that the NSLS Board had approved the "Electric Library" project: a \$35,000/year contract with Infonautics, a large Internet database provider, for 50 simultaneous users/library patrons to access the database from their homes. Passwords will be communicated to libraries to be passed on to those patrons.

Next, he advised the Board that the Christian Life College, in Mount Prospect, had joined the NSLS.

NSLS milestones reported: 394,869 reciprocal borrowing transactions and 26,000 hits on the NSLS home page.

Finally, Ciborowski told the Board about what became a subject of some controversy at the meeting: He said that Riverwoods has requested the NSLS to endorse its plan to form a private corporation for the purpose of entering into a contract with the Deerfield library as a means of acquiring full library privileges for Riverwoods' residents. The plan calls for Deerfield to charge a fee of \$250/year through the Riverwoods corporation for each Riverwoods resident wishing to utilize the Deerfield

library (actual cost for Deerfield is estimate to be \$190/year). The initial contract would be for a period of two years. The controversy arose because some NSLS Board members expressed reservations about the plan, stating that Riverwoods would never have to form their own library district. It is believed that a referendum to that end would not pass in Riverwoods. Ciborowski noted that if Riverwoods were to be annexed by a library district, Riverwoods' citizens would be taxed at the same rate as the citizens of the annexing district; whereas, under the Riverwoods/Deerfield plan, individuals would be in the position of making a specific choice to pay for library privileges. He reported that the plan was eventually endorsed by a majority of the NSLS Board.

#### FRIENDS OF THE LIBRARY — Inara Brubaker

Inara Brubaker informed the Board that a meeting of the Friends was underway in another room, having been called for 7:00 p.m. She reported that Book Sale planning was on the agenda.

In addition, she encouraged all members of the Board to also join the Friends and said that at the present time, only two Directors are not are Friends. All present agreed that it would be most helpful and stated that they would join. Betty Ritter noted that the lack of renewal reminders was, at least in part, responsible for this situation.

#### ADMINISTRATOR'S REPORT — Sandra Norlin

##### Personnel:

Norlin began by informing the Board that, effective March 2, 1998, her new Administrative Secretary will be Carol Kidd. Other new employees are: Steven Jablonski, part-time Library Assistant II in Adult Services (Readers' Advisory); Sharon Byerly, part-time, temporary Library Assistant II in Children's; and Richard Wilk, Page. Amy Czarnecki and Tracy Burke have been promoted from Page to Assistant Clerk positions. Desiree Vittorio, Francis Regis, Robert Schmid, and Bridget Staniec have left the staff.

##### Staff Development:

Norlin reported that Marie Paschen's program presented January 28 on the stress of caring for elderly and ill family members was excellent, although not well-attended. She added that she and Martha Sloan had met with NSLS and Ela Library staff to plan the schedule and events for the staff development program being planned for the coming months.

In addition, Norlin informed the Board that topics planned for the March 5 all-staff meeting are personnel policies and practices pertaining to the disciplinary process, asbestos dangers and solutions, and the new building program plans.



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Norlin reported that the voice mail system will be installed and the staff trained during the coming week.

Norlin noted her own and Martha Sloan's attendance at a continuing education seminar on recent research regarding successful leadership practices.

Patron Services:

Norlin reported that the Library had started 1998 with a 7.4 percent increase in circulation. Children's increases were in new fiction, CDs and videocassettes; adults' were in fiction, CDs, audio books, and both fiction and nonfiction videocassettes.

She informed the Board that several successful programs had been presented: Attendance for the new evening storytime for families grew from 19 to 60, requiring the program to be moved to a larger room than originally planned. She also said that the Bright Start Baby Booktimes have been so well-received that attendees have been broken into two groups. Rotary, Adriani and Norwood Builders, and District 62's SPARK program had all contributed to the great success.

The first Friends' Family Sunday program (February 8), on "Ceremonial Dances of Mexico," was very well-attended. Also, the program planned for March 15 on "The World of Pooh" will have to be presented in the open library area due to overwhelming pre-registration.

The Chicago Wolves Winter Reading program began January 19. As of February 17, 335 children had registered. The February 2 kickoff event was attended by 100.

Participation is planned for the annual celebration of Evening for the Arts in March: We will display our circulating art collection and highlight information on our popular adult book discussion activities.

Leslie Steiner is working with NSLS libraries on celebration of National Book Lovers' Day (April 20), during National Library Week. A mayoral proclamation is being requested.

Planning is also underway for November Family Reading Nights: We will host Arthur in 1988 and Jim Trelease in 1999. (Costs for Trelease will be shared with other area libraries.)

Inara Brubaker pointed out an error in the Children's Patron Assistance Statistical Report for January: The total figure for the "Sunday by hour" category should have been 287.

Martha Sloan reported on outreach programs underway: The Rosemont program has been very successful. The mobile library goes to Orchard Place School at lunch time for the benefit of all the children who had been issued cards but couldn't come to the Library to use them.

She also said that District 59/Devonshire School's Dr. Bertolotti has made it her mission to have every first grade child issued a library card. She has been extremely successful; the only children without cards are those whose parents specifically refused to have cards issued to their child/children. Sloan added that special trips have been planned to Devonshire School for each grade.

Activities:

Norlin reported that she had attended the following meetings:

- NLS Public Library Administrators' Forum
- CCS Governing Board Annual Meeting
- Building & Grounds Committee
- Des Plaines Library Foundation

UNFINISHED BUSINESS

New Library/Downtown Revitalization Project:

John Burke had a positive feeling about the two-hour 8th Ward meeting at Friendship Junior High School in which he and Norlin had participated. Attended by approximately 130 people, some "hard questions" had been put to him. He reported that Alderman Arredia had insisted on holding an "informal referendum" on the issue, with a "no vote" of approximately 85 to 45.

Further, Burke agreed to contact the architect to inquire about the possibility of obtaining the scale model to display for public viewing at the Library.

John Ciborowski's suggestion that appeals for support of the project might be made to Des Plaines' ethnic communities through their community leaders and/or clergy was very well received by the Board.

ANNOUNCEMENTS

Norlin advised the Directors that District 207 has applied for a \$180,000 technology/literacy grant. Des Plaines Public Library was named as a partner in the grant application and would participate in programming and have a workstation for video conferencing.

Correspondence:

Norlin reported having been contacted by Alderman Sarlo regarding a Des Plaines resident/Library employee who had reported being concerned as a taxpayer that a non-resident patron had been allowed to check out 200+ items at one time. She added that this was a highly unusual occurrence, and stated her feeling that it is not necessary at this time to consider a change in Board policy and impose a checkout limit for all patrons. She said that the more important issue is the breach of patron confidentiality that may have occurred in the constituent learning of this.

Norlin told the Board of Alderman Elstner's concern regarding how the staff makes purchasing decisions, particularly on items which are below the \$5,000 formal bid-requirement threshold. She assured the Board that while each and every small purchase may not be priced through multiple sources, the staff are well aware that they should attempt, whenever possible, to find the lowest prices for all purchases.

Martha Sloan reported that approximately 25 people had already volunteered to participate in the Tend-a-Shelf program, and that many had evidenced serious commitment to the program and even seemed to feel a somewhat proprietary interest in the shelves they've been assigned to tend.

Norlin said that the new Library van should arrive in early March. She added that the funds for the van would have to come from the 1998 budget, and require a supplemental appropriation.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF FEBRUARY 1998

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	8,836.43
2. Petty Cash Expenditures	\$	33.41
3. Budget Expenditures for February	\$	260,641.07
4. Expenditures Year to Date	\$	477,113.57
5. Revenue for February	\$	12,636.73
6. Revenue Year to Date	\$	60,396.99

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

February 2, 1998	\$	50,792.85
February 16, 1998		<u>84,646.24</u>
Total	\$	135,439.09

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL February 12, 1998	\$	56,401.40
February 26, 1998		<u>55,453.68</u>
Total	\$	111,855.08

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in February, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (February)	\$	13.61
Total	\$	13.61

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - FEBRUARY 1998

	February 1997	February 1998	1997 to Date	1998 to Date
Lost Materials	\$ 133.44	684.40	\$ 359.48	609.16
Fines	5,656.22	5,351.63	12,338.58	12,154.95
Damage	21.75	70.85	23.25	96.80
Fees	235.10	717.95	387.35	920.79
Copies	1,621.65	1,986.10	3,101.10	3,912.05
Miscellaneous	4.60	25.50	20.85	45.26
Totals	\$7,672.76	\$8,836.43	\$16,230.61	\$17,985.38

## PETTY CASH EXPENDITURES - February 1998

960070	Auto/Travel Expenses	8.28
960070	Auto/Travel Expenses	5.33
970170	Books	11.99
970170	Janitorial Supplies	2.81
970100	Supplies	5.00
	Total	\$33.41

SELECTION CRITERIA: revledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	3,019.96	-3,019.96	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	1,866.73	-1,866.73	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	1,292.28	-1,292.28	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	30,816.32	9,183.68	.77
810014	PROPERTY TAXES 1997	2,591,828.00	.00	.00	.00	2,591,828.00	.00
TOTAL	PROPERTY TAXES	2,631,828.00	.00	.00	36,995.29	2,594,832.71	.01
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	2,724,816.00	.00	.00	36,995.29	2,687,820.71	.01
822040	STATE GRANT:PER CAPITA	66,768.00	3,156.98	.00	3,156.98	63,611.02	.05
TOTAL	STATE GRANTS	66,768.00	3,156.98	.00	3,156.98	63,611.02	.05
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	3,156.98	.00	3,156.98	63,611.02	.05
850102	LIBRARY FINES	90,000.00	6,785.65	.00	13,978.93	76,021.07	.16
TOTAL	FINES	90,000.00	6,785.65	.00	13,978.93	76,021.07	.16
850201	COPYING FEE	25,000.00	2,119.10	.00	4,100.15	20,899.85	.16
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	575.00	.00	1,945.00	16,055.00	.11
TOTAL	FEES AND SERVICES	43,000.00	2,694.10	.00	6,045.15	36,954.85	.14
TOTAL	FINES, FEES, AND SERVICES	133,000.00	9,479.75	.00	20,024.08	112,975.92	.15
890010	INTEREST INCOME	5,000.00	.00	.00	170.64	4,829.36	.03
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	.00	.00	50.00	10,950.00	.00
TOTAL	OTHER REVENUE	16,000.00	.00	.00	220.64	15,779.36	.01
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	12,636.73	.00	60,396.99	2,880,187.01	.02
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	12,636.73	.00	60,396.99	2,880,187.01	.02
TOTAL REPORT		2,940,584.00	12,636.73	.00	60,396.99	2,880,187.01	.02

ACCOUNTING PERIOD: 2/98

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,074,566.00	73,132.49	.00	143,034.16	931,531.84	.13
910200	TEMPORARY WAGES	427,984.00	34,421.31	.00	82,865.34	345,118.66	.19
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	2,932.04	.00	11,096.08	-11,096.08	.00
910600	SICK PAY	.00	2,940.50	.00	5,889.57	-5,889.57	.00
910700	HOLIDAY PAY	.00	.00	.00	4,006.13	-4,006.13	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	.00	.00	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	3,156.93	33,237.07	.09
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,460.75	.00	21,286.66	93,658.34	.19
918021	EMPLOYER CONTR-I.M.R.F.	104,959.00	7,630.26	.00	19,072.13	85,886.87	.18
918040	LIFE INS PREMIUMS	5,647.00	322.00	.00	644.00	5,003.00	.11
918050	MEDICAL INS PREMIUMS	132,797.00	7,540.16	.00	15,302.26	117,494.74	.12
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	222.30	.00	555.65	2,744.35	.17
TOTAL	PERSONAL SERVICES	1,905,092.00	137,601.81	.00	306,908.91	1,598,183.09	.16
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	.00	25,000.00	.00
920120	COMMUNICATION SERVICES	22,040.00	2,115.54	.00	2,115.54	19,924.46	.10
920140	DATA PROCESSING SERVICES	55,000.00	965.25	.00	965.25	54,034.75	.02
920	CONFERENCES	5,000.00	110.00	.00	631.00	4,369.00	.13
920204	TRAINING	1,000.00	.00	.00	.00	1,000.00	.00
920206	SEMINARS	1,000.00	649.00	.00	889.00	111.00	.89
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	3,000.00	328.25	.00	338.25	2,661.75	.11
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	.00	1,000.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	727.99	.00	1,455.98	8,144.02	.15
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	727.99	.00	1,455.98	8,144.02	.15
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	.00	42,000.00	.00
930010	R & M EQUIPMENT	47,800.00	3,141.30	.00	4,418.30	43,381.70	.09
930020	R & M BLDGS & STRUCTURES	70,500.00	16,402.33	.00	16,402.33	54,097.67	.23
930030	R & M VEHICLES	1,500.00	.00	.00	.00	1,500.00	.00
930195	BOOK BINDING & REPAIR	7,200.00	536.59	.00	536.59	6,663.41	.07
930210	RENTAL OF EQUIPMENT	1,000.00	186.50	.00	186.50	813.50	.19
930320	CLEANING-CUSTODIAL SERV	29,600.00	2,335.00	.00	2,335.00	27,265.00	.08
960070	AUTO/TRAVEL EXPENSES	3,000.00	683.05	.00	978.55	2,021.45	.33
960210	SPECIAL EVENT PROGRAMMING	15,000.00	475.99	.00	564.00	14,436.00	.04
960990	MISC CONTRACTUAL SVCS	66,000.00	6,891.60	.00	14,833.60	51,166.40	.22
TOTAL	CONTRACTUAL SERVICES	409,240.00	35,548.39	.00	46,649.89	362,590.11	.11
970100	SUPPLIES	40,000.00	4,393.84	.00	4,393.84	35,606.16	.11
970170	JANITORIAL	15,000.00	462.09	.00	462.09	14,537.91	.03
970200	COPYING/FAX SUPPLIES	3,000.00	805.00	.00	805.00	2,195.00	.27
970260	POSTAGE AND PARCEL	13,200.00	8.20	.00	1,008.20	12,191.80	.08
970270	PRINTING-REPROD-BINDING	10,300.00	.00	.00	.00	10,300.00	.00
970	BOOKS	310,000.00	31,011.61	.00	49,792.36	260,207.64	.16



SELECTION CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970610	AUDIO MATERIALS	44,000.00	1,471.69	.00	1,471.69	42,528.31	.03
970620	SUBSCRIPTIONS & BOOKS	60,000.00	702.70	.00	16,985.85	43,014.15	.28
970630	VISUAL MATERIALS	36,500.00	3,786.82	.00	3,786.82	32,713.18	.10
970640	AUTOMATED REFERENCE MAT'L	60,000.00	42,004.95	.00	42,004.95	17,995.05	.70
970810	NATURAL GAS	14,000.00	2,641.97	.00	2,641.97	11,358.03	.19
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970850	GASOLINE	2,000.00	.00	.00	.00	2,000.00	.00
TOTAL	COMMODITIES	608,500.00	87,490.87	.00	123,554.77	484,945.23	.20
980300	IMPROVEMENTS	80,000.00	.00	.00	.00	80,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	12,078.00	.00	.00	.00	12,078.00	.00
TOTAL	DEBT SERVICE	12,228.00	.00	.00	.00	12,228.00	.00
TOTAL	LIBRARY SERVICES	3,023,060.00	260,641.07	.00	477,113.57	2,547,946.43	.16

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	9,000.00	.00	.00	.00	9,000.00	.00
960990	MISC CONTRACTUAL SVCS	12,000.00	1,700.76	.00	1,700.76	10,299.24	.14
TOTAL	CONTRACTUAL SERVICES	31,000.00	1,700.76	.00	1,700.76	29,299.24	.05
980400	EQUIPMENT	35,768.00	.00	.00	.00	35,768.00	.00
TOTAL	CAPITAL EXPENDITURES	35,768.00	.00	.00	.00	35,768.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	1,700.76	.00	1,700.76	65,067.24	.03
TOTAL	CIVIC & CULTURE	3,091,828.00	262,341.83	.00	478,814.33	2,613,013.67	.15
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	262,341.83	.00	478,814.33	2,613,013.67	.15
TOTAL REPORT		3,091,828.00	262,341.83	.00	478,814.33	2,613,013.67	.15

SELECTION CRITERIA: genledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102007	CASH PB PAYROLL 276529401	.00	
102008	CASH PB DISBRST 276502401		285,841.52
102012	CASH IPTIP/FOA 7139200161	37,165.93	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
TOTAL CASH		37,665.93	285,841.52
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	7,261.70	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	24,404.38	
TOTAL INVESTMENTS		33,374.17	.00
113400	RECEIVABLE-ACCRUED INTRST	.00	
118000	RECEIVABLE-PROPERTY TAXES	2,458,476.00	
119200	RECEIVABLE-MISC	6,793.56	
TOTAL ACCOUNTS RECEIVABLE		2,465,269.56	.00
TOTAL ASSETS		2,536,309.66	285,841.52
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
TOTAL DEPOSITS		.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETIANT TRUST		.00
TOTAL DUE TO-OTHER FUNDS		.00	.00
450040	ACCRUED PAYROLL		.00
TOTAL ACCRUED LIABILITIES		.00	.00
470000	DEFERRED REV-PROPERTY TAX		2,458,476.00
471000	DEFERRED REV-OTHER		.00
TOTAL CURRENT LIABILITES		.00	2,458,476.00
TOTAL LIABILITIES		.00	2,458,476.00
700110	EXPENDITURE CONTROL	478,814.33	
700120	REVENUE CONTROL		60,396.99
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		3,091,828.00
700160	REV. BUDGET CONTROL	2,940,584.00	
700170	BUDGET FUND BALANCE	191,817.15	
TOTAL SYSTEM CONTROL		3,571,215.48	3,152,224.99
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

SELECTION CRITERIA: genledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
TOTAL FUND BALANCE-RESERVED		.00	28,185.67
730000 FUND BALANCE-UNRESERVED			182,796.96
TOTAL FUND EQUITY		.00	210,982.63
TOTAL EQUITIES		3,571,215.48	3,363,207.62
TOTAL PUBLIC LIBRARY FUND		6,107,525.14	6,107,525.14
TOTAL REPORT		6,107,525.14	6,107,525.14

02/11/98

ACCOUNTING PERIOD: 2/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable\_due\_date="02/17/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	8120172	789.63
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	8120172	789.63
2110	920120	COMMUNICATION SERVICES	00531	SPRINT	803-3977	41.26
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	11.61
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318661	11.32
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	803-3977	29.86
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	827-3551	448.44
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	2177329478	603.71
2110	920140	DATA PROCESSING SERVICES	08362	MICO HAK COMPUTING, INC.	14147	29.00
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	A06MS0285H	656.00
2110	920202	CONFERENCES	04365	SANDRA MORLIN	REINB	110.00
2110	920206	SEMINARS	06256	DAVID J WALKER	3-18-98	50.00
2110	920220	MEMBERSHIP DUES	05179	ADULT READING ROUND TABLE	ATTACH	8.00
2110	920220	MEMBERSHIP DUES	07007	PSINET, INC.	2141850	280.25
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACH	40.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEB 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEB 1998	346.37
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEB 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JAN 1998	16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JAN 1998	52.04
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JAN 1998	16.21
2110	930010	R & H EQUIPMENT	05342	NT DOR-O-RATIC CHICAGO, I	53247	130.00
2110	930010	R & H EQUIPMENT	08090	WEST TOWN REFRIGERATION C	091057	1,277.00
2110	930010	R & H EQUIPMENT	19659	OTIS ELEVATOR	CY073690298	294.32
2110	930020	R & H BLDGS & STRUCTURES	07769	MEIER ROOFING COMPANY, IN	98003	13,915.00
2110	930020	R & H BLDGS & STRUCTURES	08027	EVERGLOW PAINTERS	120110	250.00
2110	930020	R & H BLDGS & STRUCTURES	08282	HAUSHAN PLUMBING & HEATIN	16083	595.00
2110	930020	R & H BLDGS & STRUCTURES	08367	J.A. SEXAUER, INC.	2224L-01	177.36
2110	930020	R & H BLDGS & STRUCTURES	08367	J.A. SEXAUER, INC.	2291L-01	37.02
2110	930020	R & H BLDGS & STRUCTURES	32170	ENGINEERED LIGHTING	E036009	29.00
2110	930020	R & H BLDGS & STRUCTURES	33643	STEINER ELECTRIC COMPANY	98031756	42.00
2110	930193	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	050988	336.57
2110	930210	RENTAL OF EQUIPMENT	04461	FIRST BANK	81240	20.00
2110	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA MORLIN	REINB	64.55
2110	960210	SPECIAL EVENT PROGRAMMING	02718	MARGARET A. BROD	REINB	145.00
2110	960210	SPECIAL EVENT PROGRAMMING	92015	BOOKMEN INC.	404056	30.99
2110	960990	NISC CONTRACTUAL SUCS	04640	CCS OWNER SERVICES	4361	1,170.00
2110	960990	NISC CONTRACTUAL SUCS	08280	CAREER SUCCESS SERVICES	1-8-98	625.00
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002450916	19.15
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002459063	24.75
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002455320	15.50
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002455905	23.00
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002458968	34.60
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002462629	11.85
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002455108	19.15
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002450863	33.10
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002465913	19.75
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002465733	32.10
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002477318	22.95
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002472806	58.10
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002473321	16.50

SELECTION CRITERIA: payable\_due\_date="02/17/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002476136	21.73
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002485459	8.80
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002479744	15.53
2110	970100	SUPPLIES	02351	NOTT OFFICE SUPPLY CO.	18881-0	85.90
2110	970100	SUPPLIES	06790	TOWER COMPUTER SYSTEMS	0041579-IN	2,330.37
2110	970100	SUPPLIES	08363	ROOF TOP PRESS	ATTACH	14.95
2110	970100	SUPPLIES	08364	NORTHWEST PERFORMANCE SOF	2038	27.00
2110	970100	SUPPLIES	14463	INSTY PRINTS	201950	196.83
2110	970100	SUPPLIES	19714	GAYLORD BROS	0889382001	30.41
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	184797	24.78
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	178950	14.86
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	049549-01	71.85
2110	970170	JANITORIAL	08281	EBED COMPANY INC.	101820-00	72.35
2110	970170	JANITORIAL	08367	J.A. SEXAUER, INC.	2125L-02	22.14
2110	970200	COPYING/FAX SUPPLIES	07964	MIDLAND PAPER	10640665	805.00
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	10409025	8.20
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	308501-12	16.95
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	307673-12	15.96
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	3063049-98	508.25
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	880140	376.05
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	046263	151.95
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC.	5003384-E	15.49
2110	970600	BOOKS	07439	CALE RESEARCH	7771276	192.74
2110	970600	BOOKS	07977	NITCHELL REPAIR INFORMATION	2533527	303.00
2110	970600	BOOKS	07982	AMERICAN CHAMBER OF COMME	94020	196.50
2110	970600	BOOKS	08363	DOWNTOWN BOOK CENTER	26878	277.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	813 0559	165.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002465912	349.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002450862	641.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002465752	722.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002453107	564.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002443147	70.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002450915	308.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002459062	533.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002455319	255.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002455904	469.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002458967	681.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002462628	261.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002473320	418.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002476135	428.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002477317	380.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002472805	1,687.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	A20 3230	229.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002485458	146.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002479743	467.65
2110	970600	BOOKS	54257	CHRONICLE GUIDANCE PUBL	Z91460016	112.20
2110	970600	BOOKS	38875	INGRAM	22355372	9.49
2110	970610	AUDIO MATERIALS	03044	NORTHSTAR/CHRISTIANS LIST	14007	5.00
2110	970610	AUDIO MATERIALS	07475	KINBO EDUCATIONAL	149733	330.54
2110	970610	AUDIO MATERIALS	08025	LISTENING LIBRARY INC.	291723	55.89
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	1-20-98	26.21

SELECTION CRITERIA: payable\_due\_date="02/17/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	1-16-98	80.13
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	1-20-98	383.73
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	1-20-98	54.85
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	1-20-98	12.58
2110	970610	AUDIO MATERIALS	21195	ALCONQUIN RECORDS	1-26-98	164.48
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	29154188	35.00
2110	970610	AUDIO MATERIALS	63969	TINE LIFE	ATTACH	37.73
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	657761	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	642638	208.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	661011	11.90
2110	970630	VISUAL MATERIALS	05124	CDN COMPUTER CENTERS INC	7090336	225.57
2110	970630	VISUAL MATERIALS	05124	CDN COMPUTER CENTERS INC	7162634	31.08
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	210322	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDIO	210649	37.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	N60840030	292.70
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	N60840040	30.99
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	N60800800	58.86
2110	970630	VISUAL MATERIALS	08366	JASC SOFTWARE INC	162243	47.00
2110	970630	VISUAL MATERIALS	58875	INGRAM	00251815	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	22252188	24.95
2110	970630	VISUAL MATERIALS	58875	INGRAM	00291233	20.94
2110	970630	VISUAL MATERIALS	58875	INGRAM	00330815	27.30
2110	970630	VISUAL MATERIALS	58875	INGRAM	00323508	40.66
2110	970630	VISUAL MATERIALS	58875	INGRAM	00364641	10.00
2110	970630	VISUAL MATERIALS	58875	INGRAM	00374720	10.00
2110	970630	VISUAL MATERIALS	58875	INGRAM	00376736	19.98
2110	970630	VISUAL MATERIALS	58875	INGRAM	00378733	180.62
2110	970630	VISUAL MATERIALS	58875	INGRAM	00381086	24.35
2110	970630	VISUAL MATERIALS	58875	INGRAM	00382688	9.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	00381389	55.98
2110	970630	VISUAL MATERIALS	58875	INGRAM	00291296	66.30
2110	970630	VISUAL MATERIALS	58875	INGRAM	00333166	445.85
2110	970640	AUTOMATED REFERENCE MAT'L	46860	UNI	7968880	38,183.00
2110	970810	NATURAL GAS	08089	NICOR ENERGY	130569670	2,641.97

TOTAL LIBRARY SERVICES					82,945.48	
30	960990	RISC CONTRACTUAL SVCS	23701	NIDCO INC	98010688-2	1,700.76
TOTAL IL LIBRARY PER CAP GRANT					1,700.76	
TOTAL FUND					84,646.24	

SELECTION CRITERIA: payable.due\_date="03/02/1998"

FUND - 201 - PUBLIC LIBRARY FUND

QUANTIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	8120202 785.63
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	8120278 1,178.44
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	8120239 785.63
2110	920120	COMMUNICATION SERVICES	00531	SPRINT	803-3977 41.26
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	DIRECTORIES 328.00
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107 12.41
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	2178073356 102.34
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	805MS0613H 656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	1-14-98 1,320.58
2110	920206	SEMINARS	05731	NETS CE-HTLS	3-30-98 70.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	119710721 225.00
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	1113531 127.67
2110	920850	SUBSIDY:1994 E.R.P. TRAMS	04829	CITY OF DES PLAINES EMPLO	MARCH 1998 148.61
2110	920850	SUBSIDY:1994 E.R.P. TRAMS	04829	CITY OF DES PLAINES EMPLO	MARCH 1998 346.31
2110	920850	SUBSIDY:1994 E.R.P. TRAMS	04829	CITY OF DES PLAINES EMPLO	MARCH 1998 148.61
2110	920850	SUBSIDY:1994 E.R.P. TRAMS	06135	CITY OF DES PLAINES EMPLO	MARCH 1998 16.21
2110	920850	SUBSIDY:1994 E.R.P. TRAMS	06135	CITY OF DES PLAINES EMPLO	MARCH 1998 52.04
2110	920850	SUBSIDY:1994 E.R.P. TRAMS	06135	CITY OF DES PLAINES EMPLO	MARCH 1998 16.21
2110	930010	R & M EQUIPMENT	04501	THREE M BUSINESS PROD	ES48575 2,054.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR OFFICE EQUIPME	6335053 185.50
2110	930010	R & M EQUIPMENT	08282	HAUSMAN PLUMBING & HEATIN	16143 149.85
2110	930010	R & M EQUIPMENT	25701	NIDCO INC	93871 1,686.69
2110	930010	R & M EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	281159 223.75
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	110459 41.30
2110	930020	R & M BLDGS & STRUCTURES	05407	THE HOME DEPOT/GEFC	112467 372.27
2110	930030	R & M VEHICLES	08439	COSMIC ENTERPRISES, INC.	065131 172.39
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	051266 358.40
2110	930320	CLEANING:CUSTODIAL SERU	74958	ADVANCED JANITORIAL	4658 2,223.00
2110	960070	AUTO/TRAVEL EXPENSES	98667	MARGARET BORRIS	REINH 21.45
2110	960210	SPECIAL EVENT PROGRAMMING	03867	PHOTOCHROME PRINTS	169328 81.60
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	98001 50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08460	JUDY LEVIN	2-23-98 125.00
2110	960210	SPECIAL EVENT PROGRAMMING	08461	BARBARA H. VICTOR	2-11-98 50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08462	JIM HOCHGESANG	3-4-98 50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08463	JIM AND KAREN DECKERS	2-16-98 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	08464	DAVID TOEPPEN	4-1-98 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1652419 20.16
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1622178 84.42
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1616825 20.13
2110	960210	SPECIAL EVENT PROGRAMMING	43806	NORTH SUBURBAN LIBRARY SY	C100298 50.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319	NID AMERICA CHARTER LINES	81354 241.00
2110	960210	SPECIAL EVENT PROGRAMMING	89575	RIVERSHORE READING STORE	98-5054 83.50
2110	960210	SPECIAL EVENT PROGRAMMING	89575	RIVERSHORE READING STORE	98-5062 194.00
2110	960990	MISC CONTRACTUAL SUCS	07906	DON'T SHOOT THE MESSENGER	10461703 12.56
2110	960990	MISC CONTRACTUAL SUCS	08150	EVELIA PUPPO-URQUIZO	006 20.00
2110	960990	MISC CONTRACTUAL SUCS	08150	EVELIA PUPPO-URQUIZO	007 70.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002497282 2.70
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002493204 33.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002507381 20.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002513908 17.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002516128 17.00



SELECTION CRITERIA: payable\_due\_date="03/02/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	030534-00	268.30
2110	970170	JANITORIAL	01230	W W GRAINGER INC	937-756731-9	138.21
2110	970170	JANITORIAL	05149	KRAFT PAPER SALES COMPANY	086795-00	151.97
2110	970170	JANITORIAL	08367	J.A. SEXAUER, INC.	2105L-01	214.80
2110	970170	JANITORIAL	08465	GLOBAL EQUIPMENT CO.	78035149	160.52
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	807691	24.83
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	800611	13.75
2110	970260	POSTAGE AND PARCEL	00933	DES PLAINES POSTMASTER	2-19-98	1,360.00
2110	970260	POSTAGE AND PARCEL	21432	AMERICAN LIBRARY ASSOCIAT	2-12-98	3.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-417-03619	28.75
2110	970600	BOOKS	00355	POOJA LEE CHO	REINB	20.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	670031	139.05
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	885568	278.15
2110	970600	BOOKS	03255	OFFICIAL MOTOR FREIGHT CU	1004731	65.00
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	282.20
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	301065700091	15.50
2110	970600	BOOKS	06423	SINON & SCHUSTER	2174133	123.01
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	32.27
2110	970600	BOOKS	08441	IRVING CLOUD PUBLISHING	1550	23.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002497281	78.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002516127	468.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002516376	255.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002500630	1,088.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002501706	426.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002508118	370.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002513907	514.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002526940	383.85
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002523539	52.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002523067	1,136.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002533006	437.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002531735	465.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002497195	564.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002483520	291.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002493273	115.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002489267	919.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002504921	540.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002507380	593.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002493203	711.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	B10 0255	33.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	803 7566	359.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	A27 5214	235.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002541334	142.15
2110	970600	BOOKS	19984	NATIONAL GEOGRAPHIC SOCIE	00038484960	15.90
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	080078	736.96
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	080345	584.49
2110	970600	BOOKS	20361	BERNAM ASSOCIATES	847553	27.00
2110	970600	BOOKS	20361	BERNAM ASSOCIATES	844974	53.00
2110	970600	BOOKS	20361	BERNAM ASSOCIATES	847205	74.00
2110	970600	BOOKS	58875	INGRAM	22521795	19.47
2110	970600	BOOKS	58875	INGRAM	22528787	16.93
2110	970600	BOOKS	68820	MARSHALL CAUENDISH CORP.	R409997	47.54

02/23/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 2/98

SELECTION CRITERIA: payable\_due\_date="03/02/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	38875	INGRAN	00474083	13.33
2110	970630	VISUAL MATERIALS	38875	INGRAN	00618767	13.99
2110	970630	VISUAL MATERIALS	38875	INGRAN	00613606	27.98
2110	970630	VISUAL MATERIALS	38875	INGRAN	00647462	13.99
2110	970630	VISUAL MATERIALS	38875	INGRAN	00608633	72.69
2110	970640	AUTOMATED REFERENCE MAT'L	08440	INTERSOFT INTERNATIONAL I	00881	1,011.50
TOTAL LIBRARY SERVICES						42,169.41
2130	980400	EQUIPMENT	03124	CDW COMPUTER CENTERS INC.	7220317	511.13
TOTAL IL LIBRARY PER CAP GRANT						511.13
TOTAL FUND						42,680.54

## XIII

## REGISTRATION SERVICES REPORT FOR FEBRUARY 1998

## I. LIBRARY CARD REGISTRATION SERVICES

<u>February 1997</u>	<u>January 1998</u>	<u>February 1998</u>	<u>Year to Date</u>		<u>% Change</u>
			<u>1997</u>	<u>1998</u>	
859	747	1173	1,680	1,920	12.5%
A.	New Cards		342		
B.	Renewals		406		
C.	Non-Resident Cards		5		
D.	Updates		82		
	Total		835		

## II. OTHER REGISTRATION SERVICES

1.	Voter Registration	3
2.	Program Registration	20
3.	Meeting Room Registration	89
4.	Other Patron Inquiries	53
5.	Cab Cards Issued	15
6.	LAN Discs Sold	11
	(Year to Date - 17)	
7.	Computer Room Users	146
8.	Reading Edge Users	1
	Total	338

## III. TOTAL NUMBER OF REGISTERED BORROWERS

February 1997	33,608	(62.9% of Population)
February 1998	37,200	(69.6% of Population)

## CIRCULATION REPORT FOR FEBRUARY 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>February 1997</u>	<u>January 1998</u>	<u>February 1998</u>	<u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
29,600	29,741	30,691	58,842	60,432	2.7%

## RECIPROCAL BORROWING

(Materials Lent)

	<u>February 1997</u>	<u>February 1998</u>	<u>% Change</u>
NLS	6,757	7,367	8.3%
OTHER SYSTEMS	1,348	1,685	20%
TOTAL	8,105	9,052	10.5%

## INTERLIBRARY LOAN

Sent	1,099
Received	473

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**February 1998**

<b>Total 1997 to Date:</b>	127,949	<b>Total 1998 to Date:</b>	134,233	% Change	
<b>February 1997:</b>	62,404	<b>February 1998:</b>	65,155	4.90%	
				4.40%	

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1997	1998	1997	1998	1997	1998
Non Fiction	2,942	5,187	672	890	3,614	6,077
Fiction	9,429	8,967	994	1,180	10,423	10,147
Foreign Language Non Fiction		34		7		41
Foreign Language Fiction		171		193		364
Periodicals	127	128	43	86	170	214
Compact Discs	151	183	12	25	163	208
Audio Cassettes	201	221	26	34	227	255
Audio Kits	519	504	47	114	566	618
Puzzles	381	295	46	77	427	372
Games	27	60	8	16	35	76
Audio Books	78	88	10	7	88	95
Video Fiction	1,681	1,428	411	305	2,092	1,733
Video Non Fiction		674		71		745
CD ROMs		197				197
<b>SUB TOTAL</b>	<b>15,536</b>	<b>18,137</b>	<b>2269</b>	<b>3005</b>	<b>17,805</b>	<b>21,142</b>
<b>ADULT</b>						
Non Fiction	13,437	13,137	156	220	13,593	13,357
Fiction	8,198	7,009	419	333	8,617	7,342
Large Type		765		85		850
Foreign Language Non Fiction		74		2		76
Foreign Language Fiction		376				376
Periodicals	2,550	2,369	102	118	2,652	2,487
Pamphlets	27	64			27	64
Compact Discs	3,630	3,924	328	493	3,958	4,417
Audio Cassettes	903	677			903	677
Puzzles	9	4			9	4
Pictures	55	54			55	54
Audio Books	974	1,244	5	1	979	1,245
CD ROMs		159				159
Video Fiction	8,446	9,171		339	8,466	9,510
Video Non Fiction	2,928	3,358		28	2,928	3,386
Misc. Formats	10	9			10	9
Self Check (Books Only)	2,422				2,422	
	<b>43,589</b>	<b>42,394</b>	<b>1010</b>	<b>1619</b>	<b>44,619</b>	<b>44,013</b>
<b>GRAND TOTAL</b>	<b>59,125</b>	<b>60,531</b>	<b>3,279</b>	<b>4,624</b>	<b>62,404</b>	<b>65,155</b>

## Feb. 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	168,593	169,500	907	0.5%
Audio	12,135	12,180	45	0.4%
Video	8,408	8,522	114	1.4%
Puzzles and Games	595	592	-3	-0.5%
Realia	234	234	0	0.0%
Pamphlets	14,866	14,866	0	0.0%
=====				
Total	204,831	205,894	1,063	0.5%

ACQUISITIONS REPORT FOR  
FOR FEB. 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	1,975	1,982	7	0.4%
100	2,315	2,329	14	0.6%
200	2,730	2,736	6	0.2%
300	11,301	11,371	70	0.6%
400	590	589	-1	-0.2%
500	2,790	2,806	16	0.6%
600	16,804	16,890	86	0.5%
700	14,312	14,325	13	0.1%
800	4,708	4,714	6	0.1%
900	10,835	10,865	30	0.3%
B	4,247	4,264	17	0.4%
Total (Adult)	72,607	72,871	264	0.4%
Juvenile (J)				
000	357	358	1	0.3%
100	190	192	2	1.1%
200	262	264	2	0.8%
300	2,115	2,123	8	0.4%
400	102	102	0	0.0%
500	2,709	2,735	26	1.0%
600	2,468	2,477	9	0.4%
700	3,170	3,192	22	0.7%
800	769	770	1	0.1%
900	3,094	3,110	16	0.5%
B	844	854	10	1.2%
YA	609	627	18	3.0%
Total (J)	16,689	16,804	115	0.7%
Total (E)	6,567	6,626	59	0.9%
Total (Juvenile)	23,256	23,430	174	0.7%
Total (Non fiction)	95,863	96,301	438	0.5%
Fiction				
Adult	33,997	34,139	142	0.4%
Juvenile				
J	8,345	8,394	49	0.6%
YA	1,464	1,483	19	1.3%
E	9,528	9,665	137	1.4%
Picture Books	6,544	6,554	10	0.2%
Board Books	611	666	55	9.0%
Total (Juvenile)	26,492	26,762	270	1.0%
Total (Fiction)	60,489	60,901	412	0.7%

Compact discs				
Adult	4,973	4,991	18	0.4%
Juvenile	279	277	-2	-0.7%
Total (Compact discs)	5,252	5,268	16	0.3%
CD ROMs				
Adult	93	92	-1	-1.1%
Juvenile	83	98	15	18.1%
Total (CD ROMs)	176	190	14	8.0%
Audio Cassettes				
Adult	2,764	2,765	1	0.0%
Juvenile	785	785	0	0.0%
Audio Books				
Adult	1,588	1,608	20	1.3%
Juvenile	560	560	0	0.0%
Total (Cassettes)	5,697	5,718	21	0.4%
Kits	1,010	1,004	-6	-0.6%
Videocassettes				
Adult	7,086	7,177	91	1.3%
Juvenile	1,322	1,345	23	1.7%
Total (Videocassettes)	8,408	8,522	114	1.4%
Total (Audio Visual)	20,543	20,702	159	0.8%
Reference				
Adult	5,449	5,455	6	0.1%
Juvenile	1,003	1,006	3	0.3%
Total (Reference)	6,452	6,461	9	0.1%
Puzzles				
Adult	53	53	0	0.0%
Juvenile	454	452	-2	-0.4%
Total (Puzzles)	507	505	-2	-0.4%
Games (Juvenile)	88	87	-1	-1.1%
Realia				
Paintings	232	232	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	234	234	0	0.0%



Large Type				
Adult	2,682	2,705	23	0.9%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,710	2,733	23	0.8%
Pamphlets	14,866	14,866	0	0.0%
Easy Reading	1,015	1,029	14	1.4%
Foreign language				
Afrikaans				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Afrikaans language)	1	1	0	0.0%
French				
Adult	93	90	-3	-3.2%
Juvenile	18	18	0	0.0%
Total (French language)	111	108	-3	-2.7%
German				
Adult	93	93	0	0.0%
Juvenile	4	4	0	0.0%
Total (German language)	97	97	0	0.0%
Greek				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Greek language)	1	1	0	0.0%
Gujarti				
Adult	0	0	0	0.0%
Juvenile	51	51	0	0.0%
Total (Gujarti language)	51	51	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Hebrew language)	1	1	0	0.0%
Italian				
Adult	22	22	0	0.0%
Juvenile	2	2	0	0.0%
Total (Italian language)	24	24	0	0.0%

Japanese				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Japanese language)	1	1	0	0.0%
Latin				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Latin language)	2	2	0	0.0%
Polish				
Adult	468	467	-1	-0.2%
Juvenile	9	9	0	0.0%
Total (Polish language)	477	476	-1	-0.2%
Russian				
Adult	116	116	0	0.0%
Juvenile	2	2	0	0.0%
Total (Russian language)	118	118	0	0.0%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	506	519	13	2.6%
Juvenile	675	677	2	0.3%
Total (Spanish language)	1,181	1,196	15	1.3%
Total (Adult)	1,300	1,309	9	0.7%
Total (Juvenile)	764	766	2	0.3%
Total (Foreign languages)	2,064	2,075	11	0.5%

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TOTAL	204,831	205,894	1,063	0.5%
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**DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
FEBRUARY 1998**

<u>Reference Services</u>	<u>Number</u>	<u>Total</u>
1. Directional Questions	317	
2. Specific Item Requests	1,323	
3. Ready Reference	846	
4. Materials Searching	136	
5. Referrals to Other Institutions	20	2,642
 <u>Assistance</u>		
1. Equipment repair and assistance	186	
2. Tax Forms	233	419
<b>GRAND TOTAL</b>		<b>3,061</b>

**CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
FEBRUARY 1998**

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, change	322
2. Computer info, tests, calls	739
3. Sign-ups, give-outs (keys, tickets)	514
4. Directions to library - in house and bookmobile	34
5. Specific requests, materials search, microfilm, magazines	1,353 ✓
6. Quick answers & general information	528 ✓
7. Referrals to other libraries	4 ✓
8. Inquiries about programs, meeting room information	50
<b>TOTAL</b>	<b>3,544</b>

Number of individuals using Local Area Network - 1,227

DES PLAINES PUBLIC LIBRARY  
AUDIO VISUAL STATISTICAL REPORT  
FEBRUARY 1998

<u>Patron Services Provided</u>	<u>Number</u>
1. Holds Placed	45
2. Title Requests	185
3. Material Searches	151
4. Phone Patron Assistance	212
5. In House Patron Assistance	526

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - FEBRUARY 1998

Community Groups

<u>Attendance</u>	<u>Times Used</u>	<u>Total</u>
Chicago Faucet	1	15
Coupon Club	1	4
DuPage Figure Skater	1	10
Loose Threads	1	5
Mad Hatters	1	45
Toastmasters	1	25
Total	6	104

Library Activities

Babysitting Clinic	1	50
Book Talk - The House of the Spirits	1	5
Ceremonial Dances of Mexico	1	85
Chicago Wolves	1	100
Cumberland School 4th & 5th Grades	1	30
Genealogy Workshop	1	25
Job Search on the Internet	1	25
2 Year Old Storytime	3	67
3-5 Year Old Storytime	3	33
Total	13	420

February Total = 19 groups involving 524 people.  
1998 Year to Date Total 35 groups involving 1,349 people.



## MEMORANDUM

TO: NSLS Community

FROM: Sarah Ann Long

DATE: January 22, 1998

RE: Scholarships for ALA Legislative Day - May 5, 1998

### Board of Directors

Robert B. Lyons  
President  
Schaumburg Township  
District Library

Lillian Faber  
Vice President  
School District #15

Virginia Jusko  
Secretary  
Chicago Botanic Garden

Robin LaBetz  
Treasurer  
Arlington Heights  
Memorial Library

Stephen Amberg  
Northbrook Public Library

Tom L. Buchta  
College of Lake County

Marie Caviness  
Grayslake Area Public  
Library District

Lynn Cox  
Wilmette Public Library

Paul Kaplan  
Elk Grove Village  
Public Library

John Keister  
Ela Area Public  
Library District

Patricia Ostewig  
Dundee Township  
Public Library District

William S. Selden  
Deerfield Public Library

Eunice Semple  
Rolling Meadows  
Library

Nancy Sheldon  
Warren-Newport  
Public Library District

Richard Wallens  
Lake Villa Area Public  
Library District

Sarah Ann Long  
System Director

ALA Legislative Day is a great opportunity to visit our nation's capital, meet with our elected representatives and lobby for libraries. This year we have a number of issues and concerns including the obscurity issue. We need to use this opportunity to make friends and make our case for libraries. We want a large delegation from NSLS to join with other members of the Illinois Library Association (ILA) on this occasion.

The NSLS Board is offering three scholarships to help persons attend ALA Legislative Day who have never attended before. One of the scholarships has been earmarked for a public library trustee but the scholarships are open to anyone who feels passionately about libraries--NSLS representatives, trustees, volunteers, library workers and librarians. The scholarships are \$500 each and will help defray costs although it is expected that the sending library will pick up the balance of the bill.

If you are interested in one of the scholarships please address a letter to the System to the attention of Marie Caviness/John Keister, Co-Chairs, NSLS Legislation Committee, outlining all the good reasons why we should choose you. This is your opportunity to participate in the legislative process while learning about and helping libraries. Deadline for letters is March 2.

Traditionally, the ILA group leaves on the Sunday before Legislative Day and returns on Tuesday evening. To help you estimate costs: Gray's Travel (1-800-966-8728) has informed us of a \$171 round trip airfare to Washington (non-refundable), or a \$140 fare roundtrip to Baltimore. (The trip from Baltimore to Washington takes about 1-1/2 hours and a rental car or shuttle bus could be employed for the trip.) (Note: These fares may change in the upcoming months.)

ILA has negotiated a room rate of \$150 single/\$170 double occupancy at the Hotel George, 15 E Street, NW, Washington, D.C., 20001.

The registration fee is \$15 for ILA members and \$20 for nonmembers. Scholarship winners are responsible for this fee. This year ILA has scheduled the following events: On Sunday evening there will be a dinner at the Monacle Restaurant. Carol Henderson from ALA's Washington Office will provide a legislative briefing and update. Packets will be distributed. The cost is \$50. On Monday there is a briefing at the Holiday Inn on Capitol Hill. Monday night's dinner will be at the Capitol City Brewing Company. The cost is \$40. A kickoff and brief summary of key issues will be repeated at the Dirksen Senate Office Building and then the delegation will "Hit the Hill" with scheduled Representative appointments.

More details on this schedule will be forthcoming.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

98-0122-024

# LACONI

Trustees Dinner

Friday, April 17

at the

Lisle/Naperville

Hilton

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This year's speaker is **Jim Hightower**, author of *There's Nothing in the Middle of the Road but Yellow Stripes and Dead Armadillos*. He is also the host of *Hightower Radio: Live from Chat and Chew*, a nationally syndicated radio program. Mr. Hightower, who says of himself, "I am an agitator, and an agitator is the center post in a washing machine that gets the dirt out," has spent 25 years battling Washington and Wall Street on behalf of working families, consumers, environmentalists, small businesses and just plain folk. In addition to his popular radio broadcasts, his speechifying and all-around agitating, he publishes the biweekly political newsletter *The Hightower Lowdown*.

His web address is  
<http://www.jimhightower.com>.

Registration for the dinner and to hear this stimulating speaker  
will be mailed to you in a few weeks.

1013

**Subject: Historical Digitization Grant**

**Date:** Tue, 10 Mar 1998 12:18:10 -0600

**From:** David Green <dgreen@nslsilus.ORG>

**To:** director@listserv.nslsilus.org, techdisc@listserv.nslsilus.org

**CC:** Dave Green <dgreen@nsls1.nslsilus.org>, Sarah Long <slong@nsls1.nslsilus.org>, Mary Witt <marywitt@nsls1.nslsilus.org>, Jan Hayes <jhayes@nsls1.nslsilus.org>, Miriam Pollack <mpollack@nsls1.nslsilus.org>, Judith Ream <jream@nsls1.nslsilus.org>, Andy Bullen <abullen@nsls1.nslsilus.org>, Chris Peri <cperi@nsls1.nslsilus.org>, Carol Pinson <cpinson@nsls1.nslsilus.org>, Peter Schlumpf <schlumpf@nsls1.nslsilus.org>, Kay Schlumpf <kaysch@nsls1.nslsilus.org>, Derek Schaefer <dereks@nsls1.nslsilus.org>

Greetings to all of you,

I am pleased to announce that the State Library has decided to fund our grant request for Digitizing local Illinois historical collections. Fifteen of our public libraries submitted proposals to NSLS last November for inclusion in the grant request. I have talked with Northwestern University, our partner in this project, and they want to schedule training document scanning in April or May. I will keep the participating libraries posted on the schedule for this project as details become available.

The fifteen libraries participating in this project are:

**LIBRARY**

**DIGITIZING SUPERVISOR**

Barrington Area Library PL  
 Des Plaines PL  
 ELA Area PL  
 Kalinka  
 Evanston PL  
 Glencoe PL  
 Grayslake Area PL  
 Howell  
 Highland Park PL  
  
 Lake Villa PL  
 McHenry PL  
 Kenyon, Arlene Kaspik (ex officio)  
 Park Ridge PL  
 Larry Kleckner  
 Mount Prospect PL  
 D'Urso  
 Prospect Heights PL  
 Rolling Meadows PL  
 Ken Gross  
 Skokie PL  
 Winettka-Northfield PL

Rose Faber  
 John Haliotis, Jr.  
 Marian Milling & George  
  
 Marlene Harris  
 Ellen K. Bryant  
 Roberta Thomas & Larry  
  
 Peg Smith & Julia Johnas  
  
 Paul Kaplan  
 Bill Edminster, Henry  
  
 Anna Yackle-Boylan &  
 Michael Mulholland & Larry  
  
 Glenn Poch  
 Susan Kahle, Stephen Bero,  
  
 Bruce Brigell  
 Mark Swenson

Congratulations!

Dave Green

The techdisc list is run (semi-)automatically by Majordomo version 1.93. Please mail questions to abullen@listserv.nslsilus.org.

--Andrew Bullen, moderator



<b>DES PLAINES PUBLIC LIBRARY</b>							
<b>APPRAISAL OF PROPERTY &amp; BUILDING</b>							
	<b>Brandt-Carlson &amp; Co</b>			<b>R.J. Schmitt &amp; Assoc</b>		<b>Marous &amp; Co.</b>	
Appraisal will be developed and prepared in conformity and subject to the requirements of the Uniform Standards of Professional Practice of the Appraisal Institute	Yes			Yes		Yes	
<b>Time frame for completion</b>							
60 days from receiving signed contract	Yes						
1 week - limited restricted appraisal				Yes			
2 weeks - complete self-contained appraisal				Yes			
30 working days - self-contained						Yes	
25 working days - summary						Yes	
<b>Retainer needed</b>	Yes			Yes		No	
<b>Cost</b>							
Restricted appraisal		N/A		\$1,250		\$2,500	
Complete self-contained appraisal		\$5,000		\$2,500		\$3,800	
<b>Documents needed for appraisal</b>	Yes			Yes		Yes	
A plat of survey							
A legal description							
A copy of the most recent tax bill							
Photocopy of blueprints or							
Plant layout or							
Floor plan sketch							
Photocopy/Applicable subsoil reports							
Photocopy/Applicable engineering reports							
Photocopy/Applicable environment reports							

# **R. J. Schmitt & Associates, Inc.**

*Established 1964*

***Real Estate Appraisers/Consultants***

**HOME OFFICE:**

1845 East Rand Road  
Arlington Hts., IL. 60004  
(847) 253-8566 Phone  
(847) 253-0991 Fax

**PRINCIPALS:**

Raymond J. Schmitt, MAI, SRA, IFAS  
Gregory C. Schmitt, MAI, SRA,  
William G. Delaney, MAI  
John Grimes, MAI

March 6, 1998

Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, Illinois  
Attention: Ms. Carol Kidd

Re: Des Plaines Public Library  
841' Graceland Avenue  
Des Plaines, Illinois

Dear Kidd:

Per our telephone conversation today, you are requesting an appraisal of above-mentioned property. The appraisal will be developed and prepared in conformity and subject to the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) as well as the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute.

Our inclusive fee for two copies of the appraisal is \$2,500 for a complete, self-contained appraisal while \$1,250 for a limited restricted appraisal. Our timing of the appraisal assignment will be as follows: (1) we will inspect the property and begin work within one week of receiving a signed copy of this letter and (2) we will provide two copies of the appraisal report within one (limited restricted appraisal) or two (complete self-contained appraisal) week(s) after the inspection of the property.

If you wish us to proceed with the above request and agree with the previous terms, please sign and return to us a copy of this letter along with the retainer. In addition, we will require a copy of the latest real estate tax bill(s), a copy of the most recent plat of survey that has been performed, and any leases, rent roll and income and expense statements, if applicable. It should be noted that our timing requirements are only guaranteed if all information requested by the appraiser is delivered in a timely manner, which is generally considered to be before or at the time of inspection. Please feel free to call if you have any questions or need additional help. Thank you for using our services.

Sincerely,

Accepted and Agreed

William G. Delaney, MAI  
Vice President

Name:  
Title:  
Date:

---

Brandt-Carlson & Co., Inc.  
Real Estate Appraisers/Analysts

March 16, 1998

Des Plaines Public Library  
841 South Graceland Avenue  
Des Plaines, IL 60016

Attention: Ms. Sandra Norlin  
Library Administrator

Dear Ms. Norlin:

We have been asked to quote fee for an appraisal of the Des Plaines Public Library, building and grounds, for the purpose of estimating its fair market value to facilitate the marketing and sale of same. Brandt-Carlson and Company, Inc., Park Ridge, Illinois, agrees to appraise the library property, commonly known as 841 South Graceland Avenue, Des Plaines, IL according to the following terms:

1. The Appraiser will prepare written appraisal report for the property, stating an opinion of the value of the property, in accordance with the Standards and Code of Ethics of the Appraisal Institute.
2. The estimate of value will be based on highest and best use under the current zoning. Any variation from current zoning may cause a variation of the time frame and/or the quoted fee.
3. It is agreed that neither the assignment nor the fee for this appraisal is in any way contingent upon the final valuation in the appraisal report.
4. The Appraiser will make every reasonable effort to complete the report within sixty days of receiving a contract signed by the client along with a retainer of \$2,000.
5. The total fee, due upon completion of the report, will be \$5,000.
6. This quote, dated 16 March 1998, will be valid for a period of 60 days under the stated conditions, after which it may be necessary to modify the delivery time period and/or fee.

Thank you for asking us to quote on this project. If you have any questions, please feel free to contact me.

Yours truly,



Donald F. Martorelli, SRPA

**MaROUS & COMPANY**

March 6, 1998

Des Plaines Public Library  
841 Graceland  
Des Plaines, Illinois 60016

Attention: Ms. Sandra Norlin, Library Administrator

Subject: Des Plaines Public Library  
841 Graceland  
Des Plaines, Illinois 60016

Dear Ms. Norlin:

I am pleased to extend this proposal for an appraisal of the subject property. All appraisals done by our firm conform to the Uniform Standards of Professional Appraisal Practice effective January 1, 1995 and are of the highest possible quality.

**Nature of the Assignment**

The purpose of the assignment is to establish the market value of the subject property. No equipment will be included in the value estimate. Unless otherwise requested by you, the definition of market value used will conform to that required by the Federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 as included in the *Federal Register* dated August 22, 1990.

**Report Type**

The reports proposed for the subject property are a

- o a self-contained appraisal. This type of report incorporates all the processes and analyses necessary to arrive at a reasonable conclusion of value. The written report details the appraisal process, explains the methodology used, and includes detailed analyses used to reach the value conclusion. Additional data used to arrive at these conclusions are kept on file in my office.

and

- o a summary appraisal. This report incorporates all the processes and analyses necessary to arrive at a reasonable conclusion of value; however, the written report does not detail these processes. Instead, the report consists of brief summaries of the information and analysis. Data used to arrive at these conclusions are kept on file in my office.

Ms. Sandra Norlin  
841 Graceland  
March 6, 1998

### **Scope of the Assignment**

This assignment will include but will not be limited to

- o an inspection of the property and environment of the subject;
- o a review of pertinent documents;
- o a search and analysis of recent sales of similar properties to analyze values for the subject property (or properties);
- o the preparation of a documented report to demonstrate the methodology and conclusions; and
- o a detailed analysis of the property's (or properties') highest and best use.

The appraisal process can be expedited with your cooperation in providing the documents necessary to efficiently undertake a high-quality appraisal. These documents include

- o a plat of survey;
- o a legal description;
- o a copy of the most recent tax bill;
- o photocopy of blueprints or plant layout or floor plan sketch;
- o photocopy of all applicable engineering reports;
- o photocopy of all applicable subsoil reports; and
- o photocopy of all applicable environment reports.

If you will have difficulty obtaining these items, please contact the appraiser assigned or the office manager as soon as possible so alternative arrangements can be made.

A copy of the Assumptions and Limiting Conditions section of the proposed report is included for your review.

### **Timing**

The appraisal process can begin as soon as you have given written authorization and the basic documents detailed above are available. Based upon our experience with similar assignments, the time required for a self-contained appraisal report will require approximately 30 working days if all documents listed are received immediately. The time required for a summary report is 25 days. Please understand that if there is a delay in the receipt of the documents requested, the report process is delayed as well.

Ms. Sandra Norlin  
841 Graceland  
March 6, 1998

### **Cost**

We are committed to providing the highest-quality appraisal report in the most efficient manner possible. Based on the depth necessary for a study of this type, the professional fee for a self-contained appraisal report for this property is \$3,800. The fee for a summary appraisal report for this property is \$2,500.

This fee presumes that the documents necessary to begin the assignment are received by me or my staff in a timely manner. Unfortunately there are times when the nature of the property to be appraised is more complex than this initial analysis indicates. Both of these situations can result in an extension of the time necessary to perform the appraisal and/or an increase in the fee. If either of these situations occurs, you will be contacted in order to discuss any changes to the target completion date and/or the fee upon which we have agreed.

Additional services including court testimony or revision of the original assignment require a separate fee.

### **Information about MaRous & Company**

Our firm is primarily involved with market value real estate appraisals for the Chicago metropolitan area. Recently completed assignments include the headquarters facilities of a number of corporations, large suburban office and industrial complexes, a major hotel, and downtown office buildings. In addition, I have appraised commercial and industrial facilities in more than 25 states in the United States. All appraisers are state certified.

In addition to providing detailed appraisal reports for your needs, we also offer assistance in consultation and negotiation and am qualified to make suggestions for potential ways of selling or leasing properties. Due to professional ethics and the firm's need for objectivity, we do not serve in any leasing or brokerage capacity nor do we receive buyers.

### **Authorization**

If this proposal adequately states the scope of the assignment and fulfills your requirements, you may formally authorize me to proceed by signing one copy of the proposal and specifying the report type that you require and returning it. Full payment will be expected upon receipt of the completed report. Any unpaid balance after 30 days of the dated invoice will be subject to a 1.5 percent per month or 18 percent annual interest rate, charged and computed on the unpaid balance.

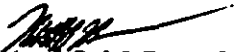
Ms. Sandra Norlin  
841 Graceland  
March 6, 1998

Inquiries concerning the inclusion or exclusion of items covered by the appraisal or concerning the value conclusions must be transmitted in writing to me no later than 30 days after receipt of the appraisal. If none are received within this 30-day period, the appraisal and valuation will be considered acceptable as submitted.

Thank you for giving my firm the opportunity to be of service to you on this property. We will begin work on your assignment upon receipt of this signed and dated authorization form and the items indicated.

Respectfully submitted,

MaRous & Company



Michael S. MaRous, MAI  
Illinois Certified - #153-000141

MSM/fw  
Enclosure

---

The above terms are accepted and I/we authorize you to proceed with the appraisal assignment.

Type of Report Requested: \_\_\_\_\_

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

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

## ASSUMPTIONS AND LIMITING CONDITIONS

### Reporting Requirements

This is a summary appraisal report, which is intended to comply with the reporting requirements set forth under Standard Rule 2-2 (b) of the Uniform Standards of Professional Appraisal Practice for a summary appraisal report. As such, this report might not include full descriptions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.

### Title and Survey

It is assumed that the title to the subject property is good and marketable. The survey reviewed is assumed to be the most current, and the legal description, as furnished, is assumed to be essentially correct for purposes of this summary appraisal report; however, I reserve the right to adjust values accordingly.

It is assumed that the title to the subject property is good and marketable. No survey was furnished to the appraisers. All values contained in this summary appraisal report are subject to a review of a current plat of survey. Furthermore, I reserve the right to adjust values accordingly. The legal description as furnished is assumed to be essentially correct for purposes of this summary appraisal report.

It is assumed that the title to the subject property is good and marketable. No survey or legal description was provided to the appraisers, and neither was developed for the accompanying summary appraisal report. All values contained in this summary appraisal report are subject to a review of a current plat of survey. Furthermore, I reserve the right to adjust values accordingly.

### Hazardous Waste

Unless otherwise stated, I have no knowledge of the existence of hazardous environmental conditions or substances including, without limitation, asbestos, polychlorinated biphenyls, petroleum leakage, and agricultural chemicals that may or may not be present on the property. Moreover, I am not qualified to test for these substances or conditions. Because the presence of substances such as asbestos, urea formaldehyde foam insulation, and other hazardous substances and environmental conditions may affect the value of the property, the value estimate is predicated on the assumption that no such condition exists on or in the property or in such proximity thereto that would cause a loss in value. No responsibility is assumed for any such conditions or for any expertise or engineering knowledge required to discover them.



**Hidden Defects**

All structures and mechanical components are assumed to be in sound, operable condition unless otherwise stated, and the value conclusions are based on that assumption. Additionally, the value estimate assumes no soil or subsoil conditions that would cause a loss in value. No responsibility is assumed for architectural, structural, engineering, or mechanical matters, and I am not qualified to make critical judgments in these areas.

**Management**

Competent and prudent management of the subject property is assumed. The value reported herein assumes that the assessments are entirely paid and that the property is free and clear of such assessments. Opinions and statistics furnished by others during this investigation are assumed to be correct, and no responsibility is assumed for their accuracy.

**Market Conditions**

The value conclusions contained herein are based on the research of market conditions as of the valuation date. Every effort has been made to consider the effect on the property of predictable governmental actions, as well as any environmental or ecological concerns; however, no responsibility is assumed for subsequent changes in the local or national economy or for subsequent changes in local market conditions resulting from local or national economy changes. Because this is an appraisal of market value and not a feasibility study, no responsibility can be assumed for the ability of the property owner to find a purchaser of the subject property at the appraised value.

**ADA Compliance**

The Americans with Disabilities Act (ADA) became effective January 26, 1992. No specific determination of compliance with the various detailed requirements of the ADA was made for this property. It is possible that a complete compliance survey of the property together with a detailed analysis of the ADA requirements could show that the property is not in compliance with one or more of the requirements of the act. If so, this fact could have a negative effect upon the value of the property. Because no direct evidence relating to this issue was developed, possible lack of compliance with the ADA was not taken into account in estimating value.

**Other**

Exhibits, including maps, site plans, and photographs, are provided for informational purposes and are not necessarily to scale. Nothing contained in either my testimony or written materials shall be conveyed to a third party or to the public through advertising, public relations, news, sales, or other medium without the written consent and approval of the author, particularly as to valuation conclusions, my identity, or any reference to the Appraisal Institute or the MAI designation. If such consent is secured, the report or deposition must be used in its entirety, cannot be altered in any way, and all limiting conditions, certifications and qualifications must also be included.

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## STATEMENT OF QUALIFICATIONS MICHAEL S. MAROUS

Michael S. MaRous, MAI, is president and owner of MaRous and Company. He has appraised more than five billion dollars worth of primarily investment-grade real estate in over 25 states in the United States. In addition to providing documented appraisals, he has served as an expert witness in litigation proceedings for many financial institutions, local municipalities, corporations, builders and developers, architects, governmental agencies, law firms, and school districts in the metropolitan Chicago area. He has also provided cost estimates, highest and best use studies, and marketability and feasibility studies for a variety of properties. In addition, he buys and sells real estate for his own account and serves as an Alderman of the City of Park Ridge. Mr. MaRous is a State of Illinois Certified General Real Estate Appraiser, License Number 153-000141(9/99).

### Appraisal and Consultation Experience

Auto Sales/Service Facilities	Condominium Conversions	Bowling Alleys
Apartment Complexes	Lumber Yards and Nurseries	Shopping Centers
Banquet Halls and Restaurants	Cemeteries and Farms	Golf Courses
Commercial Properties	Single-Family Residences	Hotels and Motels
Industrial Properties	Vacant Land - All Types	Office Buildings
Special-Purpose Properties	Gasoline Stations	Schools

### Professional Affiliations

Appraisal Institute, MAI Number 6159

- Political Affairs Committee, Chair (1995, 1996), Chicago Chapter
- Finance Committee (1994 - 1996), Chicago Chapter
- Nominating Committee, Chair (1994), Chicago Chapter
- President, Chicago Chapter (1993)
- Second Vice President and Program Chair (1992)
- Treasurer (1991), Illinois Chapter
- Region III Representative to National Institute (1992-93)
- National Publications Committee (1994), Vice-chair (1995, 1996, 1997)
- National Board of Examiners, Experience (1988-93)
- National Experience Subcommittee (1996, 1997)
- National SRPA Experience Review Committee (1990-93)
- National Real Estate Appraiser Board, Member (1992)
- *The Appraisal Journal*, Board (1993-1996)

Chicago Real Estate Board - Appraisers Council (1991)

Northwest Suburban Real Estate Board, Affiliate Member

National Association of Real Estate Boards

Illinois Ambassadors (1991-92)

Illinois Coalition of Appraisal Professionals, President (1995)

Licensed Real Estate Broker (Illinois)

Society of Real Estate Appraisers

- Senior Residential Appraiser (SRA) (1979-1980)
- Senior Real Property Appraiser (SRPA) (1979-1990)
- Admissions Committee (1986-1987)

### Professional Affiliations (cont.)

#### American Institute of Real Estate Appraisers (AIREA)

- Candidates Guidance Chair (1983-84)
- Admissions Committee Chair, Chicago Chapter (1986-87)
- Board of Directors, Illinois Chapter (1988-90)
- Secretary, Illinois Chapter (1990)
- Regional Ethics Committee (1989-93)

#### International Development Research Council

- Associate Member (1995-1997)

### Professional Exposure and Recognition

Mr. MaRous has spoken at various programs and seminars related to real estate appraisal and valuation.

#### Publications:

- "Low-income Housing in Our Backyards" *The Appraisal Journal*, January 1996
- "The Appraisal Institute Moves Forward" *Illinois Real Estate Magazine*, December, 1993
- "Chicago Chapter-Appraisal Institute" *Northern Illinois Real Estate Magazine*, February, 1993
- "Independent Appraisals Can Help Protect Your Financial Base" *Illinois School Board Journal*, November-December, 1990
- "What Real Estate Appraisals Can Do For School Districts" *School Business Affairs*, October, 1990

Recipient of the Herman O. Walther Award - 1987

### Education

University of Illinois - B.S., Urban Land Economics

American Institute of Real Estate Appraisers (AIREA)

- Appraisal II & VII
- Standards of Professional Practice

Society of Real Estate Appraisers (SREA) - Courses 101, 201, and R-2

Real Estate Securities and Syndication Institute

Continuing Seminars - AIREA, SREA, and Appraisal Institute

## REPRESENTATIVE WORK OF MICHAEL S. MAROUS

### Headquarters/Corporate Office Facilities

- ◆ 800,000φ on 100+ acres, Lincolnshire, Illinois
- ◆ Major Airline - 1.1 million φ on 47 acres, Elk Grove Village, Illinois
- ◆ Former Communications Facility, 1.4 million φ on 62 acres, Skokie and Niles, Illinois
- ◆ Fortune 500 Corporation - 450,000φ Northfield, Illinois
- ◆ Corporate Headquarters - 300,000φ and 500,000φ, Chicago, Illinois
- ◆ Fortune 500 Corporation - 200,000φ Libertyville, Illinois
- ◆ 330,000φ, Newport Beach, California

### Chicago Hotels and Office Buildings

- ◆ 360,000φ, 171 West Randolph
- ◆ 260,000φ, 134 North LaSalle
- ◆ 260,000φ, 333 North Michigan
- ◆ 140,000φ, 401 South LaSalle

### Large Industrial Properties

- ◆ Fortune 500 Company Distribution Center - 1 millionφ, Elk Grove Village, Illinois
- ◆ Publishing House - 700,000φ on 195 Acres Route 45, Mattoon, Illinois
- ◆ G.S.A. Distribution Facility - 1 million φ  
76th and Kostner Avenues, Chicago, Illinois
- ◆ Former Government Depot/Warehouse and Distribution Center 2.5 million φ on 100+ acres, Shelby, Ohio
- ◆ Large Industrial Complexes - 400,000φ, 1000-1040 East 87th Street, 8825 S. Greenwood, 87th & Dobson, Chicago, Illinois
- ◆ Distribution Warehouse - 580,000φ on 62 acres, Champaign, Illinois
- ◆ Self-storage Facilities  
Various Chicago Metropolitan Locations
- ◆ AM International - 700,000±φ on 41 acres, 1800 West Central, Mount Prospect, Illinois
- ◆ Nestle Distribution Center - 860,000φ on 153 acres, DeKalb, Illinois

### Business Parks

- ◆ Carol Point Business Center - 300-acre Industrial Park; \$125 million+ Project in Carol Stream, Illinois
- ◆ Chevy Chase Business Park - 28.6 acres, Buffalo Grove, Illinois

### Vacant Land

- ◆ 2,000± Acres, Northern Lake County, Illinois
- ◆ 142 Acres, Residential Land, Lake County
- ◆ Landfill Expansion, Lake County
- ◆ 101 Acres, Residential, Kane County
- ◆ 124 Acres, Residential Subdivision, Grundy County
- ◆ 75 Acres on I-88 at I-355, Downers Grove, Illinois
- ◆ 450 Acres, Residential Land, Wauconda

- ◆ 55 Acres, Residential and Commercial Land, Darien, Illinois
- ◆ 475± Acres, Various Uses, Lake County, Illinois
- ◆ 100± Acres, Office/Research, Burr Ridge, Illinois

### **Retail Facilities**

- ◆ Over 15 single-tenant Retail Facilities Larger Than 80,000φ; Metropolitan Chicago Locations
- ◆ 5 Community Shopping Centers, Metropolitan Chicago Locations
- ◆ Big Box Uses, Metropolitan Chicago Locations
- ◆ Gasoline Stations, Metropolitan Chicago Locations

### **Residential**

- ◆ Federal Square Townhouse Development Project, 118-units - \$15 million+ project, Dearborn Place, Chicago, Illinois
- ◆ Marketability and Feasibility Study  
219 East Lake Shore Drive, Chicago, Illinois

### **Redevelopment Projects Appraised**

- ◆ Parklane Townhouses in Chicago - Former Industrial Facility Razed for Townhouse Redevelopment - \$25 million project.
- ◆ Lake Shore Drive Condominium Conversion - Apartment Building conversion - \$10 million+ project
- ◆ The Embassy Club in Chicago - Former AT&T Industrial Complex; Main Building - 20 condominium units; Remaining Land - townhouses and single-family residences; \$50 million+ project
- ◆ Comelia Village in Chicago - Former Six-building Industrial Complex Renovated to 125± units (lofts, townhouses, and single-family residences); \$25 million+ project
- ◆ Sauganash Village in Chicago - Former Factory Renovated with Shopping Center Containing about 25,000 square feet and 100 New Townhouses; \$25 million+ project
- ◆ Robbins Resource Recovery Project in Robbins, Illinois - \$275 Million Proposed Solid Waste Disposal Project
- ◆ Linden Place Loft Conversion in Evanston, Illinois - \$8 Million, 60-unit Development

### **Market Studies**

- ◆ Impact of Land Fill on Adjacent Property Values
- ◆ Impact of Low-income Housing on Adjacent Residential Property Values

## REPRESENTATIVE CLIENT LISTING OF MICHAEL S. MAROUS

### Financial Institutions

Aetna Bank  
 Affiliated Bank Group  
 Albany Bank and Trust Company  
 Amalgamated Trust and Savings  
 American National Bank and Trust  
 Bank of Bellwood  
 Bank of Commerce  
 Bank of Northern Illinois  
 Beverly Bank  
 California Federal  
 Citibank  
 Cole Taylor Bank  
 Columbia National Bank  
 Commercial Bank of Korea  
 Community Bank of Edgewater  
 Community Investment Corp.  
 Covest Banc  
 First Bank  
 First Bank of Schaumburg  
 First Bank Minneapolis  
 First of America Bank Group  
 First Midwest Bank  
 First National Bank of Chicago  
 First National Bank of Chicago,  
     Lincolnwood, Mount Prospect,  
     Ravenswood, and Winnetka  
     branches  
 First Security Trust & Savings  
 Firststar Bank  
 Glenview State Bank  
 Harris Bank  
 Highland Community Bank  
 Household International  
 Itasca Bank and Trust  
 LaSalle National Bank  
 Lincoln National Bank  
 Manufacturers Bank of Chicago  
 Midwest Bank & Trust Company  
 Mount Greenwood Bank  
 National Bank of Canada  
 NBD, Evanston, Park Ridge,  
 Northview Bank & Trust  
 Oak Brook Bank  
 Old Kent Bank

### Financial Institutions (cont.)

Peerless Federal Savings and Loan  
 PlainsBank of Illinois, N.A.  
 Republic Bank of Chicago  
 South Shore Bank of Chicago  
 Success National Bank  
 St. Paul Federal Bank for Savings  
 Northern Trust Bank  
 Wells Fargo Bank

### Corporations

Advocate Health Care System  
 Alter Group  
 American Stores  
 Amoco Oil Company  
 AT&T  
 Arthur J. Rogers and Company  
 Atlantis Properties, Ltd.  
 Bankers Life and Casualty  
 Charles H. Shaw Company  
 Connecticut Mutual Insurance  
 Columbus Cabrini Medical Center  
 Digital Equipment Corporation  
 Employers Mutual Insurance  
 Enterprise Development Corp.  
 Enterprise Leasing Company  
 Fantus Group  
 Fox Valley Venture  
 Georgia-Pacific Company  
 H. A. Langer and Associates  
 Hamilton Partners  
 Handschy Industries  
 Hewitt Associates LLC  
 Hollister Corporation  
 Intercounty Title Company  
 International Brotherhood of  
     Teamsters  
 Jim Walter Corporation  
 Kmart Corporation  
 Loyola Hospital  
 MCL Development  
 Marathon Oil Company  
 Mercedes Benz of North America  
 Merrill Lynch Corporation

### Corporations (cont.)

Met Life Insurance Company  
 Metro Self Storage  
 Mobil Oil Company  
 Mutual Life of New York  
 Nagel Group  
 Nardi Group  
 Nestlé  
 Old Republic International Corp.  
 Polaroid Corporation  
 Pritzker Family  
 Public Storage Corporation  
 R. R. Donnelley and Sons  
 Resolution Trust Corporation  
 Rexnord Industries  
 Shell Oil Company  
 Soft Sheen Products, Inc.  
 Southland Corporation  
 Stewart Warner  
 Teachers Realty Corporation  
 Teledyne, Inc.  
 Tempel Steel Corporation  
 Trammell Crow Corporation  
 Transamerica  
 United Airlines  
 United of America Insurance  
 Unoven Oil Company  
 USG Corporation  
 US Shelter Group  
 Venture Stores  
 Volvo Finance  
 Wickes Furniture Company  
 Wirtz Corporation

**Law Firms**

Arnstein & Lehr  
 Altheimer & Grey  
 Brown & Peters  
 Bell, Boyd & Lloyd  
 Berger, Newman & Fenchel  
 Burke, Burns, & Pinelli  
 Burke & Ryan  
 Buyer & Rubin  
 Chapman & Cutler  
 Crane & Norcross  
 Daley & George  
 Dannen, Crain, Heyman, & Simon  
 Davies, Friedman, Zwert, Kane & MacRae  
 DeHaan & Richter  
 Eiden, Eckert, O'Donnell & Goldstein, Ltd.  
 Flanagan, Bilton, & Brannigan  
 Frank & O'Toole  
 Foran, Nasharr & O'Toole  
 Kirkland & Ellis  
 Gozdechi & Zidl  
 William J. Harte, Limited  
 Steve Helm & Associates  
 Hinshaw & Culbertson  
 Holleb & Coff  
 Hopkins & Sutter  
 Jenner & Block  
 Klien, Thorpe & Jenkins, Ltd.  
 McBride, Baker & Coles  
 McDermott, Will, & Emery  
 Morrison & Morrison  
 Murphy, Hupp, Foote, Mickle & Kinnally  
 Moss & Bloomberg, Ltd.  
 Earl L. Neal & Associates  
 Neal, Gerber & Eisenberg  
 Owens, Owens, & Rinn, Ltd.  
 O'Halloran, Kosoff, Geitner & Cook  
 Pollack & Weis  
 Rigueimer, Martin, & Cinquino  
 Rosenthal, Murphy, Coblenz & Janega  
 Rudnick & Wolfe

**Law Firms (cont.)**

Sidley & Austin  
 Schirott & Leutkehans  
 Sonnenschien, Nathan & Rosenthal  
 Thomas Tully & Associates  
 Tuttle, Vedral, Collins & Erickson  
 Vedder, Price, Kaufman & Kammholz  
 Wildman, Harrold, Allen & Dixon  
 Williston, McGibbon & Kuehn  
 Wilson, Elser, Moskowitz, Edelman & Decker  
 Winston & Strawn  
 Worsak & Vihon

**Public Entities****Local Governments**

Arlington Heights  
 Bellwood  
 Chicago  
 Des Plaines  
 Des Plaines Economic Development Commission  
 Downers Grove Park District  
 Elk Grove  
 Glenview  
 Hinsdale  
 Hoffman Estates  
 Lakemoor  
 North Aurora  
 Northfield  
 Northfield Township  
 Schaumburg,  
 Skokie  
 Rosemont  
 Round Lake Park  
 Water Reclamation District of Greater Chicago  
 Wheeling  
 Wilmette  
 Willowbrook  
 Woodridge  
 York Township

**Public Entities (cont.)****Counties**

Boone County State's Attorney  
 Cook County Forest Preserve  
 Cook County State's Attorney's  
 DuPage County Board of Review  
 DuPage County Forest Preserve District  
 Lake County  
 Lake County Forest Preserve District  
 Lake County State's Attorney

**State**

Illinois Housing Development Authority  
 Illinois Toll Highway Authority

**Federal**

Federal Deposit Insurance Corporation  
 General Services Administration  
 Internal Revenue Service  
 United States Postal Service

**Schools**

Chicago Board of Education  
 College of Lake County  
 Districts  
 11 (Spring Grove)  
 21 (Wheeling)  
 25 (Arlington Heights)  
 54 (Schaumburg)  
 61 (Darien)  
 127½ (Chicago Ridge)  
 207 (Maine Township)  
 214 (Arlington)  
 220 (Barrington)  
 Crete-Monee,  
 Roselle  
 Wilmette  
 Morton College

# Des Plaines Library Project

Task Name	Start	Duration	End	1998												1999											
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Introduce Plan to City Council	Feb/24/98	0.00 d	Feb/24/98																								
Introduce Redevelopment Agr. to City Council	Mar/09/98	0.00 d	Mar/09/98																								
Receive Approval of R.A. & introduce Initial PUD	Mar/23/98	0.00 d	Mar/23/98																								
Submit Application for Final PUD and Plat	Jun/02/98	0.00 d	Jun/02/98																								
Receive final PUD and Plat approval	Jun/30/98	0.00 d	Jun/30/98																								
<b>Parking Garage</b>	Mar/24/98	11.95 m	Mar/23/99																								
Plans and specs for garage	Mar/24/98	12.00 w	Jun/15/98																								
Garage Planning and Schematic Phases	Mar/24/98	3.00 w	Apr/13/98																								
Approval of Garage Schematics	Apr/14/98	2.00 w	Apr/27/98																								
Design Development & approval of design	Apr/28/98	3.00 w	May/18/98																								
Construction Document Phase	May/19/98	4.00 w	Jun/15/98																								
Garage interior Demo permit	Jun/02/98	3.00 w	Jun/22/98																								
Garage Building Permit	Jun/17/98	5.00 w	Jul/21/98																								
Garage interior Demolition	Jun/24/98	4.00 w	Jul/21/98																								
Garage construction	Jul/22/98	8.00 m	Mar/23/99																								
<b>Infrastructure (site utilities and related)</b>	Feb/25/98	24.00 w	Aug/11/98																								
ALTA Survey	Feb/25/98	3.00 w	Mar/17/98																								
Infrastructure Design and Engineering	Mar/18/98	6.00 w	Apr/28/98																								
Approve Infrastructure design	Apr/29/98	2.00 w	May/12/98																								
Infrastructure Permits	May/13/98	3.00 w	Jun/02/98																								
Infrastructure work	Jun/03/98	10.00 w	Aug/11/98																								
<b>Plans and specs for Library</b>	Mar/24/98	26.20 w	Sep/22/98																								
Schematic Library Drawings	Mar/24/98	4.00 w	Apr/20/98																								
Schematic cost review and revisions	Apr/21/98	2.00 w	May/04/98																								
Approval of Library Schematics	May/13/98	2.00 w	May/26/98																								
Library Design Development	May/27/98	6.00 w	Jul/07/98																								
Design Development cost review and revisions	Jul/08/98	3.00 w	Jul/28/98																								
Library Construction Drawings	Jul/29/98	8.00 w	Sep/22/98																								
<b>Library Building</b>	Aug/12/98	17.22 m	Jan/19/00																								
Library foundation permit	Aug/12/98	5.00 w	Sep/15/98																								
Library foundation Work	Sep/16/98	3.00 m	Dec/16/98																								
Bid Library Consturction	Sep/23/98	4.00 w	Oct/20/98																								
Award Contract	Oct/21/98	2.00 w	Nov/03/98																								
Mobilization	Nov/04/98	2.00 w	Nov/17/98																								
Library construction	Nov/18/98	14.00 m	Jan/19/00																								
<b>Retail</b>	Feb/23/99	11.14 m	Jan/27/00																								
Close on Developer Property	Mar/23/99	0.00 d	Mar/23/99																								
Retail Plans and Specs	Feb/23/99	14.00 w	Jun/01/99																								
Foundation Plans	Feb/23/99	5.00 w	Mar/30/99																								
Foundation Permit	Mar/30/99	4.00 w	Apr/27/99																								
Foundation Work	Apr/27/99	3.00 w	May/18/99																								
Retail Building Permit	Jun/01/99	4.00 w	Jun/29/99																								
Retail Construction	Jun/29/99	7.00 m	Jan/27/00																								





**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

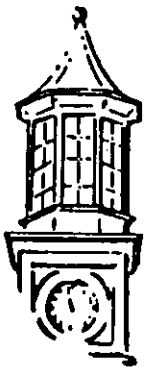
**MANAGEMENT COMMITTEE MEETING**

**TUESDAY, MARCH 31, 1998**

**7:30 PM**


- Agenda:**
- Bi-annual Review of By Laws**
  - Consider Request to Hold Fund-Raising Program at the Library**
  - Consider Closing Library on Sunday, July 5, 1998**
  - Consider Co-Sponsorship and Hosting Santa's Arrival, 1998**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

DATE: March 27, 1998  
TO: Management Committee  
FROM: Sandra K. Norlin   
RE: Committee Meeting Agenda  
CC: Library Board of Trustees

Enclosed is an agenda for the Management Committee meeting to be held on Tuesday, March 31, 1998 at 7 PM in the library Administrator's Office.

Also enclosed are copies of Board policies and a letter pertinent to our discussion topics.

I have discussed the subject of making Department Head positions exempt from Civil Service with Arlene Merriman, Director of Human Resources. Our conclusion is that we need a legal opinion on the authority of both the Board of Trustees and the Civil Service Commission before we recommend action. If his schedule permits we will meet City Attorney David Wiltse before the March 31st Committee Meeting.

Please call Carol Kidd if you cannot attend this meeting.

BYLAWS OF THE BOARD OF TRUSTEES

DES PLAINES PUBLIC LIBRARY

Article I NAME

The name shall be the Board of Trustees of the Des Plaines Public Library, hereinafter referred to as the Board.

Article II OBJECTIVES

The objectives of the Board shall be the provision of library service to the residents of the City of Des Plaines, Illinois, and other patrons as authorized by law, particularly pursuant to the requirements of the Illinois Revised (Statutes) Statutes pertaining to public libraries.

Article III GOVERNMENT

Section 1. The government of the Des Plaines Public Library shall be vested in the Board.

Section 2. The Board shall consist of nine Trustees appointed by the Mayor of the City of Des Plaines, with the approval of the City Council, to serve a term of three years. The terms of three Trustees expire June 30 of each year, or at the time that their successors are appointed.

Section 3. Board members are expected to attend all regular board meetings per board year and to fulfill their committee obligations. If a Board member (fails to attend less than six meetings per year) **attends fewer than six meeting in twelve months**, the Board President shall request the Mayor to remove the Board member in question from the Board in accordance with appropriate statutes.

Section 4. The Board shall adopt policy and general regulations devised to ensure the achievement of the Library's objectives, employ the Library Administrator, supervise the expenditure of the Library's funds, discharge such legal responsibilities as indicated by law and perform such other duties as may be appropriate.

Article IV OFFICERS

Section 1. The officers shall consist of a President, a Vice President, a Secretary, and such other officers as the Board may from time to time deem necessary. The Secretary may be a member of the Library staff.

Section 2. The President shall preside at all meetings of the Board, appoint any necessary committees, serve as ex officio member of all committees, sign official documents, cause to be

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prepared and distribute an agenda for all Board meeting, regular and special, and assume such other duties as directed by the Board. The President shall be responsible for orientation of each newly appointed Trustee. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest.

Section 3. The Vice President shall perform the duties of the President in the absence or the inability of the President to act.

Section 4. The Secretary shall keep, or cause to be kept, minutes of transactions, a list of subjects referred to committees of the Board with dates of reference, sign documents and correspondence in the name of the Board when so directed by the President and/or the board and perform such other duties as the Board may direct. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

Section 5. Vacancies occurring between annual elections of officers may be filled by the Board at any meeting by majority vote when a quorum is present.

#### Article V ELECTIONS

The President shall designate three Board members to select a slate of officers to be presented at the June meeting for consideration for election at the July meeting. Nominations from the floor may be accepted prior to the July meeting vote. The officers shall be elected for a term of one year and will assume office at the July meeting upon election.

#### Article VI MEETINGS

Section 1. Regular Board meetings shall be held at the Library on dates determined by the Board at each July meeting.

Section 2. Special Board meetings may be called by the Secretary on order of the President, or upon the written request of three trustees. Notice shall be sent to Board Members for receipt at least one day before the meeting. No business shall be transacted other than that stated in the notice.

Section 3. At all meetings, five Trustees shall constitute a quorum; however, any (less) smaller number may adjourn momentarily until such time as a quorum shall be present.

Section 4. At the discretion of the President, or upon the duly adopted motion of any Trustee at any meeting, the Board may recess to executive session for consideration of matters as authorized by state statutes. Attendance at the executive sessions by persons other than Trustees will be at the discretion of the Board members.

#### Article VII VOTING

Section 1. A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the By-laws.

Section 2. All motions dealing with the hiring or dismissal of the Library Administrator must be approved by six votes.

### Article VIII COMMITTEES

Section 1. The president shall appoint committees as needed in addition to the standing committees.

Section 2. Standing committees of the Board shall be Finance, Building and Grounds, and Management.

Section 3. The Finance Committee shall determine the financial needs of the Library and work with the Library Administrator in the preparation and presentation of the annual budget. The Committee shall also oversee the financial records of the Library as detailed in Article IX.

Section 4. The Building and Grounds Committee shall be responsible for seeing that the library building and grounds are properly equipped and in good repair and appearance. This Committee shall be responsible for arranging insurance coverage for Library properties.

Section 5. The Management Committee shall formulate policies regarding management of the Library including managerial and operational matters. This committee shall review and revise the By-laws in the first quarter of even-numbered years.

### Article IX FINANCES

Section 1. The Board shall have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund and any gift or endowment funds provided for library purposes.

Section 2. An annual balanced budget of expected receipts and expenditures shall be prepared by the Library Administrator for the consideration of the Finance Committee and final approval by the Board within the time limits prescribed for inclusion in the annual budget of the City of Des Plaines.

Section 3. After approval of the annual appropriation ordinance of the City of Des Plaines, the Board may by an annual resolution, authorize the Library Administrator to expend available funds for library purposes without prior approval of the Board, provided such expenditures do not exceed the limitations of applicable Illinois statutes requiring competitive bidding or prior approval of the Board, and such expenditures do not exceed the applicable line item amount authorized in the annual operating budget.

Section 4. All disbursements shall be by duly approved vouchers and checks signed by the Director of Finance and Administrative Services.

Section 5. The City of Des Plaines Comptroller shall keep and maintain a record of all receipts, disbursements and balances in any funds and provide monthly statements of the funds to the

Board and the Library Administrator. At the end of the Fiscal year an audit shall be performed by independent public accountants.

Article X ADMINISTRATION

The Library Administrator shall execute the policies adopted by the Board. The Administrator's duties shall include directing and supervising all staff members in their duties and proposing policies and procedures that promote the efficiency of Library operations and service to patrons.

Article XI PARLIAMENTARY AUTHORITY

Proceedings of all meetings shall be governed by Robert's Rules of Order Revised.

Article XII AMENDMENTS

These By-laws may be amended at any regular meeting by a two-thirds affirmative vote of a quorum of the members. A copy of the proposed amendment must accompany the call for the meeting.

Approved 05/21/91  
Reviewed and approved  
(04/21/98)

DES PLAINES PUBLIC LIBRARY  
PUBLIC MEETING ROOM USE POLICY

1. All meetings must be free and open to the public.
2. First priority will be given to all Library-sponsored programs.
3. The rooms are available as space allows on a first-come, first-served basis to all local groups, the majority of whose members are residents of Des Plaines.
4. There will be no charge for use of the meeting rooms.
5. The rooms may be used only during hours the library is open to the public. Special arrangements for extended hours may be made by contacting the Library Administrator and reimbursing the Library for the costs of extending the hours of Library security personnel.
6. After the Library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
7. Groups are responsible for setting up furniture and equipment for their meetings and for cleaning the rooms after each use. Groups are responsible for repairing damage to equipment, furniture, or the building by people in attendance at their meetings.
8. Groups may not charge admission nor require donations for their meetings. Nothing may be sold to the public in the Library without special permission from the Administrator.
9. The Library is a Smoke-Free Building. Smoking is not permitted in the Library.
10. Food and non-alcoholic beverages may be served. All serving equipment and needed utensils must be provided by the group or caterer.
11. Audio-visual equipment may be reserved for use in the meetings rooms. Staff will provide instruction on equipment operation if requested prior to the meeting date.  
 Equipment includes:
 

16mm projector	Cassette tape recorder
Slide projector	Overhead projector
Blackboard	Speaker podium
Piano	Television w/video tape player
Compact Disc Player	Cassette tape player
Projection screen	
12. Groups may not receive mail at the Library's address.
13. A representative of the group using the meeting room must complete a meeting room report form after each use.
14. Groups must have a meeting room request sheet on file with the Library.

Reviewed and Approved 10/15/96

LIBRARY HOURS

The Des Plaines Public Library is open to the public:

Monday - Friday	9 AM - 9 PM
Saturday	9 AM - 5 PM
Sunday	1 PM - 5 PM

The Library will be closed on designated holidays.

Reviewed and Approved 05/16/95





# Des Plaines Chamber of Commerce and Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone (847) 824-4200 • Fax (847) 824-7932

<http://nsn.nslsilus.org/dpkhome/dpcoc>

## 1998 OFFICERS

President  
SKIP ROBERTSON  
C-Line Products, Inc.

President-Elect  
JOHN HEINZ  
Oehler Funeral Home

Vice President - Finance  
CLIFFORD BOXLEITNER  
Boxleitner Financial Services

Vice President - Industrial  
VERN KRAMER  
Kester Solder Company

Vice President - Retail  
MARILYN O'BRIEN  
Marilyn's Flowers & Things

Vice President - Service  
LISA SIUDA  
Holy Family Medical Center

Immediate Past President  
ROBERT MAC ARTHUR  
United Airlines

Vice President  
PATRICIA ORNBERG  
Executive Director

## 1998 DIRECTORS

GENE ANDERSON  
Anderson Lock Company

JAMES ANDERSON  
Insty Prints

GEORGE BELLAS  
Bellas & Wachowski Law Firm

THOMAS CACINI  
Speedy Sign-A-Rama

DONNA DIDIER  
Philip I. Mappa Interests

F. WALLACE DOUTHWAITE  
City of Des Plaines

LARRY GILLIE  
CoVest Banc

JOHN HEINZ  
O'Malley & McKay Insurance

THOMAS KERSTING  
Dial One Aleyden Heat & Air

JOHN LARSON  
Precision Instruments, Inc.

DR. MARGARET LEE  
Oakton Community College

DONALD ROSEDALE  
Contour Saws, Inc.

March 23, 1998

Ms. Sandra Norlin  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, Illinois 60016

Dear Sandra:

It was such a wonderful success in 1997 that the Des Plaines Chamber of Commerce & Industry invites the Des Plaines Public Library to again co-sponsor Santa's Arrival 1998. The location was ideal and provided a warm, pleasant and positive experience for the children.

We hope that Saturday, November 28th, 10 a.m. is available for this exciting event. If approval is given by the Library Board, the Chamber would like to meet with the your staff to review 1997 and discuss ways to enhance the event for 1998.

We await your response and hope that through our continued partnership, the Chamber and the Library can make a DIFFERENCE in the community.

Sincerely,

Pat Ornberg  
Vice President  
Executive Director

cc: John Burke  
Skip Robertson



**United Way  
of Des Plaines**

P.O. Box 204  
Des Plaines, Illinois 60016  
Phone 847.824.0896  
Fax 847.699.1730

**OFFICERS**

Chloe Herman  
*President*

James Blue  
Eldon Burk  
Cornelia Grunst  
Jay Lewkowitz  
Jordan Minerva, Jr.  
William Vedral  
Robert Wahl  
*Vice Presidents*

Paul Jung  
*Mayor of Des Plaines  
Hon. Vice President*

Dennis Oster  
*Treasurer*

Ann Marie Barry  
*Secretary*

**DIRECTORS**

Allen Bishop  
Sharon Carter  
James Coburn  
Joyce Diebel  
Ronald Dubas  
Victor Giovannini  
James Grady  
Ann Grice  
Dave Jones  
Norma Jung  
David Markworth  
Charles Miceli, Jr.  
Marilyn O'Brien  
John Pacay  
Peter Rzeminski  
Elizabeth Trembath  
Douglas Winters

William Schulz  
*Executive Director*

Joan Golland  
*Assistant Director*

*If We Won't Give To Our Community . . . Who Will?*



Mr. John Burke, President  
Des Plaines Library Board  
1351 Evergreen Ave.  
Des Plaines, IL 609016

Dear John,

As President of the United Way of Des Plaines, I am pleased to inform you that our Board, in a meeting of March 12, 1998, voted unanimously to establish "The Year 2000 Ten for Ten Award."

This award will recognize donors who have contributed, on average, \$10,000 each year, or a total of \$100,000 or more, over the past ten years to the United Way of Des Plaines.

I have requested and received funds from the Rotary Club of Des Plaines necessary to purchase a wall plaque, approximately two feet by one foot in size, in order to honor and publicly recognize the Ten for Ten award recipients.

In accord with our telephone conversation this afternoon, I would like to ask you and the Des Plaines Library Board for approval to display this special plaque in the new and perhaps the present Des Plaines library.

I shall appreciate your reviewing this request at your library board meeting, scheduled for March 17, 1998, and shall look forward to hearing back from you at your convenience.

Best wishes to you and your board as together you take Des Plaines into the next millennium.

Sincerely yours,

James L. Coburn, President  
United Way of Des Plaines

CC: Cornelia Grunst, Executive Vice President, PlainsBank  
Bill Schultz, Executive Director



**21 agencies . . . allocated \$326,744 . . . and a little of what they do:**

**NURTURING CHILDREN & YOUTH**

- **BOY SCOUTS OF AMERICA,  
NORTHWEST SUBURBAN COUNCIL - 824-6880**
- **CEDA NORTHWEST - 392-2332**

Provides character building for youth, training in ideals, citizenship, mental and emotional fitness.

Provides emergency shelter, Head Start, subsidizes day care, emergency utility aid and infant nutrition.

- **GIRL SCOUTS - ILLINOIS CROSSROADS COUNCIL -  
640-0500**
- **THE HARBOUR - 297-8540**
- **NORTHWEST SUBURBAN DAY CARE CENTER -  
299-5103**
- **SHELTER, INC. - 255-8060**

Provides informal education for boys and girls to develop their potential through shared activities.

Provides temporary residential care for girls (12-17) unable to live at home.

Provides care for infants and pre-school children from low/moderate income families.

- **TALKLINE HELP LINES - 981-1271  
HELP LINE FOR KIDS - 288-KIDS  
HELP LINE FOR TEENS - 288-TEEN**

Provides temporary foster care for infants through adolescents; shelter for boys and girls (11-17 years).

Provides 24-hour helplines, Teen Line and Kids Line, providing emotional and problem solving help; information and referral for people of all ages.

**STRENGTHENING FAMILIES & INDIVIDUALS**

- **CATHOLIC CHARITIES - 870-0560**

Provides comprehensive case management, emergency assistance, individual and family counseling, and physician referral service for Medicaid clients.

- **CENTER OF CONCERN**

Provides employment, personal, legal, financial and Medicare counseling, shared housing assistance, in-home health care referral, telephone reassurance and friendly visitors for homebound.

- **COMMUNITY COUNSELING CENTER  
THE SALVATION ARMY - 827-7191**

Counsels families and individuals with emotional and social problems.

- **TALKLINE HELP LINES - 981-1271  
HELP LINE FOR ADULTS - 228-6400**

Provides 24-hour helpline for adults providing emotional and problem solving help, information and referral for people of all ages.

- **THE WINGS PROGRAM, INC.  
803-2537**

Provides a residential transitional living program for suburban homeless women and their children.

**BUILDING SELF-SUFFICIENCY**

- **AVENUES TO INDEPENDENCE  
299-9720**

Helps developmentally disabled adults to learn social and vocational skills through work activity centers and teaches them to live independently at group homes.

- **CLEARBROOK CENTER - 870-7711**

Offers education, therapy, vocational rehabilitation, and residential services to individuals with developmental disabilities, physical handicaps, or social and emotional problems.

- **JEANINE SCHULTZ MEMORIAL SCHOOL  
696-3315**

Provides educational-treatment needs to profoundly handicapped youth aged three to twenty-one.

- **MAINE CENTER FOR MENTAL HEALTH  
696-1570**

Provides family counseling and mental health services to all Maine Township residents. Develops skills for independent living in group apartments.

**FOSTERING HEALTH & WELLNESS**

- **LSSI - ALCOHOL & DRUG DEPENDENCE  
397-0095**

Provides counseling for persons suffering from substance abuse.

- **LIFESPAN - 824-0382**

Provides help for victims of domestic violence and their children - crisis line, support groups, counseling, court advocacy, temporary shelter.

- **NORTHWEST ACTION AGAINST RAPE  
806-6526**

Provides counseling and crisis intervention to victims of sexual assault.

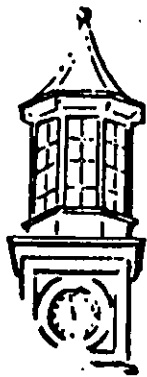
**SUPPORTING A STRONG, SAFE COMMUNITY**

- **SERVICE EXTENSION UNITS  
THE SALVATION ARMY - 391-5311**
- **DES PLAINES COMMUNITY SENIOR CENTER  
391-5717**
- **YMCA LATTOF INTERNATIONAL - 296-3376**

Provides emergency direct assistance, and flood or disaster aid.

Provides social, recreation and informational programs for seniors in Des Plaines and the surrounding area.

Support used for community services: "Learn to Swim", programs for seniors handicapped, membership aid, etc.



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

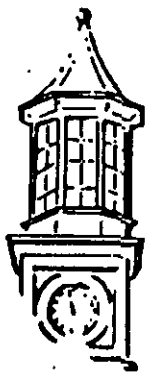
**TUESDAY, APRIL 21, 1998**

**7:30 PM**

- Agenda:**
- **Building Repairs**
  - **Staffing Recommendations**
  - **1997 Annual Report**
  - **November 1998 - Santa Arrival**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations

*April*



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting April 21, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda. (7:35 PM)
- III. Approval of Minutes of the Regular Board Meeting, March 17, 1998. (Action Item) (7:40 PM)
- IV. Public Comments and Questions. (7:50 PM)
- V. City Council Community Services Committee – Alderman Brookman. (7:55 PM)
- VI. Finance Report – John Scarsi. (Action Item)(8:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts  
and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
- VII. Management – Ellen Yearwood. (8:10 PM)
  - A. Report of March 31, 1998 Meeting.
- VIII. Building and Grounds – Betty Ritter. (8:20 PM)
- IX. A. Report of April 16, 1998 Meeting
- IX. Planning Committee – John Burke. (8:40 PM)

- X. System Membership - John Ciborowski. (8:50 PM)
- XI. Friends of the Library - Inara Brubaker. (9:00 PM)
- XII. Administrator's Report - Sandra Norlin. (9:10 PM)
- XIII. Unfinished Business. (9:25 PM)
- XIV. New Business. (9:30 PM)
  - A. Repair of HVAC Unit (Action Item)
  - B. Asbestos Abatement (Action Item)
  - C. Air Conditioning Circulation Workroom (Action Item)
  - D. Chamber Santa Arrival (Action Item)
  - E. New Staffing Recommendations (Action Item)
  - F. 1997 Annual Report (Action Item)
- XV. Announcements. (9:50 PM)
  - A. Correspondence.
- XVI. Executive Session. (10:00 PM)
  - A. Sale or Purchase of Real Property
- XVII. Adjournment. (10:15 PM)

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
March 17, 1998

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, March 17, 1998. President John Burke called the meeting to order at 7:35 p.m.

Members Present: Inara Brubaker, John Burke, Sarah McConnell, Betty Ritter, Ellen Yearwood.

Members Absent: Susan Burrows, John Ciborowski, John Scarsi, Eldon Burk.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Anthony Oliver, Mayor Paul Jung, Steve Freidman, David Dresdner, Bruce Abrams, Jack Heckman.

MOTION by Inara Brubaker, seconded by Sarah McConnell, to accept the agenda as amended by adding under XVI. New Business. B. Approval of CCS Owner Services revised proposal. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the regular Board Meeting of February 17, 1998 as corrected. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
March 17, 1998

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, March 17, 1998. President John Burke called the meeting to order at 7:35 p.m.

Members Present: Inara Brubaker, John Burke, Sarah McConnell, Betty Ritter, Ellen Yearwood.

Members Absent: Susan Burrows, John Ciborowski, John Scarsi.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Anthony Oliver, Mayor Paul Jung, Steve Freidman, David Dresdner, Bruce Abrams, Jack Heckman.

MOTION by Inara Brubaker, seconded by Sarah McConnell, to accept the agenda as amended by adding under XVI. New Business. B. Approval of CCS Owner Services revised proposal. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the regular Board Meeting of February 17, 1998 as corrected. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.



CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman  
Brookman.

Alderman Brookman absent. No report.

FINANCE COMMITTEE — John Scarsi, Chairman.

In John Scarsi's absence, Sarah McConnell delivered the Finance Committee Report:

The following monthly reports were reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	8,836.43
2. Petty Cash Expenditures	\$	33.41
3. Budget Expenditures for February	\$	260,641.07
4. Expenditures Year to Date	\$	477,113.57
5. Revenue for February	\$	12,636.73
6. Revenue Year to Date	\$	60,396.99

MOTION by Sarah McConnell, seconded by Betty Ritter, to approve, subject to audit, expenditures authorized by the Library Administrator for Library Warrant Registers, as follows:

February 2, 1998	\$	50,792.85
February 16, 1998	\$	<u>84,646.24</u>
Total	\$	135,439.09

ROLL CALL VOTE: Ayes: Brubaker, Burke, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Ellen Yearwood, to approve, subject to audit, expenditures for salaries made by the Library Administrator, as follows:

PAYROLL February 12, 1998	\$	50,401.40
February 26, 1998	\$	<u>55,453.68</u>
Total	\$	111,855.08

ROLL CALL VOTE: Ayes: Brubaker, Burke, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Ellen Yearwood, to approve, subject to audit, transfer entries to the Library account in February, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (February)	<u>\$13.61</u>
Total	\$13.61

ROLL CALL VOTE: Ayes: Brubaker, Burke, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

#### NEW BUSINESS

MOTION by Inara Brubaker, seconded by Ellen Yearwood to approve R. J. Schmitt & Associates, Inc. for appraisal of Library building and property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Anthony Oliver from CCS Owner Services answered questions from the Board regarding the proposed contract. Oliver stated that LR Associates and CCS would be working together on the downtown redevelopment project. Oliver also stated that Steve Freidman had reviewed the revised contract.

MOTION by Betty Ritter, seconded by Ellen Yearwood to approve revised CCS Owner Services Proposal. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### MAYOR PAUL W. JUNG - DOWNTOWN REDEVELOPMENT

Mayor Paul Jung discussed the Downtown redevelopment project. The mayor enthusiastically stated that goals for the city and library be the same. The mayor answered the Boards' questions and welcomed attendance at the city council meetings.

Bruce Abrams (LR Development) was introduced by the mayor and explained his role in the revitalization project. Questions from board members were directed to Abrams.

Ellen Yearwood left meeting at this time.

#### BUILDING AND GROUNDS COMMITTEE — Betty Ritter, Chairman

Betty Ritter reported that she had a discussion with Gary Valente about the repair of the leak in the children's room. Gary will continue to explore solutions. Betty and Gary also discussed repairs necessary for the next two years.

Sandra Norlin advised that Neal Nye, director of the Evanston Public Library, has offered to act as a tour leader for interested staff and board members. Neal will discuss the pros and cons of their new building, and give advice based on his experience in Evanston.

John Burke discussed the possibility of visiting other libraries for ideas. Sandra advised that Warren-Newport, Grayslake, and Crystal Lake all have new libraries or additions.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

Ellen Yearwood reported that no meeting had taken place in February, so there was no report. The next meeting is scheduled for March 31, 1998 at 7 PM.

PLANNING COMMITTEE — John Burke

Martha Sloan reported that Leslie Steiner is creating a new employee orientation handbook, and Ken Frank is chairing the committee for Professional Standards.

SYSTEM MEMBERSHIP — John Ciborowski

No report.

FRIENDS OF THE LIBRARY — Inara Brubaker

Inara Brubaker reported that plans for the April booksale would be finalized at the March 24, 1998 meeting.

ADMINISTRATOR'S REPORT — Sandra Norlin

Sandra introduced her new Administrative Secretary, Carol Kidd. Simone Sidwell is filling several vacancies (BKM, Circ, and Children's) through C. Berger library temporary staff services.

The All-Staff Meeting was held on March 5, 1998. Personnel concerns that were discussed included the disciplinary process, personnel records, and the authority and responsibilities of the Board and the Administrator and her staff. The staff was asked for suggestions and concerns for the new library. Matt Meyer of Boelter and Yates gave an asbestos report. Plans are underway for the Staff Inservice Day scheduled for May 14, 1998. There will be all-day session(s) on the Myers-Briggs Type Inventory (MBTI).

We have reassigned some of the statistical responsibilities to the circulation department and have taken a new look at what we report and how we report it. The department heads have this topic under discussion as well. Look for changes in the format over the next few months. Our goal is to keep count of activities and services that represent the levels of services and provide an information base that will help us track the growth or diminution of our activities.

The patron card count is at its highest point during the year because of our method of counting. Next month's count will show a drop because of the mid-year correction through CCS.

Also noted was the increase in registration services from last year.

Patron attendance, reciprocal borrowing, and circulation have all increased over last year at this time. We have used a new format and have corrected our counting methods (note that self-check is no longer added separately to the total circulation figures, but is included in the total figures). We show a good increase in children's non-fiction circulation and a slight decrease in children's videos. Adult materials circulation has increased in CD's, audio books, and videos. Note the large increases in children's (17%) and Mobile Library (41%) circulation. Our programming during the last few months has been very successful. There have been overflow crowds at the Friends Family Sunday programs and the Wednesday evening family storytimes.

Sandra continues to meet with the school and parent representatives of District 62 to develop a Jr. Great Books program for next fall. Sandra has volunteered to be trained as a discussion leader and has promised further support of the program by purchasing books to be available to students at the Library.

Bridget Lamont, Director of the Illinois State Library, announced at the March 6 NSLS Annual Banquet that NSLS has received a grant for 15 libraries to participate in a local history digitization project. We are one of the 15 libraries who, in cooperation with the Historical Society, will digitize the ledger of Dr. Hoffman, the first physician in the Maine Township area who made house calls as far northwest as Barrington.

Sandra was one of four staff members (Martha Sloan, Lee Cho, and Sue Pirie) who attended the Biennial PLA meetings in Kansas City, MO, March 11 through 14. The conference is packed full of programs pertinent to our needs and interests. The programs are arranged in "tracks", including technology, administration, adult services, buildings, children's, marketing, and staff development, as well as an author track. Each staff member attended at least four meetings each day.

An interesting phenomenon: All programs on library buildings were filled to capacity.

#### UNFINISHED BUSINESS

Sarah McConnell asked why Library does not supply a list of the names and addresses of our patrons attending the Babysitting Clinic. Martha Sloan responded that patron confidentiality and safety concerns were the reasons for ceasing the practice.

#### ANNOUNCEMENTS

Leslie Steiner reported on the Bob Lightfoot project and presented a small poster to each Board member. Leslie also advised that the next photo shoot will take place May 1 and 2, and appointments are now being scheduled.

Correspondence:

John Burke reported that he had received a letter from Nick Mitchell, owner of Grazie Restaurant, offering to sponsor a fundraiser for the new library. John advised that he would discuss this with the foundation committee and respond to Mr. Mitchell's generous offer.

John also received a letter from James L. Coburn, President of the United Way of Des Plaines, stating that they have established The Year 2000 Ten for Ten Award. Dr. Coburn has requested that the wall plaque be placed in the library. The Board members agreed to the plaque being displayed in the library.

Betty Ritter reported that she received information from ILA regarding the presentation of "THE TRUSTEE VOICE WILL BE HEARD!", and expressed an interest in attending. Sandra advised she would coordinate the arrangements.

MOTION by Inara Brubaker, seconded by Betty Ritter to enter into an executive session to discuss personnel matters. Vote: Ayes. All. Nays: None. MOTION CARRIED.

Meeting adjourned at 10:15 PM.

The Regular session reconvened at 10:30 PM and was called to order by President John Burke.

Meeting adjourned at 10:33 PM.

Minutes prepared by Carol Kidd.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MARCH 1998

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	8,817.10
2. Petty Cash Expenditures	\$	225.76
3. Budget Expenditures for March	\$	232,123.94
4. Expenditures Year to Date	\$	711,202.48
5. Revenue for March	\$	999,449.98
6. Revenue Year to Date	\$	1,262,893.38

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

March 02, 1998	\$	42,680.54
March 16, 1998		<u>40,687.77</u>
Total	\$	83,368.31

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	March 12, 1998	\$	57,123.80
	March 26, 1998		<u>56,518.87</u>
	Total	\$	113,642.67

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in March, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (March)	\$	<u>209.49</u>
Total	\$	209.49

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - MARCH 1998

	March 1997	March 1998	1997 to Date	1998 to Date
Lost Materials	\$ 278.25	410.06	\$ 637.73	1,019.22
Fines	5,591.15	5,627.41	17,929.73	17,782.36
Damage	112.50	123.37	135.75	220.17
Fees	285.95	574.17	673.30	1,494.96
Copies	1,830.07	2,033.74	4,931.17	5,945.79
Miscellaneous	15.30	48.35	36.15	93.61
Totals	\$8,113.22	\$8,817.10	\$24,343.83	\$26,556.11

## PETTY CASH EXPENDITURES - March 1998

960070	Auto/Travel Expenses	13.42
960070	Auto/Travel Expenses	5.27
960070	Auto/Travel Expenses	5.27
960070	Auto/Travel Expenses	6.83
960070	Auto/Travel Expenses	10.40
960070	Auto/Travel Expenses	2.28
960070	Auto/Travel Expenses	24.75
960070	Auto/Travel Expenses	18.85
960070	Auto/Travel Expenses	5.20
970170	Books	21.29
970170	Books	31.50
970170	Books	4.95
970170	Janitorial Supplies	13.10
970170	Janitorial Supplies	10.81
970170	Janitorial Supplies	5.00
970170	Janitorial Supplies	8.10
970100	Supplies	18.00
970100	Supplies	10.89
970100	Supplies	4.85
970100	Supplies	5.00
	Total	\$225.76

SELECTION CRITERIA: revledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	3,019.96	-3,019.96	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	1,866.73	-1,866.73	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	1,292.28	-1,292.28	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	30,816.32	9,183.68	.77
810014	PROPERTY TAXES 1997	2,591,828.00	987,801.53	.00	1,189,215.11	1,402,612.89	.46
TOTAL	PROPERTY TAXES	2,631,828.00	987,801.53	.00	1,226,210.40	1,405,617.60	.47
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	2,724,816.00	987,801.53	.00	1,226,210.40	1,498,605.60	.45
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	3,156.98	63,611.02	.05
TOTAL	STATE GRANTS	66,768.00	.00	.00	3,156.98	63,611.02	.05
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	3,156.98	63,611.02	.05
850102	LIBRARY FINES	90,000.00	7,075.67	.00	21,054.60	68,945.40	.23
TOTAL	FINES	90,000.00	7,075.67	.00	21,054.60	68,945.40	.23
850201	COPYING FEE	25,000.00	2,025.39	.00	6,125.54	18,874.46	.25
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	192.00	.00	2,137.00	15,863.00	.12
TOTAL	FEES AND SERVICES	43,000.00	2,217.39	.00	8,262.54	34,737.46	.19
TOTAL	FINES, FEES, AND SERVICES	133,000.00	9,293.06	.00	29,317.14	103,682.86	.22
890010	INTEREST INCOME	5,000.00	2,128.18	.00	3,931.65	1,068.35	.79
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	227.21	.00	277.21	10,722.79	.03
TOTAL	OTHER REVENUE	16,000.00	2,355.39	.00	4,208.86	11,791.14	.26
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	999,449.98	.00	1,262,893.38	1,677,690.62	.43
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	999,449.98	.00	1,262,893.38	1,677,690.62	.43
TOTAL REPORT		2,940,584.00	999,449.98	.00	1,262,893.38	1,677,690.62	.43



SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,074,566.00	77,549.41	.00	220,583.57	853,982.43	.21
910200	TEMPORARY WAGES	427,984.00	36,472.03	.00	119,337.37	308,646.63	.28
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	1,993.29	.00	13,089.37	-13,089.37	.00
910600	SICK PAY	.00	1,021.85	.00	6,911.42	-6,911.42	.00
910700	HOLIDAY PAY	.00	.00	.00	4,006.13	-4,006.13	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	.00	.00	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	3,156.93	33,237.07	.09
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,597.41	.00	29,884.07	85,060.93	.26
918021	EMPLOYER CONTR-I.M.R.F.	104,959.00	7,727.78	.00	26,799.91	78,159.09	.26
918040	LIFE INS PREMIUMS	5,647.00	322.00	.00	966.00	4,681.00	.17
918050	MEDICAL INS PREMIUMS	132,797.00	7,540.16	.00	22,842.42	109,954.58	.17
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	216.12	.00	771.77	2,528.23	.23
TOTAL	PERSONAL SERVICES	1,905,092.00	141,440.05	.00	448,348.96	1,456,743.04	.24
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	.00	25,000.00	.00
920120	COMMUNICATION SERVICES	22,040.00	5,263.74	.00	7,379.28	14,660.72	.33
920130	DATA PROCESSING SERVICES	55,000.00	3,572.49	.00	4,537.74	50,462.26	.08
920202	CONFERENCES	5,000.00	.00	.00	631.00	4,369.00	.13
920204	TRAINING	1,000.00	.00	.00	.00	1,000.00	.00
920206	SEMINARS	1,000.00	380.00	.00	1,269.00	-269.00	1.27
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	3,000.00	.00	.00	338.25	2,661.75	.11
920230	PUBLICATION OF NOTICES	1,000.00	127.67	.00	127.67	872.33	.13
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	727.99	.00	2,183.97	7,416.03	.23
TOTAL	SUBSIDIES,REBATES,CONTRID	9,600.00	727.99	.00	2,183.97	7,416.03	.23
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	10,500.00	.00	10,500.00	31,500.00	.25
930010	R & M EQUIPMENT	47,800.00	7,202.31	.00	11,620.61	36,179.39	.24
930020	R & M BLDGS & STRUCTURES	70,500.00	707.89	.00	17,110.22	53,389.78	.24
930030	R & M VEHICLES	1,500.00	172.39	.00	172.39	1,327.61	.11
930195	BOOK BINDING & REPAIR	7,200.00	358.40	.00	894.99	6,305.01	.12
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	186.50	813.50	.19
930320	CLEANING:CUSTODIAL SERV	29,600.00	4,670.00	.00	7,005.00	22,595.00	.24
960070	AUTO/TRAVEL EXPENSES	3,000.00	21.45	.00	1,000.00	2,000.00	.33
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,925.57	.00	2,489.57	12,510.43	.17
960990	MISC CONTRACTUAL SVCS	66,000.00	6,833.22	.00	20,866.82	45,133.18	.32
TOTAL	CONTRACTUAL SERVICES	409,240.00	41,663.12	.00	88,313.01	320,926.99	.22
970100	SUPPLIES	40,000.00	3,687.04	.00	8,282.88	31,717.12	.21
970170	JANITORIAL	15,000.00	1,045.48	.00	1,507.57	13,492.43	.10
970200	COPYING/FAX SUPPLIES	3,000.00	.00	.00	805.00	2,195.00	.27
970210	POSTAGE AND PARCEL	13,200.00	2,391.75	.00	3,399.95	9,800.05	.26
970220	PRINTING-REPROD-BINDING	10,300.00	384.47	.00	384.47	9,915.53	.04
970600	BOOKS	310,000.00	23,531.02	.00	73,323.38	236,676.62	.24

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970610	AUDIO MATERIALS	44,000.00	3,048.40	.00	4,520.09	39,479.91	.10
970620	SUBSCRIPTIONS & BOOKS	60,000.00	334.52	.00	17,320.37	42,679.63	.29
970630	VISUAL MATERIALS	36,500.00	3,034.44	.00	6,821.26	29,678.74	.19
970640	AUTOMATED REFERENCE MAT'L	60,000.00	7,721.58	.00	49,726.53	10,273.47	.83
970810	NATURAL GAS	14,000.00	1,872.01	.00	4,513.98	9,486.02	.32
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	61.77	-61.77	.00
970850	GASOLINE	2,000.00	209.49	.00	411.93	1,588.07	.21
TOTAL	COMMODITIES	608,500.00	47,260.20	.00	171,079.18	437,420.82	.28
980300	IMPROVEMENTS	80,000.00	.00	.00	.00	80,000.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	10,000.00	649.44	.00	649.44	9,350.56	.06
TOTAL	CAPITAL EXPENDITURES	90,000.00	649.44	.00	649.44	89,350.56	.01
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	12,078.00	.00	.00	.00	12,078.00	.00
TOTAL	DEBT SERVICE	12,228.00	.00	.00	.00	12,228.00	.00
TOTAL	LIBRARY SERVICES	3,023,060.00	231,012.81	.00	708,390.59	2,316,669.41	.23

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	9,000.00	.00	.00	.00	9,000.00	.00
960990	MISC CONTRACTUAL SUCS	12,000.00	.00	.00	1,700.76	10,299.24	.14
TOTAL	CONTRACTUAL SERVICES	31,000.00	.00	.00	1,700.76	29,299.24	.05
980400	EQUIPMENT	35,768.00	1,111.13	.00	1,111.13	34,656.87	.03
TOTAL	CAPITAL EXPENDITURES	35,768.00	1,111.13	.00	1,111.13	34,656.87	.03
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	1,111.13	.00	2,811.89	63,956.11	.04
TOTAL	CIVIC & CULTURE	3,091,828.00	232,123.94	.00	711,202.48	2,380,625.52	.23
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	232,123.94	.00	711,202.48	2,380,625.52	.23
TOTAL REPORT		3,091,828.00	232,123.94	.00	711,202.48	2,380,625.52	.23

ACCOUNTING PERIOD: 3/98

SELECTION CRITERIA: genledgr.fund="201"

## FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102007	CASH PB PAYROLL 276329401	.00	
102008	CASH PB DISBRST 276502401	242,908.36	
102012	CASH IPTIP/FOA 7139200161	480,142.05	
102026	CASH FIRST BANK ACCRULTM	.00	
102051	CASH PLAINSBANK ACCRULTM	.00	
	TOTAL CASH	723,550.41	.00
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	7,261.70	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	24,404.38	
	TOTAL INVESTMENTS	33,374.17	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
118000	RECEIVABLE-PROPERTY TAXES	2,669,583.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	2,669,583.00	.00
	TOTAL ASSETS	3,426,507.58	.00
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRINT TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		2,669,583.00
471000	DEFERRED REV-OTHER		66,767.50
	TOTAL CURRENT LIABILITIES	.00	2,736,350.50
	TOTAL LIABILITIES	.00	2,736,350.50
700110	EXPENDITURE CONTROL	711,202.48	
700120	REVENUE CONTROL		1,262,893.38
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		3,091,828.00
700160	REV. BUDGET CONTROL	2,940,384.00	
700170	BUDGET FUND BALANCE	223,760.45	
	TOTAL SYSTEM CONTROL	3,875,346.93	4,354,721.38
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

SELECTION CRITERIA: genledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
TOTAL FUND BALANCE-RESERVED		.00	28,185.67
730000 FUND BALANCE-UNRESERVED			182,796.96
TOTAL FUND EQUITY		.00	210,982.63
TOTAL EQUITIES		3,873,346.93	4,363,704.01
TOTAL PUBLIC LIBRARY FUND		7,302,054.51	7,302,054.51
TOTAL REPORT		7,302,054.51	7,302,054.51

103/10/98  
1058

ACCOUNTING PERIOD: 3/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date="03/16/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	8120312	644.21
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318861	10.72
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	30.82
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478275551	604.86
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478033977	40.12
2110	920120	COMMUNICATION SERVICES	25701	NIDCO INC	94222	3,893.21
2110	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	2154246	290.25
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	JAN 1998	1,315.66
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	SLOAN	10.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	SLOAN	75.00
2110	930010	R & N EQUIPMENT	07069	NINOLTA BUSINESS SYSTEMS-	6-79497	1,246.77
2110	930010	R & N EQUIPMENT	08090	WEST TOWN REFRIGERATION C	091292	1,277.00
2110	930010	R & N EQUIPMENT	45000	SECURITYLINK	624954	155.00
2110	930010	R & N EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	282472	223.75
2110	930020	R & N BLDGS & STRUCTURES	19659	OTIS ELEVATOR	CY073690398	294.32
2110	930320	CLEANING:CUSTODIAL SERV	74958	ADVANCED JANITORIAL	4691	2,445.00
2110	960210	SPECIAL EVENT PROGRAMMING	08480	SKOKIE PUBLIC LIBRARY	1-29-98	15.18
2110	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REINB	33.04
2110	960210	SPECIAL EVENT PROGRAMMING	58879	INGRAM	22714606	341.04
2110	960210	SPECIAL EVENT PROGRAMMING	87319	NID AMERICA CHARTER LINES	81480	286.50
2110	960990	MISC CONTRACTUAL SUCS	03624	HOLY FAMILY MEDICAL CENTE	31999477	46.00
2110	960990	MISC CONTRACTUAL SUCS	08280	CAREER SUCCESS SERVICES	2-24-98	200.00
2110	960990	MISC CONTRACTUAL SUCS	08479	BOELTER & YATES, INC.	16094	1,365.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002549173	24.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002539032	14.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002541478	13.50
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002554906	43.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002538219	29.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002551447	13.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002559311	1.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002563941	29.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002545229	39.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002555891	11.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002559059	14.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002555034	5.50
2110	960990	MISC CONTRACTUAL SUCS	45000	SECURITYLINK	113679	233.00
2110	960990	MISC CONTRACTUAL SUCS	61884	SEPTRAM INC	2-4-98	154.05
2110	970100	SUPPLIES	00282	BADE PAPER PRODUCTS	050534-01	53.00
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	385687	731.18
2110	970170	JANITORIAL	08481	KOALA CORPORATION	0074007-IN	39.50
2110	970170	JANITORIAL	32170	ENGINEERED LIGHTING	E056899	33.60
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	3-4-98	1,000.00
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	202094	384.47
2110	970600	BOOKS	02805	INSIDE PROSPECTS	2326	2,280.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	047387	154.95
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10090161	234.00
2110	970600	BOOKS	05960	TRAFALGAR SQUARE	428253	196.68
2110	970600	BOOKS	06265	BORDERS BOOKS AND MUSIC	3929	173.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2209463	104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2222538	67.34
2110	970600	BOOKS	06423	SINON & SCHUSTER	2118607 4	15.68

SELECTION CRITERIA: payable.due\_date="03/16/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	07439	GALE RESEARCH	7788035	97.24
2110	970600	BOOKS	07441	FRANK SCHAFFER PUBLICATIO	98017656RI	360.68
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	31.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002559058	330.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002555890	237.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002538218	768.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002563940	376.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002545228	872.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002549172	771.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002541477	350.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002539031	262.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002551446	360.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002555033	143.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002554905	1,127.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002559310	38.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002555930	70.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	817 2077	112.98
2110	970600	BOOKS	82668	POLOMIA BOOK STORES	003382	101.03
2110	970610	AUDIO MATERIALS	00284	HIGHBRIDGE CO.	CK#31513	113.50
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29591840	23.70
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-17-98	123.95
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-17-98	282.26
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	2943497P	586.00
2110	970610	AUDIO MATERIALS	65969	TINE LIFE	R9447	20.65
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	665809	1,348.80
2110	970620	SUBSCRIPTIONS & BOOKS	05431	BRIGHAM YOUNG UNIVERSITY	K112872	36.00
2110	970620	SUBSCRIPTIONS & BOOKS	07224	INCOME FUND OUTLOOK	CERT#R31866	49.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	212271	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	212270	38.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N60954110	114.63
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N60954100	24.79
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	U60910840	234.87
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29597830	13.94
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29543020	82.25
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29320590	29.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29543010	22.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	00664396	34.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	00673123	34.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	00679123	9.80
2110	970630	VISUAL MATERIALS	58875	INGRAM	00691907	25.45
2110	970630	VISUAL MATERIALS	58875	INGRAM	00649548	23.98
2110	970630	VISUAL MATERIALS	58875	INGRAM	00693231	20.72
2110	970630	VISUAL MATERIALS	58875	INGRAM	00649551	23.96
2110	970630	VISUAL MATERIALS	58875	INGRAM	00650078	155.96
2110	970640	AUTOMATED REFERENCE MAT'L	63337	INFORMATION ACCESS CO	1190605	6,710.08
2110	970810	NATURAL GAS	08089	MICOR ENERGY	130569670	1,872.01
2110	980600	FURNITURE & FIXTURES	05234	TAS INC	F2245	339.00
2110	980600	FURNITURE & FIXTURES	79423	A B C SCHOOL SUPPLIES	7738438	310.44

TOTAL LIBRARY SERVICES

40,087.77

03/10/98

ACCOUNTING PERIOD: 3/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date="03/16/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2130	980400	EQUIPMENT	0844Z FORTRES GRAND CORPORATION	11348	600.00
TOTAL IL LIBRARY PER CAP GRANT					600.00
TOTAL FUND					40,687.77



SELECTION CRITERIA: payable\_due\_date="04/06/1990"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	910200	TEMPORARY WAGES	05309	STIVERS TEMPORARY PERSONN	8800398 707.06
2110	910200	TEMPORARY WAGES	05309	STIVERS TEMPORARY PERSONN	0120347 -324.73
2110	910200	TEMPORARY WAGES	06334	C. BERGER & COMPANY	29411 1,346.40
2110	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	62 350.00
2110	920120	COMMUNICATION SERVICES	06153	AMEITECH	8478275301 418.64
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107 37.72
2110	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2169234 400.00
2110	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2169326 290.25
2110	920120	COMMUNICATION SERVICES	25701	WIDCO INC	94603 180.60
2110	920120	COMMUNICATION SERVICES	71279	AMEITECH-ILLINOIS CABS	8073356345 204.62
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	0508310300 656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	FEB 1990 2,685.69
2110	920210	IN-SERVICE TRAINING	08321	CUMBERLAND BAKERY	3/5/90 36.50
2110	920050	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 1990 148.61
2110	920050	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 1990 346.31
2110	920050	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 1990 148.61
2110	920050	SUBSIDY:1994 E.R.P. TRANS	04135	CITY OF DES PLAINES EMPLO	APRIL 1990 16.21
2110	920050	SUBSIDY:1994 E.R.P. TRANS	04135	CITY OF DES PLAINES EMPLO	APRIL 1990 32.04
2110	920050	SUBSIDY:1994 E.R.P. TRANS	04135	CITY OF DES PLAINES EMPLO	APRIL 1990 16.21
2110	930010	R & H EQUIPMENT	06709	AMBASSADOR OFFICE EQUIPME	6339317 107.00
2110	930010	R & H EQUIPMENT	08090	NEST TOWN REFRIGERATION C	091603 1,277.00
2110	930010	R & H EQUIPMENT	19659	OTIS ELEVATOR	CY073690490 294.32
2110	930010	R & H EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	FEB 1990 486.34
2110	930030	R & H VEHICLES	02955	ILLINOIS SECRETARY OF STA	PLATES 21.00
2110	930195	BOOK BINDING & REPAIR	05479	BOUCHEN BAKERY LTD	052072 594.45
2110	960070	AUTO/TRAVEL EXPENSES	00385	POONJA LEE CHO	REINB 706.37
2110	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA MORLIN	REINB 447.89
2110	960070	AUTO/TRAVEL EXPENSES	06036	MARTHA SLOAN	REINB 514.74
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 10.33
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 20.49
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 15.43
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 8.19
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 5.32
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 8.28
2110	960070	AUTO/TRAVEL EXPENSES	91968	SUZANNE FIRIE	REINB 320.00
2110	960210	SPECIAL EVENT PROGRAMMING	08555	JIM HAY, STORYTELLER	4-26-90 475.00
2110	960210	SPECIAL EVENT PROGRAMMING	08556	KEVIN LUTNARDT	REINB 25.50
2110	960990	MISC CONTRACTUAL SUCS	03624	HOLY FAMILY MEDICAL CENTE	32048597 92.00
2110	960990	MISC CONTRACTUAL SUCS	07906	DON'T SHOOT THE MESSENGER	10322301 18.15
2110	960990	MISC CONTRACTUAL SUCS	08558	GARY VALENTE	REINB 30.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002621887 19.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002622807 11.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002619633 25.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002616132 13.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002625117 16.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002613065 18.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002621499 13.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002608823 21.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002592739 25.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002590370 17.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002603713 69.35

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 3/98

SELECTION CRITERIA: payable\_due\_date="04/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002609101	6.90
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002577150	14.95
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002576299	13.55
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002570801	24.10
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002577309	13.85
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002581506	1.95
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002583427	26.75
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002599331	12.50
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002581196	16.40
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002588750	25.55
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002632992	12.05
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002632776	28.15
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002629198	42.80
2110	960990	HISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002648287	6.80
2110	960990	HISC CONTRACTUAL SUCS	70067	HORBERT SOLARZ	7092	15.00
2110	960990	HISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES.	1344600	1,771.43
2110	970100	SUPPLIES	02951	NOTT OFFICE SUPPLY CO.	19140-0	5.00
2110	970100	SUPPLIES	02951	NOTT OFFICE SUPPLY CO.	19153-0	27.33
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LJP21400	142.47
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LG004600	122.75
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LHF95300	252.69
2110	970100	SUPPLIES	04501	THREE M BUSINESS PROD	UN48387	67.80
2110	970100	SUPPLIES	04832	BRUNNO ART SUPPLY	BL110887	17.15
2110	970100	SUPPLIES	05337	SIGN & BANA, USA	7662	23.40
2110	970100	SUPPLIES	06790	TONER COMPUTER SYSTEMS	0041840-IN	105.80
2110	970100	SUPPLIES	08553	BOBY TALK	BT11192	85.00
2110	970100	SUPPLIES	14463	INSTY PRINTS	202147	147.55
2110	970100	SUPPLIES	19714	CAVLORD BROS	0E05819002	139.73
2110	970100	SUPPLIES	19714	CAVLORD BROS	0E09573001	164.00
2110	970100	SUPPLIES	19764	BRO-BART INC	767341	79.00
2110	970100	SUPPLIES	20177	HERCO EDUCATIONAL CORP	232381	92.00
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	33.00
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	12.56
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	9.94
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	9.00
2110	970100	SUPPLIES	43765	DOMINICKS FINE FOODS	1652481	52.15
2110	970100	SUPPLIES	78423	A B C SCHOOL SUPPLIES	7792627	122.18
2110	970170	JANITORIAL	00282	WIDE PAPER PRODUCTS	051195-00	156.40
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	011191	7.84
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	031426	135.11
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	092415	102.79
2110	970170	JANITORIAL	08367	J.A. SEXAUER, INC.	2291L-02	10.19
2110	970170	JANITORIAL	08361	GROSSE MECHANICAL CONTRAC	901143	65.00
2110	970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.81
2110	970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	11.99
2110	970170	JANITORIAL	26779	GEISER-BERNER PLUMBING SE	03248	34.70
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0211010019	9.70
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0131624964	1.84
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	1223010024	18.98
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	1219010005	26.83
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	1218010100	55.10

ACCOUNTING PERIOD: 1/78

SELECTION CRITERIA: payable.due\_date="04/06/1978"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	1216010106	5.48
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	1204010015	16.02
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0126010042	11.58
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0116010011	28.02
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0114010033	27.32
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0112010017	10.84
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0109010004	16.96
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0223010012	41.96
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0219010046	30.25
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0217010010	23.35
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0202010121	18.64
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0105010029	34.54
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE BOOKS	0228425016	3.79
2110	970170	JANITORIAL	85349	ACE DES PLAINES, INC	00019732	9.99
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	10543272	10.15
2110	970260	POSTAGE AND PARCEL	08591	FRIENDS	3-11-98	85.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	446196944	20.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	676786	124.08
2110	970600	BOOKS	02344	CORP TECH	052152	595.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	003516697	1,903.25
2110	970600	BOOKS	04625	CB, INCORPORATED	2264683	42.95
2110	970600	BOOKS	04964	FREELER PUBLISHING, INC.	049031	150.45
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10094000	26.00
2110	970600	BOOKS	05968	TRAFALGAR SQUARE	429856	46.95
2110	970600	BOOKS	06423	SIRION & SCHUSTER	2283669	125.01
2110	970600	BOOKS	06423	SIRION & SCHUSTER	2328004	104.05
2110	970600	BOOKS	06423	SIRION & SCHUSTER	2329439	119.01
2110	970600	BOOKS	06423	SIRION & SCHUSTER	2224876 6	15.60
2110	970600	BOOKS	07038	WORDERS	008997	213.34
2110	970600	BOOKS	07439	GALE RESEARCH	7800429	136.24
2110	970600	BOOKS	07439	GALE RESEARCH	7802903	266.39
2110	970600	BOOKS	07439	GALE RESEARCH	7808656	127.19
2110	970600	BOOKS	07905	HOUSE PUBLICATIONS	433816	84.42
2110	970600	BOOKS	08287	FOLLETT LIBRARY RESOURCES	7609377-2	427.53
2110	970600	BOOKS	08557	MP/CILTON	12857	517.78
2110	970600	BOOKS	08559	THE POISONED PEN PRESS	124	17.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002570000	753.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002613064	376.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002388749	588.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002603712	1,404.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002598177	374.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002592738	605.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002619632	775.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002621498	300.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002608822	456.23
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002625116	499.93
10	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002616131	305.10
10	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002622806	181.32
10	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002621886	409.80
10	970600	BOOKS	19776	BAKER & TAYLOR, INC.	824 3425	152.92
10	970600	BOOKS	19776	BAKER & TAYLOR, INC.	COJ 5853	127.30

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/98

SELECTION CRITERIA: payable\_due\_date="04/04/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000398269	-14.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3716758	-75.30
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002609100	226.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002599330	256.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002576290	279.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002577149	329.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002581195	469.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002581505	105.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3715908	-30.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002565426	642.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002577300	353.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002629194	821.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002632991	334.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002632775	713.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002648286	131.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	C10 7906	139.73
2110	970600	BOOKS	20127	ILLINOIS LIBRARY ASSOCIAT	1414	46.00
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	74935	26.87
2110	970600	BOOKS	20737	COUNCIL OF STATE GOVT	74046	49.00
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC.	67481299	68.44
2110	970600	BOOKS	58875	INGRAM	22857803	12.08
2110	970600	BOOKS	58875	INGRAM	22863720	34.44
2110	970600	BOOKS	58875	INGRAM	23012821	3.56
2110	970600	BOOKS	58875	INGRAM	23012820	23.22
2110	970600	BOOKS	58875	INGRAM	23012819	7.71
2110	970600	BOOKS	68820	MARSHALL CAVENISH CORP.	412328	15.85
2110	970610	AUDIO MATERIALS	85997	BORDERS	13762	992.88
2110	970610	AUDIO MATERIALS	87975	BAKER & TAYLOR ENTERTAIN	229916150	16.47
2110	970610	AUDIO MATERIALS	87975	BAKER & TAYLOR ENTERTAIN	229968390	17.43
2110	970610	AUDIO MATERIALS	88560	SPOKEN ARTS	980370	336.57
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-02-90	311.19
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	29810464	35.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	29583638	20.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	681424	19.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	673821	910.05
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	678813	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	681799	107.60
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	344196	153.33
2110	970620	SUBSCRIPTIONS & BOOKS	86161	MUTUAL FUND FORECASTER	3271939-6	100.00
2110	970620	SUBSCRIPTIONS & BOOKS	87209	ON-LINE AUDIOVISUAL CATAL	RENEW 1998	10.00
2110	970620	SUBSCRIPTIONS & BOOKS	21078	PIERIAN PRESS	156144	272.00
2110	970620	SUBSCRIPTIONS & BOOKS	34257	CHRONICLE GUIDANCE PUBL	291460016	112.20
2110	970620	SUBSCRIPTIONS & BOOKS	70433	NATIONAL AUTOMOBILE DEAL	RENEW 1998	32.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360	BOOKINGSTAR	98 RENEW	79.00
2110	970630	VISUAL MATERIALS	00284	KITCHBRIDGE CO.	13893878	613.67
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	212590	37.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	860954270	49.57
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	861032960	188.38
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	860977780	137.76
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAIN	860977240	18.59
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAIN	229752760	70.46

SELECTION CRITERIA: payable\_due\_date="04/06/1990"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	229752750	23.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	229752770	27.09
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	729004630	64.05
2110	970630	VISUAL MATERIALS	90075	INGRAM	00093492	5.67
2110	970630	VISUAL MATERIALS	90075	INGRAM	00040703	48.23
2110	970630	VISUAL MATERIALS	90075	INGRAM	00045170	13.97
2110	970630	VISUAL MATERIALS	90075	INGRAM	00001728	29.59
2110	970630	VISUAL MATERIALS	90075	INGRAM	00045023	20.40
2110	970630	VISUAL MATERIALS	90075	INGRAM	00030701	96.31
2110	970630	VISUAL MATERIALS	90075	INGRAM	00031590	13.99
2110	970630	VISUAL MATERIALS	90075	INGRAM	00062262	94.44
2110	970630	VISUAL MATERIALS	90075	INGRAM	00771523	13.31
2110	970630	VISUAL MATERIALS	90075	INGRAM	00771760	106.33
2110	970630	VISUAL MATERIALS	90075	INGRAM	00702119	17.44
2110	970630	VISUAL MATERIALS	90075	INGRAM	00726796	20.64
2110	970630	VISUAL MATERIALS	90075	INGRAM	00917100	34.59
2110	970630	VISUAL MATERIALS	90075	INGRAM	00953445	47.22
2110	970630	VISUAL MATERIALS	90075	INGRAM	00953447	61.00
2110	970630	VISUAL MATERIALS	90075	INGRAM	00912900	23.41
2110	970640	AUTOMATED REFERENCE MAT'L	07527	STAGE & SCREEN	09002165400	34.74
2110	900500	VEHICLES	25335	SHAC & HOSKINS CHEVROLET	66341	19,227.00
2110	900600	FURNITURE & FIXTURES	07503	U.S. TOY CO/CONSTRUCTIVE	3015004301	208.93
2110	900600	FURNITURE & FIXTURES	25701	KIICO INC	94732	303.51
<b>TOTAL LIBRARY SERVICES</b>					<b>61,147.41</b>	
130	900400	EQUIPMENT	05124	CMR COMPUTER CENTERS INC.	7400724	103.41
130	900400	EQUIPMENT	05124	CMR COMPUTER CENTERS INC.	7475601	4,533.40
<b>TOTAL IL LIBRARY PER CAP GRANT</b>					<b>4,636.81</b>	
<b>TOTAL FUND</b>					<b>65,784.22</b>	



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### Des Plaines Public Library Management Committee Meeting Minutes March 31, 1998

Chair: Ellen Yearwood

Attendance: Inara Brubaker, John Burke, Susan Burrows, Ellen Yearwood, Sandra Norlin, Martha Sloan.

Call to Order: 7:10 PM

1. The Committee reviewed the Bylaws of the Board of Trustees and suggested changes in language, diction, and spelling, which will be presented to the full board for approval.
2.
  - a) The Committee reviewed the Meeting Room Use Policy and will not recommend any changes at this time.
  - b) The Committee considered a request from Diane Fleming to use the meeting room on June 13, 1998 to present a fundraising program to benefit the library's doll costume book collection. The program would involve a trunk show from Theriault's Auction House, Doll Masters Division, which would be educational, but would also offer costumes for sale. In order to raise funds to donate to the library, attendees would be asked to make a donation.

The Committee directed Sandra Norlin to contact Ms. Fleming to ask for clarification on the following questions: 1) Under whose sponsorship would this program be presented? 2) Is there a budget listing overhead costs and potential revenues? 3) Is there a Des Plaines connection for sponsorship of the program? The Committee also considered the matter of how this program would fit with or affect the library's other fund-raising plans.

3. The Committee was asked to consider closing the library on Sunday, July 5, 1998. The library will be closed on Saturday, July 4. The Committee decided to recommend staying open on Sunday, July 5, in order to provide maximum access to our services for people who can use the library only on weekends.
4. The Committee will recommend accepting the Des Plaines Chamber of Commerce and Industry's offer to hold the second annual Santa Arrival on November 28, 1998.
5. The Committee reviewed the policy on tuition reimbursement for employees, specifically the eligibility requirement of "full-time, regular, non-probationary employees." The Committee will make no recommendation for change, but directed Sandra Norlin and Martha Sloan to review the current guidelines and revise as appropriate.
6. Sandra Norlin presented a proposal for reorganizing staffing following the retirements of five employees. Her proposal involves upgrading two positions and adding one position, for a total additional cost of \$37,043 in 1999. The Committee will recommend approval to the Board of Trustees.

The meeting adjourned at 8:50 PM.

BYLAWS OF THE BOARD OF TRUSTEES

DES PLAINES PUBLIC LIBRARY

Article I NAME

The name shall be the Board of Trustees of the Des Plaines Public Library, hereinafter referred to as the Board.

Article II OBJECTIVES

The objectives of the Board shall be the provision of library service to the residents of the City of Des Plaines, Illinois, and other patrons as authorized by law, particularly pursuant to the requirements of the Illinois Revised (Statutes) Statutes pertaining to public libraries.

Article III GOVERNMENT

Section 1. The government of the Des Plaines Public Library shall be vested in the Board.

Section 2. The Board shall consist of nine Trustees appointed by the Mayor of the City of Des Plaines, with the approval of the City Council, to serve a term of three years. The terms of three Trustees expire June 30 of each year, or at the time that their successors are appointed.

Section 3. Board members are expected to attend all regular board meetings per board year and to fulfill their committee obligations. If a Board member (fails to attend less than six meetings per year) attends fewer than six meeting in twelve months , the Board President shall request the Mayor to remove the Board member in question from the Board in accordance with appropriate statutes.

Section 4. The Board shall adopt policy and general regulations devised to ensure the achievement of the Library's objectives, employ the Library Administrator, supervise the expenditure of the Library's funds, discharge such legal responsibilities as indicated by law and perform such other duties as may be appropriate.

Article IV OFFICERS

Section 1. The officers shall consist of a President, a Vice President, a Secretary, and such other officers as the Board may from time to time deem necessary. The Secretary may be a member of the Library staff.

Section 2. The President shall preside at all meetings of the Board, appoint any necessary committees, serve as ex officio member of all committees, sign official documents, cause to be



prepared and distribute an agenda for all Board meeting, regular and special, and assume such other duties as directed by the Board. The President shall be responsible for orientation of each newly appointed Trustee. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest.

Section 3. The Vice President shall perform the duties of the President in the absence or the inability of the President to act.

Section 4. The Secretary shall keep, or cause to be kept, minutes of transactions, a list of subjects referred to committees of the Board with dates of reference, sign documents and correspondence in the name of the Board when so directed by the President and/or the board and perform such other duties as the Board may direct. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

Section 5. Vacancies occurring between annual elections of officers may be filled by the Board at any meeting by majority vote when a quorum is present.

#### Article V ELECTIONS

The President shall designate three Board members to select a slate of officers to be presented at the June meeting for consideration for election at the July meeting. Nominations from the floor may be accepted prior to the July meeting vote. The officers shall be elected for a term of one year and will assume office at the July meeting upon election.

#### Article VI MEETINGS

Section 1. Regular Board meetings shall be held at the Library on dates determined by the Board at each July meeting.

Section 2. Special Board meetings may be called by the Secretary on order of the President, or upon the written request of three trustees. Notice shall be sent to Board Members for receipt at least one day before the meeting. No business shall be transacted other than that stated in the notice.

Section 3. At all meetings, five Trustees shall constitute a quorum; however, any (less) smaller number may adjourn momentarily until such time as a quorum shall be present.

Section 4. At the discretion of the President, or upon the duly adopted motion of any Trustee at any meeting, the Board may recess to executive session for consideration of matters as authorized by state statutes. Attendance at the executive sessions by persons other than Trustees will be at the discretion of the Board members.

#### Article VII VOTING

Section 1. A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the By-laws.

Section 2. All motions dealing with the hiring or dismissal of the Library Administrator must be approved by six votes.

#### Article VIII COMMITTEES

Section 1. The president shall appoint committees as needed in addition to the standing committees.

Section 2. Standing committees of the Board shall be Finance, Building and Grounds, and Management.

Section 3. The Finance Committee shall determine the financial needs of the Library and work with the Library Administrator in the preparation and presentation of the annual budget. The Committee shall also oversee the financial records of the Library as detailed in Article IX.

Section 4. The Building and Grounds Committee shall be responsible for seeing that the library building and grounds are properly equipped and in good repair and appearance. This Committee shall be responsible for arranging insurance coverage for Library properties.

Section 5. The Management Committee shall formulate policies regarding management of the Library including managerial and operational matters. This committee shall review and revise the By-laws in the first quarter of even-numbered years.

#### Article IX FINANCES

Section 1. The Board shall have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund and any gift or endowment funds provided for library purposes.

Section 2. An annual balanced budget of expected receipts and expenditures shall be prepared by the Library Administrator for the consideration of the Finance Committee and final approval by the Board within the time limits prescribed for inclusion in the annual budget of the City of Des Plaines.

Section 3. After approval of the annual appropriation ordinance of the City of Des Plaines, the Board may by an annual resolution, authorize the Library Administrator to expend available funds for library purposes without prior approval of the Board, provided such expenditures do not exceed the limitations of applicable Illinois statutes requiring competitive bidding or prior approval of the Board, and such expenditures do not exceed the applicable line item amount authorized in the annual operating budget.

Section 4. All disbursements shall be by duly approved vouchers and checks signed by the Director of Finance and Administrative Services.

Section 5. The City of Des Plaines Comptroller shall keep and maintain a record of all receipts, disbursements and balances in any funds and provide monthly statements of the funds to the

Board and the Library Administrator. At the end of the Fiscal year an audit shall be performed by independent public accountants.

Article X ADMINISTRATION

The Library Administrator shall execute the policies adopted by the Board. The Administrator's duties shall include directing and supervising all staff members in their duties and proposing policies and procedures that promote the efficiency of Library operations and service to patrons.

Article XI PARLIAMENTARY AUTHORITY

Proceedings of all meetings shall be governed by Robert's Rules of Order Revised.

Article XII AMENDMENTS

These By-laws may be amended at any regular meeting by a two-thirds affirmative vote of a quorum of the members. A copy of the proposed amendment must accompany the call for the meeting.

Approved 05/21/91  
Reviewed and approved  
(04/21/98)

LIBRARY HOURS

The Des Plaines Public Library is open to the public:

Monday – Friday	9AM – 9PM
Saturday	9AM – 5PM
Sunday	1 PM – 5PM

The Library will be closed on designated holidays.

Reviewed and Approved 05/16/95

1997 – 1998 LIBRARY CLOSINGS

Sunday, August 31, 1997	Labor Day Holiday
Monday, September 1, 1997	Labor Day
Thursday, November 27, 1997	Thanksgiving
Wednesday, December 24, 1997	Christmas Eve
Thursday, December 25, 1997	Christmas Day
Wednesday, December 31, 1997	New Year's Eve
Thursday, January 1, 1998	New Year's Day
Sunday, April 12, 1998	Easter
Thursday, May 14, 1998	Staff Inservice Workshop
Sunday, May 24, 1998	Memorial Day Holiday
Monday, May 25, 1998	Memorial Day
Saturday, July 4, 1998	Independence Day

Sandra K. Norlin  
Administrator

Reviewed and Approved 12/16/97

DES PLAINES PUBLIC LIBRARY  
PUBLIC MEETING ROOM USE POLICY

1. All meetings must be free and open to the public.
2. First priority will be given to all Library-sponsored programs.
3. The rooms are available as space allows on a first-come, first-served basis to all local groups, the majority of whose members are residents of Des Plaines.
4. There will be no charge for use of the meeting rooms.
5. The rooms may be used only during hours the library is open to the public. Special arrangements for extended hours may be made by contacting the Library Administrator and reimbursing the Library for the costs of extending the hours of Library security personnel.
6. After the Library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
7. Groups are responsible for setting up furniture and equipment for their meetings and for cleaning the rooms after each use. Groups are responsible for repairing damage to equipment, furniture, or the building by people in attendance at their meetings.
8. Groups may not charge admission nor require donations for their meetings. Nothing may be sold to the public in the Library without special permission from the Administrator.
9. The Library is a Smoke-Free Building. Smoking is not permitted in the Library.
10. Food and non-alcoholic beverages may be served. All serving equipment and needed utensils must be provided by the group or caterer.
11. Audio-visual equipment may be reserved for use in the meetings rooms. Staff will provide instruction on equipment operation if requested prior to the meeting date.
 

Equipment includes:	
16mm projector	Cassette tape recorder
Slide projector	Overhead projector
Blackboard	Speaker podium
Piano	Television w/video tape player
Compact Disc Player	Cassette tape player
Projection screen	
12. Groups may not receive mail at the Library's address.
13. A representative of the group using the meeting room must complete a meeting room report form after each use.
14. Groups must have a meeting room request sheet on file with the Library.

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# Des Plaines Chamber of Commerce and Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone (847) 824-4200 • Fax (847) 824-7932  
<http://nsn.nstsi.us.org/dpkhome/dpcc>

## 1998 OFFICERS

President  
SKIP ROBERTSON  
C-Line Products, Inc.

President-Elect  
JOHN HEINZ  
Oehler Funeral Home

Vice President - Finance  
CLIFFORD BOXLEITNER  
Boxleitner Financial Services

Vice President - Industrial  
VERN KRAMER  
Kester Solder Company

Vice President - Retail  
MARILYN O'BRIEN  
Marilyn's Flowers & Things

Vice President - Service  
USA SIUDA  
Holy Family Medical Center

Immediate Past President  
ROBERT MAC ARTHUR  
United Airlines

Vice President  
PATRICIA ORNBERG  
Executive Director

## 1998 DIRECTORS

GENE ANDERSON  
Anderson Lock Company

JAMES ANDERSON  
Insty Prints

GEORGE BELLAS  
Bellas & Wachowski Law Firm

THOMAS CACINI  
Speedy Sign-A-Rama

DONNA DIDIER  
Philip I. Mappa Interests

F. WALLACE DOUTHWAITE  
City of Des Plaines

LARRY GILLIE  
CoVest Banc

JOHN HEINZ  
O'Malley & McKay Insurance

THOMAS KERSTING  
Dial One Aleyden Heat & Air

JOHN LARSON  
Precision Instruments, Inc.

DR. MARGARET LEE  
Oakton Community College

DONALD ROSEDALE  
Contour Saws, Inc.

March 23, 1998

Ms. Sandra Norlin  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, Illinois 60016

Dear Sandra:

It was such a wonderful success in 1997 that the Des Plaines Chamber of Commerce & Industry invites the Des Plaines Public Library to again co-sponsor Santa's Arrival 1998. The location was ideal and provided a warm, pleasant and positive experience for the children.

We hope that Saturday, November 28th, 10 a.m. is available for this exciting event. If approval is given by the Library Board, the Chamber would like to meet with your staff to review 1997 and discuss ways to enhance the event for 1998.

We await your response and hope that through our continued partnership, the Chamber and the Library can make a DIFFERENCE in the community.

Sincerely,

Pat Ornberg  
Vice President  
Executive Director

cc: John Burke  
Skip Robertson

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# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## MEMORANDUM

To: Management Committee / Library Board of Trustees  
 From: Sandra K. Norlin, Library Administrator  
 Subject: Proposed Staffing Changes, 1998-99  
 Date: March 31, 1998

As you know, five full-time employees of the library are taking early retirement by the end of 1998. They are retiring from the following positions:

	Position	Effective Date	Salary Range, 1998
1.	Librarian I	6/98	\$32,196 - 43,560
2.	Librarian I	7/98	32,196 - 43,560
3.	Head of Outreach Services	1/99	30,604 - 41,404
4.	Head of Technical Services	1/99	38,259 - 51,760
5.	Head of Adult Services	1/99	38,259 - 51,760

I recommend the following replacements for those positions:

	Position	Effective Date	Salary Range, 1999 (3%)
1.	Librarian I	6/98	\$33,162 - 44,869
2.	Librarian I	6/98	33,162 - 44,869
3.	Head of Community Svcs	1/99	39,259 - 53,313
	Mobile Library Clerk	1/99	24,217 - 32,764
4.	Coordinator of Computer/ Technical Services	1/99	45,929 - 62,140
5.	Head of Adult Services	1/99	39,259 - 53,313

Please note the following changes:

1. The Head of Technical Services position will be upgraded to a Coordinator of Computer and Technical Services position, with increased responsibilities, largely in the computer services area.
2. The Head of Outreach Services (Library Assistant IV) will be upgraded to a Head of Community Services (Librarian IV) position and a full-time Mobile Library Clerk/Driver will be added.

As I calculated the impact on the budget(s), I used these assumptions: the new employees would be hired at the mid-point of the salary ranges, and the 1999 salary ranges would increase by 3% over 1998.

In 1998, the proposed changes would add \$409 to the base salaries; in 1999, the changes would add \$36,634, for a total impact (base salaries only) of \$37,043.

In summary, if adopted, the proposed changes would result in two upgraded positions and one additional position, at a total cost of \$37,043, based on the assumptions as noted.

Thank you for your consideration.



DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - MARCH 1998

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
AAUW	1	16
Coupon Club	1	4
Des Plaines Art Guild	1	10
Des Plaines Camping Club	1	25
Des Plaines Woman's Club	1	7
DuPage Figure Skaters	1	8
Great Decisions	3	45
Loose Threads	1	7
PFS Group	2	40
Phoenix Investment Group	1	6
Romance Writers	1	2
Think Quest	2	20
Toastmasters	3	60
Total	20	250
<b>Library Sponsored Adult Programs</b>		
Book Discussion	2	26
Feature Films at the Library	1	91
Friends of the Library	1	13
Inside Writing & Publishing	1	17
Library Board Meeting	1	15
Magic of Wildflowers	1	35
Travel/Ireland	1	30
Total	8	227

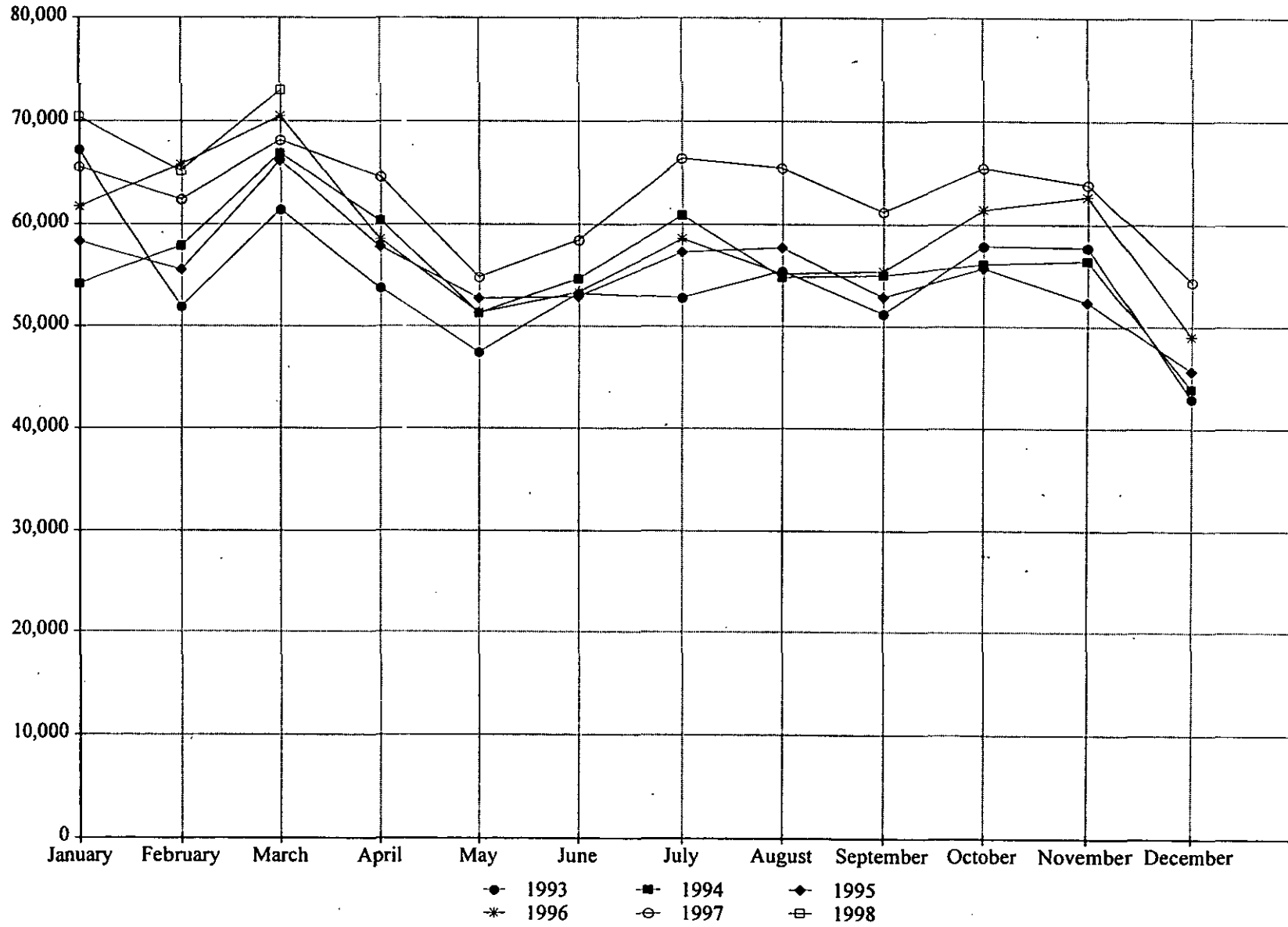
DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - MARCH 1998  
Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
2 Year Old Storytime	9	141
3-5 Year Old Storytime	11	127
Bright Start	10	234
World of Pooh	1	230
Evening Storytime	1	65
Kite Making	1	36
Craft Programs	2	143
Total	35	976
<b>Literacy Program</b>		
Learn to Read	21	1135
Total	21	1135

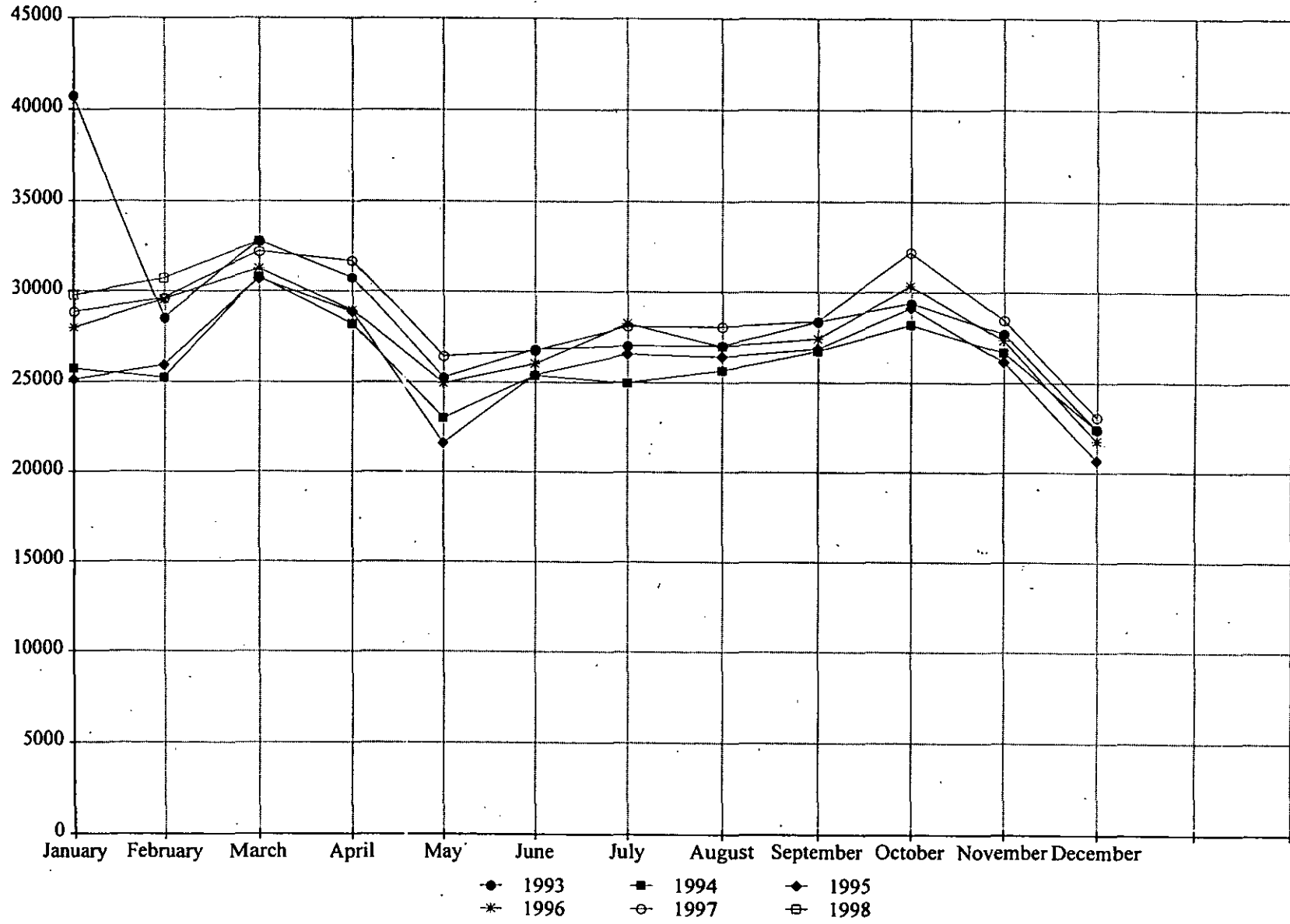
March Total = 84 groups involving 2,588 people.  
1998 Year to Date Total 119 groups involving 3,937 people.

### Circulation Statistics

Items Circulated Per Month By Year



### Paton Attendance March 1998



## XIII

## REGISTRATION SERVICES REPORT FOR MARCH 1998

## I. LIBRARY CARD REGISTRATION SERVICES

<u>March 1997</u>	<u>February 1998</u>	<u>March 1998</u>	<u>Year to Date</u> <u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
857	1,173	1,519	2,537	3,093	18%
A.	New Cards		404		
B.	Renewals		423		
C.	Non-Resident Cards		12		
D.	Off-line Library Cards		58		
	Total		897		

## II. OTHER REGISTRATION SERVICES.

1.	Patrons Registering for Programs	347
2.	Number of Meeting Room Uses	82
3.	Cab cards and Other Registrations	14
4.	LAN Disc Sold	11
5.	Computer Room	165
6.	Reading Edge Users	3
	Total	622

## III. TOTAL NUMBER OF REGISTERED BORROWERS

March 1997	33,925	(62.9% of Population)
March 1998	32,762	(61.3% of Population)

## CIRCULATION REPORT FOR MARCH 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>March 1997</u>	<u>February 1998</u>	<u>March 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
32,203	30,691	32,762	91,045	93,194	2.3%

## RECIPROCAL BORROWING

(Materials Lent)

	<u>March 1997</u>	<u>March 1998</u>	<u>% Change</u>
NSLS	7,001	9,277	24.5%
OTHER SYSTEMS	1,617	1,747	7.4%
TOTAL	8,618	11,024	21.8%

## INTERLIBRARY LOAN

Sent	1,113
Received	428

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

March 1998

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				% Change	
Total 1997 to Date:	196,096	Total 1998 to Date:	207,210	5.67%	
March 1997:	68,147	March 1998:	72,977	7.09%	

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	1997	1998	1997	1998	1997	1998
Non Fiction		4,372	5,053	602	962	4,974	6,015
Fiction		9,692	10,213	1,047	1,471	10,739	11,684
Foreign Language Non Fiction		0	36	0	6	0	42
Foreign Language Fiction		0	211	0	80	0	291
Periodicals		118	147	44	88	162	235
Compact Discs		172	231	9	26	181	257
Audio Cassettes		192	263	26	34	218	297
Audio Kits		511	521	71	99	582	620
Puzzles		374	342	49	66	423	408
Games		25	63	3	14	28	77
Audio Books		135	90	10	9	145	99
Video Fiction		1,962	1,687	429	326	2,391	2,013
Video Non Fiction		0	794	0	66	0	860
CD ROMs		0	247	0	0	0	247
<b>SUB TOTAL</b>		<b>17,553</b>	<b>19,898</b>	<b>2,290</b>	<b>3,247</b>	<b>19,843</b>	<b>23,145</b>
<b>ADULT</b>							
Non Fiction		13,656	14,599	185	205	13,841	14,804
Fiction		8,863	7,620	420	331	9,283	7,951
Large Type		0	777	0	54	0	831
Foreign Language Non Fiction		0	84	0	0	0	84
Foreign Language Fiction		0	369	0	0	0	369
Periodicals		2,872	2,929	127	157	2,999	3,086
Pamphlets		69	34	0	0	69	34
Compact Discs		4,054	4,682	340	532	4,394	5,214
Audio Cassettes		945	809	0	22	945	831
Puzzles		9	13	0	0	9	13
Pictures		88	74	0	0	88	74
Audio Books		1,211	1,447	6	12	1,217	1,459
CD ROMs		0	195	0	0	0	195
Video Fiction		9,528	10,657	0	397	9,528	11,054
Video Non Fiction		3,262	3,793	0	27	3,262	3,820
Misc. Formats		0	13	0	0	0	13
Self Check (Books Only) *		2,669	0	0	0	2,669	0
		<b>47,226</b>	<b>48,095</b>	<b>1,078</b>	<b>1,737</b>	<b>48,304</b>	<b>49,832</b>
<b>GRAND TOTAL</b>		<b>64,779</b>	<b>67,993</b>	<b>3,368</b>	<b>4,984</b>	<b>68,147</b>	<b>72,977</b>

\* Beginning January 1998, Self Check circulation is included within category totals.

## March 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	169,503	170,939	1436	0.8%
Audio	12,180	12,419	239	2.0%
Video	8,408	8,600	192	2.3%
Puzzles and Games	592	587	-5	-0.8%
Realia	234	234	0	0.0%
Pamphlets	14,866	14,866	0	0.0%
<hr/>				
Total	205,783	207,645	1,862	0.9%



ACQUISITIONS REPORT FOR  
FOR MARCH 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	1,982	2,019	37	1.9%
100	2,329	2,391	62	2.7%
200	2,736	2,767	31	1.1%
300	11,371	11,416	45	0.4%
400	589	589	0	0.0%
500	2,806	2,834	28	1.0%
600	16,890	16,934	44	0.3%
700	14,325	14,424	99	0.7%
800	4,714	4,743	29	0.6%
900	10,865	10,943	78	0.7%
B	4,264	4,298	34	0.8%
Total (Adult)	72,871	73,358	487	0.7%
Juvenile (J)				
000	358	358	0	0.0%
100	192	193	1	0.5%
200	264	267	3	1.1%
300	2,123	2,150	27	1.3%
400	102	102	0	0.0%
500	2,735	2,773	38	1.4%
600	2,477	2,505	28	1.1%
700	3,192	3,274	82	2.6%
800	770	774	4	0.5%
900	3,110	3,170	60	1.9%
B	854	876	22	2.6%
YA	627	662	35	5.6%
Total (J)	16,804	17,104	300	1.8%
Total (E)	6,626	6,759	133	2.0%
Total (Juvenile)	23,430	23,863	433	1.8%
Total (Non-fiction)	96,301	97,221	920	1.0%
Fiction				
Adult	34,139	34,297	158	0.5%
Juvenile				
J	8,394	8,471	77	0.9%
YA	1,483	1,502	19	1.3%
E	9,665	9,798	133	1.4%
Picture Books	6,554	6,579	25	0.4%
Board Books	666	675	9	1.4%
Total (Juvenile)	26,762	27,025	263	1.0%
Total (Fiction)	60,901	61,322	421	0.7%

Compact discs				
Adult	4,991	5,088	97	1.9%
Juvenile	277	283	6	2.2%
Total (Compact discs)	5,268	5,371	103	2.0%
CD ROMs				
Adult	92	92	0	0.0%
Juvenile	98	121	23	23.5%
Total (CD ROMs)	190	213	23	12.1%
Audio Cassettes.				
Adult	2,765	2,758	-7	-0.3%
Juvenile	785	792	7	0.9%
Audio Books				
Adult	1,608	1,672	64	4.0%
Juvenile	560	608	48	8.6%
Total (Cassettes)	5,718	5,830	112	2.0%
Kits	1,004	1,005	1	0.1%
Videocassettes				
Adult	7,086	7,254	168	2.4%
Juvenile	1,322	1,346	24	1.8%
Total (Videocassettes)	8,408	8,600	192	2.3%
Total (Audio Visual)	20,588	21,019	431	2.1%
Reference				
Adult	5,455	5,463	8	0.1%
Juvenile	1,006	1,020	14	1.4%
Total (Reference)	6,461	6,483	22	0.3%
Puzzles				
Adult	53	47	-6	-11.3%
Juvenile	452	453	1	0.2%
Total (Puzzles)	505	500	-5	-1.0%
Games (Juvenile)	87	87	0	0.0%
Realia				
Paintings	232	232	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	234	234	0	0.0%

Large Type				
Adult	2,705	2,750	45	1.7%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,733	2,778	45	1.6%
Pamphlets	14,866	14,866	0	0.0%
Easy Reading	1,029	1,029	0	0.0%
Foreign language				
Afrikaans				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Afrikaans language)	1	1	0	0.0%
French				
Adult	93	86	-7	-7.5%
Juvenile	18	18	0	0.0%
Total (French language)	111	104	-7	-6.3%
German				
Adult	93	92	-1	-1.1%
Juvenile	4	4	0	0.0%
Total (German language)	97	96	-1	-1.0%
Greek				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Greek language)	1	1	0	0.0%
Gujarti				
Adult	0	0	0	0.0%
Juvenile	51	51	0	0.0%
Total (Gujarti language)	51	51	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Hebrew language)	1	1	0	0.0%
Italian				
Adult	22	21	-1	-4.5%
Juvenile	2	2	0	0.0%
Total (Italian language)	24	23	-1	-4.2%

Japanese				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Japanese language)	1	1	0	0.0%
Latin				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Latin language)	2	2	0	0.0%
Polish				
Adult	467	482	15	3.2%
Juvenile	9	16	7	77.8%
Total (Polish language)	476	498	22	4.6%
Russian				
Adult	116	118	2	1.7%
Juvenile	2	2	0	0.0%
Total (Russian language)	118	120	2	1.7%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	519	522	3	0.6%
Juvenile	677	687	10	1.5%
Total (Spanish language)	1,196	1,209	13	1.1%
Total (Adult)	1,312	1,323	11	0.8%
Total (Juvenile)	766	783	17	2.2%
Total (Foreign languages)	2,078	2,106	28	1.3%
=====				
TOTAL	205,783	207,645	1,862	0.9%

DES PLAINES PUBLIC LIBRARY  
CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
MARCH 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	346
2. Computer sign-ups & help	1,133
3. Storytime & program sign-ups	93
4. Reference questions	1,053
5. Ready reference	724
6. Referrals to toher libraries	24
7. Misc. inquires	372
8. Handout & change	670
TOTAL	4,415

ADULT PATRON ASSISTANCE STATISTICAL REPORT  
MARCH 1998

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	278	
2. Tax forms	210	
3. Directional questions	321	
4. Item retrieval by pages	203	
Total		1,012
 <u>Reference Services</u>		
1. Specific item request	1,406	
2. Ready reference	854	
3. Material searching	173	
4. Referrals to other libraries	29	
Total		2,462
GRAND TOTAL		3,474

Number of individuals using the Local Computer Network = 1,563

DES PLAINES PUBLIC LIBRARY  
AUDIO VISUAL STATISTICAL REPORT  
MARCH 1998

<u>Patron Services Provided</u>	<u>Number</u>
1. Holds Placed	60
2. Title Requests	260
3. Material Searches	100
4. Phone Patron Assistance	207
5. In House Patron Assistance	502

Sandra  
Norlin

## OFFICE OF THE CITY CLERK

Des Plaines, Illinois • City of Destiny

Donna McAllister, CMC/AE  
 City Clerk  
 1420 Miner Street  
 Des Plaines, Illinois 60016  
 Telephone: 847/391-5311  
 Fax: 847/391-5439

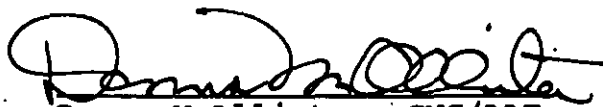
April 7, 1998

CHANGE OF DATESPECIAL MEETINGOF THECITY COUNCIL

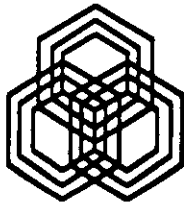
In accordance with Title I, Chapter 6, Section 1-6-3, of the City Code, Mayor Paul Jung has called for a Special Meeting of the City Council for Monday, April 27, 1998 instead of previously published date of April 13, 1998, at 7:00 p.m. in Room 102 of City Hall.

AGENDA

- Review/Amended Downtown Redevelopment Agreement

  
 Donna McAllister, CMC/AE  
 CITY CLERK

1092



# Library Planning Associates, Inc.

P.O. Box 624  
Streamwood, IL 60107

P.O. Box 89  
Madison, WI 53701  
voice: 608.276.5762  
fax: 608.276.7849

March 23, 1998

Sandra Norlin  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Sandra:

It was so good to see you at PLA and learn that the library's building project is ready to move forward once again. You indicated an interest in bringing LPA back into the process as you gear up, and this note will confirm our interest in continuing our association.

There are two obvious facets to the continuation of this consultation. First, I suggest that we consider a review of the program planning parameters. Recent experience has shown that the library biz is changing at a faster and faster clip, and expansion plans that have been on hold for even just a couple years should be revisited, re-examined, and confirmed. Depending on local perspectives on how much change must be accommodated, a program review may be simple or elaborate. Second, LPA will be glad to work with you, library staff, and library board to review conceptual and schematic plans developed by your architect, Lohan Associates, in response to our earlier building program statement. Plan review can be accomplished entirely off-site, with you or your architect conveying plans and drawings for LPA's review, or it can be accomplished by off-site review complemented by on-site participation in meetings with the architect.

In any case, I look forward to talking with you more about these options (and possibly others) as we get back into the swing of things now that we're back from PLA. Give me a call when you have a chance.

Sincerely,

Anders C. Dahlgren  
President



# Grazie!

ristorante e banquets

March 5, 1998

MAR 10 1998

Mayor Paul W. Jung  
City of DesPlaines  
1420 Miner Street  
DesPlaines, IL 60016

Dear Paul:

Providing the children of our community with a quality education in an enlightened and stimulating learning environment is of paramount importance. Our children are the key to a brighter future.

As a DesPlaines businessperson and your neighbor, I want the best for our children and our community. I believe that the proposed, and recently approved, Library is a great civic project and yet another step in the right direction. The Library is a project that business, resident and civic leaders alike should support.

I would like to offer my assistance in raising funds for the new Library. In June or July, I propose a fund-raising event for the Library. The event or festival would be held on the property of Grazie! (inside & out of the restaurant). The festival will feature crafts, food & beverage, music for all ages, and other activities that will both entertain and educate. My early vision for this "Festival" includes such activities as storytelling, a children's fair, live music (featuring bands from the 60's, 70's, 80' & 90's), guest celebrities, theme rides, outdoor movies and adult games like the Dating and Newly Wed Games. I believe that the Festival will raise awareness for the Library while raising needed funds for, let's say, a Library Book Fund.

In addition to the support of Grazie! I hope to solicit other DesPlaines businesses and corporations to lend their financial support, imagination and human resources.

I believe that this event will be good not only as a fund-raiser but also as a way of bringing neighbors closer together. This event is still very much in the formative stages but I felt that it was important to share the idea first with you, our Mayor. Let's talk as soon as possible. I look forward to our continued discussions.

Respectfully,

*Nick*

Nick Mitchell  
GRAZIE!

*August - end of summer  
ready?*

# North Suburban Library System

## Public Library Data 1997

LegalName	Library Type	Population	EAV	TaxRate
Algonquin Area Public Library District	District	23,664	\$550,480,260.00	0.2651
Antioch Public Library District	District	17,285	\$354,309,977.00	0.174
Arlington Heights Memorial Library	Village	75,462	\$1,630,799,594.00	0.432
Barrington Public Library District	District	39,925	\$1,516,546,024.00	0.206
Cary Area Public Library District	District	19,934	\$409,731,788.00	0.198
Cook Memorial Public Library District	District	47,487	\$1,400,312,174.00	0.258
Crystal Lake Public Library	City	28,016	\$611,909,711.00	0.2945
Deerfield Public Library	Village	17,327	\$623,706,672.00	0.193
Des Plaines Public Library	City	53,414	\$1,309,319,002.00	0.178
Dundee Township Public Library District	District	39,167	\$679,072,908.00	0.1695
Ela Area Public Library District	District	24,490	\$857,204,395.00	0.32
Elk Grove Village Public Library	Village	33,429	\$1,255,597,653.00	0.173
Evanston Public Library	City	73,233	\$1,139,867,738.00	
Fox Lake Public Library District	District	15,367	\$287,424,000.00	0.1634
Fox River Grove Public Library District	District	4,082	\$65,602,716.00	0.3486
Fremont Public Library District	District	22,435	\$492,534,906.00	0.253
Gail Borden Public Library District	District	98,529	\$1,340,756,477.00	0.296
Glencoe Public Library	Village	8,499	\$347,987,373.00	0.319
Glenview Public Library	Village	38,437	\$1,036,019,507.00	0.301
Grayslake Area Public Library District	District	16,516	\$332,296,932.00	0.396
Highland Park Public Library	City	30,575	\$1,169,272,055.00	0.168
Highwood Public Library	City	5,331	\$61,461,621.00	0.148
Huntley Area Public Library District	District	10,730	\$148,114,314.00	0.2385
Indian Trails Public Library District	District	58,789	\$957,383,175.00	0.303
Kenilworth Public Library District	District	2,402	\$125,883,041.00	0.145
Lake Bluff Public Library	Village	5,486	\$275,841,964.00	0.119
Lake Forest Library	City	17,836	\$1,200,569,798.00	0.139
Lake Villa Public Library District	District	21,876	\$415,356,500.00	0.449
Lincolnwood Public Library District	District	11,365	\$399,875,430.00	0.265
McHenry Public Library District	District	33,225	\$557,888,276.00	0.1336
McHenry-Nunda Public Library District	District	4,002	\$45,951,316.00	0.156
Morton Grove Public Library	Village	22,373	\$472,188,805.00	0.274
Mount Prospect Public Library	Village	53,170	\$979,116,349.00	0.292
Niles Public Library District	District	54,338	\$1,017,024,582.00	0.311
North Chicago Public Library	City	34,978	\$1,248,466,449.00	0.204
Northbrook Public Library	District	32,308	\$1,248,466,449.00	0.204
Palatine Public Library District	District	89,493	\$1,295,753,159.00	0.366
Park Ridge Public Library	City	37,075	\$765,083,677.00	0.306
Prospect Heights Public Library District	District	12,022	\$395,135,392.00	0.348
Rolling Meadows Library	City	23,140	\$579,992,549.00	0.409
Round Lake Area Public Library District	District	27,200	\$249,064,162.00	0.389
Schaumburg Township District Library	District	124,773	\$2,761,864,641.00	0.361
Skokie Public Library	Village	59,432	\$1,365,706,577.00	0.366
Vernon Area Public Library District	District	34,424	\$1,145,833,984.00	0.284
Warren-Newport Public Library District	District	45,746	\$992,684,838.00	0.252
Wauconda Area Public Library District	District	21,625	\$379,752,790.00	0.339
Waukegan Public Library	City	69,392	\$792,061,144.00	0.28
Wilmette Public Library District	District	26,694	\$759,609,249.00	0.365
Winnetka-Northfield Public Library District	District	16,845	\$807,352,268.00	0.223
Zion-Benton Public Library District	District	36,870	\$629,291,224.00	0.19

# North Suburban Library System

## Public Library Data 1997

LegalName	Non-Resident Family Fee	Total Expenditures	Salaries	Library Materials- Expenditures
Algonquin Area Public Library District	\$160.00	\$1,322,824.00	\$713,980.00	\$204,254.00
Antioch Public Library District	\$106.00	\$632,634.00	\$269,403.00	\$121,228.00
Arlington Heights Memorial Library	\$255.00	\$7,070,377.00	\$3,849,834.00	\$983,822.00
Barrington Public Library District	*	\$3,578,487.00	\$1,468,598.00	\$450,365.00
Cary Area Public Library District	*	\$576,690.00	\$272,114.00	\$106,253.00
Cook Memorial Public Library District	\$190.00	\$3,723,227.00	\$2,054,570.00	\$568,511.00
Crystal Lake Public Library	*	\$2,068,823.00	\$828,300.00	\$279,390.00
Deerfield Public Library	\$190.00	\$1,345,987.00	\$823,721.00	\$141,630.00
Des Plaines Public Library	\$115.00	\$2,764,259.00	\$1,377,535.00	\$515,001.00
Dundee Township Public Library District	\$75.00	\$1,128,966.00	\$623,350.00	\$141,362.00
Ela Area Public Library District	\$325.00	\$2,714,446.00	\$1,209,615.00	\$379,896.00
Elk Grove Village Public Library	\$145.00	\$2,458,183.00	\$1,012,544.00	\$301,450.00
Evanston Public Library	\$80.00	\$3,147,309.00	\$1,875,847.00	\$565,480.00
Fox Lake Public Library District	\$100.00	\$641,519.00	\$210,329.00	\$64,299.00
Fox River Grove Public Library District	*	\$224,107.00	\$101,084.00	\$34,319.00
Fremont Public Library District	\$100.00	\$1,241,587.00	\$470,844.00	\$215,747.00
Gail Borden Public Library District	\$1.00	\$3,792,199.00	\$1,865,374.00	\$535,783.00
Glencoe Public Library	\$360.00	\$1,039,066.00	\$499,120.00	\$154,173.00
Glenview Public Library	*	\$2,994,317.00	\$1,510,116.00	\$562,500.00
Grayslake Area Public Library District	\$250.00	\$3,286,271.00	\$454,113.00	\$141,623.00
Highland Park Public Library	\$180.00	\$2,042,309.00	\$1,101,441.00	\$356,067.00
Highwood Public Library	\$75.00	\$137,219.00	\$77,806.00	\$33,619.00
Huntley Area Public Library District	\$100.00	\$225,120.00	\$66,476.00	\$44,512.00
Indian Trails Public Library District	\$70.00	\$4,385,885.00	\$1,477,341.00	\$357,130.00
Kenilworth Public Library District		\$188,309.00		
Lake Bluff Public Library	\$75.00	\$329,189.00	\$190,578.00	\$81,562.00
Lake Forest Library	\$300.00	\$1,926,035.00	\$944,500.00	\$245,495.00
Lake Villa Public Library District	\$260.00	\$2,016,362.00	\$674,087.00	\$235,662.00
Lincolnwood Public Library District	\$200.00	\$2,771,203.00	\$453,128.00	\$96,610.00
McHenry Public Library District	\$70.00	\$1,011,030.00	\$373,925.00	\$82,796.00
McHenry-Nunda Public Library District	\$45.00	\$250,343.00	\$29,971.00	\$7,375.00
Morton Grove Public Library	\$153.00	\$1,402,634.00	\$715,368.00	\$195,895.00
Mount Prospect Public Library	\$131.00	\$3,168,885.00	\$1,710,964.00	\$516,087.00
Niles Public Library District	\$105.00	\$4,819,210.00	\$1,380,124.00	\$368,153.00
North Chicago Public Library	\$40.00	\$308,367.00	\$175,570.00	\$47,502.00
Northbrook Public Library	*	\$2,907,978.00	\$1,473,046.00	\$476,817.00
Palatine Public Library District	*	\$5,110,890.00	\$1,533,315.00	\$599,268.00
Park Ridge Public Library	\$140.00	\$3,166,055.00	\$1,596,128.00	\$403,382.00
Prospect Heights Public Library District	\$293.00	\$1,370,273.00	\$468,355.00	\$112,525.00
Rolling Meadows Library	\$1.00	\$2,428,390.00	\$1,113,945.00	\$367,053.00
Round Lake Area Public Library District	\$115.00	\$1,131,795.00	\$364,907.00	\$130,168.00
Schaumburg Township District Library	\$150.00	\$14,374,977.00	\$3,791,717.00	\$1,216,819.00
Skokie Public Library	\$150.00	\$5,678,015.00	\$2,702,123.00	\$710,458.00
Vernon Area Public Library District	*	\$4,068,090.00	\$1,780,119.00	\$422,204.00
Warren-Newport Public Library District	\$200.00	\$5,313,292.00	\$1,005,494.00	\$362,022.00
Wauconda Area Public Library District	\$132.22	\$3,869,062.00	\$373,588.00	\$156,426.00
Waukegan Public Library	\$86.00	\$2,604,880.00	\$1,380,304.00	\$329,791.00
Wilmette Public Library District	\$1.00	\$3,067,270.00	\$1,325,351.00	\$432,037.00
Winnetka-Northfield Public Library District	*	\$1,719,107.00	\$855,699.00	\$321,575.00
Zion-Benton Public Library District	*	\$1,357,234.00	\$654,625.00	\$231,147.00

\*Tax Bill Method

North Suburban Library System

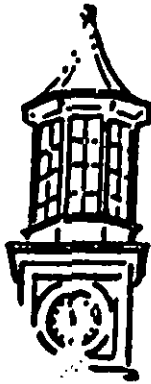
Public Library Data 1997

LegalName	Children's Materials	Capital Expenses	Books (number)	Books per Capita
Algonquin Area Public Library District	\$63,770.00	\$43,280.00	86,400	3.65
Antioch Public Library District	\$41,000.00	\$3,168.00	69,953	4.05
Arlington Heights Memorial Library	\$153,415.00	\$412,503.00	413,370	5.48
Barrington Public Library District	\$55,895.00	\$790,956.00	196,702	4.93
Cary Area Public Library District	\$25,360.00	\$29,703.00	48,987	2.46
Cook Memorial Public Library District	\$89,746.00	\$102,131.00	209,430	4.41
Crystal Lake Public Library	\$62,006.00	\$644,449.00	131,050	4.68
Deerfield Public Library	\$36,630.00	\$315,431.00	146,270	8.44
Des Plaines Public Library	\$75,000.00	\$156,379.00	161,392	3.02
Dundee Township Public Library District	\$34,521.00	\$23,106.00	110,017	2.81
Ela Area Public Library District	\$274,207.00	\$477,569.00	129,420	5.28
Elk Grove Village Public Library	\$100,000.00	\$620,989.00	194,237	5.81
Evanston Public Library	\$50,506.00	\$30,963.00	369,417	5.04
Fox Lake Public Library District	\$14,108.00	\$210,317.00	69,706	4.54
Fox River Grove Public Library District	\$19,000.00	\$29,239.00	16,933	4.15
Fremont Public Library District	\$71,807.00	\$223,012.00	63,007	2.81
Gail Borden Public Library District	\$88,746.00	\$0.00	199,551	2.03
Glencoe Public Library	\$26,701.00	\$81,357.00	77,312	9.10
Glenview Public Library	\$114,298.00	\$273,570.00	241,392	6.28
Grayslake Area Public Library District	\$49,844.00	\$2,336,076.00	56,174	3.40
Highland Park Public Library	\$67,540.00	\$160,504.00	189,587	6.20
Highwood Public Library	\$7,841.00	\$12,180.00	37,644	7.06
Huntley Area Public Library District	\$25,000.00	\$108,474.00	19,000	1.77
Indian Trails Public Library District	\$88,310.00	\$1,337,311.00	205,612	3.50
Kenilworth Public Library District				
Lake Bluff Public Library	\$17,863.00	\$6,505.00	46,229	8.43
Lake Forest Library	\$50,000.00	\$229,520.00	108,671	6.09
Lake Villa Public Library District	\$67,575.00	\$611,670.00	89,611	4.10
Lincolnwood Public Library District	\$27,000.00	\$2,019,014.00	48,044	4.23
McHenry Public Library District	\$13,200.00	\$278,531.00	51,889	1.56
McHenry-Nunda Public Library District	\$2,388.00	\$15,474.00	13,857	3.46
Morton Grove Public Library	\$45,000.00	\$86,343.00	124,517	5.57
Mount Prospect Public Library	\$103,928.00	\$61,474.00	318,014	5.98
Niles Public Library District	\$45,000.00	\$2,450,598.00	174,293	3.21
North Chicago Public Library	\$18,108.00	\$0.00	46,787	1.34
Northbrook Public Library	\$94,739.00	\$162,076.00	229,763	7.11
Palatine Public Library District	\$90,700.00	\$1,502,397.00	258,219	2.89
Park Ridge Public Library	\$82,433.00	\$552,667.00	219,884	5.93
Prospect Heights Public Library District	\$23,354.00	\$338,321.00	87,972	7.32
Rolling Meadows Library	\$86,498.00	\$238,390.00	152,572	6.59
Round Lake Area Public Library District	\$26,340.00	\$333,620.00	75,312	2.77
Schaumburg Township District Library	\$158,375.00	\$6,309,773.00	434,025	3.48
Skokie Public Library	\$130,000.00	\$535,752.00	393,053	6.61
Vernon Area Public Library District	\$124,500.00	\$737,587.00	146,073	4.24
Warren-Newport Public Library District		\$3,356,036.00	120,115	2.63
Wauconda Area Public Library District	\$19,287.00	\$2,990,674.00	68,314	3.16
Waukegan Public Library	\$55,105.00	\$106,862.00	278,803	4.02
Wilmette Public Library District	\$54,634.00	\$280,067.00	201,787	7.56
Winnetka-Northfield Public Library District	\$28,178.00	\$98,779.00	103,836	6.16
Zion-Benton Public Library District	\$86,116.00	\$78,650.00	117,924	3.20

# North Suburban Library System

## Public Library Data 1997

LegalName	Circulation Total	Circulation per Capita	Cost per Circulation Transaction
Algonquin Area Public Library District	343,756	14.53	\$3.72
Antioch Public Library District	167,460	9.69	\$3.76
Arlington Heights Memorial Library	1,459,821	19.35	\$4.56
Barrington Public Library District	573,802	14.37	\$4.86
Cary Area Public Library District	149,001	7.47	\$3.67
Cook Memorial Public Library District	1,050,644	22.12	\$3.45
Crystal Lake Public Library	503,221	17.96	\$2.83
Deerfield Public Library	366,274	21.14	\$2.81
Des Plaines Public Library	703,240	13.17	\$3.71
Dundee Township Public Library District	237,838	6.07	\$4.65
Ela Area Public Library District	642,714	26.24	\$4.22
Elk Grove Village Public Library	596,172	17.83	\$3.08
Evanston Public Library	863,207	11.79	\$3.61
Fox Lake Public Library District	120,836	7.86	\$3.57
Fox River Grove Public Library District	37,477	9.18	\$5.20
Fremont Public Library District	234,601	10.46	\$4.34
Gail Borden Public Library District	684,073	6.94	\$5.54
Glencoe Public Library	142,529	16.77	\$6.72
Glenview Public Library	731,857	19.04	\$3.72
Grayslake Area Public Library District	205,001	12.41	\$4.64
Highland Park Public Library	519,201	16.98	\$3.62
Highwood Public Library	22,380	4.20	\$5.59
Huntley Area Public Library District	23,734	2.21	\$4.91
Indian Trails Public Library District	595,686	10.13	\$5.12
Kenilworth Public Library District			
Lake Bluff Public Library	74,355	13.55	\$4.34
Lake Forest Library	355,647	19.94	\$4.77
Lake Villa Public Library District	402,723	18.41	\$3.49
Lincolnwood Public Library District	132,733	11.68	\$5.67
McHenry Public Library District	187,928	5.66	\$3.90
McHenry-Nunda Public Library District	11,867	2.97	\$19.79
Morton Grove Public Library	233,166	10.42	\$5.65
Mount Prospect Public Library	679,918	12.79	\$4.57
Niles Public Library District	677,115	12.46	\$3.50
North Chicago Public Library	48,625	1.39	\$6.34
Northbrook Public Library	670,037	20.74	\$4.10
Palatine Public Library District	1,404,482	15.69	\$2.57
Park Ridge Public Library	673,866	18.18	\$3.88
Prospect Heights Public Library District	154,363	12.84	\$6.69
Rolling Meadows Library	370,662	16.02	\$5.91
Round Lake Area Public Library District	226,911	8.34	\$3.52
Schaumburg Township District Library	2,132,353	17.09	\$3.78
Skokie Public Library	1,092,856	18.39	\$4.71
Vernon Area Public Library District	772,474	22.44	\$4.31
Warren-Newport Public Library District	755,013	16.50	\$2.59
Wauconda Area Public Library District	320,024	14.80	\$2.74
Waukegan Public Library	441,924	6.37	\$5.65
Wilmette Public Library District	558,594	20.93	\$4.99
Winnetka-Northfield Public Library District	240,486	14.28	\$6.74
Zion-Benton Public Library District	374,497	10.16	\$3.41

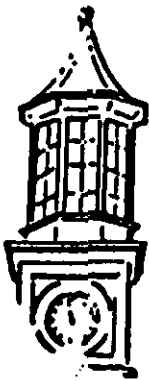


# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## AUCTION LIST April 2, 1998

Quantity	Description		
1	Clarke Upright Vacuum Cleaner No serial number....(Name plate missing)	model 579	mag. rm.
1	Clarke Canister Vacuum Cleaner No attachments Model # 620 Serial # 620783	boiler rm.	(TO BE DISPOSED OF)
1	Clarke Upright Vacuum Cleaner Serial # 576-4581	model 578	elect. vault
1	Advance Carpet Thiever Model # 22 Serial # 078625		
1	12 Hook Mobile Coat Rack		
1	Puppet Tree with Pegs		



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

AUCTION LIST  
April 2, 1998

Quantity

Description

1

1985 Station Wagon. Pontiac Parisienne. Color, Green.  
Vin# 1G2BL35H2FX229526

**Interesting Changes in Circulation by Subject Area**  
**Comparison of Circulation Statistics – April 1, 1996 to March 30, 1997**  
**Compared to April 1, 1997 to March 30, 1998**

**Increases in Circulation**

**Children's Services:**

1. Young Adult Fiction – 2000
2. Easy Fiction – 3000
3. Easy Nonfiction – 500
4. J Cassettes – 600
5. J Audio Books – 300
6. J Folktales – 200
7. J History and Travel – 750
8. J Compact Discs – 1200
9. J Videos – 5500
10. Board Books - 800
11. J Spanish Fiction – 600
12. J Gujarati – 100

**Adult Services:**

1. Biography – 1000
2. Large Print – 900
3. Audio Books – 2700
4. Dewey # 360s (true crime, social problems) – 500
5. Travel – 1300
6. F Videos – 11,000
7. Compact Discs – 4000
8. Adult and J Nonfiction Videos – 3200
9. Computer Books – 2000
10. Polish Fiction – 900

**Noticeable Decreases:**

1. UFOs, encyclopedias, - 1300
2. J Crafts – 150



**DON'T MISS  
THE BEE'S KNEES  
OF A PARTY!**

*You're  
Invited*

TO

**"BOOK"** ON

**OVER TO THE BASH**

FOR A

**HOTSY TOSY NIGHT**



LIVE MUSIC



**"WEST END JAZZ BAND"**

★ **ROARIN' 20's COSTUME CONTEST**



★ **DANCE CONTEST**



★ **AND MORE!**



**"RECREATE 1925"**



AT THE

**ROUND LAKE AREA LIBRARY'S**

**25<sup>TH</sup> ANNIVERSARY**

**SATURDAY, APRIL 25<sup>TH</sup>, 1998**

**7:00 • 10:00 P.M.**

**Round Lake Area Library**

**906 Hart Road • Round Lake, IL**

**847-546-7060**

## Inside this issue:

- Internet Shows
- Music and Fine Arts
- Cooking shows, kids shows and fun for the whole family

# Library Cable Network CHANNEL 24

## April 1998 Cable Guide

### Premiering on LCN this Month

#### Older and Healthier

Calling all seniors! Watch LCN this month as we premiere two more half-hour episodes from the Illinois Department on Aging. This month's topics are "Coping with Diabetes" and "Tobacco Use and the Elderly".  
*Premieres April 2, 10am*

#### Weave A Dream Catcher

Weave a dream catcher of your own in this interactive program for the whole family. Candace Holm Hoffman will demonstrate weaving techniques to use in designing and making a dream catcher.  
*Premieres April 7, 10am*

#### Chamber Music Musicales

Join LCN for a very special program when the Midwest Young Artists perform a concert of light classical music.  
*Premieres April 9, 10am*

#### 1997-1998 Young Steinway Concert Series

Lilly Kim and Euna Lhee are our featured young artists this month. Miss Kim will show off her piano skills and Miss Lhee will regale us with his musical stylings on the violin.  
*Premieres 14, 10:00am*

#### Personal Safety for Seniors

Officer Kruger and Sgt. Haisely will discuss personal safety, securing your home, scams and more.  
*Premieres April 15, 10:00 am*

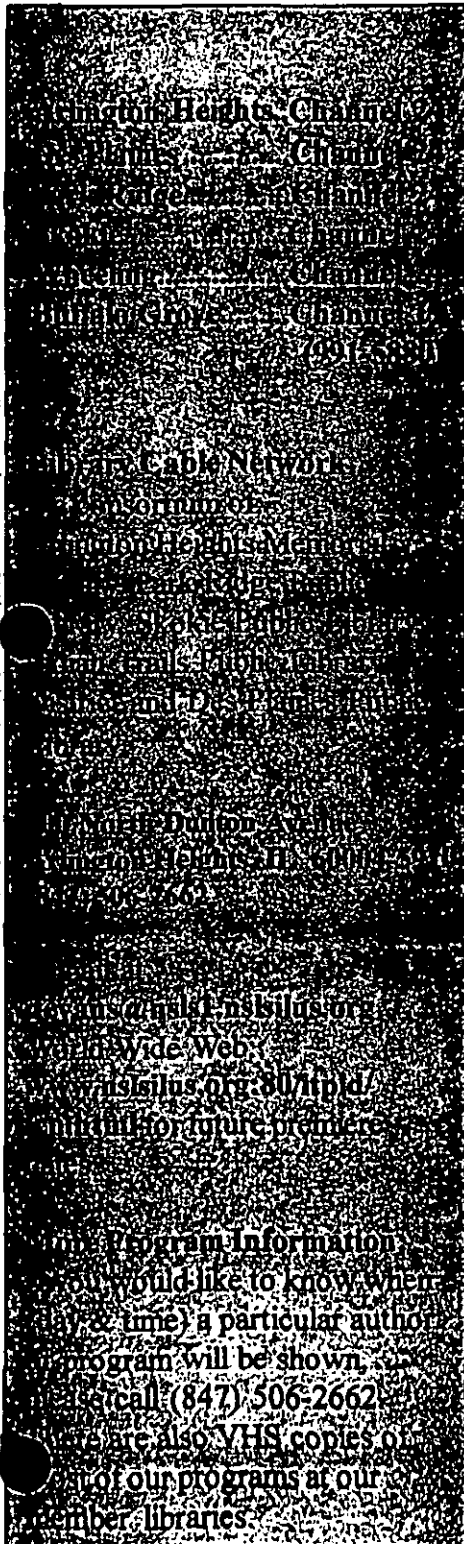
#### K-9 Adventures

Officer Schulz and Officer Grimm will demonstrate their jobs in the canine unit and how they detect drugs and find criminals.  
*Premieres April 16, 10:00 am*

#### Literacy Circle Series featuring Jane Smiley

Join LCN for a very special evening with author Jane Smiley. This famous author's most recent work "A Thousand Acres" was adapted to a screen play that starred Jessica Lange, Michelle Pfeiffer and Robert Duvall. Sponsored by the NSLS Literacy Foundation  
*April 21, 10:00 am*

**Attention Americast viewers!**  
Library Cable Network is on the air!  
If your community has Ameritech as your cable service provider, LCN can be seen on Channel 24 on Americast!  
Thanks for your patience!



# Library Cable Network Programming April 1-May 1

	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Wed 1	Tooth Fairy Magic	Red Devil, Green Devil	The Scots Who Influenced Chicago	Dickens and the City of London	Cycling Russia	Our National Parks
Thu 2	Older & Healthier Premierel	Libraries Mean Business	Procrastination	Healthy Lifestyles to Offset Aging	Bird House & Feeder Construction	Traveling World of Reptiles
Fri 3	Paul Lee: Magician	Family Western Songs & Stories	Older & Healthier 8 & 9	Mitral Valve Prolapse	Classical Indian Dance	Betty Bryant- "Showboat"
Sat 4	No More Nagging Your Adolescents	Older & Healthier 8 & 9	Classical Indian Dance	Paul Lee: Magician	Mitral Valve Prolapse	Networking
Sun 5	Older & Healthier	Classical Indian Dance	Mitral Valve Prolapse	Family Western Songs & Stories	Career Change: Meeting the Chal	Advertising Songs the Whole World
Mon 6	Sounds of Children	Folksinger: David Drake	How to Sell A House in the 90's	Honey I Shrunk the Property Taxes	Organic Lawn Care	Healthy Trees for Earth Day
Tue 7	Weave A Dream Catcher/PuppetRus	Acupuncture	Acupuncture Part 2	Fugacci Quartet	Bob Chinn's Cooks Crabs	Meatless Meals In Minutes
Wed 8	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series
Thu 9	Chamber Music Musicales Premierel	Book Corner: DJ Donaldson	Income Tax Series 1998 Part 1	Income Tax Series Part 2	Organic Lawn Care	Midwest Perennial Gardens
Fri 10	Springtime Treats Pioneer Toy Making	Bicycle Safety and Maintenance	Wholesome Grains & Bountiful Beans	Getting a Job Through the Internet 1998	Celebrate the Chinese with Cilantro	Luis J. Rodriguez
Sat 11	Celebrate the Chinese New Year	Springtime Treats Pioneer Toy Making	Getting A Job Through the Internet 1998	Bicycle Safety and Maintenance	Chamber Music Musicales	Bob Chinn's Cooks Crabs
Sun 12	Bicycle Safety and Maintenance	Luis J. Rodriguez	Chamber Music Musicales	Bob Chinn's Cooks Crabs	Australia Travelogue	Australia Travelogue
Mon 13	Mojo & the Bayou Gypsies	Pass Them On: 200 Years of Songs	Alternative Approaches to Pain Management	Turkey with Dressing	Red Wing Art Pottery	Medieval Knights and Their Ladies Faire
Tue 14	Young Steinway Premierel	Young Steinway Concert Series	June is Bustlin' Out	LeTiti DeParis	Older & Healthier	Laser Arts-Jim McShane
Wed 15	Personal Safety for Seniors	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon
Thu 16	K-9 Adventures	Prenatal Concerns for Healthy Baby	Holiday Canapes	Minute by Minute at the Ravinia	Selecting & Grooming Houseplants	Selecting and Grooming Houseplants
Fri 17	Young Steinway Concert Series	Young Steinway Concert Series	How to Buy a Personal Computer	Vampires: Creatures of Night	Places Apart-Frank Lloyd Wright	Canoing Trails of Illinois
Sat 18	Weave a Dream Catcher/ 3 Little Pig	Iceland Travelogue	Iceland Travelogue	Origami	Resume Writing	Places Apart-Frank Lloyd Wright
Sun 19	Iceland Travelogue	Iceland Travelogue Part 2	Young Steinway Concert Series	Young Steinway Concert Series	Origami	Resume Writing
Mon 20	Valentine Variations Weave A Dream	Ari the Artistic Clown	Remote Control: A Sensible Approach	Older & Healthier	Young Steinway Concert Series	Young Steinway Concert Series
Tue 21	Literacy Series: Jane Smiley	Prenatal Concerns Healthy Baby	Young Steinway Concert Series	Young Steinway Concert Series	Classical Indian Dance	Meet the Author Joe Lansdale
Wed 22	Weave A Dream Catcher	Jane Addams	Polish Festival	Russian Festival	Procrastination	Prenatal Concerns for A Healthy Baby
Thu 23	Fun with David Stoerl Springtime Treats	Ukrainian Festival	Literacy Series: Jane Smiley	K-9 Adventures	Chamber Music Musicales	How to Design A Butterfly Garden
Fri 24	Genealogy	Weave a Dream Catcher/Cupcake	Internet For Perplexed Parents	A Passion for Paris	Four Corners of the Earth	Crepes with Lou Bouchenot
Sat 25	Weave a Dream Catcher/Cupcake	Crepes/ with Lou Buchenot	Folksinger: David Drake	Internet for Perplexed parents	Literacy Series: Jane Smiley	Outsider Art
Sun 26	Four Corners of the Earth	Genealogy	Dream Catcher Cupcake Decorating	Arlington Poetry Project	Fugacci Quartet	Park Ridge Hobby Fair
Mon 27	Arlington Poetry Project	David Williams: Folksinger	Walker Brothers Pancake-Testy!	Bob Chinn's Cooks Crabs-Crabalicious!	Turkey w Dressing-Good Gravy!	Living w Congestive Heart Failure
Tue 28	Income Tax Series Part 1	Income Tax Series part 2	Young Steinway Concert Series	Young Steinway Concert Series	Living w Congestive Heart Failure	Alternative Approaches to Pain
Wed 29	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon
Thu 30	Literacy Series: Jane Smiley	Protecting Your Inside Environment	Luke and the Cool Hands	Chamber Music Musicales	Bagpipe Music & Highland Dancing	Searching for Route 66
Sat 1	Weave a Dream Catcher	Bagpipe Music & Highland Dancing	Protecting Your Inside Environment	Searching for Route 66	Luke and the Cool Hands	North Pole Travelogue

Arlington Heights - Des Plaines - Park Ridge - Skokie - Wheeling - Channel 24, Buffalo Grove - Ch.19

4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
Our National Parks Part 2	Mojo & the Bayou Gypsies	Bagpipe Music & Highland Dancing	Russian Festival	Polish Festival	Movie: Second Chorus	Movie: Second Chorus
Gustafson-Cartoonist	Pass Them On: 200 Years of Songs	A Celebration of Chicago's Women	Prenatal Concerns for a Healthy Baby	Infertility in the Year 2000	1001 Ways to More Romantic	Romance of the Piano
Paul Lee: Magician	Family Western Songs & Stories	Networking: Marilyn Moats Kennedy	Career Change: Meeting Challenge	Kennedy's Career Secrets	Advertising Songs the World Sings	Older & Healthier 8&9
Kennedy's Career Secrets	Career Change: Meeting The Chal.	Classical Indian Dance	Older & Healthier	Betty Bryant Showboat	Mitral Valve Prolapse	Advertising Songs the Whole Sings
Older & Healthier	Betty Bryant: "Showboat"	Mitral Valve Prolapse	No More Nagging Your Adolescents	Kennedy's Career Secrets	Paul Lee: Magician	Family Western Songs & Stories
Storytelling Festival	Sounds of Children	Banned Books Discussion	Banned Books Discussion	Dialogue: CWA Drake/Dyer	Dialogue: CWA Roeder/Zotti	How to Sell Your House in the 90's
Lois La Fond & Carlton Bacon	Redesigning Your Future	Fugacci Quartet	Older & Healthier	Weave A Dream Catcher/Puppets	Living w/Congestive Heart Failure	How to Buy A Car without getting taken
Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series	Ray Bradbury Theater Series
Midwest Perennial Gardens	How to Build A Comet	An Introduction to the Internet Pt. 1	An Introduction to the Internet Pt. 2	Income Tax Series Part 1	Income Tax Series part 2	Pass Them On: 200 Years of Songs
Bob Chinn's Cooks Crabs	Chamber Music Musicales	How to Collect on Child Support	Australia Travelogue	Australia Travelogue	You and Your Puppy	Bob Chinn's Cooks Crabs
Luis J. Rodriguez	How to Collect on Child Support	Australia Travelogue	Australia Travelogue	How to Collect Child Support	Luis J. Rodriguez	Celebrate the Chinese New Year
How to Collect Child Support	Chamber Music Musicales	Springtime Treats Pioneer Toy Making	Bob Chinn's Cooks Crabs	Celebrate the Chinese New Year	Bicycle Safety and Maintenance	How to Collect Child Support
Meet President & Mrs. Lincoln	Turkey with Dressing	Home Remodeling	Frank Lloyd Wright	Frank Lloyd Wright Part 2	Meet Wayne Messmer	John Roger Success from Inside
Norwegian Folkdancers	Alternative Approaches to Pain Management	Young Steinway Concert Series Part 1	Young Steinway Concert Series Part 2	Infertility in the Year 2000	Career Change Meeting the Challenge	Developing a Personal Marketing
Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon
Works	Fun with David Stoerl/ 3 Little Pigs	Living w/Congestive Heart Failure	Netherlands: Amsterdam & Beyond	Norway Travelogue Part 1	Norway Travelogue Part 2	K-9 Adventures
Canoeing Trails of Illinois	Red Devil, Green Devil	Stroke Prevention	Stonecutting: Alive and Well in Skokie	Young Steinway Concert Series	Young Steinway Concert Series	Places Apart: Frank Lloyd Wright
Vampires: Creatures of Night	Stroke Prevention	Stonecutting: Alive & Well in Skokie	Young Steinway Concert Series	Young Steinway Concert Series	Stroke Prevention	Red Devil, Green Devil
Weave A Dream Catcher/3 Little Pigs	Resume Writing	Young Steinway Concert Series	Iceland Travelogue	Iceland Travelogue Part 2	Red Devil, Green Devil	Stroke Prevention
John-Roger Success from Inside	Minute by Minute at Ravinia	K-9 Adventures	Personal Safety for Seniors	Kitchen Remodeling	Young Steinway Concert Series	Young Steinway Concert Series
Minute by Minute at Ravinia	Valentine Variations Three Little Pigs	Prenatal Concerns for A Healthy baby	Young Steinway Concert Series	Young Steinway Concert Series	Literacy Series: Jane Smiley	K-9 Adventures
Songs of Life & Love	Climbing Mount Killmanjaro	Young Steinway Concert Series	Young Steinway Concert Series	Teddy Bear Tea Party Mouse Hockey	Yiddish & Laughter	More Yiddish & Laughter
Minority Civil Rights in Parli	The Jews of Chicago	Remarried with Children	Luis J. Rodriguez	Love Your Work, the Money will follow	Meatless Meals in Minutes	Literacy Series: Jane Smiley
Literacy Series: Jane Smiley	Folksinger: David Drake	Outsider Art	Outsider Art	Tibetan Monks	Crepes with Lou Buchenot	Shakespeare Duo
Outsider Art	Tibetan Monks	Shakespeare Duo	Internet for Perplexed Parents	A Passion for Paris	Weave a Dream Catcher/Cupcake	Four Corners of Earth
Traveling World of Reptiles	Mindworks	Endangered Animals of Illinois	Mr. Handel's Majestic Messiah	Mr. Handel's Majestic Messiah	Remote Control: A Sensible Approach	Young Steinway Concert Series
Literacy Series: Jane Smiley	Classical Guitar-C Laughlin	Iceland Travelogue part 1	Iceland Travelogue part 2	Personal Safety for Seniors	Older & Healthier 8&9	Meatless Meals in Minutes
Vampires: Creatures of the Night	Valentine Variations Andy the Juggler	The Jews Of Chicago Irving Cutler	Paul Lee-Magician	Meatless Meals in Minutes	Income Tax Series part 1	Income Tax Series part 2
Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon	Crossroads Cafe Marathon
Literacy Serie: Jane S	Weave a Dream Catcher	Pass them On: 200 Years of Songs	North Pole Travelogue	Manage Your Time: Accomplish More	Manage Your Time: Accomplish More	Literacy Series: Jane Smiley
Bagpipe Music & Highland Dancing	Manage Your Time: Accomplish More	Manage Your Time: Accomplish More	Searching for Route 66	Literacy Series: Jane Smiley	Weave a Dream Catcher	Chamber Music Musicales

# Program Highlights

**Crossroads Cafe** If you or someone you know needs literacy help or a little help in adjusting to the American lifestyle, this is the show for you! Each episode is entertaining white educational and can be enjoyed by adults and children alike. Workbooks and accompanying materials are available for purchase or through your local library.

**Program Synopsis'** If you ever want more information on a program or a brief description of any of the programs listed in our guide-feel free to give us a call. Our staff will be more than happy to help.

**ATTENTION AMERICAST VIEWERS!!!!!!!**  
Welcome Americast viewers, the Library Cable Network is now on the air on channel 24! We would like to thank the staff at Ameritech for all their help in getting us up and running for you. Enjoy!

**Comments/Questions?**  
If you ever see a problem with our transmission or have any compliments, questions, ideas, problems or suggestions, please feel free to call us at 506-2662.

Library Cable Network  
500 North Dunton Avenue  
Arlington Heights, Il. 60004-5910

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**I**f you missed a program, saw one or want to see it again, we can help. If you've heard about a program and want to see it or just want more information, feel free to call our staff at 847 506-2662. We will be glad to accommodate your needs to the best of our abilities. Thanks again for tuning in to the Library Cable Network!

**Free Subscription**  
to Library Cable Network's  
Cable Guide

Name \_\_\_\_\_  
Address \_\_\_\_\_

Send to  
Library Cable Network  
500 North Dunton Avenue  
Arlington Heights Il 60004-5910  
or call 847 506-2662

# Des Plaines Library Project

Task Name	Start	Duration	End	1998												1999											
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Introduce Plan to City Council	Feb/24/98	0.00 d	Feb/24/98																								
Introduce Redevelopment Agr. to City Council	Mar/09/98	0.00 d	Mar/09/98																								
Receive Approval of R.A. & introduce Initial PUD	Mar/23/98	0.00 d	Mar/23/98																								
Submit Application for Final PUD and Plat	Jun/02/98	0.00 d	Jun/02/98																								
Receive final PUD and Plat approval	Jun/30/98	0.00 d	Jun/30/98																								
<b>Parking Garage</b>	Mar/24/98	11.95 m	Mar/23/99																								
Plans and specs for garage	Mar/24/98	12.00 w	Jun/15/98																								
Garage Planning and Schematic Phases	Mar/24/98	3.00 w	Apr/13/98																								
Approval of Garage Schematics	Apr/14/98	2.00 w	Apr/27/98																								
Design Development & approval of design	Apr/28/98	3.00 w	May/18/98																								
Construction Document Phase	May/19/98	4.00 w	Jun/15/98																								
Garage Interior Demo permit	Jun/02/98	3.00 w	Jun/22/98																								
Garage Building Permit	Jun/17/98	5.00 w	Jul/21/98																								
Garage interior Demolition	Jun/24/98	4.00 w	Jul/21/98																								
Garage construction	Jul/22/98	8.00 m	Mar/23/99																								
<b>Infrastructure (site utilities and related)</b>	Feb/25/98	24.00 w	Aug/11/98																								
ALTA Survey	Feb/25/98	3.00 w	Mar/17/98																								
Infrastructure Design and Engineering	Mar/18/98	6.00 w	Apr/28/98																								
Approve Infrastructure design	Apr/29/98	2.00 w	May/12/98																								
Infrastructure Permits	May/13/98	3.00 w	Jun/02/98																								
Infrastructure work	Jun/03/98	10.00 w	Aug/11/98																								
<b>Plans and specs for Library</b>	Mar/24/98	28.20 w	Sep/22/98																								
Schematic Library Drawings	Mar/24/98	4.00 w	Apr/20/98																								
Schematic cost review and revisions	Apr/21/98	2.00 w	May/04/98																								
Approval of Library Schematics	May/13/98	2.00 w	May/28/98																								
Library Design Development	May/27/98	6.00 w	Jun/07/98																								
Design Development cost review and revisions	Jun/08/98	3.00 w	Jun/28/98																								
Library Construction Drawings	Jun/29/98	8.00 w	Sep/22/98																								
<b>Library Building</b>	Aug/12/98	17.22 m	Jan/19/00																								
Library foundation permit	Aug/12/98	5.00 w	Sep/15/98																								
Library foundation Work	Sep/18/98	3.00 m	Dec/18/98																								
Bid Library Construction	Sep/23/98	4.00 w	Oct/20/98																								
Award Contract	Oct/21/98	2.00 w	Nov/03/98																								
Mobilization	Nov/04/98	2.00 w	Nov/17/98																								
Library construction	Nov/18/98	14.00 m	Jan/19/00																								
<b>Retail</b>	Feb/23/99	11.14 m	Jan/27/00																								
Close on Developer Property	Mar/23/99	0.00 d	Mar/23/99																								
Retail Plans and Specs	Feb/23/99	14.00 w	Jun/01/99																								
Foundation Plans	Feb/23/99	5.00 w	Mar/30/99																								
Foundation Permit	Mar/30/99	4.00 w	Apr/27/99																								
Foundation Work	Apr/27/99	3.00 w	May/18/99																								
Retail Building Permit	Jun/01/99	4.00 w	Jun/29/99																								
Retail Construction	Jun/29/99	7.00 m	Jan/27/00																								



DES PLAINES  
PUBLIC LIBRARY

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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
April 21, 1998

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, April 21, 1998. President John Burke called the meeting to order at 7:30 p.m.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Sarah McConnell, John Ciborowski, Betty Ritter, Ellen Yearwood.

Members Absent: Susan Burrows:

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Alderman Carla Brookman, Carol Kidd.

MOTION by Inara Brubaker, seconded by Eldon Burk, to approve the agenda. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by John Ciborowski, to approve the Minutes of the regular Board Meeting of March 17, 1998 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.



Alderman Brookman reported that the General Obligation Bonds of \$3,500,000.00 for Library Design was approved at the April 20, 1998 Council meeting. The agreement with the developer will be reviewed and funding for the new library will be discussed.

#### FINANCE COMMITTEE

Sarah McConnell delivered the Finance Committee Report.

The following monthly reports were reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	8,817.10
2. Petty Cash Expenditures	\$	225.76
3. Budget Expenditures for March	\$	232,123.94
4. Expenditures Year to Date	\$	711,202.48
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6. Revenue Year to Date	\$	1,262,893.38

MOTION by Sarah McConnell, seconded by Betty Ritter, to approve, subject to audit, expenditures authorized by the Library Administrator for Library Warrant Registers, as follows:

March 02, 1998	\$	42,680.54
March 16, 1998	\$	<u>40,687.77</u>
Total	\$	83,368.31

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Ciborowski, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Inara Brubaker, to approve, subject to audit, expenditures for salaries made by the Library Administrator, as follows:

PAYROLL March 12, 1998	\$	57,123.80
March 26, 1998	\$	<u>56,518.87</u>
Total	\$	113,642.67

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Ciborowski, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Eldon Burk, to approve, subject to audit, transfer entries to the Library account in March, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (March)	<u>\$209.49</u>
Total	\$209.49

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Ciborowski, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

#### MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman

Ellen Yearwood reported that the Management Committee met on Tuesday, March 31, 1998. The Bylaws of the Board of Trustees were reviewed at that time with suggested changes in language, diction, and spelling. MOTION by Ellen Yearwood, seconded by Inara Brubaker, to accept the Bylaws with changes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Committee considered a request from Diane Fleming to use the meeting room on June 13, 1998 to present a fundraising program to benefit the library's doll costume book collection. Sandra Norlin was asked to contact Ms. Fleming to ask for clarification on specific concerns of the Committee, and advised that Ms. Fleming was contacted, but has not responded to these concerns.

#### BUILDING AND GROUNDS COMMITTEE — Betty Ritter, Chairman

Betty Ritter reported that the Building and Grounds Committee met on April 16, 1998. Gary Valente will survey all maintenance procedures at the Library and report the results in the future.

Asbestos Control was recommended to remove and repair asbestos in the boiler room and bookmobile. The proposed cost is \$1995.00. Sandra reported that this was not the lowest proposal, but Asbestos Control will complete the project per Library requirements. MOTION by Inara Brubaker, seconded by Eldon Burk, to accept the proposal to contract with Asbestos Control to remove and repair asbestos from the Library at a cost of \$1995.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### PLANNING COMMITTEE — John Burke

No report

## SYSTEM MEMBERSHIP — John Ciborowski

No report.

## FRIENDS OF THE LIBRARY — Inara Brubaker

Inara Brubaker reported that the Friends of the Library grossed approximately \$5,400.00 at their annual booksale. Congratulations to all volunteers who helped to make the sale such a huge success. Friends will host their annual meeting on May 12, 1998 and will have two guest speakers from ALA. The speakers will be Linda Wallace, Head of ALA Public Information Office and Peggy Barber, Assistant Executive Director of Communication.

## ADMINISTRATOR'S REPORT — Sandra Norlin

Sandra reported that Roberta Conrad resigned, effective April 11, 1998. New employees are Sheryl Crowe in our Children's Department and Hortencia Walker in the Mobile Library. Resignations include Rick Bean and Kevin Luthardt.

North Suburban Library System, Ela District Library, and Des Plaines Public Library were awarded a \$45,000.00 LSTA Grant to develop staff at both libraries using the principles of the Learning Organization. Over 20 staff members attended the introductory sessions last week. A core committee is being developed to continue this training for the next six months. The title of this grant program is "The Library of the Future".

Martha Sloan and Sandra attended the Global Shop '98 at McCormick Place on March 30. Sandra reported that the exposition was a display of equipment and furniture, and an opportunity to view the latest in retail display furniture.

Sandra reported that we continue to enjoy an increase in all service areas. March circulation was at an all-time high, surpassing the previous record of March, 1997.

The winter reading program attracted 389 registrants, 119 of whom read more than eight books, some reading 100 books from January 19 through March 28.

Cooperation with District 62 and Rosemont continues to be a benefit for families at Orchard Place School. On April 15 we registered 15 families and distributed 47 cards. The families contribute 25% to the library and District 62 and Rosemont cooperate to pay the remainder of the annual non-resident fees.

Sandra reported that new stops at the Devonshire School are very popular and busy. Gayle Cunningham reported that 603 items were checked out in two hours by students last week.

National Library Week celebration included Book Lovers Day, during which the first 50 adults and 100 children were awarded prizes for checking out books. Red hearts have been placed around the Library, to remind patrons of "our" favorite books. Sandra reported that we are honoring our volunteers in a quiet way with a display of photos, red roses, and a small box of chocolates. The library now has over 50 volunteers, thanks to the very popular "Tend-a-Shelf" program.

The Board is invited and encouraged to attend the Annual Meeting of the Friends on May 12, 1998. Leslie Steiner has made arrangements for Linda Wallace and Peggy Barber of ALA to present their library advocates program. The Friends also will invite members of Friends organizations of nearby libraries. This is a national program that has enjoyed widespread success. Wallace and Barber are the developers of this program at ALA headquarters. The goal of the program is to make it easy and natural for library advocates to speak out effectively for the cause of libraries in general and their own public libraries specifically.

Sandra reported that she attended meetings at NSLS for the Public Library Administrators Forum and the Executive Committee of the Library Cable Network.

The Library will participate in Take Our Children to Work on April 22.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Discussion regarding proposals for the repair of the air conditioning condenser unit that was damaged at the time of roof replacement by Meyer Roofing took place. Gary Valente has obtained several proposals and will contact Northwest Town regarding their current proposal to verify that their lowest price has been submitted. MOTION by Eldon Burk, seconded by John Ciborowski, to approve Northwest Town to complete the necessary repairs and to authorize Gary Valente to discuss with Northwest Town the difference in the estimates. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Betty Ritter reported that surplus Library property will be picked up by the City of Des Plaines and be auctioned off in April with proceeds to be donated to Crimestoppers. The station wagon will be auctioned in May with proceeds going to the Library. MOTION by Eldon Burk, seconded by Inara Brubaker, to approve the disposal of obsolete materials and station wagon. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Housekeeping proposals were submitted by six firms, and the lowest proposal was from Quality Maintenance with a monthly price of \$1699.00. Currently, we are being

billed \$2445.00 per month by Advanced. The contract will allow for cancellation on 30 days notice with a locked-in price for up to two years. Quality will offer additional services, such as removal of recyclables. Advanced was contacted, but advised they could not match Quality's proposal. MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept Quality Maintenance with a monthly price of \$1699.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra reported that she had met with Leroy Molinari, Catherine Stashak, and Arlene Merriman to discuss building evacuation requirements for Americans With Disabilities (ADA). Changes to the current library were not recommended, since the new library will be built with the necessary requirements.

Sandra reported that due to a lack of ventilation in the Circulation's workroom, the current air conditioning system cannot supply the necessary C.F.M. Gary Valente obtained three proposals, and ABT was suggested as the provider since they will install. Installation costs were considered with all proposals. ABT will install a Whirlpool (Quiet Design Series) for \$779.00 plus \$300.00 for installation. MOTION by Ellen Yearwood, seconded by Inara Brubaker, to purchase the air conditioning unit from ABT for \$1079. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Ciborowski, to accept the Des Plaines Chamber of Commerce and Industry's offer to hold the second annual Santa Arrival on November 28, 1998. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra distributed organizational charts to provide the Board with a look at the proposal for reorganizing staffing following the retirement of five employees. Her proposal involves upgrading two positions and adding one position. MOTION by Management Committee to approve the staffing change. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Presented to the Board was the Illinois Public Library Annual Report (IPLAR). The Board will review the report and contact Sandra with any questions within 10 days. MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the annual report with 10 days to review. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Martha Sloan compiled "Interesting Changes in Circulation by Subject Area" from April 1, 1996 to March 30, 1997 compared to April 1, 1997 to March 30, 1998. Martha discussed noteworthy increases and decreases in circulation. Sandra advised that the Library will continue to monitor circulation patterns.

Leslie Steiner reported that she has attended the City of Des Plaines Chamber of Commerce meetings regarding marketing the City. The Chamber is asking for donations and Leslie has recommended a donation of \$500.00 from the Library to support this project. MOTION by Eldon Burk, seconded by Ellen Yearwood, to

approve a donation of \$500.00 to the City of Des Plaines Chamber of Commerce for a brochure to market the City. Ayes: All. Nays: None. MOTION CARRIED.

ANNOUNCEMENTS

John Burke reported that he, Sandra Norlin, and Mayor Jung met with Nick Mitchell of Gratzie's to discuss a festival that would benefit the library fund. John asked for suggestions from the Board, and advised that no date had been set. Possible activities would include music, shows, food, games and booths. The Special Events Committee may be the possible planners of this benefit.

The City Council will meet on April 27 when an amended development plan would be presented to the City. Alderman Brookman reported that an agreement to approve a contract between LR Developers and the City of Des Plaines could be voted on at this meeting.

Sandra has spoken to Neal Nye of the Evanston Public Library about a proposed tour. The Board decided that they could attend the tour on Friday, May 29, or Saturday, May 30. Sandra will contact Neal and advise the Board when a date has been confirmed.

John Burke asked that each Board member visit one new library and come back with suggestions. Libraries and dates to be discussed at the next Board meeting.

Board members were urged to attend the City Council meeting on April 27 in support of the new Library.

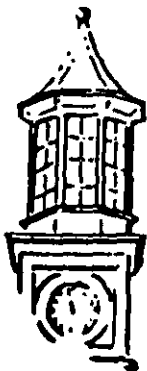
John Burke asked each Board member to sign up for attendance at City Council meetings. The following members have agreed to attend on these dates:

- Sarah McConnell - Monday, May 4, 1998
- John Ciborowski - Monday, May 18, 1998
- Betty Ritter - Monday, June 1, 1998
- Ellen Yearwood - Monday, June 15, 1998

MOTION by Inara Brubaker, seconded by Sarah McConnell, to enter into Executive Session to discuss Sale or Purchase of Real Property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 9:40 PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

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## Memorandum

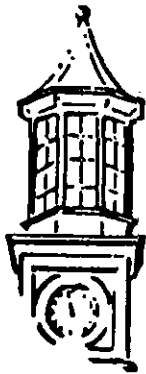
**To:** Library Board of Trustees  
**From:** Sandra K. Norlin  
**Date:** 05/12/98  
**Re:** April Statistics/May Board Meeting

Enclosed is the "lite" version of your monthly board packet. It's light for two reasons. The first is the lack of statistical information because of the central computer system failure that is approaching its third week. Only one week's worth of information is missing for April, but we cannot access it until the system is restored, either late this week or early next week. The second reason is that we are mailing the packet two days earlier than usual because of our staff inservice day this Thursday. So, enjoy this abbreviated version while you can; we hope to have some of the gaps filled in by meeting time.

Did you glean the nugget of good news in the last paragraph? The system and data will be restored. The other good news is that the library staff has remained remarkably cheerful through these trying times and have passed this forbearance on to the public. Complaints have been rare and remarkably calm.

I look forward to our meeting on Tuesday, May 19; I'm sure you'll enjoy hearing about the Learning Organization from Jan Hayes and Laura Mueller. Please inform Carol Kidd if you cannot attend.

May



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**II**

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, MAY 19, 1998**

**7:30 PM**

- Agenda:**
- **Presentation on Learning Organization**
  - **Report from Building Project Team Meeting**
  - **Civil Service Exemption for Department Heads**
  - **Appointment of Nominating Committee**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.





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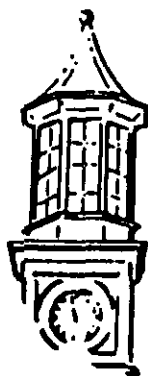
**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**Agenda for the Regular Meeting  
May 19, 1998 - 7:30 PM**

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda. (7:35 PM)
- III. Approval of Minutes of the Regular Board Meeting, April 21, 1998. (Action Item) (7:40 PM)
- IV. Public Comments and Questions. (7:50 PM)
- V. City Council Community Services Committee – Alderman Brookman.. (7:55 PM)
- VI. Finance Report – (Action Item)(8:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
- VII. Administrator's Report – Sandra Norlin. (8:05 PM)
- VIII. Management – Ellen Yearwood. (8:15 PM)
  - A. Learning Organization Presentation – Jan Hayes, Laura Mueller, North Suburban Library System.

- IX. Building and Grounds -- Betty Ritter. (8:45 PM)
  - A. Reports on Building Project Team Meetings.
  - B. Library tours. Evanston 5/29/98; others unscheduled.
  
- X. Planning Committee -- John Burke. (9:00 PM)
  
- XI. System Membership -- John Ciborowski. (9:05 PM)
  
- XII. Friends of the Library -- Inara Brubaker. (9:10 PM)
  - A. Annual Meeting
  
- XIII. Unfinished Business. (9:20 PM)
  
- XIV. New Business. (9:20 PM)
  - A. Appointment of Nominating Committee.
  - B. Civil Service Exemption for Department Heads.
  - C. Advocacy Plan for Library Board
  
- XV. Announcements. (9:30 PM)
  - A. Correspondence.
  
- XVI. Executive Session. (9:35 PM)
  - A. Sale or Purchase of Real Property.
  
- XVII. Adjournment. (9:45 PM)



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Members Present: Inara Brubaker, Eldon Burk, John Burke, Sarah McConnell, John Ciborowski, Betty Ritter, Ellen Yearwood.

Members Absent: Susan Burrows.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Alderman Carla Brookman, Carol Kidd.

MOTION by Inara Brubaker, seconded by Eldon Burk, to approve the agenda. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by John Ciborowski, to approve the Minutes of the regular Board Meeting of March 17, 1998 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF APRIL 1998**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	9,802.78
2. Petty Cash Expenditures	\$	178.99
3. Budget Expenditures for April	\$	234,559.84
4. Expenditures Year to Date	\$	945,762.32
5. Revenue for April	\$	11,920.99
6. Revenue Year to Date	\$	1,274,814.37

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

April 06, 1998	\$ 65,784.22
April 20, 1998	<u>33,686.04</u>
Total	\$ 99,470.26

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	April 09, 1998	\$ 57,910.67
	April 23, 1998	<u>54,128.64</u>
	Total	\$ 112,039.31

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in April, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (April)	<u>\$00.00</u>
Total	\$00.00

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

Alderman Brookman reported that the General Obligation Bonds of \$3,500,000.00 for Library Design was approved at the April 20, 1998 Council meeting. The agreement with the developer will be reviewed and funding for the new library will be discussed.

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None

#### NEW BUSINESS

Discussion regarding proposals for the repair of the air conditioning condenser unit that was damaged at the time of roof replacement by Meyer Roofing took place. Gary Valente has obtained several proposals and will contact Northwest Town regarding their current proposal to verify that their lowest price has been submitted. MOTION by Eldon Burk, seconded by John Ciborowski, to approve Northwest Town to complete the necessary repairs and to authorize Gary Valente to discuss with Northwest Town the difference in the estimates. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Betty Ritter reported that surplus Library property will be picked up by the City of Des Plaines and be auctioned off in April with proceeds to be donated to Crimestoppers. The station wagon will be auctioned in May with proceeds going to the Library. MOTION by Eldon Burk, seconded by Inara Brubaker, to approve the disposal of obsolete materials and station wagon. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Housekeeping proposals were submitted by six firms, and the lowest proposal was from Quality Maintenance with a monthly price of \$1699.00. Currently, we are being



billed \$2445.00 per month by Advanced. The contract will allow for cancellation on 30 days notice with a locked-in price for up to two years. Quality will offer additional services, such as removal of recyclables. Advanced was contacted, but advised they could not match Quality's proposal. MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept Quality Maintenance with a monthly price of \$1699.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra reported that she had met with Leroy Molinari, Catherine Stashak, and Arlene Merriman to discuss building evacuation requirements for Americans With Disabilities (ADA). Changes to the current library were not recommended, since the new library will be built with the necessary requirements.

Sandra reported that due to a lack of ventilation in the Circulation's workroom, the current air conditioning system cannot supply the necessary C.F.M. Gary Valente obtained three proposals, and ABT was suggested as the provider since they will install. Installation costs were considered with all proposals. ABT will install a Whirlpool (Quiet Design Series) for \$779.00 plus \$300.00 for installation. MOTION by Ellen Yearwood, seconded by Inara Brubaker, to purchase the air conditioning unit from ABT for \$1079. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Ciborowski, to accept the Des Plaines Chamber of Commerce and Industry's offer to hold the second annual Santa Arrival on November 28, 1998. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra distributed organizational charts to provide the Board with a look at the proposal for reorganizing staffing following the retirement of five employees. Her proposal involves upgrading two positions and adding one position. MOTION by Management Committee to approve the staffing change. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Presented to the Board was the Illinois Public Library Annual Report (IPLAR). The Board will review the report and contact Sandra with any questions within 10 days. MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the annual report with 10 days to review. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Martha Sloan compiled "Interesting Changes in Circulation by Subject Area" from April 1, 1996 to March 30, 1997 compared to April 1, 1997 to March 30, 1998. Martha discussed noteworthy increases and decreases in circulation. Sandra advised that the Library will continue to monitor circulation patterns.

Leslie Steiner reported that she has attended the City of Des Plaines Chamber of Commerce meetings regarding marketing the City. The Chamber is asking for donations and Leslie has recommended a donation of \$500.00 from the Library to support this project. MOTION by Eldon Burk, seconded by Ellen Yearwood, to

approve a donation of \$500.00 to the City of Des Plaines Chamber of Commerce for a brochure to market the City. Ayes: All. Nays: None. MOTION CARRIED.

## ANNOUNCEMENTS

John Burke reported that he, Sandra Norlin, and Mayor Jung, met with Nick Mitchell of Grazie! to discuss a festival that would benefit the library fund. John asked for suggestions from the Board, and advised that no date had been set. Possible activities would include music, shows, food, games and booths. The Special Events Committee may be the possible planners of this benefit.

The City Council will meet on April 27 when an amended development plan would be presented to the City. Alderman Brookman reported that an agreement to approve a contract between LR Developers and the City of Des Plaines could be voted on at this meeting.

Sandra has spoken to Neal Nye of the Evanston Public Library about a proposed tour. The Board decided that they could attend the tour on Friday, May 29, or Saturday, May 30. Sandra will contact Neal and advise the Board when a date has been confirmed.

John Burke asked that each Board member visit one new library and come back with suggestions. Libraries and dates to be discussed at the next Board meeting.

Board members were urged to attend the City Council meeting on April 27 in support of the new Library.

John Burke asked each Board member to sign up for attendance at one City Council meeting. The following members have agreed to attend on these dates:

Sarah McConnell	-	Monday, May 4, 1998
John Ciborowski	-	Monday, May 18, 1998
Betty Ritter	-	Monday, June 1, 1998
Ellen Yearwood	-	Monday, June 15, 1998

MOTION by Inara Brubaker, seconded by Sarah McConnell to enter into Executive Session to discuss Sale or Purchase of Real Property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 9:40 PM.

Minutes prepared by Carol Kidd

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF APRIL 1998**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	9,802.78
2. Petty Cash Expenditures	\$	178.99
3. Budget Expenditures for April	\$	234,559.84
4. Expenditures Year to Date	\$	945,762.32
5. Revenue for <del>March</del> <u>APRIL</u>	\$	11,920.99
6. Revenue Year to Date	\$	1,274,814.37

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

April 06, 1998	\$	65,784.22
April 20, 1998		<u>33,686.04</u>
Total		\$ 99,470.26

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	April 09, 1998	\$	57,910.67
	April 22, 1998		<u>54,128.64</u>
	Total		\$ 112,039.31

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in April, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (April)	\$00.00
Total	\$00.00

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - APRIL 1998

	April 1997	April 1998	1997 to Date	1998 to Date
Lost Materials	\$ 266.10	\$ 364.84	\$ 903.83	\$ 1,019.22
Fines	6,470.13	6,631.27	24,399.86	17,782.36
Damage	38.00	10.00	173.75	220.17
Fees	439.50	561.14	1,112.80	1,494.96
Copies	1,838.00	2,199.95	6,769.17	5,945.79
Miscellaneous	40.02	35.55	76.17	93.61
Totals	\$9,091.75	\$9,802.78	\$33,435.58	<del>\$36,358.86</del> <sup>26,556.11.2</sup>

## PETTY CASH EXPENDITURES - April 1998

960070	Auto/Travel Expenses	6.05
960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	16.38
960070	Auto/Travel Expenses	2.28
960070	Auto/Travel Expenses	10.66
960070	Auto/Travel Expenses	15.34
970170	Books	23.17
970170	Books	4.95
970100	Supplies	1.00
970100	Supplies	5.08
970100	Supplies	2.77
970100	Supplies	15.58
970100	Supplies	11.33
970100	Supplies	17.04
970100	Supplies	11.35
970100	Supplies	23.52
970100	Supplies	1.83
	Total	\$178.99

## VII

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Fees	439.50	561.14	1,112.80	1,494.96
Copies	1,838.00	2,199.95	6,769.17	5,945.79
Miscellaneous	40.02	35.55	76.17	93.61
Totals	\$9,091.75	\$9,802.78	\$33,435.58	\$36,358.86

## PETTY CASH EXPENDITURES - April 1998

960070	Auto/Travel Expenses	6.05
960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	16.38
960070	Auto/Travel Expenses	2.28
960070	Auto/Travel Expenses	10.66
960070	Auto/Travel Expenses	15.34
970170	Books	23.17
970170	Books	4.95
970100	Supplies	1.00
970100	Supplies	5.08
970100	Supplies	2.77
970100	Supplies	15.58
970100	Supplies	11.33
970100	Supplies	17.04
970100	Supplies	11.35
970100	Supplies	23.52
970100	Supplies	1.83
	Total	\$178.99

SELECTION CRITERIA: genledgr.fund="201"

## FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102007	CASH PB PAYROLL 276529401	.00	
102008	CASH PB DISBRST 276502401	20,269.51	
102012	CASH IPTIP/FOM 7139200161	480,142.05	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	500,911.56	.00
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	7,261.70	
104032	INVESTMENTS-DUNCAN	1,700.09	
104033	INVESTMENTS-DOWNING	24,404.38	
	TOTAL INVESTMENTS	33,374.17	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
118000	RECEIVABLE-PROPERTY TAXES	2,669,583.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	2,669,583.00	.00
	TOTAL ASSETS	3,203,868.73	.00
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMT TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		2,669,583.00
471000	DEFERRED REV-OTHER		66,767.50
	TOTAL CURRENT LIABILITIES	.00	2,736,350.50
	TOTAL LIABILITIES	.00	2,736,350.50
700110	EXPENDITURE CONTROL	943,762.32	
700120	REVENUE CONTROL		1,274,814.37
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		3,091,828.00
700160	REV. BUDGET CONTROL	2,940,584.00	
700170	BUDGET FUND BALANCE	223,760.45	
	TOTAL SYSTEM CONTROL	4,110,106.77	4,366,642.37
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

05/12/98

CITY OF DES PLAINES  
BALANCE SHEET

PAGE 2

ACCOUNTING PERIOD: 4/98

SELECTION CRITERIA: genledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
TOTAL FUND BALANCE-RESERVED		.00	28,183.67
730000 FUND BALANCE-UNRESERVED			182,796.96
TOTAL FUND EQUITY		.00	210,982.63
TOTAL EQUITIES		4,110,106.77	4,577,625.00
TOTAL PUBLIC LIBRARY FUND		7,313,975.50	7,313,975.50
TOTAL REPORT		7,313,975.50	7,313,975.50

ACCOUNTING PERIOD: 4/98

SELECTION CRITERIA: revledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	3,019.96	-3,019.96	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	1,866.73	-1,866.73	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	1,292.28	-1,292.28	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	30,816.32	9,183.68	.77
810014	PROPERTY TAXES 1997	2,591,828.00	.00	.00	1,189,215.11	1,402,612.89	.46
TOTAL	PROPERTY TAXES	2,631,828.00	.00	.00	1,226,210.40	1,405,617.60	.47
810300	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	2,724,816.00	.00	.00	1,226,210.40	1,498,605.60	.45
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	3,156.98	63,611.02	.05
TOTAL	STATE GRANTS	66,768.00	.00	.00	3,156.98	63,611.02	.05
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	3,156.98	63,611.02	.05
850102	LIBRARY FINES	90,000.00	8,445.66	.00	29,500.26	60,499.74	.33
TOTAL	FINES	90,000.00	8,445.66	.00	29,500.26	60,499.74	.33
850201	COPYING FEE	25,000.00	2,434.07	.00	8,579.61	16,420.39	.34
850205	SPECIAL PROGRAMS & EVENTS	18,000.00	350.00	.00	2,487.00	15,513.00	.14
TOTAL	FEES AND SERVICES	43,000.00	2,804.07	.00	11,066.61	31,933.39	.26
TOTAL	FINES, FEES, AND SERVICES	133,000.00	11,249.73	.00	40,366.87	92,433.13	.31
890010	INTEREST INCOME	5,000.00	.00	.00	3,931.65	1,068.35	.79
890050	SALE OF FIXED ASSETS	.00	600.00	.00	600.00	-600.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	71.26	.00	348.47	10,651.53	.03
TOTAL	OTHER REVENUE	16,000.00	671.26	.00	4,880.12	11,119.88	.31
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	11,920.99	.00	1,274,814.37	1,665,769.63	.43
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	11,920.99	.00	1,274,814.37	1,665,769.63	.43
TOTAL REPORT		2,940,584.00	11,920.99	.00	1,274,814.37	1,665,769.63	.43



ACCOUNTING PERIOD: 4/98

SELECTION CRITERIA: explodgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUND - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,074,566.00	74,461.96	.00	293,043.33	779,320.47	.27
910200	TEMPORARY WAGES	427,984.00	35,589.52	.00	154,926.89	273,057.11	.36
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	2,216.07	.00	15,305.44	-15,305.44	.00
910600	SICK PAY	.00	1,567.32	.00	8,478.74	-8,478.74	.00
910700	HOLIDAY PAY	.00	692.61	.00	4,698.74	-4,698.74	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	.00	.00	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	3,136.93	33,237.07	.09
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,373.38	.00	38,257.45	76,687.55	.33
918021	EMPLOYER CONTR-I.M.R.F.	104,959.00	7,538.13	.00	34,338.04	70,620.96	.33
918040	LIFE INS PREMIUMS	5,647.00	338.80	.00	1,304.80	4,342.20	.23
918050	MEDICAL INS PREMIUMS	132,797.00	7,844.58	.00	30,687.00	102,110.00	.23
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	219.73	.00	991.50	2,308.50	.30
TOTAL	PERSONAL SERVICES	1,905,092.00	138,842.10	.00	587,191.06	1,317,900.94	.31
920110	PROFESSIONAL CONSULTING	25,000.00	350.00	.00	350.00	24,650.00	.01
920120	COMMUNICATION SERVICES	22,040.00	1,729.34	.00	9,108.62	12,931.38	.41
920140	DATA PROCESSING SERVICES	55,000.00	4,657.34	.00	9,195.08	45,804.92	.17
920202	CONFERENCES	5,000.00	.00	.00	631.00	4,369.00	.13
920204	TRAINING	1,000.00	.00	.00	.00	1,000.00	.00
920206	SEMINARS	1,000.00	.00	.00	1,269.00	-269.00	1.27
920210	IN-SERVICE TRAINING	3,000.00	36.50	.00	36.50	2,963.50	.01
920220	MEMBERSHIP DUES	3,000.00	.00	.00	338.25	2,661.75	.11
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	127.67	872.33	.13
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	727.99	.00	2,911.96	6,688.04	.30
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	727.99	.00	2,911.96	6,688.04	.30
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	10,500.00	31,500.00	.25
930010	R & M EQUIPMENT	47,800.00	3,411.43	.00	15,032.04	32,767.96	.31
930020	R & M BLDGS & STRUCTURES	70,500.00	1,482.00	.00	18,592.22	51,907.78	.26
930030	R & M VEHICLES	1,500.00	25.80	.00	198.19	1,301.81	.13
930195	BOOK BINDING & REPAIR	7,200.00	594.45	.00	1,489.44	5,710.56	.21
930210	RENTAL OF EQUIPMENT	1,000.00	196.71	.00	383.21	616.79	.38
930320	CLEANING-CUSTODIAL SERU	29,600.00	2,335.00	.00	9,340.00	20,260.00	.32
960070	AUTO/TRAVEL EXPENSES	3,000.00	2,349.32	.00	3,349.32	-349.32	1.12
960210	SPECIAL EVENT PROGRAMMING	15,000.00	725.58	.00	3,215.15	11,784.85	.21
960990	MISC CONTRACTUAL SUCS	66,000.00	8,733.73	.00	29,600.55	36,399.45	.45
TOTAL	CONTRACTUAL SERVICES	409,240.00	27,355.19	.00	115,668.20	293,571.80	.28
970100	SUPPLIES	40,000.00	3,497.82	.00	11,780.70	28,219.30	.29
970170	JANITORIAL	15,000.00	1,803.49	.00	3,311.06	11,688.94	.22
970190	COPIING/FAX SUPPLIES	3,000.00	.00	.00	805.00	2,195.00	.27
970210	POSTAGE AND PARCEL	13,200.00	115.65	.00	3,515.60	9,684.40	.27
970270	PRINTING-REPROD-BINDING	10,300.00	.00	.00	384.47	9,915.53	.04
970600	BOOKS	310,000.00	29,873.57	.00	103,196.95	206,803.05	.33

ACCOUNTING PERIOD: 4/98

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970610	AUDIO MATERIALS	44,000.00	4,597.35	.00	9,077.44	34,922.56	.21
970620	SUBSCRIPTIONS & BOOKS	60,000.00	780.20	.00	18,100.57	41,899.43	.30
970630	VISUAL MATERIALS	36,500.00	2,932.32	.00	9,753.58	26,746.42	.27
970640	AUTOMATED REFERENCE MAT'L	60,000.00	36.74	.00	49,763.27	10,236.73	.83
970810	NATURAL GAS	14,000.00	.00	.00	4,513.98	9,486.02	.32
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	61.77	-61.77	.00
970850	GASOLINE	2,000.00	.00	.00	411.93	1,588.07	.21
TOTAL	COMMODITIES	608,500.00	43,597.14	.00	214,676.32	393,823.68	.35
980300	IMPROVEMENTS	80,000.00	.00	.00	.00	80,000.00	.00
980500	VEHICLES	.00	19,227.80	.00	19,227.80	-19,227.00	.00
980600	FURNITURE & FIXTURES	10,000.00	512.46	.00	1,161.90	8,838.10	.12
TOTAL	CAPITAL EXPENDITURES	90,000.00	19,739.46	.00	20,388.90	69,611.10	.23
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	12,078.00	.00	.00	.00	12,078.00	.00
TOTAL	DEBT SERVICE	12,228.00	.00	.00	.00	12,228.00	.00
TOTAL	LIBRARY SERVICES	3,025,060.00	229,533.89	.00	937,924.48	2,087,135.52	.31

SELECTION CRITERIA: expledgr.key\_orgn between "2110" and "2130"

FUND 201 - PUBLIC LIBRARY FUND  
 FUNDATION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	9,000.00	.00	.00	.00	9,000.00	.00
960990	MISC CONTRACTUAL SVCS	12,000.00	.00	.00	1,700.76	10,299.24	.14
TOTAL	CONTRACTUAL SERVICES	31,000.00	.00	.00	1,700.76	29,299.24	.05
980400	EQUIPMENT	35,768.00	5,025.95	.00	6,137.08	29,630.92	.17
TOTAL	CAPITAL EXPENDITURES	35,768.00	5,025.95	.00	6,137.08	29,630.92	.17
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	5,025.95	.00	7,837.84	58,930.16	.12
TOTAL	CIVIC & CULTURE	3,091,828.00	234,559.84	.00	945,762.32	2,146,065.68	.31
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	234,559.84	.00	945,762.32	2,146,065.68	.31
TOTAL REPORT		3,091,828.00	234,559.84	.00	945,762.32	2,146,065.68	.31

SELECTION CRITERIA: payable.due\_date="04/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	910200	TEMPORARY WAGES	05389	STIVERS TEMPORARY PERSONN	759.44
2110	910200	TEMPORARY WAGES	08554	C. BERGER & COMPANY	1,304.33
2110	920120	COMMUNICATION SERVICES	05951	SPRINT	15.72
2110	920120	COMMUNICATION SERVICES	05951	SPRINT	2.29
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	131.14
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	1,315.65
2110	930010	R & M EQUIPMENT	07069	NINDLTA BUSINESS SYSTEMS-	1,246.77
2110	930020	R & M BLDGS & STRUCTURES	08611	R.A. DAUGHERTY SALES, INC	1,432.00
2110	930030	R & M VEHICLES	02474	OAKTON AUTO PARTS	4.80
2110	930210	RENTAL OF EQUIPMENT	02632	PITNEY BOWES	196.71
2110	930320	CLEANING:CUSTODIAL SERU	74958	ADVANCED JANITORIAL	2,335.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	5.20
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	18.85
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	24.75
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	2.28
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	10.40
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	6.83
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	5.27
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	5.27
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	13.42
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08609	JFK HEALTH WORLD	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08637	HARMONAIRES	125.00
2110	960990	MISC CONTRACTUAL SUCS	00280	R. J. SCHMITT & ASSOCIATE	2,500.00
2110	960990	MISC CONTRACTUAL SUCS	05228	KASCO PRINTING	2,651.00
2110	960990	MISC CONTRACTUAL SUCS	07170	GRAPHIC SOLUTIONS	807.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	11.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	43.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	12.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	19.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	11.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	23.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	25.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	34.33
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	5.45
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	31.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	58.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	33.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	15.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	26.75
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	4.71
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	4.43
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	17.28
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	29.76
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	8.44
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	-13.78
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	147.90
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	180.77
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	129.78
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	13.78
2110	970100	SUPPLIES	04332	BRUNO ART SUPPLY	22.00

SELECTION CRITERIA: payable.due\_date="04/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

OR	ATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110		970100	SUPPLIES	05337	SIGN A RANA, USA	7748	29.75
2110		970100	SUPPLIES	05337	SIGN A RANA, USA	7719	5.85
2110		970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	14389	260.00
2110		970100	SUPPLIES	14465	INSTY PRINTS	202236	158.59
2110		970100	SUPPLIES	14465	INSTY PRINTS	202282	53.60
2110		970100	SUPPLIES	19764	BRO-DART INC	770949	199.03
2110		970100	SUPPLIES	19764	BRO-DART INC	774156	114.80
2110		970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	244850	385.65
2110		970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.00
2110		970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	4.85
2110		970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.89
2110		970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	18.00
2110		970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	116539	55.85
2110		970170	JANITORIAL	00282	BADE PAPER PRODUCTS	051875-00	152.35
2110		970170	JANITORIAL	00282	BADE PAPER PRODUCTS	051875-01	25.50
2110		970170	JANITORIAL	07640	CONSOLIDATED PLASTICS CO.	3282446	110.28
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	8.10
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.00
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.81
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	13.10
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	4.95
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	31.50
2110		970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	21.29
2110		970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	032401-0015	27.13
2110		970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	030901-0011	28.72
2110		970170	JANITORIAL	32170	ENGINEERED LIGHTING	E057383	277.20
2110		970170	JANITORIAL	32170	ENGINEERED LIGHTING	E057120	66.50
2110		970170	JANITORIAL	85309	ACE DES PLAINES, INC	00836534	29.63
2110		970170	JANITORIAL	85309	ACE DES PLAINES, INC	00834018	17.57
2110		970600	BOOKS	02191	BOOK WHOLESALERS, INC.	685263	136.32
2110		970600	BOOKS	06423	SINON & SCHUSTER	2410052	398.40
2110		970600	BOOKS	06423	SINON & SCHUSTER	2384905	129.76
2110		970600	BOOKS	06423	SINON & SCHUSTER	2401675	50.88
2110		970600	BOOKS	06423	SINON & SCHUSTER	2400831	104.05
2110		970600	BOOKS	06423	SINON & SCHUSTER	2400574	75.59
2110		970600	BOOKS	06423	SINON & SCHUSTER	2386879	112.26
2110		970600	BOOKS	07439	GALE RESEARCH	7814919	141.94
2110		970600	BOOKS	07475	KJNDO EDUCATIONAL	151416	122.85
2110		970600	BOOKS	07530	RAIKE TOWNSHIP	ATTACH	10.00
2110		970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	2533733	218.45
2110		970600	BOOKS	08608	FOUNDATION FOR AMERICAN E	1	29.95
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002674268	249.09
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002687615	347.65
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002685531	508.36
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002673309	1,137.59
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002677458	234.76
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002647661	1,165.81
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002643809	1,200.87
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002637226	539.27
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002653511	909.96
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002668823	132.73

SELECTION CRITERIA: payable.due\_date="04/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

OR	ATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002637552	704.99
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002668619	683.95
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002681078	553.86
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002662586	521.73
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002654936	70.75
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	C24 2387	787.48
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	C17 9754	65.75
2110		970600	BOOKS	58875	INGRAM	23278995	8.90
2110		970600	BOOKS	58875	INGRAM	01013548	20.00
2110		970600	BOOKS	58875	INGRAM	01039956	20.00
2110		970600	BOOKS	58875	INGRAM	01037988	83.94
2110		970600	BOOKS	58875	INGRAM	00991712	13.13
2110		970600	BOOKS	58875	INGRAM	00993875	41.31
2110		970600	BOOKS	58875	INGRAM	00996481	41.98
2110		970600	BOOKS	58875	INGRAM	00999942	13.31
2110		970600	BOOKS	58875	INGRAM	00972658	24.48
2110		970600	BOOKS	58875	INGRAM	00931393	205.55
2110		970600	BOOKS	58875	INGRAM	00942308	186.20
2110		970600	BOOKS	58875	INGRAM	23342707	20.38
2110		970600	BOOKS	58875	INGRAM	23342708	14.85
2110		970600	BOOKS	70940	GENEALOGICAL PUB CO	3981737	35.00
2110		970600	BOOKS	82668	POLONIA BOOK STORES	003519	146.99
2110		970600	BOOKS	82668	POLONIA BOOK STORES	003527	102.35
2110		970610	AUDIO MATERIALS	03044	NORTHSTAR/CHRISTIANS LIST	14448	10.00
2110		970610	AUDIO MATERIALS	21195	ALGOMQUIN RECORDS	4-1-98	250.98
2110		970610	AUDIO MATERIALS	21195	ALGOMQUIN RECORDS	3-16-98	143.87
2110		970610	AUDIO MATERIALS	21195	ALGOMQUIN RECORDS	3-16-98	387.38
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	688482	23.80
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	675503	181.60
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	679581	626.10
2110		970620	SUBSCRIPTIONS & BOOKS	02637	CENSUS MICROFILM RENTAL P	DEPOSIT BAL	100.00
2110		970620	SUBSCRIPTIONS & BOOKS	08613	AMERICAN LIBRARY ASSOCIAT	0204054	55.00
2110		970630	VISUAL MATERIALS	05124	CDW COMPUTER CENTERS INC.	7574929	29.85
2110		970630	VISUAL MATERIALS	05124	CDW COMPUTER CENTERS INC.	7564375	79.68
2110		970630	VISUAL MATERIALS	05124	CDW COMPUTER CENTERS INC.	7550362	200.71
2110		970630	VISUAL MATERIALS	05124	CDW COMPUTER CENTERS INC.	7591452	43.78
2110		970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	213675	37.00
2110		970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	214061	37.00
2110		970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61091770	61.98
2110		970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61033840	11.77
2110		970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61091780	291.98
2110		970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	H010653CM	-133.26
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29939600	24.40
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z29939620	100.42
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30090820	68.33
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30090810	43.25
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30090830	102.52
2110		970630	VISUAL MATERIALS	58875	INGRAM	01070703	19.97
2110		970630	VISUAL MATERIALS	58875	INGRAM	01102065	13.97
2110		970630	VISUAL MATERIALS	58875	INGRAM	01095833	13.97
2110		970630	VISUAL MATERIALS	58875	INGRAM	01092599	13.99

SELECTION CRITERIA: payable.due\_date="04/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL LIBRARY SERVICES					33,296.90
2130	980400	EQUIPMENT	05124 COM COMPUTER CENTERS INC.	7549177	339.14
TOTAL IL LIBRARY PER CAP GRANT					339.14
TOTAL FUND					33,686.04

4/28/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 4/93

ELECTION CRITERIA: payable\_due\_date="03/04/1998"

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	910200	TEMPORARY WAGES	08354	C. BERGER & COMPANY	29601	1,299.66
110	920120	COMMUNICATION SERVICES	06153	AMERITECH	217T329478	27.29
110	920120	COMMUNICATION SERVICES	06153	AMERITECH	217T327187	-12.47
110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478275531	416.67
110	920120	COMMUNICATION SERVICES	06327	CELLULAR ONE	49682107	38.60
110	920120	COMMUNICATION SERVICES	25701	MIDCO INC	95525	639.36
110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	MARCH 1998	2,214.85
110	920204	TRAINING	08479	BOELTER & YATES, INC.	16248	800.00
110	920206	SEMINARS	08675	BOOKMOBILE DEPARTMENT	ATTACHED	75.00
110	920220	MEMBERSHIP INES	20127	ILLINOIS LIBRARY ASSOCIAT	104536	40.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	0193833	145.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	0193835	145.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	98 MEMBER	45.00
110	920220	MEMBERSHIP INES	21432	AMERICAN LIBRARY ASSOCIAT	0129052	150.00
110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPR	53786	23.90
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES ENPLO	MAY 1998	148.61
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES ENPLO	MAY 1998	346.31
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES ENPLO	MAY 1998	148.61
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES ENPLO	MAY 1998	16.21
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES ENPLO	MAY 1998	52.04
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES ENPLO	MAY 1998	16.21
110	930010	R & M EQUIPMENT	06967	HENRICHSEN'S FIRE & SAFET	18111	96.25
110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	MARCH 1998	476.13
110	930020	R & M BLDGS & STRUCTURES	08667	ALL CITIES GLASS 'N MIRROR	5085	100.00
110	930020	R & M BLDGS & STRUCTURES	08668	LEE SPRING COMPANY	7566260	58.00
110	930020	R & M BLDGS & STRUCTURES	09460	OAKTON GLASS & PAINT	2072	30.00
110	930020	R & M BLDGS & STRUCTURES	74958	ADVANCED JANITORIAL	4722	136.00
110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	052850	297.65
110	930210	RENTAL OF EQUIPMENT	73978	CANON FINANCIAL SERVICES,	1392495	1,548.59
110	960210	SPECIAL EVENT PROGRAMMING	07585	U.S. TOY CO/CONSTRUCTIVE	8024829101	131.33
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002722517	8.95
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002713673	11.30
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002722319	55.30
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002696121	3.25
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002691821	10.35
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002691709	28.70
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002696018	34.65
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002700176	58.60
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002711442	17.25
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002704071	28.80
110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002707773	13.70
110	970100	SUPPLIES	02551	NOTY OFFICE SUPPLY CO.	19297-0	5.68
110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LNU35601	8.97
110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LNT94100	170.21
110	970100	SUPPLIES	05237	JOYCE PIAGARI	REINR	78.75
110	970100	SUPPLIES	08665	GAIL BRADLEY	REINR	227.00



ACCOUNTING PERIOD: 4/93

SELECTION CRITERIA: payable\_due\_date="05/04/1998"

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	QUANTITY	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E15506003	129.50
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E15503000	34.55
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	252847	922.15
2110	970100	SUPPLIES	20359	STANDARD & POOR'S	247890	39.95
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5035279-001	8.57
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	90660	-46.60
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	90660	134.46
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	435118	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	432081	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	429050	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	030698	17.45
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	POSTAGE	1,000.00
2110	970260	POSTAGE AND PARCEL	07906	DOM'T SHOOT THE MESSENGER	10588336	18.15
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-483-33801	14.00
2110	970270	PRINTING-REPROD-BINDING	06789	AMBASSADOR OFFICE EQUIPME	6343419	120.75
2110	970600	BOOKS	02045	EDUCATORS PROGRESS SERVIC	92L14-670C	42.90
2110	970600	BOOKS	05044	MAG/MEDIA MARKETING GROUP	4201	71.50
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8265577	249.10
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	501065700107	15.49
2110	970600	BOOKS	06423	SINON & SCHUSTER	2420951	18.36
2110	970600	BOOKS	06423	SINON & SCHUSTER	2422638	67.34
2110	970600	BOOKS	07527	STAGE & SCREEN	61322713	37.19
2110	970600	BOOKS	07982	AMERICAN CHAMBER OF COMME	94184	71.50
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00033561	190.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	C31 4732	415.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	D07 6514	326.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002691880	194.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002696120	63.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002691708	562.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002696017	763.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002700175	967.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002722318	1,202.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002722516	247.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002713672	310.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002711441	481.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002704070	495.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002707772	365.17
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	76321	10.82
2110	970600	BOOKS	20701	WORLD BOOK ENCYCLOPEDIA,	RGR880317875	27.40
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	66094925	70.48
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	416536	137.06
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	157904	13.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-17-98	18.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-17-98	47.82
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-17-98	44.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-17-98	18.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-07-98	10.47
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-07-98	59.70
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-07-98	277.56
2110	970630	VISUAL MATERIALS	05124	CBW COMPUTER CENTERS INC.	7696351	49.94
2110	970630	VISUAL MATERIALS	05124	CBW COMPUTER CENTERS INC.	7704639	46.92

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

4/28/98  
ACCOUNTING PERIOD: 4/98

ELECTION CRITERIA: payable.due\_date="03/04/1998"

UP 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	214467	150.00
110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	214899	37.00
110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61129600	61.97
110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61091890	91.70
110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61129610	374.25
110	970630	VISUAL MATERIALS	07969	DK PUBLISHING, INC.	7819257	16.13
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30182620	20.92
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30182660	6.97
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30182640	83.68
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30182630	13.93
110	970630	VISUAL MATERIALS	58875	INGRAM	01216057	82.95
110	970630	VISUAL MATERIALS	58875	INGRAM	01202297	8.72
110	970630	VISUAL MATERIALS	58875	INGRAM	01198695	60.57
110	970630	VISUAL MATERIALS	58875	INGRAM	01189570	13.99
110	970630	VISUAL MATERIALS	58875	INGRAM	01192458	91.99
110	970630	VISUAL MATERIALS	58875	INGRAM	01191985	64.54
110	970630	VISUAL MATERIALS	58875	INGRAM	01189946	8.64
110	970630	VISUAL MATERIALS	58875	INGRAM	01130073	13.97
110	970630	VISUAL MATERIALS	58875	INGRAM	01251126	9.80
110	970630	VISUAL MATERIALS	58875	INGRAM	01110498	13.97
110	970630	VISUAL MATERIALS	58875	INGRAM	01227192	44.58
110	970630	VISUAL MATERIALS	58875	INGRAM	01225694	77.76
110	970630	VISUAL MATERIALS	58875	INGRAM	01227453	177.43
110	970630	VISUAL MATERIALS	58875	INGRAM	01161113	66.67
110	970630	VISUAL MATERIALS	58875	INGRAM	01161110	73.36
110	970630	VISUAL MATERIALS	58875	INGRAM	01081308	324.70
110	980600	FURNITURE & FIXTURES	20177	DENCO EDUCATIONAL CORP	255197	395.17
<b>TOTAL LIBRARY SERVICES</b>						<b>23,504.22</b>
130	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H073356545	204.57
130	960990	MISC CONTRACTUAL SUCS	06790	TOWER COMPUTER SYSTEMS	0041934-IM	1,156.25
130	980400	EQUIPMENT	05124	CDW COMPUTER CENTERS INC.	7643966	514.54
130	980400	EQUIPMENT	08534	GEN SOLUTIONS INC.	10635	18,890.00
<b>TOTAL IL LIBRARY PER CAP GRANT</b>						<b>20,765.36</b>
<b>TOTAL FUND</b>						<b>44,269.58</b>

4/28/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 4/98

SELECTION CRITERIA: payable\_due\_date="05/04/1998"

203 - MOTOR FUEL TAX FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
203	930080	R & N TRAFFIC LIGHTS	05932	COOK COUNTY TREASURER	1998-1	81.38
203	930080	R & N TRAFFIC LIGHTS	06514	VILLAGE OF MOUNT PROSPECT	2264	37.50
TOTAL MOTOR FUEL TAX FUND					118.88	
TOTAL FUND					118.88	

XIII

DES PLAINES PUBLIC LIBRARY  
CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
APRIL 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	291
2. Computer sign-ups & help	752
3. Storytime & program sign-ups	53
4. Reference questions	1,019
5. Ready reference	472
6. Referrals to other libraries	23
7. Misc. inquires	390
8. Handout & change	566
TOTAL	3,566

ADULT PATRON ASSISTANCE STATISTICAL REPORT  
APRIL 1998

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	234	
2. Tax forms	267	
3. Directional questions	258	
4. Item retrieval by library pages	153	
5. Audiovisual inquires	1,078	
Total		1,990
 <u>Reference Services</u>		
1. Specific item request	1,259	
2. Ready reference	782	
3. Material searching	76	
4. Referrals to other libraries	28	
Total		2,145
GRAND TOTAL		4,135

Number of individuals using the Local Computer Network = 1,265

DES PLAINES PUBLIC LIBRARY  
CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
APRIL 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	291
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ADULT PATRON ASSISTANCE STATISTICAL REPORT  
APRIL 1998

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	234	
2. Tax forms	267	
3. Directional questions	258	
4. Item retrieval by library pages	153	
5. Audiovisual inquires	1078	
Total		1990
Reference Services		
1. Specific item request	1,259	
2. Ready reference	782	
3. Material searching	76	
4. Referrals to other libraries	28	
Total		2,145
GRAND TOTAL		4,135

Number of individuals using the Local Computer Network = 1,265

XIII

REGISTRATION SERVICES REPORT FOR APRIL 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>April 1997</u>	<u>March 1998</u>	<u>April 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
848	1,519	1,222	3,385	4,315	21.6%
A.	New Cards		254		
B.	Renewals		419		
C.	Non-Resident Cards		49		
D.	Off-line Library Cards		57		
	Total		779		

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	190
2.	Number of Meeting Room Uses	94
3.	Cab cards and Other Registrations	21
4.	LAN Discs Sold	6
5.	Computer Room	131
6.	Reading Edge Users	1
	Total	443

III. TOTAL NUMBER OF REGISTERED BORROWERS

April 1997	34,218	(64.1% of Population)
April 1998	32,762	(61.3% of Population)

## CIRCULATION REPORT FOR APRIL 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>April 1997</u>	<u>March 1998</u>	<u>April 1998</u>	<u>Year to Date</u> <u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
31,675	32,762	31,926	122,720	125,120	1.9%

## RECIPROCAL BORROWING

(Materials Lent)

	<u>April 1997</u>	<u>April 1998</u>	<u>% Change</u>
NSLS	6,945	N/A	N/A
OTHER SYSTEMS	1,520	N/A	N/A
TOTAL	8,465	N/A	N/A

## INTERLIBRARY LOAN

Sent	N/A
Received	N/A

N/A = Not Available

## CIRCULATION REPORT FOR APRIL 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>April 1997</u>	<u>March 1998</u>	<u>April 1998</u>	Year to Date <u>1997</u>	Year to Date <u>1998</u>	<u>% Change</u>
31,675	32,762	31,926	122,720	125,120	1.9%

## RECIPROCAL BORROWING

(Materials Lent)

	April 1997	April 1998	<u>% Change</u>
NLS	6,945	6,368	(-8.3%)
OTHER SYSTEMS	1,520	1,589	4.3%
TOTAL	8,465	7,957	(-6.0%)

## INTERLIBRARY LOAN

Sent	944
Received	453



**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM APRIL 1998**

<b>Outside Community Groups</b>	<b><u>Times Used</u></b>	<b><u>Attendance</u></b>
AAUW	1	6
Coupon Club	1	6
Des Plaines Art Guild	1	9
Des Plaines Woman's Club	1	7
DuPage Figure Skaters	1	12
Goldcoast Kennel Club	1	9
Loose Threads	1	6
Mansard South Condo Assoc	1	4
PFS Group	3	64
Phoenix Investment Group	1	6
Romance Writers	1	28
Toastmasters	2	32
<b>Total</b>	<b>15</b>	<b>189</b>
 <b>Library Sponsored Adult Programs</b>		
Alaska Travel	1	90
Book Discussion	2	16
Feature Films at the Library	1	97
Foreign Affairs Organization	1	12
Genealogy Workshop	1	18
Great Decisions	4	71
 <b>Other</b>		
Library Board Meeting	1	12
<b>Total</b>	<b>11</b>	<b>316</b>

## XIII

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - APRIL 1998

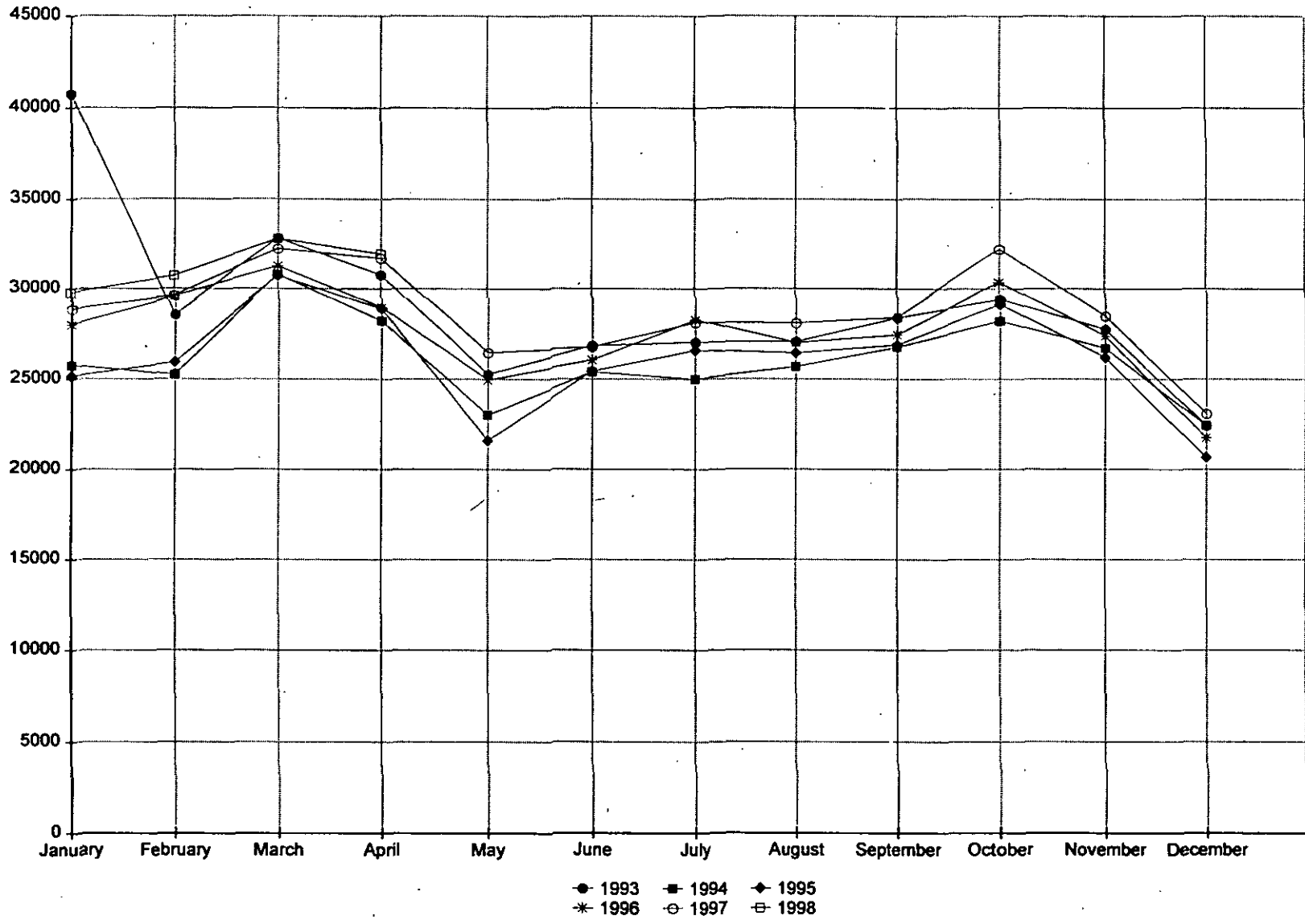
Page 2

<b>Library Sponsored Children's Programs</b>	<b><u>Times Used</u></b>	<b><u>Attendance</u></b>
2 Year Old Storytime	11	172
3-5 Year Old Storytime	14	142
Bright Start Baby Book Times	15	382
Babysitting Clinic	4	88
Evening Storytime	1	35
Trinity Lutheran Pre-school	1	18
Junior Girl Scouts	1	8
Spring Craft	1	25
South School - 3rd Grade	1	50
Plainfield School - 3rd Grade	1	75
Jim May Storyteller	1	40
Orchard Place	1	60
Head Start Preschool	2	75
<b>Total</b>	<b>54</b>	<b>1,170</b>
<b>Literacy Program</b>		
Learn to Read	15	711
<b>Total</b>	<b>95</b>	<b>2,386</b>

April Total = 95 groups involving 2,386 people.

1998 Year to Date Total 214 groups involving 6,323 people.

**PATRON ATTENDANCE**  
April 1998



Join us for the FREE satellite  
videoconference especially for  
trustees of Illinois'  
public and district libraries

# Third Annual Trustee Satellite Videoconference Doorways to Excellence

SATURDAY  
May 16, 1998  
10:00 a.m. to 12:00 noon

Join fellow trustees at one of the 18 locations around the state on the morning of the 16th for an opportunity for you to network, listen and learn. You will come away with a deeper understanding of these complex and challenging issues.

*First, we will take you behind door #1:*

Seasoned veterans from the Executive Service Corps of Chicago will discuss the complexities of a director's relationship with the library board, director evaluation and who is responsible for what.

*Then, we will go to door #2:*

Legal eagle Phil Lenzini will address some of the hottest new legal topics for libraries. There will be an opportunity for you to call the studio and have your questions answered LIVE and ON THE AIR!!

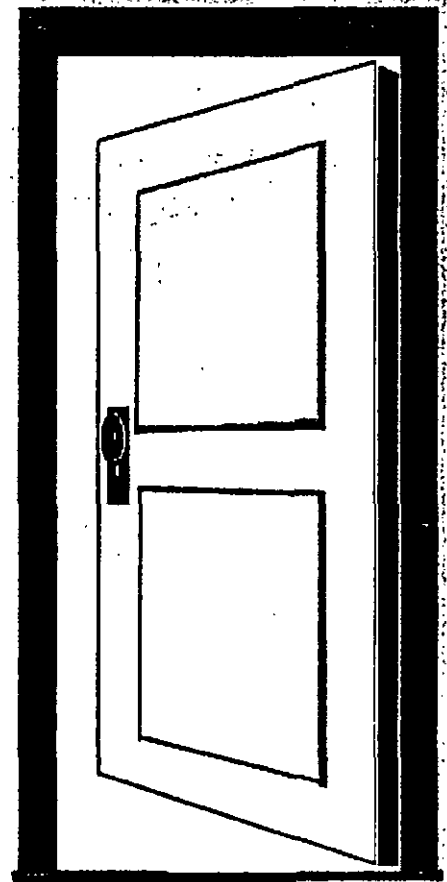
Come see what other surprises we will have for you that morning.

DATE: SATURDAY, MAY 16, 1998

TIME: 10:00 A.M. TO 12:00 NOON

LOCATION: SEE REVERSE SIDE

PRESENTERS: Attorney, Phil Lenzini and Executive Service Corps of Chicago members Louis J. Pendicini and J. Patrick Sanders, and other SURPRISE guests!



**SIGN UP NOW!!!  
RETURN THIS FORM BY  
MONDAY, MAY 11, 1998**

# Third Annual Trustee Satellite Videoconference Doorways to Excellence

**SATURDAY  
May 16, 1998  
10:00 a.m. to 12:00 noon**

Board President  Vice-President  Secretary  Trustee  Librarian

Name of Library: \_\_\_\_\_

Name:  Mr.  Mrs.  Ms. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**PLEASE SELECT ONE LOCATION ONLY!**

- |  |   |
|--|---|
| <input type="checkbox"/> Bloomington Public Library - Bloomington    | <input type="checkbox"/> Carl Sandburg College - Galesburg          |
| <input type="checkbox"/> College of Lake County - Grayslake          | <input type="checkbox"/> Gail Borden Public Library - Elgin         |
| <input type="checkbox"/> Illinois School for the Deaf - Jacksonville | <input type="checkbox"/> Illinois State Library - Springfield       |
| <input type="checkbox"/> John A. Logan College - Carterville         | <input type="checkbox"/> John Wood Community College - Quincy       |
| <input type="checkbox"/> Kankakee Community College - Kankakee       | <input type="checkbox"/> Kishwaukee College - Malta                 |
| <input type="checkbox"/> Lewis & Clark Library System - Edwardsville | <input type="checkbox"/> Lincoln Trail Libraries System - Champaign |
| <input type="checkbox"/> North Suburban Library System - Wheeling    | <input type="checkbox"/> River Bend Library System - Coal Valley    |
| <input type="checkbox"/> Rolling Prairie Library System - Decatur    | <input type="checkbox"/> Rockford Public Library - Rockford         |
| <input type="checkbox"/> Shawnee Community College - Ullin           | <input type="checkbox"/> Suburban Library System - Burr Ridge       |

***A letter of confirmation will be sent to you along with a map indicating the room number.  
If you require any special accommodations, please call the number listed below.  
SIGN UP IMMEDIATELY TO ENSURE A SPOT!***

**RETURN REGISTRATION FORM BY MONDAY, MAY 11, 1998  
(Late registrations may not receive confirmation)**

**FAX COMPLETED FORM TO: 217-782-1877**

**OR REGISTER BY PHONE**  
217-782-7848  
OR 1-800-665-5576 ext. 1

**OR REGISTER BY MAIL**  
Jill Heffernan  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

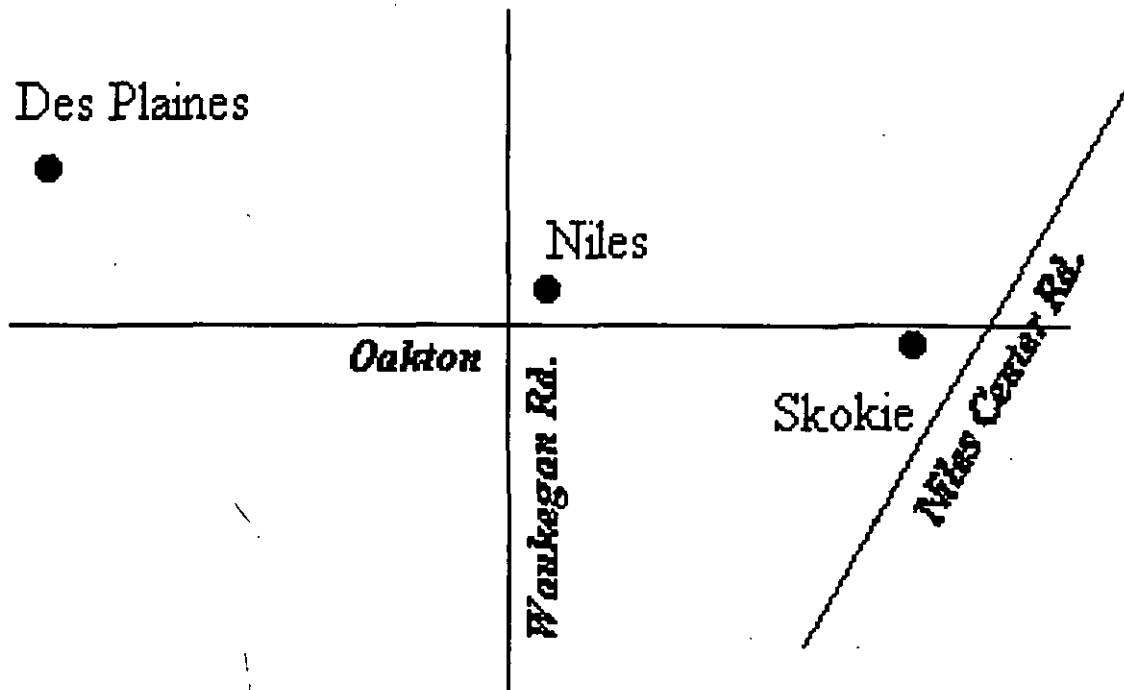
**OR REGISTER BY E-MAIL**  
jheffer@library.sos.state.il.us

1150  
To: Library Board of Trustees  
From: John Haliotis  
Date: 5/19/98  
Subject: Library Tours

Here are some suggested itineraries for library tours. They are divided into four trips: north, northwest, west, and east. The west and east trips are half day trips. Allow a full day for the north and northwest trips. The north trip is especially long.

Please note: the enclosed area maps do not contain full detail, nor are they to scale. They are included to give a general overview. For more detail, see the individual library maps.

# East Trip



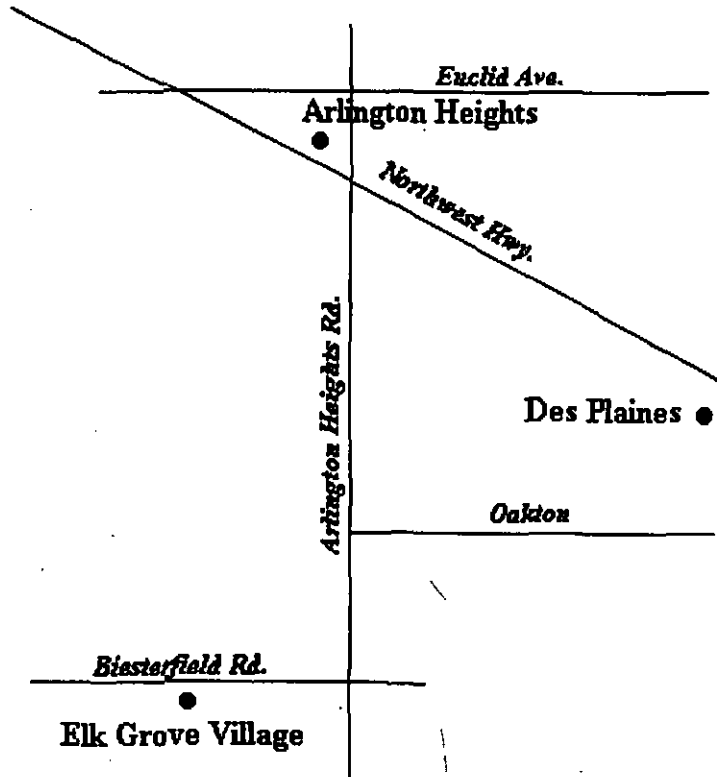
## Niles

Take Oakton east from Des Plaines to Waukegan Rd. Turn left on Waukegan, then right into the parking lot of the Niles Public Library. The entrance is on the north side of the building.

## Skokie

Turn left onto Waukegan, then left onto Oakton. Skokie Public Library is on right (south) side of street, before Niles Center Rd. Entrance on east side of building.

# West Trip



## Arlington Heights

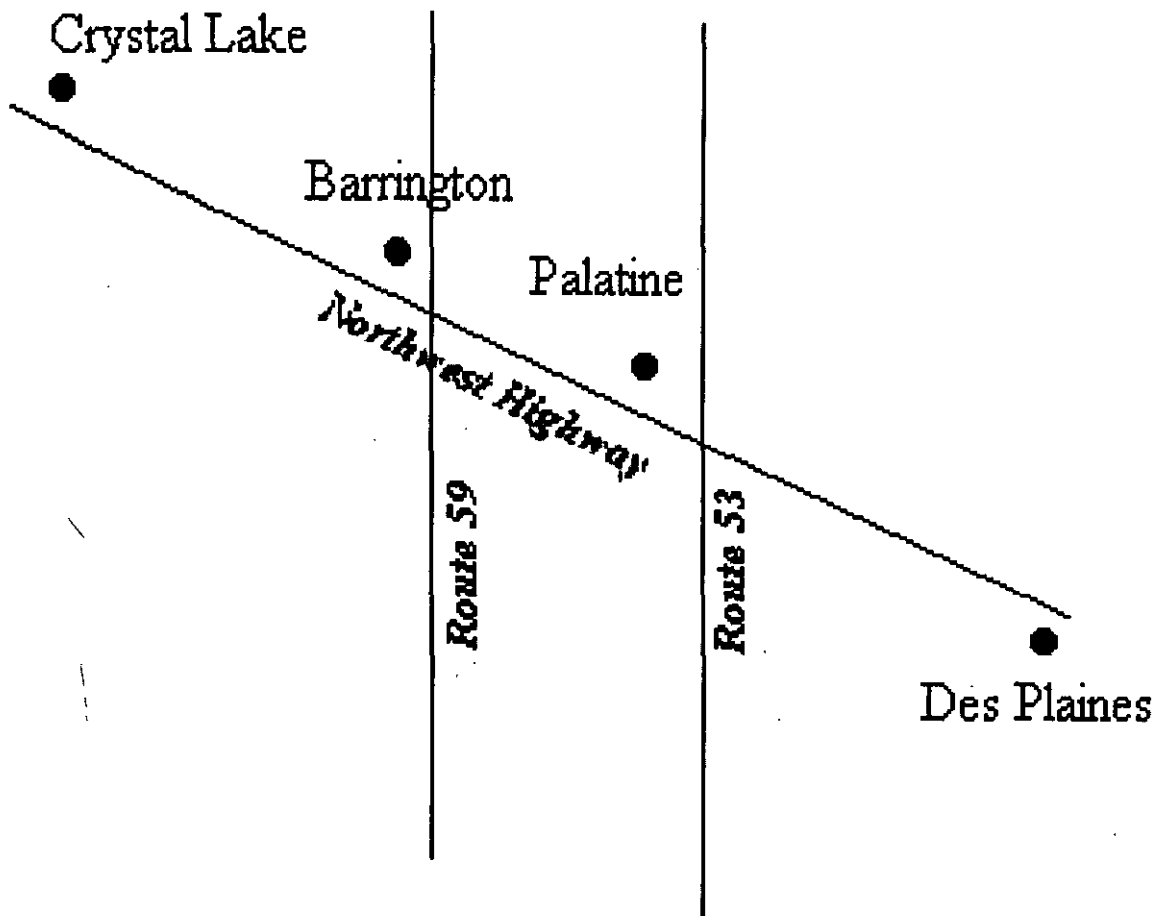
Take Northwest Highway northwest to Vail Avenue, turn right. Library is on right side. Park under building.

## Elk Grove Village

Turn right onto Vail, then right onto Euclid. Turn right onto Arlington Heights Rd. Take Arlington Heights Rd. south to Biesterfield Rd, turn right. Take Biesterfield west to Wellington, turn left at the Village Hall. Turn left into library parking lot.



## Northwest Trip



### Palatine

Take Northwest Highway northwest from Des Plaines. After Hicks Rd., Turn right on North Ct. (second right).

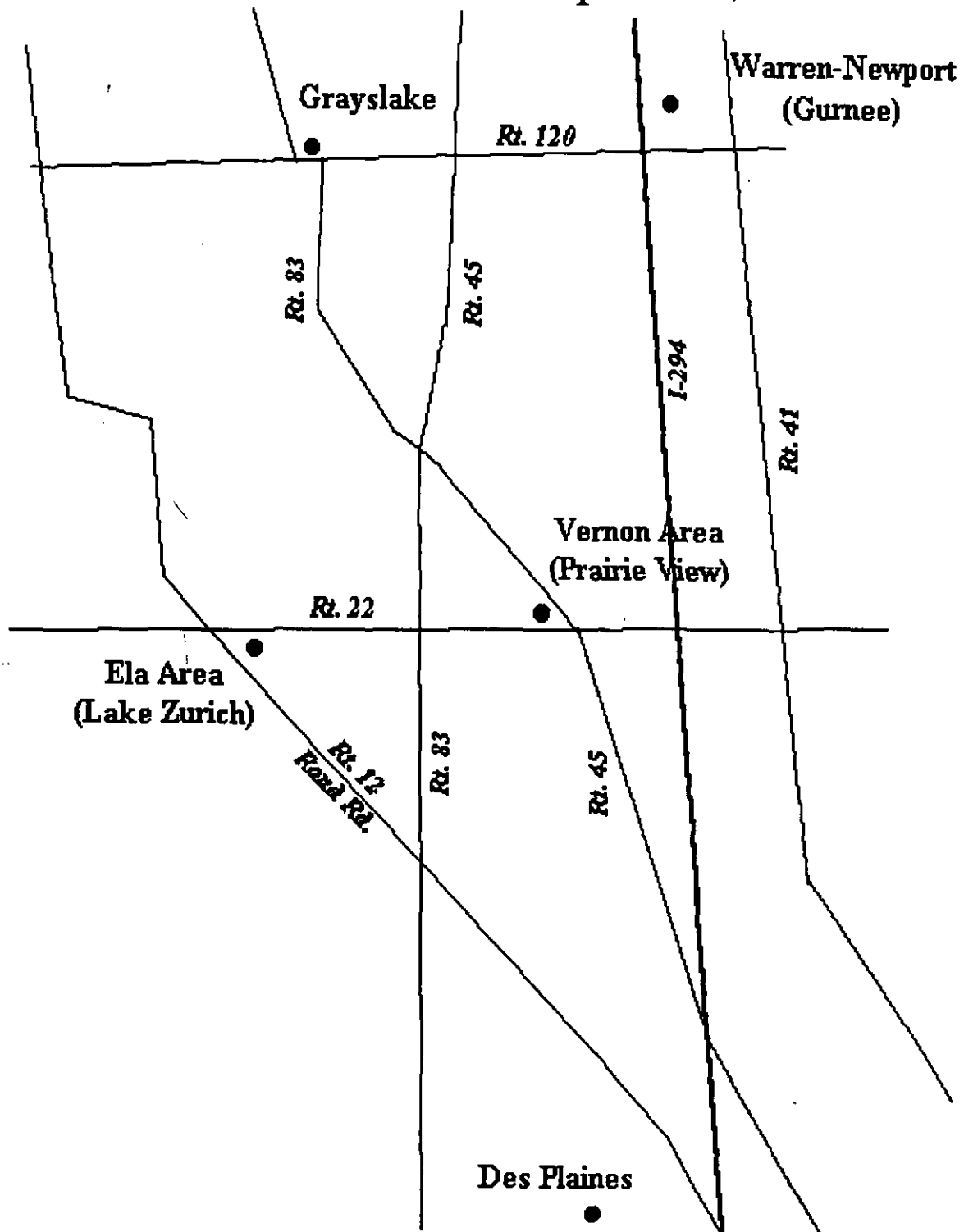
### Barrington

Take North Ct. to Northwest Highway, turn right. Take Northwest Highway past Main Street in Barrington. Library is on right side.

### Crystal Lake

Turn right on Northwest Highway. Take Northwest Highway to Crystal Lake. Turn right on McHenry Avenue. Turn right on Paddock St. Library on left side, parking lot after library.

# North Trip



## Lake Zurich

Take Rand Rd. northwest to Lake Zurich (long trip). Turn right onto Old Rand Rd., then right onto Buesching Rd. Ela Area Library is on left side.

## North Trip cont.

### Vernon Area

Turn left onto Buesching Rd. Turn right on Rt. 22 (Lake Zurich Hwy.) Take Rt. 22 east past Rt. 83 to Holtz Rd (long trip) and turn left. Turn right onto Indian Creek Rd. Vernon Area Library is on left side of street.

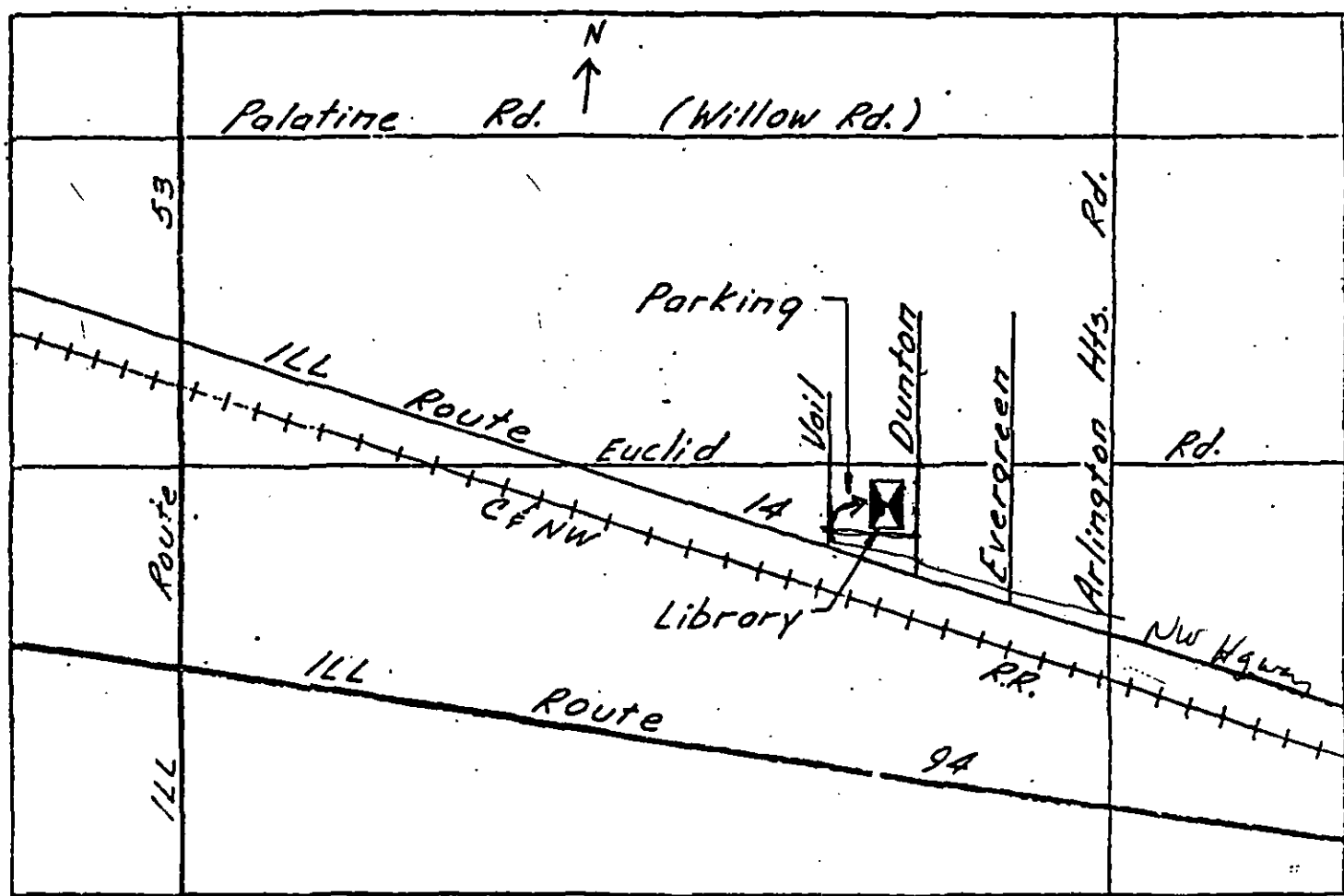
### Grayslake

Turn left onto Indian Creek Rd. Turn right on Port Clinton Rd. Turn left onto Rt. 45. Take Rt. 45 to Rt. 83. Take 83 North to Grayslake. Go past Rt. 120 to Center St. (first left). Turn left, go over tracks, Grayslake Library on right.

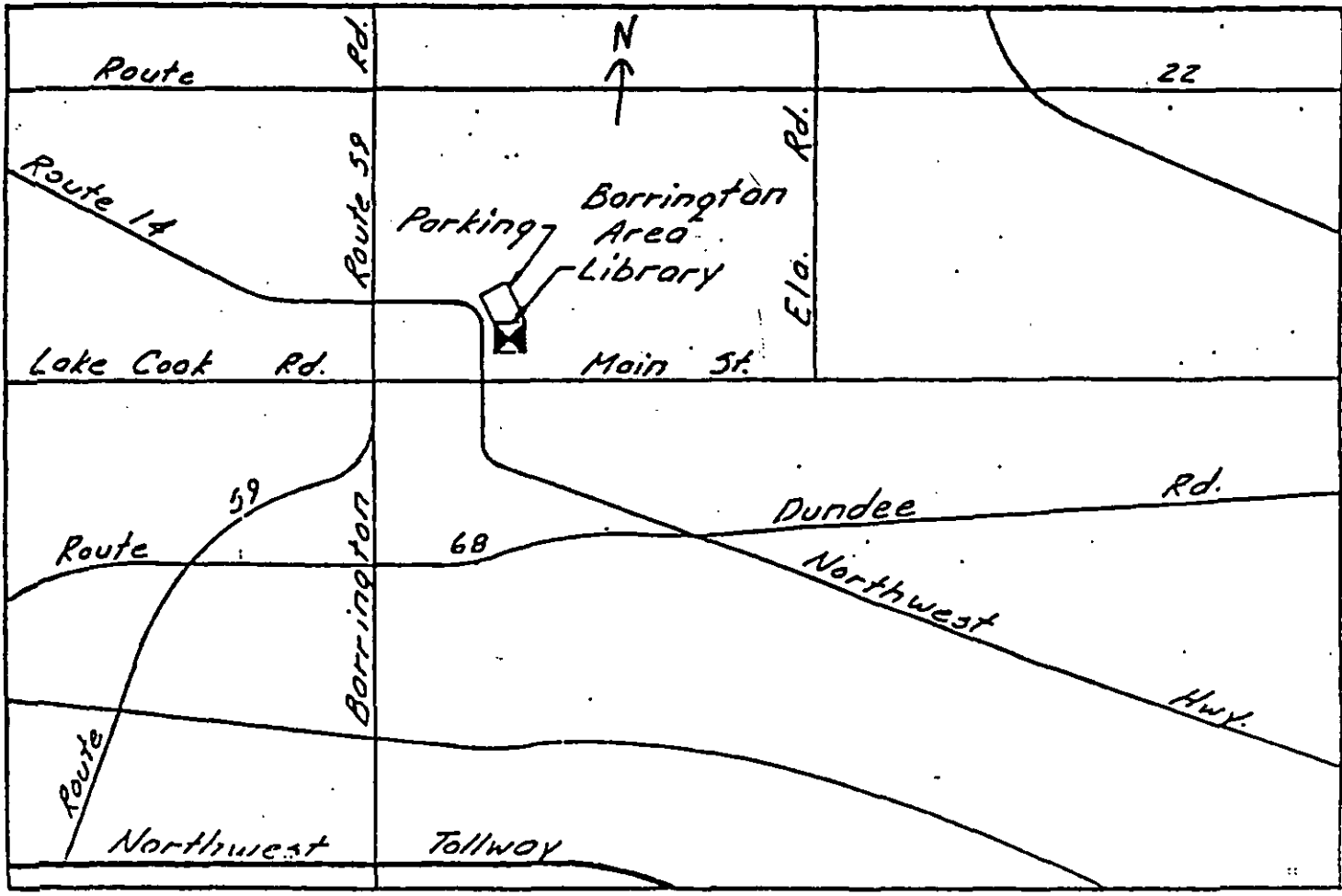
### Warren-Newport

Turn left on Center St. Turn right on Rt. 83. Turn left on Rt. 120. Take Rt. 120 east to Gurnee. After passing I-94, turn left on O'Plaine Rd. Warren-Newport Library is on left side after Washington St.

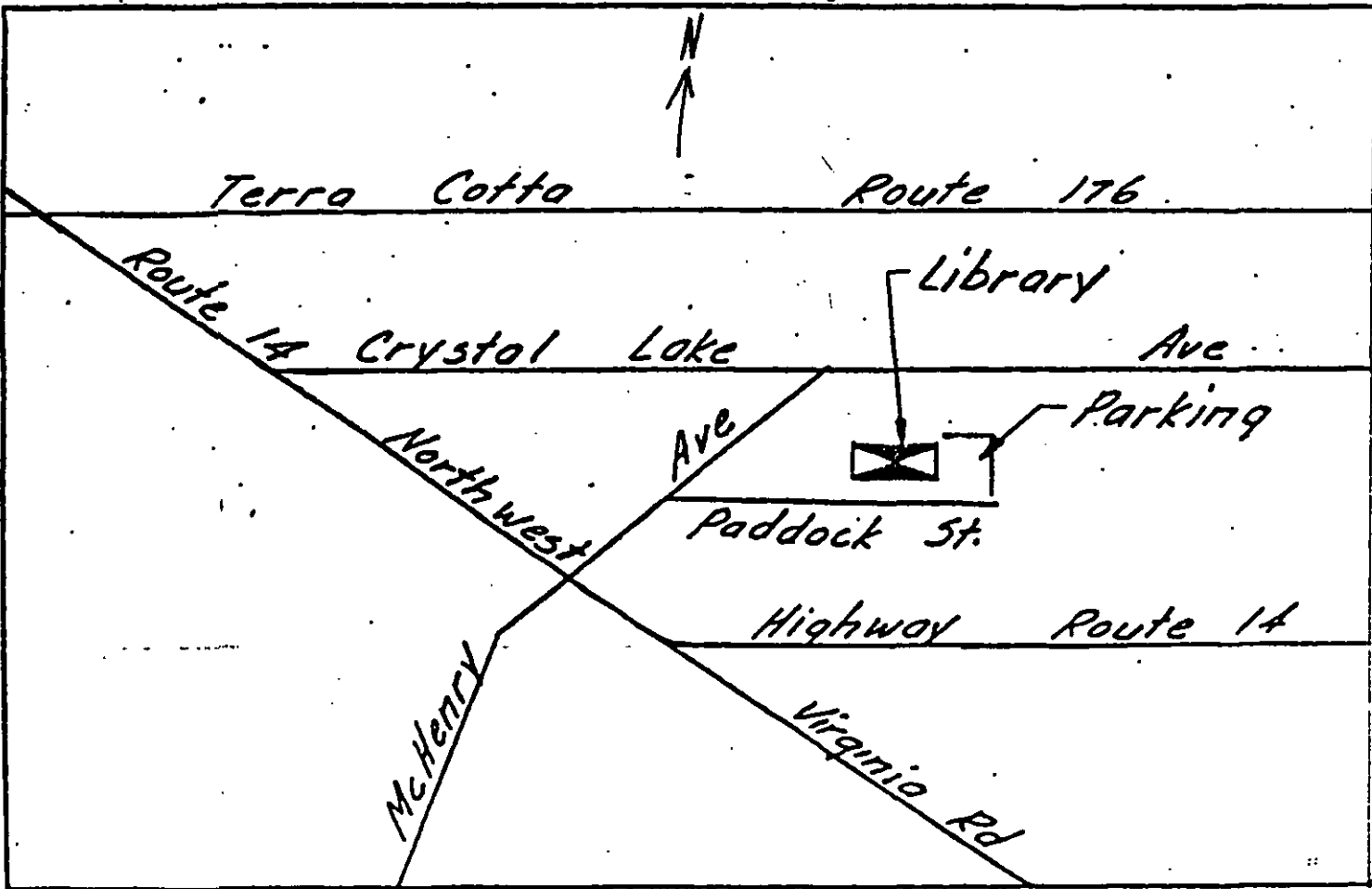
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
500 N. Dunton Avenue  
Arlington Heights, IL 60004  
(312) 392-0100



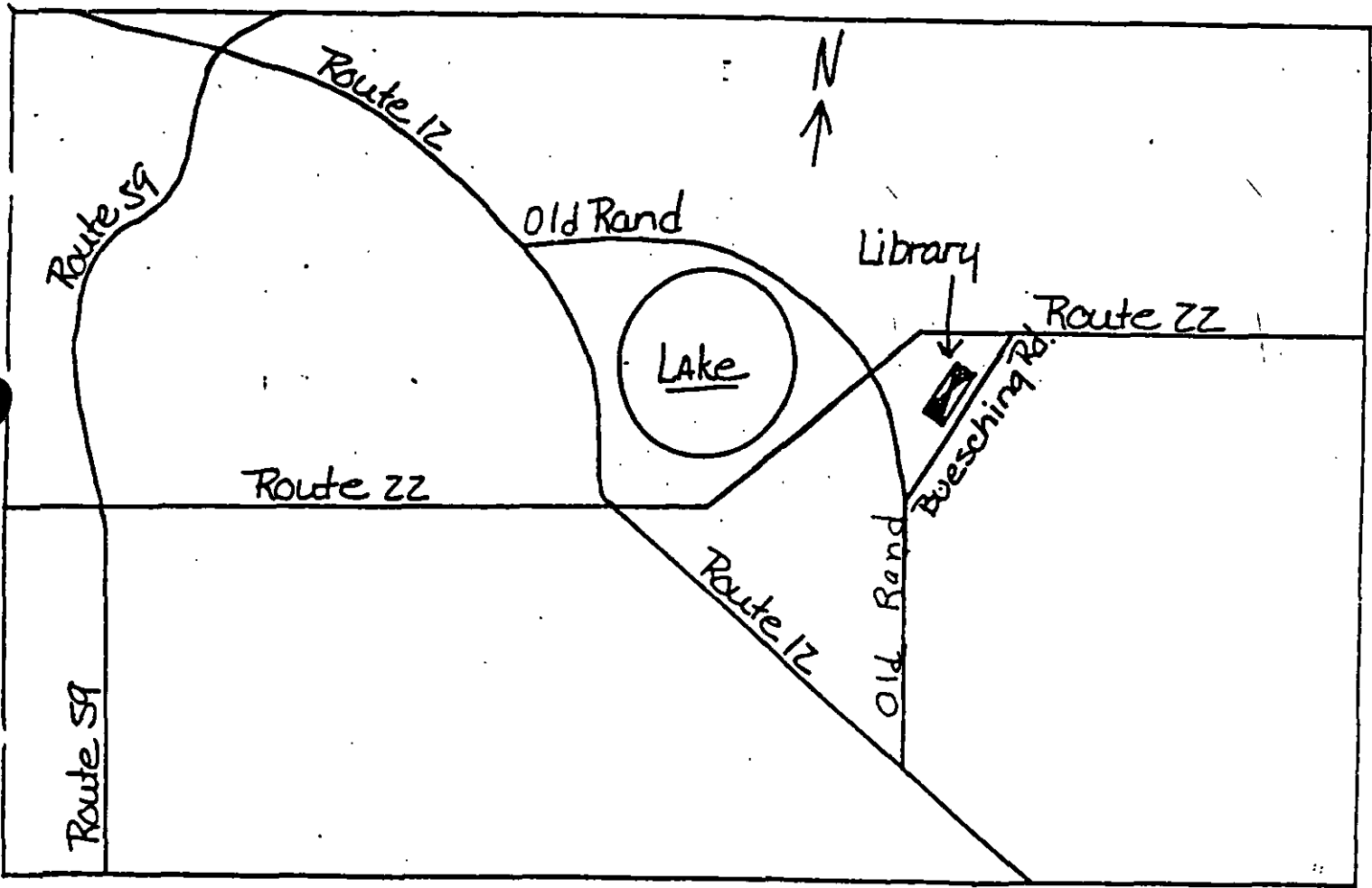
BARRINGTON AREA LIBRARY  
505 N. Northwest Highway  
Barrington, IL 60010  
(312) 382-1300



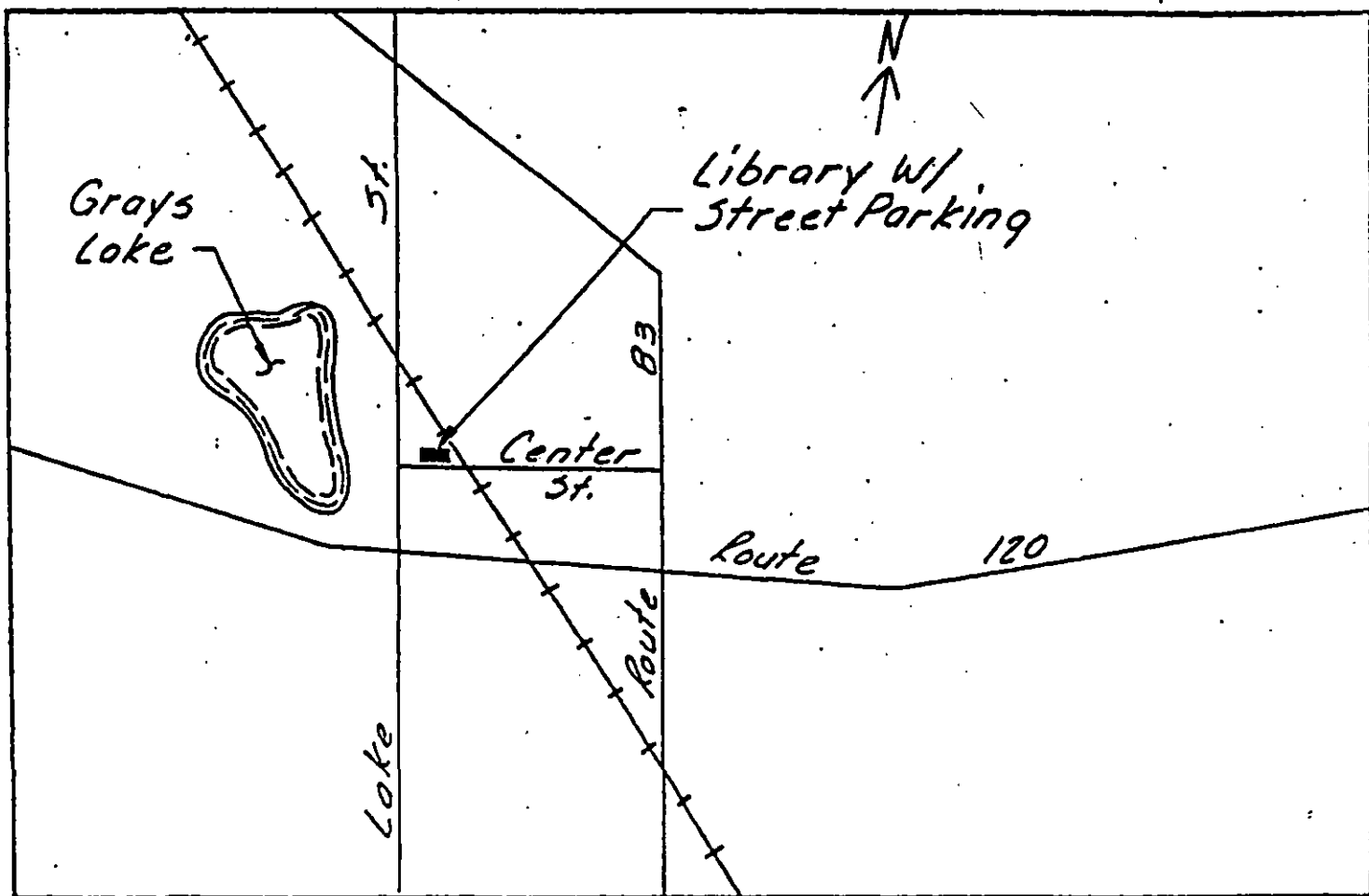
CRYSTAL LAKE PUBLIC LIBRARY  
126 Paddock Street  
Crystal Lake, IL 60014  
(815) 459-1687



ELA AREA PUBLIC LIBRARY DISTRICT  
135 S. Buesching Road  
Lake Zurich, IL 60048  
(312) 438-3433



GRAYSLAKE PUBLIC LIBRARY DISTRICT  
148 Center Street  
Grayslake, IL 60030  
(312) 223-5313





ELK GROVE VILLAGE PUBLIC LIBRARY

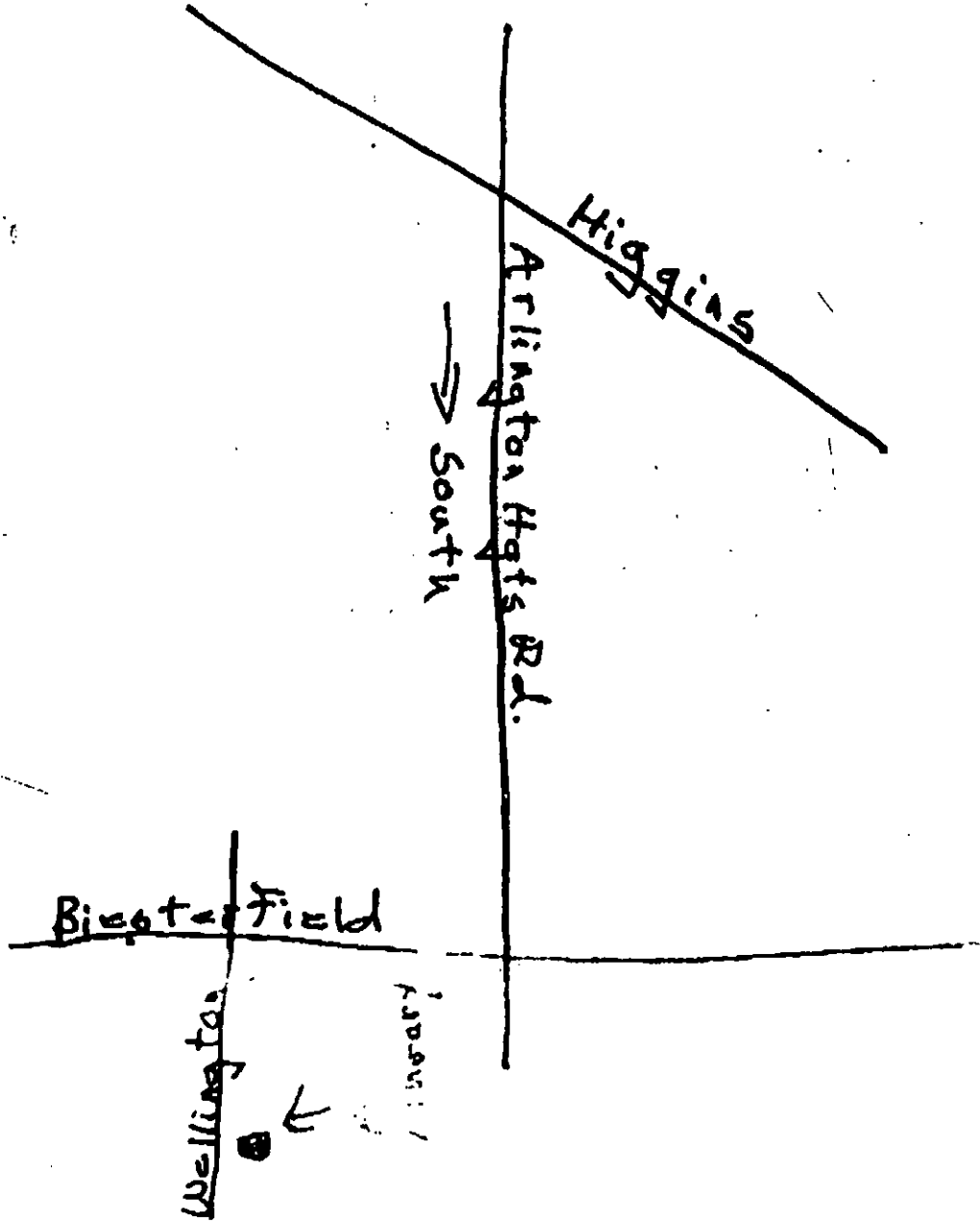
~~1 Rev. Morrison Boulevard~~ 1001 WELLINGTON

Elk Grove Village, IL 60007

(312) 439-0447

108

05				
Route				
111				




B

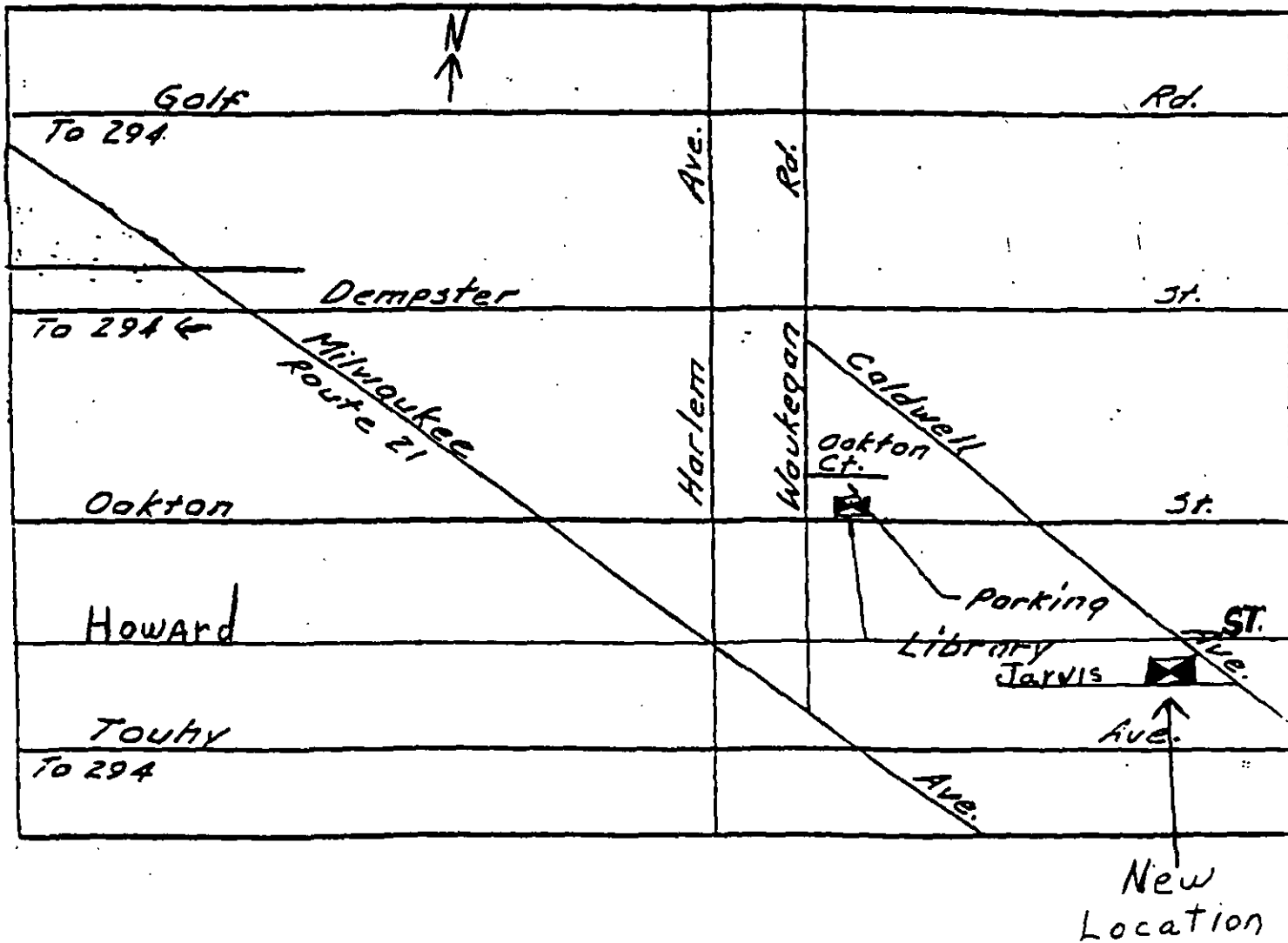
1162  
NILES PUBLIC LIBRARY DISTRICT  
5960 Oakton Street  
Niles, IL 60648  
(847) 967-8534

LIBRARY CLOSED FEB. 3-7th. RE-OPENS FEB. 8th AT

7400 CALDWELL, NILES, ILL. 60714

PHONE 847-588-0500

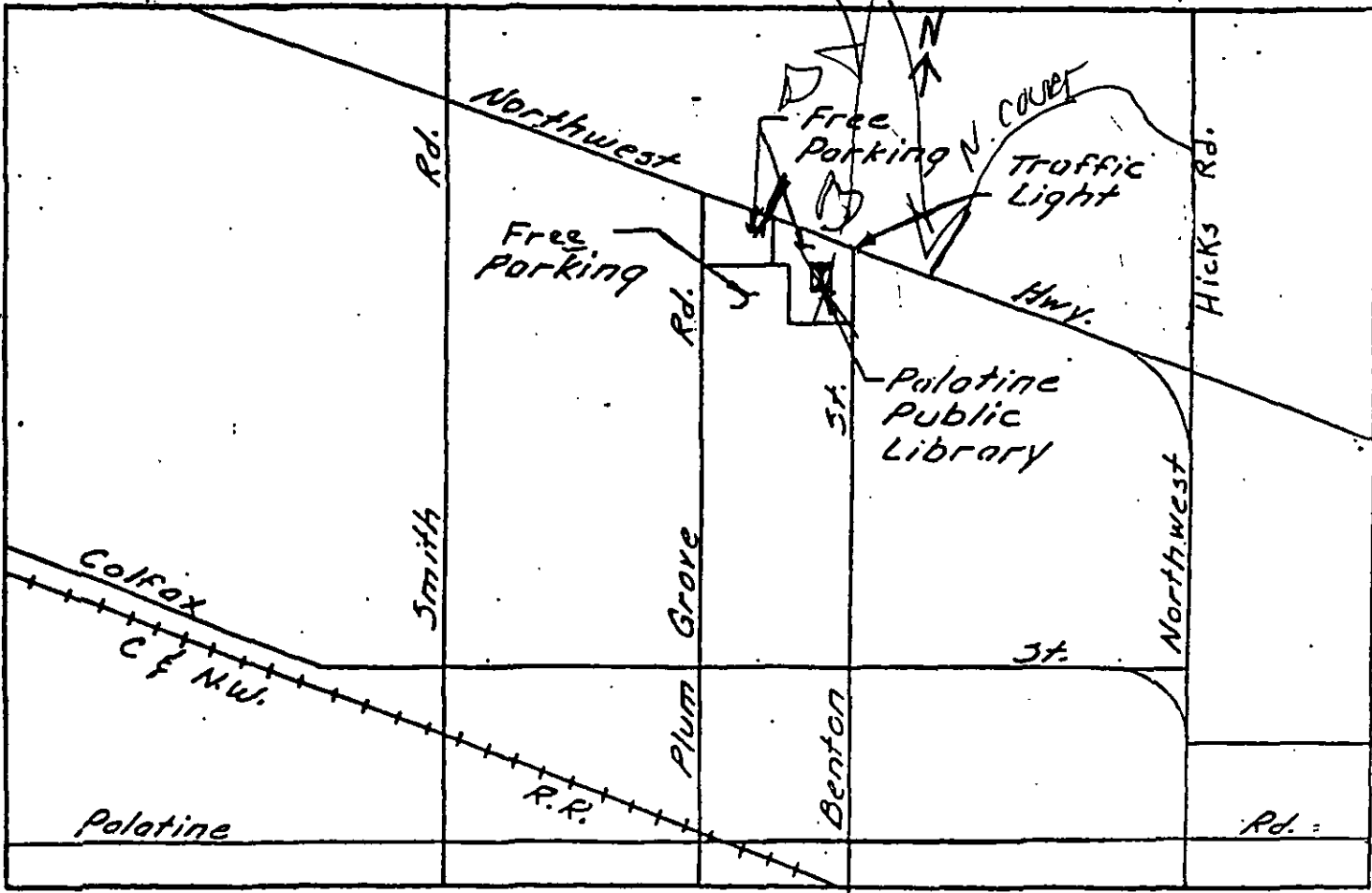
FOR APPROX. ONE YEAR



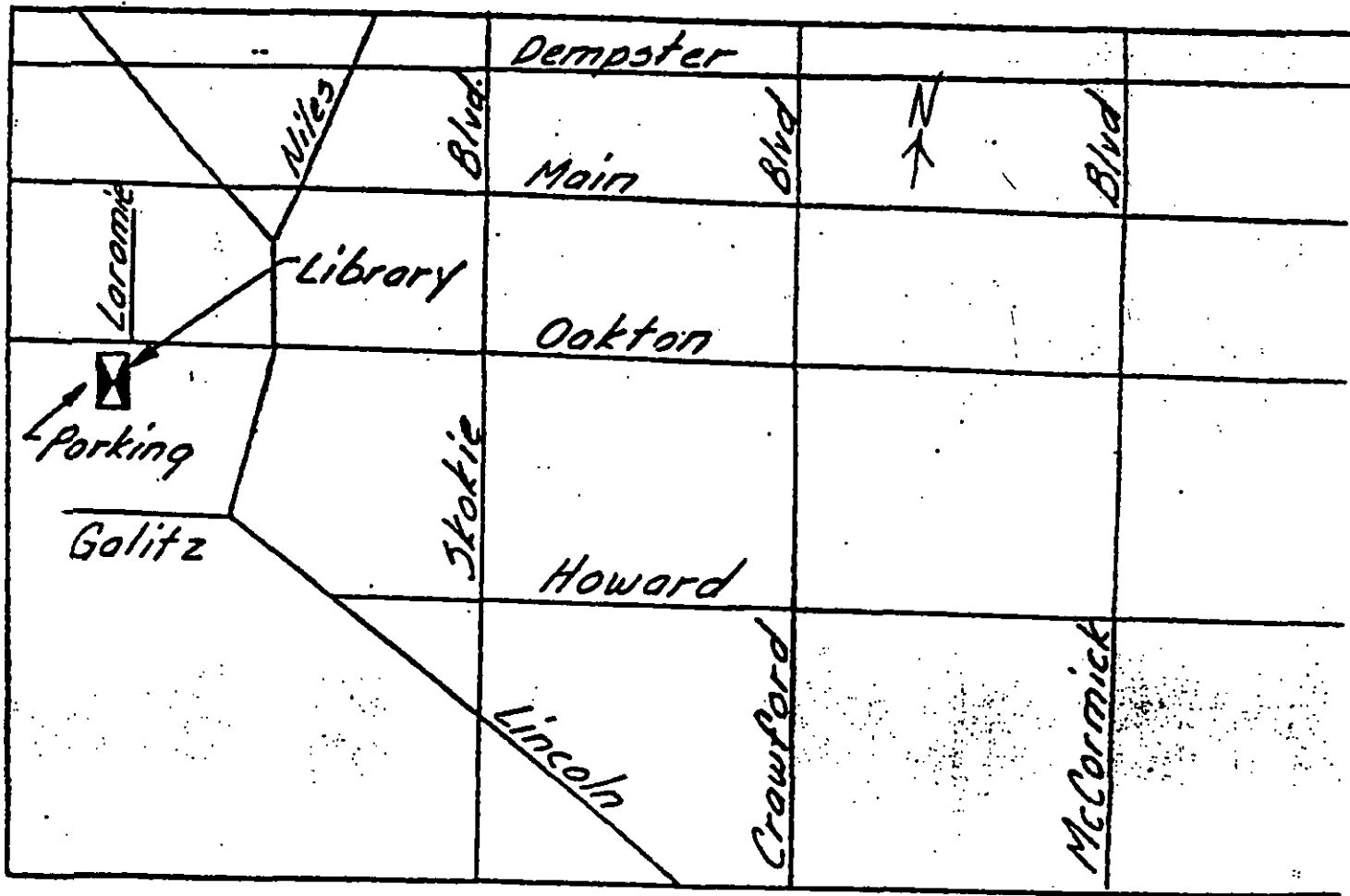
PALATINE PUBLIC LIBRARY DISTRICT

700 N. North Court  
500 N. Benton Street  
Palatine, IL 60067  
(312) 358-5881

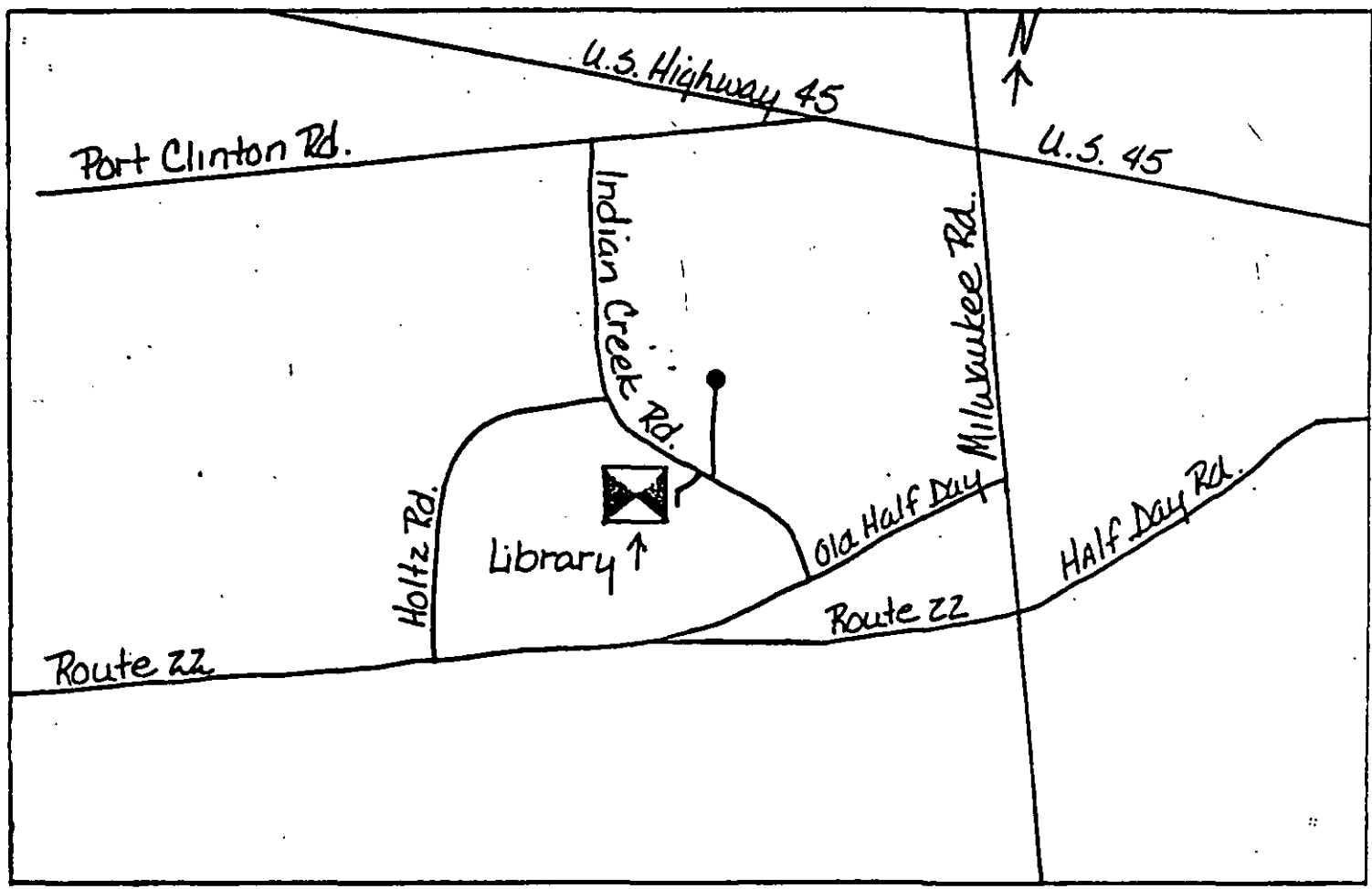
turn right off  
NW Hwy. just before  
Square 1  
Palatine



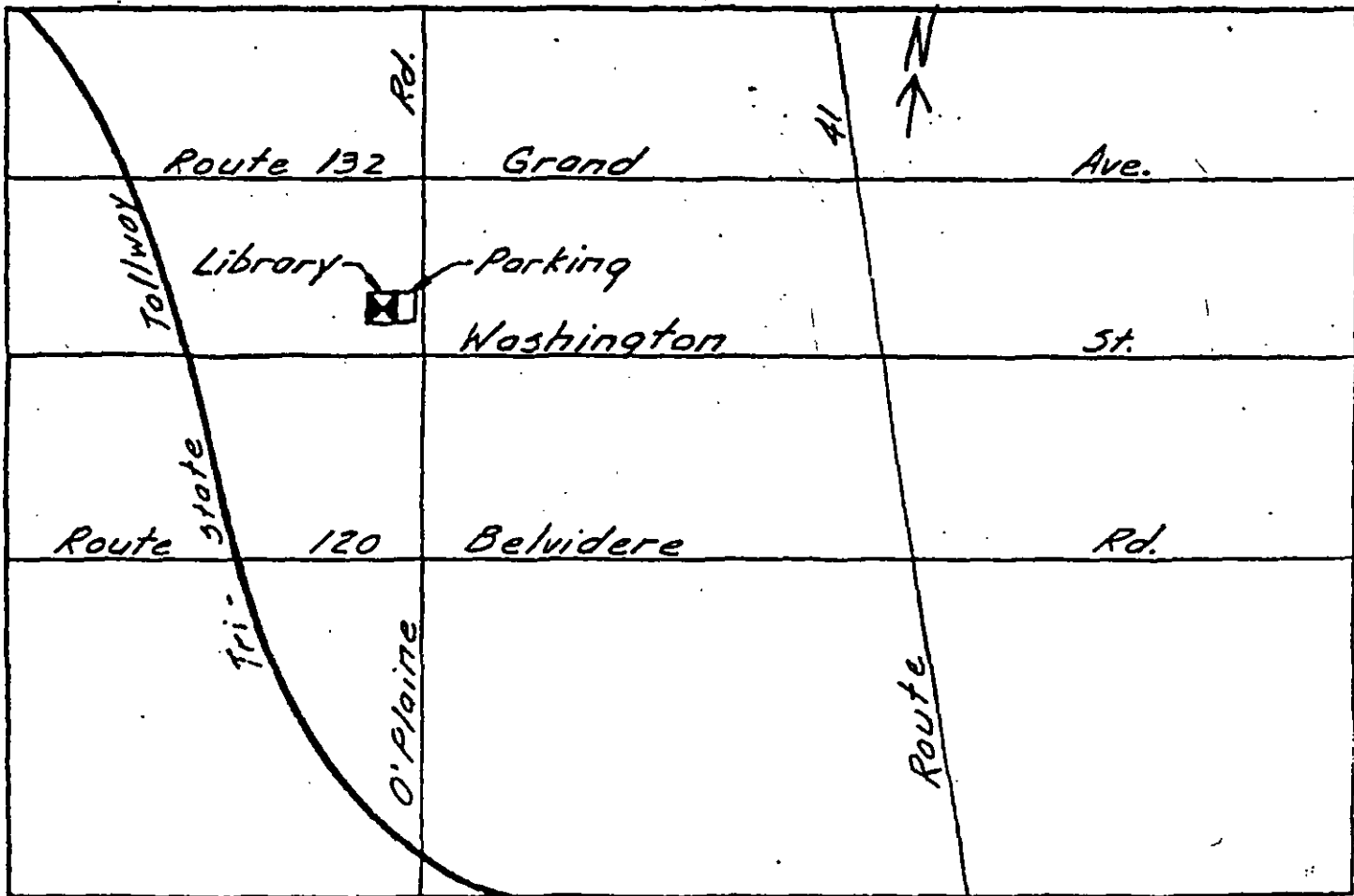
SKOKIE PUBLIC LIBRARY  
5215 Oakton Street  
Skokie, IL 60077  
(312) 673-7774  
708

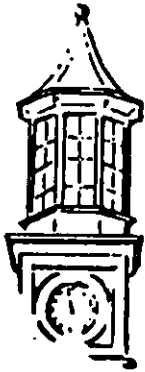


VERNON AREA PUBLIC LIBRARY DISTRICT  
23184 N. Indian Creek Road  
Prairie View, IL 60060  
(312) 634-3650



WARREN-NEWPORT PUBLIC LIBRARY DISTRICT  
224 N. O'Plaine Road  
Gurnee, IL 60031  
(312) 244-5150





**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**DES PLAINES PUBLIC LIBRARY**

**LIBRARY FOUNDATION**

**May 13, 1998**

Chair: William Prentice

Attendance: William Prentice, Susan Burrows, Sandra Norlin

Call to Order: 7:45 PM

- 1) Review and discussion of meeting with library directors on their library foundations.
- 2) The discussion of ideas for fund raising activities sparked ideas for Des Plaines Library Foundation, such as:
  - a) Annual gala event
  - b) "Selling" paving bricks
  - c) Soliciting major donations from corporations to furnish rooms, i.e. The "Nabisco" Children's Reading Room
  - d) "Selling" trees for landscaping the library grounds
  - e) American Girl Tea
- 3) Bill Prentice presented his suggested fund types, i.e., Capital, Program, and Operating.
- 4) Discussion on the necessity to establish immediate goals:
  - a) "Full" Board membership (9) by July
  - b) Defining the funds:
    - i) Century Fund - to build library collections' \$1,000,000 by the year 2007
    - ii) Capital Fund - to raise \$1,000,000 to furnish the new library by the year 2000
  - c) Establishing one fund-raising activity, (not been determined at this time), e.g.,

- 21168
- i) Grazie! – 1999 (\$100,000)
  - ii) Sale of paving bricks/tile wall/stained glass.

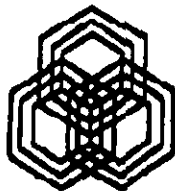
- 5) Sandra asked permission to use the Foundation name tax exempt number for a Shop and Share Benefit Days. Susan Burrows and William Prentice supported this idea.
- 6) Bill Prentice will contact Dave McConnell about the status of 501c3 Status and FEIN.

Ideas for Board Members:

- Pat Ornberg suggested by (Sandra)
- Charlotte Storer suggested by (Bill)
- Anne Evans suggested by (Bill)
- Jane Moore suggested by (Susan)
- Cliff Boxlietner suggested by (Sandra)
- Ralph Martin suggested by (Bill)
- Frank Svoboda suggested by (Sue)

The meeting adjourned at 9:00 PM.





## Library Planning Associates, Inc.

P.O. Box 624  
Streamwood, IL 60107

P.O. Box 89  
Madison, WI 53701  
voice: 608.276.3762  
fax: 608.276.7849

May 18, 1998

Sandra Norlin  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Sandra:

This will confirm LPA's continuing participation in the planning process for an expanded facility for the Des Plaines Public Library. As noted in my letter of March 20, there are two broad types of consultant assistance that may be necessary in this instance: a reconsideration / revision of the program, and plan review.

To some degree, we'll need to revisit the library's program as we proceed, given the fact that the original programming was done in 1992, with a major revision in 1995, and still more time has passed since then. It's likely that some of our planning parameters have evolved in the last three years as well. There are new standards for public library service in Illinois, and we have a better collective sense as to the possible impact of digital information technologies, to name just two of the factors that have altered our planning landscape. At least a brief examination of the program planning parameters will be called for. But I'm assuming here that we will *not* undertake a more thorough examination and revision of the program, similar to what was done in 1995. I expect that we will determine the need to complete a more thorough revision during our upcoming site visit, and if we agree that a more thorough, formal update is appropriate, I'll prepare an addendum to this letter. Hoping that meets with your approval...

Meanwhile, this letter will constitute a summary of our understanding of the work to be performed in support of the Des Plaines Public Library's current planning process. LPA will assist staff and board with the review plans developed by the library's architect for conformity with the design parameters outlined in the building program statement (latest version dated July 13, 1995). LPA will participate in on-site planning meetings with library board and staff together with the library's architect and others as deemed appropriate by the library. LPA's participation in these meetings or any other on-site activities will come only at the invitation of the library (that is, we will not drop in to see how things are going as a means of clocking additional billable time). LPA will serve as an additional information resource for the library director and board members to call on throughout the balance of the planning and construction process.

For this work, LPA will track time spent on this project. The library will be billed periodically (roughly every quarter) for the time spent, at LPA's current hourly rate of \$75.00. At this time, we anticipate that the time required for our participation will not exceed 40 hours -- \$3,000.00. In addition, travel costs for any site visits will be charged at a rate of \$120.00 (for car rental) or \$195.00 (for car rental plus one nights lodging if the site visit involves an overnight).

May 18. 1998

Page 2

I hope this will prove workable for the library. If you'd prefer some other arrangement, please let me know, and I'm sure we can work something out. In any case, I look forward to meeting with you on Wednesday.

Sincerely,



Anders C. Dahlgren  
President



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

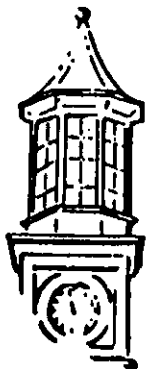
**REGULAR BOARD MEETING**

**TUESDAY, JUNE 16, 1998**

**7:30 PM**

- Agenda:**
- In-process Review of Pre-schematic Plans. Lohan and Associates
  - Per Capita Grant Approval

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
June 16, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda. (7:35 PM)
- III. Building and Grounds - Betty Ritter. (7:40 PM)
  - A. In-process Review of Pre-schematic Design. Lohan and Associates.
- IV. Approval of Minutes of the Regular Board Meeting, May 19, 1998. (Action Item) (8:40 PM)
- V. Public Comments and Questions. (8:50 PM)
- VI. City Council Community Services Committee - Alderman Brookman. (8:55 PM)
- VII. Finance Report - (Action Item)(9:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
- VIII. Management - Ellen Yearwood. (9:10 PM)

*June*

- IX. Planning Committee - John Burke. (9:20 PM)
- X. Nominating Committee - Sarah McConnell. (9:30 PM)
  - A. Recommendations for Board Officers
- XI. System Membership - John Ciborowski. (9:45 PM)
- XII. Friends of the Library - Inara Brubaker. (9:55 PM)
- XIII. Administrator's Report - Sandra Norlin. (10:05 PM)
- XIV. Unfinished Business. (10:20 PM)
  - A. Library Advocacy Discussion.
- XV. New Business. (10:40 PM)
  - A. Per Capita Grant Approval. (Action Item)
  - B. Council Meeting Attendance: July 6, 20 and August 3, 17.
- XVI. Announcements. (11:00 PM)
  - A. Correspondence.
- XVII. Executive Session. (11:10 PM)
  - A. Sale or Purchase of Real Property.
- XVIII. Adjournment. (11:30 PM)



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
May 19, 1998

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, May 19, 1998. President John Burke called the meeting to order at 7:33 PM.

Members Present: Susan Burrows, Inara Brubaker, Eldon Burk, John Burke, Sarah McConnell, Betty Ritter, Ellen Yearwood.

Members Absent: John Ciborowski.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Jan Hayes, Laura Mueller.

MOTION by Inara Brubaker, seconded by Susan Burrows, to accept the agenda as amended by adding under XIV. New Business. D. Revised Invoice for CCS Owner Services. E. Entry for Fourth of July Parade. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Eldon Burk, to approve the Minutes of the regular Board Meeting of April 21, 1998 as amended. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman absent.

Sandra reported that at the City Council meeting on May 18, 1998, she was asked by Alderman Anthony Arredia how the library is using the Petty Cash system. The Board asked Sandra to compose a memo explaining the library's procedure on Petty Cash and send to Jim Egeberg in Finance, and Alderman Arredia. The Board also requested that copies be sent to all City Aldermen and Mayor Paul Jung.

#### FINANCE COMMITTEE

Sarah McConnell delivered the Finance Committee Report:

The following monthly reports were reviewed and placed on file for audit:

1. Over the Counter Receipts	\$	9,802.78
2. Petty Cash Expenditures	\$	178.99
3. Budget Expenditures for April	\$	234,559.84
4. Expenditures Year to Date	\$	945,762.32
5. Revenue for April	\$	11,920.99
6. Revenue Year to Date	\$	1,274,814.37

MOTION by Sarah McConnell, seconded by Susan Burrows, to approve, subject to audit, expenditures authorized by the Library Administrator for Library Warrant Registers, as follows:

April 06, 1998	\$	65,784.22
April 20, 1998	\$	<u>33,686.04</u>
Total	\$	99,470.26

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, McConnell, Ritter. Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Administrator, as follows:

PAYROLL	April 09, 1998	\$	57,910.67
	April 23, 1998	\$	<u>54,128.64</u>
	Total	\$	112,039.31

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, McConnell, Ritter. Nays: None. MOTION CARRIED.

The Board requested that Sandra inquire as to the costs and procedures of criminal background checks for new employees.

## ADMINISTRATOR'S REPORT — Sandra Norlin

Orion Jurkowski began as a part-time Reference Librarian in the Adult Services Department. Brea Schultz and Mary Giardini began as part-time Assistant Clerks in Circulation. Emily Goldstein will begin as a part-time Library Assistant II in the Children's Department. Resignations were given by Tracey Burke, Page I, and Sharon Byerly, Library Assistant II.

Eleven candidates have been interviewed by Sandra and Martha for the two imminent vacancies in Adult Services. Results of the background and credentials checks are pending.

Reaching Forward, the Annual Conference for library assistants, was attended by seven staff members.

The first meeting of the Learning Organization teams from Des Plaines and Ela was held on "Creating the Library of the Future" with Maureen Sullivan on May 7, 1998.

On May 14, 1998, "Building Our Future", the annual inservice program, took place using the Myers-Briggs Type Inventory as a team building tool.

[Ellen Yearwood entered meeting at this time.]

Although the reporting period was dominated by the unexpected downtime of the CCS computer system, we continued to serve patrons at a higher rate than last year, as noted in the patron attendance count and meeting attendance figures. The data from the off-line procedures was stored and is retrievable and should be available in next month's board packets. Sandra reported that the staff remained remarkably and admirably calm throughout this disconcerting ordeal. Their steadiness helped our patrons deal with their anxieties and computer phobias and, in some cases, helped further an appreciation of the computer services in general as well as our staff's abilities and service attitudes. The most recent summary of what happened at CCS assures us that this was a freak occurrence, with two extremely unlikely problems happening at once.

Weekly meetings have been scheduled into the distant future for the project team that has begun to work together following the favorable vote of the City Council on April 27, 1998 for the new library. Sandra reported the first meeting was held on May 8, 1998 and was called to gather information about what information needed to be gathered and to set a schedule - for construction and for regular meetings. Betty Ritter, John Burke, Martha Sloan, and Sandra will represent the library at these meetings, with assistance from Anthony Oliver (CCS Owner Services) and Anders Dahlgren (LPA).

Sandra attended a two day training session for Junior Great Books discussion leaders on May 5 - 6, 1998. Sandra also attended the Civil Service Commission meeting on May 6, 1998 a LACONI meeting on the new PLA planning process on May 8, 1998 and hosted the SLURP meeting on May 15, 1998.



Sandra met with Peggy Barber and Linda Wallace of ALA over dinner to prepare for their presentation on library advocacy to the Friends of the Library at their annual meeting May 12.

Thanks to the team of Margie Borris, Mona Vady, Loretta Carter, Jaye Domecq, and Barbara Saletnik who stayed after the inservice meeting last week to get a head start on inputting the patron records that had been created during the computer downtime. Their hard work helped us to be "up" for patrons when we opened on Friday.

Sandra also thanked Margaret Brod, Martha Sloan, Gary Valente, and the Garden Club for planning, selecting, and planting the flower boxes and beds this year.

**MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.**

Sandra introduced Jan Hayes and Laura Mueller of the North Suburban Library System Learning Organization who presented a brief overview of their experiences with The Learning Organization processes and principles.

**BUILDING AND GROUNDS COMMITTEE — Betty Ritter, Chairman.**

Betty reported that the air conditioning unit was installed in the Circulation's workroom and that both employees and patrons are enjoying the more comfortable temperature in that area.

Northwest Town will repair the air conditioning condenser unit that was damaged at the time of roof replacement by Meyer Roofing for a cost of \$16,600.00.

Paige Boiler will repair the leaky boiler for a cost of \$1,228.00.

New entrance carpets were installed with arrows to denote entrance and exit, and patrons have commented favorably on this improvement.

A tour of the Evanston Public Library by interested Board members, as well as others that wish to participate, will be on May 29, 1998. Tour will begin at 2:00 PM.

An itinerary was distributed by Sandra to all Board members for suggested library building tours in the area.

**PLANNING COMMITTEE — John Burke**

No report.

**SYSTEM MEMBERSHIP — John Ciborowski**

No report.

## FRIENDS OF THE LIBRARY — Inara Brubaker

Inara reported that the annual meeting of the Friends took place on May 12, 1998. A new slate of officers was approved for 1998 - 1999. A presentation by John Burke was made to keep the Friends abreast of plans for the new library.

## UNFINISHED BUSINESS

John Burke reported that he met with Nick Mitchell of Grazie! to discuss the postponement of the proposed festival for the new library until 1999. John reported that there is too little time this year for adequate preparation and that next year the new library will be under construction and public interest should be greater.

## NEW BUSINESS

John Burke appointed Sarah McConnell, Betty Ritter, and Susan Burrows to the Nominating Committee.

MOTION by Inara Brubaker, seconded by Susan Burrows that Department Heads be exempt from Civil Service. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Burke reported that the Board needs a consistent long-term advocacy plan for promoting the library to the community. Sandra suggested that time be set aside at the next Board meeting for brainstorming. The Board concurrence was that time should be set aside to discuss an advocacy plan at the next Board meeting.

Sandra distributed a letter she received from Anders C. Dahlgren, President of Library Planning Associates, Inc. that discusses a more thorough revision of the Building Program Statement done July 13, 1995. The Board members agreed to retain Library Planning Associates, Inc. to compile the revision to the Building Program Statement.

MOTION by Ellen Yearwood, seconded by Eldon Burk to have Sandra seek other funding from the City of Des Plaines for payment to CCS Owner Services for services rendered before the contract with CCS Owner Services was signed. Vote: Ayes: All. Nays: None. MOTION CARRIED.

## ANNOUNCEMENTS

The Board approved representation by the library in the Fourth of July parade.

## Correspondence

Sandra reported that Lucille Ness had passed away. The Board requested that a condolence note be sent to the family.

A memo from Sandra to the Library Cable Network was distributed to all Board members. Positive comments from users of the Library Cable Network were included in the memo.

MOTION by Eldon Burk, seconded by Ellen Yearwood to enter into Executive Session to discuss Sale or Purchase of Real Property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 10:07 PM.

The Regular Session reconvened at 10:30 PM and was called to order by President John Burke.

MOTION by Inara Brubaker, seconded by Susan Burrows, to keep the executive session minutes currently on file closed to public inspection. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 10:33 PM.

Minutes prepared by Carol Kidd

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MAY 1998**

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,968.52
2. Petty Cash Expenditures	\$ 79.16
3. Budget Expenditures for May	\$ 221,274.42
4. Expenditures Year to Date	\$1,167,296.80
5. Revenue for May	\$ 8,866.15
6. Revenue Year to Date	\$1,319,921.12

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to be approved, subject to audit, expenditures authorized by the Library Administrator for library Warrant Registers as follows:

May 04, 1998	\$ 44,269.58
May 18, 1998	<u>47,935.26</u>
Total	\$ 92,204.84

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

MOTION BY \_\_\_\_\_ 2ND BY \_\_\_\_\_ to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	May 07, 1998	\$ 62,670.22
	May 21, 1998	<u>55,176.21</u>
	Total	\$117,846.43

ROLL CALL VOTE AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - May 1998

	May 1997	May 1998	1997 to Date	1998 to Date
Lost Materials	\$ 221.88	\$ 199.31	\$ 1,125.71	\$ 1,218.53
Fines	7,029.33	9,819.50	31,429.19	27,601.86
Damage	45.00	16.20	218.75	236.37
Fees	180.60	203.79	1,293.40	1,698.75
Copies	1,313.15	1,703.62	8,714.60	7,649.41
Miscellaneous	14.70	26.10	90.87	119.71
Totals	\$8,804.66	\$11,968.52	\$42,872.52	\$38,524.63

## PETTY CASH EXPENDITURES - May 1998

960070	Auto/Travel Expenses	15.99
960070	Auto/Travel Expenses	2.28
960070	Auto/Travel Expenses	5.85
960070	Auto/Travel Expenses	10.00
960070	Auto/Travel Expenses	15.85
970100	Supplies	12.22
970100	Supplies	5.09
970100	Supplies	11.88
	Total	\$79.16

ACCOUNTING PERIOD: 5/98

SELECTION CRITERIA: genledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102007	CASH PB PAYROLL 276529401	.00	
102008	CASH PB DISBRST 276502401	57,601.18	
102012	CASH IPTIP/FOA 7139200161	266,382.65	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	324,483.83	.00
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	7,261.70	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	24,404.38	
	TOTAL INVESTMENTS	33,374.17	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
118000	RECEIVABLE-PROPERTY TAXES	2,669,583.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	2,669,583.00	.00
	TOTAL ASSETS	3,027,441.00	.00
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-ENPL RETRNTM TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		2,669,583.00
471000	DEFERRED REV-OTHER		66,767.50
	TOTAL CURRENT LIABILITES	.00	2,736,350.50
	TOTAL LIABILITIES	.00	2,736,350.50
700110	EXPENDITURE CONTROL	1,167,296.80	
700120	REVENUE CONTROL		1,319,921.12
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		3,091,828.00
700160	REV. BUDGET CONTROL	2,940,584.00	
700170	BUDGET FUND BALANCE	223,760.45	
	TOTAL SYSTEM CONTROL	4,331,641.25	4,411,749.12
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

ACCOUNTING PERIOD: 5/98

SELECTION CRITERIA: genledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
TOTAL FUND BALANCE-RESERVED	.00	28,185.67
730000 FUND BALANCE-UNRESERVED		182,796.96
TOTAL FUND EQUITY	.00	210,982.63
TOTAL EQUITIES	4,331,641.25	4,622,731.75
TOTAL PUBLIC LIBRARY FUND	7,359,082.25	7,359,082.25
TOTAL REPORT	7,359,082.25	7,359,082.25

SELECTION CRITERIA: revledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	3,032.76	-3,032.76	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	1,868.54	-1,868.54	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	1,896.82	-1,896.82	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	46,572.70	-6,572.70	1.16
810014	PROPERTY TAXES 1997	2,591,828.00	.00	.00	1,207,062.05	1,384,765.95	.47
TOTAL	PROPERTY TAXES	2,631,828.00	.00	.00	1,260,432.87	1,371,395.13	.48
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	2,724,816.00	.00	.00	1,260,432.87	1,464,383.13	.46
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	3,156.98	63,611.02	.05
TOTAL	STATE GRANTS	66,768.00	.00	.00	3,156.98	63,611.02	.05
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	3,156.98	63,611.02	.05
830102	LIBRARY FINES	90,000.00	3,314.44	.00	32,814.70	57,185.30	.36
TOTAL	FINES	90,000.00	3,314.44	.00	32,814.70	57,185.30	.36
830201	COPYING FEE	25,000.00	1,522.17	.00	10,101.78	14,898.22	.40
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	500.00	.00	2,987.00	15,013.00	.17
TOTAL	FEES AND SERVICES	43,000.00	2,022.17	.00	13,088.78	29,911.22	.30
TOTAL	FINES, FEES, AND SERVICES	133,000.00	5,336.61	.00	45,903.48	87,096.52	.35
890010	INTEREST INCOME	5,000.00	.00	.00	3,949.78	-949.78	1.19
890050	SALE OF FIXED ASSETS	.00	.00	.00	600.00	-600.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	3,529.54	.00	3,878.01	7,121.99	.35
TOTAL	OTHER REVENUE	16,000.00	3,529.54	.00	10,427.79	5,572.21	.65
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	8,866.15	.00	1,319,921.12	1,620,662.88	.45
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	8,866.15	.00	1,319,921.12	1,620,662.88	.45
TOTAL REPORT		2,940,584.00	8,866.15	.00	1,319,921.12	1,620,662.88	.45



ACCOUNTING PERIOD: 5/98

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EMC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,074,566.00	73,122.40	.00	368,167.93	706,398.07	.34
910200	TEMPORARY WAGES	427,984.00	36,623.47	.00	191,550.36	236,433.64	.45
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	8,727.82	.00	24,033.26	-24,033.26	.00
910600	SICK PAY	.00	2,244.80	.00	10,723.54	-10,723.54	.00
910700	HOLIDAY PAY	.00	278.90	.00	4,977.64	-4,977.64	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	.00	.00	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	3,156.93	33,237.07	.09
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,917.34	.00	47,174.79	67,770.21	.41
918021	EMPLOYER CONTR-I.M.R.F.	104,959.00	8,013.18	.00	42,351.22	62,607.78	.40
918040	LIFE INS PREMIUMS	5,647.00	324.80	.00	1,629.60	4,017.40	.29
918050	MEDICAL INS PREMIUMS	132,797.00	7,762.10	.00	38,449.10	94,347.90	.29
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	235.73	.00	1,227.23	2,072.77	.37
TOTAL	PERSONAL SERVICES	1,905,092.00	146,250.54	.00	733,441.60	1,171,650.40	.38
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	350.00	24,650.00	.01
920120	COMMUNICATION SERVICES	22,040.00	1,470.26	.00	10,578.88	11,461.12	.48
920140	DATA PROCESSING SERVICES	55,000.00	4,282.11	.00	13,477.19	41,522.81	.23
920200	CONFERENCES	5,000.00	.00	.00	631.00	4,369.00	.13
920204	TRAINING	1,000.00	906.80	.00	906.80	93.20	.91
920206	SEMINARS	1,000.00	165.00	.00	1,434.00	-434.00	1.43
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	36.50	2,963.50	.01
920220	MEMBERSHIP DUES	3,000.00	750.00	.00	1,088.25	1,911.75	.36
920230	PUBLICATION OF NOTICES	1,000.00	181.61	.00	309.28	690.72	.31
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	727.99	.00	3,639.95	5,960.05	.38
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	727.99	.00	3,639.95	5,960.05	.38
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	10,500.00	31,500.00	.25
930010	R & M EQUIPMENT	47,800.00	1,849.38	.00	16,881.42	30,918.58	.35
930020	R & M BLDGS & STRUCTURES	70,500.00	2,382.74	.00	20,974.96	49,525.04	.30
930030	R & M VEHICLES	1,500.00	.00	.00	198.19	1,301.81	.13
930195	BOOK BINDING & REPAIR	7,200.00	297.65	.00	1,787.09	5,412.91	.25
930210	RENTAL OF EQUIPMENT	1,000.00	1,548.59	.00	1,931.80	-931.80	1.93
930320	CLEANING:CUSTODIAL SERV	29,600.00	2,335.00	.00	11,675.00	17,925.00	.39
960070	AUTO/TRAVEL EXPENSES	3,000.00	61.37	.00	3,410.69	-410.69	1.14
960210	SPECIAL EVENT PROGRAMMING	15,000.00	533.48	.00	3,748.63	11,251.37	.25
960990	MISC CONTRACTUAL SVCS	66,000.00	644.55	.00	30,245.10	35,754.90	.46
TOTAL	CONTRACTUAL SERVICES	409,240.00	18,136.53	.00	133,804.73	275,435.27	.33
970100	SUPPLIES	40,000.00	4,607.62	.00	16,388.32	23,611.68	.41
970170	JANITORIAL	15,000.00	743.32	.00	4,054.38	10,945.62	.27
970200	COPYING/FAX SUPPLIES	3,000.00	.00	.00	805.00	2,195.00	.27
970260	POSTAGE AND PARCEL	13,200.00	2,414.15	.00	5,929.75	7,270.25	.45
970200	PRINTING-REPROD-BINDING	10,300.00	120.75	.00	505.22	9,794.78	.05
970600	BOOKS	310,000.00	21,012.88	.00	124,209.83	185,790.17	.40

ACCOUNTING PERIOD: 5/98

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970610	AUDIO MATERIALS	44,000.00	3,427.20	.00	12,304.64	31,493.36	.28
970620	SUBSCRIPTIONS & BOOKS	60,000.00	55.00	.00	18,155.57	41,844.43	.30
970630	VISUAL MATERIALS	36,500.00	3,023.20	.00	12,776.78	23,723.22	.35
970640	AUTOMATED REFERENCE MAT'L	60,000.00	.00	.00	49,763.27	10,236.73	.83
970810	NATURAL GAS	14,000.00	.00	.00	4,513.98	9,486.02	.32
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	118.87	-118.87	.00
970850	GASOLINE	2,000.00	.00	.00	614.89	1,385.11	.31
TOTAL	COMMODITIES	608,500.00	35,404.12	.00	250,340.50	358,159.50	.41
980300	IMPROVEMENTS	80,000.00	.00	.00	.00	80,000.00	.00
980500	VEHICLES	.00	.00	.00	19,227.00	-19,227.00	.00
980600	FURNITURE & FIXTURES	10,000.00	395.17	.00	1,557.07	8,442.93	.16
TOTAL	CAPITAL EXPENDITURES	90,000.00	395.17	.00	20,784.07	69,215.93	.23
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	12,078.00	.00	.00	.00	12,078.00	.00
TOTAL	DEBT SERVICE	12,228.00	.00	.00	.00	12,228.00	.00
TOTAL	LIBRARY SERVICES	3,023,060.00	200,186.36	.00	1,138,370.90	1,886,689.10	.38

SELECTION CRITERIA: expldgr.key\_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	9,000.00	484.82	.00	484.82	8,515.18	.05
960990	MISC CONTRACTUAL SVCS	12,000.00	1,156.25	.00	2,857.01	9,142.99	.24
TOTAL	CONTRACTUAL SERVICES	31,000.00	1,641.07	.00	3,341.83	27,658.17	.11
980400	EQUIPMENT	35,768.00	19,446.99	.00	25,584.07	10,183.93	.72
TOTAL	CAPITAL EXPENDITURES	35,768.00	19,446.99	.00	25,584.07	10,183.93	.72
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	21,088.06	.00	28,923.90	37,842.10	.43
TOTAL	CIVIC & CULTURE	3,091,828.00	221,274.42	.00	1,167,296.80	1,924,531.20	.38
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	221,274.42	.00	1,167,296.80	1,924,531.20	.38
TOTAL REPORT		3,091,828.00	221,274.42	.00	1,167,296.80	1,924,531.20	.38

ACCOUNTING PERIOD: 5/98

SELECTION CRITERIA: payable.due\_date="05/18/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	910200	TEMPORARY WAGES	08354	C. BERGER & COMPANY	29776	1,196.80
2110	910200	TEMPORARY WAGES	08354	C. BERGER & COMPANY	29695	654.50
2110	920120	COMMUNICATION SERVICES	02281	AT&T	8478275531	5.25
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	-13.51
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318861	30.91
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478033977	212.92
2110	920120	COMMUNICATION SERVICES	25701	NIDCO INC	94222	75.24
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	R08NS1453H	656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	4/21/98	1,411.26
2110	920204	TRAINING	58875	INGRAM	23655225	106.80
2110	920206	SEMINARS	08707	CENTRE EAST SHOWCASE '98	4-21-98	90.00
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	1173657	157.71
2110	930010	R & N EQUIPMENT	08090	WEST TOWN REFRIGERATION C	091856	1,277.00
2110	930020	R & N BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	119029	94.97
2110	930020	R & N BLDGS & STRUCTURES	02127	GRASS ROOTS, INC.	ATTACH	75.00
2110	930020	R & N BLDGS & STRUCTURES	05720	MARCO GAMBINO & SONS LAND	4-24-98	325.00
2110	930020	R & N BLDGS & STRUCTURES	07819	ARROW MASONRY AND EXTERIO	947	375.00
2110	930020	R & N BLDGS & STRUCTURES	08282	HAUSMAN PLUMBING & HEATIN	16372	894.45
2110	930020	R & N BLDGS & STRUCTURES	19659	OTIS ELEVATOR	CY073690598	294.32
2110	930320	CLEANING: CUSTODIAL SERU	74958	ADVANCED JANITORIAL	4757	2,335.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	15.34
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.66
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.28
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	16.38
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.33
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.33
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.05
2110	960210	SPECIAL EVENT PROGRAMMING	08706	DES PLAINES BOARD OF EDUC	4-29-98	350.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINEER FOODS	01652481	52.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002752768	34.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002758701	17.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002739705	46.70
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002744023	10.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002734661	26.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002743940	39.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002726013	34.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002735452	33.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002728089	15.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002771719	40.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002758872	16.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002763598	27.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002757218	30.20
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	19418-0	25.77
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	19416-0	127.58
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LQ163700	111.84
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LRW16200	378.04
2110	970100	SUPPLIES	03260	VITAL RECORD BANC, INC.	275	798.63
2110	970100	SUPPLIES	03592	UNITED ART & EDUCATION SU	317623	494.10
2110	970100	SUPPLIES	04501	THREE M BUSINESS PROD	UM49838	332.82
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	7827	11.70
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E24111001	300.67

SELECTION CRITERIA: payable\_due\_date="05/18/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	264112	311.94
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	1.83
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	23.52
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	11.35
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	17.04
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	11.33
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	15.58
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.77
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.08
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	1.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	052958-00	177.40
2110	970170	JANITORIAL	08465	GLODAL EQUIPMENT CO.	78091800	95.96
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	529194	292.50
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	041301-0023	3.34
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	00840985	4.59
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	00843698	16.37
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	NEWSLETTER	1,350.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-498-98231	16.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-506-27731	15.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	695308	177.68
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0100080-98	866.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0118036-98	418.25
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	133.85
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	050546	151.20
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10119210	289.38
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10118001	13.00
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10124022	1,783.23
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8268917	42.00
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	505896500035	59.84
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	505896500028	59.84
2110	970600	BOOKS	06423	SINON & SCHUSTER	2478222	16.46
2110	970600	BOOKS	06423	SINON & SCHUSTER	2495815	125.01
2110	970600	BOOKS	06423	SINON & SCHUSTER	2519708	104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2517133	67.34
2110	970600	BOOKS	06912	THE TAX FORM LIBRARY	ATTACH	240.40
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	26.24
2110	970600	BOOKS	07980	ENCYCLOPAEDIA BRITANNICA,	1491465	48.90
2110	970600	BOOKS	08557	HP/CHILTON	17392	95.60
2110	970600	BOOKS	08718	NTC/CONTEMPORARY PUBLISHI	B0462953	37.29
2110	970600	BOOKS	08719	MEYERS COMMUNICATION GROU	ATTACH	26.40
2110	970600	BOOKS	16425	SULLIVANS LAW DIRECTORY	ATTACH	50.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002752767	778.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002771718	845.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002758700	470.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002743939	937.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002728088	350.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002726012	762.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002735451	666.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002739704	956.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002734660	520.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002744022	201.42

SELECTION CRITERIA: payable\_due\_date="05/18/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002740694	70.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000368858	-50.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000368852	-3.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000368851	-13.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000368856	-14.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000368857	-13.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002757217	620.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002765597	700.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002758871	361.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	021 0942	398.78
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	842477-00	161.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	76930	10.32
2110	970600	BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	4.95
2110	970600	BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	23.17
2110	970600	BOOKS	95926	LEISURE ARTS	97082461731	24.45
2110	970610	AUDIO MATERIALS	08716	THE WARREN-NEWPORT PUBLIC	4-13-98	30.00
2110	970610	AUDIO MATERIALS	08717	TYNDALE HOUSE PUBLISHERS	270605	36.59
2110	970610	AUDIO MATERIALS	08720	A GENTLE WIND	43098	378.45
2110	970610	AUDIO MATERIALS	20232	REGENT BOOK COMPANY	220100	93.65
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-30-98	263.65
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-30-98	120.40
2110	970610	AUDIO MATERIALS	26808	NIGHTINGALE CONANT	160202313	143.92
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3015240P	288.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3032043H	35.00
2110	970610	AUDIO MATERIALS	57041	EDUCATIONAL RECORD CENTER	209526-00	1,180.86
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	698931	367.60
2110	970620	SUBSCRIPTIONS & BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	0204054	55.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	215777	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	215324	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	215601	38.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	H61147880	127.03
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	S26406260	37.18
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	H61189360	80.57
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	7862179	42.42
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30236050	24.70
2110	970630	VISUAL MATERIALS	58875	INGRAM	01381693	37.62
2110	970630	VISUAL MATERIALS	58875	INGRAM	01336940	19.79
2110	970630	VISUAL MATERIALS	58875	INGRAM	01289756	47.09
2110	970630	VISUAL MATERIALS	58875	INGRAM	01312899	6.67
2110	970630	VISUAL MATERIALS	58875	INGRAM	01295304	74.76
2110	970630	VISUAL MATERIALS	58875	INGRAM	01295253	55.96
2110	970630	VISUAL MATERIALS	58875	INGRAM	01382047	232.36
<b>TOTAL LIBRARY SERVICES</b>					<b>33,582.56</b>	
2130	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2180729	280.25
2130	960990	MISC CONTRACTUAL SUCS	04640	CCS OWNER SERVICES	4382	4,800.00
2130	960990	MISC CONTRACTUAL SUCS	04640	CCS OWNER SERVICES	4387	3,900.00
2130	960990	MISC CONTRACTUAL SUCS	04640	CCS OWNER SERVICES	4369	5,330.00
2130	980400	EQUIPMENT	05124	CDW COMPUTER CENTERS INC.	7799539	42.45

05/12/98  
ACCOUNTING PERIOD: 5/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date="05/18/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					14,352.70
TOTAL FUND					47,933.26

SELECTION CRITERIA: payable\_due\_date="06/01/1998"

FUN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	APRIL 1998	2,136.17
2110	920202	CONFERENCES	04365	SANDRA MORLIN	REINB	75.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	170.00
2110	920220	MEMBERSHIP DUES	02737	MUSIC OCLC USERS GROUP	1998 MEMBER	15.00
2110	930010	R & M EQUIPMENT	08745	CHICAGO COOLING CORP.	104117	100.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	APRIL 1998	1,139.04
2110	930020	R & M BLDGS & STRUCTURES	08750	KLEEM-MASTERS, INC.		1,450.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	053913	576.75
2110	960070	AUTO/TRAVEL EXPENSES	04997	JOHN LAVALIE	REINB	42.58
2110	960070	AUTO/TRAVEL EXPENSES	44850	FIRST MAINE TRAVEL	0304321	236.50
2110	960070	AUTO/TRAVEL EXPENSES	44850	FIRST MAINE TRAVEL	0304322	249.50
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	98004	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08747	UNDERHAUSER PRODUCTION		235.00
2110	960990	MISC CONTRACTUAL SUCS	00189	ANDERSON LOCK CO LTD	121085	25.77
2110	960990	MISC CONTRACTUAL SUCS	00189	ANDERSON LOCK CO LTD	121185	96.00
2110	960990	MISC CONTRACTUAL SUCS	00189	ANDERSON LOCK CO LTD	120542	22.32
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002795057	47.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002798233	16.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002786009	28.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002781928	22.50
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002807419	37.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002801133	10.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002775607	12.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002777918	22.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002782017	17.10
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	53067	4.43
2110	970100	SUPPLIES	00118	MARILYN'S FLOWERS AND THI	03080	61.25
2110	970100	SUPPLIES	04365	SANDRA MORLIN	REINB	39.40
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	396352	831.60
2110	970100	SUPPLIES	05147	SOMYA STAHL	5-14-98	676.50
2110	970100	SUPPLIES	08536	KEVIN LUTHARDT	REINB	44.46
2110	970100	SUPPLIES	08751	CENTRAL CONTINENTAL BAKER	004094	54.80
2110	970100	SUPPLIES	14463	INSTV PRINTS	202406	223.49
2110	970100	SUPPLIES	14463	INSTV PRINTS	202430	201.29
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E25954003	66.08
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	080757	52.99
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	080757	134.08
2110	970170	JANITORIAL	08367	J.A. SEXAUER, INC.	0634L-01	83.58
2110	970170	JANITORIAL	08748	QUALITY ELEVATOR PRODUCTS	455020	64.88
2110	970170	JANITORIAL	08749	THE VAC SHOP	213105	71.56
2110	970170	JANITORIAL	17352	RADIO SHACK	252790	133.94
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	453.00
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8271186	30.40
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8270913	36.95
2110	970600	BOOKS	05968	TRAFALGAR SQUARE	436591	37.26
2110	970600	BOOKS	05997	BORDERS	10215	-51.16
2110	970600	BOOKS	05997	BORDERS	4254	832.00
2110	970600	BOOKS	05997	BORDERS	11009	403.78
2110	970600	BOOKS	07038	BORDERS	16262	213.51
2110	970600	BOOKS	07038	BORDERS	19434	664.63
2110	970600	BOOKS	07038	BORDERS	19410	132.04



SELECTION CRITERIA: payable\_due\_date="06/01/1998"

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	07038	BORDERS	18207	11.90
2110	970600	BOOKS	07038	BORDERS	19163	642.02
2110	970600	BOOKS	07439	GALE RESEARCH	7867296	144.50
2110	970600	BOOKS	07441	FRANK SCHAFFER PUBLICATIO	98060259	106.99
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10127116	894.04
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	441684	13.73
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	440548	13.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002807418	931.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002775806	322.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002777917	601.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002781927	511.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002786008	499.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002798232	615.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002795056	1,193.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002782016	324.16
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	D14 8984	91.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002801132	264.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	D28 3139	211.55
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	222089	1,905.44
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	R0078557	1,107.20
2110	970600	BOOKS	40830	JOHN WILEY & SONS	4171941	93.68
2110	970600	BOOKS	58875	INGRAM	UD0003724	18.14
2110	970600	BOOKS	68820	MARSHALL CAVENISH CORP.	421535	31.69
2110	970600	BOOKS	82668	POLOMIA BOOK STORES	003720	102.59
2110	970610	AUDIO MATERIALS	07441	FRANK SCHAFFER PUBLICATIO	98060259	21.90
2110	970610	AUDIO MATERIALS	08025	LISTENING LIBRARY INC.	296828	54.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-05-98	100.14
2110	970610	AUDIO MATERIALS	37041	EDUCATIONAL RECORD CENTER	209526-01	9.95
2110	970620	SUBSCRIPTIONS & BOOKS	90689	INVESTOR'S DIGEST	563061	100.00
2110	970630	VISUAL MATERIALS	05124	COM COMPUTER CENTERS INC.	7876057	23.10
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	216263	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	216630	150.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M60976840	109.67
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61204440	86.73
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	S26551380	24.79
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61256050	37.14
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M60976830	31.77
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	7932146	43.13
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	730432970	59.24
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	730470590	102.46
2110	970630	VISUAL MATERIALS	58875	INGRAM	01358550	185.52
2110	970630	VISUAL MATERIALS	58875	INGRAM	01916237	142.19
2110	970630	VISUAL MATERIALS	58875	INGRAM	01403730	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	01969004	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	01989538	27.94
2110	970630	VISUAL MATERIALS	58875	INGRAM	01364287	93.97
2110	970810	NATURAL GAS	08089	NICOR ENERGY	30785	3,336.48
TOTAL LIBRARY SERVICES						27,900.20
2130	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	69	350.00

SELECTION CRITERIA: payable.due\_date="06/01/1998"

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2130	920120	COMMUNICATION SERVICES	08746	INFOMUTICS CORPORATION	0001166341	600.00
2130	960990	MISC CONTRACTUAL SUCS	06789	AMBASSADOR OFFICE EQUIPME	6347734	107.25
2130	960990	MISC CONTRACTUAL SUCS	48624	ABT TV & APPLIANCE	0199584370	979.00
2130	980400	EQUIPMENT	20177	DERCO EDUCATIONAL CORP	268595	1,233.03
TOTAL IL LIBRARY PER CAP GRANT					3,269.28	
TOTAL FUND					31,169.48	

## XIII

## REGISTRATION SERVICES REPORT FOR MAY 1998

## I. LIBRARY CARD REGISTRATION SERVICES

<u>May 1997</u>	<u>April 1998</u>	<u>May 1998</u>	<u>Year to Date</u> <u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
614	1,222	853	3,999	5,168	22.6%
A.	New Cards		191		
B.	Renewals		261		
C.	Non-Resident Cards		2		
D.	Off-line Library Cards		32		
	Total		486		

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	149
2.	Number of Meeting Room Uses	67
3.	Cab cards and Other Registrations	4
4.	LAN Discs Sold	7
	(Year to Date - 34)	
5.	Computer Room	138
6.	Reading Edge Users	2
	Total	367

## III. TOTAL NUMBER OF REGISTERED BORROWERS

May 1997	34,400	(64.4% of Population)
May 1998	32,953	(61.7% of Population)

## CIRCULATION REPORT FOR MAY 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>May 1997</u>	<u>April 1998</u>	<u>May 1998</u>	Year to Date <u>1997</u>	Year to Date <u>1998</u>	<u>% Change</u>
26,429	31,926	24,617	149,149	149,737	0%

## RECIPROCAL BORROWING

(Materials Lent)

	May 1997	May 1998	<u>% Change</u>
NSLS	6,486	4,838	(-25.4%) *
OTHER SYSTEMS	1,353	1,021	(-24.5%) *
TOTAL	7,839	5,859	(-25.3%) *

## INTERLIBRARY LOAN

Sent	443
Received	142

\* CCS automated catalog and circulation system down from April 28 - May 14.

## CIRCULATION REPORT FOR APRIL 1998

Page 2

## PATRON ATTENDANCE COUNT

<u>April 1997</u>	<u>March 1998</u>	<u>April 1998</u>	Year to Date <u>1997</u>	Year to Date <u>1998</u>	<u>% Change</u>
31,675	32,762	31,926	122,720	125,120	1.9%

RECIPROCAL BORROWING  
(Materials Lent)

	April 1997	April 1998	<u>% Change</u>
NLS	6,945	6,368	(-8.3%) *
OTHER SYSTEMS	1,520	1,589	4.3% *
TOTAL	8,465	7,957	(-6.0%) *

## INTERLIBRARY LOAN

Sent	944
Received	453

\* CCS automated catalog and circulation system down from April 28 - May 14.

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

May 1998

<b>Total 1997 to Date:</b>	317,779	<b>Total 1998 to Date:</b>	331,930	<b>% Change</b>	4.45%
<b>May 1997:</b>	57,073	<b>May 1998:</b>	54,061		-5.28%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1997	1998	1997	1998	1997	1998
Non Fiction	3,432	3,447	692	1,141	4,124	4,588
Fiction	6,982	6,616	1,268	1,343	8,250	7,959
Foreign Language Non Fiction	0	23	0	11	0	34
Foreign Language Fiction	0	158	0	80	0	238
Periodicals	54	112	47	85	101	197
Compact Discs	123	103	16	24	139	127
Audio Cassettes	138	125	15	25	153	150
Audio Kits	275	269	125	88	400	357
Puzzles	247	227	60	70	307	297
Games	50	39	4	11	54	50
Audio Books	84	94	9	5	93	99
Video Fiction	1,509	610	533	255	2,042	865
Video Non Fiction	0	404	0	75	0	479
CD ROMs	0	201	0	0	0	201
<b>SUB TOTAL</b>	<b>12,894</b>	<b>12,428</b>	<b>2,769</b>	<b>3,213</b>	<b>15,663</b>	<b>15,641</b>
<u>ADULT</u>						
Non Fiction	11,182	9,658	202	165	11,384	9,823
Fiction	8,335	5,567	556	231	8,891	5,798
Large Type	0	672	0	23	0	695
Foreign Language Non Fiction	0	59	0	12	0	71
Foreign Language Fiction	0	295	0	0	0	295
Periodicals	2,522	1,685	131	120	2,653	1,805
Pamphlets	62	25	0	0	62	25
Compact Discs	3,083	2,323	464	486	3,547	2,809
Audio Cassettes	665	365	0	4	665	369
Puzzles	9	7	0	0	9	7
Pictures	71	63	0	0	71	63
Audio Books	1,231	1,079	0	26	1,231	1,105
CD ROMs	0	122	0	0	0	122
Video Fiction	7,872	4,761	0	315	7,872	5,076
Video Non Fiction	2,740	1,990	0	29	2,740	2,019
Misc. Formats	0		0	0	0	0
Self Check (Books Only) *	2,285				2,285	
	40,057	28,671	1,353	1,411	41,410	30,082
Supersedes		** 6,000		** 2,338		** 8,338
<b>GRAND TOTAL</b>	<b>52,951</b>	<b>47,099</b>	<b>4,122</b>	<b>6,962</b>	<b>57,073</b>	<b>54,061</b>

\* Jan. 1998, Self Check circulation is included within category totals.

\*\*Downtime Supersedes. Transactions taking place off-line that are replaced by a more recent transaction. This allows all transactions to be counted for statistical purposes.

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

April 1998

			% Change
<b>Total 1997 to Date:</b>	260,706	<b>Total 1998 to Date:</b>	277,869      6.58%
<b>April 1997:</b>	64,610	<b>April 1998:</b>	70,659      9.36%

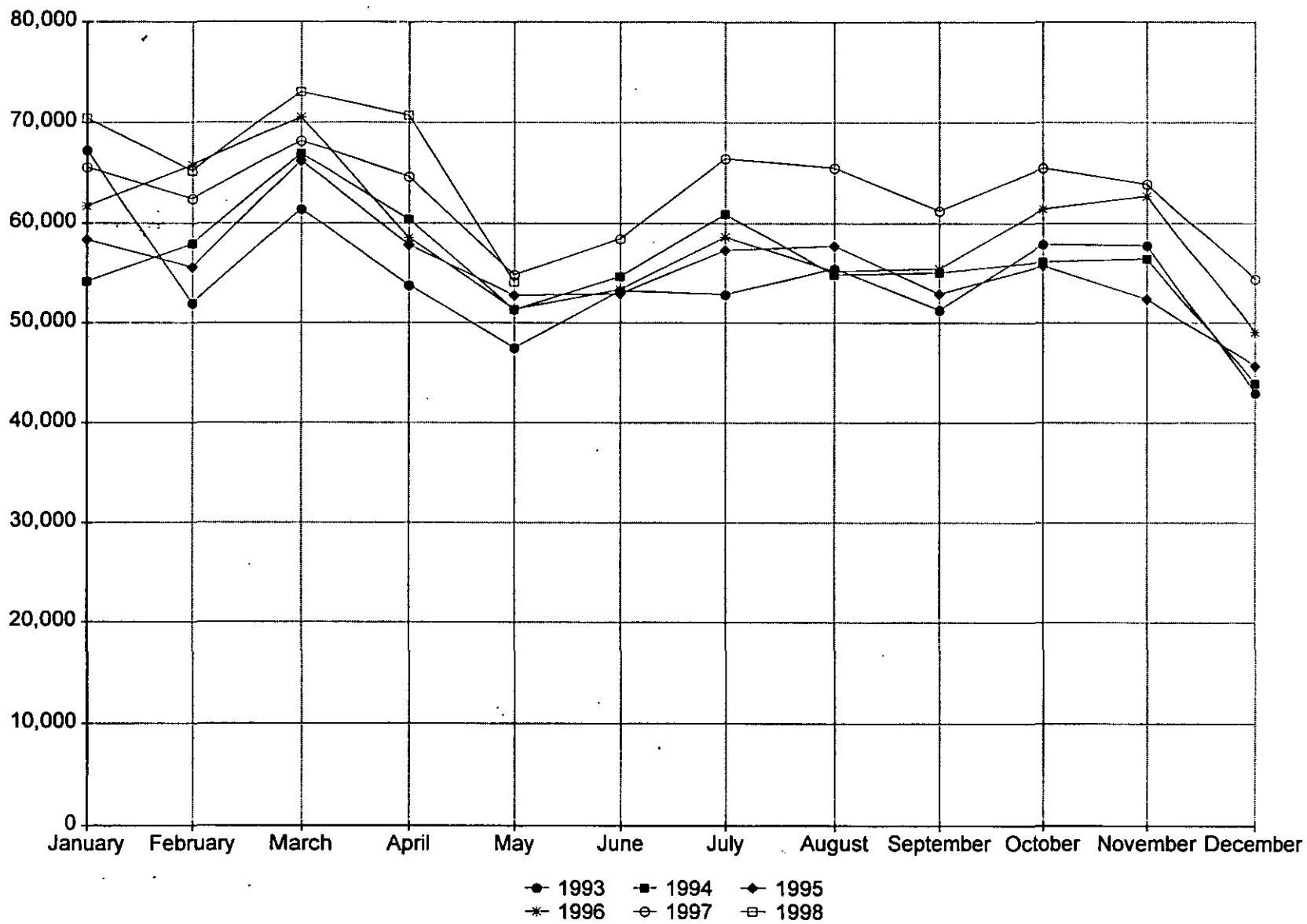
	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	1997	1998	1997	1998	1997	1998
<b>CHILDREN</b>						
Non Fiction	4,231	4,092	581	993	4,812	5,085
Fiction	8,275	7,150	1,079	1,455	9,354	8,605
Foreign Language Non Fiction	0	38	0	8	0	46
Foreign Language Fiction	0	208	0	86	0	294
Periodicals	94	156	40	91	134	247
Compact Discs	158	159	9	17	167	176
Audio Cassettes	192	237	24	29	216	266
Audio Kits	441	348	76	114	517	462
Puzzles	358	255	61	77	419	332
Games	22	44	13	15	35	59
Audio Books	113	70	15	10	128	80
Video Fiction	1,759	1,167	492	274	2,251	1,441
Video Non Fiction	0	613	0	76	0	689
CD ROMs	0	241	0	0	0	241
<b>SUB TOTAL</b>	15,643	14,778	2,390	3,245	18,033	18,023
<b>ADULT</b>						
Non Fiction	12,954	11,758	168	199	13,122	11,887
Fiction	9,148	6,425	413	329	9,561	6,754
Large Type	0	734	0	37	0	771
Foreign Language Non Fiction	0	65	0	2	0	67
Foreign Language Fiction	0	279	0	0	0	279
Periodicals	3,040	2,344	148	160	3,188	2,504
Pamphlets	80	29	0	0	80	29
Compact Discs	3,584	3,516	357	532	3,941	4,048
Audio Cassettes	858	474	0	14	858	488
Puzzles	3	0	0	0	3	0
Pictures	62	47	0	0	62	47
Audio Books	1,175	1,231	10	19	1,185	1,250
CD ROMs	0	146	0	0	0	146
Video Fiction	8,755	8,604	0	366	8,755	8,970
Video Non Fiction	3,111	2,976	0	27	3,111	3,003
Misc. Formats	1	4	0	0	1	4
Self Check (Books Only) *	2,710				2,710	0
	45,481	38,632	1,096	1,685	46,577	40,247
Supersedes	**	6,948	**	5,441	**	12,389
<b>GRAND TOTAL</b>	61,124	60,358	3,486	10,371	64,610	70,659

\*Jan. 1998, Self Check circulation is included within category totals.

\*\*Downtime Supersedes. Transactions taking place off-line that are replaced by a more recent transaction. This allows all transactions to be counted for statistical purposes.

### Circulation Statistic

Items Circulated Per Month By Year





## May 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	170,939	170,628	-311	-0.2%
Audio	12,419	12,741	322	2.6%
Video	8,600	8,809	209	2.4%
Puzzles and Games	587	597	10	1.7%
Realia	234	233	-1	-0.4%
Pamphlets	14,866	14,866	0	0.0%
=====				
Total	207,645	207,874	229	0.1%

ACQUISITIONS REPORT FOR  
FOR MAY 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,019	2,043	24	1.2%
100	2,391	2,370	-21	-0.9%
200	2,767	2,794	27	1.0%
300	11,416	11,282	-134	-1.2%
400	589	595	6	1.0%
500	2,834	2,872	38	1.3%
600	16,934	16,940	6	0.0%
700	14,424	14,592	168	1.2%
800	4,743	4,784	41	0.9%
900	10,943	11,085	142	1.3%
B	4,298	4,362	64	1.5%
Total (Adult)	73,358	73,719	361	0.5%
Juvenile (J)				
000	358	355	-3	-0.8%
100	193	194	1	0.5%
200	267	274	7	2.6%
300	2,150	2,161	11	0.5%
400	102	103	1	1.0%
500	2,773	2,870	97	3.5%
600	2,505	2,538	33	1.3%
700	3,274	3,239	-35	-1.1%
800	774	777	3	0.4%
900	3,170	3,256	86	2.7%
B	876	901	25	2.9%
YA	662	713	51	7.7%
Total (J)	17,104	17,381	277	1.6%
Total (E)	6,759	6,893	134	2.0%
Total (Juvenile)	23,863	24,274	411	1.7%
Total (Non fiction)	97,221	97,993	772	0.8%
Fiction				
Adult	34,297	32,800	-1497	-4.4%
Juvenile				
J	8,471	8,430	-41	-0.5%
YA	1,502	1,549	47	3.1%
E	9,798	9,989	191	1.9%
Picture Books	6,579	6,616	37	0.6%
Board Books	675	690	15	2.2%
Total (Juvenile)	27,025	27,274	249	0.9%
Total (Fiction)	61,322	60,074	-1248	-2.0%

Compact discs				
Adult	5,088	5,176	88	1.7%
Juvenile	283	289	6	2.1%
Total (Compact discs)	5,371	5,465	94	1.8%
CD ROMs				
Adult	92	108	16	17.4%
Juvenile	121	165	44	36.4%
Total (CD ROMs)	213	273	60	28.2%
Audio Cassettes				
Adult	2,758	2,746	-12	-0.4%
Juvenile	792	849	57	7.2%
Audio Books				
Adult	1,672	1,713	41	2.5%
Juvenile	608	673	65	10.7%
Total (Cassettes)	5,830	5,981	151	2.6%
Kits	1,005	1,022	17	1.7%
Videocassettes				
Adult	7,254	7,428	174	2.4%
Juvenile	1,346	1,381	35	2.6%
Total (Videocassettes)	8,600	8,809	209	2.4%
Total (Audio Visual)	21,019	21,550	531	2.5%
Reference				
Adult	5,463	5,503	40	0.7%
Juvenile	1,020	1,020	0	0.0%
Total (Reference)	6,483	6,523	40	0.6%
Puzzles				
Adult	47	48	1	2.1%
Juvenile	453	462	9	2.0%
Total (Puzzles)	500	510	10	2.0%
Games (Juvenile)	87	87	0	0.0%
Realia				
Paintings	232	231	-1	-0.4%
CC decoders	2	2	0	0.0%
Total (Realia)	234	233	-1	-0.4%

Large Type				
Adult	2,750	2,823	73	2.7%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,778	2,851	73	2.6%
Pamphlets	14,866	14,866	0	0.0%
Easy Reading	1,029	1,028	-1	-0.1%
Foreign language				
Afrikaans				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Afrikaans language)	1	1	0	0.0%
French				
Adult	86	86	0	0.0%
Juvenile	18	18	0	0.0%
Total (French language)	104	104	0	0.0%
German				
Adult	92	92	0	0.0%
Juvenile	4	4	0	0.0%
Total (German language)	96	96	0	0.0%
Greek				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Greek language)	1	1	0	0.0%
Gujarti				
Adult	0	0	0	0.0%
Juvenile	51	50	-1	-2.0%
Total (Gujarti language)	51	50	-1	-2.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Hebrew language)	1	1	0	0.0%
Italian				
Adult	21	21	0	0.0%
Juvenile	2	2	0	0.0%
Total (Italian language)	23	23	0	0.0%

Japanese				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Japanese language)	1	1	0	0.0%
Latin				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Latin language)	2	2	0	0.0%
Polish				
Adult	482	516	34	7.1%
Juvenile	16	23	7	43.8%
Total (Polish language)	498	539	41	8.2%
Russian				
Adult	118	117	-1	-0.8%
Juvenile	2	2	0	0.0%
Total (Russian language)	120	119	-1	-0.8%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	522	536	14	2.7%
Juvenile	687	687	0	0.0%
Total (Spanish language)	1,209	1,223	14	1.2%
Total (Adult)	1,323	1,370	47	3.6%
Total (Juvenile)	783	789	6	0.8%
Total (Foreign languages)	2,106	2,159	53	2.5%
<hr/>				
TOTAL	207,645	207,874	229	0.1%

**DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
MAY 1998**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	170	
2. Tax forms	21	
3. Directional questions	134	
4. Item retrieval by library pages	133	
5. Audio visual inquires	603	
Total		1,061
 <u>Reference Services</u>		
1. Specific item request	1,098	
2. Ready reference	846	
3. Material searching	45	
4. Referrals to other libraries	241	
Total		2,230
GRAND TOTAL		3,291

**CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
MAY 1998**

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	302
2. Computer sign-ups & help	554
3. Storytime & program sign-ups	46
4. Reference questions	1,061
5. Ready reference	303
6. Referrals to other libraries	25
7. Misc. inquires	259
8. Handout & change	353
TOTAL	2,903

Number of individuals using the Local Computer Network = 1,217

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM MAY 1998

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
AAUW	1	5
Coupon Club	1	5
Des Plaines Art Guild	1	12
DuPage Figure Skaters	1	10
Fairmont Townhomes	1	10
Foreign Affairs	1	10
Harmonaires	1	26
National Scrap Book Day	1	4
Phoenix Investment Group	1	6
Primerica Financial Service	1	25
Referendum Committee	1	25
Romance Writers	1	38
Toastmasters	2	25
Young Artists Group	1	50
 Total	 15	 251
 <b>Library Sponsored Adult Programs</b>		
Book Discussion	2	20
Feature Films at the Library	1	50
F.O.L. General Mortgage	1	25
Learning Organization	2	43
Remodeling Your Kitchen	1	81
Robert Lightfoot Photo Shoot	1	58
Staff Inservice Day	1	45
Wellness Into The 21 <sup>st</sup> Century	1	6
 <b>Other</b>		
Library Board Meeting	1	13
 Total	 11	 341

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - MAY 1998

Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Bright Start Baby Book Times	2	275
Babysitting Clinic	1	40
Evening Storytime	1	25
1 <sup>st</sup> Methodist Pre-School	2	55
Mother's Day Craft	1	56
Total	7	451
<b>Literacy Program</b>		
Learn to Read	19	945
Total	26	1,396

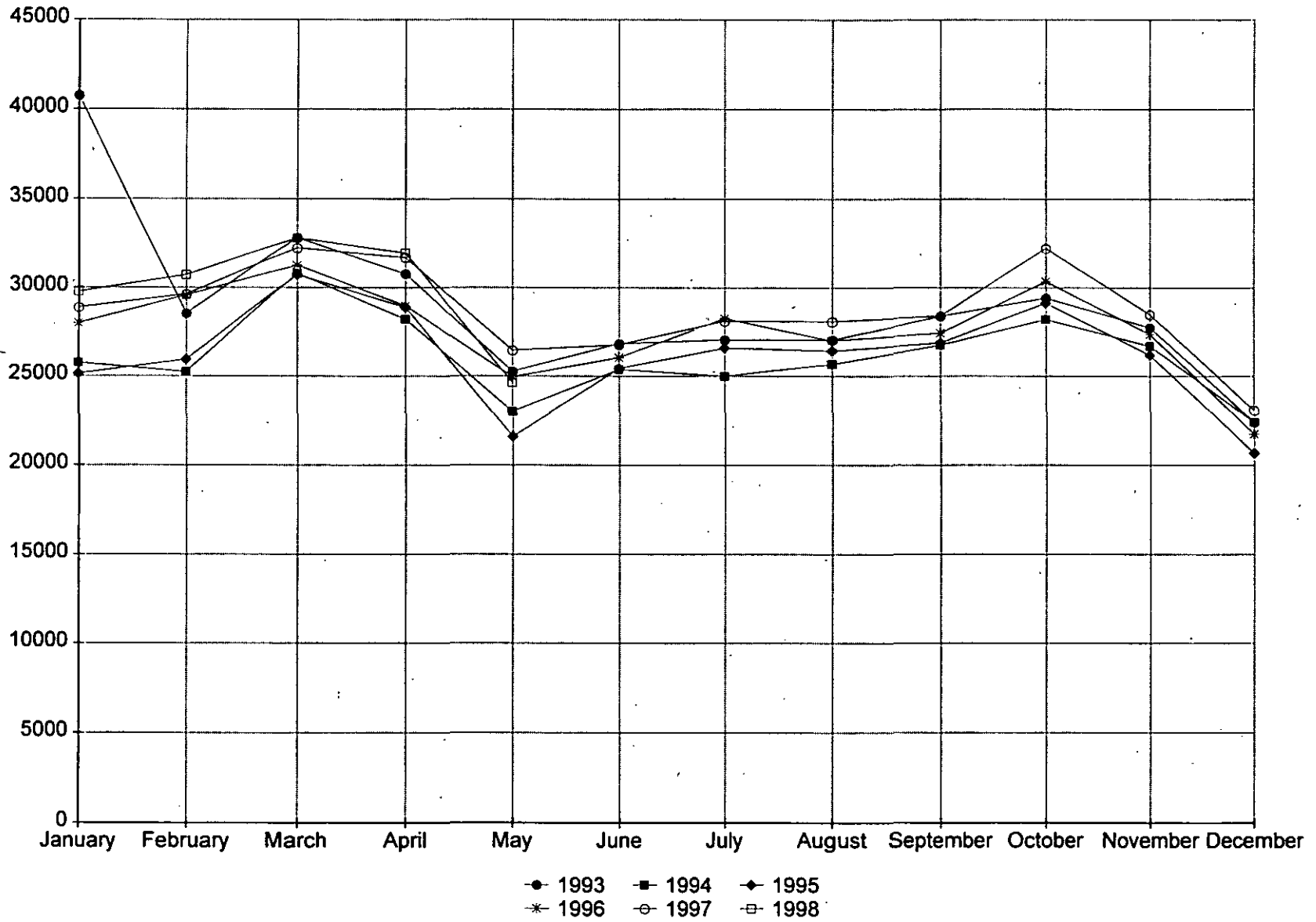
May Total = 26 groups involving 1,396 people.

1998 Year to Date Total 240 groups involving 7,719 people.



# Patron Attendance

May 1998



## BE A LIBRARY ADVOCATE:

*"Communities build libraries because libraries build communities."*

- The new library will be approximately twice the size of the present building.
  
- You talked and we listened. Based on our customer survey conducted last year, the new library will have:
  - Three times as many public computers, including;
    - a computer lab with 10 work stations instead of three
  - Nearly 70 percent more books
  - Three times as many seats for readers, including:
    - comfortable lounge seating
    - tables
    - carrels
  - More meeting spaces and more flexible meeting spaces which are adaptable for simultaneous use
  - Small group study rooms
  
- The new library will also have:
  - A special storytime room
  - A young adult area
  - More efficient design for checking out, renewing, and returning items.
  - More parking, some of it covered
  - Full ADA accessibility
  - Improved fire safety and security
  
- The new library will be the "pride and joy" of the community.

(cont.)

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## **BE A LIBRARY ADVOCATE (cont.)**

### **LOOKING BACK (IF WE MUST....)**

- Having a new library as the focal point of the downtown redevelopment is radically different from the two previous plans
- Previously, the Board considered such locations as the old West School site and the adjacent apartment building site.
- Those plans considered the space needs of the library only. The current plan considers the successful redevelopment of downtown Des Plaines.

### **Referenda Facts**

- A referendum for a \$12 million bond to build a new library was held in November of 1992. With 11,065 voting yes, the referendum was defeated by only 358 votes.
- A referendum for a \$15 million bond to build a new library was held on November 7, 1995. Only 7,289 people voted in the election, less than the number voting either yes or no in the previous referendum. The votes were 4,265 no and 2,925 yes, hardly a representative sampling of the number of registered voters in Des Plaines.

**FOR LIBRARY ADVOCATES:****GENERAL TIPS FOR HANDLING TOUGH QUESTIONS**

Try to remain calm and in control.

Keep your answers simple, positive and to the point.

Don't use library jargon.

Practice and role-play. You don't have to memorize answers, but try to develop a technique that will allow you to be comfortable and confident.

Listen. Make sure you hear the question that is being asked.

Pause and think about your answer.

Don't be defensive — Try to respond positively. For example, say I respect your position, but let me give you another perspective.

Be direct. Respond to the question that is asked, but focus on the message that you want to deliver.

Be brief. A longer answer isn't necessarily better.

Don't repeat negative words when you answer a question. Keep your answers positive and to the point.

Respond honestly. If you don't know the answer, say so and try to get more information.

ALA says "Remember, libraries are the best thing on the planet. You know a lot about them and you are sharing your knowledge."

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62**

777 ALGONQUIN ROAD • DES PLAINES, ILLINOIS 60016-6281

DR. ROBERT H. WILLIS, SUPERINTENDENT

TELEPHONE (847) 824-1136  
FAX (847) 824-0612

May 20 , 1998

Ms. Sandra Norlin  
Des Plaines Public Library  
841 Graceland  
Des Plaines, IL 60016

Dear Ms. Norlin:

Thank you very much for your generous contribution to the Des Plaines Community Consolidated School District 62 Junior Great Books training program. On May 5th and 6th, we hosted 29 parents, teachers and community members as they spent a total of ten hours learning about the Junior Great Books Foundation's Shared Inquiry process for learning. Your willingness to support our efforts made possible the registration and fees for each of these volunteers, as well as lunch and food which we were able to offer both days.

We will soon begin to develop a plan to implement this program on a voluntary basis in each of our 11 District schools. Maine Township High School District 207 sent several participants, and plans a similar program at the high school level. Individual schools are responsible for fund raising to support the purchase of materials needed to begin teaching the program. Such collaborative efforts continue the valuable instructional work which begins with our youngest learners, and offers opportunities for exciting, open-ended discussions about the best in both classic and contemporary children's literature.

There will be an annual evaluation of the Junior Great Books program, which we will share with you each Spring. Please feel free to come and participate in a Junior Great Books discussion - every day is an opportunity to learn something new! We appreciate your contribution on behalf of the children in District 62.

Very truly yours,

Kristina Astrid Hesbol  
Language Development/ School Improvement Coordinator

## MEMORANDUM

DATE: May 28, 1998

TO: Sandra Norlin, Martha  
Sloan

FROM: Leslie Steiner

RE: Groundbreaking for  
Downtown Project

Karen Henrikson just told me that the groundbreaking for the "downtown project" will be held on July 4 immediately following the parade, between noon and 1 p.m. John Burke will most likely be invited by the Mayor to speak at the ceremony, which will be "short and sweet."

Karen would like us to spread the word to the Board and the Friends. She will keep me posted on our participation and what we should be doing in advance.

# SPACE NEEDS WORKSHEETS DES PLAINES PUBLIC LIBRARY

\* \* \* \* REVISION \* \* 5/25/98 \* \* \* \*

This collection of worksheets establishes the space needs for the Des Plaines Public Library, based on its essential, projected service parameters. These worksheets build on studies, previously completed for the library, which have outlined various expansion scenarios. The scenario at hand is predicated on building an expanded main library of roughly 80,000 square feet, configured over four floors of roughly equal size.

Among the key planning and service parameters found in this scenario:

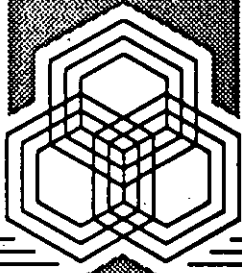
- √ a print collection of 245,000 volumes and 600 periodical titles
- √ a nonprint collection of 32,500 items
- √ 310 reader seats
- √ 76 public network terminals for access to digital information resources, including a computer training lab to seat 10
- √ a meeting room to seat 200

These worksheets also update forecasts regarding the impact of electronic access to information (backfiles of periodicals to be held on-site are reduced, reflecting the growing availability of that literature through electronic sources; more terminals for public use are anticipated).

Library staff and board are encouraged to review these worksheets and provide comment and correction regarding the overall service parameters described here and/or the distribution of those resources through the proposed expanded building.

### CONTENTS

Summary of space needs .....	1
Collection development forecasts .....	8
Reader seating forecasts (with public network stations) .....	16
Space needs detail by department and functional area .....	18



**DES PLAINES PUBLIC LIBRARY  
SPACE NEEDS SUMMARY / ENTRY LEVEL**

**ENTRY / CONTROL / CIRCULATION**

<i>Traffic dispersal / plaza entry</i> .....	325	
<i>Traffic dispersal / garage entry</i> .....	605	
<i>Book return / interior (roomlet)</i> .....	90	
<i>Information desk</i> .....	935	
<i>Circulation service window / workroom</i> .....	1,726	
<i>Switchboard (room)</i> .....	100	
<i>Rough sorting room</i> .....	300	
<i>Charging desk</i> .....	700	
<i>Modem closet (roomlet)</i> .....	50	
<i>Book return / exterior (roomlet)</i> .....	100	
		<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....
		4,931
		<b>Nonassignable allowance (@ 20% of assignable)</b> .....
		986
		<b>Entry lobby</b> .....
		500
		<b>Public restrooms</b>
		Men .....
		300
		Women .....
		300
		Family .....
		100
		<b>DEPARTMENT TOTAL</b> .....
		7,117

**MEETING ROOMS**

<i>Public meeting room</i> .....	2,575	
<i>Conference room</i> .....	885	
<i>Kitchenette (room)</i> .....	150	
<i>Storage room</i> .....	150	
		<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....
		3,760
		<b>Nonassignable allowance (@ 20% of assignable)</b> .....
		752
		<b>Meeting room lobby</b> .....
		300
		<b>DEPARTMENT TOTAL</b> .....
		4,812

**BOOKMOBILE SERVICES**

<i>Bookmobile staff workroom</i> .....	559	
		<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....
		559
		<b>Nonassignable allowance (@ 20% of assignable)</b> .....
		112
		<b>DEPARTMENT TOTAL</b> .....
		671

**SERVICE / STORAGE**

<i>Receiving &amp; delivery (room)</i> .....	150
--	-----



<i>Maintenance workroom</i> .....	210	
<i>Supplies storage room</i> .....	270	
<i>Book sale sorting / storage (room)</i> .....	300	
<i>Groundskeeping equipment room</i> .....	105	
<i>General storage room</i> .....	510	
	<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....	1,545
	<b>Nonassignable allowance (@ 20% of assignable)</b> .....	309
	<b>DEPARTMENT TOTAL</b> .....	1,854

**MECHANICAL**

<i>Allowance for mechanical rooms</i> .....		4,000
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<b>GROSS AREA / ENTRY LEVEL</b> .....	18,454
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**DES PLAINES PUBLIC LIBRARY  
SPACE NEEDS SUMMARY / SECOND FLOOR**

**CHILDREN'S SERVICES**

<i>Public service desk / children's</i> .....	1,605	
<i>Preschool collection (incl new books)</i> .....	1,865	
<i>Early readers collection (incl new books)</i> .....	1,600	
<i>Grade school collection (incl new books)</i> .....	3,800	
<i>YA collection (incl new books)</i> .....	1,093	
<i>Audiovisual collection</i> .....	905	
<i>Parenting collection</i> .....	405	
<i>Storytime room</i> .....	780	
<i>Children's services office</i> .....	988	
<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....		13,041
<b>Nonassignable allowance (@ 15% of assignable)</b> .....		1,956
<b>Restrooms</b>		
Boys .....		100
Girls .....		100
<b>DEPARTMENT TOTAL</b> .....		15,197

**ADMINISTRATIVE OFFICES**

<i>Administrative assistant / business office</i> .....	475	
<i>Director's office</i> .....	330	
<i>Assistant director's office I / Public services</i> .....	250	
<i>Assistant director's office II / Technical services</i> .....	250	
<i>Management team office I / Circulation services</i> .....	150	
<i>Management team office II / Reference services</i> .....	150	
<i>Management team office III / Children's services</i> .....	150	
<i>Management team office IV / Community services</i> .....	150	
<i>Management team office V / Public information</i> .....	150	
<i>Conference room II / Board room</i> .....	595	
<i>Records storage room</i> .....	165	
<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....		2,815
<b>Nonassignable allowance (@ 20% of assignable)</b> .....		563
<b>DEPARTMENT TOTAL</b> .....		3,378

**STAFF OFFICES**

<i>Technical services workroom</i> .....	1,348
<i>LAN server room</i> .....	75
<i>Maintenance office</i> .....	100
<i>Mail room</i> .....	120

ASSIGNABLE SPACE IN DEPARTMENT .....	1,643
Nonassignable allowance (@ 20% of assignable) .....	329
DEPARTMENT TOTAL .....	1,972

**MECHANICAL**

<i>Allowance for mechanical rooms</i> .....	450
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GROSS AREA / SECOND FLOOR .....	20,996
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**DES PLAINES PUBLIC LIBRARY  
SPACE NEEDS SUMMARY / THIRD FLOOR**

**POPULAR COLLECTION**

<i>Public service desk / readers advisor</i> .....	855	
<i>Browsing / new books</i> .....	808	
<i>Large print</i> .....	908	
<i>Fiction collection</i> .....	3,558	
<i>Audiovisual collection</i> .....	2,990	
<i>Preview rooms</i> .....	200	
<i>Browsing / current periodicals</i> .....	1,875	
<i>Periodical backfiles</i> .....	1,198	
<i>Small group study rooms</i> .....	200	
<i>LAN server closet (room)</i> .....	75	
<i>Adult services staff office</i> .....	963	
	<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....	<b>13,628</b>
	<b>Nonassignable allowance (@ 15% of assignable)</b> .....	<b>2,044</b>
	<b>DEPARTMENT TOTAL</b> .....	<b>15,672</b>

**STAFF OFFICES**

<i>Staff lounge (room)</i> .....	910	
<i>Graphics workroom</i> .....	815	
	<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....	<b>1,725</b>
	<b>Nonassignable allowance (@ 20% of assignable)</b> .....	<b>345</b>
	<b>Staff restrooms</b>	
	Men .....	100
	Women .....	100
	<b>DEPARTMENT TOTAL</b> .....	<b>2,270</b>

**MECHANICAL**

<i>Allowance for mechanical rooms</i> .....		450
	<b>GROSS AREA / THIRD FLOOR</b> .....	<b>18,392</b>

**DES PLAINES PUBLIC LIBRARY  
SPACE NEEDS SUMMARY / FOURTH FLOOR**

**REFERENCE SERVICES**

<i>Public service desk / reference</i> .....	2,545	
<i>Reference collection</i> .....	2,413	
<i>Public copiers</i> .....	330	
<i>Business reference</i> .....	1,393	
<i>Nonfiction collection</i> .....	7,475	
<i>Quiet study room</i> .....	690	
<i>Computer lab</i> .....	505	
<i>Small group study rooms</i> .....	500	
<i>LAN server closet</i> .....	75	
<i>Reference workroom</i> .....	250	
	<b>ASSIGNABLE SPACE IN DEPARTMENT</b> .....	<b>16,175</b>
	<b>Nonassignable allowance (@ 15% of assignable)</b> .....	<b>2,426</b>
	<b>Public restrooms</b>	
	Men .....	200
	Women .....	200
	<b>DEPARTMENT TOTAL</b> .....	<b>19,001</b>

**MECHANICAL**

<i>Allowance for mechanical rooms</i> .....	450
	<b>GROSS AREA / FOURTH FLOOR</b> .....
	<b>19,451</b>

**DES PLAINES PUBLIC LIBRARY  
SPACE NEEDS SUMMARY / by floor and department**

**ENTRY LEVEL**

<i>Entry / control / circulation</i> .....	7,117	
<i>Meeting rooms</i> .....	4,812	
<i>Bookmobile services</i> .....	671	
<i>Service / storage</i> .....	1,854	
<i>Mechanical</i> .....	4,000	
		<b>GROSS AREA / ENTRY LEVEL .....</b>
		<b>18,454</b>

**SECOND FLOOR**

<i>Children's services</i> .....	15,197	
<i>Administrative offices</i> .....	3,378	
<i>Staff offices</i> .....	1,972	
<i>Mechanical</i> .....	450	
		<b>GROSS AREA / SECOND FLOOR .....</b>
		<b>20,996</b>

**THIRD FLOOR**

<i>Popular collection</i> .....	15,672	
<i>Staff offices</i> .....	2,270	
<i>Mechanical</i> .....	450	
		<b>GROSS AREA / THIRD FLOOR .....</b>
		<b>18,392</b>

**FOURTH FLOOR**

<i>Reference services</i> .....	19,001	
<i>Mechanical</i> .....	450	
		<b>GROSS AREA / FOURTH FLOOR .....</b>
		<b>19,451</b>

		<b>GROSS AREA .....</b>	<b>77,294</b>
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**DES PLAINES PUBLIC LIBRARY  
COLLECTION DISTRIBUTION SUMMARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of adult	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
<b>ADULT PRINT / FICTION</b>							
Fiction	23,091	19.89%	13.84%	13.39%	32,800	10.00%	29,520
Mysteries	7,988	6.88%	4.79%	4.33%	10,600	10.00%	9,540
Science fiction	2,605	2.24%	1.56%	1.47%	3,600	10.00%	3,240
Paperbacks		0.00%	0.00%	0.99%	2,425	10.00%	2,183
Large print	2,605	2.24%	1.56%	2.00%	4,900	10.00%	4,410
New books / fiction					varies		varies
New books / nonfiction					varies		varies
<b>Total adult print / fiction</b>	<b>36,288</b>	<b>31.25%</b>	<b>21.75%</b>	<b>22.17%</b>	<b>54,325</b>		<b>48,893</b>
<b>ADULT PRINT / NONFICTION</b>							
Reference	5,398	4.65%	3.23%	2.00%	4,900	0.00%	4,900
Business reference	**			0.50%	1,225	0.00%	1,225
Nonfiction	67,900	58.48%	40.69%	37.33%	91,450	10.00%	82,305
Biographies	4,217	3.63%	2.53%	2.46%	6,025	10.00%	5,425
Foreign language	1,294	1.11%	0.78%	2.04%	5,000	5.00%	4,750
Easy reading / literacy	1,015	0.87%	0.61%	0.50%	1,225	5.00%	1,164
<b>Total adult print / nonfiction</b>	<b>79,824</b>	<b>68.75%</b>	<b>47.83%</b>	<b>44.83%</b>	<b>109,825</b>		<b>99,767</b>
<b>Total adult</b>	<b>116,112</b>	<b>100.00%</b>	<b>69.58%</b>	<b>67.00%</b>	<b>164,150</b>		<b>148,660</b>

## SHELVING ENVIRONMENT

# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit
6.5	75.00%	14.63	9.00	132	29,520	224	48"	11.25
7.0	75.00%	15.75	12.50	197	9,540	50	48"	11.25
7.0	75.00%	15.75	11.00	173	3,240	20	48"	11.25
7.0	Zig-zag insert / regular shelving			175	2,183	14	48"	11.25
4.0	75.00%	9.00	11.00	99	4,410	46	48"	11.25
	Gaylord showcase display or equal				varies	8	Brws wd	15.00
	Gaylord showcase display or equal				varies	10	Brws wd	15.00
4.0	80.00%	9.60	7.50	72	4,900	70	48"	11.25
4.0	80.00%	9.60	7.50	72	1,225	18	48"	11.25
6.0	75.00%	13.50	12.00	162	82,305	510	48"	11.25
6.0	75.00%	13.50	8.50	115	5,423	48	48"	11.25
6.0	75.00%	13.50	10.75	145	4,750	34	48"	11.25
6.0	75.00%	13.50	24.00	324	1,164	4	48"	11.25



**DES PLAINES PUBLIC LIBRARY  
COLLECTION DISTRIBUTION SUMMARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of children's	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
<b>CHILDREN'S PRESCHOOL</b>							
J picture books	6,534	12.87%	3.92%	4.00%	9,800	10.00%	8,820
J easy readers		0.00%	0.00%	0.00%		10.00%	0
J board books	595	1.17%	0.36%	0.61%	1,500	40.00%	900
New books / preschool					varies		varies
<b>Total J preschool</b>	<b>7,129</b>	<b>14.04%</b>	<b>4.27%</b>	<b>4.61%</b>	<b>11,300</b>		<b>9,720</b>
<b>CHILDREN'S EARLY READERS</b>							
E nonfiction	6,511	12.83%	3.90%	3.63%	8,900	10.00%	8,010
E fiction	9,456	18.63%	5.67%	5.67%	13,900	10.00%	12,510
New books / early readers					varies		varies
<b>Total J early readers</b>	<b>15,967</b>	<b>31.45%</b>	<b>9.57%</b>	<b>9.31%</b>	<b>22,800</b>		<b>20,520</b>
<b>CHILDREN'S GRADE SCHOOL</b>							
J reference	995	1.96%	0.60%	0.50%	1,225	0.00%	1,225
J nonfiction	15,178	29.90%	9.10%	10.00%	24,500	10.00%	22,050
J biographies	842	1.66%	0.50%	0.61%	1,500	10.00%	1,350
J fiction	8,236	16.22%	4.94%	5.00%	12,250	10.00%	11,025
J large print	28	0.06%	0.02%	0.10%	250	5.00%	238
J foreign language	767	1.51%	0.46%	1.22%	3,000	5.00%	2,850
J parenting		0.00%	0.00%	0.14%	350	10.00%	315
New books / grade school					varies		varies
<b>Total J grade school</b>	<b>26,046</b>	<b>51.31%</b>	<b>15.61%</b>	<b>17.58%</b>	<b>43,075</b>		<b>39,053</b>
<b>CHILDREN'S YA</b>							
YA fiction	1,048	2.06%	0.63%	1.00%	2,450	10.00%	2,205
YA nonfiction	575	1.13%	0.34%	0.50%	1,225	10.00%	1,103
New books / YA					varies		varies
<b>Total J young adult</b>	<b>1,623</b>	<b>3.20%</b>	<b>0.97%</b>	<b>1.50%</b>	<b>3,675</b>		<b>3,308</b>
<b>Total children's</b>	<b>50,765</b>	<b>100.00%</b>	<b>30.42%</b>	<b>33.00%</b>	<b>80,850</b>		<b>72,601</b>
<b>TOTAL PRINT</b>	<b>166,877</b>		<b>100.00%</b>	<b>100.00%</b>	<b>245,000</b>		<b>221,261</b>



**SHELVING ENVIRONMENT**

# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit
2.5	75.00%	5.63	32.00	180	8,820	50	48"	11.25
3.0	75.00%	6.75	24.00	162	0	0	48"	11.25
3.0	75.00%	6.75	24.00	162	900	6	48"	11.25
Gaylord showcase display or equal					varies	2	Brws wd	15.00
3.0	75.00%	6.75	24.00	162	8,010	50		11.25
3.0	75.00%	6.75	24.00	162	12,510	78	48"	11.25
Gaylord showcase display or equal					varies	2	Brws wd	15.00
3.0	80.00%	7.20	11.50	83	1,225	16	48"	11.25
5.0	75.00%	11.25	19.50	219	22,050	102	48"	11.25
5.0	75.00%	11.25	15.00	169	1,350	8	48"	11.25
5.0	75.00%	11.25	14.50	163	11,025	68	48"	11.25
5.0	75.00%	11.25	12.50	141	238	2	48"	11.25
5.0	75.00%	11.25	12.50	141	2,850	22	48"	11.25
5.0	75.00%	11.25	12.50	141	315	4	48"	11.25
Gaylord showcase display or equal					varies	4	Brws wd	15.00
4.0	75.00%	9.00	11.00	99	2,205	24	48"	11.25
4.0	75.00%	9.00	12.00	108	1,103	12	48"	11.25
Gaylord showcase display or equal					varies	2	Brws wd	15.00

**DES PLAINES PUBLIC LIBRARY  
COLLECTION DISTRIBUTION SUMMARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Titles to house
<b>PERIODICALS</b>							
Periodical display / adult				84.50%	507	0.00%	507
Periodical display / newspapers				3.00%	18	0.00%	18
Periodical display / young adult				2.50%	15	0.00%	15
Periodical display / preschool				4.00%	24	0.00%	24
Periodical display / grade school				6.00%	36	0.00%	36
Total				100.00%	600		
				Pct retained	Number retained	Yrs held on ave	Volumes held
Periodical backfiles / adult				90.00%	456	5.0	2,280
*** Periodical backfiles / newspapers				90.00%	16	0.5	8
Periodical backfiles / young adult				90.00%	14	5.0	70
Periodical backfiles / preschool				90.00%	22	5.0	110
Periodical backfiles / grade school				90.00%	32	5.0	160



**SHELVING ENVIRONMENT**

# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit
4.0	100.00%	12.00	1.00	12	507	44	Brws wd	15.00
Gaylord QLGND10 or equal				10	18	2	Brws wd	30.00
4.0	100.00%	12.00	1.00	12	15	2	Brws wd	15.00
3.0	100.00%	9.00	1.00	9	24	4	Brws wd	15.00
4.0	100.00%	12.00	1.00	12	36	4	Brws wd	15.00
6.0	80.00%	14.40	12.00	173	2,280	14	48"	11.25
6.0	80.00%	14.40	12.00	173	8	2	48"	11.25
6.0	80.00%	14.40	12.00	173	70	2	48"	11.25
6.0	80.00%	14.40	12.00	173	110	2	48"	11.25
6.0	80.00%	14.40	12.00	173	160	2	48"	11.25

**DES PLAINES PUBLIC LIBRARY  
COLLECTION DISTRIBUTION SUMMARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
<b>NONPRINT</b>							
<b>Adult</b>							
Compact discs	4,801		23.02%	21.08%	6,850	20.00%	5,480
CD-ROMs	79		0.38%	0.46%	150	30.00%	105
Audiocassettes	2,756		13.21%	9.23%	3,000	20.00%	2,400
Audiobooks	1,540		7.38%	18.46%	6,000	30.00%	4,200
Videocassettes	6,822		32.71%	30.00%	9,750	30.00%	6,825
Puzzles	54		0.26%	0.00%	0	0.00%	0
Realia / paintings	232		1.11%	0.62%	200	40.00%	120
<b>Total adult AV</b>	<b>16,284</b>		<b>78.07%</b>	<b>79.85%</b>	<b>25,950</b>		<b>19,130</b>
<b>Childrens</b>							
J compact discs	280		1.34%	1.38%	450	20.00%	360
J CD-ROMs	55		0.26%	1.15%	375	40.00%	225
J audiocassettes	783		3.75%	3.46%	1,125	20.00%	900
J audiobooks	546		2.62%	2.54%	825	20.00%	660
J videocassettes	1,350		6.47%	6.00%	1,950	30.00%	1,360
J kits	1,012		4.85%	3.69%	1,200	50.00%	600
J puzzles	461		2.21%	1.62%	525	50.00%	263
J games	88		0.42%	0.31%	100	20.00%	80
<b>Total children's AV</b>	<b>4,575</b>		<b>21.93%</b>	<b>20.15%</b>	<b>6,550</b>		<b>4,453</b>
<b>TOTAL AV</b>	<b>20,859</b>		<b>100.00%</b>	<b>100.00%</b>	<b>32,500</b>		<b>23,583</b>

## SHELVING ENVIRONMENT

# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit
				616	5,480	9	Brws wd	75.00
				72	105	2	Brws wd	15.00
				200	2,400	13	Brws wd	25.00
				96	4,200	44	Brws wd	15.00
				144	6,825	48	Brws wd	15.00
					0	0	Brws wd	25.00
				80	120	2	Brws wd	75.00
				616	360	1	Brws wd	75.00
				48	225	6	Brws wd	15.00
				200	900	5	Brws wd	25.00
				64	660	12	Brws wd	15.00
				108	1,365	14	Brws wd	15.00
3.0	80.00%	7.20	12.00	86	600	8	Brws wd	15.00
				200	263	2	Brws wd	25.00
				200	80	1	Brws wd	25.00

NOTE: J kits stored in hanging plastic bags, shelved on conventional shelves adapted with hanging rods in lieu of shelves

**DES PLAINES PUBLIC LIBRARY  
SEATING DISTRIBUTION SUMMARY**

	Seats						Public terminals			
	Lnge	4-pl	2-pl	1-pl	Carrel	TOT	Stand	Sit	Study	TOT
<b>ENTRY / CONTROL / CIRC</b>										
Information desk	0	0	0	0	0	0	4	2	0	6
<b>TOTAL E/C/C</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>6</b>
<b>POPULAR COLLECTION</b>										
Public service desk / readers advisor	0	0	0	0	0	0	1	2	0	3
Browsing / new books	8	0	0	0	0	8	1	0	0	1
Large print	6	4	0	0	0	10	0	0	0	0
Fiction collection	4	0	0	0	0	4	1	0	0	1
Audiovisual collection	0	4	0	0	6	10	1	0	0	1
Browsing / current periodicals	20	4	4	0	0	28	0	0	0	0
Periodical backfiles	0	4	8	0	10	22	0	0	0	0
Quiet study room	0	0	4	8	10	22	0	0	0	0
<b>TOTAL POPULAR</b>	<b>38</b>	<b>16</b>	<b>16</b>	<b>8</b>	<b>26</b>	<b>104</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>6</b>
<b>REFERENCE / NONFICTION</b>										
Public service desk / reference	0	0	0	4	4	8	4	4	4	12
Reference collection	0	8	4	0	24	36	1	4	4	9
Business reference	0	4	4	0	10	18	1	2	4	7
Nonfiction collection	0	4	8	0	10	22	2	0	0	2
Computer lab	0	0	0	0	0	0	0	10	0	10
<b>TOTAL REF / NF</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>4</b>	<b>48</b>	<b>84</b>	<b>8</b>	<b>20</b>	<b>12</b>	<b>40</b>
<b>CHILDREN'S</b>										
Public service desk / children's	0	4	8	4	0	16	2	8	2	12
Preschool collection	4	24	6	0	0	34	1	2	0	3
Early readers collection	0	4	0	0	0	4	1	0	0	1
Grade school collection	0	32	4	6	4	46	1	3	0	4
YA collection	6	4	4	0	0	14	1	3	0	4
Audiovisual collection	0	0	0	0	0	0	0	0	0	0
Parenting collection	8	0	0	0	0	8	0	0	0	0
<b>TOTAL CHILDREN'S</b>	<b>18</b>	<b>68</b>	<b>22</b>	<b>10</b>	<b>4</b>	<b>122</b>	<b>6</b>	<b>16</b>	<b>2</b>	<b>24</b>
<b>GRAND TOTAL</b>	<b>56</b>	<b>100</b>	<b>54</b>	<b>22</b>	<b>78</b>	<b>310</b>	<b>22</b>	<b>40</b>	<b>14</b>	<b>76</b>
<b>SQ.FT. PER UNIT</b>	<b>40.00</b>	<b>25.00</b>	<b>25.00</b>	<b>30.00</b>	<b>35.00</b>		<b>30.00</b>	<b>42.50</b>	<b>60.00</b>	



Seats						Terminals			
Lnge	4-pl	2-pl	1-pl	Car	TOT	Stand	Sit	Study	TOT
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.26%	2.63%	0.00%	7.89%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.26%	2.63%	0.00%	7.89%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.32%	2.63%	0.00%	3.95%
2.58%	0.00%	0.00%	0.00%	0.00%	2.58%	1.32%	0.00%	0.00%	1.32%
1.94%	1.29%	0.00%	0.00%	0.00%	3.23%	0.00%	0.00%	0.00%	0.00%
1.29%	0.00%	0.00%	0.00%	0.00%	1.29%	1.32%	0.00%	0.00%	1.32%
0.00%	1.29%	0.00%	0.00%	1.94%	3.23%	1.32%	0.00%	0.00%	1.32%
6.45%	1.29%	1.29%	0.00%	0.00%	9.03%	0.00%	0.00%	0.00%	0.00%
0.00%	1.29%	2.58%	0.00%	3.23%	7.10%	0.00%	0.00%	0.00%	0.00%
0.00%	0.00%	1.29%	2.58%	3.23%	7.10%	0.00%	0.00%	0.00%	0.00%
12.26%	5.16%	5.16%	2.58%	8.39%	33.55%	5.26%	2.63%	0.00%	7.89%
0.00%	0.00%	0.00%	1.29%	1.29%	2.58%	5.26%	5.26%	5.26%	15.79%
0.00%	2.58%	1.29%	0.00%	7.74%	11.61%	1.32%	5.26%	5.26%	11.84%
0.00%	1.29%	1.29%	0.00%	3.23%	5.81%	1.32%	2.63%	5.26%	9.21%
0.00%	1.29%	2.58%	0.00%	3.23%	7.10%	2.63%	0.00%	0.00%	2.63%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	13.16%	0.00%	13.16%
0.00%	5.16%	5.16%	1.29%	15.48%	27.10%	10.53%	26.32%	15.79%	52.63%
0.00%	1.29%	2.58%	1.29%	0.00%	5.16%	2.63%	10.53%	2.63%	15.79%
1.29%	7.74%	1.94%	0.00%	0.00%	10.97%	1.32%	2.63%	0.00%	3.95%
0.00%	1.29%	0.00%	0.00%	0.00%	1.29%	1.32%	0.00%	0.00%	1.32%
0.00%	10.32%	1.29%	1.94%	1.29%	14.84%	1.32%	3.95%	0.00%	5.26%
1.94%	1.29%	1.29%	0.00%	0.00%	4.52%	1.32%	3.95%	0.00%	5.26%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2.58%	0.00%	0.00%	0.00%	0.00%	2.58%	0.00%	0.00%	0.00%	0.00%
5.81%	21.94%	7.10%	3.23%	1.29%	39.35%	7.89%	21.05%	2.63%	31.58%
18.06%	32.26%	17.42%	7.10%	25.16%	100.00%	28.95%	52.63%	18.42%	100.00%



DES PLAINES PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL / ENTRY LEVEL		units	per	needed	needed

ENTRY / CONTROL / CIRCULATION

*Traffic dispersal / plaza*

Special use: Theft detection system entry turnstile	1	150.00	150
Theft detection system exit sensors	1	150.00	150
Literature display racks / tax form distribution	0	20.00	0
"You are here" map	1	25.00	25
Display case	0	50.00	0
Community bulletin board	1	0.00	0

FUNCTIONAL AREA TOTAL S.F. .... 325

*Traffic dispersal / garage*

Special use: Theft detection system entry turnstile	1	150.00	150
Theft detection system exit sensors	2	150.00	300
Literature display racks / tax form distribution	4	20.00	80
"You are here" map	1	25.00	25
Display case	1	50.00	50
Community bulletin board	1	0.00	0

FUNCTIONAL AREA TOTAL S.F. .... 605

*Book return / interior (roomlet)*

Special use: Book drop (1 adult, 1 youth, 1 nonprint)	3	30.00	90
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FUNCTIONAL AREA TOTAL S.F. .... 90

*Information desk*

Collection: Ready reference shelving - 42"	4	11.25	45
Staffing: Information desk for four staff	4	150.00	600
		(two initially)	
		(automation / PC / LAN)	
Special use: Public network station w/printer - "stand" Information desk	4	30.00	120
Public network station w/printer - "sit"	2	42.50	85
Public network station w/printer - "study"	0	60.00	0
Registration files / card file	1	25.00	25
Lost & found	1	25.00	25
Photocopier	1	35.00	35

FUNCTIONAL AREA TOTAL S.F. .... 935

*Circulation service window / workroom*

Staffing: Service window	1	150.00	150
		(automation / PC / LAN)	
Check in station	3	100.00	300
		(automation / PC / LAN)	
Clerical: overdues, reserves, holds	4	100.00	400

IL-Des Plaines space needs

Detail

	(PC retn, files)	(automation / PC / LAN)			
ILL staff work stations		(PC retn, files, side chair)	2	100.00	200
		(automation / PC / LAN)			
Page supervisor		(PC retn, files)	1	100.00	100
		(automation / PC / LAN)			
Special use: Reserve shelving - 60"			6	10.00	60
Cash register			1	35.00	35
Photocopier			1	35.00	35
Typewriter w/ stand			1	35.00	35
Storage for orphans & snags (record bins)			6	20.00	120
FAX machine			1	25.00	25
ILL sorting shelves / CBI shelving - 84 or 90" tall			4	11.25	45
ILL sorting table			1	75.00	75
Supplies cabinets			6	15.00	90
Printer			1	20.00	20
Coat closet			1	20.00	20
Lockers			16	1.00	16
Other					0
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....					<b>1,726</b>
<b>Switchboard (room)</b>					
Staffing: Switchboard			1	100	100
Special use: Other					0
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....					<b>100</b>
<b>Rough sorting room</b>					
Special use: Sorting stations			4	75.00	300
		(wall-mount shelving, space for trucks)			
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....					<b>300</b>
<b>Charging desk</b>					
Staffing: Check-out stations for four		(automation / PC / LAN)	4	150.00	600
Special use: Self charging stations			1	100.00	100
Other					0
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....					<b>700</b>
<b>Modem closet (roomlet)</b>					
Special use: Multiplexer rack			1	50.00	50
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....					<b>50</b>
<b>Book return / exterior (roomlet)</b>					
Special use: Return (1 print, 1 nonprint)			2	50.00	100
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....					<b>100</b>

*Entry lobby*

*FUNCTIONAL AREA TOTAL S.F.*..... 500

*Public restrooms*

Nonassign: Men's	1	300.00	300
Women's	1	300.00	300
Family	1	150.00	100

*FUNCTIONAL AREA TOTAL S.F.*..... 700

1225

**DES PLAINES PUBLIC LIBRARY**  
**SPACE NEEDS DETAIL / ENTRY LEVEL**

**MEETING ROOMS**

	#	Sq.ft.	Sq.ft.	Area
	units	per	needed	needed
<i>Public meeting room</i>				
Meeting: To seat 200	200	10.00	2,000	
Speaker's platform / area	1	150.00	150	
Special use: Cloakroom -	1	180.00	180	
Table / chair storage	1	95.00	95	
AV equipment storage	1	70.00	70	
Piano	1	80.00	80	
Screen	1	0.00	0	
Porcelain board	1	0.00	0	
Picture rail	1	0.00	0	
Fabric / carpet wall treatment	1	0.00	0	
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>2,575</b>
<i>Conference room</i>				
Meeting: To seat 30 @ conference table	30	25.00	750	
Special use: Audience seating	10	10.00	100	
Display / projection	1	35.00	35	
Porcelain board			0	
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>885</b>
<i>Kitchenette (room)</i>				
Special use: Kitchenette	1	150.00	150	
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>150</b>
<i>Storage room</i>				
Special use: Utility shelving	10	15.00	150	
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>150</b>
<i>Meeting room lobby</i>				
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>300</b>

DES PLAINES PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL / ENTRY LEVEL		units	per	needed	needed

**BOOKMOBILE SERVICES**

*Bookmobile staff workroom*

Staffing:	Bookmobile staff work stations	(PC retn, files, side chair) (automation / PC / LAN)	3	100.00	300
Special use:	Storage shelving		8	11.25	90
	Printer		1	20.00	20
	Photocopier (future)		1	10.00	10
	Sorting / assembly table		1	80.00	80
	Filing cabinet		2	10.00	20
	Supplies cabinets		1	15.00	15
	Coat closet		1	20.00	20
	Lockers		4	1.00	4

FUNCTIONAL AREA TOTAL S.F. .... 559

DES PLAINES PUBLIC LIBRARY			
SPACE NEEDS DETAIL / ENTRY LEVEL	#	Sq.ft.	Sq.ft.
	units	per	needed

### SERVICE / STORAGE

#### *Receiving & delivery (room)*

Special use: Utility shelves - outgoing shipments	4	12.50	50
Receiving area / incoming shipments	1	100.00	100

**FUNCTIONAL AREA TOTAL S.F.** ..... 150

#### *Maintenance workroom*

Special use: Workbench	1	150.00	150
Utility shelves	2	15.00	30
Storage cabinets	2	15.00	30

**FUNCTIONAL AREA TOTAL S.F.** ..... 210

#### *Supplies storage room*

Special use: Utility shelves	16	15.00	240
Storage cabinets	2	15.00	30

**FUNCTIONAL AREA TOTAL S.F.** ..... 270

#### *Book sale sorting / storage (room)*

Special use: Utility shelves for sorting & storage	20	10.00	200.00
Sorting tables	2	50.00	100.00

**AREA TOTAL** ..... 300

#### *Groundskeeping equipment room*

Special use: Equipment storage area	1	75.00	75
Utility shelves	1	15.00	15
Storage cabinets	1	15.00	15

**FUNCTIONAL AREA TOTAL S.F.** ..... 105

#### *General storage room*

Special use: Utility shelves	30	15.00	450
Storage cabinets	4	15.00	60

**FUNCTIONAL AREA TOTAL S.F.** ..... 510

### MECHANICAL

*Allowance for mechanical rooms* ..... 4,000

DES PLAINES PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL / SECOND FLOOR		units	per	needed	needed

**CHILDREN'S SERVICES**

*Public service desk / children's*

Collection:	J reference	1,225 to own			
		1,225 to house @	83 per unit	16	11.25 180
Seating:	Seats @ lounge	Public service desk / children's		0	40.00 0
	Seats @ 4-place table (# tables = seats / 4)			4	25.00 100
	Seats @ 2-place table (# tables = seats / 2)			8	25.00 200
	Seats @ individual table			4	30.00 120
	Seats @ individual carrel			0	35.00 0
Staffing:	Children's desk to seat two	(PC retn, files, side chair)		2	150.00 300.00
	(one initially?)	(automation / PC / LAN)			
Special use:	Public network station w/printer - "stand"	Public service desk / children's		2	30.00 60
	Public network station w/printer - "sit"			8	42.50 340
	Public network station w/printer - "study"			2	60.00 120
	Display case			1	50.00 50.00
	Atlas stand			1	35.00 35.00
	Dictionary stand			1	30.00 30.00
	Photocopier			2	35.00 70.00

FUNCTIONAL AREA TOTAL S.F. .... 1,605

*Preschool collection*

Collection:	New books / preschool	varies to own			
		varies to house @	0 per unit	2	15.00 30
	Periodical display / preschool	24 to own			
		24 to house @	9 per unit	4	15.00 60
	J picture books	9,800 to own			
		8,820 to house @	180 per unit	50	11.25 563
	J board books	1,500 to own			
		900 to house @	162 per unit	6	11.25 68
Seating:	Seats @ lounge	Preschool collection		4	40.00 160
	Seats @ 4-place table (# tables = seats / 4)			24	25.00 600
	Seats @ 2-place table (# tables = seats / 2)			6	25.00 150
	Seats @ individual table			0	30.00 0
	Seats @ individual carrel			0	35.00 0
	[NOTE: Some reader seating in this area may evolve into creative settings: oversized stuffed animals that preschoolers can climb on and make their own, and so on...]				
Special use:	Public network station w/printer - "stand"	Preschool collection		1	30.00 30
	Public network station w/printer - "sit"			2	42.50 85
	Public network station w/printer - "study"			0	60.00 0

Baby area 1 120.00 120.00

[NOTE: the baby area will include a couple rockers, and a large rug denoting a play area; locate this area next to the board book display]

FUNCTIONAL AREA TOTAL S.F. .... 1,865

Early readers collection

Collection:	New books / early readers	varies to own			
	varies to house @	0 per unit	2	15.00	30
	E nonfiction	8,900 to own			
	8,010 to house @	162 per unit	50	11.25	563
	E fiction	13,900 to own			
	12,510 to house @	162 per unit	78	11.25	878
Seating:	Seats @ lounge	Early readers collection	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station w/printer - "stand"	Early readers collection	1	30.00	30
	Public network station w/printer - "sit"		0	42.50	0
	Public network station w/printer - "study"		0	60.00	0
Special use:	Other				0.00

FUNCTIONAL AREA TOTAL S.F. .... 1,600

Grade school collection

Collection:	New books / grade school	varies to own			
	varies to house @	0 per unit	4	15.00	60
	Periodical display / grade school	36 to own			
	36 to house @	12 per unit	4	15.00	60
	J nonfiction	24,500 to own			
	22,050 to house @	219 per unit	102	11.25	1,148
	J biographies	1,500 to own			
	1,350 to house @	169 per unit	8	11.25	90
	J fiction	12,250 to own			
	11,025 to house @	163 per unit	68	11.25	765
	J large print	250 to own			
	238 to house @	141 per unit	2	11.25	23
	J foreign language	3,000 to own			
	2,850 to house @	141 per unit	22	11.25	248
Seating:	Seats @ lounge	Grade school collection	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		32	25.00	800
	Seats @ 2-place table (# tables = seats / 2)		4	25.00	100
	Seats @ individual table		6	30.00	180
	Seats @ individual carrel		4	35.00	140
Special use:	Public network station w/printer - "stand"	Grade school collection	1	30.00	30



	Public network station w/printer - "sit"		3	42.50	128
	Public network station w/printer - "study"		0	60.00	0
Special use:	60" display for recommended titles		2	15.00	30.00
	<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>3,800</b>

**YA collection**

Collection:	New books / YA	varies to own			
	varies to house @	0 per unit	2	15.00	30
	Periodical display / young adult	15 to own			
	15 to house @	12 per unit	2	15.00	30
	YA fiction	2,450 to own			
	2,205 to house @	99 per unit	24	11.25	270
	YA nonfiction	1,225 to own			
	1,103 to house @	108 per unit	12	11.25	135
Seating:	Seats @ lounge	YA collection	6	40.00	240
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100
	Seats @ 2-place table (# tables = seats / 2)		4	25.00	100
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station w/printer - "stand"	YA collection	1	30.00	30
	Public network station w/printer - "sit"		3	42.50	128
	Public network station w/printer - "study"		0	60.00	0
Special use:	60" display for recommended titles		2	15.00	30.00
	<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>1,093</b>

**Audiovisual collection**

Collection:	J compact discs	450 to own			
	360 to house @	616 per unit	1	75.00	75
	J CD-ROMs	375 to own			
	225 to house @	48 per unit	6	15.00	90
	J audiocassettes	1,125 to own			
	900 to house @	200 per unit	5	25.00	125
	J audiobooks	825 to own			
	660 to house @	64 per unit	12	15.00	180
	J videocassettes	1,950 to own			
	1,365 to house @	108 per unit	14	15.00	210
	J kits	1,200 to own			
	600 to house @	86 per unit	8	15.00	120
	J puzzles	525 to own			
	263 to house @	200 per unit	2	25.00	50
	J games	100 to own			
	80 to house @	200 per unit	1	25.00	25
Special use:	60" display for recommended titles		2	15.00	30.00
	<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>905</b>

**Parenting collection**

Collection:	J parenting	350 to own			
	315 to house @	141 per unit	4	11.25	45
Seating:	Seats @ lounge	Parenting collection	8	40.00	320
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Literature display rack		2	20.00	40.00
	Other				0.00
<b>FUNCTIONAL AREA TOTAL S.F.</b>					<b>405</b>

**Storytime room**

Meeting:	To seat 40		40	15.00	600.00
Special use:	Storage / prop cabinets		3	25.00	75.00
	Counter & sink		1	25.00	25.00
	Storage for tables		1	40.00	40.00
	Storage closet -- props, craft supplies		1	40.00	40.00
<b>FUNCTIONAL AREA TOTAL S.F.</b>					<b>780</b>

**Children's services office**

Staffing:	Children's clerical work stations	(PC retn, files, side chair) (automation / PC / LAN)	4	100.00	400.00
	Children's prof'l work station	(PC retn, files, side chair) (automation / PC / LAN)	2	100.00	200.00
	Department head	(PC retn, files, side chair) (automation / PC / LAN)	1	125.00	125.00
		Conference table	1	75.00	75.00
Special use:	Network printer		1	20.00	20.00
	Assembly table		1	100.00	100.00
	Photocopier (future)		1	10.00	10.00
	Supplies cabinets		2	15.00	30.00
	Coat closet		1	20.00	20.00
	Lockers		8	1.00	8.00
<b>FUNCTIONAL AREA TOTAL S.F.</b>					<b>988</b>

**Children's restrooms**

Nonassign:	Boy's		1	100.00	100
	Girl's		1	100.00	100
	Family		1	100.00	100
<b>FUNCTIONAL AREA TOTAL S.F.</b>					<b>300</b>

DES PLAINES PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL / SECOND FLOOR		units	per	needed	needed

**ADMINISTRATIVE OFFICES**

*Administrative assistant / business office*

Staffing:	Admin asst's desk	(PC retn, files, side chair) (automation / PC / LAN)	1	100.00	100
	Payroll & accounting clerk	(PC retn, files, side chair) (automation / PC / LAN)	1	100.00	100
Special use:	Side chairs for visitors		4	25.00	100.00
	Filing cabinets (legal)		8	12.50	100.00
	FAX machine		1	25.00	25.00
	Sorting table		1	50.00	50.00
	Other				0.00

AREA TOTAL ----- 475

*Director's office*

Staffing:	Director's desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150.00
Special use:	Conference table to seat 4		1	100.00	100.00
	Lounge seating		2	40.00	80
	Other				0

FUNCTIONAL AREA TOTAL S.F. .... 330

*Assistant director's office I / Public services*

Staffing:	Asst dir's desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use:	Conference table to seat 4		1	100.00	100

FUNCTIONAL AREA TOTAL S.F. .... 250

*Assistant director's office II / Technical services*

Staffing:	Asst dir's desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use:	Conference table to seat 4		1	100.00	100

FUNCTIONAL AREA TOTAL S.F. .... 250

*Management team office I / Circulation services*

Staffing:	Desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use:	Other				0

FUNCTIONAL AREA TOTAL S.F. .... 150

*Management team office II / Reference services*

Staffing: Desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use: Other				0
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				150

*Management team office III / Children's services*

Staffing: Desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use: Other				0
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				150

*Management team office IV / Community services*

Staffing: Desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use: Other				0
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				150

*Management team office V / Public information*

Staffing: Desk	(PC retn, files, side chair) (automation / PC / LAN)	1	150.00	150
Special use: Other				0
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				150

*Conference room II / Board room*

Meeting: To seat 20 @ conference table		20	25.00	500
Special use: Audience seating		6	10.00	60
Display / projection		1	35.00	35
Porcelain board				0
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				595

*Records storage room*

Special use: 5-drawer filing cabinets / fire-proof		10	12.50	125
Sorting table		1	40.00	40
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				165

**DES PLAINES PUBLIC LIBRARY**  
**SPACE NEEDS DETAIL / SECOND FLOOR**

**STAFF OFFICES**

*Technical services workroom*

			#	Sq.ft.	Sq.ft.	Area
			units	per	needed	needed
Staffing:	Receiving / invoicing	(automation / PC / LAN)	1	100.00	100.00	
	Processing table		2	150.00	300.00	
	Acquisitions --	(automation / PC / LAN)	1	100.00	100.00	
	Cataloging	(automation / PC / LAN)	2	100.00	200.00	
	Computer guru	(automation / PC / LAN)	1	100.00	100.00	
	Computer technician	(automation / PC / LAN)	1	100.00	100.00	
Special use:	Assembly table (computer diagnostics / set-up / burn-in)		1	150.00	150.00	
	Supplies cabinets		4	15.00	60.00	
	Book trucks		12	5.00	60.00	
	Typewriter w/ stand		2	35.00	70.00	
	Network printer		1	20.00	20.00	
	FAX machine		1	25.00	25.00	
	Photocopier (future)		1	10.00	10.00	
	Coat closet		1	20.00	20.00	
	Lockers		8	1.00	8.00	
	Sink & counter		1	25.00	25.00	

FUNCTIONAL AREA TOTAL S.F. .... 1,348

*LAN server closet (roomlet)*

Special use:	Equipment rack		1	75.00	75	
	Other?				0	

FUNCTIONAL AREA TOTAL S.F. .... 75

*Maintenance office*

Staffing:	Desk		1	100.00	100	
Special use:	Other				0	
	Other				0	

FUNCTIONAL AREA TOTAL S.F. .... 100

*Mail room*

Special use:	Postage meter		1	20.00	20	
	Packaging counter w/ storage underneath		1	100.00	100	

FUNCTIONAL AREA TOTAL S.F. .... 120

**MECHANICAL**

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*Allowance for mechanical rooms* .....

450

DES PLAINES PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL / THIRD FLOOR		units	per	needed	needed

**POPULAR COLLECTION**

*Public service desk / readers advisor*

Collection:	Ready reference shelving - 42"	4	80.00	320.00
Staffing:	Readers advisory desk for two (PC retn, files, side chair)	2	150.00	300.00
	— (one initially) (automation / PC / LAN)			
Special use:	Public network station w/printer Public service desk / readers advisor	1	30.00	30
	Public network station w/printer - "sit"	2	42.50	85
	Public network station w/printer - "study"	0	60.00	0
	Photocopier	2	35.00	70.00
	Display case	1	50.00	50.00

FUNCTIONAL AREA TOTAL S.F. .... 855

*Browsing / new books*

Collection:	New books / fiction	varies to own		
	varies to house @	0 per unit	8	15.00 120
	New books / nonfiction	varies to own		
	varies to house @	0 per unit	8	15.00 120
	Paperbacks	2,425 to own		
	2,183 to house @	175 per unit	14	11.25 158
Seating:	Seats @ lounge	Browsing / new books	8	40.00 320
	Seats @ 4-place table (# tables = seats / 4)		0	25.00 0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00 0
	Seats @ individual table		0	30.00 0
	Seats @ individual carrel		0	35.00 0
Special use:	Public network station w/printer - "stand"	Browsing / new books	1	30.00 30
	Public network station w/printer - "sit"		0	42.50 0
	Public network station w/printer - "study"		0	60.00 0
	Rotating special collection display		4	15.00 60.00

FUNCTIONAL AREA TOTAL S.F. .... 808

*Large print*

Collection:	Large print	4,900 to own		
	4,410 to house @	99 per unit	46	11.25 518
Seating:	Seats @ lounge	Large print	6	40.00 240
	Seats @ 4-place table (# tables = seats / 4)		4	25.00 100
	Seats @ 2-place table (# tables = seats / 2)		0	25.00 0
	Seats @ individual table		0	30.00 0
	Seats @ individual carrel		0	35.00 0
Special use:	Magnifiers / Visualtek		2	25.00 50.00

Other 0.00  
**FUNCTIONAL AREA TOTAL S.F.** ..... 908

**Fiction collection**

Collection:	Fiction	32,800 to own			
	29,520 to house @	132 per unit	224	11.25	2,520
	Mysteries	10,600 to own			
	9,540 to house @	197 per unit	50	11.25	563
	Science fiction	3,600 to own			
	3,240 to house @	173 per unit	20	11.25	225
Seating:	Seats @ lounge	Fiction collection	4	40.00	160
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station w/printer - "stand"	Fiction collection	1	30.00	30
	Public network station w/printer - "sit"		0	42.50	0
	Public network station w/printer - "study"		0	60.00	0
	60" display for recommended titles		4	15.00	60.00
	<b>FUNCTIONAL AREA TOTAL S.F.</b>				<b>3,558</b>

**Audiovisual collection**

Collection:	Compact discs	6,850 to own			
	5,480 to house @	616 per unit	9	75.00	675
	CD-ROMs	150 to own			
	105 to house @	72 per unit	2	15.00	30
	Audiocassettes	3,000 to own			
	2,400 to house @	200 per unit	13	25.00	325
	Audiobooks	6,000 to own			
	4,200 to house @	96 per unit	44	15.00	660
	Videocassettes	9,750 to own			
	6,825 to house @	144 per unit	48	15.00	720
	Puzzles	0 to own			
	0 to house @	0 per unit	0	25.00	0
	Realia / paintings	200 to own			
	120 to house @	80 per unit	2	75.00	150
Seating:	Seats @ lounge	Audiovisual collection	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		6	35.00	210
Special use:	Public network station w/printer - "stand"	Audiovisual collection	1	30.00	30
	Public network station w/printer - "sit"		0	42.50	0
	Public network station w/printer - "study"		0	60.00	0



Special use: 60" display for recommended titles	4	15.00	60.00	
Special storage (for multi-CD sets, etc.)?	2	15.00	30.00	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				2,990

*Preview rooms*

Special use: Video preview	3	50.00	150.00	
Typewriter	1	50.00	50.00	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				200

*Browsing / current periodicals*

Collection: Periodical display / adult	507 to own			
	507 to house @	12 per unit	44	15.00 660
Periodical display / newspapers	18 to own			
	18 to house @	10 per unit	2	30.00 60
Seating: Seats @ lounge	Browsing / current periodicals		20	40.00 800
Seats @ 4-place table (# tables = seats / 4)			4	25.00 100
Seats @ 2-place table (# tables = seats / 2)			4	25.00 100
Seats @ individual table			0	30.00 0
Seats @ individual carrel			0	35.00 0
Newspaper recent back issues - 54" shelving - Oblique?			8	15.00 120.00
Photocopier			1	35.00 35.00
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				1,875

*Periodical backfiles*

Collection: Periodical backfiles / adult	456 to own			
	2,280 to house @	173 per unit	14	11.25 158
Periodical backfiles / young adult	14 to own			
	70 to house @	173 per unit	2	11.25 23
Periodical backfiles / preschool	22 to own			
	110 to house @	173 per unit	2	11.25 23
Periodical backfiles / grade school	32 to own			
	160 to house @	173 per unit	2	11.25 23
Periodical backfiles / newspapers	16 to own			
	8 to house @	173 per unit	2	11.25 23
Seating: Seats @ lounge	Periodical backfiles		0	40.00 0
Seats @ 4-place table (# tables = seats / 4)			4	25.00 100
Seats @ 2-place table (# tables = seats / 2)			8	25.00 200
Seats @ individual table			0	30.00 0
Seats @ individual carrel			10	35.00 350
Special use: Photocopier w/ sorting table			1	50.00 50.00
Microfilm / fiche reader-printer			2	35.00 70.00
Microform cabinets			12	15.00 180.00
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				1,198

*Small group study rooms*

Special use: Room to seat 4 (4 seats @ 25 s.f.)	2	100.00	200.00
Room to seat 6 (6 seats @ 25 s.f.)	0	150.00	0.00

**FUNCTIONAL AREA TOTAL S.F.** ..... 200

*LAN server closet (roomlet)*

Special use: Equipment rack	1	75.00	75
Other?			0

**FUNCTIONAL AREA TOTAL S.F.** ..... 75

*Adult services staff office*

Staffing: Adult staff work stations	(PC retn, files, side chair)	8	100.00	800.00
	(automation / PC / LAN)			
	Conference table	1	75.00	75.00
Special use: Photocopier (future)		1	10.00	10.00
Network printer		1	20.00	20.00
Supplies cabinets		2	15.00	30.00
Coat closet		1	20.00	20.00
Lockers		8	1.00	8.00

**FUNCTIONAL AREA TOTAL S.F.** ..... 963

**DES PLAINES PUBLIC LIBRARY**  
**SPACE NEEDS DETAIL / THIRD FLOOR**

#	Sq.ft.	Sq.ft.	Area
units	per	needed	needed

**STAFF OFFICES**

*Staff lounge (room)*

Special use: Large staff table (to seat 10)	1	250.00	250.00
4-place round tables	2	100.00	200.00
Lounge seating	6	40.00	240.00
Sofa	1	50.00	50.00
Kitchen	1	80.00	80.00
Supplies cupboards	4	15.00	60.00
Vending machines	2	15.00	30.00
Bulletin board			0.00
Footstools			0.00

*FUNCTIONAL AREA TOTAL S.F.* ..... 910

*Graphics workroom*

Staffing: Graphics production / desktop publishing	1	100.00	100.00
Special use: Assembly table	1	100.00	100.00
Map case / poster storage (10 dr units stacked 2 high)	2	35.00	70.00
Sink & counter	1	25.00	25.00
Photocopier w/ large sorting table	1	75.00	75.00
Copying supplies	4	25.00	100.00
Folding machine	1	35.00	35.00
Laminating machine	1	35.00	35.00
Ellison machine	1	35.00	35.00
Flat storage (36" deep)	6	25.00	150.00
Flat storage (18" deep)	6	15.00	90.00

*FUNCTIONAL AREA TOTAL S.F.* ..... 815

*Staff restrooms*

Nonassign: Men's	1	100.00	100
Women's	1	100.00	100

*FUNCTIONAL AREA TOTAL S.F.* ..... 200

**MECHANICAL**

*Allowance for mechanical rooms* ..... 450

DES PLAINES PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL / FOURTH FLOOR		units	per	needed	needed

**REFERENCE SERVICES**

*Public service desk / reference*

Collection:	Ready reference shelving - 42"	4	11.25	45.00	
Staffing:	Reference desk to seat three (PC retn, files, side chair)	3	150.00	450.00	
	— (two initially) (automation / PC / LAN)				
Seating:	Seats @ lounge Public service desk / reference	0	40.00	0	
	Seats @ 4-place table (# tables = seats / 4)	0	25.00	0	
	Seats @ 2-place table (# tables = seats / 2)	0	25.00	0	
	Seats @ individual table	4	30.00	120	
	Seats @ individual carrel	4	35.00	140	
Special use:	Public network station w/printer - "stand" Public service desk / reference	4	30.00	120	
	Public network station w/printer - "sit"	4	42.50	170	
	Public network station w/printer - "study"	4	60.00	240	
	Atlas stand	2	35.00	70.00	
	Dictionary stand	2	30.00	60.00	
	Map case	2	35.00	70.00	
	Index table	6	120.00	720.00	
	Index table - consumer guides	2	120.00	240.00	
	Pamphlet files (4-drawer units)	6	10.00	60.00	
	Literature display racks (college schedules)	2	20.00	40.00	
	<b>FUNCTIONAL AREA TOTAL S.F.</b>				<b>2,545</b>

*Reference collection*

Collection:	Reference	4,900 to own			
		4,900 to house @	72 per unit	70	11.25 788
Seating:	Seats @ lounge Reference collection			0	40.00 0
	Seats @ 4-place table (# tables = seats / 4)			8	25.00 200
	Seats @ 2-place table (# tables = seats / 2)			4	25.00 100
	Seats @ individual table			0	30.00 0
	Seats @ individual carrel			24	35.00 840
Special use:	Public network station w/printer - "stand" Reference collection			1	30.00 30
	Public network station w/printer - "sit"			4	42.50 170
	Public network station w/printer - "study"			4	60.00 240
Special use:	Telephone directories - 60" shelving			4	11.25 45.00
	<b>FUNCTIONAL AREA TOTAL S.F.</b>				<b>2,413</b>

*Public copiers*

Special use:	Photocopier	4	35.00	140.00	
	Paper cutter	1	25.00	25.00	

Sorting table	2	50.00	100.00
Change machine	1	10.00	10.00
Coin-op dispenser for pens, paper, pencils	1	25.00	25.00
Supplies cabinets	2	15.00	30.00
<b>FUNCTIONAL AREA TOTAL S.F.</b>			<b>330</b>

*Business reference*

Collection: Business reference	1,225 to own		
	1,225 to house @	72 per unit	
	Corporate annual reports - 60" shelving		18 11.25 203
			4 11.25 45.00
Seating: Seats @ lounge	Business reference		0 40.00 0
Seats @ 4-place table (# tables = seats / 4)			4 25.00 100
Seats @ 2-place table (# tables = seats / 2)			4 25.00 100
Seats @ individual table			0 30.00 0
Seats @ individual carrel			10 35.00 350
Special use: Public network station w/printer - "stand"	Business reference		1 30.00 30
Public network station w/printer - "sit"			2 42.50 85
Public network station w/printer - "study"			4 60.00 240
Special use: Index table			2 120.00 240.00
<b>FUNCTIONAL AREA TOTAL S.F.</b>			<b>1,393</b>

*Nonfiction collection*

Collection: Nonfiction	91,450 to own		
	82,305 to house @	162 per unit	510 11.25 5,738
Biographies	6,025 to own		
	5,423 to house @	115 per unit	48 11.25 540
Foreign language	5,000 to own		
	4,750 to house @	145 per unit	34 11.25 383
Easy reading / literacy	1,225 to own		
	1,164 to house @	324 per unit	4 11.25 45
Seating: Seats @ lounge	Nonfiction collection		0 40.00 0
Seats @ 4-place table (# tables = seats / 4)			4 25.00 100
Seats @ 2-place table (# tables = seats / 2)			8 25.00 200
Seats @ individual table			0 30.00 0
Seats @ individual carrel			10 35.00 350
Special use: Public network station w/printer - "stand"	Nonfiction collection		2 30.00 60
Public network station w/printer - "sit"			0 42.50 0
Public network station w/printer - "study"			0 60.00 0
Special use: 60" display for recommended titles			4 15.00 60.00
Other			0.00
<b>FUNCTIONAL AREA TOTAL S.F.</b>			<b>7,475</b>

*Quiet study room*

Seating: Seats @ lounge	Quiet study room	0	40.00	0
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11234

Seats @ 4-place table (# tables = seats / 4)	0	25.00	0
Seats @ 2-place table (# tables = seats / 2)	4	25.00	100
Seats @ individual table	8	30.00	240
Seats @ individual carrel	10	35.00	350
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....			<b>690</b>

**Computer lab**

Special use: Public network station w/printer - "stand"	Computer lab	0	30.00	0
Public network station w/printer - "sit"		10	42.50	425
Public network station w/printer - "study"		0	60.00	0
Station for instructor		1	80.00	80
Other				0.00
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>505</b>

**Small group study rooms**

Special use: Room to seat 4 (4 seats @ 25 s.f.)		2	100.00	200.00
Room to seat 6 (6 seats @ 25 s.f.)		2	150.00	300.00
Other				0.00
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>500</b>

**LAN server closets**

Special use: Equipment rack		1	75.00	75
Other?				0
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>75</b>

**Reference workroom**

Staffing: Staff work stations	(PC retn, files, side chair) (automation / PC / LAN)	2	100.00	200.00
Special use: Printer		1	20.00	20.00
Supplies cabinets		2	15.00	30.00
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>250</b>

**Public restrooms**

Nonassign: Men's		1	200.00	200
Women's		1	200.00	200
<b>FUNCTIONAL AREA TOTAL S.F.</b> .....				<b>400</b>

**MECHANICAL**

Allowance for mechanical rooms				450
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OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN  
SECRETARY OF STATE

April 7, 1998

Dear Librarian:

As Secretary of State and State Librarian, it is my pleasure to make available to you the enclosed application for FY99 Illinois Public Library Per Capita and Equalization Aid Grants. These grants offer Illinois public libraries supplemental library funding to enhance and expand library service for all users.

Because of the Live & Learn initiative, Illinois public libraries have enjoyed full funding of \$1.25 per capita for the past four years through this grant program. Earlier this fiscal year, I awarded 618 public libraries a total of \$13,354,326.00 in Per Capita and Equalization Aid grants. Public libraries used these grants to strengthen basic service as well as provide access to cutting-edge technology and information resources.

Public Act 90-169, effective in July of 1997, provides relief for public libraries that find themselves operating within the Property Tax Extension Limitation Law. As a result of this legislation, libraries whose levy rates have fallen below .13% can still qualify for these grants. In the previous year, they must have qualified for a per capita grant, and the current year must produce an increase in library tax revenue of 5% or the percentage increase in the Consumer Price Index, whichever is less.

I hope all Illinois public libraries will take advantage of these grants.

Sincerely,

GEORGE H. RYAN  
Secretary of State  
and State Librarian

Enclosure



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN  
SECRETARY OF STATE

ILLINOIS STATE LIBRARY  
300 South Second Street.  
Springfield, Illinois 62701-1796

MEMORANDUM

TO: Directors and Board Presidents, Illinois Public Libraries  
FROM: Bridget L. Lamont, Director *BL*  
Illinois State Library  
DATE: April 7, 1998  
RE: Grants Available to Public Libraries - FY99 Illinois Public Library Per Capita and Equalization Aid Grants Program

Under the provisions of the ILLINOIS COMPILED STATUTES (ILCS), 75 ILCS 10/8 AND 10/8.1, your library may apply for the Public Library Per Capita Grant and Equalization Aid Grant using the enclosed application.

Two copies of the completed application, one of which must include all of the original documentation, must be postmarked on or before JULY 15, 1998, and sent to the Illinois State Library. The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Since proof of receipt is the responsibility of the applicant, you may consider sending the application via certified mail/delivery.

Please contact your library system, or the Illinois State Library, if assistance is needed in determining your eligibility, completing this application, or if you have questions or concerns about the grant program. While systems continue to work closely with member public libraries in completing the Illinois Public Library Per Capita and Equalization Aid Grant application, the responsibility for sending the application ultimately rests with your library.

If your application is accepted and funded, it is important to remember that in receiving grant funds, all grant monies must be encumbered no later than June 30, 1999 and spent no later than August 31, 1999. Requests for amendments to grant expenditures must be submitted in writing to the Illinois State Library prior to May 1, 1999.

If you have any questions regarding the Illinois Public Library Per Capita and Equalization Aid Grant application or per capita grants in general, please contact Margaret Collins, Public Library Per Capita Grant Program Administrator at 217-782-1881 or 800-665-5576 extension 1.

Enclosure: Application form which includes a form to be filled out by the applicable County Clerk(s) office

cc: Directors, Illinois Library Systems

BLL:ldgj



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FY99

GEORGE H. RYAN  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: June 16, 1998

Mr.  Mrs.  Ms. *John Burke* John Burke  
SIGNATURE: President, Board of Directors/Trustees Name (typed)

Mr.  Mrs.  Ms. *Carol Kidd* Carol Kidd  
SIGNATURE: Secretary, Board of Directors/Trustees Name (typed)

Mr.  Mrs.  Ms. *Sandra K. Norlin* Sandra K. Norlin  
SIGNATURE: Librarian Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for your library's files, send one (1) copy to your regional library system, and submit two (2) copies (one with original documentation) postmarked no later than July 15, 1998 to:

State Grants for Illinois Public Libraries  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant.

CITY: Des Plaines  
Library: Des Plaines Public Library

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

1. Legal name of library: Des Plaines Public Library
\* Note any name changes made between June 30, 1997 and July 15, 1998 due to mergers, conversion or other reasons should be reported on line 1.

Formerly:

2. Address: 841 Graceland Avenue
Street Address Box #
60016-6472 Cook
Zip + Four County

3. Name of corporate authority that levies the tax supporting the library: City of Des Plaines

4. Type of library applying (check one):
[X] City [ ] County [ ] District [ ] Park
[ ] Town [ ] Village [ ] Township [ ] Other

5. What county or counties does the library's primary service area include: Cook

6. Date library was legally established: 1907

7. Library system: North Suburban Library System

8. Federal Tax Identification Number (FEIN#): 9992-0573-01

9. Number(s) for Illinois Legislative (Senate) District(s): 26/27/28

10. Number(s) for Illinois Representative District(s): 52/54/55/56

11. Number(s) for U.S. Congressional District(s): 6/10/11

12. The library's non-resident fee as calculated using the Illinois State Library formula would be: \$ 123.86 for FY98

13. The library's actual non-resident fee for FY98 is: \$ 125.00

NOTE: If #13 is less than #12, please check the appropriate explanation:

[ ] system average [ ] tax bill method [ ] Other (explain)

14. Name and title of the person preparing this application:
[ ] Mr. [X] Mrs. [ ] Ms. Sandra K. Norlin Library Administrator
Name Title

Library Phone Number: 847-827-5551 Library FAX Number: 847-827-7974

Main Library Hours: Mon 9AM-9PM Tue 9AM-9PM Wed 9AM-9PM
Thu 9AM-9PM Fri 9AM-9PM Sat 9AM-5PM Sun 1PM-5PM

City: Des Plaines
Library: Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

15. Calculation of Equalization Aid Grant:

(NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if you are not applying for an equalization aid grant.)

- a) Value of all taxable property within the library's service area as of January 1, 1997, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see page 12)..... \$ 1,320,461,779.00 a)
- b) Said valuation multiplied by 0.0013 yields..... \$ 1,716,600.31 b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ 32.13 c)
- d) Population served multiplied by \$4.25 equals..... \$ \_\_\_\_\_ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ \_\_\_\_\_ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ \_\_\_\_\_ f)

16. Calculation of Per Capita Grant:

Population Served 53,414

ONLY THE OFFICIAL 1990 CENSUS (INCLUDING, CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF JULY 15, 1998 FOR THE AREA WILL BE ACCEPTED.

17. Attachments and Certifications Check Off:

NOTE: Omit 17. a) if the library received a per capita grant last year and the population served (#16.) has not changed since July 15, 1997.

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes as officially on file with the Secretary of State's Office as of July 15, 1998 (such as a special census or U.S. Census corrections). Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original copy from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1997, or the most recent year available.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on that basis, attach the most recent year available documentation. Please check if applicable.
- d) Please check the box if the library has filed a current annual report with the Illinois State Library.

PUBLIC LIBRARIES APPLYING FOR PER CAPITA FOR THE FIRST TIME MUST FILE:

- e) Drug free certification: If the library has not submitted a Drug Free Workplace Certificate to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.
- f) Disaster Plan: Please check if the library has attached its disaster plan to the FY99 per capita application.

City: Des Plaines

Library: Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

City: Des Plaines

18. Please certify that the library board has reviewed Chapter I, Core Standards of the Illinois Library Association's, *SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES* during July 1997 to June 1998.

YES     NO

Please place an X in the appropriate box under each Core Standard listed below to show that the library either met or made progress in meeting each standard in FY98 (July, 1997 - June 1998) and provide the date of review of each standard.

**CORE STANDARDS**

- Core 1.** The library provides uniformly gracious and friendly service to all users.  
 Made Progress       Met       Date of Review 06/98
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, incorporated towns or townships are governed by the provisions of 75 ILCS 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILCS 16, the *Public Library District Act of 1991*.  
 Made Progress       Met       Date of Review 06/98
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to, the *Illinois Accessibility Code*, the *Open Meetings Act*, the *Freedom of Information Act*, the *State Records Act*, the *Library Records Confidentiality Act* and the *Drug Free Workplace Act*.  
 Made Progress       Met       Date of Review 06/98
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to, the *Americans with Disabilities Act*, the *Fair Labor Standards Act*, and the *Bloodborne Pathogen Standard*.  
 Made Progress       Met       Date of Review 06/98
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.  
 Made Progress       Met       Date of Review 06/98
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and addresses conflict-of-interest issues. The board reviews its bylaws at least every three years.  
 Made Progress       Met       Date of Review 06/98
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILCS 5/4-7] or [75 ILCS 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS from an ALA accredited program.  
 Made Progress       Met       Date of Review 06/98
- Core 8.** The board of trustees meets on a monthly basis, no less than 10 times per year (libraries who contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large...  
 Made Progress       Met       Date of Review 06/98
- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated or appropriated for the library fund.  
 Made Progress       Met       Date of Review 06/98
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.  
 Made Progress       Met       Date of Review 06/98

Library: Des Plaines Public Library

## ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

- City: Des Plaines  
Library: Des Plaines Public Library
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenue.  
 Made Progress  Met  Date of Review 06/98
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially...  
 Made Progress  Met  Date of Review 06/98
- Core 13.** The library keeps adequate records of library operations.  
 Made Progress  Met  Date of Review 06/98
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include, but are not limited to, employment decisions, usage, finance, and collection development.  
 Made Progress  Met  Date of Review 06/98
- Core 15.** The board of trustees annually reviews the performance of the library administrator.  
 Made Progress  Met  Date of Review 06/98
- Core 16.** The library adopts and adheres to the principles in the American Library Association's Bill of Rights and other ALA intellectual freedom statements and interpretations.  
 Made Progress  Met  Date of Review 06/98
- Core 17.** The library board of trustees adopts and adheres to the principles set forth in the ALA Ethics Statement for Library Trustees.  
 Made Progress  Met  Date of Review 06/98
- Core 18.** The library adopts and adheres to the ALA Statement of Professional Ethics.  
 Made Progress  Met  Date of Review 06/98
- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.  
 Made Progress  Met  Date of Review 06/98
- Core 20.** The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.  
 Made Progress  Met  Date of Review 06/98
- Core 21.** The library provides access to ILLINET Online.  
 Made Progress  Met  Date of Review 06/98
- Core 22.** The library participates in the Standards for the Services of Illinois Multitype Systems by fulfilling the member library responsibilities.  
 Made Progress  Met  Date of Review 06/98
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.  
 Made Progress  Met  Date of Review 06/98

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

City: Des Plaines

- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 8 hours after 5:00 PM) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.  
 Made Progress  Met  Date of Review 06/98
- Core 25. The library spends a minimum of 12% of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building; equipment and furniture; and any other items that are included as fixed assets...  
 Made Progress  Met  Date of Review 06/98
- Core 26. The library provides or develops a formal agreement with another agency to provide reference service to the community.  
 Made Progress  Met  Date of Review 06/98
- Core 27. The library informs its community about the collections and services available in and through the library.  
 Made Progress  Met  Date of Review 06/98
- Core 28. At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.  
 Made Progress  Met  Date of Review 06/98
- Core 29. At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.  
 Made Progress  Met  Date of Review 06/98

Library: Des Plaines Public Library

19. Please use the space provided to explain the library's progress, since last year, in meeting the Core Standards.

Within the last year the Board of Trustees has

- Reviewed and revised their by-laws.
- Reviewed and approved a library-wide revision of job descriptions.
- Reviewed the performance of the library administrator.
- Reviewed, approved, and presented the annual budget to the City Council for appropriation and levy action.
- Conducted a computer-operated user survey to determine service and program preferences.
- Reviewed and adopted a revised Collection Development Policy and reviewed and approved the Collection Management Plan.
- Contracted with architecture firm to analyze library space needs and prepare a plan for renovating and expanding the library facilities.
- Worked with the City Staff and City Council to prepare plans for a new library facility to be constructed as part of a downtown redevelopment project.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

City: Des Plaines  
Library: Des Plaines Public Library

PLANNED USE OF FY99 GRANT MONIES:

20. In order to meet standards in *SERVING OUR PUBLIC*, we plan to use FY99 grant monies in the following way(s). Use general categories in identifying actual planned expenditures (see #28 and #30). *Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.*

Public Relations	\$11,800
Programs	\$10,000
Travel	\$ 5,000
Equipment	\$20,000
Contractual Services	
Staff Inservice Training	\$ 5,000
Technology Consultant	\$15,000

FACILITIES

21. The library certifies that it has completed and returned two copies of the ADA Self-Evaluation Form along with the FY99 Per Capita application.

YES       NO

In the space provided below, list the library's progress in meeting or making progress toward meeting Chapter VIII, "Facilities" of the Illinois public library standards, *SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES*. Include priorities, core standards/supplemental standards and unique factors and conditions impacting the library's progress in meeting this area of the standards.

	PRIORITY	CORE/ SUPPLEMENTAL STANDARD	UNIQUE FACTORS/CONDITIONS
1.	<u>Reviewed disaster recovery plan - directed revision.</u>	<u>3</u>	<u>Change in personnel temporarily delayed.</u>
2.	<u>Sought and received grant to make Reading Edge automated reader available.</u>	<u>3/20</u>	<u>Donation by Lions Club of Des Plaines.</u>
3.	<u>Undertook Facilities study to determine feasibility and cost of renovation/expansion.</u>	<u>28</u>	<u>Study completed. New plan in progress for new facility.</u>
4.	<u>_____</u>	<u>_____</u>	<u>_____</u>
	<u>_____</u>	<u>_____</u>	<u>_____</u>
	<u>_____</u>	<u>_____</u>	<u>_____</u>

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

NOTE: See Chapter IX, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES and STANDARDS FOR THE SERVICES OF ILLINOIS MULTITYPE SYSTEMS

22. Please indicate the library's membership status in the regional library system:

- Full Membership
- Developmental Membership

23. Full Members go to number 25.

24. Developmental Members, please complete the following:

- a) How long has the library been a developmental member? \_\_\_\_\_
- b) By what date will the library become a full member? \_\_\_\_\_
- c) What steps/obstacles will the library have to overcome to achieve full membership?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

d) How can the Illinois State Library or your regional library system assist your library in meeting full membership status?

City: Des Plaines

Library: Des Plaines Public Library



ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

City: Des Plaines  
Library: Des Plaines Public Library

25. As a Full Member of a regional library system, please indicate which Illinois library system services your library has used/provided during July 1, 1997 - June 30, 1998 and how often used.

CONTINUING EDUCATION

a) Attended workshops or training sessions offered by your regional library system.  Used  Not Used Number of times used 50+

DELIVERY  Used  Not Used Number of times used 300

CONSULTING  Used  Not Used Number of times used 5

GRANTSMANSHIP (for advice on grants and grant writing)  Used  Not Used Number of times used 5+

ADVICE AND ASSISTANCE IN WRITING TECHNOLOGY PLANS  Used  Not Used Number of times used 2

a) The library has a written Technology Plan  Yes  No

AUTOMATION

a) Took advantage of opportunities for information and orientation on automation.  Used  Not Used Number of times used 25

b) Participated in Local Library System Automation Program (for example, CD-ROM, dial, online or Internet access).  Used  Not Used Number of times used       

c) If appropriate, consulted with regional library system about joining its Local Library System Automation Program.  Used  Not Used Number of times used \*

INTERLIBRARY LOAN  Used  Not Used Number of times used       

RECIPROCAL BORROWING  Provided  Not Provided

If any of the above was marked not used or not provided, please provide an explanation.

\* Library currently part of an independent consortium.

AUTOMATION

26. Are the library's catalog records part of an electronic catalog?  Yes  No

a) If yes, are the library catalog records:

- part of a regional library catalog
- part of another shared system
- a stand alone, in-house system

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

City: Des Plaines

USE OF LAST YEAR'S (FY98) PER CAPITA GRANT:

27. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES.

Per Capita Grant Monies were used to provide ongoing and upgraded computer reference services, and facilitate staff development and training.

EXPENDITURE OF LAST YEAR'S (FY98) PER CAPITA GRANT:

28. Total FY98 Per Capita Grant received: \$66,767.50

NOTE: List expenditures/obligations by general category and provide the obligation dates. Funds must be obligated by June 30, 1998.

CATEGORY	AMOUNT	DATE OF OBLIGATION (July 1, 1997 - June 30, 1998)
Children's Materials	\$ _____	_____
Adult Materials	\$ <u>46,578</u>	_____
Programs	\$ <u>593</u>	_____
Personnel	\$ _____	_____
Continuing Education	\$ _____	_____
Supplies	\$ _____	_____
Equipment	\$ <u>12,643</u>	_____
Travel	\$ _____	_____
Public Relations	\$ _____	_____
Contractual Services (please specify)		
<u>Computer Wiring</u>	\$ <u>6,954</u>	_____
Other (please specify)	\$ _____	_____
TOTAL	\$ <u>66,768</u>	

(Total must be equal to or more than FY98 Per Capita Grant)

Library: Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY98) EQUALIZATION AID GRANT:

29. If a Equalization Aid Grant was received last year, describe how the Equalization Aid Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES.

EXPENDITURE OF LAST YEAR'S (FY98) EQUALIZATION AID GRANT:

30. Total FY98 Equalization Grant received: \_\_\_\_\_

NOTE: List expenditures/obligations by general category and provide the obligation dates. Funds must be obligated by June 30, 1998.

CATEGORY	AMOUNT	DATE OF OBLIGATION (July 1, 1997 - June 30, 1998)
Children's Materials	\$ _____	_____
Adult Materials	\$ _____	_____
Programs	\$ _____	_____
Personnel	\$ _____	_____
Continuing Education	\$ _____	_____
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel	\$ _____	_____
Public Relations	\$ _____	_____
Contractual Services (please specify)	\$ _____	_____
Other (please specify)	\$ _____	_____
<b>TOTAL</b>	\$ _____	_____

(Total must be equal to or more than FY98 Equalization Aid Grant)

City: Des Plaines

Library: Des Plaines Public Library

GEORGE H. RYAN  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, \_\_\_\_\_ Clerk of the County of \_\_\_\_\_  
in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value  
of all property as equalized by the Department of Revenue, Property Tax Administration Bureau for the most recent  
year available in \_\_\_\_\_ is:

*(Library Corporate entity)*

Real Estate	\$	_____
Pollution Control	\$	_____
Railroad Property	\$	_____
All Other	\$	_____
<b>TOTAL</b>	<b>\$</b>	<b>_____</b>

All of which appears from the records and files in my office.

The \_\_\_\_\_ library tax rate is \_\_\_\_\_  
*(Name of library)*

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF \_\_\_\_\_ IN  
THE CITY OF \_\_\_\_\_,  
IN SAID COUNTY.

*(County Seal)*

\_\_\_\_\_  
*(County Clerk Signature)*

\_\_\_\_\_  
*(Date)*

City: Des Plaines

Library: Des Plaines Public Library

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GEORGE H. RYAN  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, David Orr Clerk of the County of Cook  
in the State of Illinois, and keeper of the records and files of said county, do hereby certify that  
the assessed value of all property as equalized by the Department of Revenue,  
Property Tax Administration Bureau for the most recent year available in  
City of Des Plaines - Library Fund is:

*(Library Corporate entity)*

Real Estate	\$ <u>1,320,461,779</u>
Pollution Control	\$ <u>819</u>
Railroad Property	\$ <u>824,264</u>
All Other	\$ _____
TOTAL	\$ <u>1,321,286,862</u>

All of which appears from the records and files in my office.

The 0371-5 City of Des Plaines - Library Fund library tax rate is .187

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF COOK IN  
THE CITY OF CHICAGO  
IN SAID COUNTY

(County Seal)

David W. Orr

(County Clerk Signature)

4/29/98

(Date)



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62758

ILLINOIS STATE LIBRARY  
300 South Second Street  
Springfield, Illinois 62701-1706

GEORGE H RYAN  
SECRETARY OF STATE

MEMORANDUM

TO: Directors, Illinois Public Libraries

FROM: Bridget L. Lamont, Director  
Illinois State Library

DATE: February 20, 1998

RE: FY98 Illinois Public Library Per Capita and Equalization Aid Grants Requirements

This memorandum serves as a reminder of the FY98 Illinois Public Library Per Capita and Equalization Aid Grants Requirements and transmits the ADA Self-Evaluation form.

The ADA Self-Evaluation form is an updated version of the form used five years ago. It should be completed and returned with your FY98 per capita application which will be mailed to you in April.

We are working with the Illinois library systems and the library community in developing future per capita requirements. If you have questions regarding these requirements or the Public Library Per Capita Grant Program, please call your regional library system or Margaret Collins at 217-782-1881 or 1-800-665-5576 extension 1.

FY98 REQUIREMENTS:

1. The public library or public library district must submit an annual report to the Illinois State Library as required by law.
2. The library will review and report on its progress towards meeting the Illinois public library standards, *Serving Our Public: Standards for Illinois Public Libraries*.
3. The library will discuss in a one-page narrative its progress in meeting or making progress toward meeting the Illinois public library standards, *Serving Our Public: Standards for Illinois Public Libraries*, dealing with "Facilities" and "Systems and ILLINET Membership Responsibilities". Included in the narrative will be an analysis of the library's performance in making progress toward or meeting these standards, unique factors/conditions affecting the library's progress, and a report on priority measures the library has established to make progress or meet these standards.
4. The library will be required to complete and submit an Americans with Disabilities Act (ADA) survey, as developed and distributed by the Illinois State Library.

Enclosure  
cc: System Directors  
BLL:ldg

Post-It® Fax Note	7871	Date	Feb 10
To	Maria	From	Bridget
Co./Dept		On	
Phone #		Phone #	
Fax #		Fax #	217-782-1877

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**ILLINOIS STATE LIBRARY  
AMERICANS WITH DISABILITIES ACT  
1999 SELF-EVALUATION FORM**

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Name of Library: Des Plaines Public Library

Phone Number: 847-827-5551 TTY Number: 847-827-0515

**DIRECTIONS:** Title II of the Americans with Disabilities Act (ADA) requires a self-evaluation for all public library facilities, including main buildings and branches. A "No" answer to any of the questions does not necessarily mean noncompliance, since alternative methods may be pursued to provide accessibility to a library's programs and services. Place the original of the self-evaluation on public inspection. Type or print all responses on the self-evaluation.

When was the last self-evaluation of the library completed?

Date: 1993

Name/phone number of contact person regarding this survey:

Gary Valente

Name

847-827-5551

Phone Number

Librarian's Name: (print) Sandra K. Norlin, Library Administrator

Signature: 

Board President Name: (print) John Burke

Signature: 

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**PART 1: INTERESTED PERSONS CONSULTED**

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Attach a list with the names of person(s) with disabilities, and group(s) that work with people with disabilities who were consulted in the self-evaluation process.

## **PART 2: ACCESS INTO THE LIBRARY**

<b>PLEASE CHECK THE APPROPRIATE BOX</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are there the required number of accessible parking spaces? Please select correct range of spaces.			
1-20 spaces = 1 accessible space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 spaces = 2 accessible space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-75 spaces = 3 accessible space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76-100 spaces = 4 accessible space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101-150 spaces = 5 accessible space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accessible spaces at least 16 foot wide with an 8 foot access aisle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the accessible parking sign mounted no more than 5 foot above grade?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the reserved parking sign have the International Symbol of Accessibility indicating a \$100 fine for violations? \$200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the curbs at walkways have curb ramps, including at drives, parking and drop-offs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the walkway into the facility have a clear width of at least 36 inches and is it in good repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do ramps have a clear width of at least 36 inches, and a slope not exceeding a 1 foot rise in a 12 foot span?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the main entrance is not accessible, is a sign posted indicating the location of the accessible entrance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## ACCESS INTO THE LIBRARY

PLEASE CHECK THE APPROPRIATE BOX	YES	NO	N/A
Do accessible entrances bear the International Symbol of Accessibility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the entrance doors have at least a 32 inch clear opening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do doors open easily with one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Since the last self-evaluation, what changes has the library made in Access Into The Library? Attach additional sheets if needed.

Handicap accessible bathrooms added, lower level.  
 Automatic doors at entrance to library.  
 All door handles have been replaced with accessible handles.  
 Platform lift installed for access between lower level and mid-lower level.  
 TTY installed and in use.  
 Automated reading machine installed, in use.  
 Public access computers at handicapped accessible heights.  
 Signage installed.

What changes does the library plan to address during the next three years in Access Into The Library? Attach additional sheets if needed.

The library will be constructing a new 80,000-sq. ft. facility by March, 2000.

### **PART 3: ACCESS TO PROGRAMS AND SERVICES**

<b>PLEASE CHECK THE APPROPRIATE BOX</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Do book security gates have a minimum clear opening of 32 inches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does a minimum of one element each of fixed seating, provide knee space at least 27 inches high, 30 inches wide and 19 inches deep; and table tops and work surfaces 28 to 34 inches from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where service counters exceed 36 inches in height, is an auxiliary counter provided with a height 28 to 34 inches from the floor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are card catalogs, magazine displays and reference materials no more than 48 inches high for frontal approach or 54 inches for parallel approach?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all aisles at least 36 inches wide?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are floor and carpeted surfaces stable, firm and non-slip?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is permanent signage in raised lettering and Braille?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one level, does an elevator or ramp connect the levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the controls outside and inside the elevator have raised and Braille lettering and mounted 35 to 54 inches above the floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do stairs and ramps have continuous rails on both sides that are mounted at 30 to 34 inches above the surface?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does at least one drinking fountain have a spout no higher than 36 inches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ACCESS TO PROGRAMS AND SERVICES

PLEASE CHECK THE APPROPRIATE BOX

	YES	NO	N/A
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Is the highest operable part of a wall-mounted telephone no more than 48 inches from the floor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are telephones available that have push buttons and volume controls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	-------------------------------------	--------------------------	--------------------------

Do doorways in public spaces have at least a 32 inch clear opening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do doors open easily with one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are meeting rooms accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do emergency alarms have both flashing and audible signals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is there an evacuation plan for persons with disabilities in the event of an emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the library listed on, or qualified for the National Register of Historic Places? (This includes Carnegie buildings and buildings with distinctive architectural features.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Since the last self-evaluation, what changes has the library made in Access to Programs and Services? Attach additional sheets if needed.

Platform lift between lower and mid-lower levels provides access to meeting room and bathrooms.  
 TTY installed in use.  
 Computers at wheelchair height.  
 Shelving lowered in periodicals browsing area.

What changes does the library plan to address during the next three years in Access to Programs and Services? Attach additional sheets if needed.

A new facility will be constructed; move-in date: March, 2000.

## RESTROOMS

PLEASE CHECK THE APPROPRIATE BOX

	YES	NO	N/A
Is there at least one accessible restroom for each sex?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there raised letter and Braille signs identifying restrooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do doorways into the restroom have at least a 32 inch clear opening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least 18 inch clear wall space next to the door pull handle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least a five foot circle or other open space for turning a wheelchair completely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the stall door have at least a 32 inch clear opening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the toilet seat 17 to 19 inches from the floor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the space in front of one sink 30 inches wide by 48 inches deep, and is the rim of the sink no higher than 34 inches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pipes under the sink insulated to prevent burns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can faucets be operated with one hand comfortably?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Since the last self-evaluation, what changes has the library made to its restrooms? Attach additional sheets if needed.

New, handicap accessible restrooms have been constructed.

What changes regarding its restrooms does the library plan to address during the next three years? Attach additional sheets if needed.

New facility, March, 2000.

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## PART 4: EMPLOYMENT & COMMUNICATIONS

PLEASE CHECK THE APPROPRIATE BOX

YES NO N/A

Has the library made reasonable accommodations for employees with disabilities? If so, please give a brief description below

No requests thus far.

Does the library periodically review and revise job descriptions to ensure that they are non-discriminatory and describe essential work functions?

Are employees and trustees familiar with the policies and practices for the full participation of individuals with disabilities?

Is a disability awareness and training provided for library staff?

If the library does not own a TTY, does it have a TTY pay phone? We own a TTY.

Has the library used the Telephone Relay System?

Are auxiliary aids or formats provided for individuals with speech, vision and hearing impairments, such as qualified interpreters, taped text, large print, descriptive or closed-caption video?

Have these aids or formats been requested by patrons?

Does the library inform groups using its facilities that they must comply with ADA, and are responsible for providing qualified interpreters or auxiliary aids upon request?

If the library has more than 50 employees, or is part of a public entity with 50 employees, and structural changes are needed to comply with ADA, has a transition plan been completed?

***If yes, a copy of the transition plan must be submitted with this survey.***

## EMPLOYMENT & COMMUNICATIONS

How much advance notice is requested to ensure that qualified interpreters or auxiliary aids are available for meetings, programs and activities sponsored by the library?

hours \_\_\_\_\_

days 7

Since the last self-evaluation, what changes has the library made in the area of Employment and Communications? Attach additional sheets if needed.

TTY installed and used.

Automated reader installed and used.

What changes does the library plan to address during the next three years in the area of Employment and Communications? Attach additional sheets if needed.

All job descriptions have been reviewed and revised within the last year.  
Emergency evacuation plan and procedures have been established and practiced.

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### **PART 5: DESCRIPTION OF MODIFICATIONS MADE**

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ADA compliance may be achieved through alternative methods, including assignment of staff to assist the persons with disabilities, home visits, delivery of services and programs at alternate accessible sites, and any other method that results in making materials, services and programs accessible. Please attach a list of alternative methods the library is utilizing to comply with ADA.

The library provides home delivery service.

TTY used at switchboard.

Large print materials are increasing in availability and use.

Books on Tape are provided.

6421

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## PART 6: BUDGETARY ISSUES

---

PLEASE CHECK THE APPROPRIATE BOX

	YES	NO	N/A
--	-----	----	-----

Has the library received an Illinois State Library grant for accessibility?

*If yes, what was the amount?*

Has the library received funds from any other source for accessibility?

*If yes, where from and how much?*

Lions Club \$5,000.00 for Reading Edge automated reader.

How much has the library spent on ADA compliance from its own budget?

Library is paying a portion of the city budget for ADA compliance. The total cost for library projects was \$300,000.00.

	YES	NO
--	-----	----

Has the library been challenged on the issue of ADA compliance?

*If yes, please list the date of the challenge, describe the issue(s) and the resolution. Attach additional sheets if needed.*

06-05-92 - Request for ramp or other means of improving accessibility between the two lower levels of the library. A platform lift was installed in 1994.

05-07-92 - Request for long-handled door knobs for people with arthritis, muscular dystrophy, or prosthesis. Door handles replaced in 1995.

## DES PLAINES PUBLIC LIBRARY BOARD

## VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: 6-16-98

1. Name CLIVE BRANBY. CCS/OS.  
Address 200 W. 22ND ST. SUITE. 209. LOMBARD  
Topic NEW LIBRARY.
2. Name ANTHONY OLIVER. CCS/OS.  
Address 200 W. 22ND. ST. SUITE 209. LOMBARD.  
Topic NEW LIBRARY.
3. Name *Kimball Henderson*  
Address *Daily Herald reporter*  
Topic
4. Name { PLAINES TOWN CENTER, L.L.C.  
DAVID DRESDNER  
Address { 350. W. HUBBARD  
SUITE 301  
Topic { CHICAGO, IL 60610  
NEW LIBRARY

If we cannot answer your question at this meeting, we will reply as soon as possible.  
Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93  
Reviewed and Approved 3/20/95



## DES PLAINES PUBLIC LIBRARY BOARD

## VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

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

1. Name *William Byrrows*  
Address *1739 Sherwood Rd, Des Plaines*  
Topic
  
2. Name  
Address  
Topic
  
3. Name  
Address  
Topic
  
4. Name  
Address  
Topic

If we cannot answer your question at this meeting, we will reply as soon as possible.  
Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93  
Reviewed and Approved 3/20/95