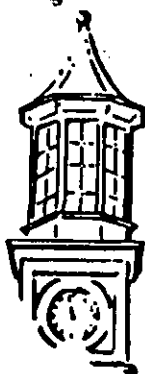


BOARD MINUTES
JULY 1998 - DECEMBER 1998

0001



**DES PLAINES
PUBLIC LIBRARY**

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JULY 21, 1998

*** 7:30 PM**

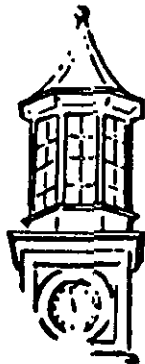
*** Pre-Meeting Planning Session 6:30 PM**

Agenda:

- Election of Officers for 1998 - 1999
- Establishment of Library Calendar for 1998 - 1999
- Library Schematic Design
- Determination of Non-Resident Fee for 1998 - 1999

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.

July 98



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

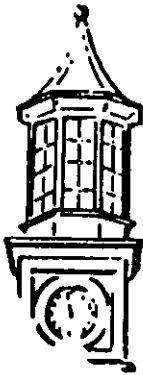
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

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

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, June 16, 1998. (Action Item)
- IV. Building and Grounds Committee – Betty Ritter.
 - A. Report of July 8, 1998 Meeting.
 - B. Library Schematic Design Approval. (Action Item)
- V. Public Comments and Questions. (8:30 PM)
- VI. City Council Community Services Committee – Alderman Brookman.
- VII. Finance Report – (Action Item)
 - 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 Committee – Ellen Yearwood.

- IX. Planning Committee - John Burke.
- X. Nominating Committee - Sarah McConnell.
 - A. Election of Officers.
 - B. Oath of Office
- XI. System Membership - John Ciborowski.
- XII. Friends of the Library - Inara Brubaker.
- XIII. Executive Session. (9:00 PM)
 - A. Sale or Purchase of Real Property.
 - B. Semi-Annual Review of Minutes of Executive Sessions.
- XIV. Administrator's Report - Sandra Norlin.
- XV. Unfinished Business.
- XVI. New Business.
 - A. Committee Appointments.
 - B. Bank Signature Cards.
 - C. Approval of Board Meeting Dates. (Action Item)
 - D. Approval of Library Closings. (Action Item)
 - E. Determination of Non-Resident Fee July 1, 1998 - June 30, 1999.
(Action Item)
- XVII. Announcements.
 - A. Correspondence.
- XVIII. Adjournment. (11:00 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 16, 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, June 16, 1998. President John Burke called the meeting to order at 7:30 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, Clive Bransby, Anthony Oliver, Kimbriell Granderson, David Dresdner, Dirk Lohan, Michael Barnes, William Burrows, Wayne Serbin.

MOTION by Inara Brubaker, seconded by Susan Burrows, to accept the agenda as amended by adding under III. Building and Grounds. B. Committee Report. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Dirk Lohan and Michael Barnes of Lohan and Associates were introduced by Betty Ritter for a presentation of preliminary designs for the new library. Dirk Lohan answered questions from Board members about the exterior of the new building, while Michael Barnes had questions directed to him regarding the interior. Concerns from board members included the lack of a basement in the new building, the need for an entrance directly from the parking garage to the library, and no present plans for a room dedicated to the "Friends" for a possible gift and/or snack shop. Lohan and Associates assured the board that planning is still in the preliminary stage and suggestions and comments are welcome.

COMMITTEE REPORT - Betty Ritter

Betty reported that all asbestos has been removed and/or encapsulated from the library interior. Northwest Town completed the roof condenser changes as agreed. Quality Janitorial, the new housekeeping service, has been performing well. Partial sidewalk replacement in front of the library and along the service drive is scheduled.

BOARD MINUTES.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of May 19, 1998 as written. Vote: Ayes: All. Nays: None.
MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman absent.

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	\$	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 Sarah McConnell, seconded by Ellen Yearwood, to approve, 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: Brubaker, Burk, Burke, Burrows, McConnell, Ritter Yearwood. Nays: None. MOTION CARRIED.

MOTION by Sarah McConnell, seconded by Betty Ritter, 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: Brubaker, Burk, Burke, Burrows, McConnell, Ritter, Yearwood. Nays: None. MOTION CARRIED.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE — John Burke.

No report.

NOMINATING COMMITTEE — Sarah McConnell, Chairman.

Sarah McConnell reported that the Committee nominates Eldon Burk as President, Inara Brubaker as Vice-President and Carol Kidd as Secretary for a twelve-month term, beginning with the July board meeting.

SYSTEM MEMBERSHIP — John Ciborowski

John Ciborowski absent. No report.

FRIENDS OF THE LIBRARY — Inara Brubaker

Inara reported that the next Friends meeting is scheduled for Tuesday, June 23, 1998 at 7:00 PM. All board members are encouraged to attend. The book sale will be held in September, with dates to be announced. John Burke requested participation in the Fourth of July parade and ground breaking ceremony by all Friends that are able to attend.

ADMINISTRATOR'S REPORT - Sandra Norlin

Rena Oster has been hired as a Page I. Resignations from Kinjal Patel, Page I, Courtney Giuliani, Page I, and Ching-Ching Liang, PT Librarian I. Margaret Brod retired on June 5 and Loretta Carter has resigned to accept a full-time position at the Niles library.

We will be working with the Maine West Special Education Department's summer vocational opportunities program. Three students will work 9 AM to 1 PM Monday through Friday. Jean Brusca is supervising the students; a job coach is also on site for supervision and training.

The selection process is complete for the two Librarian I vacancies left by Margaret Brod's and Joan Huff's retirements. Kimberlyn Jenkins will begin June 29 and Roberta Johnson will begin July 1.

We are in the process of setting up interviews for the candidates for Head of Children's Services. Those interviews will take place in July.

Nicholas Pluta, a Maine West High School student will be working with John Haliotis this summer to update our web side and to create links for improved Internet use for the public and staff.

On May 22 the first "ChatRoom" session with Karen Thornburg for the Learning Organization team took place.

"Managing Change" was the second "Library of the Future" session with the Ela staff team. Maureen Sullivan led the discussion.

Department Heads continue to work on their procedure manuals.

The statistical report reflects the aftermath of the unplanned downtime from April 28 through May 14. Information on transactions (checkouts and checkins) was retrieved, but the off-line system accounts for items that have been checked out more than once during the off-line processing by means of "supercede" designations. We think that the overall picture is accurate (year to date increase of 4.45%) but suspect that the April - May statistics may be skewed by the off-line supercede reports.

Registration activities continue to increase at a high rate (22.6% YTD), while the attendance count remains steady. Unfortunately, the anomalies of reporting activities will be effective for several years as we compare growth over time.

We began a major weeding project in adult fiction in anticipation of our move in 2000. Take time to notice the variety of meetings and programs offered in May and note also the attendance. During the first five months of 1998, over 7,719 people have attended programs and meetings at the library.

Sandra attended one Library Cable Network Exec Board meeting on May 21, two Learning Organization staff development meetings on May 22 and June 11, the monthly Chamber Advisory Committee breakfast on May 26, four building project meetings on May 20, May 27, June 3, and June 10, and the Evanston Public Library building tour on May 29. Also attended by Sandra was a program on the Virtual Library at NSLS on June 9.

Sandra will be out of town to attend the ALA annual conference in Washington, DC from June 26 through July 1.

The selection process is complete for the two Librarian I vacancies left by Margaret Brod's and Joan Huff's retirements. Kimberlyn Jenkins will begin June 29 and Roberta Johnson will begin July 1.

We are in the process of setting up interviews for the candidates for Head of Children's Services. Those interviews will take place in July.

Nicholas Pluta, a Maine West High School student will be working with John Haliotis this summer to update our web side and to create links for improved Internet use for the public and staff.

On May 22 the first "ChatRoom" session with Karen Thornburg for the Learning Organization team will take place.

"Managing Change" was the second "Library of the Future" session with the Ela staff team. Maureen Sullivan led the discussion.

Department Heads continue to work on their procedure manuals.

The statistical report reflects the aftermath of the unplanned downtime from April 28 through May 14. Information on transactions (checkouts and checkins) was retrieved, but the off-line system accounts for items that have been checked out more than once during the off-line processing by means of "supercede" designations. We think that the overall picture is accurate (year to date increase of 4.45%) but suspect that the April - May statistics may be skewed by the off-line supercede reports.

Registration activities continue to increase at a high rate (22.6% YTD), while the attendance count remains steady. Unfortunately, the anomalies of reporting activities will be effective for several years as we compare growth over time.

We began a major weeding project in adult fiction in anticipation of our move in 2000. Take time to notice the variety of meetings and programs offered in May and note also the attendance. During the first five months of 1998, over 7,719 people have attended programs and meetings at the library.

Sandra attended one Library Cable Network Exec Board meeting on May 21, two Learning Organization staff development meetings on May 22 and June 11, the monthly Chamber Advisory Committee breakfast on May 26, four building project meetings on May 20, May 27, June 3, and June 10, and the Evanston Public Library building tour on May 29. Also attended by Sandra was a program on the Virtual Library at NSLS on June 9.

Sandra will be out of town to attend the ALA annual conference in Washington, DC from June 26 through July 1.

The library staff will be marching in the Fourth of July parade.

UNFINISHED BUSINESS

John Burke encouraged both the board members and the library staff to become active library advocates. Information about Library Advocacy was included in the June board packet, thanks to Leslie Steiner. The board requested that bookmarks be distributed at the Fourth of July parade promoting the new library.

NEW BUSINESS

MOTION by Ellen Yearwood, seconded by Eldon Burk, to approve the FY99 Illinois State Library Per Capita Grant. Vote: Ayes. All. Nays. None. MOTION CARRIED.

Inara Brubaker agreed to attend the July 6 City Council meeting, Eldon Burk the July 20 meeting, John Burke the August 3 meeting, and Sarah McConnell the August 17 meeting.

Sandra invited all Trustees to walk in the Fourth of July parade.

ANNOUNCEMENTS

John Burke reported that former board member John Scarsi received an award from the City of Des Plaines for his service to the library and will be honored at the August board meeting by both the library staff and the board.

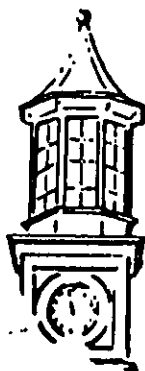
MOTION by Betty Ritter, seconded by Ellen Yearwood, to enter into an executive session to discuss purchase or lease of real property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:55 PM and was called to order by President John Burke.

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

The meeting adjourned at 10:58 PM.

Minutes prepared by Carol Kidd.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY Building And Grounds Committee Meeting Minutes July 8, 1998

Chair: Betty Ritter

Attendance: Betty Ritter, Inara Brubaker, Sarah McConnell, John Burke, Susan Burrows, Sandra Norlin, Carol Kidd, Kathy Krus, Anders Dahlgren, Anthony Oliver, Clive Gransby, Michael Barnes, Floyd Anderson, Steve Carbery, David Dresdner, Larry Koch, Jack Klaus, Mark Welsh.

Call to Order: 9:12 AM

Presentation by Michael Barnes of Lohan and Associates of the schematic designs for the proposed new library. Barnes requested a vote at the July 21, 1998 board meeting on these designs. The board questioned the lack of delivery access at the rear of the building, requested a projection screen for the large meeting room, and noted that there was not adequate study areas on the fourth floor. The round window on the exterior of the building was discussed, and changes were requested. Security needs were discussed for meeting rooms other than on the first floor when the library is closed. The board was asked by Barnes to submit all questions and suggestions to Lohan and Associates in writing for their review.

John Burke left the meeting at this time.

Anthony Oliver of CCS Owner Services questioned the atrium proposed for the third floor, due to cost and lost space. Oliver also requested that two additional exterior designs be submitted to the board for review as agreed to in the scope of work.

Meetings will continue at Lohan and Associates at two-week intervals with the next meeting scheduled for July 15, 1998 at 1 PM.

MOTION BY Betty Ritter, 2ND by Susan Burrows to accept the schematic floor plans and recommend Board approval subject to further study of the suggestions made at the July 8,

DES PLAINES PUBLIC LIBRARY
Building And Grounds Committee Meeting Minutes
July 8, 1998

Chair: Betty Ritter

Attendance: Betty Ritter, Inara Brubaker, Sarah McConnell, John Burke, Susan Burrows, Sandra Norlin, Carol Kidd, Kathy Krus, Anders Dahlgren, Anthony Oliver, Clive Gransby, Michael Barnes, Floyd Anderson, Steve Carbery, David Dresdner, Larry Koch, Jack Klaus, Mark Welsh.

Call to Order: 9:12 AM

Presentation by Michael Barnes of Lohan and Associates of the schematic designs for the proposed new library. Barnes requested a vote at the July 21, 1998 board meeting on these designs. The board questioned the lack of delivery access at the rear of the building, requested a projection screen for the large meeting room, and noted that there was not adequate study areas on the fourth floor. The round window on the exterior of the building was discussed, and changes were requested. Security needs were discussed for meeting rooms other than on the first floor when the library is closed. Adequate computer terminals were requested to keep pace with current and future technology advances. The board was asked by Barnes to submit all questions and suggestions to Lohan and Associates in writing for their review.

John Burke left the meeting at this time.

Anthony Oliver of CCS Owner Services questioned the atrium proposed for the third floor, due to cost and lost space. Oliver also requested that two additional exterior designs be submitted to the board for review as agreed to in the scope of work.

Meetings will continue at Lohan and Associates at two-week intervals with the next meeting scheduled for July 15, 1998 at 1 PM.

1998 Building and Grounds Committee Meeting and written requests and the review of the alternate exterior designs to be submitted by Lohan and Associates. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 11:31 AM.

Minutes prepared by Carol Kidd

DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JUNE 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	\$ 64.36
3. Budget Expenditures for June	\$ 199,486.86
4. Expenditures Year to Date	\$1,367,026.88
5. Revenue for June	\$ 8,662.41
6. Revenue Year to Date	\$1,329,922.09

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

June 01, 1998	\$ 31,169.48
June 15, 1998	<u>34,930.06</u>
Total	\$ 66,099.54

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 June 04, 1998	\$ 55,086.35
June 18, 1998	<u>54,391.07</u>
Total	\$109,477.42

ROLL CALL VOTE AYES: _____ NAYS: _____

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

Gasoline and Diesel Fuel (June)	<u>\$243.22</u>
Total	\$243.22

ROLL CALL VOTE AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - June 1998

	June 1997	June 1998	1997 to Date	1998 to Date
Lost Materials	\$ 523.98	\$ 250.31	\$ 1,649.69	\$ 1,468.84
Fines	5,959.71	5,796.05	37,388.90	33,397.91
Damage	1.00	32.00	219.75	268.37
Fees	551.10	825.94	1,844.50	2,524.69
Copies	1,133.90	1,648.15	9,848.50	9,297.56
Miscellaneous	16.80	31.48	107.67	151.19
Totals	\$8,186.49	\$8,583.93	\$51,059.01	\$47,108.56

PETTY CASH EXPENDITURES - June 1998

960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	6.50
960070	Auto/Travel Expenses	10.95
960070	Auto/Travel Expenses	2.70
960070	Auto/Travel Expenses	10.08
970100	Supplies	6.35
970100	Supplies	2.54
970100	Supplies	6.97
970100	Supplies	5.94
970600	Books	7.00
	Total	\$64.36

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		133,466.49
102012	CASH IPTIP/FOA 7139200161	267,721.21	
102026	CASH FIRST BANK ACCRUALTM	.00	
102051	CASH PLAINSBANK ACCRUALTM	.00	
	TOTAL CASH	268,221.21	133,466.49
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	2,316.62	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	33,190.71	
	TOTAL INVESTMENTS	37,215.42	.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	2,975,019.63	133,466.49
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRYMT 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	1,367,026.88	
700120	REVENUE CONTROL		1,329,922.09
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	219,919.20	
	TOTAL SYSTEM CONTROL	4,527,530.08	4,421,750.09
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

07/14/98

ACCOUNTING PERIOD: 6/98

CITY OF DES PLAINES
BALANCE SHEET

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		4,527,530.08	4,632,732.72
TOTAL PUBLIC LIBRARY FUND		7,502,549.71	7,502,549.71
TOTAL REPORT		7,502,549.71	7,502,549.71

SELECTION CRITERIA: expldgr.key_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND
 DIVISION - 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	63,138.02	.00	433,325.93	641,240.05	.40
910200	TEMPORARY WAGES	427,984.00	33,420.00	.00	224,970.36	203,013.64	.53
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	3,322.91	.00	29,356.17	-29,356.17	.00
910600	SICK PAY	.00	1,727.57	.00	12,451.11	-12,451.11	.00
910700	HOLIDAY PAY	.00	3,848.92	.00	8,826.56	-8,826.56	.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	8,277.08	.00	55,451.87	59,493.13	.48
918021	EMPLOYER CONTR-I.N.R.F.	104,959.00	7,168.96	.00	49,520.18	55,438.82	.47
918040	LIFE INS PREMIUMS	5,647.00	310.80	.00	1,940.40	3,706.60	.34
918050	MEDICAL INS PREMIUMS	132,797.00	7,363.74	.00	45,812.84	86,984.16	.34
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	219.32	.00	1,446.55	1,853.45	.44
TOTAL	PERSONAL SERVICES	1,905,092.00	132,817.32	.00	866,258.92	1,038,833.08	.45
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	350.00	24,650.00	.01
920120	COMMUNICATION SERVICES	22,040.00	834.80	.00	11,413.68	10,626.32	.52
920130	DATA PROCESSING SERVICES	53,000.00	6,122.36	.00	19,599.55	35,400.45	.36
920202	CONFERENCES	5,000.00	205.00	.00	836.00	4,164.00	.17
920204	TRAINING	1,000.00	.00	.00	906.80	93.20	.91
920206	SEMINARS	1,000.00	170.00	.00	1,604.00	-604.00	1.60
920210	IN-SERVICE TRAINING	3,000.00	1,394.00	.00	1,430.50	1,569.50	.48
920220	MEMBERSHIP DUES	3,000.00	15.00	.00	1,103.25	1,896.75	.37
920230	PUBLICATION OF NOTICES	1,000.00	470.00	.00	779.28	220.72	.78
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	727.99	.00	4,367.94	5,232.06	.45
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	727.99	.00	4,367.94	5,232.06	.45
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	10,500.00	31,500.00	.25
930010	R & M EQUIPMENT	47,800.00	1,787.79	.00	18,669.21	29,130.79	.39
930020	R & M BLDGS & STRUCTURES	70,500.00	4,062.32	.00	25,037.28	45,462.72	.36
930030	R & M VEHICLES	1,500.00	12.34	.00	210.53	1,289.47	.14
930195	BOOK BINDING & REPAIR	7,200.00	576.75	.00	2,363.84	4,836.16	.33
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	1,931.80	-931.80	1.93
930320	CLEANING:CUSTODIAL SERV	29,600.00	.00	.00	11,675.00	17,925.00	.39
960070	AUTO/TRAVEL EXPENSES	3,000.00	597.23	.00	4,007.92	-1,007.92	1.34
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,351.00	.00	5,299.63	9,700.37	.35
960990	MISC CONTRACTUAL SUCS	66,000.00	4,909.18	.00	35,154.28	30,845.72	.53
TOTAL	CONTRACTUAL SERVICES	409,240.00	23,435.76	.00	157,240.49	251,999.51	.38
970100	SUPPLIES	40,000.00	4,076.44	.00	20,464.76	19,535.24	.51
970170	JANITORIAL	15,000.00	1,013.58	.00	3,067.96	9,932.04	.34
970200	COPYING/FAX SUPPLIES	3,000.00	47.02	.00	852.02	2,147.98	.28
970210	POSTAGE AND PARCEL	13,200.00	17.35	.00	5,947.10	7,252.90	.45
970270	PRINTING-REPROD-BINDING	10,300.00	734.19	.00	1,239.41	9,060.59	.12
970600	BOOKS	310,000.00	25,674.47	.00	149,884.30	160,115.70	.48

07/14/98

ACCOUNTING PERIOD: 6/98

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 2

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	489.49	.00	12,994.13	31,005.87	.30
970620	SUBSCRIPTIONS & BOOKS	60,000.00	850.00	.00	19,005.57	40,994.43	.32
970630	VISUAL MATERIALS	36,500.00	1,602.72	.00	14,379.50	22,120.50	.39
970640	AUTOMATED REFERENCE MAT'L	60,000.00	915.00	.00	50,678.27	9,321.73	.84
970810	NATURAL GAS	14,000.00	4,544.24	.00	9,058.22	4,941.78	.65
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	147.32	-147.32	.00
970850	GASOLINE	2,000.00	.00	.00	829.66	1,170.34	.41
TOTAL	COMMODITIES	608,500.00	39,964.50	.00	290,548.22	317,951.78	.48
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	.00	.00	1,557.07	8,442.93	.16
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.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	3,025,060.00	196,217.58	.00	1,334,831.70	1,690,228.30	.44

SELECTION CRITERIA: expldgr.key_orgn between "2110" and "2130"

FUND - 201 - PUBLIC LIBRARY FUND
 DEPARTMENT - 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	350.00	.00	350.00	9,650.00	.04
920120	COMMUNICATION SERVICES	9,000.00	600.00	.00	1,084.82	7,915.18	.12
960990	MISC CONTRACTUAL SVCS	12,000.00	1,086.25	.00	3,943.26	8,056.74	.33
TOTAL	CONTRACTUAL SERVICES	31,000.00	2,036.25	.00	5,378.08	25,621.92	.17
980400	EQUIPMENT.	35,768.00	1,233.03	.00	26,817.10	8,950.90	.75
TOTAL	CAPITAL EXPENDITURES	35,768.00	1,233.03	.00	26,817.10	8,950.90	.75
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	3,269.28	.00	32,195.18	34,572.82	.48
TOTAL	CIVIC & CULTURE	3,091,828.00	199,486.86	.00	1,367,026.88	1,724,801.12	.44
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	199,486.86	.00	1,367,026.88	1,724,801.12	.44
TOTAL REPORT		3,091,828.00	199,486.86	.00	1,367,026.88	1,724,801.12	.44

SELECTION CRITERIA: revledgr.fund="201"

FUND - 201 - PUBLIC LIBRARY FUND
 FUND - 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
850102	LIBRARY FINES	90,000.00	6,043.20	.00	38,857.90	51,142.10	.43
TOTAL	FINES	90,000.00	6,043.20	.00	38,857.90	51,142.10	.43
850201	COPYING FEE	25,000.00	1,450.55	.00	11,552.33	13,447.67	.46
850205	SPECIAL PROGRAMS & EVENTS	18,000.00	1,110.00	.00	4,097.00	13,903.00	.23
TOTAL	FEES AND SERVICES	43,000.00	2,560.55	.00	15,649.33	27,350.67	.36
TOTAL	FINES, FEES, AND SERVICES	133,000.00	8,603.75	.00	54,507.23	78,492.77	.41
890010	INTEREST INCOME	5,000.00	.00	.00	7,288.34	-2,288.34	1.46
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	58.66	.00	3,936.67	7,063.33	.36
TOTAL	OTHER REVENUE	16,000.00	58.66	.00	11,825.01	4,174.99	.74
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	8,662.41	.00	1,329,922.09	1,610,661.91	.45
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	8,662.41	.00	1,329,922.09	1,610,661.91	.45
TOTAL REPORT		2,940,584.00	8,662.41	.00	1,329,922.09	1,610,661.91	.45

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211"

FUND - 201 - PUBLIC LIBRARY FUND
 ALLOCATION - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C	PURCHAS	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
910100	SALARIES								
	1 /98	12/31/97	11			1,074,566.00			POSTED FROM BUDGET SYSTEM
	1 /98	01/02/98	22				26,756.04		PAYROLL CHARGES
	1 /98	01/15/98	22				29,050.16		PAYROLL CHARGES
	1 /98	01/29/98	22				34,162.50		PAYROLL CHARGES
	1 /98	02/11/98	19	JE0121			-20,067.03		PAYROLL ACCRUAL 97:NEW YR
	2 /98	02/12/98	22				36,527.11		PAYROLL CHARGES
	2 /98	02/26/98	22				36,605.38		PAYROLL CHARGES
	3 /98	03/12/98	22				39,668.67		PAYROLL CHARGES
	3 /98	03/26/98	22				37,880.74		PAYROLL CHARGES
	4 /98	04/09/98	22				37,996.27		PAYROLL CHARGES
	4 /98	04/22/98	22				36,463.69		PAYROLL CHARGES
	5 /98	05/07/98	22				35,894.78		PAYROLL CHARGES
	5 /98	05/21/98	22				37,227.62		PAYROLL CHARGES
	6 /98	06/04/98	22				31,592.43		PAYROLL CHARGES
	6 /98	06/18/98	22				33,565.59		PAYROLL CHARGES
TOTAL	SALARIES					1,074,566.00	433,325.95	.00	
910200	TEMPORARY WAGES								
	1 /98	12/31/97	11			427,984.00			POSTED FROM BUDGET SYSTEM
	1 /98	01/02/98	22				15,456.26		PAYROLL CHARGES
	1 /98	01/15/98	22				16,794.68		PAYROLL CHARGES
	1 /98	01/29/98	22				16,193.09		PAYROLL CHARGES
	2 /98	02/06/98	21	140100	05389-STIVERS TEMPORARY		785.63	.00	PERIOD END 1-10-98
	2 /98	02/06/98	21	140100	05389-STIVERS TEMPORARY		785.63	.00	PERIOD END 1-17-98
	2 /98	02/12/98	22				16,672.81		PAYROLL CHARGES
	3 /98	02/23/98	21	140464	05389-STIVERS TEMPORARY		785.63	.00	
	3 /98	02/23/98	21	140464	05389-STIVERS TEMPORARY		785.63	.00	
	3 /98	02/23/98	21	140464	05389-STIVERS TEMPORARY		1,178.44	.00	
	2 /98	02/26/98	22				16,177.24		PAYROLL CHARGES
	3 /98	03/05/98	21	140798	05389-STIVERS TEMPORARY		644.21	.00	
	3 /98	03/12/98	22				16,855.05		PAYROLL CHARGES
	4 /98	03/26/98	21	140926	08554-C. BERGER & COMPA		1,346.40	.00	
	4 /98	03/26/98	21	141193	05389-STIVERS TEMPORARY		-324.73	.00	
	4 /98	03/26/98	21	141193	05389-STIVERS TEMPORARY		707.06	.00	
	3 /98	03/26/98	22				16,223.07		PAYROLL CHARGES
	4 /98	04/06/98	21	141540	05389-STIVERS TEMPORARY		759.44	.00	
	4 /98	04/09/98	22				16,055.97		PAYROLL CHARGES
	4 /98	04/09/98	21	141332	08554-C. BERGER & COMPA		1,304.33	.00	
	4 /98	04/22/98	22				15,741.05		PAYROLL CHARGES
	5 /98	04/24/98	21	141650	08554-C. BERGER & COMPA		1,299.66	.00	
	5 /98	05/06/98	21	141964	08554-C. BERGER & COMPA		654.50	.00	
	5 /98	05/06/98	21	141964	08554-C. BERGER & COMPA		1,196.80	.00	
	5 /98	05/07/98	22				17,312.30		PAYROLL CHARGES
	5 /98	05/21/98	22				16,160.21		PAYROLL CHARGES
	6 /98	06/04/98	22				16,061.10		PAYROLL CHARGES
	6 /98	06/18/98	22				17,358.90		PAYROLL CHARGES
TOTAL	TEMPORARY WAGES					427,984.00	224,970.36	.00	

CITY OF DES PLAINES
 EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211

FUND - 201 - PUBLIC LIBRARY FUND
 ORGANIZATION - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C PURCHAS	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
910300								SUPERVISORY OVERTIME
	1 /98					.00		12/31/97 11 POSTED FROM BUDGET SYSTEM
TOTAL						.00	.00	
910400								NON-SUPERVISORY OVERTIME
	1 /98				300.00			12/31/97 11 POSTED FROM BUDGET SYSTEM
TOTAL					300.00	.00	.00	
910500								VACATION PAY
	1 /98				.00			12/31/97 11 POSTED FROM BUDGET SYSTEM
	1 /98					3,194.40		01/02/98 22 PAYROLL CHARGES
	1 /98					1,475.28		01/15/98 22 PAYROLL CHARGES
	1 /98					3,494.36		01/29/98 22 PAYROLL CHARGES
	2 /98					2,277.10		02/12/98 22 PAYROLL CHARGES
	2 /98					654.94		02/26/98 22 PAYROLL CHARGES
	3 /98					306.51		03/12/98 22 PAYROLL CHARGES
	3 /98					1,686.78		03/26/98 22 PAYROLL CHARGES
	4 /98					1,186.33		04/09/98 22 PAYROLL CHARGES
	4 /98					1,029.74		04/22/98 22 PAYROLL CHARGES
	5 /98					8,024.85		05/07/98 22 PAYROLL CHARGES
	5 /98					702.97		05/21/98 22 PAYROLL CHARGES
	6 /98					2,667.31		06/04/98 22 PAYROLL CHARGES
	6 /98					2,655.60		06/18/98 22 PAYROLL CHARGES
TOTAL					.00	29,356.17	.00	
910600								SICK PAY
	1 /98				.00			12/31/97 11 POSTED FROM BUDGET SYSTEM
	1 /98					308.09		01/02/98 22 PAYROLL CHARGES
	1 /98					1,315.78		01/15/98 22 PAYROLL CHARGES
	1 /98					1,325.20		01/29/98 22 PAYROLL CHARGES
	2 /98					924.38		02/12/98 22 PAYROLL CHARGES
	2 /98					2,016.12		02/26/98 22 PAYROLL CHARGES
	3 /98					293.57		03/12/98 22 PAYROLL CHARGES
	3 /98					728.28		03/26/98 22 PAYROLL CHARGES
	4 /98					1,367.77		04/09/98 22 PAYROLL CHARGES
	4 /98					199.55		04/22/98 22 PAYROLL CHARGES
	5 /98					1,159.39		05/07/98 22 PAYROLL CHARGES
	5 /98					1,085.41		05/21/98 22 PAYROLL CHARGES
	6 /98					916.59		06/04/98 22 PAYROLL CHARGES
	6 /98					810.98		06/18/98 22 PAYROLL CHARGES
TOTAL					.00	12,451.11	.00	
910700								HOLIDAY PAY
	1 /98				.00			12/31/97 11 POSTED FROM BUDGET SYSTEM
	1 /98					8,242.63		01/02/98 22 PAYROLL CHARGES
	1 /98					8,012.27		01/15/98 22 PAYROLL CHARGES
	3 /98		JE0121			-12,248.79		02/11/98 19 PAYROLL ACCRUAL 97:NEW YR
	4 /98					692.61		04/22/98 22 PAYROLL CHARGES
	5 /98					278.90		05/07/98 22 PAYROLL CHARGES

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211

FUND - 201 - PUBLIC LIBRARY FUND
 ORGANIZATION - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C PURCHAS	REFERENCE VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES DESCRIPTION
910700			HOLIDAY PAY CONT'D			
	6 /98	06/04/98	22		3,848.92	PAYROLL CHARGES
TOTAL			HOLIDAY PAY	.00	8,826.56	.00
910900			ACT/OUT OF CLASS/PREMIUM			
	1 /98	12/31/97	11	.00		POSTED FROM BUDGET SYSTEM
TOTAL			ACT/OUT OF CLASS/PREMIUM	.00	.00	.00
910950			EXCESS SICK HRS PAY OUT			
	1 /98	12/31/97	11	36,394.00		POSTED FROM BUDGET SYSTEM
	1 /98	01/29/98	22		3,156.93	PAYROLL CHARGES
TOTAL			EXCESS SICK HRS PAY OUT	36,394.00	3,156.93	.00
918010			UNEMPLOYMENT COMPENSATION			
	1 /98	12/31/97	11	2,000.00		POSTED FROM BUDGET SYSTEM
TOTAL			UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00
918020			EMPLOYER CONTR-F.I.C.A.			
	1 /98	12/31/97	11	114,945.00		POSTED FROM BUDGET SYSTEM
	1 /98	01/02/98	22		4,078.77	PAYROLL CHARGES-FRINGE
	1 /98	01/15/98	22		4,284.68	PAYROLL CHARGES-FRINGE
	1 /98	01/29/98	22		4,462.46	PAYROLL CHARGES-FRINGE
	1 /98	02/12/98	22		4,266.66	PAYROLL CHARGES-FRINGE
	2 /98	02/26/98	22		4,194.09	PAYROLL CHARGES-FRINGE
	3 /98	03/12/98	22		4,321.83	PAYROLL CHARGES-FRINGE
	3 /98	03/26/98	22		4,275.58	PAYROLL CHARGES-FRINGE
	4 /98	04/09/98	22		4,281.47	PAYROLL CHARGES-FRINGE
	4 /98	04/22/98	22		4,091.91	PAYROLL CHARGES-FRINGE
	5 /98	05/07/98	22		4,745.33	PAYROLL CHARGES-FRINGE
	5 /98	05/21/98	22		4,172.01	PAYROLL CHARGES-FRINGE
	6 /98	06/04/98	22		4,165.10	PAYROLL CHARGES-FRINGE
	6 /98	06/18/98	22		4,111.98	PAYROLL CHARGES-FRINGE
TOTAL			EMPLOYER CONTR-F.I.C.A.	114,945.00	55,451.87	.00
918021			EMPLOYER CONTR-I.N.R.F.			
	1 /98	12/31/97	11	104,959.00		POSTED FROM BUDGET SYSTEM
	1 /98	01/02/98	22		3,643.68	PAYROLL CHARGES-FRINGE
	1 /98	01/15/98	22		3,770.57	PAYROLL CHARGES-FRINGE
	1 /98	01/29/98	22		4,027.62	PAYROLL CHARGES-FRINGE
	2 /98	02/12/98	22		3,852.33	PAYROLL CHARGES-FRINGE
	2 /98	02/26/98	22		3,777.93	PAYROLL CHARGES-FRINGE
	3 /98	03/12/98	22		3,883.44	PAYROLL CHARGES-FRINGE
	3 /98	03/26/98	22		3,844.34	PAYROLL CHARGES-FRINGE
	4 /98	04/09/98	22		3,875.48	PAYROLL CHARGES-FRINGE
	4 /98	04/22/98	22		3,662.65	PAYROLL CHARGES-FRINGE
	5 /98	05/07/98	22		4,310.78	PAYROLL CHARGES-FRINGE
	5 /98	05/21/98	22		3,702.40	PAYROLL CHARGES-FRINGE
	6 /98	06/04/98	22		3,612.06	PAYROLL CHARGES-FRINGE
	6 /98	06/18/98	22		3,556.90	PAYROLL CHARGES-FRINGE
TOTAL			EMPLOYER CONTR-I.N.R.F.	104,959.00	49,520.18	.00

ACCOUNTING PERIOD: 7/98

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211

FUND - 201 - PUBLIC LIBRARY FUND
ORGANIZATION - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C PURCHAS	REFERENCE VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
918040			LIFE INS PREMIUMS				
	1 /98 12/31/97	11		5,647.00			POSTED FROM BUDGET SYSTEM
	1 /98 01/29/98	22			322.00		PAYROLL CHARGES-FRINGE
	2 /98 02/26/98	22			322.00		PAYROLL CHARGES-FRINGE
	3 /98 03/26/98	22			322.00		PAYROLL CHARGES-FRINGE
	4 /98 04/22/98	22			338.80		PAYROLL CHARGES-FRINGE
	5 /98 05/21/98	22			324.80		PAYROLL CHARGES-FRINGE
	6 /98 06/18/98	22			310.80		PAYROLL CHARGES-FRINGE
TOTAL			LIFE INS PREMIUMS	5,647.00	1,940.40	.00	
918050			MEDICAL INS PREMIUMS				
	1 /98 12/31/97	11		132,797.00			POSTED FROM BUDGET SYSTEM
	1 /98 01/02/98	22			3,881.05		PAYROLL CHARGES-FRINGE
	1 /98 01/15/98	22			3,881.05		PAYROLL CHARGES-FRINGE
	2 /98 02/12/98	22			3,770.08		PAYROLL CHARGES-FRINGE
	2 /98 02/26/98	22			3,770.08		PAYROLL CHARGES-FRINGE
	3 /98 03/12/98	22			3,770.08		PAYROLL CHARGES-FRINGE
	3 /98 03/26/98	22			3,770.08		PAYROLL CHARGES-FRINGE
	4 /98 04/09/98	22			3,881.05		PAYROLL CHARGES-FRINGE
	4 /98 04/22/98	22			3,963.53		PAYROLL CHARGES-FRINGE
	4 /98 05/07/98	22			3,881.05		PAYROLL CHARGES-FRINGE
	5 /98 05/21/98	22			3,881.05		PAYROLL CHARGES-FRINGE
	6 /98 06/04/98	22			3,681.87		PAYROLL CHARGES-FRINGE
	6 /98 06/18/98	22			3,681.87		PAYROLL CHARGES-FRINGE
TOTAL			MEDICAL INS PREMIUMS	132,797.00	45,812.84	.00	
918060			TUITION REIMBURSEMENTS				
	1 /98 12/31/97	11		2,000.00			POSTED FROM BUDGET SYSTEM
TOTAL			TUITION REIMBURSEMENTS	2,000.00	.00	.00	
918070			WORKERS COMPENSATION				
	1 /98 12/31/97	11		3,300.00			POSTED FROM BUDGET SYSTEM
	1 /98 01/02/98	22			110.37		PAYROLL CHARGES-FRINGE
	1 /98 01/15/98	22			107.83		PAYROLL CHARGES-FRINGE
	1 /98 01/29/98	22			115.15		PAYROLL CHARGES-FRINGE
	2 /98 02/12/98	22			112.95		PAYROLL CHARGES-FRINGE
	2 /98 02/26/98	22			109.35		PAYROLL CHARGES-FRINGE
	3 /98 03/12/98	22			113.34		PAYROLL CHARGES-FRINGE
	3 /98 03/26/98	22			102.78		PAYROLL CHARGES-FRINGE
	4 /98 04/09/98	22			112.50		PAYROLL CHARGES-FRINGE
	4 /98 04/22/98	22			107.23		PAYROLL CHARGES-FRINGE
	5 /98 05/07/98	22			117.25		PAYROLL CHARGES-FRINGE
	5 /98 05/21/98	22			118.48		PAYROLL CHARGES-FRINGE
	6 /98 06/04/98	22			104.06		PAYROLL CHARGES-FRINGE
	6 /98 06/18/98	22			115.26		PAYROLL CHARGES-FRINGE
TOTAL			WORKERS COMPENSATION	3,300.00	1,446.55	.00	

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211"

FUND - 201 - PUBLIC LIBRARY FUND
 ORGANIZATION - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C PURCHAS	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
920110	PROFESSIONAL CONSULTING							
1 /98	12/31/97	11			25,000.00			POSTED FROM BUDGET SYSTEM
4 /98	03/26/98	21	141055	08123-MARY JANE KEPNER		350.00	.00	FEBRUARY APPRAISAL
TOTAL	PROFESSIONAL CONSULTING				25,000.00	350.00	.00	
920120	COMMUNICATION SERVICES							
1 /98	12/31/97	11			22,040.00			POSTED FROM BUDGET SYSTEM
2 /98	01/22/98	21	139438	71279-AMERITECH-ILLINOI		101.39	.00	INWV H073356545-98007
2 /98	01/22/98	21	139480	06827-CELLULAR ONE		91.85	.00	
2 /98	01/22/98	21	139710	00531-SPRINT		776.10	.00	
2 /98	02/06/98	21	139797	06153-AMERITECH		29.86	.00	
2 /98	02/06/98	21	139797	06153-AMERITECH		448.44	.00	
2 /98	02/06/98	21	140095	00531-SPRINT		41.26	.00	
2 /98	02/06/98	21	140096	05851-SPRINT		11.61	.00	
2 /98	02/06/98	21	140096	05851-SPRINT		11.32	.00	
2 /98	02/10/98	21	139797	06153-AMERITECH		603.71	.00	
3 /98	02/23/98	21	140192	06153-AMERITECH		528.00	.00	CRISS/CROSS DIRECTORIES
3 /98	02/23/98	21	140194	71279-AMERITECH-ILLINOI		102.34	.00	BILL# 217H07-3356 545
3 /98	02/23/98	21	140241	06827-CELLULAR ONE		12.41	.00	
3 /98	02/23/98	21	140457	00531-SPRINT		41.26	.00	
3 /98	03/05/98	21	140712	25701-NIDCO INC		3,893.21	.00	
3 /98	03/05/98	21	140793	05851-SPRINT		30.82	.00	
3 /98	03/05/98	21	140793	05851-SPRINT		10.72	.00	
3 /98	03/06/98	21	140551	06153-AMERITECH		40.12	.00	
3 /98	03/06/98	21	140551	06153-AMERITECH		604.86	.00	
4 /98	03/26/98	21	140889	71279-AMERITECH-ILLINOI		204.62	.00	H07-3356 545
4 /98	03/26/98	21	140932	06827-CELLULAR ONE		37.72	.00	
4 /98	03/26/98	21	141082	25701-NIDCO INC		188.80	.00	
4 /98	03/26/98	21	141147	07007-PSINET, INC.		400.00	.00	
4 /98	03/26/98	21	141147	07007-PSINET, INC.		280.25	.00	
4 /98	03/31/98	21	140885	06153-AMERITECH		418.84	.00	
4 /98	04/09/98	21	3-13-98	02281-AT&T		-1.18	.00	ACCT# 019 242 0083 001
4 /98	04/09/98	21	141537	05851-SPRINT		2.25	.00	
4 /98	04/09/98	21	141537	05851-SPRINT		15.72	.00	
4 /98	04/13/98	21	3-13-98	02281-AT&T		1.18	.00	ACCT# 019 242 0083 001
4 /98	04/13/98	21	141301	06153-AMERITECH		181.14	.00	
5 /98	04/24/98	21	141615	06153-AMERITECH		-12.47	.00	
5 /98	04/24/98	21	141615	06153-AMERITECH		27.29	.00	
5 /98	04/24/98	21	141615	06153-AMERITECH		416.67	.00	
5 /98	04/24/98	21	141657	06827-CELLULAR ONE		38.60	.00	
5 /98	04/24/98	21	141774	25701-NIDCO INC		689.36	.00	
5 /98	05/07/98	21	141925	06153-AMERITECH		212.92	.00	
5 /98	05/07/98	21	141937	02281-AT&T		5.25	.00	ACCT#0192420083001
5 /98	05/08/98	21	142101	25701-NIDCO INC		75.24	.00	
5 /98	05/08/98	21	142198	05851-SPRINT		-13.31	.00	
5 /98	05/08/98	21	142198	05851-SPRINT		30.91	.00	
6 /98	06/05/98	21	142609	06827-CELLULAR ONE		24.97	.00	
6 /98	06/05/98	21	142823	05851-SPRINT		-7.78	.00	
6 /98	06/05/98	21	142823	05851-SPRINT		31.95	.00	

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211

FUND - 201 - PUBLIC LIBRARY FUND
 ORGANIZATION - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C PURCHAS	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
920120	COMMUNICATION SERVICES CONT'D							
6 /98	06/08/98	21	142359	06153-AMERITECH		194.97	.00	
6 /98	06/08/98	21	142359	06153-AMERITECH		187.78	.00	
6 /98	06/08/98	21	142359	06153-AMERITECH		396.48	.00	
6 /98	06/08/98	21	142368	02281-AT&T		6.43	.00	ACCT #0192420083001
TOTAL	COMMUNICATION SERVICES				22,040.00	11,413.68	.00	
920140	DATA PROCESSING SERVICES							
1 /98	12/31/97	11			55,000.00			POSTED FROM BUDGET SYSTEM
2 /98	01/22/98	21	139680	07007-PSINET, INC.		280.25	.00	
2 /98	02/06/98	21	139810	19776-BAKER & TAYLOR, IN		656.00	.00	
2 /98	02/06/98	21	140009	08362-KICO NAK COMPUTIN		29.00	.00	
3 /98	02/23/98	21	140212	19776-BAKER & TAYLOR, IN		656.00	.00	
3 /98	02/23/98	21	140256	72106-COOPERATIVE COMPU		1,320.58	.00	DECEMBER OCLC SERVICE
3 /98	03/05/98	21	140609	72106-COOPERATIVE COMPU		1,315.66	.00	OCLC SERVICE
3 /98	03/05/98	21	140764	07007-PSINET, INC.		280.25	.00	
4 /98	03/26/98	21	140908	19776-BAKER & TAYLOR, IN		656.00	.00	
4 /98	03/26/98	21	140943	72106-COOPERATIVE COMPU		2,685.69	.00	TERMINAL/PORT/CIRCUIT INU
4 /98	04/09/98	21	141350	72106-COOPERATIVE COMPU		1,315.65	.00	OCLC CATALOGING PROGRAM
5 /98	04/24/98	21	141674	72106-COOPERATIVE COMPU		2,214.85	.00	TERMINAL/PORT INVENTORY
5 /98	05/06/98	21	141946	19776-BAKER & TAYLOR, IN		656.00	.00	
5 /98	05/08/98	21	141982	72106-COOPERATIVE COMPU		1,411.26	.00	OCLC MARCH SERVICE
5 /98	05/21/98	21	142321	72106-COOPERATIVE COMPU		2,136.17	.00	TERMINAL/PORT/INVENTORY
6 /98	06/05/98	21	142577	19776-BAKER & TAYLOR, IN		656.00	.00	
6 /98	06/05/98	21	142624	72106-COOPERATIVE COMPU		720.66	.00	FLAT FEE 7/97 THRU 2/98
6 /98	06/05/98	21	142624	72106-COOPERATIVE COMPU		1,428.80	.00	OCLC CATALOG PROGRAM
6 /98	06/05/98	21	142787	07007-PSINET, INC.		1,180.73	.00	
TOTAL	DATA PROCESSING SERVICES				55,000.00	19,599.55	.00	
920200	TRAINING/CONFERENCES/MTGS							
1 /98	12/31/97	11			.00			POSTED FROM BUDGET SYSTEM
TOTAL	TRAINING/CONFERENCES/MTGS				.00	.00	.00	
920202	CONFERENCES							
1 /98	12/31/97	11			5,000.00			POSTED FROM BUDGET SYSTEM
1 /98	01/12/98	21	139280	04365-SANDRA MORLIN		177.00	.00	PLA NATL CONF 3/10-3/14
1 /98	01/12/98	21	139305	91968-SUZANNE PIRIE		150.00	.00	PLA CONF 3/11-3/14
1 /98	01/12/98	21	139342	06036-MARTHA SLOAN		194.00	.00	
2 /98	02/10/98	21	140013	04365-SANDRA MORLIN		110.00	.00	REG/ALA MID WINTER CONF
6 /98	05/22/98	21	142425	04365-SANDRA MORLIN		75.00	.00	ALA AWARD SHOW/BANQUET
6 /98	06/05/98	21	142752	04365-SANDRA MORLIN		130.00	.00	REG ALA CONF 6/25-7/02
TOTAL	CONFERENCES				5,000.00	836.00	.00	
920204	TRAINING							
1 /98	12/31/97	11			1,000.00			POSTED FROM BUDGET SYSTEM
5 /98	04/24/98	21	141640	08479-BOELTER & YATES,		800.00	.00	
5 /98	05/08/98	21	142058	58875-INGRAM		106.80	.00	
TOTAL	TRAINING				1,000.00	906.80	.00	

SELECTION CRITERIA: transact.yr="98" and transact.period in ("1","2","3","4","5","6") and transact.key_orgn between "211

FUND - 201 - PUBLIC LIBRARY FUND
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	DATE	T/C PURCHAS	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
920206 SEMINARS								
	1 /98 12/31/97	11			1,000.00			POSTED FROM BUDGET SYSTEM
	1 /98 01/12/98	21	139225	20127-ILLINOIS LIBRARY		240.00	.00	REACHING FORWARD ILA
	2 /98 01/22/98	21	139622	08286-MAC/WINDOWS ACADE		599.00	.00	GRAPHICS TRNG/BRADLEY
	2 /98 02/06/98	21	140120	06256-DAVID J WALKER		50.00	.00	STEPS TO PUBLISH NOVELS
	3 /98 02/23/98	21	140372	05731-NETS CE-HTLS		70.00	.00	RETHINK REF INTERVIEW
	3 /98 02/23/98	21	140390	43806-NORTH SUBURBAN LI		225.00	.00	
	3 /98 03/05/98	21	140728	43806-NORTH SUBURBAN LI		10.00	.00	FILTERING SOFTWARE
	3 /98 03/05/98	21	140728	43806-NORTH SUBURBAN LI		75.00	.00	DEV SKILLS/TEAM SOLVING
	5 /98 04/24/98	21	141641	08675-BOOKMOBILE DEPART		75.00	.00	
	5 /98 05/06/98	21	141969	08707-CENTRE EAST SHONC		90.00	.00	PERFORMANCE PREVIEWS
	6 /98 05/21/98	21	142426	43806-NORTH SUBURBAN LI		170.00	.00	LITERARY CIRCLE 98-99
TOTAL	SEMINARS				1,000.00	1,604.00	.00	
920210 IN-SERVICE TRAINING								
	1 /98 12/31/97	11			3,000.00			POSTED FROM BUDGET SYSTEM
	4 /98 03/18/98	21	140946	08521-CUMBERLAND BAKERY		36.50	.00	
	6 /98 06/05/98	21	142690	08792-HUMAN RESOURCE TR		1,394.00	.00	
TOTAL	IN-SERVICE TRAINING				3,000.00	1,430.50	.00	
920220 MEMBERSHIP DUES								
	1 /98 12/31/97	11			3,000.00			POSTED FROM BUDGET SYSTEM
	1 /98 01/12/98	21	139201	43806-NORTH SUBURBAN LI		10.00	.00	CATALOGING SVC BULLETIN
	2 /98 02/06/98	21	139784	05179-ADULT READING ROU		8.00	.00	ARRT/POSINGER
	2 /98 02/06/98	21	139941	20127-ILLINOIS LIBRARY		40.00	.00	ID# 107461/CIBOROWSKI
	2 /98 02/06/98	21	140058	07007-PSINET, INC.		280.25	.00	
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		150.00	.00	
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		145.00	.00	B RITTER
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		145.00	.00	J BURKE
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		45.00	.00	I BRUBAKER
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		45.00	.00	S MCCONNELL
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		45.00	.00	E YEARWOOD
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		45.00	.00	J CIBOROWSKI
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		45.00	.00	E. BURK
	5 /98 04/24/98	21	141613	21432-AMERICAN LIBRARY		45.00	.00	S BURROWS
	5 /98 04/24/98	21	141733	20127-ILLINOIS LIBRARY		40.00	.00	98 MEMBERSHIP
	6 /98 05/21/98	21	142419	02737-MUSIC OCLC USERS		15.00	.00	
TOTAL	MEMBERSHIP DUES				3,000.00	1,103.25	.00	
920230 PUBLICATION OF NOTICES								
	1 /98 12/31/97	11			1,000.00			POSTED FROM BUDGET SYSTEM
	3 /98 02/23/98	21	140262	76126-DAILY HERALD		127.67	.00	MOBILE LIBRARY DRIVER
	5 /98 04/24/98	21	141747	01597-JOURNAL AND TOPIC		23.90	.00	
	5 /98 05/06/98	21	141989	76126-DAILY HERALD		157.71	.00	AD-LIBRARY ASSISTANT 4/19
	6 /98 06/05/98	21	142603	03966-CANNERS PUBLISHIN		470.00	.00	
TOTAL	PUBLICATION OF NOTICES				1,000.00	779.28	.00	
920850 SUBSIDY:1994 E.R.P. TRANS								
	1 /98 12/31/97	11			9,600.00			POSTED FROM BUDGET SYSTEM

SELECTION CRITERIA: payable_due_date="06/13/1998"

FUND - 201 - PUBLIC LIBRARY FUND

OR	ATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110		920120	COMMUNICATION SERVICES	02281 AT&T	8478245531	6.43
2110		920120	COMMUNICATION SERVICES	05831 SPRINT	844318621	-7.78
2110		920120	COMMUNICATION SERVICES	05831 SPRINT	844318861	31.93
2110		920120	COMMUNICATION SERVICES	06153 AMERITECH	8478275531	187.78
2110		920120	COMMUNICATION SERVICES	06153 AMERITECH	8478275531	396.48
2110		920120	COMMUNICATION SERVICES	06153 AMERITECH	8478033977	194.97
2110		920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	24.97
2110		920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2193279	1,180.73
2110		920140	DATA PROCESSING SERVICES	19776 BAKER & TAYLOR, INC.	504MS1885H	656.00
2110		920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERU	5-14-98	720.66
2110		920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERU	APRIL 1998	1,428.80
2110		920202	CONFERENCES	04365 SANDRA NORLIN	REINB	130.00
2110		920210	IN-SERVICE TRAINING	08792 HUMAN RESOURCE TRAINING	1587	1,394.00
2110		920230	PUBLICATION OF NOTICES	03966 CANNERS PUBLISHING CO.	709522	470.00
2110		920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JUNE 1998	148.61
2110		920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JUNE 1998	346.31
2110		920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JUNE 1998	148.61
2110		920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JUNE 1998	16.21
2110		920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JUNE 1998	52.04
2110		920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JUNE 1998	16.21
2110		930010	R & N EQUIPMENT	05204 DIVISION OF MANAGEMENT SE	9206903	40.00
2110		930010	R & N EQUIPMENT	08791 METHOD OFFICE MACHINES CO	7065	235.00
2110		930010	R & N EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	291356	223.75
2110		930020	R & N BLDGS & STRUCTURES	02127 GRASS ROOTS, INC.	4-11-98	75.00
2110		930020	R & N BLDGS & STRUCTURES	05076 NORB & SONS ELECTRIC, INC	5-25-98	395.00
2110		930020	R & N BLDGS & STRUCTURES	05076 NORB & SONS ELECTRIC, INC	5-25-98	98.00
2110		930020	R & N BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	5-21-98	300.00
2110		930020	R & N BLDGS & STRUCTURES	08027 EVERGLOW PRINTERS	120113	1,450.00
2110		930020	R & N BLDGS & STRUCTURES	19659 OTIS ELEVATOR	CY073690698	294.32
2110		930030	R & N VEHICLES	02474 OAKTON AUTO PARTS	516345	12.34
2110		960070	AUTO/TRAVEL EXPENSES	04997 JOHN LAVALIE	REINB	18.68
2110		960070	AUTO/TRAVEL EXPENSES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	13.85
2110		960070	AUTO/TRAVEL EXPENSES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.00
2110		960070	AUTO/TRAVEL EXPENSES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.85
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	15.99
2110		960210	SPECIAL EVENT PROGRAMMING	03867 PHOTOCHROME PRINTS	172981	136.00
2110		960210	SPECIAL EVENT PROGRAMMING	07871 THE ART INSTITUTE OF CHIC		50.00
2110		960210	SPECIAL EVENT PROGRAMMING	93485 RAVINIA FESTIVAL	232	1,080.00
2110		960990	NISC CONTRACTUAL SUCS	06131 3M HARDGOODS & ELECTRONIC	988	2,550.00
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002839149	18.50
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002818120	31.65
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002835273	20.65
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002830933	22.45
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002825241	21.75
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002825295	16.60
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002821980	11.60
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002818736	8.75
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002817584	23.10
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002813604	58.65
2110		960990	NISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002824448	36.90

SELECTION CRITERIA: payable_due_date="06/13/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002801479	26.93
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002813742	9.85
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002800910	30.55
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002843777	14.45
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002833816	38.80
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002831933	19.15
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002831804	28.50
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002830499	12.20
2110	960990	NISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES,	1420856	1,548.59
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	53174	228.68 ✓
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	53179	4.43 ✓
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	53114	4.43 ✓
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	3672	53.68 ✓
2110	970100	SUPPLIES	00333	POOJJA LEE CHO	REINB	28.55
2110	970100	SUPPLIES	02718	MARGARET A. BROD	REINB	23.22
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LTH49700	365.80
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LHQ39700	209.19
2110	970100	SUPPLIES	05855	AMERICAN LIBRARY ASSOCIAT	8273654	81.90
2110	970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	14536	510.00
2110	970100	SUPPLIES	08665	GAIL BRADLEY	REINB	30.00
2110	970100	SUPPLIES	08793	DATA MEDIA PRODUCTS, INC.	83108	38.87
2110	970100	SUPPLIES	14465	INSTY PRINTS	202527	216.57
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	283416	25.13
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	11.88
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.09
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	12.22
2110	970100	SUPPLIES	22577	CHILDREN'S BOOK COUNCIL	0025706	27.50
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	054005-00	394.60
2110	970170	JANITORIAL	08281	ENED COMPANY INC.	207583-00	57.95
2110	970200	COPYING/FAX SUPPLIES	53253	DISTINCTIVE BUSINESS PROD	291545	47.02
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	10717556	17.35
2110	970270	PRINTING-REPROB-BINDING	14465	INSTY PRINTS	202511	420.84
2110	970270	PRINTING-REPROB-BINDING	14465	INSTY PRINTS	202520	313.35
2110	970600	BOOKS	02485	NEW CAR COST GUIDE	E081028	85.00
2110	970600	BOOKS	04361	BUSINESS COMMUNICATIONS,	009340961880	225.80
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	052044	151.20
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10133653	13.30
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10135996	11.19
2110	970600	BOOKS	05327	QUALITY BOOKS INC	475187	108.37
2110	970600	BOOKS	06265	BORDERS BOOKS AND MUSIC	6656	45.15
2110	970600	BOOKS	06265	BORDERS BOOKS AND MUSIC	4048	58.76
2110	970600	BOOKS	06423	SINON & SCHUSTER	2593938	125.01
2110	970600	BOOKS	06423	SINON & SCHUSTER	2627773	104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2628397	98.80
2110	970600	BOOKS	06423	SINON & SCHUSTER	2628682	67.34
2110	970600	BOOKS	07441	FRANK SCHAFFER PUBLICATIO	98068074	3.99
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	30.27
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	442904	12.48
2110	970600	BOOKS	08718	HTC/CONTEMPORARY PUBLISHI	2059268	32.95
2110	970600	BOOKS	08753	HAINES & COMPANY, INC.	33224	524.00
2110	970600	BOOKS	08794	GANESCAPE	98-051301	9.16

SELECTION CRITERIA: payable.due_date="06/15/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORG. DIVISION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002835272	372.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002830934	516.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002825240	466.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002825294	409.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002821979	203.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002818735	174.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002817583	615.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002813603	1,741.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002824447	755.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002801478	705.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002813741	183.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002800909	513.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002847263	70.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002839148	423.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002818119	563.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002855815	748.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002851952	415.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002851803	498.11
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002850498	262.26
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002843776	287.41
2110	970600	BOOKS	19984	NATIONAL GEOGRAPHIC SOCIE	00002165983	21.90
2110	970600	BOOKS	21494	A.N. BEST CO.	1106134	568.95
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	130572330	79.96
2110	970610	AUDIO MATERIALS	08718	NTC/CONTEMPORARY PUBLISHI	2035211	44.95
2110	970610	AUDIO MATERIALS	08790	INDIAN TRAILS PUBLIC LIBR	3-26-98	14.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-19-98	9.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-19-98	155.01
2110	970620	SUBSCRIPTIONS & BOOKS	07712	PROMOTION, INC.	34535	180.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	217276	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	216971	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	216970	111.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61283590	49.58
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30369770	146.51
2110	970640	AUTOMATED REFERENCE NAT'L	08789	UNIVERSITY PARK MEDIA	010762	915.00
2110	970810	NATURAL GAS	08089	MICOR ENERGY	130569670	1,207.76

TOTAL LIBRARY SERVICES 34,930.06

TOTAL FUND 34,930.06

SELECTION CRITERIA: payable_due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	MAY 1998	1,829.47
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	BURROWS	50.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	BRUBAKER	50.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	MCCONNELL	50.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	YEARNOOD	50.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	CIBOROWSKI	50.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	BURK	50.00
2110	920230	PUBLICATION OF NOTICES	07450	CHICAGO TRIBUNE	368629001	370.50
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 1998	346.31
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 1998	52.04
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 1998	16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 1998	16.21
2110	930010	R & N EQUIPMENT	08090	WEST TOWN REFRIGERATION C	092096	1,277.00
2110	930010	R & N EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	293715	78.59
2110	930010	R & N EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	MAY 1998	1,390.04
2110	930030	R & N VEHICLES	06956	CHICAGO BUS SALES, INC.	000260	343.02
2110	930320	CLEANING:CUSTODIAL SERV	08848	QUALITY JANITORIAL & MAIN	02221	1,699.00
2110	960210	SPECIAL EVENT PROGRAMMING	07715	DES PLAINES AREA JAYCEES,	ENTRY FEE	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	93489	RAVINKIA FESTIVAL	238	1,440.00
2110	960210	SPECIAL EVENT PROGRAMMING	93489	RAVINKIA FESTIVAL	234	1,440.00
2110	960210	SPECIAL EVENT PROGRAMMING	95603	LYRIC OPERA OF CHICAGO	183328	1,056.00
2110	960990	MISC CONTRACTUAL SUCS	05228	KASCO PRINTING	3461	2,651.00
2110	960990	MISC CONTRACTUAL SUCS	06789	AMBASSADOR BUSINESS SOLUT	6351850	103.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002887262	25.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002894416	12.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002897875	8.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002899010	8.70
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002891349	27.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002873683	13.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002870455	9.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002875186	23.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002883901	35.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002878995	29.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002863038	52.20
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1022	21.60
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2976	9.00
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	3553	3.59
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	5084	16.52
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	3596	4.29
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2786	53.68
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2898	4.43
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	19562-0	10.12
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	19563-0	67.88
2110	970100	SUPPLIES	02618	PESCHE'S INC	17867	9.03
2110	970100	SUPPLIES	02618	PESCHE'S INC	18265	113.23
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	LXN13600	666.32
2110	970100	SUPPLIES	07585	U. S. TOY CO/CONSTRUCTIVE	8026454601	19.75
2110	970100	SUPPLIES	12675	REBEL TROPHIES	47596	61.05
2110	970100	SUPPLIES	14465	INSTV PRINTS	202551	160.18

SELECTION CRITERIA: payable.due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970100	SUPPLIES	14463	INSTV PRINTS	202543 133.77
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E35331002 26.15
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5097651-001 14.07
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	7901617099 9 190.55
2110	970170	JANITORIAL	09465	GLOBAL EQUIPMENT CO.	78127418 375.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	462355 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	459337 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	456197 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	453301 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	450291 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	447252 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	444216 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	441193 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	438168 15.95
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	052001-0079 12.36
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0518010015 22.29
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0508010019 39.23
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0504010035 29.19
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	454203418 15.50
2110	970600	BOOKS	01523	INTERNATIONAL CITY BIGHT &	ATTACH 89.45
2110	970600	BOOKS	02074	PRACTISING LAW INSTITUTE	0095079 99.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	704819 145.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	704820 82.90
2110	970600	BOOKS	02339	WORLD CHAMBER OF COMMERCE	101823 30.00
2110	970600	BOOKS	04625	CCH, INCORPORATED	2241895 44.95
2110	970600	BOOKS	04625	CCH, INCORPORATED	2026242 507.05
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	507038500026 52.42
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	507038500033 14.96
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	507038500019 736.74
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	501065700114 15.53
2110	970600	BOOKS	06423	SINON & SCHUSTER	2467683 6 15.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2355075 9 15.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2651336 17.56
2110	970600	BOOKS	06423	SINON & SCHUSTER	2633973 20.21
2110	970600	BOOKS	07439	GALE RESEARCH	7882992 287.36
2110	970600	BOOKS	07439	GALE RESEARCH	7887966 134.89
2110	970600	BOOKS	07439	GALE RESEARCH	7890869 104.99
2110	970600	BOOKS	07607	SCHOOL-TECH INC.	775936 140.03
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10129358 253.34
2110	970600	BOOKS	08285	R.R. BOWKER	739695 177.89
2110	970600	BOOKS	08285	R.R. BOWKER	737676 259.21
2110	970600	BOOKS	08363	DOWNTOWN BOOK CENTER	00036583 228.38
2110	970600	BOOKS	08847	WYNDHAM HALL PRESS	1744 27.95
2110	970600	BOOKS	08849	LLEWELLYN WORLDWIDE, LTD	821343 15.34
2110	970600	BOOKS	08850	GREEN ANGEL PRESS	11052 18.46
2110	970600	BOOKS	08851	P.J. KEMEDY & SONS	096982 241.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002887261 607.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002894415 241.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002897874 246.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002899009 144.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002891348 698.04

SELECTION CRITERIA: payable_due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

OR	ATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002873185	346.79
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002878994	737.00
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002870454	249.90
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002873682	273.58
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002883900	998.48
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002863037	1,045.29
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	E05 4794	606.08
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	E12 6469	305.71
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	E19 8779	240.33
2110		970600	BOOKS	19776	BAKER & TAYLOR, INC.	E26 0713	62.53
2110		970600	BOOKS	20232	REGENT BOOK COMPANY	77498	10.82
2110		970600	BOOKS	20737	COUNCIL OF STATE GOVT	81411	49.00
2110		970600	BOOKS	58875	INGRAM	23987172	16.78
2110		970600	BOOKS	58875	INGRAM	24097387	19.65
2110		970600	BOOKS	70263	BIRPRO	98-13427	21.00
2110		970600	BOOKS	71360	NORNINGSTAR	ATTACH	425.00
2110		970600	BOOKS	74130	EBSCO SUBSCRIPTION SOC	0-60493	214.00
2110		970600	BOOKS	74130	EBSCO SUBSCRIPTION SOC	010312	-22.00
2110		970610	AUDIO MATERIALS	07441	FRANK SCHAFFER PUBLICATIO	98070740	21.90
2110		970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-2-98-4	13.48
2110		970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-2-98-1	362.37
2110		970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-2-98-2	78.63
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	703924	901.30
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	709975	1,139.40
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	697933	176.80
2110		970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	715553	32.80
2110		970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	217550	74.00
2110		970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	217549	37.00
2110		970630	VISUAL MATERIALS	07607	SCHOOL-TECH INC.	777138	74.10
2110		970630	VISUAL MATERIALS	07607	SCHOOL-TECH INC.	777428	208.13
2110		970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61326390	68.18
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30530760	27.18
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30548020	104.64
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30758330	27.15
2110		970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30758320	182.36
2110		970630	VISUAL MATERIALS	08846	CAMBRIDGE EDUCATIONAL	00275921	87.95
2110		970630	VISUAL MATERIALS	58875	INGRAM	02177953	55.93
2110		970630	VISUAL MATERIALS	58875	INGRAM	02213930	48.97
2110		970630	VISUAL MATERIALS	58875	INGRAM	02190623	69.97
2110		970630	VISUAL MATERIALS	58875	INGRAM	02188849	125.73
2110		970630	VISUAL MATERIALS	58875	INGRAM	02053121	270.01
2110		970630	VISUAL MATERIALS	58875	INGRAM	02112455	248.39
2110		970630	VISUAL MATERIALS	58875	INGRAM	02117378	13.99
2110		970630	VISUAL MATERIALS	58875	INGRAM	02053661	16.77
2110		970630	VISUAL MATERIALS	58875	INGRAM	02080398	48.98
2110		970630	VISUAL MATERIALS	58875	INGRAM	02003381	16.66
2110		970630	VISUAL MATERIALS	58875	INGRAM	02141967	181.91
2110		970640	AUTOMATED REFERENCE MAT'L	08852	ENCONIUM PUBLICATIONS	98259	83.50
2110		970850	GASOLINE	83674	SUPERAMERICA	ATTACHED	35.50

TOTAL LIBRARY SERVICES

33,775.52

SELECTION CRITERIA: payable_due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORIGIN	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2130	960990	RISE CONTRACTUAL SUCS	06790 TOWER COMPUTER SYSTEMS	00421981N	800.00
TOTAL IL LIBRARY PER CAP GRANT					800.00
TOTAL FUND					34,575.52

XIII

REGISTRATION SERVICES REPORT FOR JUNE 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>June 1997</u>	<u>May 1998</u>	<u>June 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
655	853	884	4,654	6,052	23.1%
A.	New Cards		204		
B.	Renewals		360		
C.	Non-Resident Cards		7		
D.	Off-line Library Cards		67		
	Total		638		

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	40
2.	Number of Meeting Room Uses	71
3.	Cab cards and Other Registrations	7
4.	LAN Discs Sold	9
	(Year to Date - 43)	
5.	Computer Room	119
6.	Reading Edge Users	0
	Total	246

III. TOTAL NUMBER OF REGISTERED BORROWERS

June 1997	34,659	(64.9% of Population)
June 1998	33,157	(62.1% of Population)

CIRCULATION REPORT FOR JUNE 1998
Page 2

PATRON ATTENDANCE COUNT

<u>June 1997</u>	<u>May 1998</u>	<u>June 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
26,748	24,617	28,283	175,897	178,020	1.2%

RECIPROCAL BORROWING
(Materials Lent)

	<u>June 1997</u>	<u>June 1998</u>	<u>% Change</u>
NSLS	6,689	7,469	10.4%
OTHER SYSTEMS	1,238	1,506	17.8%
TOTAL	7,927	8,975	11.7%

INTERLIBRARY LOAN

Sent	987
Received	396

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 1998

Total 1997 to Date:	376,223	Total 1998 to Date:	395,124	% Change	5.02%
June 1997:	58,444	June 1998:	63,194		8.13%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1997	1998	1997	1998	1997	1998
Non Fiction	3,110	3,552	367	523	3,477	4,075
Fiction	9,099	10,277	850	944	9,949	11,221
Foreign Language Non Fiction	0	25	0	0	0	25
Foreign Language Fiction	0	142	0	37	0	179
Periodicals	94	171	25	53	119	224
Compact Discs	116	281	8	18	124	299
Audio Cassettes	146	285	17	12	163	297
Audio Kits	332	396	32	41	364	437
Puzzles	279	364	32	33	311	397
Games	86	80	9	14	95	94
Audio Books	100	142	11	2	111	144
Video Fiction	1,547	1,680	300	177	1,847	1,857
Video Non Fiction	0	832	0	49	0	881
CD ROMs	0	365	0	0	0	365
SUB TOTAL	14,909	18,592	1,651	1,903	16,560	20,495
ADULT						
Non Fiction	9,950	11,153	124	147	10,074	11,300
Fiction	8,952	7,690	319	325	9,271	8,015
Large Type	0	834	0	55	0	889
Foreign Language Non Fiction	0	54	0	4	0	58
Foreign Language Fiction	0	286	0	0	0	286
Periodicals	2,492	2,561	94	129	2,586	2,690
Pamphlets	72	60	0	0	72	60
Compact Discs	3,123	4,050	347	375	3,470	4,425
Audio Cassettes	712	454	0	4	712	458
Puzzles	6	4	0	0	6	4
Pictures	65	70	0	0	65	70
Audio Books	1,132	1,486	8	22	1,140	1,508
CD ROMs	0	189	0	0	0	189
Video Fiction	8,914	9,398	0	269	8,914	9,667
Video Non Fiction	2,879	3,065	0	15	2,879	3,080
Misc. Formats	0	0	0	0	0	0
Self Check (Books Only) *	2,695	0	0	0	2,695	0
	40,992	41,354	892	1,345	41,884	42,699
GRAND TOTAL	55,901	59,946	2,543	3,248	58,444	63,194
Self Check	2,695	2,378	0	0	2,695	2,378

* Beginning January 1998, Self Check circulation is included within category totals.

June 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	170,628	171,839	1211	0.7%
Audio	12,741	12,958	217	1.7%
Video	8,809	8,872	63	0.7%
Puzzles and Games	597	598	1	0.2%
Realia	233	232	-1	-0.4%
Pamphlets	14,866	14,866	0	0.0%
=====				
Total	207,874	209,365	1,491	0.7%

ACQUISITIONS REPORT FOR
FOR JUNE 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,043	2,052	9	0.4%
100	2,370	2,398	28	1.2%
200	2,794	2,804	10	0.4%
300	11,282	11,323	41	0.4%
400	595	601	6	1.0%
500	2,872	2,894	22	0.8%
600	16,940	16,934	-6	-0.0%
700	14,592	14,669	77	0.5%
800	4,784	4,805	21	0.4%
900	11,085	11,160	75	0.7%
B	4,362	4,383	21	0.5%
Total (Adult)	73,719	74,023	304	0.4%
Juvenile (J)				
000	355	358	3	0.8%
100	194	194	0	0.0%
200	274	276	2	0.7%
300	2,161	2,174	13	0.6%
400	103	103	0	0.0%
500	2,870	2,921	51	1.8%
600	2,538	2,572	34	1.3%
700	3,239	3,280	41	1.3%
800	777	779	2	0.3%
900	3,256	3,308	52	1.6%
B	901	906	5	0.6%
YA	713	761	48	6.7%
Total (J)	17,381	17,632	251	1.4%
Total (E)	6,893	6,968	75	1.1%
Total (Juvenile)	24,274	24,600	326	1.3%
Total (Non-fiction)	97,993	98,623	630	0.6%
Fiction				
Adult	32,800	33,079	279	0.9%
Juvenile				
J	8,430	8,521	91	1.1%
YA	1,549	1,576	27	1.7%
E	9,989	10,099	110	1.1%
Picture Books	6,616	6,577	-39	-0.6%
Board Books	690	696	6	0.9%
Total (Juvenile)	27,274	27,469	195	0.7%
Total (Fiction)	60,074	60,548	474	0.8%

Compact discs				
Adult	5,176	5,312	136	2.6%
Juvenile	289	289	0	0.0%
Total (Compact discs)	5,465	5,601	136	2.5%
CD ROMs				
Adult	108	121	13	12.0%
Juvenile	165	193	28	17.0%
Total (CD ROMs)	273	314	41	15.0%
Audio Cassettes				
Adult	2,746	2,749	3	0.1%
Juvenile	849	828	-21	-2.5%
Audio Books				
Adult	1,713	1,758	45	2.6%
Juvenile	673	708	35	5.2%
Total (Cassettes)	5,981	6,043	62	1.0%
Kits	1,022	1,000	-22	-2.2%
Videocassettes				
Adult	7,428	7,407	-21	-0.3%
Juvenile	1,381	1,465	84	6.1%
Total (Videocassettes)	8,809	8,872	63	0.7%
Total (Audio Visual)	21,550	21,830	280	1.3%
Reference				
Adult	5,503	5,474	-29	-0.5%
Juvenile	1,020	1,032	12	1.2%
Total (Reference)	6,523	6,506	-17	-0.3%
Puzzles				
Adult	48	53	5	10.4%
Juvenile	462	459	-3	-0.6%
Total (Puzzles)	510	512	2	0.4%
Games (Juvenile)	87	86	-1	-1.1%
Realia				
Paintings	231	230	-1	-0.4%
CC decoders	2	2	0	0.0%
Total (Realia)	233	232	-1	-0.4%

Large Type				
Adult	2,823	2,878	55	1.9%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,851	2,906	55	1.9%
Pamphlets	14,866	14,866	0	0.0%
Easy Reading	1,028	1,028	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	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	50	50	0	0.0%
Total (Gujarti language)	50	50	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	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	516	516	0	0.0%
Juvenile	23	24	1	4.3%
Total (Polish language)	539	540	1	0.2%
Russian				
Adult	117	115	-2	-1.7%
Juvenile	2	2	0	0.0%
Total (Russian language)	119	117	-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	536	543	7	1.3%
Juvenile	687	750	63	9.2%
Total (Spanish language)	1,223	1,293	70	5.7%
Total (Adult)	1,370	1,375	5	0.4%
Total (Juvenile)	789	853	64	8.1%
Total (Foreign languages)	2,159	2,228	69	3.2%
=====				
TOTAL	207,874	209,365	1,491	0.7%

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
JUNE 1998**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	218	
2. Tax forms	18	
3. Directional questions	183	
4. Item retrieval by library pages	178	
5. Audio visual inquireis	699	
 Total		 1,296

Reference Services

1. Specific item request	1,087	
2. Ready reference	685	
3. Material searching	67	
4. Referrals to other libraries	12	
 Total		 1,851

GRAND TOTAL 3,147

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

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	263
2. Computer sign-ups & help	541
3. Storytime & program sign-ups	139
4. Reference questions	690
5. Ready reference	310
6. Referrals to other libraries	55
7. Misc. inquires	247
8. Handout & change	324
 TOTAL	 2,569

Number of individuals using the Local Computer Network = 1,522

DES PLAINES PUBLIC LIBRARY
MEETING ROOM JUNE 1998

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
AFL-CIO Union Summer	1	9
Century 21	1	40
Coupon Club	1	3
Des Plaines Art Guild	1	12
Des Plaines Junior Womans Club	2	22
Foreign Affairs	1	16
Gold Coast Kennel Club	1	7
Loose Threads	1	2
Options	1	8
Phoenix Investment Group	1	10
Primerica Financial Service	1	15
Referendum Committee	1	30
Romance Writers	1	35
Toastmasters	2	26
 Total	 16	 235
 Library Sponsored Adult Programs		
City Employee Benefit Meeting	1	6
Feature Films at the Library	1	91
Friends of the Library	1	15
Genealogy	1	10
Living Trusts and Probate	1	40
Oakton College	1	6
Page Meeting	1	22
 Other		
Library Board Meeting	1	18
 Total	 8	 208

DES PLAINES PUBLIC LIBRARY
MEETING ROOM - MAY 1998
Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
2 Year Old Storytime	4	92
3-5 Year Old Storytime	5	150
Bright Start Baby Book Times	9	292
Babysitting Clinic	1	40
Evening Storytime	1	60
Pre-school Craft	1	57
Summer Camp Visit-Immanuel Lutheran	1	40
Ocean of Fun	1	120
Talent Show	1	200
Flea Market	1	155
Total	25	1,206

Summer Reading Club Sign-ups

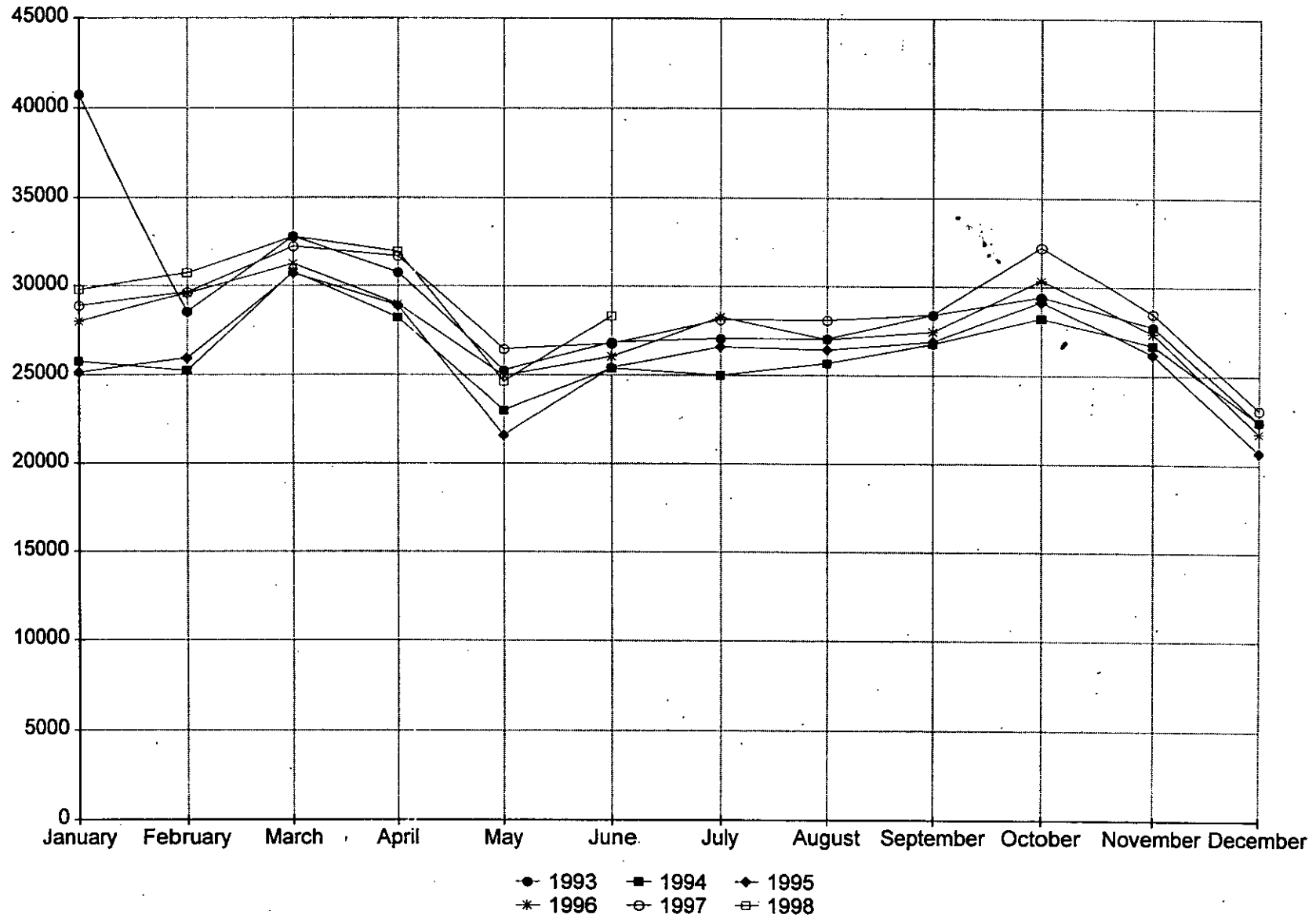
Pre-School Age	250
Grade School Age	850
Total	1,100

Literacy Program

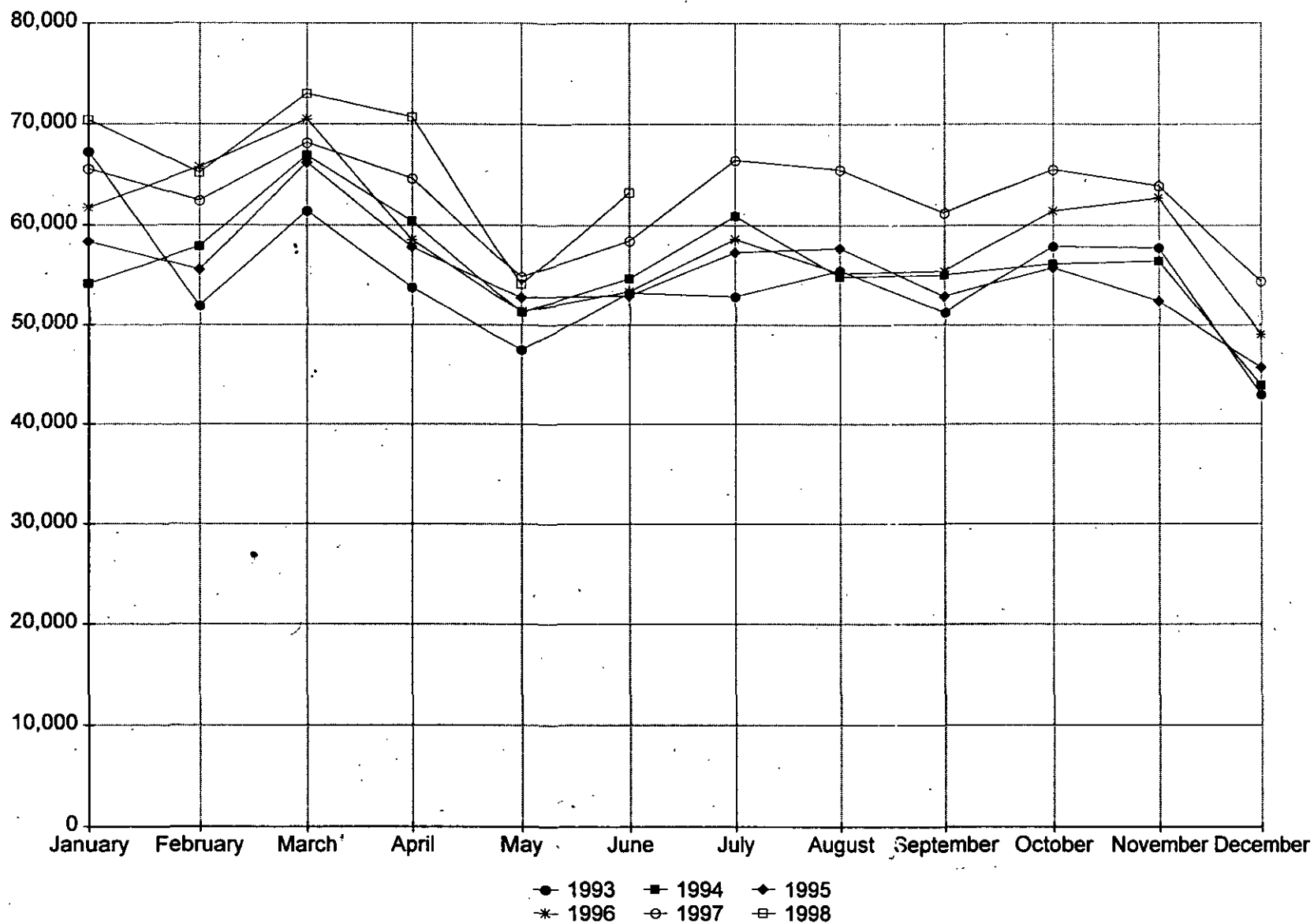
Learn to Read	6	436
Total	55	3,185

June Total = 55 groups involving 3,185 people.
1998 Year to Date Total 295 groups involving 10,904 people.

Patron Attendance June 1998



Circulation Statistics Items Circulated Per Month By Year



0049

OATH FOR OFFICE OF TRUSTEE

I, _____, DO SOLEMNLY SWEAR THAT I WILL SUPPORT
THE CONSTITUTION OF THE UNITED STATES, AND THE
CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL
FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF TRUSTEE OF
THE DES PLAINES PUBLIC LIBRARY ACCORDING TO THE BEST OF MY
ABILITY.

The Board of Library Trustees of the Des Plaines Public Library will hold its regular monthly meeting for the period of August 1998 through July 1999 on the third Tuesday of each month at 7:30 PM in the "Friends of the Library Meeting Room". The dates are as follows:

Month	Day	Year
August	18	1998
September	8	1998**
October	20	1998
November	17	1998
December	15	1998
January	19	1999
February	16	1999
March	16	1999
April	20	1999
May	18	1999
June	15	1999
July	20	1999

** Date changed from regular meeting date by action of the Board of Trustees on June 16, 1998.

Sandra K. Norlin
Library Administrator

Approved _____

1500
0051

1998-1999 LIBRARY CLOSINGS

Sunday, September 6, 1998	Labor Day Holiday
Monday, September 7, 1998	Labor Day
Thursday, November 26, 1998	Thanksgiving
Thursday, December 24, 1998	Christmas Eve
Friday, December 25, 1998	Christmas Day
Thursday, December 31, 1998	New Year's Eve
Friday, January 1, 1999	New Year's Day
Sunday, April 4, 1999	Easter
Thursday, May 13, 1999	Staff Inservice Workshop
Sunday, May 30, 1999	Memorial Day Holiday
Monday, May 31, 1999	Memorial Day
Sunday, July 4, 1999	Independence Day

Sandra K. Norlin
Library Administrator

Approved _____

FORMULA FOR DETERMINING NON-RESIDENT FEE

1 = LIBRARY INCOME FROM LOCAL GOVERNMENT SOURCES

2 = POPULATION

3 = SIZE OF AVERAGE HOUSEHOLD

 $\frac{1}{2} \times 3 = \text{NON-RESIDENT FEE}$

$$\begin{array}{r}
 \text{'97) } \$2,591,828 \\
 \text{-----} \\
 \text{'90) } \quad 53,414
 \end{array}
 \times 2.61 = \$126.65$$

Non-Resident Fees

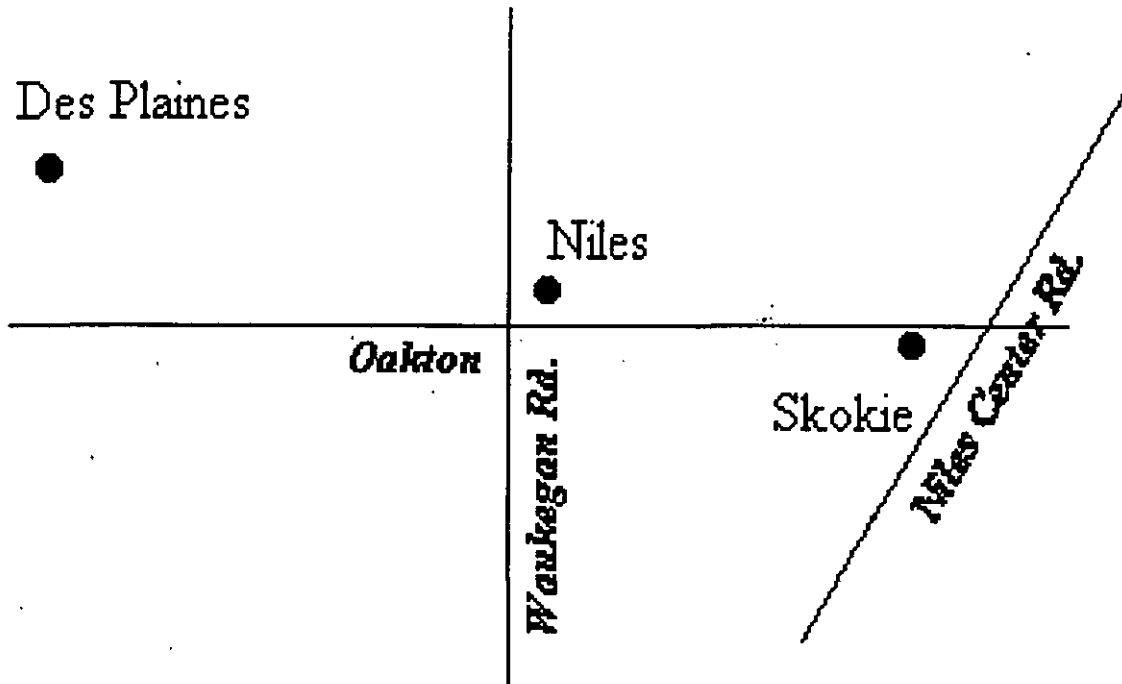
Niles	\$117.00
Park Ridge	\$180.00
Arlington Heights	\$260.00
Mount Prospect	\$140.00
Des Plaines	\$125.00

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 five trips: Schaumburg, north, northwest, west, and east. The Schaumburg, 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



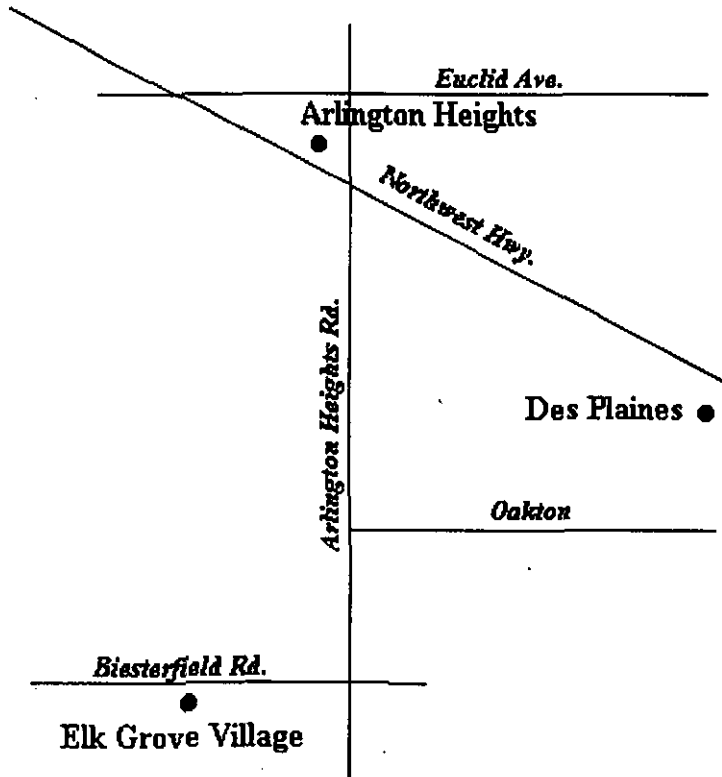
Niles

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



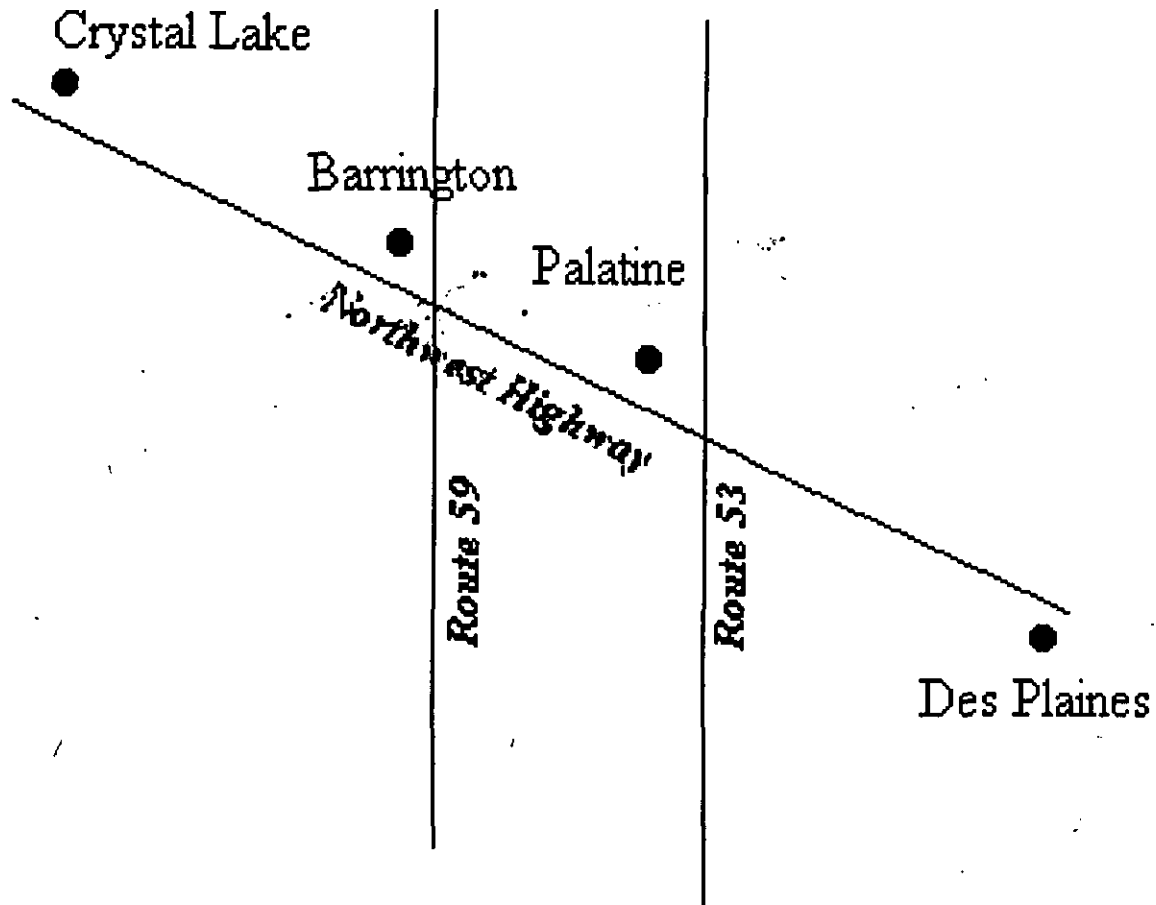
Arlington Heights

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).

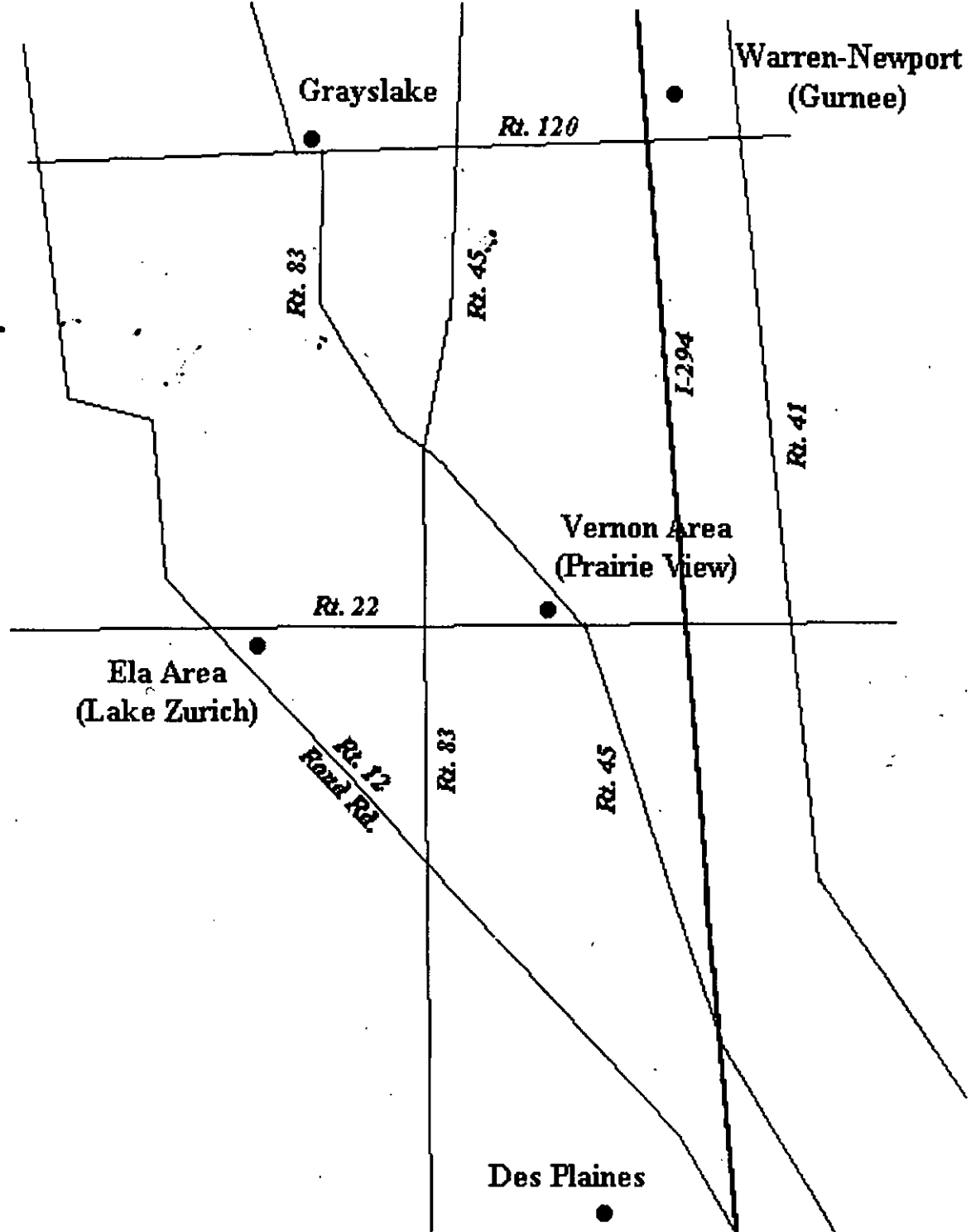
Barrington

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

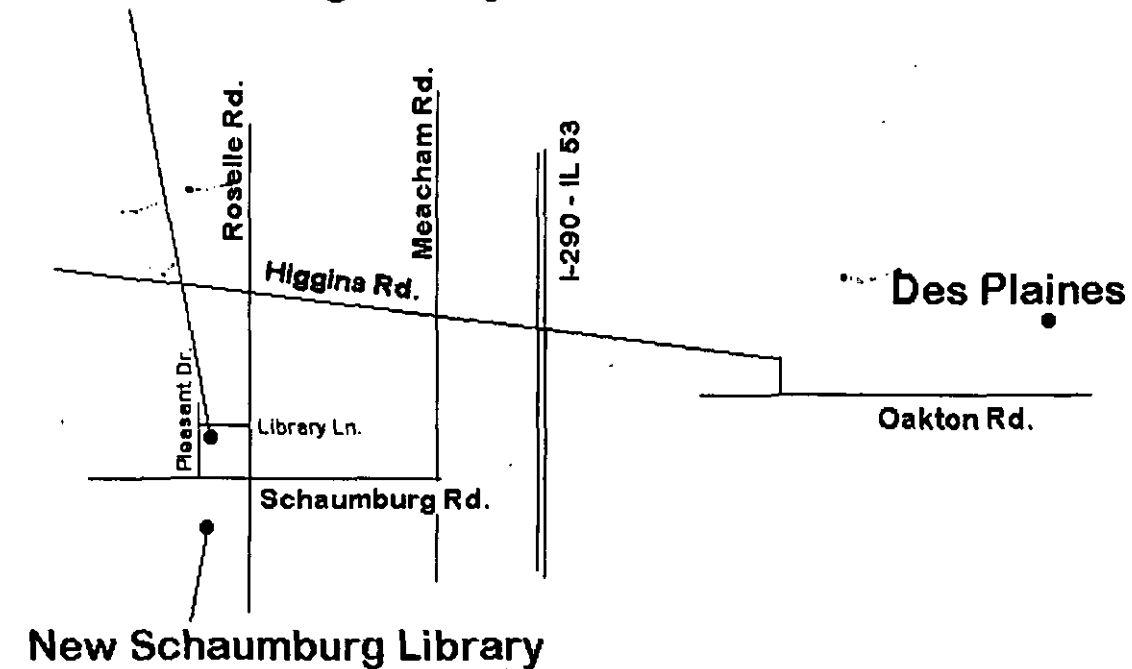
Turn left onto Indian Creek Rd. Turn right on Port Clinton Rd. Turn left onto Rt. 45. Take Rt. 45 to Rt. 83. Take 83 North to Grayslake. Go past Rt. 120 to Center St. (first left). Turn left, go over tracks, Grayslake Library on right.

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.

Schaumburg Trip

Old Schaumburg Library

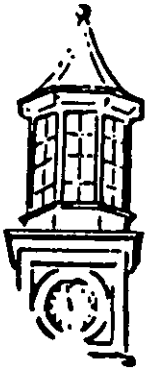


New Schaumburg Library

Take Oakton west until it merges with Higgins. Take Higgins west to Meacham Road and turn left. Take Meacham about $\frac{1}{2}$ mile south to Schaumburg Road, turn right. Take Schaumburg past Roselle to first light, turn left into Town Square.

Old Schaumburg Library

Take Oakton west until it merges with Higgins. Take Higgins west to Meacham Road and turn left. Take Meacham about $\frac{1}{2}$ mile south to Schaumburg Road, turn right. Take Schaumburg past Roselle to Pleasant Drive, turn right. Library is on right hand side, at Library Lane.



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

TO: Library Trustees and Department Heads
FROM: Sandra K. Norlin *[Signature]*
SUBJECT: Building Progress Report
DATE: 07/20/98

July 15, 1998 -- Attending this meeting: David Dresdner, Larry Koch of LR Development; Floyd Anderson, Michael Barnes, Steve Carbery of Lohan Associates; Jack Klaus, City of Des Plaines; Ken Hutson, Clive Gransby of CCS/OS; and Sandra Norlin, Martha Sloan of Des Plaines Public Library.

Clive Gransby presented the preliminary report on cost estimate findings: \$11.7 million for library, sidewalks, and plaza, including contingencies and escalation factors. The budgeted amount was \$11.145 million. The causes for the overage at this point are increased square footage for the bookmobile garage and the enclosed walkway, the skylights, the aluminum panels (insets), the round columns, and the glass guardrails for the stairway. The voice and data costs are also higher than previously estimated.

Floyd Anderson commented that the architects would review the costs and use these figures to assist them in designing to the budgeted costs.

The next milestone for the schedule is 50% of Design Development on August 7.

Michael Barnes pointed out the design modifications he had made since the July 8 meeting: he has reduced the size of the staff training/conference room and has rotated the location of the staff lounge to gain windows for the lounge.

Floyd Anderson and Michael Barnes showed 12 phases of exterior design with five suggested designs, all of which maintains these features: horizontal design, arcade at grade level, recessed loggia at the top floor, and asymmetrical entry.

Steve Carbery reported on the IDOT meeting on July 13. The entry/exit at Lee/Ellinwood has been redesigned to address IDOT traffic safety issues. Somehow, this new traffic and parking space design has lost parking spaces instead of gaining them, as was anticipated. More work will be done on this design to try to increase parking spaces and maintain the safe traffic pattern.

Sandra reported that her efforts to reach the Illinois State Library have been unsuccessful because of staff absences at ISL. Her inquiries of other librarians indicate that the schedule requirements of the grant are very strict.

The scope of work for the voice and data consultants will require extensive planning for all aspects of the program. They will address telephone, data transmission, networks, security, paging, wiring, and cctv and cable tv. The scope will be defined by July 17.

OCS will not be able to price the system until after it's designed, but ESD has begun work on this phase. CCS and ESD will consult with Lohan on structural decisions and their impact on the backbone of the network.

The Geotech report is in progress; no negative surprises.

The next meeting: Wednesday, July 22 at 8:30 AM at the Des Plaines Public Library.

07/14/98

ACCOUNTING PERIOD: 7/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 11

SELECTION CRITERIA: payable_due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	4369	13,220.00
2110	920110	PROFESSIONAL CONSULTING	06956	LIBRARY PLANNING ASSOCIAT	1998-1	2,482.50
2110	920120	COMMUNICATION SERVICES	02281	AT&T	019242008301	6.43
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318861	94.95
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	2177327187	-12.47
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	803-3977	180.64
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	827-5551	397.83
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	33.73
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	TI0KS2214M0	656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	6-8-98	1,384.57
2110	920204	TRAINING	08950	HORTEMCIA G. WALKER	REINB	30.00
2110	930010	R & H EQUIPMENT	08090	NEXT TOWN REFRIGERATION C	092209	1,277.00
2110	930020	R & H BLDGS & STRUCTURES	02127	GRASS ROOTS, INC.	ROUND 2	75.00
2110	930020	R & H BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	6-18-98	300.00
2110	930020	R & H BLDGS & STRUCTURES	08951	MIDWEST ACCESSIBILITY INC	96238	540.00
2110	930020	R & H BLDGS & STRUCTURES	08952	ACI	5658	1,995.00
2110	930020	R & H BLDGS & STRUCTURES	19659	OTIS ELEVATOR	CY07369U798	294.32
2110	930030	R & H VEHICLES	06956	CHICAGO BUS SALES, INC.	000028807	-102.00
2110	930030	R & H VEHICLES	06956	CHICAGO BUS SALES, INC.	0000260	445.02
2110	930030	R & H VEHICLES	07553	LEE AUTO PARTS INC	D751777	49.30
2110	930030	R & H VEHICLES	07553	LEE AUTO PARTS INC	D766502	17.64
2110	930030	R & H VEHICLES	08750	KLEEM-MASTERS, INC.	6-22-98	50.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	054970	464.50
2110	930210	RENTAL OF EQUIPMENT	02632	PITNEY BOWES	326949	201.00
2110	930320	CLEANING-CUSTODIAL SERU	08848	QUALITY JANITORIAL & MAINT	JULY 1998	2,149.00
2110	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA MORLIN	REINB	629.96
2110	960070	AUTO/TRAVEL EXPENSES	06036	MARTHA SLOAN	REINB	106.30
2110	960070	AUTO/TRAVEL EXPENSES	07548	LESLIE STEINER	REINB	12.51
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.08
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.70
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.95
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.50
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.33
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	01655618	33.30
2110	960990	MISC CONTRACTUAL SUCS	07170	GRAPHIC SOLUTIONS	6221	972.00
2110	960990	MISC CONTRACTUAL SUCS	07606	NIGHT OWL REFERENCE SERVI	6/98 TO 6/99	2,910.30
2110	960990	MISC CONTRACTUAL SUCS	08556	KEVIN LUTHARDT	7-2-98	1,000.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002909393	11.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002967441	20.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002949431	11.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002921946	21.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002936808	11.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002938064	18.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002942944	22.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002948007	17.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002903343	22.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002902052	34.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002913194	27.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002911621	9.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002911259	11.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002933178	17.80

ACCOUNTING PERIOD: 7/98

SELECTION CRITERIA: payable_due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002927997	14.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002924202	21.85
2110	960990	MISC CONTRACTUAL SUCS	70067	NORBERT SOLARZ	7095	15.00
2110	960990	MISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES,	1449373	3,040.00
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2009	4.71
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1075	22.13
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	JJZ86400	255.10
2110	970100	SUPPLIES	04832	BRUDNO ART SUPPLY	BL111535	15.67
2110	970100	SUPPLIES	05237	JOYCE PIAGARI	REINB	100.00
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8144	17.85
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8168	113.50
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8193	17.70
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	7994	11.90
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8123	29.75
2110	970100	SUPPLIES	07640	CONSOLIDATED PLASTICS CO.	3393398	30.50
2110	970100	SUPPLIES	08481	KOALA CORPORATION	0083020	54.95
2110	970100	SUPPLIES	14465	INSTY PRINTS	202644	58.95
2110	970100	SUPPLIES	14465	INSTY PRINTS	202633	147.55
2110	970100	SUPPLIES	20127	ILLINOIS LIBRARY ASSOCIAT	6-23-98	210.00
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	304238	212.56
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	302575	226.66
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.94
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.97
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.54
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.35
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	57755-1010	575.04
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	054920-00	190.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	465375	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	468348	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	471359	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	474391	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	477560	15.95
2110	970170	JANITORIAL	17352	RADIO SHACK	251178	126.36
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0622010052	22.13
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0617010059	13.74
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0612010034	8.55
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	869230 17	23.96
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	865490 17	24.72
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	872988 17	31.75
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	6-28-98	1,000.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	713803	162.00
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	424.48
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	387996	1,149.75
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	390384	35.30
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	389026	45.74
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	054053	151.95
2110	970600	BOOKS	05032	ABINGDON PRESS	9946820A	48.92
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8281308	79.00
2110	970600	BOOKS	06342	DISTRIBUTION VIDEO & AUDI	218111	113.00
2110	970600	BOOKS	06342	DISTRIBUTION VIDEO & AUDI	218112	37.00
2110	970600	BOOKS	06342	DISTRIBUTION VIDEO & AUDI	217815	38.00

ACCOUNTING PERIOD: 7/98

SELECTION CRITERIA: payable.due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	06423	SINON & SCHUSTER	2577152 2	15.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2698955	125.01
2110	970600	BOOKS	06423	SINON & SCHUSTER	2721041	104.05
2110	970600	BOOKS	07439	GALE RESEARCH	7937036	144.09
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	28.23
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	445200	34.18
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	445199	49.25
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	444683	160.28
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	446543	17.68
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	445814	47.80
2110	970600	BOOKS	08948	HIPPOCRENE BOOKS, INC.	40085	13.06
2110	970600	BOOKS	08953	ADVANTAGE PUBLISHING GROU	485402	58.97
2110	970600	BOOKS	08954	AMERICAN SOCIAL HEALTH AS	97853910	21.95
2110	970600	BOOKS	08975	WALKER'S MANUAL, LLC	11452	51.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002909392	190.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002905342	543.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002902051	919.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002915193	547.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002911620	288.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002911258	340.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002924201	533.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002927996	388.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002933177	435.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002949430	216.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002938063	324.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002967440	487.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002942943	445.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002948006	327.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002921945	413.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002937923	70.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	F02 2124	56.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	F09-3857	221.64
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	224028	193.99
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	78055	10.32
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	107445	1,107.20
2110	970600	BOOKS	20359	STANDARD & POOR'S	286849	350.00
2110	970600	BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	7.00
2110	970600	BOOKS	23806	FACTS ON FILE	124675	130.01
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	70054231	179.48
2110	970600	BOOKS	58875	INGRAM	24553886	33.25
2110	970600	BOOKS	82668	POLONIA BOOK STORES	003880	95.78
2110	970600	BOOKS	92015	BOOKMEN INC.	770505	206.00
2110	970600	BOOKS	93526	THOMSON FINANCIAL PUBLISH	483804	447.75
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOKS	84608	239.30
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	23090002190	96.43
2110	970610	AUDIO MATERIALS	08949	ISIS PUBLISHING	2001271	6.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-10-98-2	198.92
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-26-98-1	229.06
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-29-98-2	48.57
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-10-98-1	60.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-18-1	127.90

SELECTION CRITERIA: payable_due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-18-98-2 229.97
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3065606M 35.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3101002P 237.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3106895M 23.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	701467 1,220.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	719881 177.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	722020 29.75
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	355402 54.34
2110	970620	SUBSCRIPTIONS & BOOKS	05940	BUSINESS & LEGAL REPORTS,	2126604 336.35
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	218421 75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	218682 38.00
2110	970630	VISUAL MATERIALS	07607	SCHOOL-TECH INC.	778956 76.40
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61374630 142.54
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	801483 81.45
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	I30182650 27.90
2110	970630	VISUAL MATERIALS	08287	FOLLETT LIBRARY RESOURCES	747309F-0 313.65
2110	970630	VISUAL MATERIALS	58875	INGRAM	02470356 27.27
2110	970630	VISUAL MATERIALS	58875	INGRAM	02425347 66.39
2110	970630	VISUAL MATERIALS	58875	INGRAM	02420809 97.87
2110	970630	VISUAL MATERIALS	58875	INGRAM	02477673 13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	02301122 147.33
2110	970630	VISUAL MATERIALS	58875	INGRAM	24305372 26.96
2110	970630	VISUAL MATERIALS	58875	INGRAM	02358693 9.09
2110	970630	VISUAL MATERIALS	58875	INGRAM	02370277 62.91
2110	970630	VISUAL MATERIALS	58875	INGRAM	02347216 79.59
2110	970630	VISUAL MATERIALS	58875	INGRAM	02253485 31.41
2110	970630	VISUAL MATERIALS	58875	INGRAM	02322211 74.10
2110	970640	AUTOMATED REFERENCE MAT'L	00302	AMERICAN BUSINESS INFORMA	98-24-244178 3,380.00
2110	970810	NATURAL GAS	08089	NICOR ENERGY	130569670 1,016.21
TOTAL LIBRARY SERVICES					60,733.92
2130	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	78 325.00
2130	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2208766 1,180.73
TOTAL IL LIBRARY PER CAP GRANT					1,705.73
TOTAL FUND					62,439.65

RESOLUTION FOR MARGARET BROD

WHEREAS Margaret Brod has served the patrons of the Des Plaines Public Library faithfully and courteously by answering thousands of reference questions; and

WHEREAS she has planned, purchased, and planted flowers that beautified the Library building for the past two summers; and

WHEREAS she has carefully and thoroughly proofread and dotted the "i's" and crossed the "t's" for Library publications to prevent embarrassing grammatical errors from ever appearing in print; and

WHEREAS she has reviewed and filled in the gaps of the classical music collection by selecting and ordering hundreds of CDs; and

WHEREAS she has willingly endured too many tax seasons with nary a complaint; and

WHEREAS she has shared her passion for tea by developing the Teddy Bear Tea Party for mothers and daughters, as well as a special program for the Senior Center; and

WHEREAS her wry humor, pertinent and pithy observations and curiosity will be missed by patrons and staff alike; and

Now, therefore, *BE IT RESOLVED* that the Library Board of Trustees thanks Margaret Brod for her valuable and faithful service and wishes her a long, happy, and healthful retirement.

John M. Burke, President
Library Board of Trustees

July 21, 1998

RESOLUTION FOR JOAN F. HUFF

WHEREAS Joan F. Huff has served the patrons of the Des Plaines Public Library faithfully and courteously by answering thousands of reference questions; and

WHEREAS she has created a series of extremely popular genealogy workshops, thereby allowing countless residents to discover their family history; and

WHEREAS she has worked patiently with Maine West High School Clinical Government students, developing pathfinders to assist them with their assignments; and

WHEREAS she has tackled the Library's fledgling foreign language collections, starting a growing collection of Russian books and creating one of the finest collections of Polish books in the northwestern suburbs; and

WHEREAS she has been a pioneer in Internet training for the public since the long-ago days of Archie and Gopher; and

WHEREAS with her warm and friendly manner, she has formed meaningful and lasting personal and working relationships with many library patrons; and

WHEREAS said friendliness and warmth will be missed by staff and patrons alike; and

Now, therefore, *BE IT RESOLVED* that the Library Board of Trustees thanks Joan F. Huff for her valuable and faithful service and wishes her a long, happy, and healthful retirement.

John M. Burke, President
Library Board of Trustees

July 21, 1998

KENNETH M. HUTSON, AIA

EDUCATION

University of Illinois - Chicago, Illinois
Bachelor of Arts - Architectural Design

AREA OF RESPONSIBILITY

Mr. Hutson, as project manager, is responsible for the day-to-day project management of construction projects from inception to occupancy.

EXPERIENCE

Mr. Hutson has a background in architecture and project management and his experience includes preparation of programmatic needs with both corporate and staffing users, functional relationship and space allocation plans; cost estimates and budgets; design; design development; technical construction bid package and specification development; evaluation of bids and negotiation of contracts; observation and administration of construction.

SKILLS

Owner's Representation Services
Project Management
Construction Quality Management
On-site Construction Supervision
Architecture and Design
Programming/Identification of User Needs
Master Planning/Feasibility Studies
Code Analysis
Value Analysis
Change Order Reviews
Payout Requests
Field Supervision
Pre-Referendum Services

LICENSES AND REGISTRATIONS

Licensed Architect - State of Illinois 001-012283

KENNETH M. HUTSON, AIA

RELEVANT PROJECT EXPERIENCE

SCHAUMBURG PUBLIC LIBRARY - Schaumburg, IL

155,000 SF New 2-Story Facility (Frank Lloyd Wright Style) Featuring Expanded Space for New Technology, Increased Room for Indoor and Outdoor Programming, Books, Audio-Visual Materials, and Educational Areas for Public Training. Amenities Include "Enchanted Forest" Area for Children, Café, Old Fashioned Foyer, Basement and Parking.

WOODRIDGE PUBLIC LIBRARY - Woodridge, IL

51,000 SF Library Expansion with Partial Basement

MAYWOOD PUBLIC LIBRARY - Maywood, IL

45,127 SF, 3 Story Addition & Renovation to Existing Library

NEW LENOX PUBLIC LIBRARY - New Lenox, IL

Owner's Representation during land acquisition for a new public library.

WEST CHICAGO PUBLIC WORKS - West Chicago, IL

Master Site and Facility Plan for New Public Works Facility

DUPAGE PUBLIC SAFETY COMMUNICATIONS - Glendale Heights, IL

Feasibility, Planning, Design and Construction of New 12,500 SF regional consolidated Enhanced 9-1-1 Public Safety Answering Point and Dispatch Communications Center.

BERWYN POLICE DEPARTMENT - Berwyn, IL

Design for Remodeling and Renovation of the existing Police Department

VILLAGE OF NILES - Niles, IL

Feasibility, Planning and Design for the remodeling and Renovation of the Existing Police Department building to accommodate an Enhanced 9-1-1 Public Safety Answering Point.

NORTHWEST CENTRAL DISPATCH SYSTEM - Arlington Heights, IL

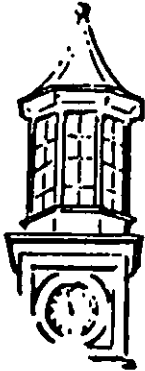
Feasibility, Planning and Design and Construction Documentation of New 7,200 SF regional consolidated Enhanced 9-1-1 Public Safety Answering Point and Dispatch Communications Center.

NORTHFIELD POLICE DEPARTMENT - Northfield, IL

Feasibility Study to Determine Scope-of-Remodeling and Renovation of the existing Police Facility to accommodate an Enhanced 9-1-1 Public Safety Answering Point and Comply with Life Safety and Disability Legislation.

RIVERSIDE POLICE DEPARTMENT - North Riverside, IL

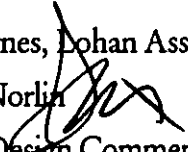
Feasibility Study to Determine Scope-of-Renovation of the existing Police Facility to Accommodate an Enhanced 9-1-1 Public Safety Answering Point and Comply with Life Safety and Disability Legislation.



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

TO: Michael Barnes, Dohan Associates
FROM: Sandra K. Norlin 
SUBJECT: Schematic Design Comments and Concerns
DATE: 07/20/98

As requested, I am forwarding comments, questions, and concerns that were raised at the July 8, 1998 meeting at which you and Floyd Anderson presented the schematic design (100%) for the approval of the Des Plaines Public Library Board of Trustees. The following are the statements I recorded at the meeting:

1. The issues of a convenient, safe, and protected entrance from the parking garage have been addressed by the addition of a glass "arcade". One trustee raised the issue of cooling and heating costs to keep this entry reasonably comfortable.
2. The issue, raised by two aldermen, of the size of staff offices was discussed briefly. The consensus was to continue planning to retain the dimensions stipulated in the building program.
3. Public comments about the adequacy of two public elevators were discussed. Escalators are too costly in initial expense, the amount of space required, and the ongoing maintenance. The issues of safety and liability were also raised. Floyd Anderson reported that according to rules of thumb for buildings of this size and use indicate that this building is generously "elevated." The consensus was not to pursue the option of an escalator.

4. Library staff concerns about parking availability and accessibility were conveyed. An entrance for staff only directly from the third level of parking is not possible because the levels of the garage do not correspond to the floors of the library.
5. Will the number of parking spaces reserved for staff in the garage be sufficient?
6. Anders Dahlgren suggested moving the public service window for circulation on the first floor to the other east side of the elevator to avoid congestion near the side entrance/exit and the elevators.
7. The elevation of the floor near the bookmobile parking/docking area should be raised, if possible, to allow for same level loading and unloading for personnel who carry large, heavy bags of books to and from the bookmobile. Another alternative is to lower the floor of the bookmobile garage.
8. The large, dividable meeting room on first floor should have full projection capability.
9. The conference (staff training) room on the second floor was a topic of discussion. Views vary, but the general concern is that it not be too showy and not take up prime space that could be used by the public. The issues of after hours accessibility and security must be addressed, either administratively (through restricted scheduling) or physically (through locked hallways, elevators, and restricted areas on second floor).
10. Windows for the staff lounge on the second floor are a very high priority, higher than windows for the conference/staff training room.
11. The orientation of the service desks at each floor should be toward the elevators and stairway, so that the greeting function is emphasized over the security function of the staff at the desks.
12. The atrium on the third floor raised significant discussion. The questions focused on the costs associated with the construction, the curved glass and railing, and the elimination of floor space that could be used for service and could not be added back later.
13. The exterior columns were presented as round, or curved, rather than square. Questions of added cost of masonry for curved columns were raised.
14. The placement of the quiet study room on the third floor and the computer lab on the fourth floor was questioned. If space permits, the issue of switching these two rooms/functions should be further considered.
15. Although the exterior design presented in perspective at this meeting was received favorably by those in attendance, alternate exterior designs should be prepared and presented to the board of trustees at their July 21 meeting, in accordance with the agreed upon scope of work in the contract between the architect and the owner.

The following are comments and issues that have been raised after the July 8 meeting, and were not presented as part of the building program statement:

- 16. All study rooms, as well as the computer lab should have windows for full view for security and safety reasons.
- 17. Each floor should have built-in display areas for both library and public use.

[End of comments as of 7.15.98]

0073

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: July 21, 1998

1. Name Shirley Elken
Address 280 W. Lakeside Rd
Topic

2. Name Anna Maria McCall
Address 815 E CARTER
Topic Physical Limitation

3. Name L. Sue D'Amico
Address 359 Alles
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

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: July 21, 1998

1. Name JAN RIZZO
Address CHICAGO TRIBUNE
Topic

2. Name Kathy Krus
Address 888 Mason Ln
Topic

*Humbelle
Bunderson*

3. Name *Edie Darsi*
Address 156 Ambleside
Topic

4. Name EUGENE FREGETTO
Address 800 LAUREL AVE.
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

NOTES ON THE DESIGN FOR THE DES PLAINES PUBLIC LIBRARY

1. The architectural design process in general.

At its most basic level, the job of an architect is to take in the desires, requirements, and limitations of his client, along with the opportunities and limitations of the project site, and propose a solution for what it is the client hopes to achieve. Therefore, a project involves reviewing the client's needs, sometimes described in a detailed "program"; listening to the client's hopes and dreams for the intended character and purpose of the building; and understanding the established budget for the job. Similarly with regards to the site, an analysis is conducted of important factor such as; access, topography, orientation, relationship to other buildings, and the character of the context.

All design projects should satisfy these demands. The challenge to an architect is going beyond this most basic objective level, to provide a design that is aesthetically pleasing, as well as functional. This is where the "art of architecture" comes in, and where evaluation of a design becomes more subjective. Different people obviously have different tastes, so an architect's creativity cannot please everyone. This is particularly true in the subject of whether new buildings should reflect a "look" from the past, or be forward-looking. At Lohan Associates we believe that the best designs are those that are "timeless" - buildings whose designs are influenced by a knowledge of architectural history, but are obviously "of today", and will continue to look fresh in the future, and not be dated by a stylistic period of design.

It is with this process and state-of-mind that Lohan Associates began the design for the new Library for the City of Des Plaines.

2. Criteria and aspirations for this project.

The Des Plaines Library project began as one component in a larger planning project. Through our involvement in helping to design the master plan for the redevelopment of downtown Des Plaines, Lohan Associates learned several key goals and intentions for building the Library on the intended site. Those key items are:

- a. Redevelopment Anchor - The Library is being included in the redevelopment plan to create an "anchor" for other buildings and amenities of the City's business district.
- b. Welcoming Design - Because the Library is an anchor, its design should convey a welcoming nature; the orientation of the building, the shape of the building, and the features of the building's exterior should invite people to itself.
- c. Civic Symbol - Likewise, since this intended anchor for downtown is a public building, it should be designed to convey a civic stature, appropriate for a facility of knowledge and learning, and indicative of its significance to the City. The building should, therefore, be dignified in appearance, and reveal its interior purpose to the public.

0076

Much of the design for the Library is dictated by a very detailed "program statement", which describes the functional needs of the building. Analysis of this program, and detailed discussions with the Directors of the Library, have provided much guidance for the proposed design. Likewise, practical guidelines have been provided by the City, such as the limiting budget and the requirement of access to and from parking areas.

All of this input has been necessary and valuable in the process of designing the Library.

3. Design possibilities for this project.

After evaluating numerous options for the siting, interior planning, and exterior appearance of the Library (in the preliminary, or "schematic" level of design), Lohan Associates has prepared and presented a recommended Schematic Design solution. In the process, we have taken into consideration all of the client's aspirations and requirements, along with the project's constraints, and combined these factors with our knowledge and training in the aesthetics of architectural design.

Siting and Orientation :

During the course of planning the downtown redevelopment master plan, it was decided that the Library (along with adjacent retail buildings) should be located to front onto a continuation of Ellinwood Street. The intention is to relate the new buildings to those on adjacent blocks, so that the open space created by Miner Street, the railroad tracks, and Ellinwood Street is all perceived as one identifiable and contiguous urban space. The Library is situated in the middle of the block to enhance its anchoring function for the retail component of the master plan (and of the entire downtown). The building is shaped so that its front wall is out beyond the fronts of the other buildings along Ellinwood. This is done, in part, to establish the Library as a more significant public building within its context, but also so that it will be visible from the sides as well as from the front. This provides an opportunity to design the exterior of the building with features that signify the welcoming entry of the building visible from more than one direction. Orienting the building's features to the sides as well as the front also starts to suggest an aesthetic idea; the long open space that the Library is located in has a very directional, linear quality about it, thus suggesting that the exterior design respond with horizontal lines and features.

Interior Planning :

The site area available for the Library necessitated a multiple-floor building, and in planning which functions should be placed on each floor, a logical distribution was decided upon. We do not however see this as a compromise to the layout of the Library but rather an opportunity to logically separate the areas of the building while at the same time creating an open interior statement. The ground floor is essentially the place of arrival and book processing, but also is the location for the public meeting rooms. Above, the second, third and fourth floors then house the children's' and adults' collections. Lohan Associates has suggested that an interior lightwell be provided as a visual link between all floors, so that from the point of entering the building, a patron is aware that the available stair and elevators will take him or her up to the collections. Similarly, it is intended that a portion of this lightwell be visible through a large window at the front of the building, so that the public outside has a glimpse of the interior functions within the building. The concept for the planning of the upper floors is that most enclosed spaces are situated toward the rear of each floor, leaving the primary open public spaces toward the front - around the lightwell, and also partly visible through windows at the front of the building.

0077

Various other preconceptions were developed during the downtown master planning process. One of these ideas is that the first floor is recessed at the front of the building, creating a covered arcade at the Library entry. This provides a direct pedestrian link across the entire development, while also relating the interior of the Library out toward the public plaza. Another idea was that the top floor of the Library should provide an outdoor terrace, to increase the amount of outdoor space available for reading. One primary preconception that was developed in the master plan has been determined to require revision, however. While it is still seen as important to situate the building symmetrically within the overall development, it has been decided that an asymmetrical plan and elevation for the building is an appropriate choice. The chief purposes for this decision are (1) to create a point of entry at the corner of the Library where patrons will arrive when using the adjacent parking garage, and (2) to allow for an interior connection between the Library's lobby and the garage which does not interfere with the rest of the first floor plan.

Exterior Aesthetics :

The recommended design for the Library's exterior attempts to respond to all the various civic, functional, and contextual goals stated above. For instance, the facade presents a rhythmic order to the window and column spacing in an effort to convey a civic importance. Also, the first floor arcade features round columns, which intend to create a welcoming covered entry into the building, and which keep a smooth, open flow between the spaces of the arcade and the plaza in front of the Library. The large windows at the front of the building are also an attempt to instill a bit of grandeur and civic presence to the building, as well as to expose the purpose of the building to the public outside. Design features such as the large corner windows, the distinct stone-clad corner element of the building, and the canopy and signage are attempts to call-out the major point of entry into the Library (as well as to signal the side of the building which leads into the public parking garage). The design features a horizontal emphasis in its brick coursing, stone banding, window framing, and roof forms in an effort to relate to the linear, directional urban space and to the level topography of the region (design treatments seen in buildings of Prairie style design, for example). A predominant use of brick as a building material is also suggested as a way of relating the new Library to several existing buildings in the downtown area. The texture, scale, and color of the brick and stone are also design elements that convey a warm, comfortable, and inviting nature to the building, as well.

Other than the recommended design, several other exterior treatments were studied. Earlier versions of the exterior design featured corner elements that looked detached from the rest of the building, detracting from the overall intent. Others clad the corner primarily in glass, which was determined to present an inappropriately commercial feel to the Library. Yet others were studied which featured more verticality to the piers between the windows, detracting from the intended horizontal emphasis.

The design currently recommended is presented as a preliminary proposal. There is still much study and development of the design (both interior and exterior) to go, which will proceed over the next couple of months. Given this, Lohan Associates feels that the recommended Schematic Design provides the best potential for ultimately being developed into a functional and aesthetically pleasing building.

ANNA MARIE A Potpourri of Ideas Advisor . . Physical Limitations & the Business Place

TO THE MEMBERS OF THE DES PLAINES LIBRARY BOARD

NEEDS OF PEOPLE WITH PHYSICAL LIMITATIONS SHOULD BE
ADDRESSED IN THE CONSTRUCTION OF OUR NEW LIBRARY.
I DO NOT REFER TO REQUIREMENTS ESTABLISHED BY THE ADA
BUT RATHER TO CONSIDERATIONS THAT ULTIMATELY MAKE A
BUILDING USER-FRIENDLY FOR ALL PATRONS.

LISTED BELOW ARE BUT A FEW CONSIDERATIONS THAT NEED
TO BE MADE AS WE PLAN OUR NEW LIBRARY.

- DOORS THAT ARE EASILY PUSHED OPEN
- AUTOMATIC DOORS ARE BEST
- LEVEL FLOOR SURFACES
- LIGHTWEIGHT DOORS WITH LEVER HANDLES TO OPEN BATHROOMS
- WIDE STALLS
- SINKS WITH AUTOMATIC FAUCETS OR
- SINKS WITH A SINGLE UP AND DOWN LEVER
- HIGH ADULT SIZE TOILETS
- SUPPORT BARS IN ALL STALLS
- STALL DOORS THAT OPEN OUT
- VERTICAL DOOR LOCKS
- APPROPRIATE PLACEMENT AND MOUNTING OF WASHROOM NECESSITIES
- ENCLOSED ELEVATORS

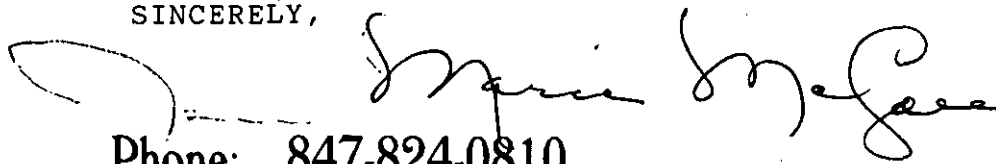
- NO FREE STANDING STAIRS
- NO FREE STANDING ESCALATORS
- NO HEAVY, OVERSIZE DOORS

WIDER PARKING STALLS

PEOPLE WHO HAVE OFTEN HIDDEN PHYSICAL LIMITATIONS SHOULD
BE ABLE TO INPUT ON NEW CONSTRUCTION. I ASK THAT THIS BE
REQUIRED FOR OUR NEW LIBRARY

LET'S MAKE IT REALLY USER-FRIENDLY FROM THE START.

SINCERELY,



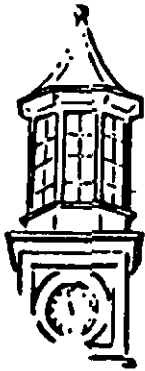
Anna Marie McCall

Phone: 847-824-0810

815 E. Oakton 132

Fax: 773-736-4406

Des Plaines, IL 60018-2089



**DES PLAINES
PUBLIC LIBRARY**

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, AUGUST 18, 1998

7:30 PM

Agenda:

- Review of 1999 Budget - First Draft
- Committee Appointments
- Executive Session - To Discuss Sale 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.

Aug



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

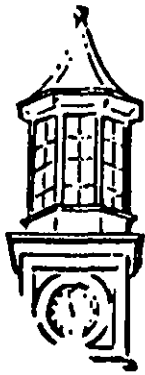
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting August 18, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, July 21, 1998. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Brookman.
- 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. Building and Grounds Committee – Betty Ritter. (8:10 PM)
- VIII. Management Committee – Ellen Yearwood. (8:20 PM)

- IX. Planning Committee - John Burke.
- X. System Membership - John Ciborowski.
- XI. Friends of the Library - Inara Brubaker.
- XII. Administrator's Report - Sandra Norlin.
- XIII. Unfinished Business. (9:15 PM)
- XIV. New Business. (9:20 PM)
 - A. Review of Safety Deposit Box Contents.
 - B. Committee Appointments
- XV. Announcements.
 - A. Correspondence.
- XVI. Executive Session. (9:40 PM)
 - A. Sale or Purchase of Real Property.
- XVII. Adjournment. (10:00 PM)



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Pre-Meeting Planning Session July 21, 1998

The pre-meeting planning session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, July 21, 1998. President John Burke called the meeting to order at 6:40 PM.

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

Members Absent: Betty Ritter.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Ken Hutson, Jan Rizzo, Alderman Carla Brookman.

Sandra introduced Ken Hutson of CCS Owner Services. Ken engaged the board in a brainstorming exercise for the purpose of exploring everyone's priorities for the new library. Board members were asked to give three of their most important concerns for the new building and one feature that was least significant.

Eldon Burk
Patron Focus
Versatility
Timeless
Least - Signage

Susan Burrows
Architectural Design
User Friendly
Function
Least - Expandable

John Ciborowski
Inviting
Quality Construction
Reflecting Community
Least - Timeless

Sarah McConnell
Versatility
User-Friendly
Technically Up-to-Date
Least - Signage

Martha Sloan
 Timeless
 Versatility
 Patron Focus
 Least - Signage

Inara Brubaker
 Timeless
 Architecturally Clear
 Meets Varied Needs
 Least - Delights the Spirit

Ellen Yearwood
 User Friendly
 Meets Varied Needs
 Technically Up-to-Date
 Least - Delights the Senses

John Burke
 Enticing
 Efficient
 Expandable
 Least - Legacy

Sandra Norlin
 Quality Construction
 Inspiring
 Reflects Community
 Least - Expandable

The consensus was that the library board is looking for:

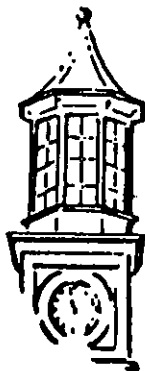
User Friendliness/Patron Focus
 Versatility
 Quality Construction
 Inviting and Welcoming

Choices that the board felt were least important were:

Legacy
 Expandability
 Signage

The meeting adjourned at 7:30 PM.

Minutes prepared by Carol Kidd



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Regular Meeting July 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, July 21, 1998. President John Burke called the meeting to order at 7:35 PM.

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

Members Absent: Betty Ritter

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Alderman Carla Brookman, Ken Hutson, Michael Barnes, Floyd Anderson, Jan Rizzo, Kimbriell Granderson, Kathy Krus, Edie Davis, Eugene Fregetto, Shirley Eilken, Anna Marie McCall, L. Sue D'Hondt

MOTION by Eldon Burk, seconded by Ellen Yearwood, to accept the agenda as amended by adding under IV. Building and Grounds Committee. C. Approval of Environmental Systems Design, Inc. (ESD) Contract for Voice and Data Consultants not to Exceed \$4,000.00. XVI. New Business. F. Resolution honoring Margaret Brod and Joan Huff on the Occasion of their Retirement. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the Minutes of the regular Board Meeting of June 16, 1998 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

"Notes On The Design For The Des Plaines Public Library" were distributed by Michael Barnes of Lohan Associates to the board. Barnes presented schematic floor plans and exterior designs at the meeting and stated that the floor plans remain basically the same as presented at the June 16, 1998 board meeting. Barnes stated that the proposed day care facility was now unlikely, and plans for that area would be a landscaped open space.

John Ciborowski questioned the lack of computer spaces in the building. Barnes replied that the plans show only the stacks, but that adequate computer space is part of the floor plan. The board requested that signage be placed higher on the building, so that it can be seen from a distance. Yearwood asked if the entire building would be wired for computers and Ken Hutson replied that Environmental System Design (ESD) would be handling the plans for wiring. Inara Brubaker questioned Barnes about adequate insulation for sound proofing the meeting rooms and was assured by Barnes that rooms would be soundproofed to 50 - 52 STC.

John Burke stated that he and Susan Burrows had discussed the covered arcade entry and due to maintenance and utility costs suggested that the walkway should remain as an open-area space. Susan Burrows stated that the library cannot depend on the franchise agreement with ComEd to continue indefinitely and utility bills should be considered in the design process. Barnes stated that the walkway size is 600 square feet in comparison to the building size of 80,000 square feet and to heat and air-condition that space is small compared to the overall size of the building. Eldon Burk emphasized the need for an enclosed walkway. Barnes suggested a weather vestibule if there were no passageway. As part of the discussion on design John Burke called for a vote on the enclosed walkway. John Burke, Eldon Burk, John Ciborowski, Sarah McConnell and Ellen Yearwood voted for the enclosed walkway. Susan Burrows and Inara Brubaker voted against the enclosure.

Ellen Yearwood questioned the placement of trees in the design. Barnes stated that the landscaping appears larger than it would appear in front of the building.

Susan Burrows requested that the book drop-off be driver accessible.

PUBLIC COMMENTS AND QUESTIONS.

Anna Marie McCall distributed to board members a handout of ideas for persons with physical limitations. McCall stated that her ideas are not limited to ADA requirements, but are for persons who often have hidden physical limitations. The list included such items as doors that are easily pushed open, level floor surfaces, wider parking stalls, etc. The board thanked her for her suggestions.

Sue D'Hondt suggested that escalators be placed in the building. Floyd Anderson of Lohan stated that there are three elevators in the new building, which is one more than required, and that escalators consume a large amount of space and are expensive. Ms.

D'Hondt also stated that she did not like the round window in the exterior design.

Eugene Fregetto asked how many parking spaces were planned. Burrows answered that the design calls for 428 spaces in the parking garage and 134 spaces in front of the retail. The current library has 135 spaces for both staff and patrons. Fregetto questioned the possibility of congestion with a narrow driveway. Barnes stated that the alley is wide enough for two vehicles. Fregetto also questioned the board about the condominiums proposed and wanted to know if the library had any control over that project. Fregetto was informed the library has no control over other buildings. Window cleaning was also a concern for Fregetto and he suggested a building with fewer windows.

Kathy Krus requested that a family washroom that was wheelchair accessible be included in the plans for the building. Barnes answered that a family restroom was in the plans for the second floor. Ms. Krus also questioned the lack of a basement and John Burke responded that due to budget restraints, a basement would not be part of the building, because it would add cost without saving other costs.

John Burke thanked the public for coming and for their questions and comments.

Burrows inquired about the exterior designs that were promised to the board at the July 8, 1998 Building and Grounds Committee Meeting. Barnes stated that he had prepared alternate designs, not drastically different, but different. Anderson of Lohan stated that this design has been and will continue to be refined throughout the design process:

Ken Hutson of CCS Owner Services reminded the board that they should not vote for these plans if not absolutely sure they were acceptable.

MOTION by Susan Burrows, seconded by Eldon Burk, to accept the preliminary schematic floor designs subject to further and future recommendations made by the board. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to enter into executive session to discuss sale or purchase of real property and semi-annual review of minutes of executive sessions. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 11:15 PM and was called to order by John Burke.

MOTION by Eldon Burk, seconded by Inara Brubaker, to enter into a contract with Sheldon Good and Company for managing the sale of the Des Plaines Public Library property. The minimum expenditure of \$7,500.00, not to exceed \$25,000.00 was approved for marketing library property, pending review of the contract.

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

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

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

No report. [Alderman Brookman left the meeting before this time.]

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	\$	11,968.52
2. Petty Cash Expenditures	\$	64.36
3. Budget Expenditures for June	\$	199,486.86
4. Expenditures Year to Date	\$	1,367,026.88
5. Revenue for June	\$	8,662.41
6. Revenue Year to Date	\$	1,329,922.09

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:

June 01, 1998	\$	31,169.48
June 15, 1998	\$	<u>34,930.06</u>
Total	\$	66,099.54

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Yearwood. 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	June 04, 1998	\$	55,086.35
	June 18, 1998	\$	<u>54,391.07</u>
	Total	\$	109,477.42

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

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

Gasoline and Diesel Fuel (June)	<u>\$243.22</u>
Total	\$243.22

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

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE — John Burke.

No report.

NOMINATING COMMITTEE — Sarah McConnell, Chairman.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to elect Eldon Burk, President, Inara Brubaker, Vice President and Carol Kidd, Secretary. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The new officers took the Oath of Office.

SYSTEM MEMBERSHIP — John Ciborowski

No Report

FRIENDS OF THE LIBRARY — Inara Brubaker

Inara reported that the Friends Book Sale will be held September 18 - 20. The next meeting is scheduled for August 25, 1998 at 7 PM. Inara thanked Leslie Steiner for taking the initiative to have the book sale information included on the latest city water bill. The Friends are also looking for new members to train for leadership positions.

ADMINISTRATOR'S REPORT - Sandra Norlin

Kimberlynn Jurkowski began June 29 and Roberta Johnson began July 1 as Librarian I. Catherine Berner has been hired full time (temporary) through C. Berger as Librarian I in the Children's Department. Emily Goldstein resigned as part-time Library Assistant II in the Children's Department to accept a position at the Villa Park Library. Brea Schultz resigned her position as part-time Assistant Clerk in the Circulation Department.

Sandra and Martha Sloan are conducting interviews with seven candidates for the position

of Head of Children's Services.

Martha Sloan is working with a staff committee and Mary Jane Kepner to redesign and implement the employee performance evaluation program.

The third Learning Organization "Library of the Future" session was held on July 8 at North Suburban Library System headquarters. The next Chat Room session will be held on July 29. On September 10, 1998 the next quarterly all-staff meeting will be held.

Our service levels have recovered from the April/May downtime and show an impressive 8% increase in circulation over June '97 and a year to date increase of 5%. Kudos to Jaye Domecq, who has taken the responsibility for providing the monthly circulation reports. Please note the large increase in children's and Mobile Library book circulation. We held a very successful evening storytime for kids and parents on July 8, with over 165 in attendance on the lawn.

The Fourth of July parade was enhanced by the presence of the enthusiastic retinue from the library. Reports from the participants are that we were duly appreciated.

The highlight of the ALA Annual Conference in Washington, DC was attending the Inaugural Banquet and Award Presentation at the newly restored Jefferson Building of the Library of Congress. Martha and Sandra represented the Des Plaines Public Library as one of eight honored recipients of awards. In addition to ALA Conference, Sandra attended one Learning Organization Chat Room meeting, four building project meetings, and a Library Cable Network Executive Committee meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Eldon Burk will announce the new committee assignments at the August 18, 1998 board meeting.

The new officers signed the new bank signature cards.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the regular monthly Board of Library Trustees meeting dates for the period August 1998 through July 1999. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Sarah McConnell, to approve the Library Closings for the period August 1998 through July 1999. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, not to increase the Non-

Resident Fee from July 1, 1998 - June 30, 1999. The current fee of \$125.00 per family per year will remain in effect. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by John Ciborowski, to accept the Environmental Systems Design, Inc. (ESD) contract for Voice and Data Consultants not to exceed \$4,000.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The board approved the resolution honoring Margaret Brod and Joan Huff on the occasion of their retirement. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ANNOUNCEMENTS

None

The meeting adjourned at 11:40 PM.

Minutes prepared by Carol Kidd.

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

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

1. Over the Counter Receipts	\$ 9,557.23
2. Petty Cash Expenditures	\$ 49.32
3. Budget Expenditures for July	\$ 291,817.92
4. Expenditures Year to Date	\$1,671,863.11
5. Revenue for July	\$ 12,414.24
6. Revenue Year to Date	\$1,503,567.85

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

July 06, 1998	\$ 34,575.52
July 20, 1998	<u>62,439.65</u>
Total	\$ 97,015.17

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 July 01, 1998	\$ 54,849.63
July 15, 1998	60,253.71
July 30, 1998	<u>\$ 56,187.88</u>
Total	\$171,291.22

ROLL CALL VOTE AYES: _____ NAYS: _____

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

Gasoline and Diesel Fuel (July)	<u>\$1,530.79</u>
Total	\$1,530.79

ROLL CALL VOTE AYES: _____ NAYS: _____

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - July 1998

	July 1997	July 1998	1997 to Date	1998 to Date
Lost Materials	\$ 501.60	\$ 550.27	\$ 2,151.29	\$ 2,019.11
Fines	7,120.39	6,737.61	44,509.29	40,135.52
Damage	97.00	21.19	316.75	289.56
Fees	617.90	661.09	2,462.40	3,185.78
Copies	1,039.03	1,557.17	10,887.53	10,854.73
Miscellaneous	22.00	29.90	129.67	181.09
Totals	\$9,397.92	\$9,557.23	\$60,456.93	\$56,665.79

PETTY CASH EXPENDITURES - July 1998

960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	5.33
960600	Books	10.00
970170	Janitorial	4.00
970260	Postage	1.98
970260	Postage	2.77
970100	Supplies	15.99
970100	Supplies	3.92
	Total	\$49.32

SELECTION CRITERIA: gealedgr.funds'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		332,900.48
102012	CASH IPTIP/FOA 7139200161	269,197.23	
102026	CASH FIRST BANK ACCUMULTH	.00	
102051	CASH PLAINSBANK ACCUMULTH	.00	
	TOTAL CASH	269,697.23	332,900.48
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	2,316.62	
104032	INVESTMENTS-BURCAN	1,708.09	
104033	INVESTMENTS-DOWNING	33,190.71	
	TOTAL INVESTMENTS	37,215.42	.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	2,976,495.65	332,900.48
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETIREMT 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		.00
	TOTAL CURRENT LIABILITIES	.00	2,669,583.00
	TOTAL LIABILITIES	.00	2,669,583.00
700110	EXPENDITURE CONTROL	1,671,863.11	
700120	REVENUE CONTROL		1,503,367.85
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		3,091,828.00
700160	REV. BUDGET CONTROL	2,940,594.00	
700170	BUDGET FUND BALANCE	219,919.20	
	TOTAL SYSTEM CONTROL	4,832,366.31	4,595,395.85
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

SELECTION CRITERIA: gealedgr.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		4,832,366.31	4,806,378.48
TOTAL PUBLIC LIBRARY FUND		7,808,861.96	7,808,861.96
TOTAL REPORT		7,808,861.96	7,808,861.96

SELECTION CRITERIA: revldgr.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	92,988.00	.00	1.00
TOTAL	TAXES	2,724,816.00	.00	.00	1,353,420.87	1,371,395.13	.50
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	69,924.48	-3,156.48	1.03
TOTAL	STATE GRANTS	66,768.00	.00	.00	69,924.48	-3,156.48	1.03
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	69,924.48	-3,156.48	1.03
850102	LIBRARY FINES	90,000.00	8,154.69	.00	47,012.59	42,987.41	.52
TOTAL	FINES	90,000.00	8,154.69	.00	47,012.59	42,987.41	.52
850201	COPYING FEE	25,000.00	1,889.53	.00	13,441.88	11,558.12	.54
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	2,370.00	.00	6,467.00	11,533.00	.36
TOTAL	FEES AND SERVICES	43,000.00	4,259.53	.00	19,908.88	23,091.12	.46
TOTAL	FINES, FEES, AND SERVICES	133,000.00	12,414.24	.00	66,921.47	66,078.53	.50
890010	INTEREST INCOME	5,000.00	.00	.00	8,764.36	-3,764.36	1.75
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	.00	.00	3,936.67	7,063.33	.36
TOTAL	OTHER REVENUE	16,000.00	.00	.00	13,301.03	2,698.97	.83
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	12,414.24	.00	1,503,567.83	1,437,016.15	.51
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	12,414.24	.00	1,503,567.83	1,437,016.15	.51
TOTAL REPORT		2,940,584.00	12,414.24	.00	1,503,567.83	1,437,016.15	.51

SELECTION CRITERIA: expldgr.key_orgn between '2110' and '2130'

FUND - 201 - PUBLIC LIBRARY FUND
 FUNCTION - 400 - CIVIC & CULTURE
 ELEMENT - 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	103,300.77	.00	536,626.72	537,939.28	.50
910200	TEMPORARY WAGES	427,984.00	55,019.33	.00	279,989.69	147,994.31	.65
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	7,128.63	.00	36,484.80	-36,484.80	.00
910600	SICK PAY	.00	1,608.22	.00	14,059.33	-14,059.33	.00
910700	HOLIDAY PAY	.00	4,234.27	.00	13,060.83	-13,060.83	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	151.83	.00	151.83	-151.83	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	3,156.93	33,237.07	.09
910010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	2,000.00	.00	1.00
910020	EMPLOYER CONTR-F.I.C.A.	114,945.00	13,017.48	.00	68,469.35	46,475.65	.60
910021	EMPLOYER CONTR-I.N.R.F.	104,959.00	11,084.39	.00	60,604.48	44,354.52	.58
910040	LIFE INS PREMIUMS	5,647.00	296.80	.00	2,237.20	3,409.80	.40
910050	MEDICAL INS PREMIUMS	132,797.00	6,776.92	.00	52,589.76	80,207.24	.40
910060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
910070	WORKERS COMPENSATION	3,300.00	417.22	.00	1,863.77	1,436.23	.56
TOTAL	PERSONAL SERVICES	1,905,092.00	203,035.77	.00	1,071,294.69	833,797.31	.56
920110	PROFESSIONAL CONSULTING	25,000.00	7,812.50	.00	8,162.50	16,837.50	.33
920120	COMMUNICATION SERVICES	22,040.00	701.11	.00	12,114.79	9,925.21	.55
920130	DATA PROCESSING SERVICES	55,000.00	3,870.04	.00	23,469.59	31,530.41	.43
920140	CONFERENCES	5,000.00	.00	.00	836.00	4,164.00	.17
920204	TRAINING	1,000.00	30.00	.00	936.80	63.20	.94
920206	SEMINARS	1,000.00	.00	.00	1,604.00	-604.00	1.60
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,430.50	1,569.50	.48
920220	MEMBERSHIP DUES	3,000.00	300.00	.00	1,403.25	1,596.75	.47
920230	PUBLICATION OF NOTICES	1,000.00	370.50	.00	1,149.78	-149.78	1.15
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	727.99	.00	5,095.93	4,504.07	.53
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	727.99	.00	5,095.93	4,504.07	.53
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	21,000.00	21,000.00	.50
930010	R & M EQUIPMENT	47,800.00	4,022.63	.00	22,691.84	25,108.16	.47
930020	R & M BLDGS & STRUCTURES	70,500.00	3,204.32	.00	28,241.60	42,258.40	.40
930030	R & M VEHICLES	1,500.00	459.96	.00	670.49	829.51	.45
930195	BOOK BINDING & REPAIR	7,200.00	464.50	.00	2,828.34	4,371.66	.39
930210	RENTAL OF EQUIPMENT	1,000.00	201.00	.00	2,132.80	-1,132.80	2.13
930320	CLEANING:CUSTODIAL SERV	29,600.00	3,848.00	.00	15,523.00	14,077.00	.52
960070	AUTO/TRAVEL EXPENSES	3,000.00	784.33	.00	4,792.25	-1,792.25	1.60
960210	SPECIAL EVENT PROGRAMMING	15,000.00	4,019.30	.00	9,318.93	5,681.07	.62
960990	MISC CONTRACTUAL SVCS	66,000.00	11,230.40	.00	47,470.93	18,529.07	.72
TOTAL	CONTRACTUAL SERVICES	409,240.00	42,046.58	.00	210,873.32	198,366.68	.52
970100	SUPPLIES	40,000.00	3,520.98	.00	23,985.74	16,014.26	.60
970170	JANITORIAL	15,000.00	1,535.05	.00	6,603.01	8,396.99	.44
970200	COPYING/FAX SUPPLIES	3,000.00	.00	.00	832.02	2,147.98	.28
970210	POSTAGE AND PARCEL	13,200.00	1,015.50	.00	6,962.60	6,237.40	.53
970220	PRINTING-REPROD-BINDING	10,300.00	.00	.00	1,239.41	9,060.59	.12
970600	BOOKS	310,000.00	24,184.98	.00	174,069.28	135,930.72	.56

SELECTION CRITERIA: explogy.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	3,741.92	.00	18,736.05	25,263.95	.43
970620	SUBSCRIPTIONS & BOOKS	60,000.00	336.35	.00	19,341.92	40,658.08	.32
970630	VISUAL MATERIALS	36,500.00	3,379.85	.00	17,759.33	18,740.65	.49
970640	AUTOMATED REFERENCE MAT'L	60,000.00	3,463.50	.00	54,141.77	5,858.23	.90
970810	NATURAL GAS	14,000.00	1,016.21	.00	10,074.43	3,925.57	.72
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	174.99	-174.99	.00
970850	GASOLINE	2,000.00	35.50	.00	1,355.80	644.20	.68
TOTAL	COMMODITIES	608,500.00	44,229.84	.00	333,296.37	273,203.63	.53
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	.00	.00	1,557.07	8,442.93	.16
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.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	289,312.19	.00	1,638,248.45	1,386,811.55	.54

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	325.00	.00	875.00	9,125.00	.09
920120	COMMUNICATION SERVICES	9,000.00	1,180.73	.00	2,265.55	6,734.45	.25
960990	HISC CONTRACTUAL SVCS	12,000.00	800.00	.00	3,657.01	8,342.99	.30
TOTAL	CONTRACTUAL SERVICES	31,000.00	2,505.73	.00	6,797.56	24,202.44	.22
980400	EQUIPMENT	35,768.00	.00	.00	26,817.10	8,950.90	.75
TOTAL	CAPITAL EXPENDITURES	35,768.00	.00	.00	26,817.10	8,950.90	.75
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	2,505.73	.00	33,614.66	33,153.34	.30
TOTAL	CIVIC & CULTURE	3,091,828.00	291,817.92	.00	1,671,863.11	1,419,964.89	.54
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	291,817.92	.00	1,671,863.11	1,419,964.89	.54
TOTAL REPORT		3,091,828.00	291,817.92	.00	1,671,863.11	1,419,964.89	.54

SELECTION CRITERIA: payable_due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	MAY 1998	1,829.47
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	BURROWS	50.00
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	BRUBAKER	50.00
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	MCCONNELL	50.00
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	YEARWOOD	50.00
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	CIBOROWSKI	50.00
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	BURK	50.00
2110	920230	PUBLICATION OF NOTICES 07450	CHICAGO TRIBUNE	368629001	370.50
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JULY 1998	346.31
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JULY 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JULY 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JULY 1998	52.04
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JULY 1998	16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JULY 1998	16.21
2110	930010	R & H EQUIPMENT 08090	WEST TOWN REFRIGERATION C	092096	1,277.00
2110	930010	R & H EQUIPMENT 53253	DISTINCTIVE BUSINESS PROD	293715	78.59
2110	930010	R & H EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	MAY 1998	1,390.04
2110	930030	R & H VEHICLES 06956	CHICAGO BUS SALES, INC.	000260	343.02
2110	930320	CLEANING:CUSTODIAL SERV 08948	QUALITY JANITORIAL & MAINT	02221	1,699.00
2110	960210	SPECIAL EVENT PROGRAMMING 07715	DES PLAINES AREA JAYCEES,	ENTRY FEE	50.00
2110	960210	SPECIAL EVENT PROGRAMMING 93485	RAVINIA FESTIVAL	238	1,440.00
2110	960210	SPECIAL EVENT PROGRAMMING 93485	RAVINIA FESTIVAL	234	1,440.00
2110	960210	SPECIAL EVENT PROGRAMMING 93603	LYRIC OPERA OF CHICAGO	183328	1,056.00
2110	960990	NISC CONTRACTUAL SUCS 05228	KASCO PRINTING	3461	2,651.00
2110	960990	NISC CONTRACTUAL SUCS 06789	AMBASSADOR BUSINESS SOLUT	6351850	103.75
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002887262	25.85
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002894416	12.15
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002897875	8.65
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002899010	8.70
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002891349	27.55
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002873683	13.10
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002870455	9.60
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002875186	23.75
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002883901	35.30
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002878995	29.00
2110	960990	NISC CONTRACTUAL SUCS 19776	BAKER & TAYLOR, INC.	2002863038	52.20
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1022	21.60
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2976	9.00
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	3553	3.59
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	5084	16.52
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	3596	4.29
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2786	53.68
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2898	4.43
2110	970100	SUPPLIES 02551	NOTT OFFICE SUPPLY CO.	19562-0	10.12
2110	970100	SUPPLIES 02551	NOTT OFFICE SUPPLY CO.	19563-0	67.88
2110	970100	SUPPLIES 02618	PESCHE'S INC	17867	9.03
2110	970100	SUPPLIES 02618	PESCHE'S INC	18265	113.23
2110	970100	SUPPLIES 02747	RELIABLE OFFICE SUPPLY	LXM13600	666.32
2110	970100	SUPPLIES 07585	U.S. TOY CO/CONSTRUCTIVE	8026454601	19.75
2110	970100	SUPPLIES 12675	REBEL TROPHIES	47596	61.05
2110	970100	SUPPLIES 14465	INSTV PRINTS	202551	160.18

SELECTION CRITERIA: payable_due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	14463	INSTY PRINTS	202543	133.77
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E35331002	26.15
2110	970100	SUPPLIES	24056	THE HIGHSNITH CO., INC.	5097651-001	14.07
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	7901617099 9	190.55
2110	970170	JANITORIAL	08465	GLOBAL EQUIPMENT CO.	78127418	575.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	462355	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	459337	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	456197	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	453301	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	450291	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	447252	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	444216	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	441193	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	438168	15.95
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HBHE	052001-0079	12.36
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HBHE	0518010015	22.29
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HBHE	0508010019	39.25
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HBHE	0504010035	29.19
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	454203418	15.50
2110	970600	BOOKS	01523	INTERNATIONAL CITY BGMT A	ATTACH	89.45
2110	970600	BOOKS	02074	PRACTISING LAW INSTITUTE	0095079	99.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	704819	145.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	704820	82.90
2110	970600	BOOKS	02339	WORLD CHAMBER OF COMMERCE	101823	30.00
2110	970600	BOOKS	04625	CCH, INCORPORATED	2241895	44.95
2110	970600	BOOKS	04625	CCH, INCORPORATED	2026242	507.05
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	507038500026	52.42
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	507038500033	14.96
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	507038500019	736.74
2110	970600	BOOKS	06253	TINE LIFE EDUCATION INC	501065700114	15.53
2110	970600	BOOKS	06423	SINON & SCHUSTER	2467683 6	15.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2353075 9	15.68
2110	970600	BOOKS	06423	SINON & SCHUSTER	2651336	17.56
2110	970600	BOOKS	06423	SINON & SCHUSTER	2633973	20.21
2110	970600	BOOKS	07439	GALE RESEARCH	7882992	287.36
2110	970600	BOOKS	07439	GALE RESEARCH	7887966	134.89
2110	970600	BOOKS	07439	GALE RESEARCH	7890869	104.99
2110	970600	BOOKS	07607	SCHOOL-TECH INC.	775936	140.03
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10129358	253.34
2110	970600	BOOKS	08285	R.R. BONKER	739695	177.89
2110	970600	BOOKS	08285	R.R. BONKER	737676	259.21
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00036583	228.38
2110	970600	BOOKS	08847	WYNDHAM HALL PRESS	1744	27.95
2110	970600	BOOKS	08849	LLENELLYN WORLDWIDE, LTD	821343	15.34
2110	970600	BOOKS	08850	GREEN ANGEL PRESS	11052	18.46
2110	970600	BOOKS	08891	P.J. KENEY & SONS	096982	241.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002887261	607.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002894415	241.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002897874	246.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002899009	144.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002891348	698.04

SELECTION CRITERIA: payable_due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORIGINATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2002875185	346.79
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2002878994	737.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2002870454	249.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2002873682	273.58
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2002883900	998.48
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2002863037	1,045.29
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	E05 4794	606.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	E12 6469	305.71
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	E19 8779	240.33
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	E26 0715	62.53
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	77498	10.82
2110	970600	BOOKS	20737 COUNCIL OF STATE GOVT	81411	49.00
2110	970600	BOOKS	58875 INGRAM	23987172	16.78
2110	970600	BOOKS	58875 INGRAM	24097387	19.65
2110	970600	BOOKS	70263 DIRPRO	98-13427	21.00
2110	970600	BOOKS	71360 MORNINGSTAR	ATTACH	425.00
2110	970600	BOOKS	74130 EBSCO SUBSCRIPTION SVC	0-60493	214.00
2110	970600	BOOKS	74130 EBSCO SUBSCRIPTION SVC	010312	-22.00
2110	970610	AUDIO MATERIALS	07441 FRANK SCHAFFER PUBLICATIO	98070740	21.90
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-2-98-4	13.48
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-2-98-1	362.37
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-2-98-2	78.63
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	703924	901.30
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	709975	1,139.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	697933	176.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	715553	32.80
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	217550	74.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	217549	37.00
2110	970630	VISUAL MATERIALS	07607 SCHOOL-TECH INC.	777138	74.10
2110	970630	VISUAL MATERIALS	07607 SCHOOL-TECH INC.	777428	208.13
2110	970630	VISUAL MATERIALS	07719 BAKER & TAYLOR ENTERTAINM	861326390	68.18
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	230530760	27.18
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	230548020	104.64
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	230736330	27.15
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	230736320	182.36
2110	970630	VISUAL MATERIALS	08846 CAMBRIDGE EDUCATIONL	00273921	87.95
2110	970630	VISUAL MATERIALS	58875 INGRAM	02177953	55.93
2110	970630	VISUAL MATERIALS	58875 INGRAM	02213930	48.97
2110	970630	VISUAL MATERIALS	58875 INGRAM	02190623	69.97
2110	970630	VISUAL MATERIALS	58875 INGRAM	02188849	125.73
2110	970630	VISUAL MATERIALS	58875 INGRAM	02053121	270.01
2110	970630	VISUAL MATERIALS	58875 INGRAM	02112455	248.39
2110	970630	VISUAL MATERIALS	58875 INGRAM	02117378	13.99
2110	970630	VISUAL MATERIALS	58875 INGRAM	02053661	16.77
2110	970630	VISUAL MATERIALS	58875 INGRAM	02080398	48.98
2110	970630	VISUAL MATERIALS	58875 INGRAM	02003381	16.66
2110	970630	VISUAL MATERIALS	58875 INGRAM	02141967	181.91
2110	970640	AUTOMATED REFERENCE MAT'L	08852 ENCONIUM PUBLICATIONS	98259	83.50
2110	970850	GASOLINE	83674 SUPERAMERICA	ATTACHED	35.50

TOTAL LIBRARY SERVICES

33,775.52

SELECTION CRITERIA: payable.due_date="07/06/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2130	960990	MISC CONTRACTUAL SUCS	06790	TONER COMPUTER SYSTEMS	0042198IN	800.00
TOTAL IL LIBRARY PER CAP GRANT					800.00	
TOTAL FUND					34,575.52	

SELECTION CRITERIA: payable_due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	4369	13,220.00
2110	920110	PROFESSIONAL CONSULTING	08956	LIBRARY PLANNING ASSOCIAT	1998-1	2,482.50
2110	920120	COMMUNICATION SERVICES	02281	AT&T	019242008301	6.43
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318861	94.95
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	2177327187	-12.47
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	803-3977	180.64
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	827-3551	397.83
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	33.73
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	110MSZ214M0	656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	6-8-98	1,384.57
2110	920204	TRAINING	08950	HORTENCIA G. WALKER	REINB	30.00
2110	930010	R & H EQUIPMENT	08090	WEST TOWN REFRIGERATION C	092209	1,277.00
2110	930020	R & H BLDGS & STRUCTURES	02127	GRASS ROOTS, INC.	ROUND 2	75.00
2110	930020	R & H BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	6-18-98	300.00
2110	930020	R & H BLDGS & STRUCTURES	08951	MIDWEST ACCESSIBILITY INC	96238	540.00
2110	930020	R & H BLDGS & STRUCTURES	08952	ACI	5658	1,993.00
2110	930020	R & H BLDGS & STRUCTURES	19659	OTIS ELEVATOR	CV073690798	294.32
2110	930030	R & H VEHICLES	06956	CHICAGO BUS SALES, INC.	0000288CM	-102.00
2110	930030	R & H VEHICLES	06956	CHICAGO BUS SALES, INC.	0000260	445.02
2110	930030	R & H VEHICLES	07553	LEE AUTO PARTS INC	0751777	49.30
2110	930030	R & H VEHICLES	07553	LEE AUTO PARTS INC	0766302	17.64
2110	930030	R & H VEHICLES	08750	KLEEN-MASTERS, INC.	6-22-98	50.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	054970	464.50
2110	930210	RENTAL OF EQUIPMENT	02632	PITNEY BOWES	326949	201.00
2110	930320	CLEANING-CUSTODIAL SERV	08848	QUALITY JANITORIAL & MAINT	JULY 1998	2,149.00
2110	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA MORLIN	REINB	629.96
2110	960070	AUTO/TRAVEL EXPENSES	06036	MARTHA SLOAN	REINB	106.30
2110	960070	AUTO/TRAVEL EXPENSES	07548	LESLIE STEINER	REINB	12.51
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.08
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.70
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.95
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.50
2110	960070	AUTO/TRAVEL EXPENSES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	5.33
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	01655618	33.30
2110	960990	MISC CONTRACTUAL SUCS	07170	GRAPHIC SOLUTIONS	6221	972.00
2110	960990	MISC CONTRACTUAL SUCS	07606	NIGHT OWL REFERENCE SERVI	6/98 TO 6/99	2,910.30
2110	960990	MISC CONTRACTUAL SUCS	08556	KEVIN LUTHARDT	7-2-98	1,000.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002909393	11.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002967441	20.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002949431	11.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002921946	21.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002936808	11.60
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002938064	18.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002942944	22.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002948007	17.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002903343	22.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002902052	34.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002913194	27.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002911621	9.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002911259	11.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002933178	17.80

ACCOUNTING PERIOD: 7/98

SELECTION CRITERIA: payable_due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002927997 14.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002924202 21.85
2110	960990	MISC CONTRACTUAL SUCS	70067	MORBERT SOLARZ	7095 15.00
2110	960990	MISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES,	1449373 3,040.00
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2009 4.71
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1075 22.13
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	JJZ86400 255.10
2110	970100	SUPPLIES	04832	BRUNO ART SUPPLY	BL111535 15.67
2110	970100	SUPPLIES	05237	JOYCE PIAGARI	REINB 100.00
2110	970100	SUPPLIES	05337	SIGN A RANA, USA	8144 17.85
2110	970100	SUPPLIES	05337	SIGN A RANA, USA	8168 113.50
2110	970100	SUPPLIES	05337	SIGN A RANA, USA	8193 17.70
2110	970100	SUPPLIES	05337	SIGN A RANA, USA	7994 11.90
2110	970100	SUPPLIES	05337	SIGN A RANA, USA	8123 29.75
2110	970100	SUPPLIES	07640	CONSOLIDATED PLASTICS CO.	3393398 30.50
2110	970100	SUPPLIES	08481	KOALA CORPORATION	0083020 54.95
2110	970100	SUPPLIES	14465	INSTY PRINTS	202644 58.95
2110	970100	SUPPLIES	14465	INSTY PRINTS	202633 147.55
2110	970100	SUPPLIES	20127	ILLINOIS LIBRARY ASSOCIAT	6-23-98 210.00
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	304238 212.56
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	302575 226.66
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 5.94
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 6.97
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 2.54
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH 6.35
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	57755-1010 375.04
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	054920-00 190.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	465375 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	468348 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	471359 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	474391 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	477560 15.95
2110	970170	JANITORIAL	17352	RADIO SHACK	251178 126.36
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0622010052 22.13
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0617010059 13.74
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	0612010034 8.55
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	869230 17 23.96
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	865490 17 24.72
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	872988 17 31.75
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	6-28-98 1,000.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	713803 162.00
2110	970600	BOOKS	03363	WEST GROUP	748-441-028 424.48
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	387996 1,149.75
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	390384 35.30
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	389026 45.74
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	054053 151.95
2110	970600	BOOKS	05032	ABINGDON PRESS	9946820A 48.92
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8281308 79.00
2110	970600	BOOKS	06342	DISTRIBUTION VIDEO & AUDI	218111 113.00
2110	970600	BOOKS	06342	DISTRIBUTION VIDEO & AUDI	218112 37.00
2110	970600	BOOKS	06342	DISTRIBUTION VIDEO & AUDI	217815 38.00

SELECTION CRITERIA: payable.due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2377152 Z	13.68
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2698955	125.01
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2721041	104.05
2110	970600	BOOKS	07439	GALE RESEARCH	7937036	144.09
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	28.23
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	443200	34.18
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	443199	49.25
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	444683	160.28
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	446543	17.68
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	445814	47.80
2110	970600	BOOKS	08948	HIPPOCRENE BOOKS, INC.	40085	13.06
2110	970600	BOOKS	08953	ADVANTAGE PUBLISHING GROU	483402	58.97
2110	970600	BOOKS	08954	AMERICAN SOCIAL HEALTH AS	97853910	21.95
2110	970600	BOOKS	08975	WALKER'S MANUAL, LLC	11452	51.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002909392	190.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002905342	543.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002902051	919.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002913193	547.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002911620	288.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002911258	340.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002924201	533.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002927996	388.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002933177	435.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002949430	216.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002938063	324.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002967440	487.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002942943	445.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002948006	327.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002921945	413.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002937923	70.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	F02 2124	56.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	F09 3837	221.64
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	224028	193.99
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	78055	10.32
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	107445	1,107.20
2110	970600	BOOKS	20359	STANDARD & POOR'S	286849	350.00
2110	970600	BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	7.00
2110	970600	BOOKS	23806	FACTS ON FILE	124675	130.01
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	70054231	179.48
2110	970600	BOOKS	58875	INGRAM	24553886	33.25
2110	970600	BOOKS	82668	POLONIA BOOK STORES	003880	95.78
2110	970600	BOOKS	92015	BOOKMEN INC.	770505	206.00
2110	970600	BOOKS	93526	THOMSON FINANCIAL PUBLISH	483804	447.75
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOKS	84608	239.30
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	23090002190	96.43
2110	970610	AUDIO MATERIALS	08949	ISIS PUBLISHING	2001271	6.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-10-98-2	198.92
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-26-98-1	229.06
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-29-98-2	48.57
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-10-98-1	60.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-12-1	127.90

07/14/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 7/98

SELECTION CRITERIA: payable_due_date="07/20/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21199	ALGONQUIN RECORDS	6-18-98-2	229.97
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3065606M	35.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3101002P	237.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3106895M	23.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	701467	1,220.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	719881	177.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	722020	29.75
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	335402	54.54
2110	970620	SUBSCRIPTIONS & BOOKS	05948	BUSINESS & LEGAL REPORTS,	2126604	336.35
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	218421	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	218682	38.00
2110	970630	VISUAL MATERIALS	07607	SCHOOL-TECH INC.	778956	76.40
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61374630	142.54
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	801483	81.45
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30182630	27.90
2110	970630	VISUAL MATERIALS	08287	FOLLETT LIBRARY RESOURCES	747309F-0	313.65
2110	970630	VISUAL MATERIALS	58875	INGRAN	02470356	27.27
2110	970630	VISUAL MATERIALS	58875	INGRAN	02423347	66.39
2110	970630	VISUAL MATERIALS	58875	INGRAN	02420809	97.87
2110	970630	VISUAL MATERIALS	58875	INGRAN	02477673	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAN	02301122	147.33
2110	970630	VISUAL MATERIALS	58875	INGRAN	24305372	26.96
2110	970630	VISUAL MATERIALS	58875	INGRAN	02358693	9.09
2110	970630	VISUAL MATERIALS	58875	INGRAN	02370277	62.91
2110	970630	VISUAL MATERIALS	58875	INGRAN	02347216	79.59
2110	970630	VISUAL MATERIALS	58875	INGRAN	02233485	31.41
2110	970630	VISUAL MATERIALS	58875	INGRAN	02322211	74.10
2110	970640	AUTOMATED REFERENCE MAT'L	00302	AMERICAN BUSINESS INFORMA	98-24-244178	3,380.00
2110	970810	NATURAL GAS	08089	NICOR ENERGY	130569670	1,016.21
TOTAL LIBRARY SERVICES						60,733.92
2130	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	78	525.00
2130	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2208766	1,180.73
TOTAL IL LIBRARY PER CAP GRANT						1,705.73
TOTAL FUND						62,439.65

0107

XIII

REGISTRATION SERVICES REPORT FOR JULY 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>July 1997</u>	<u>June 1998</u>	<u>July 1998</u>	<u>Year to Date</u> <u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
766	884	968	5,420	7,020	22.8%
A.	New Cards		253		
B.	Renewals		383		
C.	Non-Resident Cards		11		
D.	Off-line Library Cards		67		
	Total		714		

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	3
2.	Number of Meeting Room Uses	74
3.	Cab cards and Other Registrations	11
4.	LAN Discs Sold (Year to Date - 48)	5
5.	Computer Room	156
6.	Reading Edge Users	5
	Total	254

III. TOTAL NUMBER OF REGISTERED BORROWERS

July 1997	34,957	(65.4% of Population)
July 1998	33,410	(62.5% of Population)

CIRCULATION REPORT FOR JULY 1998

Page 2

PATRON ATTENDANCE COUNT

<u>July 1997</u>	<u>June 1998</u>	<u>July 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
26,748	28,283	31,962	203,991	209,982	2.9%

RECIPROCAL BORROWING

(Materials Lent)

	<u>July 1997</u>	<u>July 1998</u>	<u>% Change</u>
NLS	7,283	8,055	9.6%
OTHER SYSTEMS	1,658	1,785	7.1%
TOTAL	8,941	9,840	9.1%

INTERLIBRARY LOAN

Sent	1,062
Received	505

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

July 1998

Total 1997 to Date:	442,611	Total 1998 to Date:	463,770	% Change	4.78%
July 1997:	66,388	July 1998:	68,646		3.40%

	MAIN LIBRARY		MOBILE LIBRARY		TOTAL	
CHILDREN	1997	1998	1997	1998	1997	1998
Non Fiction	2,345	3,665	740	555	3,085	4,220
Fiction	11,093	10,591	1,164	834	12,257	11,425
Foreign Language Non Fiction	0	27	0	4	0	31
Foreign Language Fiction	0	95	0	31	0	126
Periodicals	130	185	69	76	199	261
Compact Discs	135	231	22	11	157	242
Audio Cassettes	180	287	29	22	209	309
Audio Kits	354	481	93	56	447	537
Puzzles	279	331	65	43	344	374
Games	79	59	10	3	89	62
Audio Books	176	275	12	7	188	282
Video Fiction	1,731	1,794	537	174	2,268	1,968
Video Non Fiction	0	864	0	42	0	906
CD ROMs	0	419	0	0	0	419
SUB TOTAL	16,502	19,304	2,741	1,858	19,243	21,162
ADULT						
Non Fiction	11,536	12,648	227	164	11,763	12,812
Fiction	9,821	8,702	588	350	10,409	9,052
Large Type	0	914	0	95	0	1,009
Foreign Language Non Fiction	0	63	0	3	0	66
Foreign Language Fiction	0	248	0	0	0	248
Periodicals	2,667	2,664	146	125	2,813	2,789
Pamphlets	80	92	0	0	80	92
Compact Discs	3,404	3,905	480	275	3,884	4,180
Audio Cassettes	816	610	0	2	816	612
Puzzles	0	8	0	0	0	8
Pictures	51	59	0	0	51	59
Audio Books	1,299	1,666	0	34	1,299	1,700
CD ROMs	0	232	0	0	0	232
Video Fiction	10,025	11,135	0	224	10,025	11,359
Video Non Fiction	3,017	3,241	0	24	3,017	3,265
Misc. Formats	0	1	0	0	0	1
Self Check (Books Only) *	2,988	0	0	0	2,988	0
	45,704	46,188	1,441	1,296	47,145	47,484
GRAND TOTAL	62,206	65,492	4,182	3,154 **	66,388	68,646
Self Check	2,988	2,907	0	0	2,988	2,907

* Beginning January 1998, Self Check circulation is included within category totals.

**Mobile Library out of service for 4 days.

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
JULY 1998

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	165	
2. Tax forms	18	
3. Directional questions	189	
4. Item retrieval by library pages	129	
5. Audio visual inquires	814	
 Total		 1,315
 Reference Services		
1. Specific item request	1,081	
2. Ready reference	1,047	
3. Material searching	361	
4. Referrals to other libraries	25	
 Total		 2,514
 GRAND TOTAL		 3,829

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
JULY 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	270
2. Computer sign-ups & help	569
3. Storytime & program sign-ups	108
4. Reference questions	698
5. Ready reference	374
6. Referrals to other libraries	9
7. Misc. inquires	279
8. Handout & change	498
 TOTAL	 2,805

Number of individuals using the Local Computer Network = 1,660

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM JULY 1998**

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
Citizen's Utility	1	40
Coupon Club	1	4
DuPage Figure Skaters	1	8
Foreign Affairs	1	22
Loose Threads	1	3
Mansard South Condominiums	1	10
Options	1	6
Romance Writers	1	31
Toastmasters	2	25
Total	10	149
 Library Sponsored Adult Programs		
Adult Services	1	10
Adult Book Discussion	1	15
Feature Films at the Library	1	91
Learning Organization	1	14
 Other		
Library Board Meeting	1	21
Total	5	151

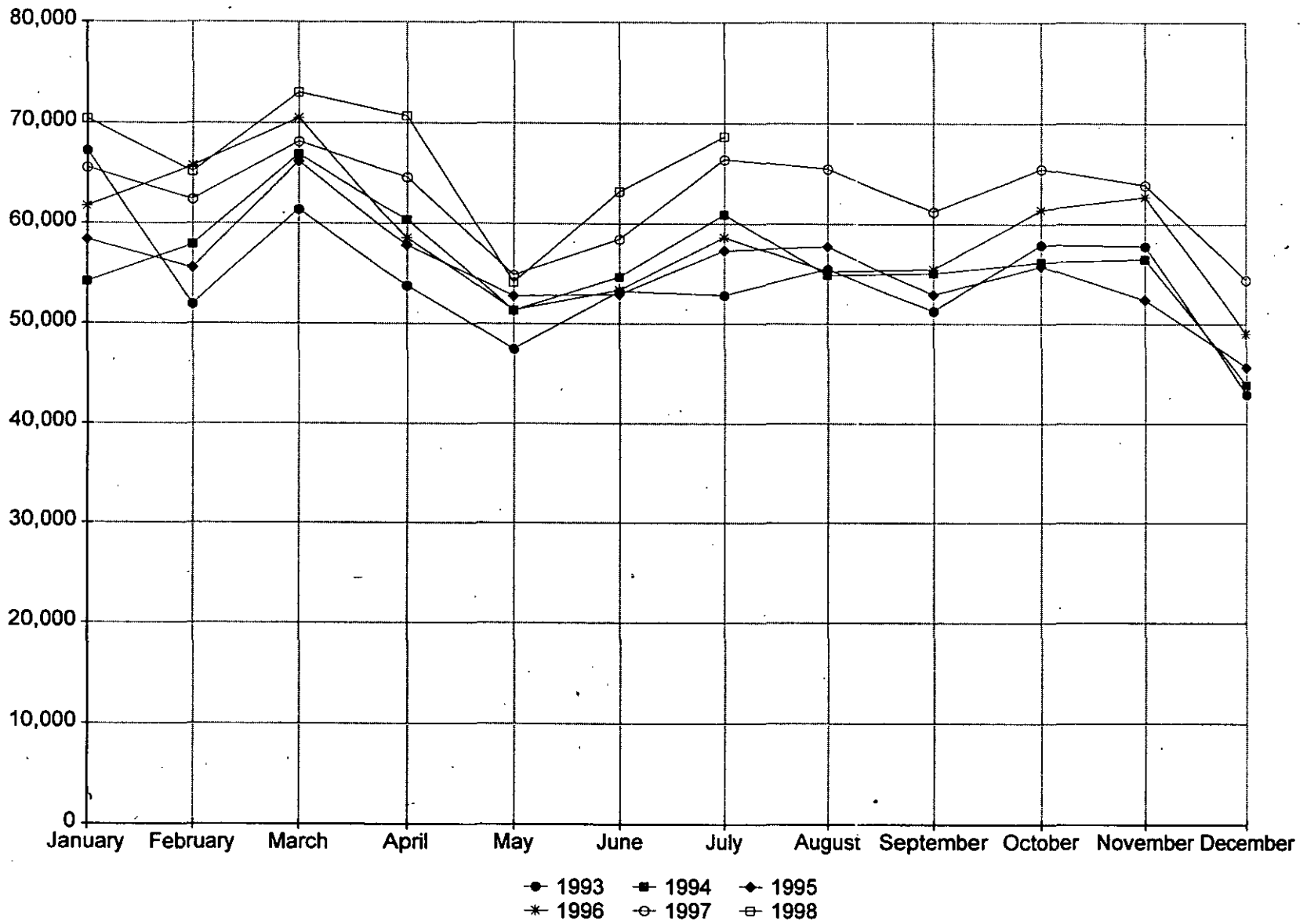
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM - JULY 1998
Page 2**

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
2 Year Old Storytime	7	55
3-5 Year Old Storytime	12	270
Bright Start Baby Book Times	9	231
Evening Storytime	1	150
Hobby Show	1	120
Pet Show	1	140
Aquarium Program	1	42
Brentwood Baptist Preschool	1	10
Spanish Student and Parents	1	17
Total	34	1,035
 Summer Reading Club Sign-ups		
Pre-School Age		33
Grade School Age		165
Total		1,233
 Literacy Program		
Learn to Read	6	436
Total	40	1,669

July Total = 40 groups involving 1,669 people.
1998 Year to Date Total 335 groups involving 12,573 people.

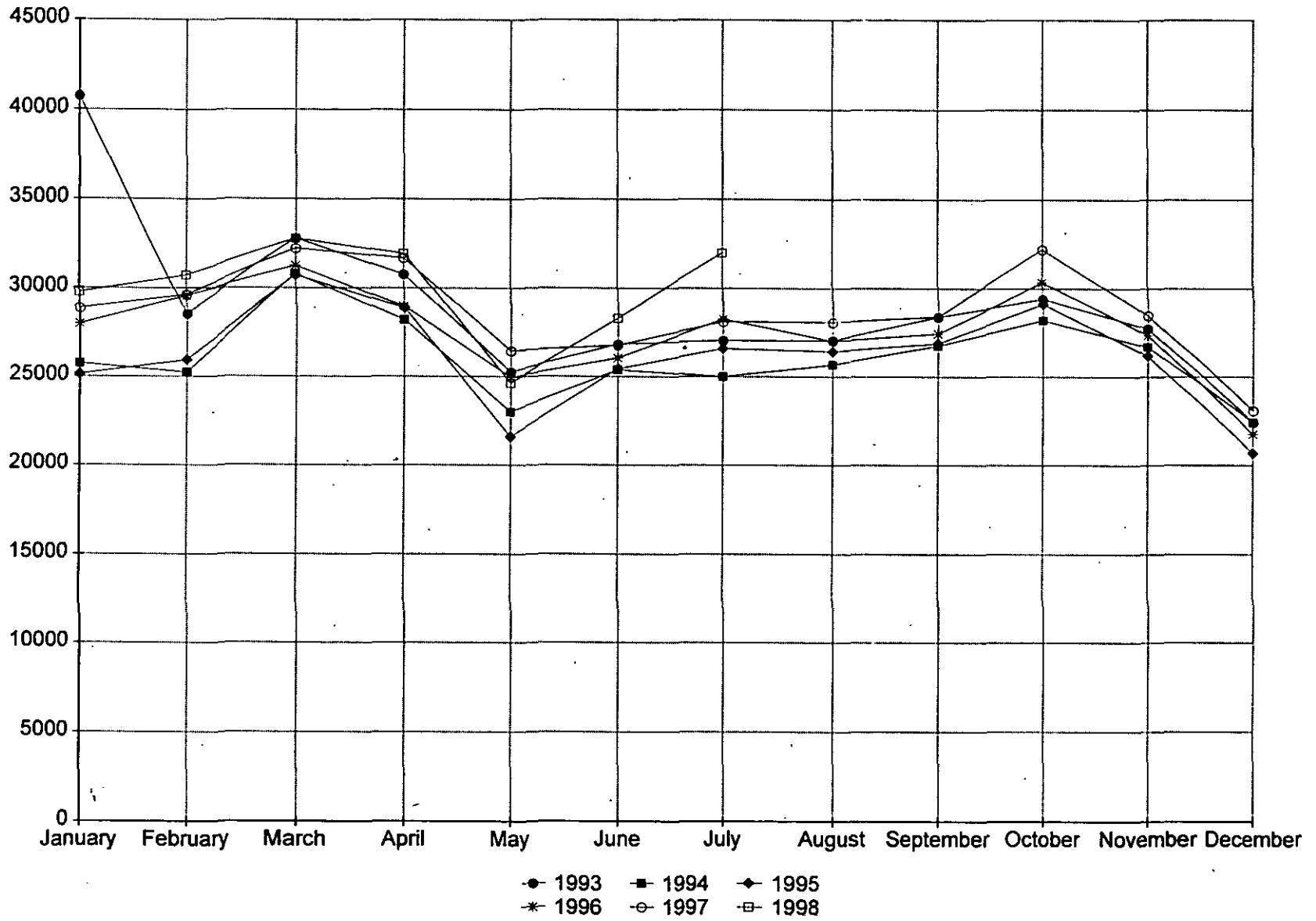
Circulation Statistics

Items Circulated Per Month By Year



Patron Attendance

July 1998



July 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	171,839	172,482	643	0.4%
Audio	12,958	13,031	73	0.6%
Video	8,872	8,965	93	1.0%
Puzzles and Games	598	597	-1	-0.2%
Realia	233	232	-1	-0.4%
Pamphlets	14,866	14,866	0	0.0%

Total	209,366	210,173	807	0.4%

ACQUISITIONS REPORT FOR
FOR JULY 1998

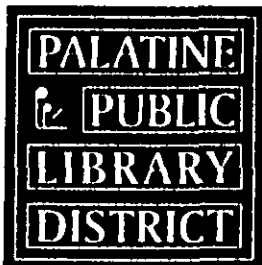
	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,052	2,087	35	1.7%
100	2,398	2,407	9	0.4%
200	2,804	2,813	9	0.3%
300	11,323	11,347	24	0.2%
400	601	607	6	1.0%
500	2,894	2,908	14	0.5%
600	16,934	16,855	-79	-0.5%
700	14,669	14,716	47	0.3%
800	4,805	4,825	20	0.4%
900	11,160	11,219	59	0.5%
B	4,383	4,403	20	0.5%
Total (Adult)	74,023	74,187	164	0.2%
Juvenile (J)				
000	358	361	3	0.8%
100	194	196	2	1.0%
200	276	276	0	0.0%
300	2,174	2,185	11	0.5%
400	103	103	0	0.0%
500	2,921	2,971	50	1.7%
600	2,572	2,590	18	0.7%
700	3,280	3,291	11	0.3%
800	779	783	4	0.5%
900	3,308	3,341	33	1.0%
B	906	909	3	0.3%
YA	761	771	10	1.3%
Total (J)	17,632	17,777	145	0.8%
Total (E)	6,968	7,003	35	0.5%
Total (Juvenile)	24,600	24,780	180	0.7%
Total (Non fiction)	98,623	98,967	344	0.3%
Fiction				
Adult	33,079	33,230	151	0.5%
Juvenile				
J	8,521	8,514	-7	-0.1%
YA	1,576	1,601	25	1.6%
E	10,099	10,155	56	0.6%
Picture Books	6,577	6,607	30	0.5%
Board Books	696	692	-4	-0.6%
Total (Juvenile)	27,469	27,569	100	0.4%
Total (Fiction)	60,548	60,799	251	0.4%

Compact discs				
Adult	5,312	5,342	30	0.6%
Juvenile	289	289	0	0.0%
Total (Compact discs)	5,601	5,631	30	0.5%
CD ROMs				
Adult	121	133	12	9.9%
Juvenile	193	196	3	1.6%
Total (CD ROMs)	314	329	15	4.8%
Audio Cassettes				
Adult	2,749	2,737	-12	-0.4%
Juvenile	828	827	-1	-0.1%
Audio Books				
Adult	1,758	1,789	31	1.8%
Juvenile	708	707	-1	-0.1%
Total (Cassettes)	6,043	6,060	17	0.3%
Kits	1,000	1,011	11	1.1%
Videocassettes				
Adult	7,407	7,478	71	1.0%
Juvenile	1,465	1,487	22	1.5%
Total (Videocassettes)	8,872	8,965	93	1.0%
Total (Audio Visual)	21,830	21,996	166	0.8%
Reference				
Adult	5,474	5,492	18	0.3%
Juvenile	1,032	1,035	3	0.3%
Total (Reference)	6,506	6,527	21	0.3%
Puzzles				
Adult	53	53	0	0.0%
Juvenile	459	458	-1	-0.2%
Total (Puzzles)	512	511	-1	-0.2%
Games (Juvenile)	86	86	0	0.0%
Realia				
Paintings	231	230	-1	-0.4%
CC decoders	2	2	0	0.0%
Total (Realia)	233	232	-1	-0.4%

Large Type				
Adult	2,878	2,902	24	0.8%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,906	2,930	24	0.8%
Pamphlets	14,866	14,866	0	0.0%
Easy Reading	1,028	1,028	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	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	50	50	0	0.0%
Total (Gujarti language)	50	50	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	21	0	0.0%
Juvenile	2	2	0	0.0%
Total (Italian language)	23	23	0	0.0%

6110

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	516	516	0	0.0%
Juvenile	24	25	1	4.2%
Total (Polish language)	540	541	1	0.2%
Russian				
Adult	115	115	0	0.0%
Juvenile	2	2	0	0.0%
Total (Russian language)	117	117	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	543	543	0	0.0%
Juvenile	750	752	2	0.3%
Total (Spanish language)	1,293	1,295	2	0.2%
Total (Adult)	1,375	1,375	0	0.0%
Total (Juvenile)	853	856	3	0.4%
Total (Foreign languages)	2,228	2,231	3	0.1%
<hr/>				
TOTAL	209,366	210,173	807	0.4%



Main Library
700 N. North Court
Palatine, IL 60067-8159
Phone: (847) 358-5881
FAX: (847) 358-7192
TDD: (847) 358-9106
Internet: www.ppld.alibrary.com

7-24-98

Hi SANDRA,

I THOUGHT YOU MIGHT BE INTERESTED
IN THE ENCLOSED SPREAD SHEET. IT SHOWS
THAT DESPLAIN'S HAS THE HIGHEST IMPROVEMENT
IN PRODUCTIVITY (COST/CIRC RATIO) OF ANY
LIBRARY IN N.S.L.S. THIS DATA IS FROM
THE LACONT REPORTS - SOME LIBRARIES DIDNT
REPORT IN BOTH YEARS SO THEY ARE NOT
INCLUDED. IN ANY CASE, CONGRATULATIONS!
YOU'VE MADE SOME IMPRESSIVE GAINS IN
PRODUCTIVITY -

TAKO CARE,

DM

NSLS Productivity Changes From 91-92 Through 96-97

Library	1991	Budget	\$/Circ.	1997	Budget	\$/Circ.	Change
DesPlaines	389603	2255000	5.79	703240	2804726	3.99	-1.80
Palatine	686386	2508805	3.66	1404482	3640000	2.59	-1.06
Crystal Lake	281174	1046698	3.72	503221	1610383	3.20	-0.52
Highland Park--	445868	2006700	4.50	519201	2116600	4.08	-0.42
Ela Area	338023	1446583	4.28	642714	2496800	3.88	-0.39
Prospect Heights	98954	797200	8.06	154363	1247300	8.08	0.02
Niles	588559	2571181	4.37	678115	2985611	4.40	0.03
Elk Grove	523048	2013615	3.85	596172	2395654	4.02	0.17
Round Lake	166412	648200	3.90	226911	969200	4.27	0.38
Zion	293439	1001730	3.41	374497	1471100	3.93	0.51
Skokie	831466	3878100	4.66	1098808	5702000	5.19	0.53
Rolling Meadows	324363	2000000	6.17	370662	2481000	6.69	0.53
Algonquin	152000	645442	4.25	343756	1643000	4.78	0.53
Deerfield	286162	1220711	4.27	366274	1776500	4.85	0.58
McHenry	125429	585217	4.67	187928	998930	5.32	0.65
Schaumburg	1938281	6294250	3.25	2132353	8474400	3.97	0.73
Wilmette	488305	2034887	4.17	558594	2742327	4.91	0.74
Gurnee	285373	844366	2.96	751044	2800000	3.73	0.77
Lake Bluff	78184	334189	4.27	74385	377816	5.08	0.80
Mt. Prospect	637087	2355200	3.70	679918	3150000	4.63	0.94
Antioch	120253	465650	3.87	167460	819250	4.89	1.02
East Dundee	215876	885785	4.10	237838	1232634	5.18	1.08
Lake Forest	297364	1244588	4.19	355647	1902412	5.35	1.16
Elgin	564669	3015150	5.34	684073	4452850	6.51	1.17
Arlington	1373525	5209021	3.79	1459821	7931324	5.43	1.64
Park Ridge	619401	1864420	3.01	673866	3209000	4.76	1.75
Grayslake	80303	332600	4.14	205811	1220294	5.93	1.79
Barrington	449970	2049205	4.55	573802	3684507	6.42	1.87
Lake Villa	231080	743483	3.22	402723	2122312	5.27	2.05
Glencoe	129523	805000	6.22	142529	1208500	8.48	2.26
Wheeling	685188	2002625	2.92	595686	3300000	5.54	2.62
Waukegan	497220	2006327	4.04	441924	2944636	6.66	2.63
Lincolnwood	144510	626365	4.33	141980	1008621	7.10	2.77
Average	435364	1749645	4.02	559085	2633930	4.71	0.69
Total	14366998	57738293	4.02	18449798	86919687	4.71	0.69



Sarah Ann Long
System Director

24 July 1998

Sandra Norlin
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, IL 60016-6472

Dear Sandra:

Again, my congratulations on your library's winning the H. W. Wilson Library Staff Development Award. We at NSLS are so proud of you. Your being a recipient of the LSTA grant, "Preparing Libraries for the Future" is still another example of how Des Plaines is leading the way and greeting the challenges facing the library community.

Yours faithfully,

Sarah Ann Long

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

10123

Thank you for your participation.



July 19, 1998

Sandra Norlan
Des Plaines Public Library
841 Graceland
Des Plaines, IL 60016

Dear Sandra,

Thank you very much for your participation in the Des Plaines 4th of July Parade. The day was very enjoyable for us and we hope it was for you as well. Thousands of people once again lined the street to watch our parade. They are now aware that you and your organization are those who get involved in your community.

We look forward to working with you again in the future.

Sincerely,

Jean Marella
1998 Parade co-chair

Thank you for your participation.



July 19, 1998

Sandra Norlan
Des Plaines Public Library
841 Graceland
Des Plaines, IL 60016

Dear Sandra,

Thank you very much for your participation in the Des Plaines 4th of July Parade. The day was very enjoyable for us and we hope it was for you as well. Thousands of people once again lined the street to watch our parade. They are now aware that you and your organization are those who get involved in your community.

We look forward to working with you again in the future.

Sincerely,

Jean Marella
1998 Parade co-chair

0125



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

24 July 1998

Sandra Norlin
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, IL 60016-6472

Dear Sandra:

Again, my congratulations on your library's winning the H. W. Wilson Library Staff Development Award. We at NSLS are so proud of you. Your being a recipient of the LSTA grant, "Preparing Libraries for the Future" is still another example of how Des Plaines is leading the way and greeting the challenges facing the library community.

Yours faithfully,

Sarah Ann Long

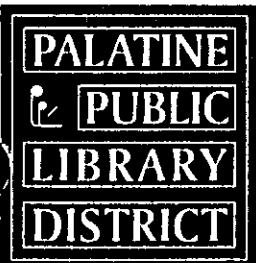
200 W. Dundee Rd.
Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

The North Suburban Library System is an organization of over 250 members, comprised of about 680 public, academic, school, and special libraries in the north suburban area of Cook County and in communities in Kane, Lake, and McHenry counties. It is one of fifteen library systems in Illinois funded through the Illinois State Library, a Division of the Office of the Secretary of State, George H. Ryan, by yearly grants from the Illinois State Legislature and the Live and Learn program of the Secretary of State.

0126



Main Library
700 N. North Court
Palatine, IL 60067-8159
Phone: (847) 358-5881
FAX: (847) 358-7192
TDD: (847) 358-9106
Internet: www.ppld.alibrary.com

7-24-98

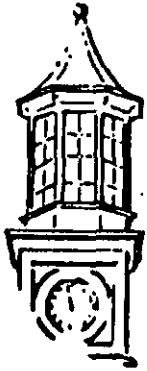
Hi SANDRA,

I THOUGHT you MIGHT BE INTERESTED
IN THE ENCLOSED SPREAD SHEET. IT SHOWS
THAT DESPLAINES HAS THE HIGHEST IMPROVEMENT
IN PRODUCTIVITY (COST/CIRC RATIO) OF ANY
LIBRARY IN NSLS. THIS DATA IS FROM
THE LACONTE REPORTS - SOME LIBRARIES DIDN'T
REPORT IN BOTH YEARS SO THEY ARE NOT
INCLUDED. IN ANY CASE, CONGRATULATIONS!
YOU'VE MADE SOME IMPRESSIVE GAINS IN
PRODUCTIVITY -

TAKA CARE,
DAN

NLS Productivity Changes From 91-92 Through 96-97

Library	1991	Budget	\$/Circ.	1997	Budget	\$/Circ.	Change
DesPlaines	389603	2255000	5.79	703240	2804726	3.99	-1.80
Palatine	686386	2508805	3.66	1404482	3640000	2.59	-1.06
Crystal Lake	281174	1046698	3.72	503221	1610383	3.20	-0.52
Highland Park	445868	2006700	4.50	519201	2116600	4.08	-0.42
Ela Area	338023	1446583	4.28	642714	2496800	3.88	-0.39
Prospect Heights	98954	797200	8.06	154363	1247300	8.08	0.02
Niles	588559	2571181	4.37	678115	2985611	4.40	0.03
Elk Grove	523048	2013615	3.85	596172	2395654	4.02	0.17
Round Lake	166412	648200	3.90	226911	969200	4.27	0.38
Zion	293439	1001730	3.41	374497	1471100	3.93	0.51
Skokie	831466	3878100	4.66	1098808	5702000	5.19	0.53
Rolling Meadows	324363	2000000	6.17	370662	2481000	6.69	0.53
Algonquin	152000	645442	4.25	343756	1643000	4.78	0.53
Deerfield	286162	1220711	4.27	366274	1776500	4.85	0.58
McHenry	125429	585217	4.67	187928	998930	5.32	0.65
Schaumburg	1938281	6294250	3.25	2132353	8474400	3.97	0.73
Wilmette	488305	2034887	4.17	558594	2742327	4.91	0.74
Gurnee	285373	844366	2.96	751044	2800000	3.73	0.77
Lake Bluff	78184	334189	4.27	74385	377816	5.08	0.80
Mt. Prospect	637087	2355200	3.70	679918	3150000	4.63	0.94
Antioch	120253	465650	3.87	167460	819250	4.89	1.02
East Dundee	215876	885785	4.10	237838	1232634	5.18	1.08
Lake Forest	297364	1244588	4.19	355647	1902412	5.35	1.16
Elgin	564669	3015150	5.34	684073	4452850	6.51	1.17
Arlington	1373525	5209021	3.79	1459821	7931324	5.43	1.64
Park Ridge	619401	1864420	3.01	673866	3209000	4.76	1.75
Grayslake	80303	332600	4.14	205811	1220294	5.93	1.79
Barrington	449970	2049205	4.55	573802	3684507	6.42	1.87
Lake Villa	231080	743483	3.22	402723	2122312	5.27	2.05
Glencoe	129523	805000	6.22	142529	1208500	8.48	2.26
Wheeling	685188	2002625	2.92	595686	3300000	5.54	2.62
Waukegan	497220	2006327	4.04	441924	2944636	6.66	2.63
Lincolnwood	144510	626365	4.33	141980	1008621	7.10	2.77
Average	435364	1749645	4.02	559085	2633930	4.71	0.69
Total	14366998	57738293	4.02	18449798	86919687	4.71	0.69



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

To: Library Board of Trustees
From: Sandra K. Norlin *[Signature]*
Subject: 1999 Budget Proposal
Date: August 18, 1998

Each year the budget I prepare seems to develop its own theme. If I have discerned correctly, the 1999 library budget's theme is "getting ready." This budget will allow us to address two areas to prepare for the anticipated increase in demand as we move into the new library facility: staff and computer technology.

The area of the budget that increases most significantly is **personnel**. In addition to the changes in personnel that you approved in 1998, the proposed budget allows for an increase of two full-time positions in the Children's Services Department, bringing the total staff to three full-time librarians, three full-time library assistants, and one part-time library assistant. The other change proposed is in the circulation services department. I am recommending that part-time staffing hours be combined to create an additional full-time library assistant position. This change does not add to the total staffing hours, but does add to the budgeted expenses of health insurance and other benefits. The general wage increase is 3.5%, effective January 1, 1999. This is the same percentage increase received by other city bargaining units and non-union personnel, with the exception of 911 dispatchers.

You will notice a decrease in **contractual services**, which can be attributed to cost-saving measures introduced by Gary Valente, Building Maintenance Supervisor, and a reduction in anticipated costs for professional consultants.

Capital expenditures increase by a small amount (\$10,000), but the use shifts from facilities improvements to computer and other equipment upgrades of \$97,450. This amount allows us to replace our dumb terminals with PC workstations, upgrade the network, add a color printer and a digital camera, and improve the sound system for public presentations. All equipment purchased in 1999 will be moved to the new facility.

The materials budget will increase by \$21,700 (4.8%), to help keep pace with inflation, to add a new collection, and to purchase three significant new reference publications (American National Biography, West Guide to American Law, and Worldmark Encyclopedia of Cultures.)

FUND 201 DIVISION 2110

	1996	1997	1998	1998	1999	Level	Level	Level	Level	Level	Level	Level
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	0	1	2	3	4	5	6
PERSONAL SERVICES												
Salaries	810,496	867,925	1,074,566	1,073,254	1,238,478	1,142,106	96,372					
Temporary Wages	381,639	418,138	427,984	482,740	442,767	460,155	(17,388)					
Supervisory Overtime	0	0	0	0	0	0	0					
Non-Supervisory Overtime	198	0	500	500	500	500						
Vacation Pay	100,540	61,426	0	0	0							
Sick Pay	25,010	31,849	0	0	0							
Holiday Pay	37,148	34,226	0	0	0							
Acting Pay	477	19	0	0	1,000	1,000						
Excess Sick Hours Payout	22,028	4,560	36,394	4,100	18,100	18,100						
TOTAL DIRECT SALARY & WAGES	1,377,536	1,418,143	1,539,444	1,560,594	1,700,845	1,621,861	78,984	0	0	0	0	0
Unemployment Compensation	2,000	2,000	2,000	0	2,000	2,000						
Employer Contribution-F.I.C.A.	102,258	106,263	114,945	114,945	126,950	121,445	5,505					
Employer Contribution-I.M.R.F.	105,126	100,190	104,959	104,959	116,459	101,208	15,251					
Life Insurance Premiums	4,784	90,039	5,647	4,474	4,738	4,348	390					
Medical Insurance Premiums	90,738	3,828	132,797	105,180	164,735	144,212	20,523					
Workers Compensation	2,830	2,839	3,300	2,000	3,800	3,800						
Tuition Reimbursement	0	0	2,000	500	2,000	2,000						
TOTAL EMPLOYEE BENEFITS	307,736	305,159	365,648	332,058	420,682	379,013	41,669	0	0	0	0	0
TOTAL PERSONAL SERVICES	1,685,272	1,723,302	1,905,092	1,892,652	2,121,527	2,000,874	120,653	0	0	0	0	0
CONTRACTUAL SERVICES												
Professional Consulting	37,529	43,684	25,000	20,000	20,000	20,000						
Communication Services	19,287	23,811	22,040	25,000	25,000	25,000						
Data-Processing Services	36,616	52,101	55,000	55,000	55,000	55,000						
Training-Seminars-Meetings	7,827	4,230	0	0	0	0						
Conferences	0	0	5,000	1,500	3,000	3,000						
Seminars	0	0	1,000	2,000	2,000	2,000						
Training	0	0	1,000	1,500	2,000	2,000						
In-Service Training	2,102	1,325	3,000	1,500	3,000	3,000						
Membership Dues	2,448	2,635	3,000	3,000	3,000	3,000						
Property/Liability Insurance	42,000	42,000	42,000	42,000	42,000	42,000						
Publishing of Notices	1,025	1,062	1,000	2,500	1,000	1,000						
E.R.P. Transfer to Medical Fund	9,690	8,299	9,600	9,600	25,600	25,600						
Repair/Maintenance of Equipment	49,353	49,036	47,800	59,300	42,600	42,600						
Repair/Maintenance of Building	10,901	117,586	70,500	42,000	45,000	45,000						
Repair/Maintenance of Vehicles	1,502	958	1,500	1,320	1,500	1,500						
Rental of Equipment	884	963	1,000	4,000	2,900	2,900						
Custodial Services	26,990	30,745	29,600	24,100	25,000	25,000						
Auto/Travel Expenses	4,500	4,261	3,000	5,000	3,000	3,000						
Special Program Services	25,181	19,488	15,000	15,000	15,000	15,000						
Misc. Contractual Services	16,384	47,626	66,000	66,000	70,000	70,000						
TOTAL CONTRACTUAL SERVICES	294,219	449,810	402,040	380,320	386,600	386,600	0	0	0	0	0	0

1999 BUDGET

FUND 201 DIVISION 2110

	1996	1997	1998	1998	1999	Level	Level	Level	Level	Level	Level	Level
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	0	1	2	3	4	5	6
COMMODITIES												
Library Supplies	40,794	35,493	40,000	44,700	42,000	42,000						
Janitorial Supplies	9,710	12,638	15,000	12,000	15,000	15,000						
Copying/Fax Supplies	10,230	25,569	3,000	1,800	2,000	2,000						
Postage & Parcel	10,979	9,810	13,200	12,000	13,200	13,200						
Printing/Reproduction	16,681	20,044	10,300	10,300	10,300	10,300						
Binding	0	0	7,200	5,700	6,000	6,000						
Books	277,863	282,258	310,000	310,000	322,200	322,200						
Audio Materials	34,071	33,242	44,000	44,000	45,500	45,500						
Periodicals	66,679	46,159	60,000	60,000	62,000	62,000						
Visual/Multi-Media Materials	23,886	26,141	36,500	36,500	42,500	42,500						
Automated Reference Material	56,777	56,116	60,000	60,000	62,100	62,100						
Natural Gas/Electricity	11,478	17,361	14,000	14,000	14,000	14,000						
Electricity	148		500	500	500	500						
Gasoline	2,225		2,000	2,000	2,000	2,000						
TOTAL COMMODITIES	561,521	564,831	615,700	613,500	639,300	639,300	0	0	0	0	0	0
CAPITAL OUTLAY												
Improvements	0	0	80,000	20,000		0						
Equipment	4,313	25,237	0	0	97,450	97,450						
Vehicles	0	0	0		0	0						
Furniture & Fixtures	4,685	9,382	10,000	10,000	2,700	2,700						
TOTAL CAPITAL OUTLAY	8,998	34,619	90,000	30,000	100,150	100,150	0	0	0	0	0	0
DEBT SERVICE												
Abatement of 1993 G.O. Bond	12,078		12,078	12,078	12,078	12,078						
Trust/Agency Fees	135		150	150	150	150						
TOTAL DEBT SERVICE	12,213	0	12,228	12,228	12,228	12,228	0	0	0	0	0	0
TOTAL DEPARTMENT REQUEST	2,562,223	2,772,562	3,025,060	2,928,700	3,259,805	3,139,152	120,653	0	0	0	0	0

PUBLIC LIBRARY PER CAPITA GRANT FUND CITY OF DES PLAINES 1999 BUDGET FUND 201 DIVISION 2130						LINE ITEM DETAIL BY PROGRAM						
	1996 ACTUAL	1997 ACTUAL	1998 BUDGET	1998 PROJECTED	1999 BUDGET	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
CONTRACTUAL SERVICES												
Communications	0	0	9,000	6,849	0							
Professional Consulting	0	0	10,000	1,875	0							
Travel	0	0	0		5,000	5,000						
Misc. Contractual Services and Programs	11,014	6,954	12,000	12,000	41,768	41,768						
TOTAL CONTRACTUAL SERVICES	11,014	6,954	31,000	20,724	46,768	46,768	0	0	0	0	0	0
COMMODITIES												
Books	0	0	0		0							
Supplies	0	0	0		0							
Audio Materials	0	0	0		0							
Periodicals	0	0	0		0							
Visual Materials	0	0	0		0							
Automated Reference Materials	6,169	48,431	0		0							
TOTAL COMMODITIES	6,169	48,431	0	0	0	0	0	0	0	0	0	0
CAPITAL OUTLAY												
Equipment	49,556	11,383	35,768	26,817	20,000	20,000						
Vehicles	0	0	0	19,227	0							
TOTAL CAPITAL OUTLAY	49,556	11,383	35,768	46,044	20,000	20,000	0	0	0	0	0	0
TOTAL PER CAPITA FUND	66,739	66,768	66,768	66,768	66,768	66,768	0	0	0	0	0	0
TOTAL LIBRARY FUNDS	2,764,266	3,042,765	3,091,828	2,995,468	3,326,573	3,205,920	120,653	0	0	0	0	0

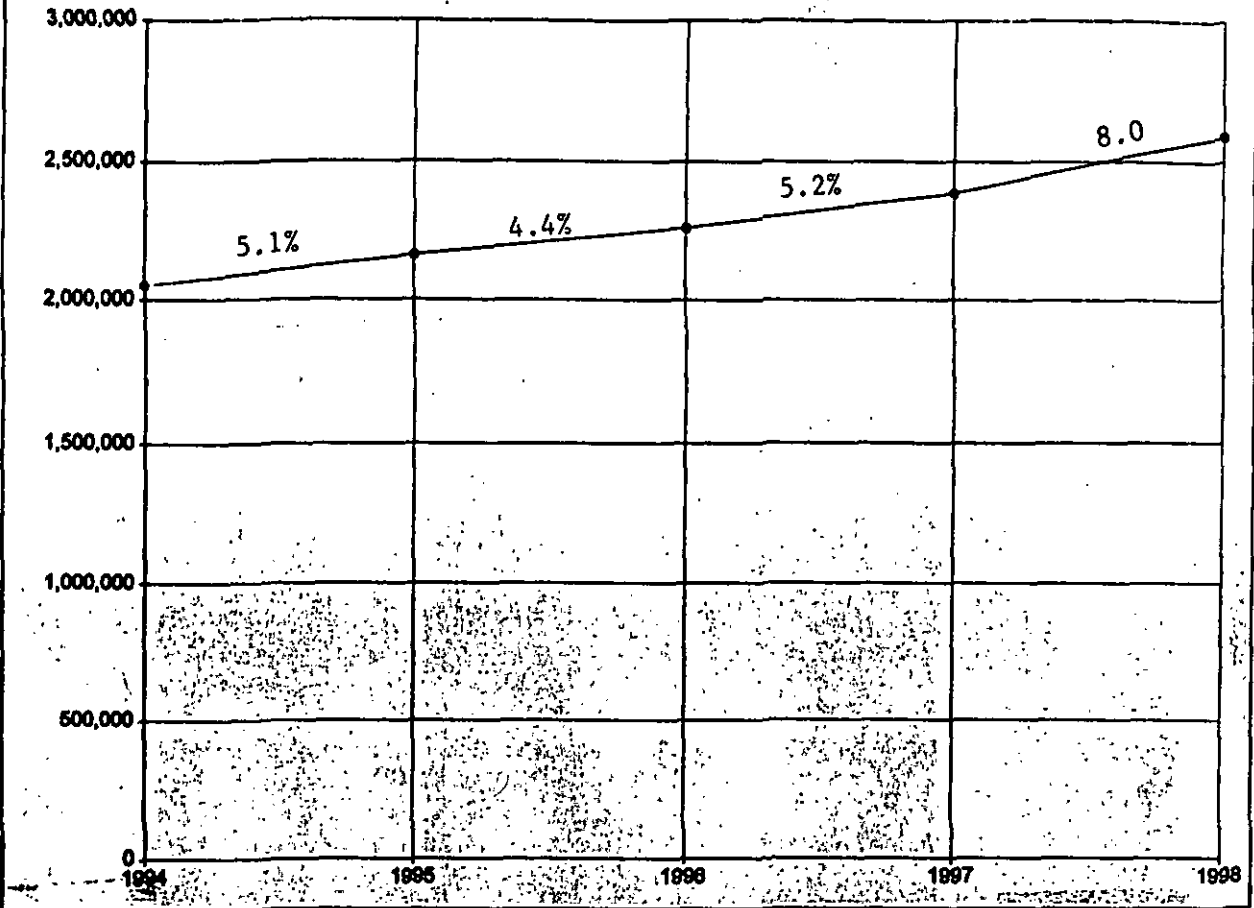
LIBRARY REVENUE PROJECTIONS - 1999

	1998	1999				
	Projected	No Increase	Level 0	% Change	Level 1	%Change
Property Tax	\$2,591,828	\$2,669,583	\$2,751,367	3.0%	\$2,872,020	7.0%
Replacement Tax	\$92,988	\$92,988	\$92,988	0.0%	\$92,988	0.0%
Delinquent Tax	\$40,000	\$40,000	\$40,000	0.0%	\$40,000	0.0%
Fines/Fees	\$90,000	\$90,000	\$90,000	0.0%	\$90,000	0.0%
Copies	\$25,000	\$25,000	\$25,000	0.0%	\$25,000	0.0%
Interest	\$5,000	\$5,000	\$5,000	0.0%	\$5,000	0.0%
State Grant	\$66,767	\$66,768	\$66,768	0.0%	\$66,768	0.0%
Special Programs	\$18,000	\$18,000	\$18,000	0.0%	\$18,000	0.0%
Beginning Fund Balance	\$198,373	\$155,797	\$155,797	0.0%	\$155,797	0.0%
Miscellaneous Income	\$11,000	\$11,000	\$11,000	0.0%	\$11,000	0.0%
TOTAL	\$3,138,956	\$3,174,136	\$3,255,920	2.5%	\$3,376,573	6.0%
12/31/99 Fund Balance			\$50,000		\$50,000	

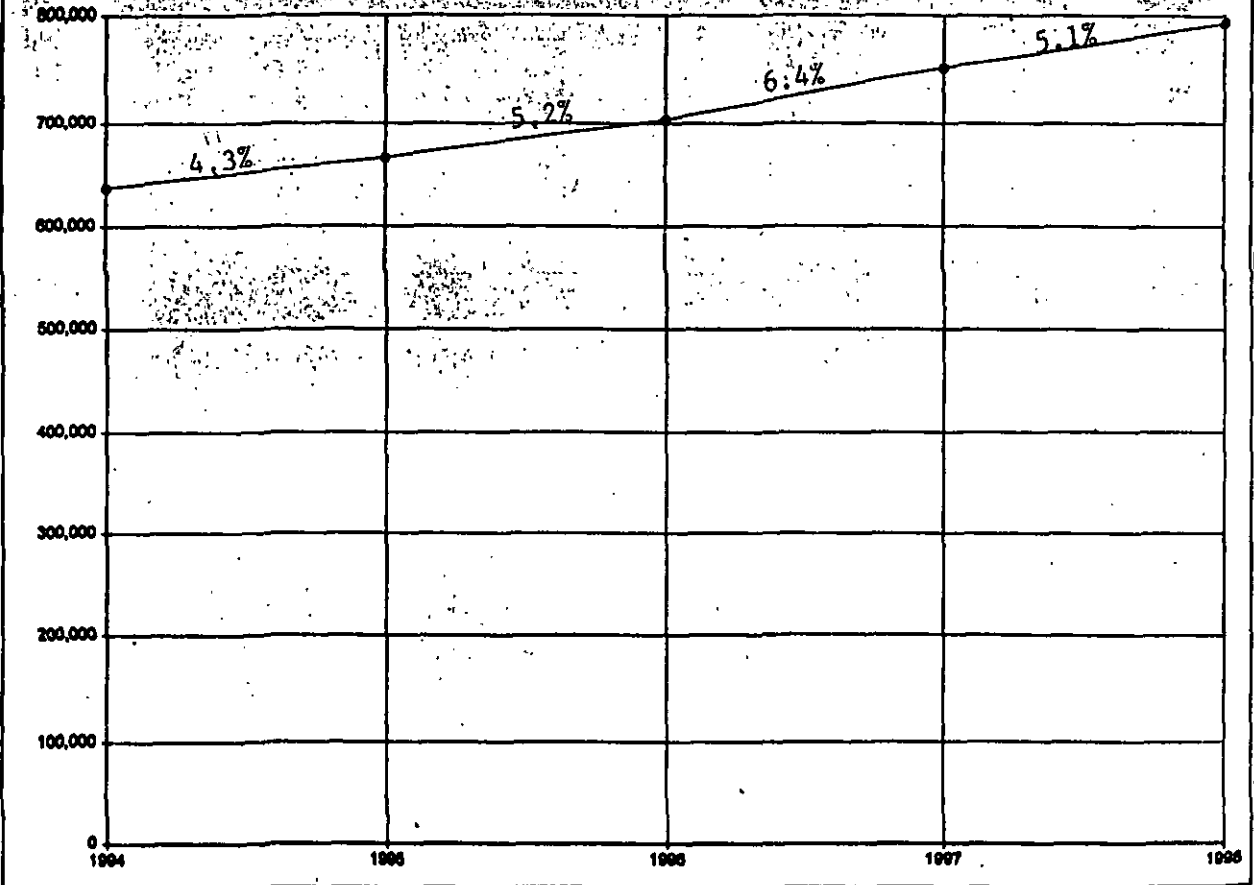
EXPENDITURES - 1999

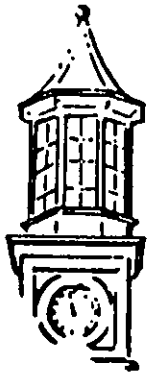
	1998 Projected		Level 0	% Change	Level 1	%Change
Personal Services	\$1,892,652		\$2,000,874	5.4%	\$2,121,527	5.7%
Contractual Services	\$380,320		\$386,600	1.6%	\$386,600	1.6%
Commodities	\$613,500		\$639,300	4.0%	\$639,300	4.0%
Capital Outlay	\$30,000		\$100,150	70.0%	\$100,150	70.0%
Debt Retirement	\$12,228		\$12,228	0.0%	\$12,228	0.0%
Per Capita Grant	\$66,768		\$66,768	0.0%	\$66,768	0.0%
TOTAL	\$2,995,468		\$3,205,920	6.6%	\$3,326,573	3.6%

PROPERTY TAX
1994 - 1998



CIRCULATION STATISTICS
1994 - 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, SEPTEMBER 8, 1998 *

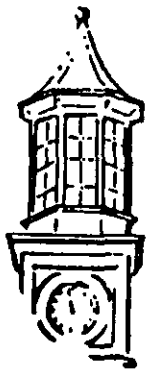
7:30 PM

Agenda:

- Review of 1999 Budget Proposal
- Building Project Update
- Interior Design (FF&E) Contract Review
- Construction Grant Application
- Review of Strategic Plan

* Please note – the regular board meeting date has been changed from September 15 to September 8.

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

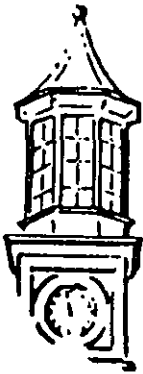
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
September 8, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, August 18, 1998. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee -- Alderman Brookman.
- 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)
 - F. 1999 Budget Proposal. (Action Item)
- VI. Building and Grounds Committee -- Betty Ritter. (8:30 PM)
 - A. Schedule of Building Project Meetings.
 - B. Fund-Raising Activities.
 - C. Contract with Lohan for FF&E Design.
- VIII. Management Committee -- Ellen Yearwood. (9:00 PM)

- IX. Planning Committee - John Burke.
 - A. Review of Strategic Plan
- X. System Membership - John Ciborowski.
- XI. Friends of the Library - Inara Brubaker.
- XII. Administrator's Report - Sandra Norlin.
- XIII. Unfinished Business. (9:45 PM)
- XIV. New Business. (9:50 PM)
 - A. Administrator Evaluation Committee - Set Dates for Meetings.
 - B. City Council Meeting Attendance: September 21, October 5, 19 and November 2, 16.
 - C. Construction Grant Application.
- XV. Announcements.
 - A. Correspondence.
- XVI. Executive Session. (10:00 PM)
 - A. Sale or Purchase of Real Property.
- XVII. Adjournment. (10:30 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 18, 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, August 18, 1998. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: Betty Ritter

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Alderman Carla Brookman, John Scarsi, Kimbriell Granderson.

MOTION by John Burke, seconded by Sarah McConnell, to accept the agenda as amended by adding under VI. Finance Report. F. Consideration of Budget. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Sarah McConnell, to approve the Minutes of the regular Board Meeting of July 21, 1998 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

President Eldon Burk presented an engraved clock to John Scarsi for his service to the library as a Trustee since 1991. Scarsi thanked the Board and promised continued support for the new library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman
Brookman.

Alderman Brookman reported that she is concerned that adequate parking will not be allocated for the new library. Brookman reported that 428 parking spaces are planned and that residential parking may interfere with library parking. Brookman requested guaranteed parking for the library staff and patrons. The Board concurred with Brookman that parking is a legitimate concern and Burk will arrange for meetings with Mayor Jung and LR Developers to discuss this issue.

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	\$ 9,557.23
2. Petty Cash Expenditures	\$ 49.32
3. Budget Expenditures for July	\$ 291,817.92
4. Expenditures Year to Date	\$ 1,671,863.11
5. Revenue for July	\$ 12,414.24
6. Revenue Year to Date	\$ 1,503,567.85

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:

July 06, 1998	\$ 34,575.52
July 20, 1998	\$ <u>62,439.65</u>
Total	\$ 97,015.17

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, 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 July 01, 1998	\$ 55,086.35
July 15, 1998	\$ 54,391.07
July 30, 1998	\$ <u>56,187.88</u>
Total	\$ 171,291.22

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, 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 July, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	<u>\$35.50</u>
Total	\$35.50

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

Sandra Norlin reported on the first draft of the 1999 budget. The priorities include a 3.5% general wage increase for personnel, a request for two full-time positions to be added to the Children's Department and one full-time position to be added to Circulation. The Board requested a larger budget for books and materials in preparation for the new library. Sandra was asked by the Board to check on the balance in the accumulation fund. The Finance Committee will meet on August 19, 1998 at 4 PM for further discussion of the budget. The Board will vote on the budget at the September 8, 1998 board meeting.

John Ciborowski requested that Gary Valente be thanked for the money he has saved the library through his diligence in obtaining the best value for repair and maintenance of the library.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty Ritter absent, no report.

A special board meeting to discuss the review/approval process for the 100% design submission is tentatively scheduled for September 29, 1998 at 7:30 PM. Eldon Burk requests that Lohan and Associates meet with the Board before meeting with the City Council for approval of the designs. The Board also requests that the presentation of the final designs to the City Council be made by Dirk Lohan of Lohan and Associates.

Eldon Burk discussed the proposed "buy-a-brick" fundraising program and reported that proceeds will be used toward furnishing the new library.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE — John Burke.

John Burke asked for Board input on items to be reviewed for the Strategic Plan at the September 8, 1998 meeting.

SYSTEM MEMBERSHIP — John Ciborowski

John Ciborowski reported that NSLS has a pilot project for a web page in Spanish.

FRIENDS OF THE LIBRARY — Inara Brubaker

Inara reported that the Friends Book Sale will be held September 18 – 20. The next meeting is scheduled for August 25, 1998 at 7 PM. Inara reported that the Friends would like an update on the new library with a possible presentation scheduled for their November meeting.

ADMINISTRATOR'S REPORT - Sandra Norlin

New employees are Joseph Jacobs and Carmela Markakis as Page I. Carol DeCicco resigned her position as Page I to relocate to Nevada.

The Learning Organization program continues, with a Chat Room on July 29, 1998 and a full session on "Risk-taking" on August 12, 1998.

Carol Kidd has been taking classes through the city's computer education program on Excel, Access, and will take a Word refresher on August 19, 1998.

The library recently purchased a Proxima computer screen projector system and will begin to use it for in-house staff development meetings. The next All-Staff meeting is September 10, 1998.

Patron attendance is up 2.9% over last July and circulation is up 3.4% (4.78% year to date), in spite of a four day unexpected loss of Mobile Library service. Sandra also noted that areas of increase are children's nonfiction books, adult nonfiction books, compact discs, audio books, and adult fiction and nonfiction videos.

Sandra reported that evening story time was very well attended (150) and included parents and children. The library's end of summer picnic attracted over 800 children and adults. It was a nice, relaxing day of games, entertainment and good food. Many, many staff members helped make this day a success, but the credit for planning and organizing the event goes to Pat Horn in the Children's Department.

The chart of cost per item circulated, prepared by Dan Armstrong, Director of

Palatine PLD, is a good reminder that it cost the library \$1.80 less to circulate an item in 1997 than in 1991.

Sandra attended the kickoff meeting of the committee to facilitate the Technology Literacy Challenge Grant for District 207 on August 11, 1998.

Also, on August 11, 1998 Dr. Paul Leathem, Principal of Maine West High School met with Sandra to facilitate the process for obtaining non-resident cards for Rosemont residents who attend Maine West.

Several applications have been received for the three department head positions advertised in the Chicago Tribune and Library Hotline.

Sandra reported that the candidates for the Head of Children's Department have been narrowed down to three finalists. A decision is expected this week.

Sandra met with each department head, the building maintenance supervisor, and the administrative secretary to discuss their recommendations for the 1999 budget.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Board will review the list of Safe Deposit Box contents at the October board meeting.

Eldon Burk announced the new Committee assignments.

Finance	Management
*Sarah McConnell	*Ellen Yearwood
Eldon Burk	Inara Brubaker
Susan Burrows	Open (new board member)

*Chairperson

Inara agreed to continue as liaison to the Friends of the Library.

ANNOUNCEMENTS

Registration forms were distributed to board members for the ILA Annual Conference Trustee Day on October 24, 1998.

MOTION by Inara Brubaker, seconded by Sarah McConnell, to enter into an Executive Session to discuss purchase or lease of real property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:10 PM and was called to order by President Eldon Burk.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the Executive Session of July 21, 1998 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Burke to keep the Executive Session Minutes currently on file closed to public inspection. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra reported that she has requested an application for a construction grant of \$250,000.00 from the Illinois State Library.

The meeting adjourned at 10:15 PM.

Minutes prepared by Carol Kidd.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

FINANCE COMMITTEE MEETING August 19, 1998

Chair: Sarah McConnell.
Present: Sarah McConnell, Eldon Burk, Susan Burrows, John Burke, Martha Sloan,
Sandra Norlin.

Call To Order: 4:15 PM by Sarah McConnell.

Agenda

1. John Burke shared a letter prepared to send to George Ryan, Secretary of State and State Librarian regarding the library's application for Live and Learn Construction Grant funds. The Committee approved the letter and agreed that Eldon Burk will sign and send the letter.

Sandra Norlin informed the committee that she learned of a fall grant offering for construction grant funds, with an award to be made in December, 1998. She has requested the application forms and will prepare them for the October 16, 1998 deadline.

2. Martha Sloan presented information about increases in book prices since 1995. Committee discussed ways to plan for building collection levels to goal levels.

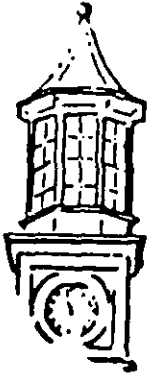
The proposed book budget is \$322,200.00. The committee discussed increasing that amount by \$77,000.00 for the following reasons:

- New library with capacity for appropriate sized collection.
- Significant increase in cost of books.
- Demand is already increasing and is expected to increase more in the new facility.
- Increased services to in-school and home school children – emphasis on teen readers.
- Community Outreach efforts are successful, demand for materials for new adult readers.
- New collections.

Susan Burrows moved to increase the book budget to \$400,000.00 for the 1999 budget and directed Sandra Norlin to prepare the budget proposal with these new figures. Vote: Ayes: All. Nays. None. MOTION CARRIED.

Meeting adjourned at 5:05 PM.

Minutes prepared by Sandra K. Norlin.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

To: F. Wallace Douthwaite, City Manager
From: Sandra K. Norlin, Library Administrator
Subject: 1999 Library Budget Proposal
Date: August 25, 1998

The Library Board of Trustees reviewed the 1999 budget proposal at their regular meeting of August 18, 1998. The trustees made suggestions which they referred to the Finance Committee for consideration. The budget submitted with this memo is the budget approved by the Finance Committee on August 19. Their decisions are subject to approval of the full library board before the final submission of the budget on September 25, 1998.

This budget will support the following:

- Increased staffing in the children's department to meet current demands and prepare for anticipated demands of the new library facility.
- A general wage increase of 3.5%, effective January 1, 1999.
- An increase of five ERP payments for health insurance.
- Computer equipment upgrades, replacing dumb terminals with workstations, as required by our computer system agreement.
- An increase in materials to cover inflation and to begin building the collection to its recommended levels.

Thank you for your consideration; I look forward to our discussion on September 1.

**PUBLIC LIBRARY
FUND CITY OF DES PLAINES
1999 BUDGET**

FUND 201 DIVISION 2110

	1996	1997	1998	1998	1999
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
PERSONAL SERVICES					
Salaries	810,496	867,925	1,074,566	1,073,254	1,238,478
Temporary Wages	381,639	418,138	427,984	482,740	442,767
Supervisory Overtime	0	0	0	0	0
Non-Supervisory Overtime	198	0	500	500	500
Vacation Pay	100,540	61,426	0	0	0
Sick Pay	25,010	31,849	0	0	0
Holiday Pay	37,148	34,226	0	0	0
Acting Pay	477	19	0	0	1,000
Excess Sick Hours Payout	22,028	4,560	36,394	4,100	18,100
TOTAL DIRECT SALARY & WAGES	1,377,536	1,418,143	1,539,444	1,560,594	1,700,845
Unemployment Compensation	2,000	2,000	2,000	0	2,000
Employer Contribution-F.I.C.A.	102,258	106,263	114,945	114,945	126,950
Employer Contribution-I.M.R.F.	105,126	100,190	104,959	104,959	116,459
Life Insurance Premiums	4,784	5,343	5,647	4,474	4,738
Medical Insurance Premiums	90,738	118,888	132,797	105,180	164,735
Workers Compensation	2,830	2,839	3,300	2,000	3,800
Tuition Reimbursement	0	0	2,000	500	2,000
TOTAL EMPLOYEE BENEFITS	307,736	335,523	365,648	332,058	420,682
TOTAL PERSONAL SERVICES	1,685,272	1,753,666	1,905,092	1,892,652	2,121,527
CONTRACTUAL SERVICES					
Professional Consulting	37,529	43,684	25,000	20,000	20,000
Communication Services	19,287	23,811	22,040	25,000	25,000
Data-Processing Services	36,616	52,101	55,000	55,000	55,000
Training-Seminars-Meetings	7,827	4,230	0	0	0
Conferences	0	0	5,000	1,500	3,000
Seminars	0	0	1,000	2,000	2,000
Training	0	0	1,000	1,500	2,000
In-Service Training	2,102	1,325	3,000	1,500	3,000
Membership Dues	2,448	2,635	3,000	3,000	3,000
Property/Liability Insurance	42,000	42,000	42,000	42,000	42,000
Publishing of Notices	1,025	1,062	1,000	2,500	1,000
E.R.P. Transfer to Medical Fund	9,690	8,299	9,600	9,600	25,600
Repair/Maintenance of Equipment	49,353	49,036	47,800	59,300	42,600
Repair/Maintenance of Building	10,901	117,586	70,500	42,000	45,000
Repair/Maintenance of Vehicles	1,502	958	1,500	1,320	1,500
Rental of Equipment	884	963	1,000	4,000	2,900
Custodial Services	26,990	30,745	29,600	24,100	25,000
Auto/Travel Expenses	4,500	4,261	3,000	5,000	3,000
Special Program Services	25,181	19,488	15,000	15,000	15,000
Misc. Contractual Services	16,384	47,626	66,000	66,000	70,000
TOTAL CONTRACTUAL SERVICES	294,219	449,810	402,040	380,320	386,600

PUBLIC LIBRARY FUND CITY OF DES PLAINES 1999 BUDGET FUND 201 DIVISION 2110					
	1996	1997	1998	1998	1999
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
COMMODITIES					
Library Supplies	40,794	35,493	40,000	44,700	42,000
Janitorial Supplies	9,710	12,638	15,000	12,000	15,000
Copying/Fax Supplies	10,230	25,569	3,000	1,800	2,000
Postage & Parcel	10,979	9,810	13,200	12,000	13,200
Printing/Reproduction	16,681	20,044	10,300	10,300	10,300
Binding	0	0	7,200	5,700	6,000
Books	277,863	282,258	310,000	310,000	400,000
Audio Materials	34,071	33,242	44,000	44,000	45,500
Periodicals	66,679	46,159	60,000	60,000	62,000
Visual/Multi-Media Materials	23,886	26,141	36,500	36,500	42,500
Automated Reference Material	56,777	56,116	60,000	60,000	62,100
Natural Gas/Electricity	11,478	17,361	14,000	14,000	14,000
Electricity	148		500	500	500
Gasoline	2,225		2,000	2,000	2,000
TOTAL COMMODITIES	561,521	564,831	615,700	613,500	717,100
CAPITAL OUTLAY					
Improvements	0	0	80,000	20,000	
Equipment	4,313	25,237	0	0	97,450
Vehicles	0	0	0		0
Furniture & Fixtures	4,685	9,382	10,000	10,000	2,700
TOTAL CAPITAL OUTLAY	8,998	34,619	90,000	30,000	100,150
DEBT SERVICE					
Abatement of 1993 G.O. Bond	12,078		12,078	12,078	12,078
Trust/Agency Fees	135		150	150	150
TOTAL DEBT SERVICE	12,213	0	12,228	12,228	12,228
TOTAL DEPARTMENT REQUEST	2,562,223	2,802,926	3,025,060	2,928,700	3,337,605

PUBLIC LIBRARY ACCUMULATION FUND CITY OF CHICAGO 1999 BUDGET FUND 201 DIVISION 210					
	1996	1997	1998	1998	1999
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
CONTRACTUAL SERVICES					
Repair/Maintenance of Building	0	93,973	0		0
Professional Consulting	0	595	0		0
TOTAL CONTRACTUAL SERVICES	0	94,568	0	0	0
CAPITAL OUTLAY					
Equipment	16,065	6,814	0		0
Vehicles	119,239	0	0		0
Furniture & Fixtures	0	7,485	0		0
TOTAL ACCUMULATION FUND	135,304	203,435	0	0	0

PUBLIC LIBRARY PER CAPITA GRANT FUND CITY OF DES PLAINES 1999 BUDGET FUND 201 DIVISION 2130					
	1996	1997	1998	1998	1999
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
CONTRACTUAL SERVICES					
Communications	0	0	9,000	2,266	0
Professional Consulting	0	0	10,000	1,875	0
Travel	0	0	0	0	5,000
Misc. Contractual Services and Programs	11,014	6,954	12,000	16,583	41,768
TOTAL CONTRACTUAL SERVICES	11,014	6,954	31,000	20,724	46,768
COMMODITIES					
Books	0	0	0	0	0
Supplies	0	0	0	0	0
Audio Materials	0	0	0	0	0
Periodicals	0	0	0	0	0
Visual Materials	0	0	0	0	0
Automated Reference Materials	6,169	48,431	0	0	0
TOTAL COMMODITIES	6,169	48,431	0	0	0
CAPITAL OUTLAY					
Equipment	49,556	11,383	35,768	26,817	20,000
Vehicles	0	0	0	19,227	0
TOTAL CAPITAL OUTLAY	49,556	11,383	35,768	46,044	20,000
TOTAL PER CAPITA FUND	66,739	66,768	66,768	66,768	66,768
TOTAL LIBRARY FUNDS	2,764,266	3,073,129	3,091,828	2,995,468	3,404,373

DES PLAINES PUBLIC LIBRARY

LIBRARY REVENUE

	1998 Budget	1998 Projected	1999 Budget
Property Tax	\$2,591,828	\$2,669,582	\$2,941,669
Replacement Tax	\$92,988	\$92,988	\$92,988
Delinquent Tax	\$40,000	\$52,000	\$40,000
Fines/Fees	\$90,000	\$80,000	\$90,000
Copies	\$25,000	\$22,970	\$25,000
Interest	\$5,000	\$15,000	\$5,000
State Grant	\$66,767	\$66,767	\$66,768
Special Programs	\$18,000	\$11,000	\$18,000
Beginning Fund Balance	\$198,373	\$142,309	\$163,948
Miscellaneous Income	\$11,000	\$6,800	\$11,000
TOTAL	\$3,138,956	\$3,159,416	\$3,454,373

LIBRARY EXPENDITURES

	1998 Budget	1998 Projected	1999 Budget
Personal Services	\$1,905,092	\$1,892,652	\$2,121,527
Contractual Services	\$402,040	\$380,320	\$386,600
Commodities	\$615,700	\$613,500	\$717,100
Capital Outlay	\$90,000	\$30,000	\$100,150
Debt Retirement	\$12,228	\$12,228	\$12,228
Per Capita Grant	\$66,768	\$66,768	\$66,768
TOTAL	\$3,091,828	\$2,995,468	\$3,404,373
12/31/99 Fund Balance			\$50,000

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - August 1998

	August 1997	August 1998	1997 to Date	1998 to Date
Lost Materials	\$ 547.94	\$ 233.80	\$ 2,699.23	\$ 2,252.91
Fines	5,451.42	7,317.72	49,960.71	47,453.24
Damage	64.99	2,305.93	381.74	2,595.49
Fees	284.34	258.09	2,746.74	3,443.87
Copies	1,132.25	1,392.88	12,019.78	12,247.61
Miscellaneous	94.00	26.10	223.67	249.77
Totals	\$7,574.94	\$11,534.52	\$68,031.87	\$68,242.89

PETTY CASH EXPENDITURES - August

960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	5.33
960600	Books	2.00
960600	Books	6.90
960600	Books	8.20
960600	Books	18.93
970100	Supplies	10.81
970100	Supplies	12.00
970100	Supplies	14.75
	Total	\$84.25

SELECTION CRITERIA: payable_due_date='08/03/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920120	COMMUNICATION SERVICES	06193	AMERITECH	8478275591	391.63
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49692107	21.24
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	JUNE 1998	3,206.71
2110	920206	SEMINARS	07000	LAKE VILLA PUBLIC LIBRARY	REGISTRATION	17.50
2110	920220	MEMBERSHIP DUES	04713	LACOMI	7-20-98	70.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	AUGUST 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	AUGUST 1998	346.31
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	AUGUST 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	AUGUST 1998	52.04
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	AUGUST 1998	16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	AUGUST 1998	16.21
2110	930010	R & M EQUIPMENT	06790	TOWER COMPUTER SYSTEMS	0042333-IN	100.00
2110	930010	R & M EQUIPMENT	08951	MIDWEST ACCESSIBILITY INC	96238-B	180.00
2110	930010	R & M EQUIPMENT	08995	AIR FILTER ENGINEERS INC.	1/461550	395.95
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	JUNE 1998	1,392.30
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	056128	250.30
2110	960070	AUTO/TRAVEL EXPENSES	04363	SANDRA MORLIN	REINB	79.06
2110	960070	AUTO/TRAVEL EXPENSES	06036	MARTHA SLOAN	REINB	291.36
2110	960210	SPECIAL EVENT PROGRAMMING	08993	BETSY GURLACZ	9-09-98	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	43763	DOMINICKS FINER FOODS	1678920	13.00
2110	960210	SPECIAL EVENT PROGRAMMING	43763	DOMINICKS FINER FOODS	1678921	5.98
2110	960210	SPECIAL EVENT PROGRAMMING	58875	INGRAM	24723386	67.06
2110	960210	SPECIAL EVENT PROGRAMMING	58875	INGRAM	24725337	102.72
2110	960210	SPECIAL EVENT PROGRAMMING	58875	INGRAM	24708067	222.75
2110	960990	MISC CONTRACTUAL SUCS	06789	AMBASSADOR BUSINESS SOLUT	6357016	62.00
2110	960990	MISC CONTRACTUAL SUCS	08996	LIBRARY CABLE NETWORK	7-15-98	3,560.94
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	0000396145	-22.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	0000396137	-1.45
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	0000396133	-3.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	0000396136	-1.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	0000396147	-2.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002963527	6.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002964820	38.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002961985	27.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002983095	29.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002963620	8.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002977290	9.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002983337	19.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002991635	12.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002986035	24.70
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2002973025	23.45
2110	960990	MISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES,	1478274	1,520.00
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1031	22.38
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2028	16.72
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1064	4.43
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1039	9.00
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1052	4.43
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	88779300	158.24
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	88779301	11.25
2110	970100	SUPPLIES	07585	U.S. TOY CO/CONSTRUCTIVE	8927121401	18.13
2110	970100	SUPPLIES	08490	PATRICIA HORN	REINB	18.48

ACCOUNTING PERIOD: 7/98

SELECTION CRITERIA: payable_due_date='08/03/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	20361	BERMAN ASSOCIATES	1985863 56.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-6-98-1 36.59
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-6-98-2 119.09
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3135569M 5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3113704M 69.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	728777 8.25
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	727879 23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	729956 8.25
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	729455 5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	728775 5.95
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	365661 161.73
2110	970620	SUBSCRIPTIONS & BOOKS	21901	MOODY'S INVESTORS SERVICE	000011234 810.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	755570001 1,496.85
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	75573001 162.29
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61511350 30.99
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61552200 65.94
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30182650 27.90
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z31125350 174.96
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z31125350 39.01
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z30878580 6.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	02581837 20.64
2110	970630	VISUAL MATERIALS	58875	INGRAM	02498614 83.90
2110	970630	VISUAL MATERIALS	58875	INGRAM	02510278 24.48
2110	970630	VISUAL MATERIALS	58875	INGRAM	02550789 27.98
2110	970630	VISUAL MATERIALS	58875	INGRAM	02551765 55.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	02517743 119.61
2110	970630	VISUAL MATERIALS	58875	INGRAM	02525129 42.56
TOTAL LIBRARY SERVICES					26,564.08
2130	920120	COMMUNICATION SERVICES	71279	ANESITECH-ILLINOIS CABS	M073356345 102.88
2130	980900	EQUIPMENT	09015	KENTWOOD OFFICE FURNITURE	494783 1,921.00
TOTAL IL LIBRARY PER CAP GRANT					2,023.88
TOTAL FUND					28,587.96

SELECTION CRITERIA: payable_due_date='08/17/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	910200	TEMPORARY WAGES	08554 C. BERGER & COMPANY	30275	941.25
2110	920110	PROFESSIONAL CONSULTING	09047 SHELDON GOOD & COMPANY	8-5-98	1,500.00
2110	920120	COMMUNICATION SERVICES	02281 AT&T	8478033977	15.46
2110	920120	COMMUNICATION SERVICES	02281 AT&T	8478275551	10.67
2110	920120	COMMUNICATION SERVICES	05851 SPRINT	844318861	3.07
2110	920120	COMMUNICATION SERVICES	06133 AMERITECH	8478033977	227.29
2110	920120	COMMUNICATION SERVICES	72106 COOPERATIVE COMPUTER SERV	7-14-98	242.00
2110	920140	DATA PROCESSING SERVICES	19776 BAKER & TAYLOR, INC.	U13MS26488	656.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	7-14-98	1,079.75
2110	920202	CONFERENCES	09044 CLARION UNIVERSITY OF PEN	7-31-98	175.00
2110	920204	TRAINING	07292 MEGA DRIVING SCHOOL, INC.	03547	650.00
2110	920206	SEMINARS	05731 NETS CE-HTLS	11-9-98	75.00
2110	920230	PUBLICATION OF NOTICES	76126 DAILY HERALD	1267214	157.71
2110	930010	R & H EQUIPMENT	08090 WEST TOWN REFRIGERATION C	023594	171.97
2110	930010	R & H EQUIPMENT	08090 WEST TOWN REFRIGERATION C	092461	1,277.00
2110	930010	R & H EQUIPMENT	08090 WEST TOWN REFRIGERATION C	002284	16,621.00
2110	930010	R & H EQUIPMENT	09043 PAGE BOILER & REPAIR CO.	15307	1,228.00
2110	930010	R & H EQUIPMENT	19659 OTIS ELEVATOR	CY073690898	294.32
2110	930020	R & H BLDGS & STRUCTURES	02127 GRASS ROOTS, INC.	ROUND 3	75.00
2110	930030	R & H VEHICLES	00828 CITY OF DES PLAINES	PETTY CASH	4.58
2110	960210	SPECIAL EVENT PROGRAMMING	08029 EVENTS CHICAGO	02-097639-06	157.10
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	98005	75.00
2110	960210	SPECIAL EVENT PROGRAMMING	09046 CHRISTINE POSINGER	REINB	30.00
2110	960210	SPECIAL EVENT PROGRAMMING	09046 CHRISTINE POSINGER	REINB	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1679010	90.07
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1679012	16.61
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1678907	19.72
2110	960210	SPECIAL EVENT PROGRAMMING	61559 BROWN'S CHICKEN	8-1-98	1,365.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	61138	300.00
2110	960990	MISC CONTRACTUAL SUCS	05720 MARIO GAMBINO & SONS LAND	7-16-98	300.00
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003019492	26.40
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003019674	19.35
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003004606	9.40
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003006787	29.25
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003006888	13.05
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003009738	44.50
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002991381	22.70
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002988260	32.60
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003004336	32.65
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003018567	14.80
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003047204	16.05
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003040014	5.75
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003023564	35.60
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2003004433	7.45
2110	960990	MISC CONTRACTUAL SUCS	19776 BAKER & TAYLOR, INC.	2002999614	26.30
2110	960990	MISC CONTRACTUAL SUCS	70067 NORBERT SOLARZ	7097	15.00
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	ND457600	484.32
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	XX642798	-27.13
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	XX644100	26.92
2110	970100	SUPPLIES	04832 BRUOND ART SUPPLY	BL111773	132.81
2110	970100	SUPPLIES	13942 RUBBER STAMP MAN	275977	23.32

ACCOUNTING PERIOD: 8/98

SELECTION CRITERIA: payable_due_date='08/17/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E53212001	479.41
2110	970100	SUPPLIES	19764	BRO-DART INC	800373	12.26
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	326026	8.36
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	319668	302.31
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	313643	5.60
2110	970100	SUPPLIES	43806	NORTH SUBURBAN LIBRARY SV	11-19-97	946.55
2110	970100	SUPPLIES	53253	DISTINCTIVE BUSINESS PROD	296695	21.83
2110	970100	SUPPLIES	89575	RIVERSHORE READING STORE	98-5699	48.50
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	053912-00	159.70
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	112558	191.20
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	061256	13.77
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	070965	19.87
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	130296	117.11
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	120809	61.83
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	110447	114.93
2110	970170	JANITORIAL	06037	H-O-B CHEMICALS, INC.	099814	350.00
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	483342	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	486489	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	489669	15.95
2110	970200	COPYING/FAX SUPPLIES	06789	AMBASSADOR BUSINESS SOLUT	1504316	269.56
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	NEWSLETTER	1,350.00
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	10863657	18.84
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5070110-98	1,356.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5078215-98	603.25
2110	970600	BOOKS	04625	CCH, INCORPORATED	056-1198-02	1,048.25
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	055105	151.20
2110	970600	BOOKS	06423	SINON & SCHUSTER	2810147	125.01
2110	970600	BOOKS	06423	SINON & SCHUSTER	2832955	104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2827365	67.34
2110	970600	BOOKS	07439	GALE RESEARCH	7977421	149.96
2110	970600	BOOKS	07439	GALE RESEARCH	8121407	144.50
2110	970600	BOOKS	07439	GALE RESEARCH	8118826	136.12
2110	970600	BOOKS	07439	GALE RESEARCH	8120487	90.07
2110	970600	BOOKS	07607	SCHOOL-TECH INC.	778956	5.21
2110	970600	BOOKS	08557	MP/CHILTON	25302	149.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	607 1878	94.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002988259	542.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002999613	558.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003004432	170.23
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	F30 9989	203.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003006887	380.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003006786	536.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2002991380	482.11
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	G14 3769	135.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003009737	626.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003004335	1,003.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	L0223682	-22.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003040013	159.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003047203	322.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003019673	188.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003004605	213.73

SELECTION CRITERIA: payable_due_date='08/17/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003018566	274.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003019491	389.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003023563	521.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003031422	42.10
2110	970600	BOOKS	20361	BERMAN ASSOCIATES	1892016	37.50
2110	970600	BOOKS	22577	CHILDREN'S BOOK COUNCIL	18019	32.50
2110	970600	BOOKS	82668	POLOMIA BOOK STORES	004134	202.40
2110	970610	AUDIO MATERIALS	03882	BOOKCASSETTE SALES	0022998	449.56
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z31184460	62.79
2110	970610	AUDIO MATERIALS	09045	WORDSUCCESS	00016663	309.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-23-98-1	50.92
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-23-98-2	97.21
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-17-98-2	116.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-17-98-1	60.55
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	31555458	10.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	731123	20.55
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	734244	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	735621	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	735160	5.95
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	367691	26.95
2110	970610	AUDIO MATERIALS	95603	LYRIC OPERA OF CHICAGO	72298	120.00
2110	970620	SUBSCRIPTIONS & BOOKS	03363	WEST GROUP	22415317	40.20
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	000755730002	99.95
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	755570002	75.70
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	219172	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	219171	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	219673	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	219407	37.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z31267220	166.17
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z31125340	118.58
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z31197300	13.95
2110	970630	VISUAL MATERIALS	08832	BECKLEY CARDY COMPANY	58387102	313.15
2110	970630	VISUAL MATERIALS	09048	COLUMBIA HOUSE VIDEO LIBR	ATTACH	23.74
2110	970630	VISUAL MATERIALS	58875	INGRAN	02648831	562.86
2110	970630	VISUAL MATERIALS	58875	INGRAN	02673025	41.90
2110	970630	VISUAL MATERIALS	58875	INGRAN	02763279	52.42
2110	970630	VISUAL MATERIALS	58875	INGRAN	02708166	76.95
2110	970630	VISUAL MATERIALS	58875	INGRAN	02684226	41.94
2110	970630	VISUAL MATERIALS	58875	INGRAN	02763402	172.68
2110	970630	VISUAL MATERIALS	58875	INGRAN	02654054	24.48
2110	970630	VISUAL MATERIALS	58875	INGRAN	02755742	17.47
2110	970630	VISUAL MATERIALS	58875	INGRAN	02783636	69.94
2110	970850	GASOLINE	09042	PAUL AUDINO	REINH	20.00
TOTAL LIBRARY SERVICES						48,192.16
2130	920110	PROFESSIONAL CONSULTING	08123	MARY JAKE KEPNER	82	300.00
2130	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2104164	1,180.73
2130	980400	EQUIPMENT	00120	NATIONAL BUSINESS FURNITU	X48546-BEU	123.95
2130	980400	EQUIPMENT	09015	KENTHOOD OFFICE FURNITURE	00495674	133.00

XIII

REGISTRATION SERVICES REPORT FOR AUGUST 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>August 1997</u>	<u>July 1998</u>	<u>August 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
766	968	809	6,186	7,829	21%
A.	New Cards		231		
B.	Renewals		332		
C.	Non-Resident Cards		3		
D.	Off-line Library Cards		53		
	Total		619		

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	5
2.	Number of Meeting Room Uses	53
3.	Cab cards and Other Registrations	8
4.	LAN Discs Sold (Year to Date - 53)	5
5.	Computer Room	117
6.	Reading Edge Users	2
	Total	190

III. TOTAL NUMBER OF REGISTERED BORROWERS

August 1997	35,226	(65.9% of Population)
August 1998	33,641	(65.0% of Population)

CIRCULATION REPORT FOR AUGUST 1998

Page 2

PATRON ATTENDANCE COUNT

<u>August 1997</u>	<u>July 1998</u>	<u>August 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
28,064	28,283	26,982	232,055	236,964	2.1%

 RECIPROCAL BORROWING
 (Materials Lent)

	<u>August 1997</u>	<u>August 1998</u>	<u>% Change</u>
NLS	6,940	7,337	5.4%
OTHER SYSTEMS	1,474	1,523	3.2%
TOTAL	8,414	8,860	5.0%

INTERLIBRARY LOAN

Sent	861
Received	414

Aug. 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	172,482	173,573	1091	0.6%
Audio	13,031	13,155	124	1.0%
Video	8,965	9,174	209	2.3%
Puzzles and Games	597	741	144	24.1%
Realia	232	232	0	0.0%
Pamphlets	14,866	14,866	0	0.0%
=====				
Total	210,173	211,741	1,568	0.7%

ACQUISITIONS REPORT FOR
FOR AUG. 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,087	2,097	10	0.5%
100	2,407	2,421	14	0.6%
200	2,813	2,829	16	0.6%
300	11,347	11,373	26	0.2%
400	607	609	2	0.3%
500	2,908	2,912	4	0.1%
600	16,855	16,942	87	0.5%
700	14,716	14,784	68	0.5%
800	4,825	4,853	28	0.6%
900	11,219	11,259	40	0.4%
B	4,403	4,417	14	0.3%
Total (Adult)	74,187	74,496	309	0.4%
Juvenile (J)				
000	361	380	19	5.3%
100	196	198	2	1.0%
200	276	276	0	0.0%
300	2,185	2,212	27	1.2%
400	103	104	1	1.0%
500	2,971	3,023	52	1.8%
600	2,590	2,612	22	0.8%
700	3,291	3,303	12	0.4%
800	783	789	6	0.8%
900	3,341	3,373	32	1.0%
B	909	927	18	2.0%
YA	771	808	37	4.8%
Total (J)	17,777	18,005	228	1.3%
Total (E)	7,003	7,044	41	0.6%
Total (Juvenile)	24,780	25,049	269	1.1%
Total (Non fiction)	98,967	99,545	578	0.6%
Fiction				
Adult	33,230	33,327	97	0.3%
Juvenile				
J	8,514	8,521	7	0.1%
YA	1,601	1,648	47	2.9%
E	10,155	10,375	220	2.2%
Picture Books	6,607	6,637	30	0.5%
Board Books	692	701	9	1.3%
Total (Juvenile)	27,569	27,882	313	1.1%
Total (Fiction)	60,799	61,209	410	0.7%

Compact discs				
Adult	5,342	5,420	78	1.5%
Juvenile	289	288	-1	-0.3%
Total (Compact discs)	5,631	5,708	77	1.4%
CD ROMs				
Adult	133	136	3	2.3%
Juvenile	196	210	14	7.1%
Total (CD ROMs)	329	346	17	5.2%
Audio Cassettes				
Adult	2,737	2,734	-3	-0.1%
Juvenile	827	832	5	0.6%
Audio Books				
Adult	1,789	1,804	15	0.8%
Juvenile	707	708	1	0.1%
Total (Cassettes)	6,060	6,078	18	0.3%
Kits	1,011	1,023	12	1.2%
Videocassettes				
Adult	7,478	7,638	160	2.1%
Juvenile	1,487	1,536	49	3.3%
Total (Videocassettes)	8,965	9,174	209	2.3%
Total (Audio Visual)	21,996	22,329	333	1.5%
Reference				
Adult	5,492	5,495	3	0.1%
Juvenile	1,035	1,030	-5	-0.5%
Total (Reference)	6,527	6,525	-2	-0.0%
Puzzles				
Adult	53	59	6	11.3%
Juvenile	458	596	138	30.1%
Total (Puzzles)	511	655	144	28.2%
Games (Juvenile)	86	86	0	0.0%
Realia				
Paintings	230	230	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	232	232	0	0.0%

Large Type				
Adult	2,902	2,961	59	2.0%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,930	2,989	59	2.0%
Pamphlets	14,866	14,866	0	0.0%
Easy Reading	1,028	1,028	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	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	50	50	0	0.0%
Total (Gujarti language)	50	50	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	1	2	1	100.0%
Total (Hebrew language)	1	2	1	100.0%
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	516	523	7	1.4%
Juvenile	25	33	8	32.0%
Total (Polish language)	541	556	15	2.8%
Russian				
Adult	115	141	26	22.6%
Juvenile	2	2	0	0.0%
Total (Russian language)	117	143	26	22.2%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	543	546	3	0.6%
Juvenile	752	753	1	0.1%
Total (Spanish language)	1,295	1,299	4	0.3%
Total (Adult)	1,375	1,411	36	2.6%
Total (Juvenile)	856	866	10	1.2%
Total (Foreign languages)	2,231	2,277	46	2.1%

TOTAL	210,173	211,741	1,568	0.7%
-------	---------	---------	-------	------

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

August 1998

Total 1997 to Date:	508,063	Total 1998 to Date:	524,430	% Change	3.22%
August 1997:	65,452	August 1998:	60,660		-7.32%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1997	1998	1997	1998	1997	1998
Non Fiction	3,150	3,510	171	287	3,321	3,797
Fiction	9,615	9,476	964	375	10,579	9,851
Foreign Language Non Fiction	0	37	0	2	0	39
Foreign Language Fiction	0	96	0	24	0	120
Periodicals	160	194	51	31	211	225
Compact Discs	191	236	12	9	203	245
Audio Cassettes	221	280	17	13	238	293
Audio Kits	333	339	77	24	410	363
Puzzles	344	390	50	11	394	401
Games	64	46	8	0	72	46
Audio Books	107	198	6	1	113	199
Video Fiction	1,957	1,846	420	99	2,377	1,945
Video Non Fiction	0	795	0	19	0	814
CD ROMs	0	390	0	0	0	390
SUB TOTAL	16,142	17,833	1,776	895	17,918	18,728
ADULT						
Non Fiction	10,962	11,198	546	93	11,508	11,291
Fiction	9,396	7,794	468	157	9,864	7,951
Large Type	0	899	0	73	0	972
Foreign Language Non Fiction	0	59	0	1	0	60
Foreign Language Fiction	0	283	0	0	0	283
Periodicals	2,505	2,677	129	60	2,634	2,737
Pamphlets	46	42	0	0	46	42
Compact Discs	3,726	3,790	414	135	4,140	3,925
Audio Cassettes	774	599	0	2	774	601
Puzzles	0	11	0	0	0	11
Pictures	60	62	0	0	60	62
Audio Books	1,317	1,433	0	24	1,317	1,457
CD ROMs	0	220	0	0	0	220
Video Fiction	10,700	10,407	0	138	10,700	10,309
Video Non Fiction	3,269	3,347	0	3	3,269	3,350
Misc. Formats	0	6	0	0	0	6
Self Check (Books Only) *	3,222	0	0	0	3,222	0
	45,977	42,827	1,557	686	47,534	43,277
GRAND TOTAL	62,119	60,660 ***	3,333	1,581 **	65,452	62,005
Self Check	3,222	2,520	0	0	3,222	2,520

* Beginning January 1998, Self Check circulation is included within category totals.

**Mobile Library out of service for 13 days.

***Main Library closed for 1.75 days.

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
AUGUST 1998

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	208	
2. Tax forms	32	
3. Directional questions	182	
4. Item retrieval by library pages	100	
5. Audio visual inquireis	847	
 Total		 1,369
 Reference Services		
1. Specific item request	1,098	
2. Ready reference	618	
3. Material searching	215	
4. Referrals to other libraries	14	
 Total		 1,945
 GRAND TOTAL		 3,314

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
AUGUST 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	258
2. Computer sign-ups & help	666
3. Storytime & program sign-ups	46
4. Reference questions	784
5. Ready reference	437
6. Referrals to other libraries	19
7. Misc. inquires	282
8. Handout & change	448
 TOTAL	 2,940

Number of individuals using the Local Computer Network = 1,670

DES PLAINES PUBLIC LIBRARY
MEETING ROOM AUGUST 1998

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
Coupon Club	1	4
Des Plaines Woman's Club	1	10
DuPage Figure Skaters	1	12
Junior Woman's Club of Des Plaines	2	20
Life Touch	4	32
Loose Threads	1	4
Options	1	5
Referendum Committee	1	30
Romance Writers	1	34
Toastmasters	3	44
Wheels, Inc.	1	1
Troop 1657	1	3
Total	18	199
Library Sponsored Adult Programs		
Circulation Meeting	1	9
Des Plaines Health Insurance Meeting	1	10
Feature Films at the Library	1	91
Foreign Affairs	1	15
Learning Organization	2	23
Page Meeting	1	15
Other		
Library Board Meeting	1	15
Total	8	178

DES PLAINES PUBLIC LIBRARY
MEETING ROOM - AUGUST 1998

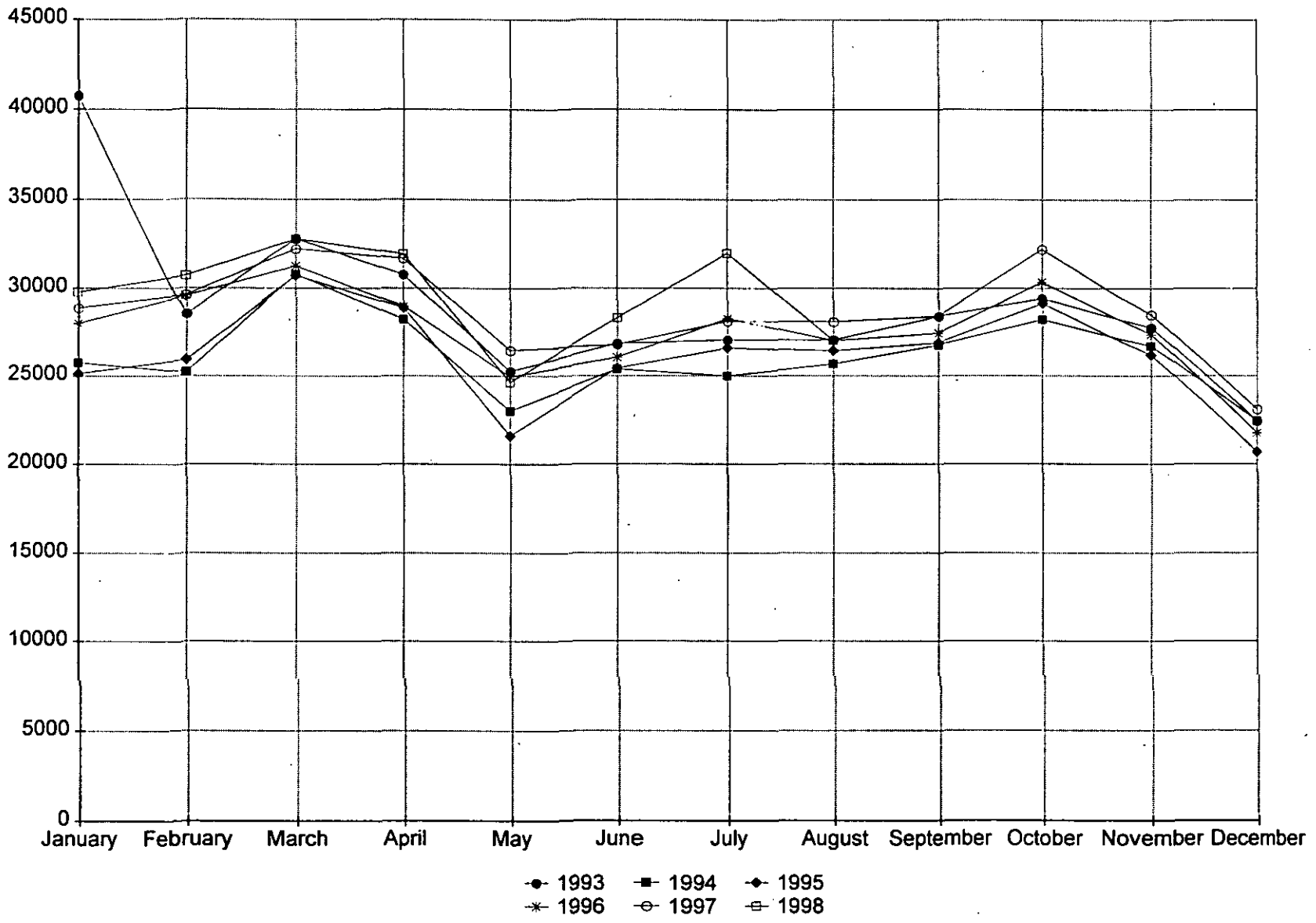
Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
All American Children's Camp	1	30
Bright Start Baby Book Times	6	130
Drop in Storytime 2-6 Year Old	3	75
Lazy Day Picnic	1	1,000
Prairie Lake Park District	1	20
YA Pizza Party	1	33
• Total	13	1,288
Literacy Program		
Learn to Read	6	436
Grand Total	45	2,101

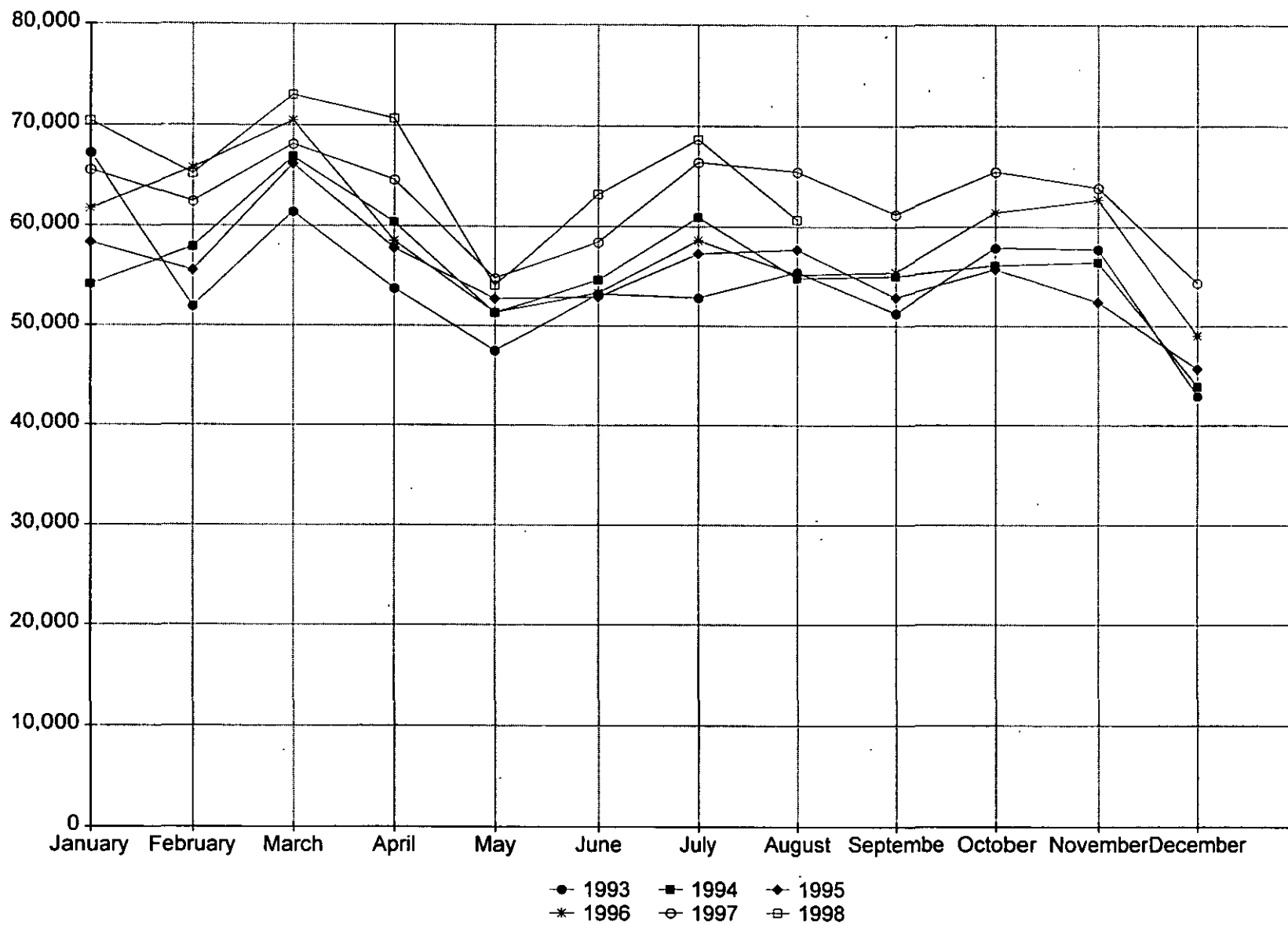
August Total = 45 groups involving 2,101 people.

1998 Year to Date Total 380 groups involving 14,674 people.

Patron Attendance August 1998

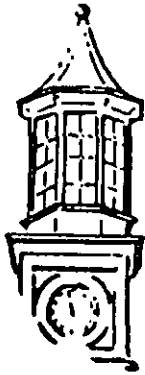


Circulation Statistics Items Circulated Per Month By Year



BUY-A-BRICK FUND RAISING PROGRAM

<i>Potential Earnings</i>				
Company	Our Cost 4" x 8" (1,000 +)	Our Cost 8" x 8" (1,000 +)	Funds Raised @ \$25/\$50 (1,000 each)	Funds Raised @ \$50/\$100 (1,000 each)
Ceramica Indianapolis, IN	\$12.00/ea	\$18.00/ea	\$13,000/\$32,000 = \$45,000	\$38,000/\$82,000 = \$120,000
Gift Brick Racine, WI	\$12.90/ea	\$17.80/ea	\$12,000/\$32,200 = \$44,300	\$32,200/\$82,200 = \$114,000
Cost to library includes imprinting.				
Ceramica will charge \$140.00 for shipping.				
No information on shipping cost from Gift Brick.				
Ceramica is distributed by Beck-Ramm, Des Plaines.				



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

TO: Library Board of Trustees
FROM: Sandra K. Norlin
SUBJECT: September Meeting Board Packet
DATE: 09/03/98

The first thing you will notice about this board packet is that it is slimmer than usual. The early meeting date, so closely following the Labor Day holiday, does not allow enough time to receive and process statistical reports from CCS and the City Finance Department. We should have this information available for you on September 8.

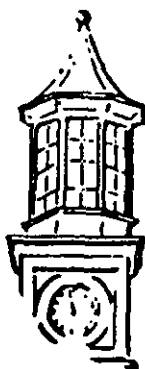
Next Tuesday's agenda will include the following matters for your review and action:

1. The contract between the Library and Lohan Associates for the provision of FF&E design services. Anthony Oliver will attend the meeting to give his guidance on this matter as well as providing an update on the status of the entire project.
2. The budget, as revised by the Finance Committee. I presented this budget to the City Manager on September 1. You will be asked to either amend or approve this budget.
3. The Construction Grant Board Assurance document. Please review this document and be prepared to discuss it and to take action to certify your compliance, which will be required for the application deadline of October 16.
4. The Buy a Brick fund-raising program. I am gathering information to present so that you will have specific information about costs and fund-raising potential.

0174

We have invited John Walker, the appointee-apparent to fill the vacant board position, to attend Tuesday's meeting; he has indicated that he will attend.

Steve Good cannot attend this month's meeting because of prior commitments. By the time you read this memo, the Journal will have run a story on the contract with Sheldon Good. I have informed Todd Wessell that the Board's intention to sell the library property through auction will guarantee the best price for this valuable asset and that is in the best interest of all residents of Des Plaines. This does not preclude the City's purchasing it for an acceptable bid for city or public purposes, which some people in the city would prefer. This method also keeps the options open for either developers to purchase and return the property to the tax rolls or other community or private agencies to purchase and renovate the building for their use, which other people in the community prefer. I have characterized this approach as a potential for "win-win-win" for the residents. They will either receive tax relief and a well-furnished new library or will receive two "new" public buildings for their use and will not have to pay increased taxes to furnish the new library. (I think there are at least three "wins" in that explanation.)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

TO: Library Trustees and Department Heads
FROM: Sandra K. Norlin
SUBJECT: Building Progress Report
DATE: 09/02/98

Present at this meeting: David Dresdner, Cheryl Charnas, LR Development; Dirk Lohan, Floyd Anderson, Michael Barnes, Lohan Associates; Anthony Oliver, Ken Hutson, Clive Gransby, CCS/OS; Jack Klaus, City of Champaign; and Martha Sloan and Sandra Norlin, Des Plaines Public Library.

Dirk Lohan presented the exterior plans, emphasizing that they are in a process of refinement and modification. They are getting more into specifics of exterior finishes, materials, and colors.

Mr. Lohan asked if we would have strong objections to using the title DES PLAINES LIBRARY for the exterior of the building, because they have in mind a vertical sign with significant lettering that will fit better if the "public" is left out of the title.

Mr. Lohan stated that his team was now recommending that for the Plaza plan there be not recessed area for auto drop off and pick up. After lengthy discussion, the group consensus was strongly in favor of retaining the recess.

The building façade is in a more detailed development stage, with Norman brick, which is longer horizontally recommended for its longer, lower profile, which gives a more horizontal, prairie style look. The other materials are Kasota stone, some glazed brick,

and aluminum. The window wells will be aluminum coated with a green patina, the windows will be clear glass with e-coating.

The tower corner will feature a top floor which is higher, with ribbon windows, instead of the round window shown earlier.

The fourth floor terrace area will be recessed and appear lower, too. An awning is being considered for both function and beauty.

No plans thus far for a clock tower, although it is understood that several aldermen are expecting a clock tower. This topic will be addressed as an added feature option, perhaps in the plaza or entrance to the site.

The following schedule of meetings was developed:

- 9/15 – 100% Design Development submitted.
- 9/16 – Building Project Team meeting at City Hall, 8:30 AM.
- 9/29 – Joint Meeting with City Council and Library Board. Dirk Lohan will present plans.
- 10/5 – Meeting of project team to discuss Council and Board comments and costs. At CCS offices in Lisle at 9 AM.
- 10/12 – Cost figures ready for Grant Application.

Questions raised by Lohan Associates on the budget for site development. The total is estimated at \$941K.

The city will have control and responsibility for the plaza lighting.

We will proceed under the assumption that there will be no train platform on the south side of the tracks.

We set a meeting to review the ESD recommendations on 9/9.

CCS will present the Lohan proposal for FFE design at the 9/8 Board Meeting.

Lohan will submit a proposal for signage design.

The library has received the grant application for a fall round of construction grants.

Library Board will need to sign a statement of assurances at the 9/8 meeting.

The library is encouraged to proceed with disposing of the current library so that we can determine the budget limitations for FFE.

CCS warned the group that current market conditions in the construction industry are in the contractors' favor. Some bids are running 15% higher than normal. The suggestion is that we should begin to think now about alternate adds and deducts from our plans and to develop a risk strategy.

Documentation To : Sandra Norlin
From: Gary Valente
Subject : Power Failure 8/25/98

It seems that about 2:00a.m. on 8/25/98 lightning struck the Comm. Ed. transformer, located at the northeast corner of the building. This transformer powers the entire library and parking lot. The lightning strike damaged two of the three phases of the transformers power supply that feed the building. What resulted was a partial power supply to the building, also known as single phasing. Single phasing is extremely damaging to any type of three phase electrical equipment such as motors, compressors, contactors and coils.

Upon arrival to work that morning, I understood what was happening with our power supply and immediately shut down all main disconnects throughout the building. This was done to halt any further damage to our electrical equipment. It was at this time, while in the process of shutting off the disconnects and breakers, that I noticed a strong odor of burning electrical insulation and bakelite. This was also what the Tech. Dept. smelled and called the Fire Dept..

After meeting with the Fire Dept. and informing them of our situation, they returned to their firehouse.

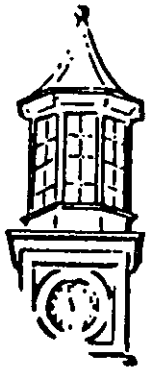
Carol K. then contacted Comm. Ed. and informed them of our problem. They responded fairly quickly and also verified what I had suspected. It was then that a crew was dispatched to remove the existing transformer and provide us with another. That crew began work at the library about 2:00 p.m. and finished up about 5:00p.m..

I returned to the library around 5:30, after receiving a call from John H. and began the process of powering up the H.V.A.C. systems. I was able to restart two of our three systems, with only our 80 ton unit not responding. After meeting with Northwest Town on 8/26/98 it appears that our main 80 ton cooling system has not been damaged, although we will need to replace the motor starter. This has been ordered and should be replaced this week.

The only other area of the building that seems to have been damaged is a contactor located in the electrical vault. This contactor controls some exterior building lighting and parking lot lighting. I have contacted Norb and Sons, who will begin the necessary repairs.

I will keep you updated on anything further to report pertaining to this incident.

Thank you
Gary



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

August 28, 1998

Ms. Sarah Ann Long, System Director
North Suburban Library System
200 W. Dundee Road
Wheeling, IL 60090

Dear Sarah:

Congratulations from the Board of Trustees of the Des Plaines Public Library on your recent election as President-Elect of the American Library Association. We wish you success in this exciting position and are confident that your remarkable leadership skills will ensure that the American Library Association remains an effective voice for libraries and library people. Best wishes for your continued success.

Sincerely,

Eldon Burk
President

FROM: FRIENDS OF THE DES PLAINES PUBLIC LIBRARY

TO: SANDRA NORLIN
MARTHA SLOAN
LESLIE STEINER

The Friends have set the date of Tuesday, November 10th, for the General Meeting (an annual event).

We would like to set up a program on the plans for the new library. At your convenience, call and we'll talk about it. We will want to send out a notice to all of our members around the end of October, probably on October 28th.

This date has been cleared with Becky for the Friends Meeting Room.

August 26th, 1998

Charlotte Storer.

*pro. 100-100
described*

DES PLAINES PUBLIC LIBRARY
STRATEGIC PLAN SUMMARY

Goal 1 A collection responsive to the diverse and changing needs of the community.

Objectives	1.1 Initiate relationship with schools	1.2 Subscribe to journals	1.3 Establish procedures for in-house surveys	1.4 Write collection development policy	1.5 Establish continuous assessment	1.6 Initiate cooperative relationship with community organizations	1.7 Inventory collection strengths of area libraries
------------	---	---------------------------------	---	---	--	--	---

Goal 2 A staff professionally competent in collection development and collection management.

2.1 Develop guidelines for staff competency in collection management	2.2 Develop guidelines for staff competency in selection areas
--	--

Goal 3 Reference and advisory services supporting the information needs of patrons.

3.1 Establish standards for competencies in information delivery	3.2 Establish standards for competencies in patron instruction	3.3 Plan appropriate staffing for reference and advisory service	3.4 Establish annual review of policies	3.5 Develop policies for advisory services
---	---	--	---	--

Goal 4 An outreach program for residents who are physically unable to come to the library and for residents who are unacquainted with the library's services.

4.1 Write policies for outreach services	4.2 Develop plan for residents unable to come to library	4.3 Develop plan for reaching all residents
---	---	---

Goal 5 Stimulating and educational programs and services that support the mission of the library.

5.1 Develop yearly plan	5.2 Develop evaluation procedures	5.3 Explore contracted services
----------------------------------	--	--

Goal 6 Library employees skilled in interpersonal relationships.

6.1 Survey public satisfaction	6.2 Develop documentation and response plan for customer comments	6.3 Develop employee orientation program	6.4 Establish regular in-house surveys	6.5 Develop employee training program
---	---	--	--	---

Goal 7 Public perception of the library as an essential community service.

7.1 Create annual public information plan	7.2 Plan to increase community commitment
--	---

Goal 8 **An effective and mutually supportive relationship between the library and the Friends of the Library.**

- | | | |
|--|---|---|
| 8.1
Invite
Friends
to attend
Board
meetings | 8.2
Designate
liaisons
between
Friends and
library | 8.3
Develop
participation
activities and
projects with
Friends |
|--|---|---|

Goal 9 **Opportunities for volunteer involvement in the operation of the library.**

- | | |
|--|---------------------------------------|
| 9.1
Identify
opportunities
for volunteers | 9.2
Create
volunteer
program |
|--|---------------------------------------|

Goal 10 **A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.**

- | | | | | | |
|---|--|--|--|--|---|
| 10.1
Establish
working
relationship
with City
staff and
officials | 10.2
Establish
regular
contacts
with
Aldermen | 10.3
Maintain
presence
at City
Council
meetings | 10.4
Develop
projects
with City | 10.5
Develop
mutually
acceptable
budget
process | 10.6
Encourage
active liaison
from City
Council |
|---|--|--|--|--|---|

Goal 11 **Meeting room facilities available for both the library staff and the general public.**

- | | |
|--------------------------------------|-------------------------------|
| 11.1
Develop
board
policies | 11.2
Develop
guidelines |
|--------------------------------------|-------------------------------|

Goal 12 Facilities sufficient for the library's requirements for the next 3-5 years.

12.1 Determine space needs for collection and programs	12.2 Determine work space requirements	12.3 Review Building Program Statement	12.4 Hire space planner	12.5 Complete assessment including options	12.6 Commission cost study of options	12.7 Decide on a course of action
---	--	--	----------------------------------	--	--	---

Goal 13 Adequate funds for major and multi-year expenditures.

13.1 Establish criteria for accumulation fund	13.2 Develop funding plan for major projects	13.3 Review plan with City Council	13.4 Pursue grant funding	13.5 Establish foundation
---	---	--	------------------------------------	---------------------------------

LOHAN ASSOCIATESArchitecture
Planning
Interior Design225 North Michigan Avenue
Chicago, Illinois 60601
Telephone 312.938.4455 Fax 312.938.0929**Memorandum**

Date: 1 September 1998

To: Anthony Oliver - CCS / OWNER SERVICES, INC.

From: Floyd Anderson

Subject: New Main Library, Des Plaines, Illinois
FF & E Services Proposal - Clarifications

Distribution: Sandra Norlin - *Des Plaines Library*; Dawn Brightfield, Michael Barnes, File

7-30 Sep 98

The following items are a follow-up to our phone conversation today regarding our FF & E Services proposal dated 19 May 1998.

1. This scope of services includes "loose" furniture selection for all of the programmed spaces including rooms such as the Computer Lab.
2. Our fee of \$89,000 assumes an FF & E budget of approximately \$1.4 million. This equates to approximately \$20 per net square foot of building area.
3. Any reimbursable expenses will be billed at 1.0 times the actual expense not 1.1. This is consistent with our Basic Services Agreement.
4. While our scope of work for FF & E does not include any existing furniture inventory, we will include a minimal amount of inventory for the Directors office.
5. Regarding the statement that we will not be extensively involved in the Dealer coordination and selection, we definitely would like to "have a say" in the selection and aesthetics of any furniture system selected. What we have not included in our services is extensive tours, meetings and evaluations of dealers that the Library might retain to coordinate the procurement and installation of their furniture.
6. Regarding the definition that FF & E is defined as not being electrified, if a piece of furniture is selected that has a built in capacity for power such as a furniture system or an "off the shelf" study carrel with a light, that type of electrified furniture selection is in our scope of services.

LOHAN ASSOCIATES

13 August 1998
19 August 1998 Revised

Mr. Anthony Oliver
Principal
CCS / OWNER SERVICES, INC.
200 W. 22nd Street
Suite 209
Lombard, IL 60148

Re: New Main Library
Des Plaines, Illinois
FF & E Services Proposal - Additional Information

Dear Anthony:

I am writing as a follow-up to certain questions which CCS and the Library have raised since we submitted our proposal to you 19 May 1998. You have requested that we elaborate on our experience regarding the interior design of "public" libraries and projects specifically designed for children. I would like to first respond in a general manner to these items.

Public versus Academic Libraries

It is true that Lohan Associates library design experience is mostly for academic buildings versus public buildings. This raises two possible concerns. One is the assumption that a public Client may have more groups which need satisfying than just the immediate working team (groups such as a Library Board and/or a City Council). The second is that a public library functionally is dramatically different than an academic library and therefore if one has only designed academic projects one cannot design public projects.

Regarding point one, the fact is that most of Lohan Associates projects have very complex client groups, many even more diverse than this project. In many instances we have many more public groups to meet with and satisfy. For example, on our Chicago Police Headquarters project for the City of Chicago, there is a developer, a contractor, the Public Building Commission, it's Board, the Police Department, it's Working Committee, the Superintendent, and five Police Bureaus. Additionally, we have met over ten times with Community Groups and neighbors to the project in order to listen and respond to their needs. Our services on this project include all planning, architecture, programming and interiors. I might also add that this is the first Police Headquarters facility that Lohan Associates has designed. This recent project is just one of many examples for both public and private Clients where in order to forward the design process we had to "touch base" with a number of groups.

Regarding point two, we do recognize and understand that while there may be many similarities between the two types of libraries, there are also many important differences. A primary difference is of course that a public library's patrons includes children. While

Letter to Anthony Oliver
FF& E Services Proposal - Additional Information
13 August 1998
19 August 1998 Revised
Page 2

we specifically have not designed a children's area in a public library, I have full confidence that we can fully satisfy the Library's goals and objectives in this design assignment in the same manner that we have satisfied many clients on projects we are undertaking for the first time. That manner involves an extremely interactive process of interviewing, researching, and discussing those goals and objectives and then applying our design creativity towards them. We have had some experience on designing other types of children's facilities and we have enclosed some information on those projects.

One successful example of this work approach is our Chicago Children's Museum water exhibit project. When we were retained for this assignment we had never designed such an exhibit nor a children's museum. At the start of this project, we conducted a session with personnel from our office and their children to brainstorm and sketch ideas on how to have fun with and learn about the properties of water. The ideas that came out of that session led directly to the custom interactive exhibits that were a part of that portion of the Children's Museum. This is an example of the creative approach to every project that Lohan Associates offers.

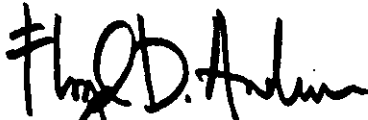
I have also attached a more detailed description of the proposed design approach and design criteria we might undertake for the FF & E services for this project. Also enclosed for your reference is the basic scope of services included in our 19 May 1998 proposal letter. Regarding our in-house staffing, Dawn Brightfield is still our proposed interior designer that would perform the work on a regular basis. However, I would also like to emphasize that our Base Building senior staff (myself and Michael Barnes) would be very involved in the design, coordination and management of this portion of the work. Additionally there would be other individuals in our Interiors Group involved in a "behind the scenes" manner to support and augment Dawn's work. One such individual is Karen Lindblad, one of our most senior Interior Designer's. I have enclosed her resume for your perusal.

Finally, I would like to reiterate that I have full confidence that Lohan Associates can successfully develop and design the FF & E portion of this project to everyone's full satisfaction. Our office is well skilled in successfully delivering design assignments on project types we have had little or no experience with. However, if during the course of this project, the Library feels that our limited experience may be hindering the process, we would be willing to engage another firm as our consultant, to augment our knowledge of this project type. Such a firm would be mutually selected, and their scope of work and cost would have to be mutually agreeable. Any such cost however would be included in our original fee. *

0187
Letter to Anthony Oliver
FF& E Services Proposal - Additional Information
13 August 1998
19 August 1998 Revised
Page 3

Anthony, I hope this letter and attachments has addressed all of the questions you and the Library have raised. Please do not hesitate to call if you have any questions or require any additional information.

Sincerely,



Floyd D. Anderson, AIA
Principal

cc: Sandra Norlin - *Des Plaines Library*; Dawn Brightfield, Michael Barnes

225 North Michigan Avenue
Chicago, Illinois 60601
312.938.4455 Fax 312.938.0929
Internet www.lohan.com

LOHAN ASSOCIATES

19 May 1998

Mr. Anthony Oliver
Principal
CCS / OWNER SERVICES, INC.
200 W. 22nd Street
Suite 209
Lombard, IL 60148

Re: New Main Library
Des Plaines, Illinois
FF & E Services Proposal

Dear Anthony:

Lohan Associates is pleased to submit this proposal for FF & E services for the new Des Plaines Library project. I have enclosed a two page proposal detailing our understanding of the scope of work, an outline of the expected work process, and our proposed fee for this service. Per our discussion last week, I am directing this proposal to your attention on the assumption that the Library would hold the contract for this work and it would be administrated by CCS/Owner Services, Inc..

Lohan Associates has both the firm experience and the individual credentials to provide a high quality and well coordinated scope of work. Specifically I am recommending one of our Senior Interior Designer's, Ms. Dawn Brightfield to work on this project. Dawn is an Associate with our firm, has over 16 years of experience in the interiors profession, and has recently completed the interior design work on a small suburban library for Barat College in Lake Forest, Illinois. Dawn's credentials, as well as information on this new library are included in the enclosed package of information.

I sincerely appreciate your consideration of Lohan Associates for the FF & E services for this project. As architects and designers, it is always a pleasure to have the opportunity to work with a Client such as the Des Plaines library from the design of a building through the completion of the furniture selection.

Anthony, please do not hesitate to call if you have any questions or require any additional information.

Sincerely,



Floyd D. Anderson, AIA
Principal

cc: Sandra Norlin - *Des Plaines Library*; David Dresdner - *LR Development*

SCOPE

The scope of work for the FF&E portion of the Des Plaines Public Library is based on the following assumptions developed by Lohan Associates. The initial program information was gathered from the Building Program Statement, prepared by Library Planning Associates, Inc., dated July 13, 1995:

1. Building Area: Approximately 78,800 gross square feet
2. Major Program Components requiring FF&E:
 - a. Entry/Control/Circulation
 - b. Children's Services
 - c. Meeting Rooms
 - d. Adult Services
 - e. Staff Spaces
 - f. Service Areas, including Toilet Rooms *Computer Rooms*
3. At this time, Lohan Associates understands that it is the desire of the Owner to purchase all new FF&E.
4. It is assumed that the charging station, information desk and service desks will be in the architectural woodwork scope of work, and not in the FF&E scope.

FF&E is defined as furniture, fixtures and equipment which is not electrified (i.e. chairs, tables, book shelving, book carts).

PROCESS

1. Kick-off Meeting: Assign Key Decision Maker(s)
2. FF&E Program Verification
 - a. Review existing program document to verify current needs.
 - b. Discuss future growth and technology issues affecting FF&E
3. Schematic Design
 - a. General Adjacency and Space Plan testing within the building
 - b. Develop initial Schematic Design concepts for furniture
 - c. Establish FF&E types and levels of quality
 - d. Initiate FF&E budget direction
 - e. Define scope of reuse (if required)
 - f. Coordinate with architectural development of the building core and shell
 - g. Review(s) with Owner, sign-off on Schematic Design concepts
4. Design Development
 - a. Develop Schematic Design concept as approved
 - b. Review FF&E product options
 - c. Review(s) with Owner
 - d. Revise design concepts
 - e. Refine FF&E budget
 - f. Coordinate with architectural development of the building core and shell
 - g. Verify Purchasing Strategy of FF&E with the Owner
 - h. Assist the Owner in establishing a proposed FF&E Dealer listing, if required
 - i. Sign-off by Owner
5. Contract Documents
 - a. Coordinate the bid package with the appropriate parties (i.e. FF&E Dealer, Owner, etc.)

Des Plaines Public Library o Proposal for FF&E Services

- b. Prepare FF&E drawings and specifications, issue one FF&E bid package to Owner
- 6. Bidding and Negotiation
 - a. Assist the Owner with FF&E bid comparisons
- 7. Construction Administration
 - a. Review shop drawings and submittals
 - b. Interface with the Owner & FF&E Dealer
 - c. Attend a pre-installation coordination meeting
 - d. Provide punch list services

FEE

Based on the scope of services and the Project Team presented, the Lohan Associates fee for this work is **\$89,000**. Lohan Associates will bill monthly on a percent complete basis.

Reimbursable expenses are in addition to this fee and include those defined in the AIA documents for Architectural and Interior Design Services, and will be billed at 1.1 times actual cost to cover the handling of the reimbursables.

8
 of 1 million
 = 8.9%
 8
 of 1.3 million
 is 6.8%
 7% is about right

1.0

ADDITIONAL SERVICES

- 1. Provide services caused by revision to work previously approved or work requested out of sequence by the Owner.
- 2. Accompany the Owner on tours to view FF&E installations in excess of 2 visits.
- ✓ 3. Provide existing furniture and equipment inventory services.
- ✓ 4. Provide reuse furniture and equipment refurbishment analysis and coordination.
- 5. Select and specify multiple manufacturers for FF&E bid packages.
- 6. FF&E Dealer coordination:
 - a. Lohan Associates will coordinate with the Owner selected FF&E Dealer, but will not be extensively involved in Dealer selection evaluations. }
 - b. Punch list evaluations in excess of 2 reviews. }
- 7. Preparation of any models or renderings.
- 8. Work performed in excess of the project schedule.
- 9. Work performed based on an increase in building size.
- 10. Any services not specifically outlined in this proposal.

SCHEDULE

Lohan Associates understands that the targeted installation date for FF&E is early 2000 or as required by the project schedule.

Due to the nature of a library product, Lohan Associates anticipates issuance of the FF&E bid package early to mid 1999.

LOHAN ASSOCIATES
REPRESENTATIVE INTERIOR DESIGN/RENOVATION PROJECTS

Pace University School of Law and Law Library

1998 White Plains, New York

- master plan to establish a future vision for the Pace University Law School
- building program to establish the space requirements for all Law School functions, including an in-depth program for the future Law Library

120 South La Salle Street Renovation

1997 Chicago, Illinois

- 700,000-square-foot remodeling of building and lobby area
- elevator and cab modernization

Blue Cross Blue Shield of Illinois Headquarters

1997 Chicago, Illinois

- 1,300,000-square-foot corporate headquarters on downtown site
- public space interiors

Barat College

1996 Lake Forest, Illinois

- 30,000 square-foot (2,790m²) library
- campus master plan

American General Center

1996 Nashville, Tennessee

- 200,000-square-foot corporate headquarters interiors, including office and training

Ace Hardware Corporate Headquarters

1995 Oak Brook, Illinois

- 225,000-square-foot renovation of corporate headquarters

U.S. District Federal Courts

1995 Chicago, Illinois

- 8 new district courtrooms and associated support space
- master plan for courtroom expansion in the Chicago Federal Center
- legal library

University of Chicago Graduate School of Business Downtown Center

1994 Chicago, Illinois

- public areas
- university bookstore

Eli Lilly & Company Headquarters Renovation/Addition

1992 Indianapolis, Indiana

- new entrance lobby and dining facilities at corporate headquarters

DePaul University Library

1992 Chicago, Illinois

- 190,000-square-foot library complex
- building program to maximize library space and to allow for arrangement and flexibility of study seating, state-of-the-art electrical and communications technology, and the anticipated growth of the Lincoln Park library collection

LOHAN ASSOCIATES
REPRESENTATIVE INTERIOR DESIGN/RENOVATION PROJECTS

Office of the United States Attorney

1991 Chicago, Illinois

- 3 floors consisting of 110,000 square feet of office space

John G. Shedd Aquarium Renovation/Addition

1991 Chicago, Illinois

- public spaces, food service facilities and auditorium

John C. Kluczynski Federal Building Prospectus Development Studies

1990-1993 Chicago, Illinois

- 750,000-square-foot backfill renovation project
- 227,000-square-foot IRS realignment project
- 148,000-square-foot FBI-Chicago Field Office relocation
- 150,000-square-foot high-rise improvements project

Adler Planetarium Renovation/Addition

1990-1998 Chicago, Illinois

- underground expansion to the main dining room and installation of "Stairway to the Stars"
- addition of East Pavilion

Steelcase/Stow & Davis Showroom

1989 Chicago, Illinois

- furniture showroom

Dean Witter Financial Services Group Headquarters

1988 Riverwoods, Illinois

- executive areas and public spaces

Rockwell International Graphic Systems Division Headquarters

1989 Westmont, Illinois

- corporate offices

Episcopal School of Dallas Fine Arts Building

1987 Dallas, Texas

- library and fine arts building

Chicago Public Library

1988 Chicago, Illinois

- competition entry for the 750,000-square-foot Harold Washington Library project

Motorola Training and Education Center

1986 Schaumburg, Illinois

- training center

Frito-Lay National Headquarters

1985 Plano, Texas

- 500,000-square-foot corporate headquarters complex on 218-acre site

LOHAN ASSOCIATES
REPRESENTATIVE INTERIOR DESIGN/RENOVATION PROJECTS

DePaul University Campus

1983-continuing Chicago, Illinois

- 300-bed dormitory, lounges, kitchen with dining, study rooms, and computer rooms
- student union

WFMT/ Chicago Magazine Studio

1982 Chicago, Illinois

- offices and sound studios

Lohan Associates Offices

1981 Chicago, Illinois

- Chicago offices
- Dallas offices

McDonald's Corporation Office Campus

1979 -1989 Oak Brook, Illinois

- headquarters office building
- training center
- lodge/hotel

**LOHAN ASSOCIATES
CLIENT REFERENCES**

John J. Shornack
(Chairman, Barat College)
Kraftseal & Label Corporation
13777 Laurel Drive
Lake Forest, Illinois 60045
847-441-5069

Ms. Lucy Morros
President
Barat College
700 East Westleigh Road
Lake Forest, Illinois 60045
708/234-3000

Ms. Jane Linari
Barat College Oversight Committee
486 Oakwood Avenue
Lake Forest, Illinois 60045
847-234-8325

DAWN BRIGHTFIELD

Associate

Professional Experience

Lohan Associates, 1989 - Present
Architectural Interiors, 1988 - 1989
Holabird & Root, 1984 - 1988
Tilton & Lewis Associates, 1981 - 1984

Education

Bachelor of Science, Interior Design,
Southern Illinois University, 1980

Associate of Arts,
Illinois Valley Community College, 1977

Selected Experience

Barat College Library
Lake Forest, Illinois

Adler Planetarium
Renovation and Addition
Chicago, Illinois

Illinois Institute of Technology
Main Campus Programming Study
Chicago, Illinois

Continental Bank Renovation
Chicago, Illinois

Eli Lilly Corporate Center
Indianapolis, Indiana

U.S. Court Expansion Project
Chicago, Illinois

John C. Kluczynski Federal Building
Renovation
Chicago, Illinois

DePaul Library
Chicago, Illinois

American General Center
Nashville, Tennessee

Ace Hardware Corporate Headquarters
Oak Brook, Illinois

**Selected Experience
With Other Firms**

Federal Deposit Insurance Corporation
Corporate Offices
Chicago, Illinois

Federal Reserve Bank
Renovation and Addition
Chicago, Illinois

Northwestern Memorial Group
Executive Offices
Chicago, Illinois

Illinois Gulf Central Railroad
Corporate Offices
Chicago, Illinois

State of Illinois Building
Renovation and Addition
Chicago, Illinois

CC Industries/CHF Industries
Corporate Offices
New York, New York

General Foods - Post Cereal Division
Corporate Offices
Jonesboro, Arkansas

Cushman & Wakefield Corporate Offices
Chicago, Illinois

Glickman Residence
Oak Park, Illinois

ILLINOIS STATE LIBRARY CONSTRUCTION GRANT APPLICATION

1. Applicant:

Name of Library _____

Contact Person _____ Telephone/Fax _____

Address _____

City, State, Zip Code _____

2. Official authorized to receive and provide proper safeguarding of funds:

Name _____

Address _____

City, State, Zip Code _____

3. Type of Project (Check one): **ONE APPLICATION PER ROUND...INCOMPLETE APPLICATIONS WILL BE REJECTED BY ISL**

Accessibility for the Disabled: At least 70% of the total construction cost must be accessibility related to qualify for a grant in this priority. An applicant may request 50% of the total project cost up to \$75,000.

Construction of new building Addition to existing Library building Remodeling of existing Library Building Conversion of existing building not currently a library. These categories may request up to 40% of the total project cost. The minimum grant is \$25,000 and the maximum grant is \$250,000.

4. Available Funding & Project Cost: (LOCAL MATCHING FUNDS MUST BE CERTIFIED AND AVAILABLE TO THE CONSTRUCTION PROJECT FROM DATE OF APPLICATION SUBMISSION TO THE END OF THE PROJECT).

Total Local Matching Funds	\$ _____	_____ %
Grant Funds Requested	\$ _____	_____ %
Total Funding Available	\$ _____	_____ %
Total Estimated Construction Cost	\$ _____	_____ %

Supporting Documentation

Listed here are the items which are required as supporting documentation needed to accompany your application for Library Construction. A certain level of responsiveness is requested to the items listed below. The items which are asterisked (*) do not have to be submitted for accessibility projects if there is no alteration of or addition to perimeter walls of the library building.

- a) Application form with certification of local matching funds attached (6 copies).
- b) Site Plan:
 - 1. clearly delineate existing and new buildings;
 - 2. provide entire site plan with property lines, adjacent buildings and streets;
 - 3. show all parking, sidewalks and landscaping;
 - 4. all entrances should be indicated including public, staff and service;
 - 5. indicate all handicap access requirements including parking, curb cuts and ramp slopes;
 - 6. Indicate areas for future expansion
 - 7. all drawings should have north scale, engineering and graphic scale
(6 copies reduced to 8 1/2" by 11")
- c) Floor Plans and Elevations:
 - 1. clearly delineate areas where work is taking place;
 - 2. indicate materials and finishes;
 - 3. provide furniture and equipment layouts;
 - 4. all drawings should have a north arrow, architectural and graphic scale;
 - 5. accessibility projects must include related information, i.e. new ramps must indicate slope and toilet room modifications must indicate 5 foot turning circle for handicap;
(1 set of full-size architectural drawings, and 6 copies reduced to 11" by 17" with a single fold down the length of the page.)
- d) Outline Specifications should include a brief description of the following materials, assemblies and systems: (6 copies)

Parking Lot	Roofing	Doors & Windows	Fire Protection
Exterior Concrete	Exterior Walls	Floor Covering	Electrical &
Foundations	Interior Walls	Elevators	Computer
Structure	Ceilings	HVAC	Plumbing
- e) Vicinity map (1 copy 8-1/2" by 11").
- * f) Library Building Program completed by a Library Building Consultant within the last two years (6 copies). **REQUIRED FOR PROJECTS OVER \$150,000 ONLY.**
- * g) Subsurface soil analysis by soils engineer (1 copy).
- * h) Legal description of site (1 copy).
 - i) Deed of ownership or proof of long term occupancy (1 copy).
- * j) Sign-off letter prepared by Library Building consultant is required for projects over \$150,000 (1 copy)
- k) Sign-off letter from the Illinois Historic Preservation Agency (1 copy). Contact IHPA, Old State Capitol, Springfield, IL 62701 (217-785-3977).
- * l) Special Flood Hazard Area Statement (1 copy). Contact Illinois State Water Survey, 2204 Griffith Drive, Champaign, IL 61820 (217-333-2210). If site is determined to be located in a special flood area, applicant shall submit an assurance letter from the Division of Water Resources of the Department of Transportation that the project meets the requirements of Executive Order 79-4, re: flood damages.

- m) Site assessment by licensed environmental/hazardous materials consultant to determine the existence of asbestos and/or lead paint (1 copy). NOT REQUIRED FOR NEW BUILDINGS UNLESS DEMOLITION OF EXISTING BUILDING (OTHER THAN RESIDENCES) IS NECESSARY.
- n) Letter of support from Library System (6 copies)
- o) List of all applicable authorities having jurisdiction over your facility, i.e. building codes, zoning ordinances, life safety codes, handicap accessibility guidelines (1 copy)
- p) ALL projects must attach the American with Disabilities Act (ADA) Self-Evaluation form (6 copies)

Send application for Live and Learn Construction Grant by October 16, 1998 to Bridget L. Lamont, Director, Illinois State Library, 300 S. Second, Springfield, IL 62701-1796.

Accessibility for People with Disabilities: Proceed to Number 5 on Page 4

All other types of construction projects: Proceed to Number 12 on Page 6

5. Estimated Budget for Accessibility Projects:

A. Professional Services Costs

Architect/Engineer \$ _____
Required for projects over \$5,000

Library Building
 Consultant Fee \$ _____
Required for projects over \$150,000

Environmental
 Consultant Fees \$ _____

Legal Fees \$ _____

Audit \$ _____

Required for projects over \$25,000

Site Survey \$ _____

Insurance \$ _____ \$ _____

Other (specify) _____

_____ \$ _____

_____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Cost _____ %

B. Building and Site Related Costs

Permit Costs \$ _____

Bond Costs \$ _____

Asbestos Abatement
 Cost \$ _____

Lead Paint Removal \$ _____

Ramps \$ _____

Site Accessibility \$ _____

Entrances \$ _____

Elevator/Lift \$ _____

Moving of Shelving \$ _____

To provide 36" clear aisle space

Toilet Rooms \$ _____

Other (Specify-Accessibility related only)

_____ \$ _____

_____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Cost _____ %

C. Equipment and Furniture

Telephone \$ _____

Water Fountain \$ _____

Signage \$ _____

Accessible Furn. \$ _____

Other (Accessibility related only)

_____ \$ _____

_____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Cost _____ %

D. Non-Accessibility Related Alterations

_____ \$ _____

_____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Costs _____ %

E. Total Above Categories

(A, B, C, D) \$ _____

F. Contingency \$ _____
 (5% of E)

G. Total Estimated Project Cost \$ _____

This total should equal "Total Estimated Construction Cost" on page one.

Proceed to #6 on page 5

6. Non-Grant Construction Funds:

Cash or Appropriation \$ _____

Securities \$ _____

General Revenue Bonds \$ _____

Special Revenue Bonds \$ _____

Tax Levy \$ _____

Mortgage \$ _____

Other Funds (Specify)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Local Matching Funds \$ _____

This total should equal "Total Local Matching Funds" on page one

7. Replacement cost of building is estimated to be:

\$ _____
If unknown, give amount of replacement value shown on fire insurance policy

8. What is the population of the library's service area?

9. What is the library's 20 year population projection?

10. The existing library facility was constructed in 19__

11. Construction Readiness: (Month/year)

b) Estimated start date of construction:

_____ (Month/year)

c) Estimated construction completion:

_____ (Month/year)

Proceed to Number 22 on Page 8

12. Estimated Budget for New Construction, Additions, Remodeling Projects:

A. Acquisition Costs

Site Cost. \$ _____
 Existing Building Acquisition \$ _____
 Other (Specify) _____ \$ _____
 _____ \$ _____
 Sub-Total \$ _____

Percentage of (G.) _____ %
 Total Estimated Cost _____ %

B. Professional Services Costs

Architect/Engineer \$ _____
Required for projects over \$5,000
 Library Building Consultant Fee \$ _____
Required for projects over \$150,000
 Environmental Consultant Fee \$ _____
 Legal Fees \$ _____
 Audit \$ _____
Required for projects over \$25,000
 Site Survey \$ _____
 Soil Testing \$ _____
 Insurance \$ _____
 Other (Specify) _____ \$ _____
 _____ \$ _____
 Sub-Total \$ _____

Percentage of (G.) _____ %
 Total Estimated Costs _____ %

C. Building and Site Related Costs

Permit Costs \$ _____
 Bond Costs \$ _____
 Construction \$ _____
 Site Development/ Parking/Sidewalks \$ _____
 Lead Paint Removal \$ _____
 Landscaping \$ _____
 Demolition \$ _____
 Other (Specify) _____ \$ _____
 _____ \$ _____
 Sub-Total \$ _____

Percentage of (G.) _____ %
 Total Estimated Cost _____ %

D. Equipment and Furnishings

Furniture/Signage \$ _____
 Computers \$ _____
 Telecommunications \$ _____
 Sub-Total \$ _____

Percentage of (G.) _____ %
 Total Estimated Cost _____ %

E. Total Above Categories (A,B,C,D) \$ _____

F. Contingency (5% of E) \$ _____

G Total Estimated Construction Cost \$ _____
This total should equal "Total Estimated Construction Cost" on page one.

13. Choose the appropriate Category and List Square Footage

- New Construction**
 New building will have _____ sq. ft.
- Remodeling**
 Existing building currently has _____ sq. ft., of which _____ sq. ft. will be remodeled
- Addition**
 The existing building currently has _____ sq. ft., of which _____ sq. ft. will be remodeled. The addition will add an additional _____ sq. ft.
- Conversion**
 The existing building has _____ sq. ft. and was previously used as _____

14. Cost per sq ft for new construction projects only (Use AIA Document D101, Architectural Area and Volume for Buildings to compute cost.)

\$ _____

15. Non-Grant Construction Funds:

Cash or Appropriation \$ _____

Securities \$ _____

General Revenue Bonds \$ _____

Special Revenue Bonds \$ _____

Tax Levy \$ _____

Mortgage \$ _____

Other (Specify) _____
\$ _____

Total Local Matching Funds \$ _____
This total should equal "Total Local Matching Funds" on page one

16. What is the population of the library's service area? _____

17. What is the size of the library's service area? _____

18. What is the library's 20 year population projection? _____

19. The existing library facility was constructed in 19 _____

20. Construction Readiness: (Month/year)

a) Site acquisition will be completed: _____
(Date)

b) Estimated start date of construction: _____
(Month/year)

c) Estimated construction completion: _____
(Month/year)

21. Address of new library building: _____

22. In the space provided, explain the scope and necessity of the accessibility or construction project. In the case of an accessibility project, indicate if the accessibility project results in an increase in the library's budget. If so, indicate the annual costs to the library's budget. In the case of new construction, addition and remodeling projects, explain how much planning has gone into the project to date, and the space needs of the library based on a 20 year population projection; and a brief explanation of how technology will be integrated in the services of your library:

23. In the space provided, explain the potential contribution to the public library's service area and ILLINET (Illinois Library and Information Network); and how the project addresses "Serving Our Public: Standards for Illinois Public Libraries" - Chicago, IL, Illinois Library Association, 1996.

Supplemental Information

- 24. Tax Identification Number: _____
- 25. Library Director: _____
- 26. Board President: _____
- 27. County: _____
- 28. Library System: _____
- 29. U.S. Representative District(s) _____
- Illinois State Senate District(s) _____
- Illinois State House District(s) _____

30. Building Consultant: _____

Address _____

Phone _____

31. Architect: _____

Address _____

Phone _____

Illinois Registration Number _____

32. Previous Illinois State Library construction building grants.
- a) Date of previous grant _____
 - b) Amount of previous grant _____
 - c) Type of previous grant _____

CONSTRUCTION GRANT PRESS PAGE

PLEASE LET US KNOW THE SPECIFIC WAYS YOUR LIBRARY WILL CHANGE THROUGH THIS CONSTRUCTION PROJECT. YOU DO NOT NEED TO FILL IN EACH LINE. ONLY GIVE DATA THAT IS APPROPRIATE TO YOUR SITUATION.

The project will increase shelf area approximately ____%

The project will increase seating area approximately ____%

The project will increase our collection approximately ____%

The project will increase parking approximately ____%

INDICATE WHAT CHANGES, IF ANY, ARE PLANNED IN THE FOLLOWING AREAS, I.E. CARPETED, PAINTED, ADDED, EXPANDED, ETC.:

Children's area will be:

Story Room will be:

Reference area will be:

Community Room/Conference Room will be:

Meeting Room(s) (How many? ____) will be:

A Study Room will be :

Staff Room will be:

A/V area will be:

Do you plan to create a more efficient circulation desk? ___ yes ___ no

Do you plan to install your first elevator(s): ___ yes ___ no
If so, how many? ____

In what ways will you enhance technological capabilities? Will you...
increase computer space? ___ yes ___ no
purchase additional computer equipment? ___ yes ___ no
add computer workstations? ___ yes ___ no
install wiring and outlets for future computer expansion? ___ yes ___ no

CONSTRUCTION GRANT PRESS PAGE (CONT.)

Other important changes:

Is the construction/remodeling taking place at your present site or a new site?

Will you be vacating your present site?

An indication that more space is needed: (please give concrete examples such as curtailed book purchases, storing part of the collection, seeing people sitting on the floor, having to take down and set up tables and chairs for library programs, there are waiting lines at computer stations, story time is held someplace else, etc.)

Very briefly describe changes you are making to meet ADA guidelines:

Provide a brief history of your library and the buildings that it has inhabited

Proceed to ADA Self-Evaluation form

Sign final page of assurances

Americans with Disabilities Act
Self-Evaluation Form

Name of Library: _____

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 non-compliance, 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 large and legible.

PART 1: Interested Persons Consulted

List 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: Areas Examined and Problems Identified

■ ACCESS INTO THE LIBRARY

Are there the required number of accessible parking spaces?

Yes No N/A

- 1- 20 spaces = 1 accessible space;
- 21- 50 spaces = 2 accessible spaces;
- 51- 75 spaces = 3 accessible spaces;
- 76-100 spaces = 4 accessible spaces;
- 101-150 spaces = 5 accessible spaces.

Are accessible spaces at least 16 foot wide with an 8 foot access aisle?

Is the accessible parking sign mounted no more than 5 foot above grade?

Does the reserved parking sign have the International Symbol of Accessibility indicating a \$50 fine for violations?

Are the accessible parking spaces closest to the accessible entrance?

Do the curbs at walkways have curb ramps, including at drives, parking and drop-offs?

Does the walkway into the facility have a clear width of at least 36 inches and in good repair?

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?

If the main entrance is not accessible, is a sign posted indicating the location of the accessible entrance?

Yes No N/A

Do accessible entrances bear the International Symbol of Accessibility?

Do the entrance doors have at least a 32 inch clear opening?

Do doors open easily with one hand?

Comments:

■ ACCESS TO PROGRAMS AND SERVICES

Do book security gates have a minimum clear opening of 32 inches?

Does at least 5%, or 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?

Yes No N/A

Where service counters exceed 36 inches in height, is an auxiliary counter provided with a height 28 to 34 inches from the floor?

Are card catalogs, magazine displays and reference materials no more than 48 inches high for frontal approach or 54 inches for parallel approach?

Are all aisles at least 36 inches wide?

Are floor and carpeted surfaces stable, firm and non-slip?

Are permanent signs in raised lettering and braille?

If there is more than one level, does an elevator or ramp connect the levels?

Are the controls outside and inside the elevator have raised and braille lettering, and mounted 35 to 54 inches above the floor?

Do stairs and ramps have continuous rails on both sides that are mounted at 30 to 34 inches above the surface?

Does at least one drinking fountain have a spout no higher than 36 inches?

Is the highest operable part of a wall-mounted telephone no more than 48 inches from the floor?

Yes No N/A

Do telephones have push buttons and volume controls?

Do doorways in public spaces have at least a 32 inch clear opening?

Do doors open easily with one hand?

Are meeting rooms accessible to individuals with mobility impairments?

Do emergency alarms have both flashing and audible signals?

Is there an evacuation plan for people with disabilities in the event of an emergency?

Is the library listed on, or qualified for the National Register of Historic Places? (This includes Carnegie buildings and buildings with distinctive architectural features.)

Comments:

▪ACCESS TO RESTROOM

Yes No N/A

Is there a restroom on an accessible route?

Is there one accessible restroom for each sex?

Are there signs at an inaccessible restroom giving directions to an accessible restroom?

Is there raised letter and braille signs identifying restrooms?

Do doorways into the restroom have at least a 32 inch clear opening?

Is there at least 18 inch clear wall space next to the door pull handle?

Is there at least a five foot circle or other open space for turning a wheelchair completely?

Does the stall door have at least a 32 inch clear opening?

Are there grab bars behind and on the side wall nearest to the toilet?

Is the toilet seat 17 to 19 inches from the floor?

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?

Are pipes under the sink insulated
prevent burns?

Yes No N/A to

Can faucets be operated with one hand
comfortably?

Comments:

▪ EMPLOYMENT & COMMUNICATIONS

Does the library ensure that all
employment decisions are non-discriminatory
in nature?

Does the library ensure that reasonable
accommodations are made for employees
with disabilities?

Did the library review and revise job descriptions to ensure that they are non-discriminatory and describe essential work functions?

Yes No N/A

Are employees familiar with the policies and practices for the full participation of individuals with disabilities?

Is a disability awareness and training program provided for library staff?

Does the library have a telecommunication device for the deaf (TDD), and if so, what is the number?

If the library does not own a TDD, does it plan to purchase one?

Is the library aware of, and use the Illinois 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, braille or closed-caption video?

Has the library board reviewed its policies and procedures to ensure that people with disabilities, including individuals with mobility impairments, are provided access to its public meetings, programs and activities?

Does the library give notice to the public of the need of reasonable notification of at least 48 hours in advance to ensure qualified interpreters or auxiliary aids are available for public meetings, programs and activities sponsored by the library?

Yes No N/A

Does the library inform groups using its facilities that they must comply with ADA, and are responsible for providing qualified interpreters or auxiliary aids available 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?

Comments:

PART 3: Description of Modifications Made

ADA compliance may be achieved through alternative methods, including, but is not limited to, assignment of staff to assist to the people with disabilities, home visits, delivery of services at alternate accessible sites, and any other method that results in making materials, services and programs accessible. Please list alternative methods the library is utilizing to comply with ADA, as well as any modifications to programs, policies and practices. Attach additional pages if necessary.

Public Library Construction Grant Application**Assurances of Compliance****A. Library Board**

- 1) It possesses legal authority to apply for the grant; and a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- 2) The library owns proposed building site in fee simple title, or can show the legal right to use the premises for an unlimited duration.
- 3) All contracts for public library construction shall be awarded to the lowest qualified bidder on the basis of open competitive bidding; however, if one or more items of construction are covered by an established alternative procedure used by a local unit of government, consistent with State and local laws and regulations, and approved by the Illinois State Library as designed to assure construction in an economical manner consistent with sound business practices, such alternative procedure may be followed, as is consistent with State statutes and local ordinances.
- 4) An assurance all laborers and mechanics employed by the contractor or subcontractors on all construction projects assisted by these grants shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the appropriate authority depending on whether it is a State or a Federal grant.
- 5) Library building consultant shall be retained by the grantee throughout planning and construction if the total cost of the project exceeds \$150,000.
- 6) Establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 7) Construction contracts signed by both the library board and contractors will be prepared on standard American Institute of Architecture (AIA) forms that are submitted to the Illinois State Library prior to the start of construction; also, all subcontractors are to perform work in accordance with the conditions and standards contained in the contracts signed by the board and the Illinois State Library. The Illinois State Library shall have the right to disapprove any such contracts between the library board and contractors if (1) the assurances outlined here in the application form are not incorporated; and/or (2) the conditions and standards specified in the contract between the Illinois State Library and the library board are not incorporated into the contracts between the library board and the contractors.
- 8) Contractors and subcontractors shall submit with each request for payment the weekly payroll forms required by the Davis-Bacon Act (40 U.S.C. 327 et seq.(1982)). (Payroll Form WH-347 or similar information).
- 9) Library system of which applicant is a member has been notified of proposed project; a copy of completed application has been sent to library system director.
- 10) Building is planned for a 20 year population projection, and it will be in use as a public library for not less than 20 years after its construction unless other use is approved by the Illinois State Library.
- 11) Library currently meets the eligibility criteria to qualify for per capita grants provided in Ill. Compiled Stat. 1993, 10/3.1 and submits an application for such grants.

12) The Board will complete and transmit the following reports and records to the Illinois State Library: quarterly narrative and financial reports, notification within 15 days of completion of the project; a closeout report which is a final financial and narrative report within 60 days of the completion of the project; and other reports and documents, such as prevailing wage rates and receipts to verify vouchers, as reasonably may be required by the State:

- a. Financial reports shall show the amount of authorized State and local funds, expenditures, obligated funds, and remaining funds by amount and by percentage of line item remaining as compared to the original budget.
- b. Narrative reports shall state the progress of the project, accomplishments to date, problems encountered, objectives met and unmet, changes implemented, and the percentage of completion of the project to date.
- c. The closeout report shall evaluate the degree to which the grantee achieved the goals and objectives of the project. The closeout report shall include a project audit report which shall be completed by an independent certified public accountant or accounting firm using generally accepted accounting principles. The project audit report shall include financial statements and compliance statements (which indicate that grant monies have been obligated in compliance with applicable laws and regulations of the State of Illinois and these rules).

13) A revised construction budget be prepared, after bids have been accepted, and submitted to the Illinois State Library for approval prior to actual construction.

14) Any agent authorized by the Illinois State Library, upon presentation of credentials, in accordance with the constitutional limitation on administrative searches, shall have full access to and the right to examine any records, books, papers, or documents, of the grantee involving transactions related to the grant.

15) Library construction will start within 90 days (federal grant) and 140 days (state grant) after receiving signed contract approval form from the Illinois State Library but will not commence construction before receiving approval of final working drawings and specifications, submitted prior to requests for bids, also, project will be completed within a reasonable amount of time.

16) A sign will be erected on the construction site stating that library construction funds (Federal or State) administered by the Secretary of State and State Librarian are being used for the construction.

17) A plaque will be erected in the completed building stating that library construction funds (Federal or State) administered by the Secretary of State and State Librarian were used for the building's construction.

18) All project publicity will give credit to assistance given by construction grant funding indicating type of grant and service of the grant.

19) Assurance letter obtained from the Illinois Historic Preservation Agency stating compliance with all of the requirements related to National Register of Historic Places was obtained from:

Illinois Historic Preservation Agency
Old State Capitol
Springfield, Illinois 62701
Telephone (217) 785-3977

20) Final working plans including a layout of furniture and specifications will be prepared, approved by the library board and then submitted to the Illinois State Library together with appropriate record of action taken as required for receipt of a contract.

21) Any additional specifications not covered or included in original specifications will be given Library Board approval and be submitted to the State Library prior to Requests for Bids; e.g. specifications for carpeting, furniture, shelving and/or equipment, and asbestos removal.

- 22) If needed, applicant will be available for a construction project conference to discuss final plans and specifications prior to final approval by the Illinois State Library.
- 23) It will have sufficient funds to meet the non-matching share of the project cost.
- 24) When construction is complete, sufficient funds will be available for effective operation and maintenance of the facilities, in accordance with applicable Federal, State and local requirements.
- 25) The project will not be advertised or placed on the market for bidding until the final working drawing and specifications have been approved by the Illinois State Library.
- 26) It will be in compliance with and agrees to comply with all applicable provisions of the Illinois Purchasing Act.
- 27) Copies of agreement signed by the Library Board and Illinois State Library will be provided to all general or prime contractors by the Library Board.
- 28) It has obtained an assurance letter from the Illinois State Water Survey Division of the Illinois Department of Energy and Natural Resource stating that the project site is not located in a Special Flood Hazard Area. If the project site is located in a Special Flood Hazard Area, the applicant shall submit an assurance letter from the Division of Water Resources, the Illinois Department of Transportation, stating that the project meets the requirements of Executive Order IV (1979) regarding flood damages. (Contact Illinois State Water Survey, 2204 Griffith Drive; Champaign, IL 61820, 217-333-2304)
- 29) Assures that it follows specific procedures in regard to submission and approval of work change orders according to the contractual agreement with the Illinois State Library. Any changes in the Plans and Specifications will be submitted to the Illinois State Library. Changes will be approved if they do not have an adverse impact on library services.
- 30) A photocopy of the building permit will be filed with the Illinois State Library prior to commencement of construction.
- 31) Submit reports or publicity materials suitable for publication in Illinois Libraries or comparable publication suitable for distribution to other libraries and educational institutions.
- 32) A revised budget will be prepared after bids have been accepted and will be submitted to the Illinois State Library for approval prior to actual construction. Such approval will be based on the exercise of professional judgement to insure that the provision of library services will not be harmed by the changes reflected in the revised budget. Such approval will also be based on the reduction in the contingency line item from five percent (5%) in the original budget to two percent (2%) of total project cost in the revised budget. Grant monies awarded are based on the amount specified in the original budget; grant awards will not be increased because of subsequent increases in revised budgets.
- 33) The Library Board shall establish and maintain such records and accounts as will permit accurate and expeditious audits at any time, before, during, and after completion of construction; such records shall be retained for not less than the time provided for by the Local Records Act, Ill. Compiled Stat. 1993, Act 205.
- 34) The Library Board permits intersystem reciprocal borrowing
- 35) Certifies it does not, nor does any of its principals pay dues or fees on behalf of its employees agents or reimburse or otherwise subsidize them for payment of dues or fees to any club or organization which unlawfully discriminates.

36) Certifies it is currently in compliance with Drug-Free Workplace Act of 1988 (P.L. 100-690), and that it shall continue to make a good faith effort to maintain a drug-free workplace.

37) Certifies none of its employees or agents is in default of an educational loan as provided in Public Act 85-827.

38) Certifies bidders are not barred from bidding on this contact as a result of a violation of the Criminal Code 1961 published in the Ill. Compiled Stat. 1993, Act 5.

39) Assurance of compliance regarding handicapped discrimination which warrants that no otherwise qualified individual with handicaps shall, solely by reason of her/his handicap, be excluded from participation in, be denied benefits of or be subject to discrimination under any program or activity receiving Federal assistance as set forth in the Rehabilitation Act Amendments of 1988 (Public Law 99-506, 100 Stat. 1800, Section 504).

B. Architect

40) The design and construction of the project shall be in compliance with the following laws, rules and regulations in addition to those enumerated under (A) above for the Library Board:

- a) Standards for accessibility and use by the physically handicapped as outlined in the "Accessibility Standards, Illustrated" as revised, (or the Illinois State Accessibility Code) Capital Development Board, under State law.
- b) Facility will be in compliance with the Environmental Barriers Act and architect/or/engineer file certification of compliance statement with the agency issuing the building permit; and a copy of same sent to the Illinois State Library. Where no building permits are issued architect's/engineer's statement is to be filed with the county clerk. This applies to all construction or alteration costing \$50,000 or more.
- c) Facility will be designed and built observing the National Fire Protection Association (NFPA) Code as well as State and local codes with regard to fire and safety. Site plan shows all existing fire hydrants. The National Fire Protection Association Code No. 24 requires that fire hydrants must be provided to cover 500 feet of exterior perimeter of building, /or/ a certification must be submitted that existing fire hydrants are adequate with available fire fighting equipment; certification must come from local fire department.

41) That the facility will result in a library building that is functional, attractive, conducive to improved library services, energy efficient meeting national energy standards, economical, and not elaborate in design or extravagant in the use of materials compared with similar type facilities in the State or geographic area, and will comply with Standard 90-75 of the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) in design and refrigeration.

42) All specifications and Advertisements for Bids shall include the following provisions:

- a) All contractors and subcontractor employed in library building construction shall comply with all applicable provisions of the Illinois Human Rights Act and all Federal and State laws which prohibit discrimination because of race, color, religion, sex, marital status, national origin, ancestry, age, and physical or mental handicap and all rules and regulations, promulgated and adopted pursuant thereto.
- b) Actual construction work will be performed by the lump sum (fixed price method); adequate methods of obtaining competitive bidding will be employed prior to awarding the construction contract, either by public advertising or circularizing three or more bidders, and the award of the contract will be made to the responsible bidder submitting the lowest acceptable bid. (See 28A-3 above)
- c) Contractors and subcontractors shall comply with the provisions of the Copeland "Anti-Kick Back Act" (40 U.S.C. 276c) as supplemented in U.S. Department of Labor regulations (29 CFR, Part 3). (Applies to contracts of \$2,000.00 or more.)

0209

43) Prior to actual construction

- a) Final working drawings, specifications, and advertisements for bids, will be prepared and submitted to Library Board; later to State Library for approval.
- b) Building permit will be obtained, posted in a prominent place; photocopy sent to State Library (if none required, letter to that effect is to be sent). Copy of architect's certification to permit issuing agency as to building accessibility will be enclosed.
- c) All construction contracts (including general contractor and prime contractors) will be reviewed for specific completion dates; e.g., Aug. 11, 1992; NOT 180 calendar days.
- d) Photocopies of all prime and general contractor construction contracts will be sent to the State Library for approval as they are signed prior to each contractor's work start.
- e) All change orders affecting library layout requires library building consultant concurrence.
- f) Sign posted on construction site which will give credit to assistance given by state funding.
- g) Following acceptance of bids, construction project budget will be revised; contingency line allowance will be reduced from 5% to 2% and other line items adjusted as needed. Budget will be sent to State Library for approval.
- h) Environmental Impact Statement outlining what effect the project will have on the area will be prepared and submitted to the Illinois State Library.

44) When construction starts:

- a) Competent and adequate architectural engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms with the approved plans and specifications.
- b) Payrolls will be checked against listed prevailing wage rates for the area; employee wage interviews will be conducted and record maintained as to which were checked.
- c) Certification is given from the board and architect must provide certification upon completing total project fund expenditures of 30%, 60%, 90% and 100%. Within (15) fifteen days following the completion, of construction notification of acceptance and final certification by the Library Board must be received at the Illinois State Library.
- d) Photographs will be provided to the State Library showing various stages of construction; including interior and exterior views of completed building.

ADDITIONAL ASSURANCES (STATE PROJECTS)

A. Library Board

- 45) The Applicant assures and certifies that it will comply with the regulations, policies, guidelines, and requirements, as they relate to the application, acceptance and use of State funds for this State-assisted project.
- 46) Applicant understands that construction funds are subject to the Illinois Grant Funds Recovery Act (P.A. 83-640). Any interest money earned must be used for project expenditures.
- 47) Maintain all payrolls, checks, bills, work change orders and financial records for monitoring and auditing purposes.
- 48) All work change orders of \$10,000 or changing public areas of the library must have prior approval from the Illinois State Library.
- 49) Projects receiving over \$200,000 must use one-half of one percent of the grant award for the purchase and placement of suitable works of art. The purchase of the artwork will be done in conjunction with the Capital Development Board (Ill. Compiled Stat. 1993, 20-3105/14.)

B. Architect

50) An assurance that laborers and mechanics employed by the contractor and their respective subcontractors on all construction projects assisted by the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Illinois Department of Labor in accordance with "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by any one under contract for public works" (Ill. Compiled Stat. 1993, Act 130).

ADDITIONAL ASSURANCES (FEDERAL PROJECTS)

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including Executive Order 12372, OMB Circular A-102, and FMC 74-7 as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies the following:

A. Library Board

51) It will comply with Title VI of the Civil Rights Act of the 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, handicap, sex, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. It will comply with regulations thereto as outlined in 34 CFR 76.500; also it will comply with the Illinois Human Rights Act.

52) It will comply with Title VI of the Civil Rights Act of the 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

53) It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-645) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

54) It will comply with the provisions of the Hatch Act which limit the political activity of employees.

55) It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

56) It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements, particularly:

Statutes - P.L.84-597, as amended (LSCA)

Regulations - 34 CFR, Part 770; 34 CFR, Part 76; 34

CFR, Part 74 (especially note Subpart

"P"; 34 CFR 75.600-616.

57) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

0210

58) It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

59) It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see CFR Part 800.8) by the activity; and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties. Assurance letter will be obtained from the Illinois Historic Preservation Agency.

60) Applicant will comply with all requirements of the Library Services and Construction Act, as amended, and the regulations governing the Act, and the Illinois State Plan approved under the Act, and that all Federal funds received for the project will be expended solely for the purpose for which granted, and any such funds not so expended, including funds lost or diverted to other purposes, shall be paid to the Illinois Secretary of State for repayment to the U.S. Department of Education.

61) Applicant understands that any construction grant funds cannot earn interest and are subject to the Illinois Grant Funds Recovery Act (P.A. 83-640). In the event that interest is accrued, interest money must be repaid to the U.S. Treasury through the Illinois State Library.

62) Assurance of Compliance with Title VI of the Civil Right Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

B. Architect assures that in projects granted federal funds:

63) The design and construction of the project shall be in compliance with the following laws, rules and regulations in addition to those enumerated above for the Library Board:

- a) Standards for accessibility and use by the physically handicapped as outlined in 34 CFR 75.610 under Federal law; also as outlined in the Accessibility Standards, Illustrated, as revised, Capital Development Board, (or the Illinois State Accessibility Code implementing the Environmental Barriers Act — Public Act 84-948).
- b) Occupational Safety and Health Act of 1970 standards.
- c) Policies and procedures relating to the National Environmental Policies Act (P.L. 91-190).
- d) Titles I and II of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-645) which provides for fair and equitable treatment of persons as a result of Federal and Federally Assisted programs.
- e) Executive Orders:
 - i) Executive Order 11966, and as required in 34 CFR 75.611, relating to evaluation of flood hazards, and
 - ii) Executive Order 11263, relating to the prevention, control and abatement of water pollution and
 - iii) Executive Order 11243, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, as supplemented in U.S. Department of Labor regulations, 41 CFR, Part 60. (Affects contracts over

iv) Executive Order 12549, Debarment and Suspension, 34 CFR, Section 85.519, which is certification that neither the subgrantee nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

64) All specifications and Advertisements for Bids shall include the following provisions:

- a) In contracts in excess of \$2,000
 - (1) A provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as required by 34 CFR 74.166(g); and
 - (2) The Copeland "Anti-Kickback Act" (40 U.S.C. 276c) as required by 34 CFR 74.166f.
- b) In contracts in excess of \$10,000

A provision requiring compliance with Executive Order #11246 entitled "Equal Employment Opportunity", as amended by Executive Order #11375 and as supplemented in the Department of Labor regulations (41 CFR, Part 60).
- c) In contracts in excess of \$100,000

Provision of compliance with the Clear Air Act, as amended (42 U.S.C. 1857 et seq.); the Federal Air Pollution Control Act, as amended (33 U.S.C. 1251 et seq.); and EPA Regulations (40 CFR, Part 15).
- d) All laborers and mechanics employed by the general contractor, prime contractors, or subcontractors on all construction projects assisted by the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the U.S. Department of Labor in accordance with the Davis-Bacon Act, 40 U.S.C 276, as amended, and supplemented by the agency's regulations (29 CFR, Part 3). Please note that in some cases, where there is more than one contract for a construction project, these requirements apply also to subcontracts, as the term "contracts" in applicable regulations also includes all signed subcontracts (34 CFR 74.166(a)).

65) Parking lot expenditures are subject to Federal regulations and budgets do not include cost of paving.

66) Work change orders of over \$1,000 shall have prior approval from the Illinois State Library. Copies of all change orders shall be submitted to the Illinois State Library.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted

0211

ILLINOIS STATE LIBRARY

Public Library Construction Grant Program Criteria

Funding is contingent upon appropriations by the U.S. Congress and the Illinois General Assembly. A call for proposals is made by the Illinois State Library upon the availability of funds.

Project Funding Availability

- New construction, Additions, and Remodeling - 40% State share of total project cost, 60% local match; \$25,000 grant minimum; \$250,000 grant maximum.
- Accessibility projects - (Where 70-100% of total project funds are to be used specifically in remodeling of an existing building for accessibility) - 50% grant; 50% local matching; no minimum grant amount; \$75,000 grant maximum.
- Mini-grants - Mini-grants are designed to assist public libraries with limited funds to remodel or refurbish an existing library when the library has a long term commitment to an existing library building. Limited funds are defined as public libraries which would have received an income of less than \$15.00 per capita in the preceding fiscal year. The formula used is one whereby the library's equalized assessed valuation is multiplied by .13% and divided by the population area served by the library; \$5,000 grant minimum; \$35,000 grant maximum. No local match required.

Grant Limitations

- Library system headquarters are eligible for a construction grant under the state program, but not the federal program. Systems are not eligible for mini-grants.
- Libraries which received any state or federal funding whether under a library construction grant program or a special appropriation within the three past fiscal years and current fiscal year will be considered for funding after all other projects are considered for funding.
- Public libraries in any one county shall not receive more than 50% of the funding in each grant cycle unless there are insufficient applications from other political units to expend the entire appropriation.

Basic Requirements

- Written building program, site plan and preliminary drawings.
- Architect/engineer is required for projects over \$5,000.
- Architect must be registered to practice in Illinois.
- An assurance that real estate affected is either owned by the library or the library has unlimited access.
- Assurance that the matching funds are available or how they will be secured by the library. Methods of securing funds may include a mortgage commitment letter from a lender.
- Sign-off from Illinois Historic Preservation Agency.

- A library building consultant is required for projects with a total cost of \$150,000 or more, consultants costs can be included; projects under \$150,000 may include consultant costs.
- Libraries must qualify and apply for per capita funds; i.e., taxing at a minimum of .13 per \$100 assessed valuation, except for a county library which should be taxing at a minimum of .07, or as otherwise required.
- The library must permit inter-library system borrowing.
- The library must notify its System of proposed project and submit a letter of support from the System with the grant application.
- Applicants must justify how they plan to improve their services in the next five years by showing how they plan to address "Serving Our Public: Standards for Illinois Public Libraries" - Chicago, IL, Illinois Library Association.
- Applications must show how project contributes to the improvement of library services within the library's area of service and the state.
- Facility must be planned for use based on 20 year population projection.
- Allowable costs can include those costs incurred during the past two years; such as fees for consultants, architects, attorney's, test site borings and site acquisition. Administrative costs are not allowable.
- Initial equipment can be included, such as machinery, utilities, and built-in equipment as well as any necessary enclosures to house them.
- Three budgets will be required: 1) preliminary project budget submitted with application; 2) budget submitted following acceptance of bids; and 3) budget of actual expenditures after project is completed.
- Change order for \$10,000 or more (state) and \$1,000 (federal) should receive prior approval from Illinois State Library.
- State funded projects must begin within 140 days following the effective date of the grant contract. Federally funded projects must begin within 90 days following the effective date of the contract. Effective date is upon signature by the Secretary of State and State Librarian.
- A public library or library system whose application for funding is denied will be given an opportunity for a hearing.
- Both State and Federal projects will be subject to pertinent laws and rules. The application and grant contract includes assurances with citations to applicable statutes and rules. Building specifications must reflect necessary standards, statutes, rules and regulations.
- Grant payments will be as follows: 45% when the library and Secretary of State have signed the contract; 45% upon receipt of certain documentation by the Illinois State Library. The final payment of 10% will be paid when all requirements are met and an audit of the project funds is accepted by Illinois State Library.
- Appropriate prevailing wage rates will apply to construction contracts (federal and state rates).
- Construction projects funded with state funds over \$200,000 must include the purchase of suitable works of art. The amount to be budgeted for the art work is one half of one percent of the grant award.

CONSTRUCTION RULES IN EFFECT AS OF JUNE 1997

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE

PART 3060
PUBLIC LIBRARY CONSTRUCTION GRANTS

SUBPART A: INTRODUCTION

<i>Section</i>	
3060.100	Program Purpose
3060.200	Duty to Administer
3060.400	Definitions

SUBPART B: GRANT APPLICATION

<i>Section</i>	
3060.500	Priorities in Library Grant Construction Proposals
3060.600	Grant-Funding Limitations
3060.700	The Chicago Public Library Branches
3060.800	Grant Application Procedure
3060.900	Requirements and Conditions of Grant Funds
3060.1000	Remodeling for Accessibility
3060.1100	Disbursement of Grant Funds

SUBPART C: APPEAL PROCEDURE

<i>Section</i>	
3060.2000	Appeal Procedure

APPENDIX A EDA Qualified Areas (Repealed)

AUTHORITY: Implementing Section 3 of the Capital Development Bond Act of 1972 (30 ILCS 420/3) and authorized by Sections 3 and 8 of the Illinois Library System Act (75 ILCS 10/3 and 8).

SOURCE: Emergency rules adopted and codified at 7 Ill. Reg. 2017, effective January 28, 1983, for a maximum of 150 days; emergency expired June 27, 1983; adopted at 8 Ill. Reg. 2510, effective February 10, 1984; Part repealed, new Part adopted by emergency action at 9 Ill. Reg. 4560, effective March 20, 1985, for a maximum of 150 days; Part repealed, new Part adopted at 9 Ill. Reg. 15004, effective September 25, 1985; emergency amendment at 9 Ill. Reg. 17885, effective November 4, 1985, for a maximum of 150 days; emergency expired April 3, 1986; amended at 10 Ill. Reg. 20002, effective November 19, 1986; amended at 12 Ill. Reg. 11264, effective July 1, 1988; emergency amendment at 17 Ill. Reg. 18687, effective October 12, 1993, for a maximum of 150 days; amended at 18 Ill. Reg. 4996, effective March 14, 1994; amended at 19 Ill. Reg. 12493, effective August 22, 1995; amended at 20 Ill. Reg. 13073, effective September 20, 1996; emergency amendment at 20 Ill. Reg. 15031, effective November 9, 1996, for a maximum of 150 days; amended at 21 Ill. Reg. 4351, effective April 3, 1997.

SUBPART A: INTRODUCTION

Section 3060.100 Program Purpose

To establish a program of matching State grants to aid in paying for the construction costs of public libraries and facilities for library systems within Illinois. Local money except as provided in subsection (c) below will be matched by State grants based on the category of grant as follows:

- a) **Remodeling for Accessibility.** Special projects where 70% - 100% of total project funds are to be used specifically for remodeling an existing building as outlined in Section 3060.1000. The State's share shall be 50% of the project's total cost.
- b) **Projects involving new construction, additions to and/or remodeling of existing buildings, energy conservation projects, and renovation projects, including projects involving shared use of public facilities.** For shared use public facilities, the costs allocated to the public library portion of the building are the only costs eligible for reimbursement under this grant program. The State's share shall be a maximum of 40% of the Project's total cost.
- c) **Mini-grants.** Special grants to enable public libraries with limited funds to remodel or refurbish the library. These projects include (but are not limited to) new carpeting, new furnishings, remodeling, and interior or exterior painting. Libraries receiving mini-grants must address legal requirements for making the building accessible to the handicapped.

(Source: Amended at 21 Ill. Reg. 4981, effective April 3, 1997)

Section 3060.200 Duty to Administer

- a) It shall be the duty of the Illinois Secretary of State, in his capacity as the Illinois State Librarian, to administer the provisions of this Part and to award any such grants, where appropriate, on an annual basis from funds appropriated from the Illinois General Assembly.
- b) The State Librarian shall add to, delete from, or modify the rules in accordance with the provisions of the Illinois Library System Act (75 ILCS 10) as necessary for the administration of these construction grants.

(Source: Amended at 18 Ill. Reg. 4995, effective March 14, 1994)

Section 3060.400 Definitions

For the purposes of this Part:

"Act" means the Illinois Library System Act (75 ILCS 10).

"Application round" means the period in which applications for grants are available to prospective applicants and completed applications are reviewed and grants awarded. Prospective grant applicants may apply during any round offered.

"Appropriation" means the amount of funds actually approved by the General Assembly for a particular fiscal year and allocated to fund the construction grant program under Section 8 of the Illinois Library System Act.

"Construction" includes, but is not limited to:

The construction of new public library and library systems buildings.

The acquisition, expansion, remodeling and/or alteration of existing buildings.

The purchase of initial equipment for new buildings or existing buildings which are being expanded, remodeled, or altered, under this grant.

Any combination of such activities (including architect's fees and the cost of the site if acquired in the last 2 years)

"Equipment" includes:

Machinery, utilities and built-in equipment and any necessary enclosures or structures to house them, and all other items necessary for the functioning of a particular facility as a library or as a library system facility. By way of illustration, "equipment" includes, for example, fixtures, furnishings, shelving, and carpeting. "Equipment" does not include, for example, books, periodicals, films, or recordings.

"Intersystem reciprocal borrowing" means reciprocal borrowing transactions involving a lending library and a patron registered as a borrower at a library in another system.

"Library" means a tax-supported public library within an Illinois Library System. "Library" also means a branch library of a main library facility.

"Library building consultant" refers to an individual, chosen by the library, with: a Master's degree in library science from a library school accredited by the American Library Association; and prior experience in at least one library construction project.

"Library system" means an organization defined at Section 2 of the Library System Act.

"Political unit" refers to the local governing authority.

"Public libraries with limited funds" refers to public libraries which would have received an income of less than \$15 per capita in the preceding fiscal year by using a formula whereby the library's equalized assessed valuation is multiplied by .13% and divided by the population of the library's service area.

"State fiscal year" means the period from July 1 through June 30.

(Source: Amended at 21 Ill. Reg. 4981, effective April 3, 1997)

SUBPART B: GRANT APPLICATION

Section 3060.500 Priorities in Library Grant Construction Proposals

Library grant funds for library building construction in any one application round will be awarded according to the following priorities:

- a) Remodeling for Accessibility projects as outlined in Section 3060.1000. A minimum of 25% of the available funding will be allocated to this priority except during those application rounds when the amount of grant funds requested for accessibility projects is less than 25% of the available funding.

- b) Up to 10% of available funding in a fiscal year will be allocated for mini-grants for public libraries.
- c) Projects involving new construction, additions to and/or remodeling of existing buildings, energy conservation projects, and renovation projects, including projects involving shared use of public facilities.
- d) Library buildings which received any state or federal construction funding, whether under a library construction grant program or a specific appropriation, during the three prior state fiscal years and current state fiscal year.

(Source: Amended at 21 Ill. Reg. 4981, effective April 3, 1997)

Section 3060.600 Grant Funding Limitations

Fiscal limitations on library building construction grants under Section 8 of the Illinois Library System Act shall include the following:

- a) The public libraries in any one county shall not receive more than 50% of the funding in each application round unless there are insufficient applications from libraries in other counties to expend the entire appropriation. Grants to library systems shall not be included in calculating this 50% limitation.
- b) The maximum grant for each library political unit shall be \$250,000 per annual funding cycle unless there are insufficient applications from other political units to expend the entire appropriation. This subsection (b) shall not be used to award grants in excess of the maximum grants per project specified in subsection (d) below.
- c) The minimum grant awarded for mini-grants shall be \$5,000. The minimum grant awarded for projects other than mini-grants and remodeling for accessibility shall be \$25,000.
- d) The maximum grant awarded for mini-grants shall not exceed \$35,000; the maximum grant awarded for remodeling for accessibility projects shall not exceed \$75,000; the maximum grant awarded for other projects shall not exceed \$250,000.
- e) For projects of a unique nature or resulting from a disaster, the Secretary of State, on the advice of the Illinois State Library, may raise the ceiling, award less than the minimum grant amount, make a special grant award and/or allow for consecutive years of funding.

(Source: Amended at 21 Ill. Reg. 4981, effective April 3, 1997)

Section 3060.700 The Chicago Public Library Branches

Additional grant funds for branches of the Chicago Public Library may be made in accordance with the provisions of Sections 3060.500 and 3060.600 of this Part.

(Source: Amended at _____ Ill. Reg., effective _____)

Section 3060.800 Grant Application Procedure

The following application procedures shall apply:

- a) An "Intent to Apply" letter shall be submitted to the respective Regional Planning Commission in advance of the application for a construction grant. A copy of the reply from the applicable Regional Planning Commission and a copy of the "Intent to Apply" letter shall be submitted to the Illinois State Library.
- b) The Illinois State Library shall issue application forms for library construction grants under this program.
- c) Applying libraries and library systems shall submit the completed library construction grant application together with the following documents or written assurances to be eligible for library construction grants although some of the documentation and written assurances may be waived in the application for mini-grants described in Section 3060.100(c) of this Part, upon approval of the Illinois State Library construction consultant. Documentation and written assurances may be waived if they are not relevant to the specific mini-grant. As an example, a legal description of the affected real estate may not be required for a mini-grant project to install carpeting in the existing library building.
 - 1) An assurance that the real estate affected by the proposed construction is available to the library or library system.
 - 2) The legal description of the affected real estate.
 - 3) An assurance that other funds are available or how they will be secured by the library. Funds which will be available upon the grant award may include a mortgage commitment letter from a lender. Assurances from the applicant that various fund-raising activities will be undertaken in the future, where the amount to be raised remains uncertain, shall not be counted as part of the local matching funds for the purposes of Section 3060.100.
 - 4) An assurance that the library will expend 90% of Secretary of State library construction grant funds within 12 months after the execution of the grant agreement. The final 10% of grant funds will be reimbursed upon receipt by the State Library of the close-out report, including the final audit, if applicable.
 - 5) A building program including preliminary construction plans. For projects with a total cost of over \$150,000, a library building consultant must work with the library in developing the building program.
 - 6) A site plan of the proposed building.
 - 7) An estimated cost per square foot (for additions and new construction).
 - 8) A statement describing the necessity for the proposed project.
 - 9) A statement of plans to meet existing library standards of service ("Serving Our Public: Standards for Illinois Public Libraries" - Chicago, IL, Illinois Library Association, 1995). The material incorporated by reference includes no later amendments or editions. This subsection shall not apply to library systems.
 - 10) A description of the project's potential contribution to the improvement of library services within the library's area of service and in any other portions of the State.
 - 11) An assurance that the library will secure a fidelity bond naming the Office of the Illinois Secretary of State as the exclusive beneficiary in an amount equal to 1.25 times the grant award.

- 12) An assurance that construction work will be performed by the lump sum (fixed price) contract method.
- 13) An assurance that the library will publicly announce all requirements for architectural, engineering, and land surveying services and procure these services on the basis of demonstrated competence and qualifications and negotiate contracts at fair and reasonable prices.
- 14) An assurance that adequate methods of obtaining competitive bidding will be employed prior to awarding the construction contract by public advertising and that the award of the contract will be made to the responsible bidder submitting the lowest acceptable bid.
- 15) An assurance that all laborers and mechanics employed by the contractor or subcontractors on all construction projects assisted by the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Illinois Department of Labor in accordance with "The Prevailing Wage Act" [820 ILCS 130]
- 16) An assurance that a copy of the building permit shall be supplied to the Illinois State Library prior to the actual construction and that the permit shall be posted in a prominent place on the construction site.
- 17) An assurance that all contractors and subcontractors shall comply with the provision of the Copeland Anti-Kick Back Act (40 U.S.C. 276C (1982)) supplemented in U.S. Department of Labor regulations (29 CFR 3 (1985)). The material incorporated by reference includes no later amendments or editions.
- 18) An assurance that contractors and subcontractors shall comply with all applicable provisions of the Illinois Human Rights Act [775 ILCS 5] and all Federal and State laws, rules, and regulations which prohibit discrimination because of race, color, religion, sex, marital status, national origin, ancestry, age, and physical or mental handicap.
- 19) An assurance that architectural, engineering and land surveying contracts will be made in accordance with the Local Government Professional Services Selection Act [50 ILCS 510].
- 20) An assurance that construction contracts signed by both the library board (or library system board) and contractors will be prepared on standard American Institute of Architecture (AIA) forms that are submitted to the Illinois State Library prior to the start of construction; also, all subcontractors are to perform work in accordance with the conditions and standards contained in the contracts signed by the board and the Illinois State Library. The Illinois State Library shall have the right to disapprove any such contracts between the library board or library system board and contractors if:
 - A) The bidding procedure outlined in subsection (c) (11) was not followed.
 - B) The conditions and standards specified in the contract between the Illinois State Library and the library board are not incorporated into the contracts between the library board or library system board and the contractors.
- 21) An assurance that a revised budget will be prepared after bids have been accepted and will be submitted to the Illinois State Library for approval prior to actual

construction. Such approval will be based on the exercise of professional judgment to insure that the provision of library services will not be harmed by the changes reflected in the revised budget. Such approval will also be based on the reduction in the contingency line item from 5% in the original budget to 2% of total project cost in the revised budget. Grant monies awarded are based on the amount specified in the original budget; grant awards will not be increased because of subsequent increases in revised budgets.

- 22) An assurance that a plaque will be placed in the completed building stating that State funds administered by the Secretary of State and State Librarian were used for the building's construction.
- 23) An assurance that permits any agent authorized by the Illinois State Library, upon presentation of credentials to, in accordance with the constitutional limitation on administrative searches, have full access to and the right to examine any records, books, papers, or documents, of the grantee involving transactions related to the grant.
- 24) An assurance that the construction will commence within 140 days after the effective date of the grant contract, and that the Project will be completed within a reasonable length of time.
- 25) An assurance that a sign will be displayed on the construction site stating that State funds administered by the Secretary of State and State Librarian are being used for the construction.
- 25) An assurance that the following reports and records will be completed and transmitted to the Illinois State Library: Monthly reports of interest earned on grant funds, quarterly narrative and financial reports; notification within 15 days after completion of the project; a close-out report which is a final financial and narrative report within 90 days after the completion of the Project; and other reports and documents, such as prevailing wage rates and receipts to verify vouchers, as reasonably may be required by the State.
 - A) Financial reports shall show the amount of authorized State and local funds, interest earned on grant funds, expenditures made from grant funds and from interest earned on grant funds, obligated funds by amount and by percentage of line item remaining as compared to the original budget.
 - B) Narrative reports shall state the progress of the Project, accomplishments to date, problems encountered, objectives met and unmet, changes implemented, and the percentage of completion of the Project to date.
 - C) The close-out report shall evaluate the degree to which the grantee achieved the goals and objectives of the Project. The close-out report shall include a project audit report which shall be completed by an independent certified public accountant or accounting firm using generally accepted accounting principles. The project audit report shall include financial statements and compliance statements (which indicate that grant monies have been obligated in compliance with applicable laws and regulations of the State of Illinois and this Part).
- 27) An assurance that the building will remain in use as a public library or library system facility for not less than 20 years after its construction unless other use is approved by the Illinois State Library.

- 28) An assurance letter from the Illinois Historic Preservation Agency evidencing compliance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420].
 - 29) An assurance letter from the Illinois State Water Survey Division of the Illinois Department of Energy and Natural Resources stating that the project site is not located in a Special Flood Area. If the project site is located in a Special Flood Hazard Area, the applicant shall submit an assurance letter from the Division of Water Resources, the Illinois Department of Transportation, stating that the project meets the requirements of Executive Order 79-4 regarding flood damages.
 - 30) An assurance that any change in the Plans and Specifications requiring a work change order will be submitted to the Illinois State Library; any change order of \$10,000 or more will be submitted to the Illinois State Library for approval prior to being effected. The change order will be approved if the change does not have an adverse impact on library services.
 - 31) An assurance that any interest earned on the grant funds will be expended, without limitation or exception, exclusively on the subject construction project.
- d) All applications will be considered by the Illinois State Library Advisory Committee in accordance with the provisions of this Part.

(Source: Amended at 21 Ill. Reg. 4981, effective April 3, 1997)

Section 3060.900 Requirements and Conditions of Grant Funds

- a) Building Construction Plans
 - 1) Library buildings are to be planned for 20 year population projection (for new construction and additions to buildings).
 - 2) A library building consultant shall be retained by the grantee throughout the planning and construction if the total cost of the project exceeds \$150,000.00.
 - 3) The architects and/or engineers employed in the design and construction of the project must be registered to practice in the State of Illinois.
 - 4) The library must meet the eligibility criteria for per capita grants provided in 75 ILCS 10/8.1, and submit an application for such grants. This subsection shall not apply to library systems.
 - 5) The library or system facility shall provide access for the physically handicapped as required in "Accessibility Standards Illustrated" (71 Ill. Adm. Code 400), published by the Illinois Capital Development Board, and shall display the symbol of accessibility.
- b) The library or library system shall own the proposed building site in fee simple title, or show the legal right to use the said premises for an unlimited duration.
- c) A project will not be advertised or placed on the market for bidding until the final working drawings and specifications have been approved by the Illinois State Library.

- d) All contracts for library construction shall be awarded to the lowest qualified bidder on the basis of open competitive bidding; however, if one or more items of construction are covered by an established alternative procedure used by a local unit of government, consistent with State and local laws and regulations, and approved by the Illinois State Library as designed to assure construction in a economical manner consistent with sound business practices, such alternative procedure may be followed, as is consistent with State statutes and local ordinances.
- e) Contractors and subcontractors shall submit with each request for payment the weekly payroll forms required by the Davis-Bacon Act (40 U.S.C. 327 et seq. (1992)).
- f) The library system of which the applicant is a member shall be notified of the proposed project; a copy of the completed application shall be sent to the library system director by the applicant. This subsection shall not apply where the library system is the applicant.
- g) The grant recipient must secure a fidelity bond naming the Office of the Illinois Secretary of State as the exclusive beneficiary in an amount equal to 1.25 times the grant award. Failure to submit said fidelity bond by scheduled award date may result in loss of grant.
- h) The Library Board shall establish and maintain such records and accounts as will permit accurate and expeditious audits at any time, before, during, and after completion of construction; such records shall be retained for not less than the time provided for by the Local Records Act, 50 ILCS 205/1 et seq.
- i) The Library Board shall comply with all applicable provisions of the Illinois Purchasing Act (30 ILCS 505/1 et seq.).
- j) The library must permit intersystem reciprocal borrowing.

(Source: Amended at 19 Ill. Reg. 12493, effective August 22, 1995)

Section 3060.1000 Remodeling for Accessibility

Applications for special grants for Remodeling for Accessibility grants shall include:

- a) A statement of which standards in the "Accessibility Standards Illustrated" presently are unmet.
- b) A statement describing how the project will meet these standards.
- c) A supplemental detailed project budget showing costs for:
 - 1) Elevators or lifts
 - 2) Remodeling restrooms
 - 3) Ramps
 - 4) Entrances
 - 5) Remodeling stairways
 - 6) Telephone
 - 7) Drinking fountains
 - 8) Accessibility signs
 - 9) Shifting of book stacks for 3 foot clear aisles
 - 10) Total (1-9)

(SOURCE: Amended at 18 Ill. Reg. 4996, effective March 14, 1994)

Section 3060.1100 Disbursement of Grant Funds

The Illinois State Library shall disburse grant funds in accordance with the following schedule:

- a) 45% upon approval of the subject application and execution of the grant agreement.
- b) 45% upon receipt by the Illinois State Library of the following items as listed in the Assurance of Compliance:
 - 1) A list of bids submitted and bids accepted
 - 2) A revised project budget after bids have been accepted
 - 3) A revised construction schedule after bids have been accepted
 - 4) A copy of the building permit
 - 5) Copies of each contract signed, including:
 - A) general contractor
 - B) prime contractor
 - C) any contracts for which separate bids were advertised and received (e.g., carpeting, equipment)
 - D) subcontractors (if contracts are to be signed later, copies can be sent as signed but prior to the start of the subcontractor's work)
 - 6) Notification of the erection on the construction site of a sign stating that library construction funds administered by the Secretary of State and State Librarian are being used for the construction
 - 7) quarterly narrative and financial reports to date
 - 8) An assurance that the library has secured a fidelity bond naming the Office of the Illinois Secretary of State as the exclusive beneficiary in an amount equal to one and a quarter times the grant award
 - 9) Letter of notification as to the official date of actual construction start. Construction should begin within 140 days after the effective date of the contract with the Illinois State Library
 - 10) Submission of any projected project expenditure changes including identification in detail of how the grant is to be spent;
- c) 10% upon completion of the project and receipt and approval of the close-out reports by the Illinois State Library.

(SOURCE: amended at 20 Ill. Reg. 13078, effective September 23, 1996)

SUBPART C: APPEAL PROCEDURE

Section 3060.2000 Appeal Procedure

- a) Whenever the Illinois State Library rejects a construction grant application, it shall so notify the applicant in writing within seven (7) days of the decision. The notice shall state with specificity the grounds for rejection. If a provision of these rules was used to reject the application, a copy of the rule shall be included in the notice.
- b) Applicants may appeal the decision of the Illinois State Library by requesting a hearing within 30 days of receipt of the notice rejecting the application. The request shall be in writing and shall specify the grounds for the applicant's position that the application was rejected erroneously. The Illinois State Library shall notify the Illinois State Library Advisory Committee (ISLAC) of all requests for hearings.
- c) Grounds for appeal
 - 1) Grounds for appeal shall include the following:

The rules governing review of construction grant applications were not applied or were applied incorrectly by the Illinois State Library and/or the Illinois State Library Advisory Committee.
 - 2) Grounds for appeal shall not include the following:
 - A) The applicant would like to submit additional or clarifying information beyond the application deadline.
 - B) Funds appropriated to fund the construction grant program remain unobligated after successful applicants were awarded grants.
- d) Hearing arrangements
 - 1) Upon receipt of a request for review, the State Librarian shall appoint an administrative law judge to officiate at the review hearing. The administrative law judge shall be an attorney licensed to practice law in Illinois or shall have experience in interpreting and applying Illinois administrative law. No person who has a bias or conflict of interest regarding the contested matter shall be appointed administrative law judge.
 - 2) The hearing shall be held within thirty (30) days of the date of the request for an appeal. The date and time shall be at the mutual convenience of the applicant and the Illinois State Library. The hearing shall be held at the Illinois State Library in Springfield, Illinois.
- e) The Illinois State Library shall serve notice either personally or by certified or registered mail upon the applicant. The notice shall include the following:
 - 1) A statement of the time, place and nature of the hearing;
 - 2) A statement of the legal authority and jurisdiction under which a hearing is to be held;
 - 3) A reference to the particular sections of the substantive and procedural statutes and rules involved;

- 4) A short and plain statement of the matter in controversy and the consequences of a party's failure to participate in the hearing;
 - 5) The names and mailing addresses of the administrative law judge and all parties that have been given notice of the hearing.
- f) Rules governing conduct of the hearing.
- 1) All parties may be represented by legal counsel and shall be afforded an opportunity to respond and present evidence and argument. Parties may agree by stipulation upon any facts involved in the hearing.
 - 2) Disposition of the case may be made by stipulation, agreed settlement, consent order or default.
 - 3) The record of the hearing shall include the following:
 - A) All pleadings (including all notices and responses thereto), motions, and rulings;
 - B) All evidence received;
 - C) A statement of matters officially noticed;
 - D) Any offers of proof, objections and rulings thereon;
 - E) Any proposed findings and exceptions;
 - F) Any decision, opinion or report by the administrative law judge;
 - G) All staff memoranda and data submitted to the administrative law judge or the Illinois State Library in connection with the matter;
 - H) Any ex parte communication received by the Illinois State Library or the administrative law judge. No such communication shall form the basis of any finding of fact.
 - 4) Oral proceedings or any part thereof shall be recorded stenographically or by other means that will adequately ensure the preservation of the proceeding and shall be transcribed at the request of any party and at that party's expense.
 - 5) Findings of fact shall be based exclusively on the evidence and on matters officially noticed.
 - 6) Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. The rules of evidence and privilege as applied in civil cases in the circuit courts of this state shall be followed. Evidence not admissible under those rules of evidence may be admitted, however, if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs. Objections to evidentiary offers may be made and shall be noted in the record. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced, any part of the evidence may be received in written form.

- 7) The grant applicant bears the burden of showing by clear and convincing evidence that the application should have been approved for funding.
- g) Within thirty (30) days of the hearing, the administrative law judge shall report to the Director of the Illinois State Library whether the rejection of the application for a grant was appropriate or inappropriate under the terms of this Part and the application materials submitted. The administrative law judge shall enumerate the rationale for the decision. The Director of the Illinois State Library shall review the report of the administrative law judge and prepare a recommendation to the Secretary of State approving or denying the appeal based on the application materials, report of the administrative law judge, and terms of this Part. If the Secretary of State finds, upon review of the recommendations of the administrative law judge and the Director of the Illinois State Library, that an application was erroneously denied, and if the applicant's project is higher in priority under Section 3060.500 than other projects recommended for a grant, the applicant's project will be funded during the fiscal year if sufficient funds are available or the next fiscal year subject to an appropriation by the General Assembly. All applicants will be notified in writing of the Secretary's final decision personally or by registered or certified mail within 30 days of the administrative law judge's report. The final decision shall include findings of fact and conclusions of law separately stated. Findings of fact, if set forth in statutory language shall include a concise and explicit statement of the underlying facts supporting the findings. The decision shall specify that it is final and subject to Administrative Review Law. (735 ILCS 5/3-101 et seq.)

(Source: Amended at 18 Ill. Reg. 4996, effective March 14, 1994)

0219



OFFICE OF THE SECRETARY OF STATE

ILLINOIS STATE LIBRARY
300 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS 62701

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN
SECRETARY OF STATE

TO: All Illinois Public Libraries and Regional Library Systems
FROM: Bridget L. Lamont, Director
RE: Live & Learn Construction Grants Timetable
DATE: August 21, 1998

I am pleased to announce the fall schedule for FY99 Secretary of State Live & Learn library construction grants. There is approximately \$1.5 million remaining from last Spring's construction appropriation to be allocated to successful applicants. We anticipate there will be a full round in the Spring of 1999 for the allocation of FY2000 funds and expect to make an announcement in that regard in January.

The Illinois State Library will accept construction project applications in three areas: 1) new construction, additions, remodeling, and conversions; 2) remodeling for accessibility for people with disabilities; and 3) public library improvement mini grants. Regional library systems may apply for construction grants but will be considered a second priority for funding.

Mini grants are designed to assist public libraries with the most limited of funds to remodel or refurbish an existing library when the library has a long term commitment to an existing building. These projects include but are not limited to interior or exterior painting, renovation of a specific service area, or new carpeting and lighting. Libraries applying for this type of grant, as with all libraries applying for any Secretary of State Live & Learn construction grant, must address the legal requirements for making the building handicapped accessible.

Public libraries with limited funds are defined as public libraries which would have received an income of less than \$15.00 per capita in the preceding fiscal year. The formula used is one whereby the library's equalized assessed valuation is multiplied by .13% and divided by the population area served by the library. The minimum grant is \$5000 and the maximum grant is \$35,000. Local matching funds are not required for this round of grants.

Construction grant funds shall be allocated in the following manner for this round:

- * Up to 10% may be awarded to mini-construction grants with no local match required
- * Up to 25% may be awarded to construction grants for ADA renovation; grants are a maximum of \$75,000 with a 50% local matching requirement for total project cost
- * Remaining funds may be awarded to qualifying libraries and library systems in amounts up to \$250,000 with a 60% local matching requirement for total project cost. Grant minimum is \$25,000

A Letter of Intent is not required for this round. To receive a copy of the grant application please contact Nancy Orciger at the Illinois State Library (217/785-1168). **Please specify if you are requesting an application for regular construction or for a mini-grant. Complete applications are due at the Illinois State Library no later than the close of business (5:00 P.M.) October 16, 1998.** Final recommendations will be reviewed by the Illinois State Library Advisory Committee at the December, 1998 meeting.

Since construction grant funds are in high demand, **ALL applications MUST BE COMPLETE at the TIME OF SUBMISSION.** This includes verification that local matching funds are available at the time of submission of the application. Preliminary drawings reflecting all aspects of the proposed construction project must be complete and submitted with the application. All libraries are required to submit a copy of the library's ADA self-evaluation as part of the application.

It has been our observation that some of the stronger applications tend to have the benefit of consulting advice from their regional library system, so we encourage you to take advantage of this assistance .

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

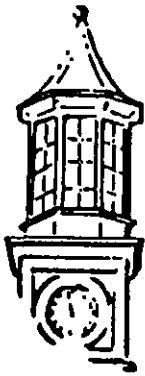
The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: 9/8/93

1. Name John Walker
Address 955 MARGRET
Topic PROSPECTIVE BOAED MEMBER
2. Name ANTHONY ENVER
Address 6, HALLOWICK COURT PRESTBURY. IL 60586
Topic OWNERS REP.
3. Name KENNETH M. HUTSON
Address 390 GLEN BYRN CT., SCHAUMBURG IL 60194
Topic OWNER REP.
4. Name Mark Shuman Shuman
Address Chicago Tribune
Topic Observer.

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**

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

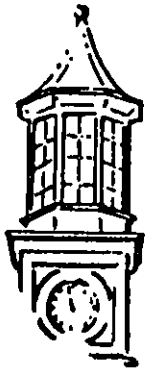
TUESDAY, OCTOBER 20, 1998

7:30 PM

Agenda:

- **Job Description Review**
- **Strategic Plan Progress Report**
- **Display Policy Review**

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
October 20, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, September 8, 1998. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Brookman.
- 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)
- VI. Building and Grounds Committee – Betty Ritter. (8:30 PM)
 - A. Status Report New Building Project
- VIII. Management Committee – Ellen Yearwood. (9:00 PM)
 - A. Report of October 14, 1998 Meeting.
 - B. Job Description Revisions. (Action Item)

- IX. Planning Committee - John Burke.
 - A. Report of October 6, 1998 Meeting
 - B. Review of Strategic Plan
- X. System Membership - John Ciborowski.
- XI. Friends of the Library - Inara Brubaker.
- XII. Administrator's Report - Sandra Norlin.
- XIII. Unfinished Business. (9:45 PM)
- XIV. New Business. (9:50 PM)
 - A. Administrator Evaluation Committee
- XV. Old Business. (10:00 PM)
 - A. Status of Board Member Biographies.
- XVI. Announcements.
 - A. Correspondence.
- XVII. Executive Session. (10:10 PM)
 - A. Sale or Purchase of Real Property.
 - B. Pending or Probable Litigation.
- XVIII. Adjournment. (10:40 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 8, 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, September 8, 1998. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Anthony Oliver, Ken Hutson, John Walker, Mark Shuman.

MOTION by Inara Brubaker, seconded by Sarah McConnell, to accept the agenda as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Ciborowski, to approve the Minutes of the regular Board Meeting of August 18, 1998 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman absent.

Susan Burrows entered meeting at this time.

FINANCE COMMITTEE - Sarah McConnell

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

1. Over the Counter Receipts	\$ 11,534.52
2. Petty Cash Expenditures	\$ 84.25

MOTION by Sarah McConnell, 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:

August 03, 1998	\$ 28,587.96
August 17, 1998	<u>\$ 50,129.84</u>
Total	\$ 78,717.80

ROLL CALL VOTE: Ayes: Brubaker, Burk, Burrows, McConnell, Ritter. Nays: None. MOTION CARRIED (John Ciborowski abstained on this Motion).

John Burke entered meeting at this time.

Sandra reported on the latest changes to the draft of the 1999 budget. The board discussed the necessity of building the book collection for the new library.

The board requested Sandra to send a copy of the budget to each City Alderman and Mayor Jung with an attached explanation for the increases. The board also discussed the necessity for contacting the Aldermen and Mayor to discuss the reasons for the proposed increases to the 1999 budget.

MOTION by Inara Brubaker, seconded by John Burke, to approve the 1999 final budget as written and submit it to the City Manager. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty reported that new carpeting was installed in the Audio/Visual area and that repair work has been completed on the library sidewalks. A new stop sign has been posted near the north overhead garage door and Gary Valente is obtaining proposals for rebuilding the window in the A/V room.

The Building Progress Report of 09/02/98 was distributed and Sandra updated the board on the schedule of upcoming meetings.

Dirk Lohan of Lohan Associates will present 100% Design Development at a joint meeting with the City Council and the Library Board on September 29, 1998.

Anthony Oliver reported that CCS Owner Services will negotiate an acceptable contract with Lohan Associates for FF&E.

Susan Burrows questioned whether the library has the funds available to pay Lohan Associates for the FF&E contract. Sandra reported that funds necessary for payment in 1998 may require a supplemental appropriation, which would be requested in 1999.

MOTION by Inara Brubaker, seconded by Betty Ritter, to enter into a contract with Lohan Associates for FF&E (Furniture, Fixtures and Equipment) for \$89,000.00 with CCS Owner Services negotiating an acceptable contract that is in the best interest of the library and the Board authorizes President Eldon Burk to approve the proposed contract. Ayes: All. Nays: None. MOTION CARRIED.

Sandra reported on preliminary plans for a "Buy-A-Brick" fund-raising program. Informational material was presented to the Board, but Eldon Burk will present the program to the City before any final decisions are made. The Board suggested starting the fund-raising as soon as possible with City approval.

MOTION by Susan Burrows, seconded by Inara Brubaker, to initiate the "Buy-A-Brick" fund-raising program with details to be recommended by the Finance Committee at the next board meeting. Ayes: All. Nays: None. MOTION CARRIED.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

Eldon Burk asked prospective board member John Walker to serve on the Management Committee after his appointment is confirmed.

PLANNING COMMITTEE - John Burke.

John Burke distributed a handout of the Strategic Plan and requested a meeting of the Planning Committee to prepare a discussion for the next Board meeting.

FRIENDS OF THE LIBRARY - Inara Brubaker.

Inara reported that the Friends Book Sale will be held September 18 - 20. The next meeting is scheduled for September 22, 1998.

SYSTEM MEMBERSHIP - John Ciborowski.

No report.

ADMINISTRATOR'S REPORT - Sandra Norlin.

New employees are Judy Reiss, Library Assistant II, Cynthia O'Malley, Assistant Clerk and Michael Kleen, Ruchi Patel, and Mershia Zekotic, Page I.

Applications close on September 11 for the three department head vacancies due to early retirement. Mary Ann Brown has accepted the position of Head of Children's Services, beginning October 1, 1998. She is head of the Children's Department at the Cary Public Library and has recently assisted with plans for a new building. Mary Ann has over twenty years of experience as a school media director in Kansas City.

Roberta Johnson, new Adult Services Librarian, took part in a radio interview program on WBEZ, which was aired last week. The topic was Reader's Advisory Service as a growing trend in public libraries.

Carol Kidd has taken advantage of computer training offered through the City by attending refresher courses in Excel, Access, and Word.

Several staff members volunteered to take an unplanned field trip to visit other new or remodeled libraries on August 25, 1998, the day the library had no power due to a lightning strike. Libraries that we visited were Niles, Skokie, Warren-Newport, Lake Villa and Maywood.

The Learning Organization Team has planned the continuing education portion of the All-Staff Meeting for September 10, 1998.

Circulation was down from last August, possibly because of our 1.75 days of closing due to the power outages. The Mobile Library was out of service for eight days. Overall, the year to date circulation figures show an increase and we continue to increase our registration services at a very healthy rate.

Sandra suggested a visit to the Children's Department to see the new "Under Construction" theme decorations. Kevin Luthardt is incorporating the children's suggestion sheets into the growing, changing display.

Sandra attended an Executive Board meeting of the Library Cable Network on August 27, a Building Project Meeting and a meeting of the Technology Literacy Grant Parent Involvement Sub-Committee on September 2 and a NSLS Public Library Administrators' Forum on September 3.

Sandra will be on vacation from Thursday noon, September 10, through Sunday,

September 20. Martha Sloan will be Librarian in Charge during that time.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Eldon Burk, John Burke, Betty Ritter and Ellen Yearwood will serve on the Administrator Evaluation Committee. A meeting is scheduled for September 17 at 6 PM.

+ Sarah McConnell

John Burke agreed to attend the September 21 City Council Meeting, John Ciborowski the October 5 meeting, Inara Brubaker the October 19 meeting, Betty Ritter the November 2 meeting and Eldon Burk the November 16 meeting.

Sandra reported on the Live and Learn Library Construction Grant and advised that Judith Ream will be working on processing the grant application.

MOTION by Inara Brubaker, seconded by Betty Ritter, to direct President Eldon Burk to sign-off on all applicable assurances and Judith Ream to apply for the Live and Learn Library Construction Grant. Vote: Ayes: All. Nays: None. MOTION CARRIED.

CORRESPONDENCE

None.

MOTION by Sarah McConnell, seconded by John Burke, to enter into an Executive Session to discuss the purchase or lease of real property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 11:13 PM and was called to order by President Eldon Burk.

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

Meeting adjourned at 11:14 PM.

Minutes prepared by Carol Kidd.

COPY OF COVER SHEET FOR LIBRARY BUDGET DOCUMENTS
SENT TO CITY COUNCIL.

The Library Board of Trustees adopted the following 1999 budget for library operations at the September 8, 1998 board meeting. In order to accomplish the goals of the library in 1999, the budget will require an increase of \$272,087.00 (10%) in property tax for the library.

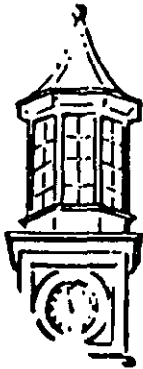
Those goals are:

- Increased staffing in the children's department (\$78,984) to meet the current demands and prepare for the increased demands anticipated in the new facility. Over the past two years the children's department has cooperated with local school districts and developed new approaches to provide special and ongoing programs that have attracted more children to the library. For example, one baby booktime session has grown into three weekly sessions and our new evening storytimes for families have regularly attracted over 65, peaking one evening at 150. We are working very hard to attract and keep teenagers involved in our programs as well. The increase in staffing will allow that momentum to continue.
- Increased book budget to help begin the improvements in our collection that were delayed because of our limited space and uncertain future. Now that we have an expanded facility in the planning, we can begin to build the collection as well. An increase of \$90,000 (29%) in the book budget will allow us to purchase approximately 4500 new volumes. The books will be purchased throughout the year, when we will be able to make do with less than ideal conditions for a short time. It may be helpful to understand the board's early start on this project to realize that at this rate of increase, it will take the library 16 years to reach the desired volume of 245,000 books.
- Computer equipment upgrades (\$97,000.00) which are necessitated by the new requirements of the catalog consortium to which we belong as well as the ongoing replacement schedule to keep up with technological changes. All computer equipment will be transferred to the new facility.

The budget increases over the past several years have resulted in remarkable improvements and added services to the public. The library is now open seven days a week, all year; our computer catalog and reference resources are available 24 hours a day; our services are delivered to neighborhoods in a beautiful new bookmobile; we have made several necessary improvements to the building; we have created a local area network of information resources and we have increased our circulation of materials by a healthy percent each year. These improvements have also brought increased efficiency so that we can be justly proud that the cost to circulate one item in 1997 was \$1.80 less than in 1991.

**1999 BUDGET REVIEW SCHEDULE
(TENTATIVE)**

Wednesday, November 4	Legislative, City Manager, City Clerk, Cable TV Commission, Police, Library
Monday, November 9	Community Development, Engineering, Historical Society, Fire
Wednesday, November 18	Finance, 9-1-1, Human Resources, Legal, Police/Fire Commission, Public Works
Monday, November 23	Wrap-Up (if necessary)



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Special Meeting September 29, 1998

The special meeting of the Des Plaines Public Library Board of Trustees and the Des Plaines City Council was held at the Des Plaines Civic Center in the Council Chambers on September 29, 1998 at 7 PM.

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

Members Absent: John Ciborowski

Also present: Sandra Norlin, Martha Sloan, Carol Kidd, Kathy Krus, Barbara Saletnik, Mayor Jung, City Council members, public and press.

Dirk Lohan of Lohan Associates presented a scale model of the new library that was complete with parking garage, retail, and proposed condominiums. Lohan stated that the cost of the new library was not known at the present time since the design had just been finalized.

Three major aspects of the new library that Lohan discussed were the overall plan, the architecture, and plans for the interior. The overall plan calls for a two-lane road in front of the library, as well as a drop-off lane for patrons to return library material. The road in front of the library could be closed off for special event programming. A freestanding clock tower was presented as a focal point for the new building. The architecture of the building is reminiscent of the broad horizon of the prairie, incorporating some design features associated with Frank Lloyd Wright. Michael Barnes presented plans for the interior design and stated that the plans were basically the same as in the previous drawings.

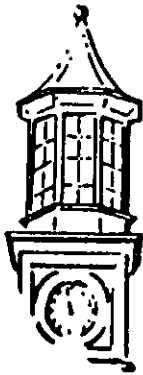
Samples of exterior stone and brick were shown, as well as the proposed glass material.

Lohan opened the meeting for discussion and both the City Council members and the public asked questions. The City Council members agreed that the new building is both beautiful and exciting. Alderman Arredia stated that he believed that the outdoor terrace on the third floor might be hazardous to children and questioned this part of the design. Alderman Christiansen questioned whether a daycare facility was still in the plans and was advised that a private daycare facility may be interested. Alderman Brookman continues to be concerned that adequate parking has not been planned for.

Mayor Jung stated that he is very pleased with the design of the new library and called for a vote. The City Council approved the 100% Schematic Design by a vote of 5 to 3. Aldermen Brookman, Arredia, and Christiansen voted against the design.

The meeting adjourned at 8:30 PM.

Minutes prepared by Carol Kidd



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Planning Committee Meeting
October 6, 1998

Chair: John Burke
Present: Betty Ritter, John Burke, Sandra Norlin, Martha Sloan, Carol Kidd.

Call to Order: 3:05 PM by John Burke.

Agenda

1. Reviewed progress since December 17, 1997.

Goal 1 – A collection responsive to the diverse and changing needs of the community.

- ❖ Improved responsiveness to patron request through centralized processing system.
- ❖ ILL regularly passes along information about frequent requests for purchase considerations.
- ❖ Formal duty of reader's advisory assistant to keep apprised of new popularly-reviewed (Time, Wall Street Journal, etc.) fiction and non-fiction.
- ❖ 1.6 and 1.7 deferred until new Adult Services Department Head is in place. (1/99)

Goal 2 – A staff professionally competent in collection development and collection management.

Goal 3 – Reference and advisory services supporting the information needs of patrons.

- ❖ Being addressed by staff committee working on redesigning performance evaluations.
- ❖ 3.4 Annual review of policies due in 1998. Suggest waiting until new Adult Services Department Head is in place. (1/99)
- ❖ Suggest Children's policies on advisory service.

Goal 4 – An outreach program for residents who are unable to come to the library and for residents who are unacquainted with the library's services.

- ❖ 4.1 Policies in place.
- ❖ 4.2 Have begun working with schools and other community agencies (special registration off-site, bookmobile visits at schools, special cooperative agreement with Plainfield for 100% registration, began scheduling bookmobile stops at elementary schools during school day).
- ❖ 4.3 Ongoing, with increased expectations of new Department Head position and Bookmobile driver position. (1/99)

Goal 5 – Stimulating and educational programs and services that support the mission of the library.

- ❖ 5.1 Semi-annual planning seems to work well.
- ❖ 5.2 Evaluation procedures forms filled out and reviewed.
- ❖ 5.3 Contracted services – more opportunities in new building. Some programming is through contractual services.

Goal 6 – Library employees skilled in interpersonal relationships.

- ❖ 6.1 and 6.2 completed.
- ❖ 6.3 Employee orientation program in progress. All departments have prepared checklists and procedures manuals.
- ❖ 6.4 In-house communication survey completed.
- ❖ 6.5 In progress.

Goal 7 – Public perception of the library as an essential community service.

- ❖ 7.1 Completed.
- ❖ 7.2 Ongoing. Partnerships, Information, New Building Program.

Goal 8 – An effective and mutually supportive relationship with the Friends of the Library.

- ❖ 8.1 Completed.
- ❖ 8.2 Maintain emphasis on Board attendance at Friends meeting.
- ❖ 8.3 Ongoing activities, annual events, book sales, Tend-a-Shelf.

Goal 9 - Opportunities for volunteer involvement in the operation of the library.

- ❖ 9.1 Increased activities and members. New programs: Teens, Tend-a-Shelf.
- ❖ 9.2 Explore new methods of volunteer organization.

Goal 10 – A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.

- ❖ 10.1 Accomplished, ongoing
- ❖ 10.2 In place, need reinforcement.
- ❖ 10.3 Accomplished, ongoing.
- ❖ 10.4 New library building.
- ❖ 10.5 Potential for dialogue in 1998.
- ❖ 10.6 Keep on trying!

Goal 11- Meeting room facilities available for both the general public and the library staff.

- ❖ 11.1 Completed.
- ❖ 11.2 Completed.

Goal 12 – Facilities sufficient for the library's requirements for the next five years.

- ❖ All accomplished.

Goal 13 – Adequate funds for major and multi-year expenditures.

- ❖ 13.1 Subsumed in new "fund balance" approach.
- ❖ 13.2 Obriated by new building planning in progress.
- ❖ 13.4 Have pursued grants and received several in training, technology, and programs.
*
- ❖ 13.5 Completed (established), but is not active at present.

*Separate Grant Report will be presented.

Next meeting November 4, 1998 .

Minutes prepared by Sandra Norlin.

0237

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
October 14, 1998

Chair: Ellen Yearwood
Present: Eldon Burk, Inara Brubaker, John Burke, John Walker, Ellen Yearwood,
Sandra Norlin, Martha Sloan, Carol Kidd.

Call to Order: 8:55 PM by Ellen Yearwood.

Agenda

Guidelines for Tuition Reimbursement were distributed to Committee members. Sandra reported that the revised guidelines would include all employees and that classes taken would not have to lead to a degree. The Committee will recommend the guidelines as drafted to the Board at the October 20, 1998 meeting with the provision that the guidelines will be reviewed in one year.

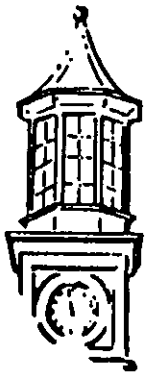
The Application for Participation in North Suburban Library System Telephone Consortium in conjunction with the Ameritech Discount Program was presented to the committee. It was decided to defer this item to the October 20, 1998 Board Meeting when additional information is available.

Proposed Exhibits Policy for the Des Plaines Public Library was distributed to the Committee. Sandra stated the at the present time there was no policy. The Committee accepted the policy with changes and will present to the Board, recommending approval.

Three new or revised job descriptions were presented to the committee. The Library Administrator position description was accepted and will be presented to the Board. The Committee requested that changes in both the Head of Community Services and Coordinator of Computer and Technical Services be distributed to Board Members at the October 20 meeting with changes highlighted for easier comparison.

Meeting adjourned at 9:40 PM.

Minutes prepared by Carol Kidd



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

VISITOR REGISTRATION

Please sign in

1. DICK SAYAD
2. Paul H. Sattler
3. Barbara A. Sattler
4. Margie Boris
5. Mary Ann Brown
6. Kathy Krus
7. Lynnette Henderson
8. Wayne R. Bert
9. Robert Johnson (staff)
10. _____

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

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

1. Budget Expenditures for August	\$ 214,806.12
2. Expenditures Year to Date	\$1,853,252.92
3. Revenue for August	\$ 10,165.22
4. Revenue Year to Date	\$1,514,723.07

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

PAYROLL	August 13, 1998	\$ 54,849.63
	August 27, 1998	<u>60,253.71</u>
	Total	\$115,103.34

ROLL CALL VOTE AYES: _____ NAYS: _____

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

Gasoline and Diesel Fuel (August)	<u>\$20.00</u>
Total	\$20.00

ROLL CALL VOTE AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 7,949.55
2. Petty Cash Expenditures	\$ 23.90
3. Budget Expenditures for September	\$ 262,606.90
4. Expenditures Year to Date	\$ 2,153,593.75
5. Revenue for September	\$ 12,874.88
6. Revenue Year to Date	\$ 1,528,004.97

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

September 08, 1998	\$ 76,064.55
September 21, 1998	<u>54,587.15</u>
Total	\$ 130,651.70

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	September 10, 1998	\$ 40,700.34
	September 23, 1998	<u>37,107.09</u>
	Total	\$ 77,807.43

ROLL CALL VOTE AYES: _____ NAYS: _____

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

Gasoline and Diesel Fuel (September)	<u>\$438.74</u>
Total	\$438.74

ROLL CALL VOTE AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - September 1998

	September 1997	September 1998	1997 to Date	1998 to Date
Lost Materials	\$ 338.83	\$ 491.16	\$ 1,038.06	\$ 2,744.07
Fines	5,686.90	4,972.79	55,647.61	52,426.03
Damage	16.49	28.50	398.23	2,623.99
Fees	444.15	671.20	3,190.89	4,115.07
Copies	1,426.65	1,744.15	13,446.43	13,991.76
Miscellaneous	158.36	41.75	382.03	291.52
Totals	\$8,071.38	\$ 7,949.55	\$74,103.25	\$76,192.44

PETTY CASH EXPENDITURES - September

960070	Auto/Travel Expenses	11.38
960070	Auto/Travel Expenses	4.23
960070	Auto/Travel Expenses	.80
970260	Postage	.50
970100	Supplies	6.99
	Total	\$23.90

10/08/98

CITY OF DES PLAINES
BALANCE SHEET

ACCOUNTING PERIOD: 9/98

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		520,996.77
102012	CASH IPTIP/FOA 7139200161	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	500.00	520,996.77
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	2,316.62	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	33,190.71	
	TOTAL INVESTMENTS	37,215.42	.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	2,707,298.42	520,996.77
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-ENPL 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		.00
	TOTAL CURRENT LIABILITES	.00	2,669,583.00
	TOTAL LIABILITIES	.00	2,669,583.00
700110	EXPENDITURE CONTROL	2,153,593.75	
700120	REVENUE CONTROL		1,528,004.97
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	219,919.20	
	TOTAL SYSTEM CONTROL	5,314,096.95	4,619,832.97
720010	FUND BAL-RESRU-GIFT TRUST		28,183.67

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		5,314,096.95	4,830,815.60
TOTAL PUBLIC LIBRARY FUND		8,021,395.37	8,021,395.37
TOTAL REPORT		8,021,395.37	8,021,395.37

ACCOUNTING PERIOD: 9/98

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	3,759.71	-3,759.71	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	2,158.31	-2,158.31	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	3,252.18	-3,252.18	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	44,391.55	-4,391.55	1.11
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	1,260,623.80	1,371,204.20	.48
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	2,724,816.00	.00	.00	1,353,611.80	1,371,204.20	.50
822040	STATE GRANT PER CAPITA	66,768.00	.00	.00	69,924.48	-3,156.48	1.05
TOTAL	STATE GRANTS	66,768.00	.00	.00	69,924.48	-3,156.48	1.05
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	69,924.48	-3,156.48	1.05
830102	LIBRARY FINES	90,000.00	3,827.55	.00	58,544.50	31,455.50	.65
TOTAL	FINES	90,000.00	3,827.55	.00	58,544.50	31,455.50	.65
830213	COPYING FEE	25,000.00	1,627.15	.00	16,169.89	8,830.11	.65
830213	SPECIAL PROGRAMS & EVENTS	18,000.00	2,614.00	.00	9,441.00	8,559.00	.52
TOTAL	FEES AND SERVICES	43,000.00	4,241.15	.00	25,610.89	17,389.11	.60
TOTAL	FINES, FEES, AND SERVICES	133,000.00	10,068.70	.00	84,155.39	48,844.61	.63
890010	INTEREST INCOME	5,000.00	.00	.00	8,980.45	-3,980.45	1.80
890050	SALE OF FIXED ASSETS	.00	.00	.00	1,590.00	-1,590.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	2,806.18	.00	9,742.85	1,257.15	.89
TOTAL	OTHER REVENUE	16,000.00	2,806.18	.00	20,313.30	-4,313.30	1.27
TOTAL	PUBLIC LIBRARY FUND	2,940,384.00	12,874.88	.00	1,528,004.97	1,412,579.03	.52
TOTAL	PUBLIC LIBRARY FUND	2,940,384.00	12,874.88	.00	1,528,004.97	1,412,579.03	.52
TOTAL REPORT		2,940,384.00	12,874.88	.00	1,528,004.97	1,412,579.03	.52

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	61,783.81	.00	666,519.28	408,046.72	.62
910200	TEMPORARY WAGES	427,984.00	40,127.89	.00	357,990.50	69,993.50	.84
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	7,370.81	.00	52,181.57	-52,181.57	.00
910600	SICK PAY	.00	1,072.87	.00	16,159.57	-16,159.57	.00
910700	HOLIDAY PAY	.00	3,814.94	.00	16,875.77	-16,875.77	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	168.70	.00	489.23	-489.23	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	4,984.99	31,409.01	.14
913010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	2,000.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,195.45	.00	85,469.10	29,475.90	.74
918021	EMPLOYER CONTR-I.N.R.F.	104,959.00	7,083.82	.00	75,171.92	29,787.08	.72
918040	LIFE INS PREMIUMS	5,647.00	319.20	.00	2,875.60	2,771.40	.51
918050	MEDICAL INS PREMIUMS	132,797.00	6,998.86	.00	66,587.48	66,209.52	.50
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	209.24	.00	2,335.93	964.07	.71
TOTAL	PERSONAL SERVICES	1,905,092.00	137,145.59	.00	1,349,640.94	555,451.06	.71
920100	PROFESSIONAL CONSULTING	25,000.00	5,950.00	.00	15,612.50	9,387.50	.62
920120	COMMUNICATION SERVICES	22,040.00	2,927.20	.00	15,955.40	6,084.60	.72
920140	DATA PROCESSING SERVICES	55,000.00	3,945.68	.00	32,357.73	22,642.27	.59
920202	CONFERENCES	5,000.00	345.00	.00	1,356.00	3,644.00	.27
920204	TRAINING	1,000.00	.00	.00	1,586.80	-586.80	1.59
920206	SEMINARS	1,000.00	95.00	.00	1,791.50	-791.50	1.79
920210	IN-SERVICE TRAINING	3,000.00	40.00	.00	1,470.50	1,529.50	.49
920220	MEMBERSHIP DUES	3,000.00	.00	.00	1,473.25	1,526.75	.49
920230	PUBLICATION OF NOTICES	1,000.00	4,802.50	.00	6,109.99	-5,109.99	6.11
920850	SUBSIDY-1994 E.R.P. TRANS	9,600.00	727.99	.00	6,551.91	3,048.09	.68
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	727.99	.00	6,551.91	3,048.09	.68
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	10,500.00	.00	31,500.00	10,500.00	.75
930010	R & M EQUIPMENT	47,800.00	2,891.00	.00	47,164.79	635.21	.99
930020	R & M BLDGS & STRUCTURES	70,500.00	331.86	.00	28,648.46	41,851.54	.41
930030	R & M VEHICLES	1,500.00	.00	.00	675.07	824.93	.45
930195	BOOK BINDING & REPAIR	7,200.00	532.47	.00	3,611.11	3,588.89	.50
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	2,132.80	-1,132.80	2.13
930320	CLEANING-CUSTODIAL SERU	29,600.00	3,398.00	.00	18,921.00	10,679.00	.64
960070	AUTO/TRAVEL EXPENSES	3,000.00	360.45	.00	5,508.12	-2,508.12	1.84
960210	SPECIAL EVENT PROGRAMMING	15,000.00	3,320.48	.00	15,356.42	-356.42	1.02
960990	MISC CONTRACTUAL SUCS	66,000.00	17,896.59	.00	71,330.51	-5,330.51	1.08
TOTAL	CONTRACTUAL SERVICES	409,240.00	58,064.22	.00	309,113.86	100,126.14	.76
970100	SUPPLIES	40,000.00	3,232.61	.00	30,089.09	9,910.91	.75
970200	JANITORIAL	15,000.00	1,082.26	.00	9,048.44	5,951.56	.60
970200	COPYING/FAX SUPPLIES	3,000.00	1,002.00	.00	2,123.58	876.42	.71
970260	POSTAGE AND PARCEL	13,200.00	2,314.30	.00	10,663.89	2,536.11	.81
970270	PRINTING-REPROD-BINDING	10,300.00	731.14	.00	1,970.55	8,329.45	.19
970600	BOOKS	310,000.00	28,030.25	.00	222,310.75	87,689.25	.72

SELECTION CRITERIA: expledgr.key_orgn between '2110' and '2130'

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	1,381.01	.00	21,994.70	22,005.30	.50
970620	SUBSCRIPTIONS & BOOKS	60,000.00	3,086.00	.00	23,278.12	36,721.88	.39
970630	VISUAL MATERIALS	36,500.00	3,882.41	.00	26,042.79	10,457.21	.71
970640	AUTOMATED REFERENCE MAT'L	60,000.00	6,178.27	.00	60,320.04	-320.04	1.01
970810	NATURAL GAS	14,000.00	828.41	.00	10,902.84	3,097.16	.78
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	29.71	.00	272.43	-272.43	.00
970850	GASOLINE	2,000.00	413.03	.00	2,291.75	-291.75	1.13
TOTAL	COMMODITIES	608,500.00	52,187.40	.00	421,268.97	187,231.03	.69
980300	IMPROVEMENTS	80,000.00	8,013.00	.00	8,013.00	71,987.00	.10
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	19,227.00	-19,227.00	.00
980600	FURNITURE & FIXTURES	10,000.00	9,911.03	.00	7,468.10	2,531.90	.75
TOTAL	CAPITAL EXPENDITURES	90,000.00	13,924.03	.00	34,708.10	55,291.90	.39
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
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	3,029,060.00	261,321.24	.00	2,114,731.87	910,328.13	.70

SELECTION CRITERIA: expledgr.key_orgn between '2110' and '2130'

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	1,375.00	8,625.00	.14
920120	COMMUNICATION SERVICES	9,000.00	1,285.66	.00	4,834.82	4,165.18	.54
960990	MISC CONTRACTUAL SUCS	12,000.00	.00	.00	3,657.01	8,342.99	.30
TOTAL	CONTRACTUAL SERVICES	31,000.00	1,285.66	.00	9,866.83	21,133.17	.32
980400	EQUIPMENT	35,768.00	.00	.00	28,995.05	6,772.95	.81
TOTAL	CAPITAL EXPENDITURES	35,768.00	.00	.00	28,995.05	6,772.95	.81
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	1,285.66	.00	38,861.88	27,906.12	.58
TOTAL	CIVIC & CULTURE	3,091,828.00	262,606.90	.00	2,153,593.75	938,234.25	.70
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	262,606.90	.00	2,153,593.75	938,234.25	.70
TOTAL REPORT		3,091,828.00	262,606.90	.00	2,153,593.75	938,234.25	.70

SELECTION CRITERIA: payable_due_date='09/03/1998'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	910200	TEMPORARY WAGES	08554	C. BERGER & COMPANY	30356	1,832.50
2110	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	4387	3,900.00
2110	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	8-18-98	1,750.00
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	7.95
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	21.08
2110	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2115930	1,180.73
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	JULY 1998	2,199.55
2110	920202	CONFERENCES	09046	CHRISTINE POSINGER	REIMB	185.00
2110	920230	PUBLICATION OF NOTICES	03966	CANNERS PUBLISHING CO.	765619	913.75
2110	920230	PUBLICATION OF NOTICES	07450	CHICAGO TRIBUNE	063179314	969.00
2110	920230	PUBLICATION OF NOTICES	07450	CHICAGO TRIBUNE	063179314	1,938.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	SEPT 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	SEPT 1998	346.31
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	SEPT 1998	148.61
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	SEPT 1998	16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	SEPT 1998	16.21
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	SEPT 1998	52.04
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	JULY 1998	1,368.00
2110	930320	CLEANING:CUSTODIAL SERV	08848	QUALITY JANITORIAL & MAINT	02223	1,699.00
2110	960070	AUTO/TRAVEL EXPENSES	00355	POOMJA LEE CHO	REIMB	145.00
2110	960070	AUTO/TRAVEL EXPENSES	04997	JOHN LAVALIE	REIMB	21.55
2110	960070	AUTO/TRAVEL EXPENSES	06036	MARTHA SLOAN	REIMB	39.15
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	44850	FIRST MAINE TRAVEL	0305947	133.43
2110	960210	SPECIAL EVENT PROGRAMMING	05466	CAROL PHILLIPS	REIMB	102.60
2110	960210	SPECIAL EVENT PROGRAMMING	07829	SYSCO FOODS	808010490	832.71
2110	960210	SPECIAL EVENT PROGRAMMING	07871	THE ART INSTITUTE OF CHIC	959654	720.00
2110	960210	SPECIAL EVENT PROGRAMMING	08029	EVENTS CHICAGO	01-139186-03	190.10
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID-AMERICA CHARTER LINES	61140	310.00
2110	960990	MISC CONTRACTUAL SUCS	00189	ANDERSON LOCK CO LTD	132024	8.98
2110	960990	MISC CONTRACTUAL SUCS	03624	HOLY FAMILY MEDICAL CENTE	32204687	46.00
2110	960990	MISC CONTRACTUAL SUCS	05720	MARIO GAMBINO & SONS LAND	8-13-98	300.00
2110	960990	MISC CONTRACTUAL SUCS	06789	AMBASSADOR BUSINESS SOLUT	6361229	115.25
2110	960990	MISC CONTRACTUAL SUCS	07581	ARLINGTON HEIGHTS MEMORIA	98-010	3,742.00
2110	960990	MISC CONTRACTUAL SUCS	07581	ARLINGTON HEIGHTS MEMORIA	98-011	3,742.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003056511	8.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003059739	32.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003068506	15.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003077896	5.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003077971	8.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003077767	23.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003082443	19.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003038682	18.70
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003030593	26.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003064946	25.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003027276	13.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003067533	24.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003050597	9.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003085943	12.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003044063	45.25

SELECTION CRITERIA: payable.due_date='09/08/1998'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2603034326	9.15
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	229975	77.66
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	230338	70.67
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	230872	59.99
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	229445	83.17
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	231209	69.08
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	229355	58.23
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAM	231420	59.83
2110	960990	MISC CONTRACTUAL SUCS	33253	DISTINCTIVE BUSINESS PROD	298707	223.75
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2079	8.58
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2067	13.44
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2098	8.75
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2040	4.29
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2127	13.18
2110	970100	SUPPLIES	02551	ROTT OFFICE SUPPLY CO.	19929-0	43.42
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NH240800	488.12
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NJ238400	149.94
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8294	11.90
2110	970100	SUPPLIES	07585	U.S. TOY CO/CONSTRUCTIVE	8027987001	32.75
2110	970100	SUPPLIES	08490	PATRICIA HORN	REINH	75.29
2110	970100	SUPPLIES	09079	ENBURY LTD.	640	240.50
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E61823005	158.69
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	341353	449.74
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	220000	8.90
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	15.99
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	3.92
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5189615-001	21.61
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	056702-01	75.45
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	056702-00	185.45
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	081449	87.60
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	492550	15.95
2110	970170	JANITORIAL	09073	SEVERANCE TOOL IND. INC.	164162	12.78
2110	970170	JANITORIAL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	4.00
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	070601-0067	17.26
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	070901-0134	8.96
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	070101-0028	21.56
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	070901-0145	-1.89
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	072101-0005	32.59
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HOME	071701-0092	11.48
2110	970200	COPYING/FAX SUPPLIES	07964	MIDLAND PAPER	10669200	1,002.00
2110	970260	POSTAGE AND PARCEL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.77
2110	970260	POSTAGE AND PARCEL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	1.98
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-612-13151	15.75
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-399-19246	15.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	728062	98.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	728061	263.67
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	015450	274.40
2110	970600	BOOKS	05500	WORLD BOOK EDUCATIONAL PR	002197164866	1,715.00
2110	970600	BOOKS	05576	WOODDINE HOUSE	500965	21.03
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	507038500040	14.96
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2782548 6	15.68

SELECTION CRITERIA: payable_due_date='09/08/1998'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2826485	1,158.36
2110	970600	BOOKS	07038	BORDERS	16378	108.56
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	33.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003082442	351.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003077766	739.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003050596	192.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003077970	107.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003038681	396.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003077895	143.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003030592	593.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003027275	301.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003064945	744.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003067534	330.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003044062	867.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003054325	274.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003056510	198.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003059788	691.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003068505	370.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	628 7759	32.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	621 5639	180.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003085942	197.17
2110	970600	BOOKS	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.00
2110	970600	BOOKS	46860	UNI	HS403714	3,770.00
2110	970600	BOOKS	46860	UNI	HS403713	1,360.00
2110	970600	BOOKS	46860	UNI	HS403712	1,533.00
2110	970600	BOOKS	58875	INGRAM	24925898	22.91
2110	970600	BOOKS	73124	SCHOLL CORP GUIDES	27247	65.90
2110	970600	BOOKS	80517	HOTEL TRAVEL INDEX		165.00
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	162998	6.50
2110	970610	AUDIO MATERIALS	05997	BORDERS	12580	466.83
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-4-98-2	35.84
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-11-98-1	169.26
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-4-98-1	104.84
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-11-98-2	35.84
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3172605M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3163965M	10.95
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3160748M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3162198M	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	738128	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	739414	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	713711	208.00
2110	970620	SUBSCRIPTIONS & BOOKS	03804	SRDS	102458	2,931.00
2110	970620	SUBSCRIPTIONS & BOOKS	05047	NO-LOAD FUND INVESTOR	269306	155.00
2110	970630	VISUAL MATERIALS	00284	HIGHBRIDGE CO.	14000001010	119.88
2110	970630	VISUAL MATERIALS	03392	UNITED ART & EDUCATION SU	326619	1,575.08
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	220000	33.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	220002	33.00
2110	970630	VISUAL MATERIALS	06342	DISTRIDUTION VIDEO & AUDI.	220001	37.00
2110	970630	VISUAL MATERIALS	08832	BECKLEY CARDY COMPANY	58433972	88.85
2110	970630	VISUAL MATERIALS	38875	INGRAM	02797963	125.93
2110	970630	VISUAL MATERIALS	38875	INGRAM	02802565	27.98

SELECTION CRITERIA: payable.due_date='09/08/1998'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	58875	INGRAM	02830206	117.49
2110	970630	VISUAL MATERIALS	58875	INGRAM	02809785	10.47
2110	970630	VISUAL MATERIALS	58875	INGRAM	ZCN11525	-30.64
2110	970640	AUTOMATED REFERENCE MAT'L	07439	GALE RESEARCH	8146622	1,021.82
2110	970640	AUTOMATED REFERENCE MAT'L	09075	UNI	981992WM	173.45
2110	970640	AUTOMATED REFERENCE MAT'L	46860	UNI	MS403711	3,633.00
2110	970810	NATURAL GAS	08089	NICOR ENERGY	130569670	828.41
2110	980300	IMPROVEMENTS	07769	MEYER ROOFING COMPANY, IN	8-13-98	6,353.00
2110	980300	IMPROVEMENTS	89989	SCHARN CARPET & INTERIORS	8-10-98	1,660.00
TOTAL LIBRARY SERVICES						74,778.89
2130	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2190545	1,180.73
2130	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H073356545	104.93
TOTAL IL LIBRARY PER CAP GRANT						1,285.66
TOTAL FUND						76,064.55

SELECTION CRITERIA: payable_due_date=09/21/1998

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	910200	TEMPORARY WAGES	08554	G. BERGER & COMPANY	30447	1,882.50
2110	910200	TEMPORARY WAGES	08554	G. BERGER & COMPANY	30523	1,882.50
2110	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	4387	3,900.00
2110	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	8-31-98	300.00
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318861	-19.10
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318627	48.85
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478275551	867.45
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478033977	206.31
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8475275551	391.68
2110	920120	COMMUNICATION SERVICES	23701	NIDCO INC	77179	222.25
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	U11HS3096M	656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	8-12-98	1,090.13
2110	920202	CONFERENCES	08490	PATRICIA HORN	REINB	150.00
2110	920202	CONFERENCES	89563	KEN FRANK	REINB	60.00
2110	920206	SEMINARS	06037	H-O-H CHEMICALS, INC.	SEMINAR	95.00
2110	920210	IN-SERVICE TRAINING	09138	NANCY K. LARSON	REINB	40.00
2110	920230	PUBLICATION OF NOTICES	07450	CHICAGO TRIBUNE	501582001	981.75
2110	930010	R & M EQUIPMENT	08090	WEST TOWN REFRIGERATION C	092684	1,277.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	8-12-98	246.00
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	134254	37.54
2110	930020	R & M BLDGS & STRUCTURES	19659	OTIS ELEVATOR	CY073690998	294.32
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	057568	532.47
2110	930320	CLEANING: CUSTODIAL SERV	08848	QUALITY JANITORIAL & MAIN	02224	1,699.00
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	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1678927	50.71
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1679029	8.36
2110	960210	SPECIAL EVENT PROGRAMMING	95603	LYRIC OPERA OF CHICAGO	183328	1,036.00
2110	960990	MISC CONTRACTUAL SUCS	05228	KASCO PRINTING	3520	2,651.00
2110	960990	MISC CONTRACTUAL SUCS	06622	JAKE THE STRIPER	2892	400.00
2110	960990	MISC CONTRACTUAL SUCS	08556	KEVIN LUTHARDT	8/26-8/31	792.38
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003120343	21.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003104491	46.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003129339	29.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003112109	30.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003107904	24.35
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003093150	24.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003125536	23.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003108052	18.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003101478	8.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003098299	1.50
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003105369	28.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003101437	28.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003121633	21.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003093177	31.30
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003128031	15.35
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAN	230333	70.67
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAN	229775	77.66
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAN	230972	59.99
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAN	231209	69.08
2110	960990	MISC CONTRACTUAL SUCS	37821	BLACK RAN	231420	79.83

SELECTION CRITERIA: payable_due_date='09/21/1998'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960970	MISC CONTRACTUAL SVCS	37821	BLACK RAN	229445	83.17
2110	960990	MISC CONTRACTUAL SVCS	37821	BLACK RAN	229355	58.23
2110	960990	MISC CONTRACTUAL SVCS	43765	BONINICKS FINER FOODS	1679014	68.15
2110	960990	MISC CONTRACTUAL SVCS	53253	DISTINCTIVE BUSINESS PROD	297904	223.75
2110	960990	MISC CONTRACTUAL SVCS	53253	DISTINCTIVE BUSINESS PROD	297905	223.75
2110	960990	MISC CONTRACTUAL SVCS	73978	CANON FINANCIAL SERVICES,	1507535	228.00
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	JLY99598	-130.67
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NL008400	155.21
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	JLU31398	-17.99
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NL688500	561.29
2110	970100	SUPPLIES	03592	UNITED ART & EDUCATION SU	327420	32.62
2110	970100	SUPPLIES	05855	AMERICAN LIBRARY ASSOCIAT	8291996	34.00
2110	970100	SUPPLIES	14465	INSTY PRINTS	202868	202.91
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E70151000	190.89
2110	970100	SUPPLIES	19764	BRO-DART INC	807802	37.17
2110	970100	SUPPLIES	19764	BRO-DART INC	810139	205.28
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	352824	155.33
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	10.81
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	14.75
2110	970100	SUPPLIES	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH	12.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	057325-01	97.10
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	057325-00	137.20
2110	970170	JANITORIAL	01004	DIAMOND PAINT COMPANY	32551	28.27
2110	970170	JANITORIAL	04861	UNISOURCE/JEFCO GROUP INC	68300	225.25
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	498616	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	504889	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	495587	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	501630	15.95
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	81001-0103	12.05
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	81301-0036	11.55
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	82601-0069	7.28
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	80501-0056	23.36
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	80701-0040	-14.79
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	9-4-98	2,000.00
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	10913624	10.15
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	10931127	18.15
2110	970270	PRINTING-REPROD-BINDING	03867	PHOTOCHROME PRINTS	176800	27.20
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	202840	703.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	736589	207.56
2110	970600	BOOKS	04713	LACONI		40.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	056597	152.70
2110	970600	BOOKS	05032	ABINGDON PRESS	1172151B	56.07
2110	970600	BOOKS	07439	GALE RESEARCH	8157595	134.89
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	29.19
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	138612	309.24
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	002533733	279.65
2110	970600	BOOKS	08559	THE POISONED PEN PRESS	250	30.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003112108	724.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003104490	921.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003105368	370.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003101436	608.05

SELECTION CRITERIA: payable due_date='09/21/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003093149	622.37
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003121632	369.27
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	H04 9598	660.25
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003125535	600.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003128030	302.83
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003120342	526.04
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	H11 1779	406.33
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003101477	156.58
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003098298	39.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	H18 4005	780.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003107903	443.69
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003108051	418.88
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003098176	658.46
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2003129338	581.89
2110	970600	BOOKS	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	2.00
2110	970600	BOOKS	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	18.93
2110	970600	BOOKS	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	8.20
2110	970600	BOOKS	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.90
2110	970600	BOOKS	51657 M A D A APPRAISAL GUIDE	ATTACH	210.00
2110	970600	BOOKS	99037 SBD SPANISH BOOK DIST.	4669	9.95
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	163526	16.12
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31548880	46.33
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-14-98-1	213.45
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3181187H	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3193669H	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3188370H	10.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	744785	8.25
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	744784	5.95
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	220319	75.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	220657	37.00
2110	970630	VISUAL MATERIALS	07869 DK PUBLISHING, INC.	8200319	33.04
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31538180	216.14
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31538240	41.83
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31538120	373.88
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31538470	83.70
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31538000	17.44
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z31538100	41.82
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z336472CM	-27.90
2110	970630	VISUAL MATERIALS	58875 INGRAM	03068273	13.99
2110	970630	VISUAL MATERIALS	58875 INGRAM	03019166	10.49
2110	970630	VISUAL MATERIALS	58875 INGRAM	03058692	129.41
2110	970630	VISUAL MATERIALS	58875 INGRAM	03046634	143.26
2110	970630	VISUAL MATERIALS	58875 INGRAM	03034356	62.89
2110	970630	VISUAL MATERIALS	58875 INGRAM	02922901	49.70
2110	970630	VISUAL MATERIALS	58875 INGRAM	02927858	27.94
2110	970630	VISUAL MATERIALS	58875 INGRAM	03031373	53.07
2110	970630	VISUAL MATERIALS	58875 INGRAM	02913989	27.98
2110	970630	VISUAL MATERIALS	58875 INGRAM	03069905	64.31
2110	970630	VISUAL MATERIALS	58875 INGRAM	02907739	27.94
2110	970630	VISUAL MATERIALS	58875 INGRAM	02985234	37.01
2110	970630	VISUAL MATERIALS	58875 INGRAM	02936259	113.28

ACCOUNTING PERIOD: 9/98

SELECTION CRITERIA: payable_due_date='09/21/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	38873	INGRAM	02913403	76.15
2110	970640	AUTOMATED REFERENCE MAT'L	01215	SOCIAL ISSUES RESOURCES S	361641	1,350.00
2110	980300	IMPROVEMENTS	07769	MEIER ROOFING COMPANY, IN	FINAL PAY	6,353.00
2110	980600	FURNITURE & FIXTURES	20177	DENCO EDUCATIONAL CORP	354525	558.03
2110	980600	FURNITURE & FIXTURES	69018	FROSTLINE	144034	354.00
2110	980600	FURNITURE & FIXTURES	69018	FROSTLINE	M143932	4,999.00
TOTAL LIBRARY SERVICES						34,387.15
TOTAL FUND						34,387.15

ACCOUNTING PERIOD: 9/98

SELECTION CRITERIA: payable_due_date='10/05/1998'

ID - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107 48.10
2110	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2128827 1,180.73
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	AUGUST 1998 2,286.20
2110	920202	CONFERENCES	09178	CLARION HOTEL/WORTHINGTON	REIMB 179.74
2110	920204	TRAINING	43765	DOMINICKS FIKER FOODS	1678944 75.19
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 1998 396.27
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 1998 162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 1998 162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 1998 18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 1998 60.24
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 1998 18.93
2110	930010	R & N EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	AUGUST 1998 383.64
2110	930020	R & N BLDGS & STRUCTURES	02127	GRASS ROOTS, INC.	ROUND 4 75.00
2110	930020	R & N BLDGS & STRUCTURES	05095	A LAMP CONCRETE CONTRACTO	1271 1,470.00
2110	930020	R & N BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	9-10-98 300.00
2110	930020	R & N BLDGS & STRUCTURES	09189	STEVE'S & JEFF'S HANDYMAN	189572 358.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	9-09-98 50.00
2110	960210	SPECIAL EVENT PROGRAMMING	09172	FREDERICK DOSE' APPRAISAL	10-04-98 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09173	SHERRY CROW	10-04-98 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09179	CHRIS EMERSON	REFUND 118.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319	NID AMERICA CHARTER LINES	61142 310.00
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003146322 23.75
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003141067 13.55
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003155137 3.20
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003132891 29.15
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003133645 29.20
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003136906 15.80
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003162959 14.40
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003164222 23.40
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003154803 7.25
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003154634 14.90
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003158417 18.90
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003152256 17.65
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003151205 34.40
2110	960990	NISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003151348 5.30
2110	960990	NISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES,	1537142 1,234.82
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	20062-0 26.30
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	JNH36798 -56.00
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	YDJ04900 3.09
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	MNR44500 229.85
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	YDJ04398 -3.86
2110	970100	SUPPLIES	08991	SKOKIE PAPER POINT	00359644 53.95
2110	970100	SUPPLIES	09171	UNITED AD LABEL	287360 125.98
2110	970100	SUPPLIES	14465	INSTY PRINTS	202952 156.65
2110	970100	SUPPLIES	85048	G.NEIL COMPANIES	4170940 74.71
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	110090 116.86
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	031584 44.69
2110	970170	JANITORIAL	08367	J.A. SEXAUER, INC.	1381L-01 84.68
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	507748 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	510728 15.95
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	893047 17 6.02

09/30/98

ACCOUNTING PERIOD: 9/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 14

SELECTION CRITERIA: payable_due_date='10/03/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	898881 16	11.55
2110	970200	COPYING/FAX SUPPLIES	06789	AMBASSADOR BUSINESS SOLUT	6365553	65.25
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-999-19246	15.50
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	196.45
2110	970600	BOOKS	06423	SINON & SCHUSTER	2952632	23.16
2110	970600	BOOKS	06423	SINON & SCHUSTER	2929428	150.92
2110	970600	BOOKS	06423	SINON & SCHUSTER	2925526	67.34
2110	970600	BOOKS	06423	SINON & SCHUSTER	2924918	104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2936202	98.80
2110	970600	BOOKS	06423	SINON & SCHUSTER	2904509	126.51
2110	970600	BOOKS	06423	SINON & SCHUSTER	2981376	20.21
2110	970600	BOOKS	07038	BORDERS	21364	48.17
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	138634	300.79
2110	970600	BOOKS	07905	KRAUSE PUBLICATIONS	448294	16.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003141066	269.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003133644	398.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	H25 6388	298.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003136905	200.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000414285	-11.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003146521	510.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003132890	540.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003151204	806.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003151347	110.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	20031546633	246.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003164221	371.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003154802	169.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003158416	430.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003162958	503.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003155136	71.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003152253	202.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000414287	-1.53
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	79129	10.82
2110	970600	BOOKS	89563	KEN FRANK	REINB	19.13
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	163869	6.50
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	163981	6.50
2110	970610	AUDIO MATERIALS	08025	LISTENING LIBRARY INC.	302718	225.55
2110	970610	AUDIO MATERIALS	08949	ISIS PUBLISHING	2001866	6.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-98-1	187.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-8-98-1	119.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-98-2	66.13
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-26-98-1	116.07
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	753996	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	750036	17.85
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	375513	224.48
2110	970630	VISUAL MATERIALS	05229	NICROMARKETING ASSOCIATES	35592	94.95
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	221210	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	220916	37.00
2110	970630	VISUAL MATERIALS	07607	SCHOOL-TECH INC.	795690	20.01
2110	970630	VISUAL MATERIALS	38875	INGRAM	03184073	13.99
2110	970630	VISUAL MATERIALS	38875	INGRAM	03097187	83.84
2110	970630	VISUAL MATERIALS	38875	INGRAM	03142606	332.85

09/30/98

ACCOUNTING PERIOD: 9/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date="10/05/1998"

00 - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	980400	EQUIPMENT	05124	CDW COMPUTER CENTERS INC.	1,587.99
2110	980600	FURNITURE & FIXTURES	06790	TOWER COMPUTER SYSTEMS	1,245.22
TOTAL LIBRARY SERVICES					21,061.94
TOTAL FUND					21,061.94

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

September 1998

				% Change
Total 1997 to Date:	569,290	Total 1998 to Date:	586,586	3.04%
September 1997:	61,227	September 1998:	62,156	1.52%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	1997	1998	1997	1998	1997	1998
Non Fiction		4,131	4,275	722	1,099	4,853	5,374
Fiction		9,090	9,095	1,315	1,245	10,405	10,340
Foreign Language Non Fiction		0	26	0	7	0	33
Foreign Language Fiction		0	142	0	53	0	195
Periodicals		121	211	58	80	179	291
Compact Discs		167	255	26	25	193	280
Audio Cassettes		281	278	30	27	311	305
Audio Kits		310	329	96	92	406	421
Puzzles		359	413	56	89	415	502
Games		64	54	11	11	75	65
Audio Books		101	124	7	9	108	133
Video Fiction		1,967	1,624	346	338	2,313	1,962
Video Non Fiction		0	732	0	53	0	785
CD ROMs		0	360	0	0	0	360
SUB TOTAL		16,591	17,918	2,667	3,128	19,258	21,046
ADULT							
Non Fiction		10,717	11,484	189	217	10,906	11,701
Fiction		8,682	7,051	424	310	9,106	7,361
Large Type		0	848	0	126	0	974
Foreign Language Non Fiction		0	68	0	5	0	73
Foreign Language Fiction		0	273	0	0	0	273
Periodicals		2,302	2,221	135	102	2,437	2,323
Pamphlets		41	20	0	0	41	20
Compact Discs		3,206	3,444	534	498	3,740	3,942
Audio Cassettes		580	561	0	6	580	567
Puzzles		0	16	0	0	0	16
Pictures		63	67	0	0	63	67
Audio Books		1,182	1,416	0	32	1,182	1,448
CD ROMs		0	194	0	0	0	194
Video Fiction		8,201	8,503	288	468	8,489	8,971
Video Non Fiction		2,791	2,857	20	20	2,811	2,877
Misc. Formats		0	7	0	0	0	7
Self Check (Books Only) *		2,614	0	0	0	2,614	0
		40,379	39,030	1,590	1,784	41,969	40,814
Supercedes			296 **				296
GRAND TOTAL		56,970	57,244	4,257	4,912	61,227	62,156
Self Check		2,614	2,335		0	2,614	2,335

* Jan. 1998, Self Check is included within category totals.

**Downtime Supercedes. Transactions taking place off-line that are replaced by a more recent transaction. This allows all transactions to be counted for statistical purposes.

XIII

REGISTRATION SERVICES REPORT FOR SEPTEMBER 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>September 1997</u>	<u>August 1998</u>	<u>September 1998</u>	<u>Year to Date</u> <u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
807	809	910	6,993	8,739	20%
A.	New Cards		404		
B.	Renewals		436		
C.	Non-Resident Cards		2		
D.	Off-line Library Cards		68		
	Total		910		

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	132
2.	Number of Meeting Room Uses	87
3.	Cab cards and Other Registrations	12
4.	LAN Discs Sold	9
	(Year to Date - 62)	
5.	Computer Room	169
6.	Reading Edge Users	3
	Total	910

III. TOTAL NUMBER OF REGISTERED BORROWERS

September 1997	35,553	(66.6% of Population)
September 1998	34,045	(63.8% of Population)

CIRCULATION REPORT FOR SEPTEMBER 1998

Page 2

PATRON ATTENDANCE COUNT

<u>September 1997</u>	<u>August 1998</u>	<u>September 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
28,381	26,982	29,277	260,436	266,241	2.2%

RECIPROCAL BORROWING

(Materials Lent)

	<u>September 1997</u>	<u>September 1998</u>	<u>% Change</u>
NSLS	5,964	6,411	7.0%
OTHER SYSTEMS	1,402	1,673	16.2%
TOTAL	7,366	8,084	8.9%

INTERLIBRARY LOAN

Sent	1,029
Received	398

Sept. 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	173,573	174,243	670	0.4%
Audio	13,187	13,199	12	0.1%
Video	9,174	9,218	44	0.5%
Puzzles and Games	741	737	-4	-0.5%
Realia	232	235	3	1.3%
Pamphlets	14,866	14,888	22	0.1%
<hr/>				
Total	211,773	212,520	747	0.4%

ACQUISITIONS REPORT FOR
FOR SEPT. 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,097	2,101	4	0.2%
100	2,421	2,431	10	0.4%
200	2,829	2,798	-31	-1.1%
300	11,373	11,403	30	0.3%
400	609	617	8	1.3%
500	2,912	2,924	12	0.4%
600	16,942	17,010	68	0.4%
700	14,784	14,856	72	0.5%
800	4,853	4,882	29	0.6%
900	11,259	11,303	44	0.4%
B	4,417	4,434	17	0.4%
Total (Adult)	74,496	74,759	263	0.4%
Juvenile (J)				
000	380	383	3	0.8%
100	198	201	3	1.5%
200	276	281	5	1.8%
300	2,212	2,228	16	0.7%
400	104	105	1	1.0%
500	3,023	3,036	13	0.4%
600	2,612	2,625	13	0.5%
700	3,303	3,315	12	0.4%
800	789	793	4	0.5%
900	3,373	3,371	-2	-0.1%
B	927	930	3	0.3%
YA	808	814	6	0.7%
Total (J)	18,005	18,082	77	0.4%
Total (E)	7,044	7,066	22	0.3%
Total (Juvenile)	25,049	25,148	99	0.4%
Total (Non fiction)	99,545	99,907	362	0.4%
Fiction				
Adult	33,327	33,458	131	0.4%
Juvenile				
J	8,521	8,446	-75	-0.9%
YA	1,648	1,667	19	1.2%
E	10,375	10,489	114	1.1%
Picture Books	6,637	6,645	8	0.1%
Board Books	701	689	-12	-1.7%
Total (Juvenile)	27,882	27,936	54	0.2%
Total (Fiction)	61,209	61,394	185	0.3%
High schoool	0	27	27	100.0%

Compact discs				
Adult	5,443	5,420	-23	-0.4%
Juvenile	292	288	-4	-1.4%
Total (Compact discs)	5,735	5,708	-27	-0.5%
CD ROMs				
Adult	140	136	-4	-2.9%
Juvenile	211	210	-1	-0.5%
Total (CD ROMs)	351	346	-5	-1.4%
Audio Cassettes				
Adult	2,734	2,729	-5	-0.2%
Juvenile	832	834	2	0.2%
Audio Books				
Adult	1,804	1,846	42	2.3%
Juvenile	708	724	16	2.3%
Total (Cassettes)	6,078	6,133	55	0.9%
Kits	1,023	1,012	-11	-1.1%
Videocassettes				
Adult	7,638	7,664	26	0.3%
Juvenile	1,536	1,554	18	1.2%
Total (Videocassettes)	9,174	9,218	44	0.5%
Total (Audio Visual)	22,361	22,417	56	0.3%
Reference				
Adult	5,495	5,520	25	0.5%
Juvenile	1,030	1,032	2	0.2%
Total (Reference)	6,525	6,552	27	0.4%
Puzzles				
Adult	59	59	0	0.0%
Juvenile	596	592	-4	-0.7%
Total (Puzzles)	655	651	-4	-0.6%
Games (Juvenile)	86	86	0	0.0%
Realia				
Paintings	230	233	3	1.3%
CC decoders	2	2	0	0.0%
Total (Realia)	232	235	3	1.3%

Large Type				
Adult	2,961	2,999	38	1.3%
Juvenile	28	28	0	0.0%
Total (Large Type)	2,989	3,027	38	1.3%
Pamphlets	14,866	14,888	22	0.1%
Easy Reading	1,028	1,028	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	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	50	50	0	0.0%
Total (Gujarti language)	50	50	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Hebrew language)	2	2	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	523	527	4	0.8%
Juvenile	33	33	0	0.0%
Total (Polish language)	556	560	4	0.7%
Russian				
Adult	141	167	26	18.4%
Juvenile	2	2	0	0.0%
Total (Russian language)	143	169	26	18.2%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	546	546	0	0.0%
Juvenile	753	754	1	0.1%
Total (Spanish language)	1,299	1,300	1	0.1%
Total (Adult)	1,411	1,441	30	2.1%
Total (Juvenile)	866	867	1	0.1%
Total (Foreign languages)	2,277	2,308	31	1.4%
<hr/>				
TOTAL	211,773	212,520	747	0.4%

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
SEPTEMBER 1998

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	166	
2. Tax forms	17	
3. Directional questions	217	
4. Item retrieval by library pages	110	
5. Audio visual inquireis	641	
 Total		 1,151

Reference Services

1. Specific item request	1,009
2. Ready reference	710
3. Material searching	214
4. Referrals to other libraries	13

Total 1,946

GRAND TOTAL 3,097

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
SEPTEMBER 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	553
2. Computer sign-ups & help	744
3. Storytime & program sign-ups	327
4. Reference questions	939
5. Ready reference	661
6. Referrals to other libraries	40
7. Misc. inquires	558
8. Handout & change	536
TOTAL	4,358

Number of individuals using the Local Computer Network = 1,571

DES PLAINES PUBLIC LIBRARY
MEETING ROOM SEPTEMBER 1998

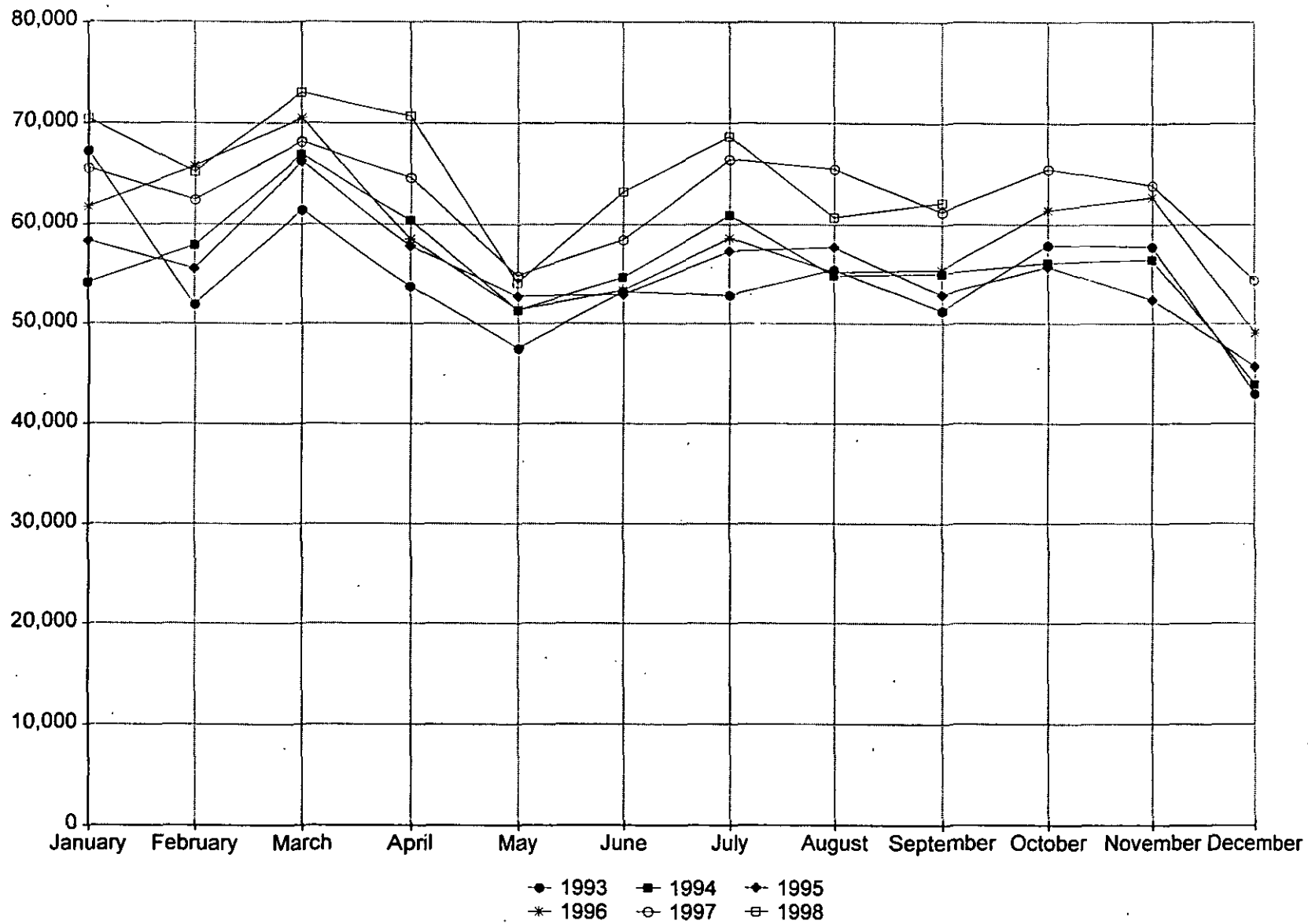
Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
Coupon Club	1	4
Des Plaines Art Guild	1	15
Des Plaines Woman's Club	1	10
Foreign Affairs	1	8
Goldcoast Kennel Club	1	6
Loose Threads	1	4
Mansard South Condominiums	1	5
Piano Recital	1	50
Romance Writers	1	30
Toastmasters	2	40
Troop 1657 Leader Meeting	1	4
Total	12	176
 Library Sponsored Adult Programs		
Adult Book Discussion	1	12
Adult Services	1	8
All Staff	1	45
Friends of the Library	1	91
From Bungalow to Mansions	1	23
Handling Homework Hassles	1	18
Investment Resources at the Library	1	23
Learning Organization	1	13
Lunchtime Stories	3	50
Merrill Lynch Mutual Funds	1	25
Steering Committee	1	6
YA Advisory Meeting	1	6
 Other		
Library Board Meeting	1	13
Total	15	333

DES PLAINES PUBLIC LIBRARY
MEETING ROOM - SEPTEMBER 1998
Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Bright Start Baby Book Times	15	375
Family Evening Storytime	1	60
Lutheran General Preschool	1	20
Storytime 2 Year Old	7	128
Storytime 3-5 Year Olds	10	138
Surf the Net	4	12
YA Advisory Meeting	1	5
Total	39	738
Literacy Program		
Learn to Read	6	202
Grand Total	72	1,449

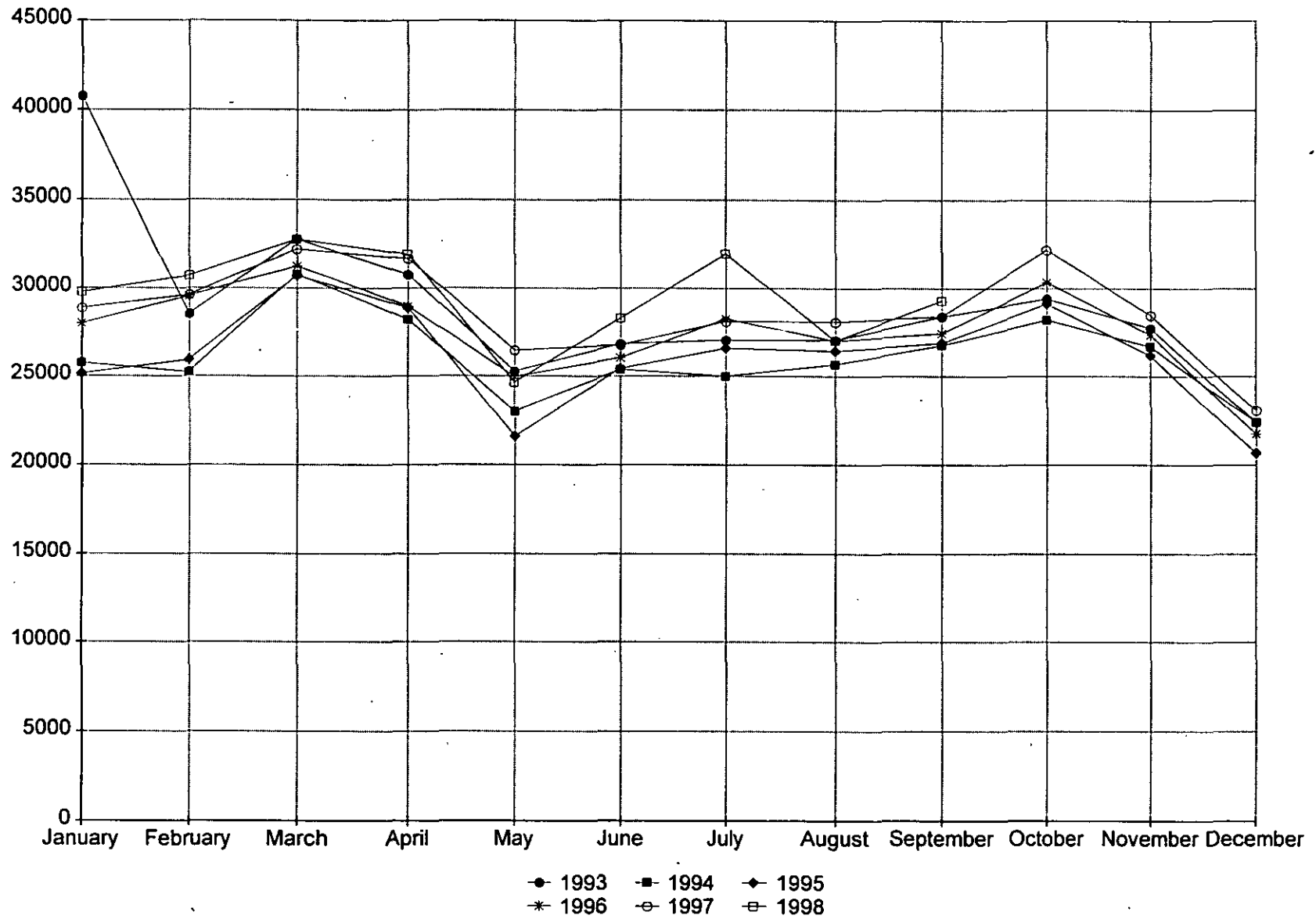
September
August Total = 72 groups involving 1,449 people.
1998 Year to Date Total 452 groups involving 16,123 people.

Circulation Statistics
Items Circulated Per Month By Year



Patron Attendance

September 1998



SEPTEMBER 1998 - JUNE 1999

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

Phone: 827-5551 - Fax: 827-7974 - Before 9 AM: 827-1315

<u>Board Members</u>	<u>Address</u>	<u>Business</u>	<u>Home</u>
'92/'01 Inara Brubaker	126 Ardmore Rd-16	391-3168	827-5096
'93/'99 John Burke	1351 Evergreen Av-16	885-1950	297-4395
'79/'00 Susan Burrows	1739 Sherwood Rd-16	253-1280	297-2632
'88/'00 Sarah McConnell	1034 Margret-16	299-5561	299-8644
'96/'99 Ellen Yearwood	380 Cambridge Rd-16	824-0358	824-2986
'93/'99 Betty Ritter	822 Thacker-16	297-8219	297-8219
'95/'01 John Ciborowski	1026 Alfini Dr-16	298-0966	298-0529
'95/'01 Eldon Burk	661 Walnut Ct-16		827-8619
'98/'01 John Walker	955 Margret-16	733-2325	296-1465

Secretary

Carol Kidd	24 Forest Lane Cary, IL 60013	827-5551	639-2905
------------	----------------------------------	----------	----------

Administrator

Sandra Norlin	125 Homewood Dr Libertyville, IL 60048	827-5551	680-4882
---------------	---	----------	----------

City Council Community Services Committee

*Carla Brookman	1847 Ash St-18		635-9375
Don Smith	631 Bending Court-16		827-0694
Wayne Elstner	583 Forest Ave-18		803-6237

Officers

President	Eldon Burk
Vice President	Inara Brubaker
Secretary	Carol Kidd

Planning Committee

*John Burke
Betty Ritter
John Ciborowski
Sarah McConnell

Building & Grounds

*Betty Ritter
John Burke
John Ciborowski

Finance

*Eldon Burk
Sarah McConnell
Susan Burrows

Management

*Ellen Yearwood
Inara Brubaker
John Walker

Friends of the Library Liaison	Inara Brubaker
System Representative	John Ciborowski

*Chairperson

The following suggestions were received from library patrons:

1. The proposed new library appears to be overkill. What the library board wants is not what it (we) needs. Let's temper our desires with the reality of the costs. Let's all be good Republicans and cut not raise taxes.
2. Please think of retired people when spending for the new library. Out tax bill went up for City of Des Plaines, Park District, Schools, etc!

Your suggestions and comments are welcome at the Des Plaines Public Library.

Please think of retired people when spending for the new library.

Our tax bill went up for city of D.P., Park District, schools, etc!

Name: [Signature]
Phone: [Signature]

Your suggestions and comments are welcome at the Des Plaines Public Library.

The proposed new library appears to be overkill. What the library board wants is not what it (we) needs. Lets temper our desires ~~with~~ with the reality of the costs. Lets all be good Republicans and cut not raise

Name: _____
Phone: tapes



DES PLAINES ART GUILD

P. O. BOX 81, DES PLAINES, ILLINOIS 60016

Mrs. Sandra K. Norlin
Library Administrator
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, Illinois 60016

September 24, 1998

Dear Mrs. Norlin:

Our "Art On The Green" Fall Fair was a wonderful success. In spite of the fact that it was held on the Labor Day weekend when many people are out of town public attendance was outstanding. In a very large measure this was due to the fact that it, once again, was held on the lovely grounds of your library and had the wholehearted support of yourself and your staff. For the privilege of using your grounds and facilities we cannot thank you enough but we also are deeply indebted to you and the library for your most generous Purchase Awards. Our artists paint and sculp for the sheer love of it but to be chosen a Purchase Award winner is a most special honor--especially when chosen by the Des Plaines Public Library.

Thank you so very, very much!

Sincerely yours,

George Szybinski

0275

9/10/98

Dear Ms. Norlin,

Just a quick personal thank-you for letting us use the library grounds for our fall fair. Also for purchasing one of my paintings for the patrons.

We, of the DPAG, are so lucky to have a library in Des Plaines like the one we do. I could never understand people not loving it, and the people that work in it.

I used to ride my bike over everyday, usually after getting dinner and the dishes started. It was a nice time, and way to finish my day. Now I take my little cocker spaniel, Champ and the same bike but go down the gravel roads toward the sunset happening over the valley hills. Still, after doing supper and the dishes! And, still a very nice way to finish off my day.

Good luck to you and all your good plans for Des Plaines.

Robb Avera

August 29, 1998

Mr. Eldon Burk
President
Des Plaines Public Library
841 Graceland Ave.
Des Plaines, IL 60016-6472

Dear Mr. Burk:

The September 1998 issue of the Des Plaines Public Library Foreward stated that "the Board of Trustees unanimously accepted preliminary schematic drawings for the new library building, subject to further feedback from the community and approval of the Board."

As a member of the community I would like to give you some of the feedback that you are seeking. The drawings and plans for the new library are fantastic! Please accept my hearty approval and congratulations for a job well done. The open and airy design is very conducive to library activities. The central location is very visible and easily reachable. I am convinced that the new design and layout will lead to even greater library usage.

I and my family use the public library very often. We are looking forward to reading and checking out books in the new Des Plaines Library. Please move forward with this project as fast as possible. I am anxious to see our drawings and blueprints become a reality.

Thank you for your time and attention in this matter.

Very truly yours,

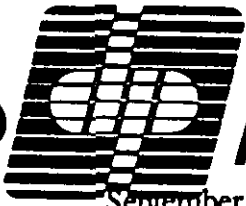
David Briars

David Briars

408 Alles St.
Des Plaines, IL 60016-4424

(312) 444-4749 (days)
(847) 803-9433 (eve)

cc: Mayor Paul W. Young



DES PLAINES PARK DISTRICT

September 15, 1998

Sandra Norlin, Director
Des Plaines Public Library
841 Graceland
Des Plaines, IL 60016

Dear Sandra,

I would like to extend a thank you for participating in the Des Plaines Park Districts Family Fun Festival in August and the Fiesta event this past weekend. Both events were well attended by the community. I appreciate the continued support we have received, it is because of this support that these two community events have become so successful. Please extend a thank you to the staff who participated. We hope to see you next year.

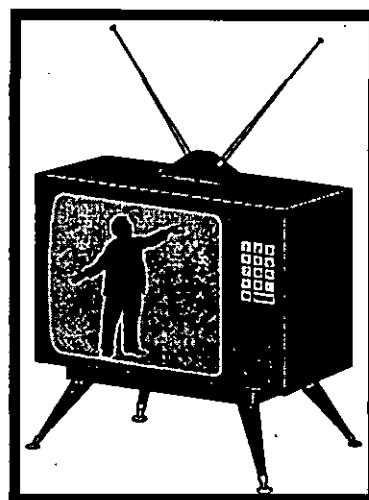
Sincerely,

Cynthia N. Capek
Superintendent of Recreation

Trustee Education Road Show

Sponsored by: Illinois Library System Directors
Organization (ILSDO) & Illinois Library System
Presidents Organization (ILSPO)

- * The duties and responsibilities of a trustee
- * Your mission as a trustee
- * Dealing with long range plans and goals
- * Do you know everything about the open meeting act:
- * Budget and finances
- * By-Laws:
- * Your library system and the services it provides?



Join Us, the Trustee Presenters
via live video at your Local
System Headquarters

Date: Saturday, November 14, 1998

Time: 10:00 a.m. to 3:00 p.m.

Location: North Suburban Library System

200 W, Dundee Rd..

Wheeling, IL 60090-2799

Fee: \$15.00

Includes coffee, rolls and lunch

Trustees Mentoring Trustees

Trustee Road Show, Saturday, November 14, 1998 at North Suburban Library System

Name: _____ Phone: _____

Address: _____

Library: _____ Library System: _____

Return registration to: Trustee Road Show, North Suburban Library System, Attn.: Mary Wheeler, 200 W. Dundee Rd. Wheeling, IL 60090-2799. Please include \$15.00 payment with registration. Make checks payable to North Suburban Library System. If you have any questions call Fabian Lewandowski, President ILSPO @ 630-552-7489.

A TALE OF TWO CITIES:

Des Plaines Public Library and Ela Area Public Library District staff tell about their Learning Organization Adventures

Overview by Maureen Sullivan

Wednesday, November 11, 1998

1:30 p.m. - 4:00 p.m.

North Suburban Library System
200 W. Dundee Road, Wheeling

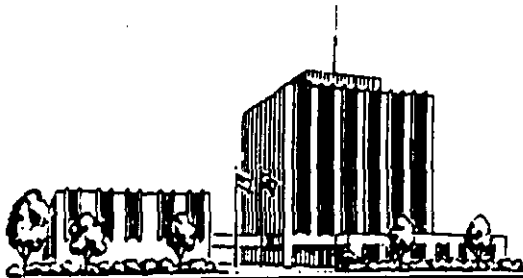
Agenda

- 1) What is a learning organization? Overview by Maureen Sullivan, Organizational Development Consultant, Association of Research Libraries.
- 2) Des Plaines Public Library District and Ela Area Public Library District Experience. Des Plaines, Ela and NSLS partnered in LSTA grant, Preparing Libraries for the Future. Staff members talk about the impact that the Grant workshops have had so far and how it has changed their libraries.

\$10.00

If you need an accommodation for a disability to attend this workshop, please contact Ruth Downey at NSLS, 847/459-1300, ext. 128 at least five working days prior to the scheduled event.


Tale of Two Cities. 11/11/98 \$10.00 Course # C0951
 Return to Ruth Downey, NSLS, 200 W. Dundee Rd., Wheeling, IL 60090 or Fax 847/459-0380.
 Please PRINT.
 Name: _____
 Library (Schools include name and district): _____
 Address: _____
 Phone: _____ FAX: _____
 Enclosed is a check for \$ _____ or deduct \$ _____ from my library's deposit account. K/Q code is required when using this payment method. K/Q Code: _____



CITY OF DES PLAINES

1420 MINER/NORTHWEST HIGHWAY ■ DES PLAINES, ILLINOIS 60016-4498 ■ (847)391-5300

October 5, 1998

TO: All City Employees
FROM: F. Wallace Douthwaite, City Manager 
RE: Request for Early Retirement Program

The City Council has asked staff to investigate the possibility of offering another Early Retirement Program for City employees. As you recall, we last offered a program in 1997.

Before we make a decision, we need to assess the level of interest among our employees, and to calculate the financial impact to the City.

If the program is offered, employees eligible to participate will include any employee eligible for retirement under either IMRF, police pension, or fire pension regulations. Eligible employees who elect to take early retirement will have their health insurance premiums (either single or dependent) paid for five years. The "window of opportunity" for retirement will be between the time the program is offered (if at all) and the end of 1999.

If you are interested in participating in this program under the aforementioned ground rules, please contact Roberta Marks in my office (ext. 5488) by October 23. Please let Bert know your interest, as well as the approximate date in 1999 you might be interested in retiring.

Please note: although the election to participate in the last program closed at the end of 1997, several employees asked to be included after the closing date. **THERE WILL BE NO EXCEPTIONS THIS YEAR; IF THE CITY ELECTS TO OFFER THE PROGRAM, AND YOU HAVE NOT SIGNED UP BY THE CLOSING DEADLINE, YOU WILL NO LONGER BE ELIGIBLE.**

Also please be advised that an expression of interest is not a commitment on your part; neither should this memo be construed as a commitment on the City's part to offer this program. We are only in the information-gathering stage, and additional research will need to be done before arriving at a decision.

Thanks for your assistance in this regard.

FWD/rm



DRAFT

*Letter of Agreement
between
Maine Township High School District 207
and
Des Plaines Public Library*

Be it known that the Maine Township High Schools and the Des Plaines Public Library have entered into an agreement to provide vocational training in library services to three (3) students with special needs.

The training program will commence on or about January 18th, 1999 and will end on or about September 18th, 1999. The scope of the training will include social skills training (through role playing), and vocational skills training (which will include paging, meeting room set-up, and clerking). Vocational skill training will utilize both job shadowing and job coaching.

Through this agreement the Des Plaines Public Library agrees to pay three students a training wage*, as determined by the Department of Labor, for up to fifteen hours per week (excluding school holidays).

Additionally, the Maine Township High Schools agree to reimburse the Des Plaines Public Library for job coaching at the rate of \$11.00 per hour for up to fifteen hours per week (excluding school holidays).

Program and student goals will be mutually established and agreed upon by the library staff, the District 207 SEP coordinator, and the Office of Rehabilitation Services counselor. Student performance evaluations will be mutually completed at eight week intervals.

Either party may terminate this agreement with sixty days written notice.

Gary Lieder, Director of Special Education
Maine Township High Schools

Date

Sandra Norlin, Administrator
Des Plaines Public Library

Date

* The current training wage is \$3.87 per hour.

OK) & (?)

Public Library Construction Grant Application

Assurances of Compliance

A. Library Board

- 1) It possesses legal authority to apply for the grant; and a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- 2) The library owns proposed building site in fee simple title, or can show the legal right to use the premises for an unlimited duration.
- 3) All contracts for public library construction shall be awarded to the lowest qualified bidder on the basis of open competitive bidding; however, if one or more items of construction are covered by an established alternative procedure used by a local unit of government, consistent with State and local laws and regulations, and approved by the Illinois State Library as designed to assure construction in an economical manner consistent with sound business practices, such alternative procedure may be followed, as is consistent with State statutes and local ordinances.
- 4) An assurance all laborers and mechanics employed by the contractor or subcontractors on all construction projects assisted by these grants shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the appropriate authority depending on whether it is a State or a Federal grant.
- 5) Library building consultant shall be retained by the grantee throughout planning and construction if the total cost of the project exceeds \$150,000.
- 6) Establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 7) Construction contracts signed by both the library board and contractors will be prepared on standard American Institute of Architecture (AIA) forms that are submitted to the Illinois State Library prior to the start of construction; also, all subcontractors are to perform work in accordance with the conditions and standards contained in the contracts signed by the board and the Illinois State Library. The Illinois State Library shall have the right to disapprove any such contracts between the library board and contractors if (1) the assurances outlined here in the application form are not incorporated; and/or (2) the conditions and standards specified in the contract between the Illinois State Library and the library board are not incorporated into the contracts between the library board and the contractors.
- 8) Contractors and subcontractors shall submit with each request for payment the weekly payroll forms required by the Davis-Bacon Act (40 U.S.C. 327 et seq.(1982)). (Payroll Form WH-347 or similar information).
- 9) Library system of which applicant is a member has been notified of proposed project; a copy of completed application has been sent to library system director.
- 10) Building is planned for a 20 year population projection, and it will be in use as a public library for not less than 20 years after its construction unless other use is approved by the Illinois State Library.
- 11) Library currently meets the eligibility criteria to qualify for per capita grants provided in Ill, Compiled Stat. 1993, 10/3.1 and submits an application for such grants.

12) The Board will complete and transmit the following reports and records to the Illinois State Library: quarterly narrative and financial reports, notification within 15 days of completion of the project; a closeout report which is a final financial and narrative report within 60 days of the completion of the project; and other reports and documents, such as prevailing wage rates and receipts to verify vouchers, as reasonably may be required by the State:

- a. Financial reports shall show the amount of authorized State and local funds, expenditures, obligated funds, and remaining funds by amount and by percentage of line item remaining as compared to the original budget.
- b. Narrative reports shall state the progress of the project, accomplishments to date, problems encountered, objectives met and unmet, changes implemented, and the percentage of completion of the project to date.
- c. The closeout report shall evaluate the degree to which the grantee achieved the goals and objectives of the project. The closeout report shall include a project audit report which shall be completed by an independent certified public accountant or accounting firm using generally accepted accounting principles. The project audit report shall include financial statements and compliance statements (which indicate that grant monies have been obligated in compliance with applicable laws and regulations of the State of Illinois and these rules).

13) A revised construction budget be prepared, after bids have been accepted, and submitted to the Illinois State Library for approval prior to actual construction.

14) Any agent authorized by the Illinois State Library, upon presentation of credentials, in accordance with the constitutional limitation on administrative searches, shall have full access to and the right to examine any records, books, papers, or documents, of the grantee involving transactions related to the grant.

15) Library construction will start within 90 days (federal grant) and 140 days (state grant) after receiving signed contract approval form from the Illinois State Library but will not commence construction before receiving approval of final working drawings and specifications, submitted prior to requests for bids, also, project will be completed within a reasonable amount of time.

16) A sign will be erected on the construction site stating that library construction funds (Federal or State) administered by the Secretary of State and State Librarian are being used for the construction.

17) A plaque will be erected in the completed building stating that library construction funds (Federal or State) administered by the Secretary of State and State Librarian were used for the building's construction.

18) All project publicity will give credit to assistance given by construction grant funding indicating type of grant and service of the grant.

19) Assurance letter obtained from the Illinois Historic Preservation Agency stating compliance with all of the requirements related to National Register of Historic Places was obtained from:

Illinois Historic Preservation Agency
Old State Capitol
Springfield, Illinois 62701
Telephone (217) 785-3977

20) Final working plans including a layout of furniture and specifications will be prepared, approved by the library board and then submitted to the Illinois State Library together with appropriate record of action taken as required for receipt of a contract.

21) Any additional specifications not covered or included in original specifications will be given Library Board approval and be submitted to the State Library prior to Requests for Bids; e.g. specifications for carpeting, furniture, shelving and/or equipment, and asbestos removal.

22) If needed, applicant will be available for a construction project conference to discuss final plans and specifications prior to final approval by the Illinois State Library.

23) It will have sufficient funds to meet the non-matching share of the project cost.

24) When construction is complete, sufficient funds will be available for effective operation and maintenance of the facilities, in accordance with applicable Federal, State and local requirements.

25) The project will not be advertised or placed on the market for bidding until the final working drawing and specifications have been approved by the Illinois State Library.

26) It will be in compliance with and agrees to comply with all applicable provisions of the Illinois Purchasing Act.

27) Copies of agreement signed by the Library Board and Illinois State Library will be provided to all general or prime contractors by the Library Board.

28) It has obtained an assurance letter from the Illinois State Water Survey Division of the Illinois Department of Energy and Natural Resource stating that the project site is not located in a Special Flood Hazard Area. If the project site is located in a Special Flood Hazard Area, the applicant shall submit an assurance letter from the Division of Water Resources, the Illinois Department of Transportation, stating that the project meets the requirements of Executive Order IV (1979) regarding flood damages. (Contact Illinois State Water Survey, 2204 Griffith Drive; Champaign, IL 61820, 217-333-2304)

29) Assures that it follows specific procedures in regard to submission and approval of work change orders according to the contractual agreement with the Illinois State Library. Any changes in the Plans and Specifications will be submitted to the Illinois State Library. Changes will be approved if they do not have an adverse impact on library services.

30) A photocopy of the building permit will be filed with the Illinois State Library prior to commencement of construction.

31) Submit reports or publicity materials suitable for publication in Illinois Libraries, or comparable publication suitable for distribution to other libraries and educational institutions.

32) A revised budget will be prepared after bids have been accepted and will be submitted to the Illinois State Library for approval prior to actual construction. Such approval will be based on the exercise of professional judgement to insure that the provision of library services will not be harmed by the changes reflected in the revised budget. Such approval will also be based on the reduction in the contingency line item from five percent (5%) in the original budget to two percent (2%) of total project cost in the revised budget. Grant monies awarded are based on the amount specified in the original budget; grant awards will not be increased because of subsequent increases in revised budgets.

33) The Library Board shall establish and maintain such records and accounts as will permit accurate and expeditious audits at any time, before, during, and after completion of construction; such records shall be retained for not less than the time provided for by the Local Records Act, Ill. Compiled Stat. 1993, Act 205.

34) The Library Board permits intersystem reciprocal borrowing

35) Certifies it does not, nor does any of its principals pay dues or fees on behalf of its employees agents or reimburse or otherwise subsidize them for payment of dues or fees to any club or organization which unlawfully discriminates.

36) Certifies it is currently in compliance with Drug-Free Workplace Act of 1988 (P.L. 100-690), and that it shall continue to make a good faith effort to maintain a drug-free workplace.

37) Certifies none of its employees or agents is in default of an educational loan as provided in Public Act 85-827.

38) Certifies bidders are not barred from bidding on this contact as a result of a violation of the Criminal Code 1961 published in the Ill. Compiled Stat. 1993, Act 5.

39) Assurance of compliance regarding handicapped discrimination which warrants that no otherwise qualified individual with handicaps shall, solely by reason of her/his handicap, be excluded from participation in, be denied benefits of or be subject to discrimination under any program or activity receiving Federal assistance as set forth in the Rehabilitation Act Amendments of 1988 (Public Law 99-506, 100 Stat. 1800, Section 504).

B. Architect

40) The design and construction of the project shall be in compliance with the following laws, rules and regulations in addition to those enumerated under (A) above for the Library Board:

a) Standards for accessibility and use by the physically handicapped as outlined in the "Accessibility Standards, Illustrated" as revised, (or the Illinois State Accessibility Code) Capital Development Board, under State law.

b) Facility will be in compliance with the Environmental Barriers Act and architect/or/engineer certification of compliance statement with the agency issuing the building permit; and a copy of same sent to the Illinois State Library. Where no building permits are issued architect's/engineer's statement is to be filed with the county clerk. This applies to all construction or alteration costing \$50,000 or more.

c) Facility will be designed and built observing the National Fire Protection Association (NFPA) Code as well as State and local codes with regard to fire and safety. Site plan shows all existing fire hydrants. The National Fire Protection Association Code No. 24 requires that fire hydrants must be provided to cover 500 feet of exterior perimeter of building, /or/ a certification must be submitted that existing fire hydrants are adequate with available fire fighting equipment; certification must come from local fire department.

41) That the facility will result in a library building that is functional, attractive, conducive to improved library services, energy efficient meeting national energy standards, economical, and not elaborate in design or extravagant in the use of materials compared with similar type facilities in the State or geographic area, and will comply with Standard 90-75 of the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) in design and refrigeration.

42) All specifications and Advertisements for Bids shall include the following provisions:

a) All contractors and subcontractor employed in library building construction shall comply with all applicable provisions of the Illinois Human Rights Act and all Federal and State laws which prohibit discrimination because of race, color, religion, sex, marital status, national origin, ancestry, age, and physical or mental handicap and all rules and regulations, promulgated and adopted pursuant thereto.

b) Actual construction work will be performed by the lump sum (fixed price method); adequate methods of obtaining competitive bidding will be employed prior to awarding the construction contract, either by public advertising or circularizing three or more bidders, and the award of the contract will be made to the responsible bidder submitting the lowest acceptable bid. (See 28A-3 above)

c) Contractors and subcontractors shall comply with the provisions of the Copeland "Anti-Kick Back Act" (40 U.S.C. 279c) as supplemented in U.S. Department of Labor regulations (29 CFR, Part 3). (Applies to contracts of \$2,000.00 or more.)

43) Prior to actual construction

- a) Final working drawings, specifications, and advertisements for bids, will be prepared and submitted to Library Board; later to State Library for approval.
- b) Building permit will be obtained, posted in a prominent place; photocopy sent to State Library (if none required, letter to that effect is to be sent). Copy of architect's certification to permit issuing agency as to building accessibility will be enclosed.
- c) All construction contracts (including general contractor and prime contractors) will be reviewed for specific completion dates; e.g., Aug. 11, 1992; NOT 180 calendar days.
- d) Photocopies of all prime and general contractor construction contracts will be sent to the State Library for approval as they are signed prior to each contractor's work start.
- e) All change orders affecting library layout requires library building consultant concurrence.
- f) Sign posted on construction site which will give credit to assistance given by state funding.
- g) Following acceptance of bids, construction project budget will be revised; contingency line allowance will be reduced from 5% to 2% and other line items adjusted as needed. Budget will be sent to State Library for approval.
- h) Environmental Impact Statement outlining what effect the project will have on the area will be prepared and submitted to the Illinois State Library.

44) When construction starts:

- a) Competent and adequate architectural engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms with the approved plans and specifications.
- b) Payrolls will be checked against listed prevailing wage rates for the area; employee wage interviews will be conducted and record maintained as to which were checked.
- c) Certification is given from the board and architect must provide certification upon completing total project fund expenditures of 30%, 60%, 90% and 100%. Within (15) fifteen days following the completion, of construction notification of acceptance and final certification by the Library Board must be received at the Illinois State Library.
- d) Photographs will be provided to the State Library showing various stages of construction; including interior and exterior views of completed building.

ADDITIONAL ASSURANCES (STATE PROJECTS)

A. Library Board

- 45) The Applicant assures and certifies that it will comply with the regulations, policies, guidelines, and requirements, as they relate to the application, acceptance and use of State funds for this State-assisted project.
- 46) Applicant understands that construction funds are subject to the Illinois Grant Funds Recovery Act (P.A. 83-640). Any interest money earned must be used for project expenditures.
- 47) Maintain all payrolls, checks, bills, work change orders and financial records for monitoring and auditing purposes.
- 48) All work change orders of \$10,000 or changing public areas of the library must have prior approval from the Illinois State Library.
- 49) Projects receiving over \$200,000 must use one-half of one percent of the grant award for the purchase and placement of suitable works of art. The purchase of the artwork will be done in conjunction with the Capital Development Board (Ill. Compiled Stat. 1993, 20-3105/14.)

B. Architect

50) An assurance that laborers and mechanics employed by the contractor and their respective subcontractors on all construction projects assisted by the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Illinois Department of Labor in accordance with "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by any one under contract for public works" (Ill. Compiled Stat. 1993, Act 130).

ADDITIONAL ASSURANCES (FEDERAL PROJECTS)

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including Executive Order 12372, OMB Circular A-102, and FMC 74-7 as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies the following:

A. Library Board

51) It will comply with Title VI of the Civil Rights Act of the 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, handicap, sex, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. It will comply with regulations thereto as outlined in 34 CFR 76.500; also it will comply with the Illinois Human Rights Act.

52) It will comply with Title VI of the Civil Rights Act of the 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

53) It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

54) It will comply with the provisions of the Hatch Act which limit the political activity of employees.

55) It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

56) It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements, particularly:

Statutes - P.L.84-597, as amended (LSCA)

Regulations - 34 CFR, Part 770; 34 CFR, Part 76; 34

CFR, Part 74 (especially note Subpart

"P"; 34 CFR 75.600-616.

57) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

58) It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

59) It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties. Assurance letter will be obtained from the Illinois Historic Preservation Agency.

60) Applicant will comply with all requirements of the Library Services and Construction Act, as amended, and the regulations governing the Act, and the Illinois State Plan approved under the Act, and that all Federal funds received for the project will be expended solely for the purpose for which granted, and any such funds not so expended, including funds lost or diverted to other purposes, shall be paid to the Illinois Secretary of State for repayment to the U.S. Department of Education.

61) Applicant understands that any construction grant funds cannot earn interest and are subject to the Illinois Grant Funds Recovery Act (P.A. 83-640). In the event that interest is accrued, interest money must be repaid to the U.S. Treasury through the Illinois State Library.

62) Assurance of Compliance with Title VI of the Civil Right Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

B. Architect assures that in projects granted federal funds:

63) The design and construction of the project shall be in compliance with the following laws, rules and regulations in addition to those enumerated above for the Library Board:

- a) Standards for accessibility and use by the physically handicapped as outlined in 34 CFR 75.610 under Federal law; also as outlined in the Accessibility Standards, Illustrated, as revised, Capital Development Board, (or the Illinois State Accessibility Code implementing the Environmental Barriers Act — Public Act 84-948).
- b) Occupational-Safety and Health Act of 1970 standards.
- c) Policies and procedures relating to the National Environmental Policies Act (P.L. 91-190).
- d) Titles I and II of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons as a result of Federal and Federally Assisted programs.
- e) Executive Orders:
 - i) Executive Order 11988, and as required in 34 CFR 75.611, relating to evaluation of flood hazards, and
 - ii) Executive Order 11238, relating to the prevention, control and abatement of water pollution and
 - iii) Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, as supplanted in U.S. Department of Labor regulations, 41 CFR, Part 60. (Affects contracts over

iv) Executive Order 12549, Debarment and Suspension, 34 CFR, Section 85.519, which is certification that neither the subgrantee nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

64) All specifications and Advertisements for Bids shall include the following provisions:

a) In contracts in excess of \$2,000

(1) A provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as required by 34 CFR 74.166(g); and

(2) The Copeland "Anti-Kickback Act" (40 U.S.C. 276c) as required by 34 CFR 74.166f.

b) In contracts in excess of \$10,000

A provision requiring compliance with Executive Order #11246 entitled "Equal Employment Opportunity",

as amended by Executive Order #11375 and as supplemented in the Department of Labor regulations

(41 CFR, Part 60).

c) In contracts in excess of \$100,000

Provision of compliance with the Clear Air Act, as amended (42 U.S.C. 1857 et seq.); the Federal Air Pollution Control Act, as amended (33 U.S.C. 1251 et seq.); and EPA Regulations (40 CFR, Part 15).

d) All laborers and mechanics employed by the general contractor, prime contractors, or subcontractors on all construction projects assisted by the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the U.S. Department of Labor in accordance with the Davis-Bacon Act, 40 U.S.C 276, as amended, and supplemented by the agency's regulations (29 CFR, Part 3). Please note that in some cases, where there is more than one contract for a construction project, these requirements apply also to subcontracts, as the term "contracts" in applicable regulations also includes all signed subcontracts (34 CFR 74.166(a)).

65) Parking lot expenditures are subject to Federal regulations and budgets do not include cost of paving.

66) Work change orders of over \$1,000 shall have prior approval from the Illinois State Library. Copies of all change orders shall be submitted to the Illinois State Library.



Signature of Authorized Certifying Official

Title

Eldon Burk, President

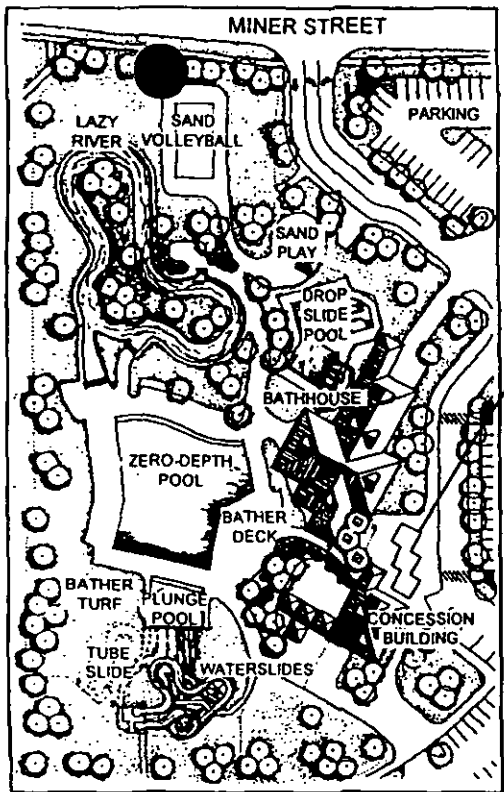
President

Des Plaines Public Library

October 9, 1998

Applicant Organization

Date Submitted



"BUY A BRICK" PLAZA LOCATION

In 1935, Rand Park became the first major park site to be purchased by the Des Plaines Park District. The original fieldhouse and swimming pool were developed as a W.P.A. Project and opened to the public in 1940. Since this time, Rand Park has provided for the recreational and cultural needs of thousands of families and individuals by offering a variety of recreational facilities.

The pool and waterslide have been an outlet of summer fun for people of all ages, while numerous teams have enjoyed the evening softball games at Rand. Dances, classes and special events were a major focus in the fieldhouse providing a wide variety of recreational opportunities.

After 55 years of service, these facilities are undergoing major redevelopment, allowing Rand Park to continue to serve our community. The NEW Rand Park is scheduled to open to the public in the summer of 1996.

Preserve the memory and at the same time be a part of the future by participating in the "BUY A BRICK" Program. These paver bricks will become the focal point of the plaza entry into the aquatics center, and will provide community members an exciting opportunity to be a part of this development. All proceeds from the "BUY A BRICK" Program will be used to further beautify and enhance the redevelopment of this park's landscaping.

Pavers make a unique and personalized gift for yourself, your family, or your business. It's an ideal gift for birthdays, graduations, anniversaries, or any special occasion.

BRICK PRICES

\$50.00 for a 4" x 8" Brick

\$100.00 for an 8" x 8" Brick

\$175.00 for an 8" x 8" Brick with a logo or graphic*

*NOTE: PLEASE INCLUDE CAMERA READY ARTWORK WITH YOUR ORDER.

SPECIAL NOTE

Upon ordering, you will receive a confirmation note for your donation. The bricks will be installed in the Spring of 1996.

The Des Plaines Park District cannot guarantee requested paver locations, or installation time, and reserves the right to edit text if necessary.



"BUY A BRICK" Order Form 9870

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____



- I would like to order the follow brick(s):
- _____ 4" x 8" Brick(s)
 - _____ 8" x 8" Brick(s)
 - _____ 8" x 8" Brick(s) with a logo or graphic

Please print clearly, with one letter per box, with spaces and punctuation marks counting as one letter. Maximum 13 letters per line.

4" x 8" Brick

8" x 8" Brick

Make checks payable to: Des Plaines Park District or complete the Bank Charge Information below:

_____ Visa  _____ Mastercard 

Card No. _____

Exp. Date _____ Amount \$ _____

Signature _____

Send payment and form to: Des Plaines Park District, "BUY A BRICK" Program, 2222 Birch Street, Des Plaines, IL 60018

Any questions or more information, contact Sue Pawlowski at (708) 391-5700. Contributions are tax deductible to the extent allowed by law.

28TH DISTRICT OFFICE:
800 E. NORTHWEST HIGHWAY, SUITE 102
MOUNT PROSPECT, ILLINOIS 60056
(847) 670-0280
FAX: (847) 670-0291

SPRINGFIELD OFFICE:
M113 STATE CAPITOL
SPRINGFIELD, ILLINOIS 62706
(217) 782-3875
FAX: (217) 782-0650

ILLINOIS STATE SENATE



COMMITTEES:
CHAIRMAN:
LOCAL GOVERNMENT
& ELECTIONS
MEMBER:
EDUCATION
FINANCIAL INSTITUTIONS
SENATE COMMITTEE
ON EDUCATION REFORM

MARTY BUTLER
STATE SENATOR · 28TH DISTRICT

October 15, 1998

Ms. Bridget L. Lamont
Director, Illinois State Library
300 S. Second Avenue, Floor 5
Springfield, IL 62701-1796

Dear Director Lamont,

I would like to highly recommend the Des Plaines Public Library for a State Library "Live and Learn" Construction Grant.

The excellent plans for the new library will make it a centerpiece for the downtown redevelopment and bring the library's slogan, "Communities Build Libraries Because Libraries Build Communities" to life.

For years, the limited space in Des Plaines Public Library has underserved its population of 53,000. The proposed new library will be twice as large, have space for 70% more books, three times as many public computers, and seating for three times the present number. It will include more meeting spaces, small group study rooms, a special children's storytime room and a young adult area. Its design will increase efficiency and provide more parking for patrons.

On behalf of my constituents in the City of Des Plaines, I ask that you approve their grant so that a great library may be built in the northwest suburbs.

Sincerely,

A handwritten signature in cursive script that reads "Marty Butler".
Marty Butler



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN
SECRETARY OF STATE

ILLINOIS STATE LIBRARY

September 11, 1998

Mr. Eldon Burk, President
Library Board of Trustees
DesPlaines Public Library
841 Graceland Avenue
DesPlaines, Illinois 60016-6472

Dear Mr. Burk,

I'm writing in response to your letter concerning the timeframe for the upcoming round of the Secretary of State Library Construction Grant Program. Information on the next round was released to the library community in August and the deadline for completed applications is October 16, 1998. The applications will be reviewed by our staff and a outside review panel comprised of librarians, building consultants and architects. Recommendations will be given to the Illinois State Library Advisory Committee for action at its December meeting and those recommendations will be reviewed for final decision by Secretary Ryan in December.

This timetable should ensure an announcement will be made about the grants in December, thereby meeting your anticipated groundbreaking date in January 1999. Should the DesPlaines library application be approved, certainly we are willing to expedite the contract signing to meet your anticipated schedule.

If you have any additional questions about the grant process, please don't hesitate to call me at 217-782-2994.

Sincerely,

A handwritten signature in black ink, appearing to read "Bridget L. Lamont".

Bridget L. Lamont, Director
Illinois State Library

BLL:sg



0289
Following is a proposed Exhibits Policy for the Des Plaines Public Library:

Criteria for Exhibits

Exhibits by individuals and organizations shall meet the following criteria as determined by the Public Information staff:

1. Exhibits shall relate to the mission of the library.

The mission of the Des Plaines Public Library is to provide free and open access to information in a welcoming environment and to promote literacy, lifelong learning, and the love of reading for all residents of Des Plaines.

2. Exhibits shall promote the collections, services, and programs of the library.
3. Exhibits shall be aesthetically pleasing.
4. Exhibits shall display materials relevant to the theme of the exhibit.
5. Exhibits may not promote individual business or commercial ventures.

Procedures

1. An application form should be obtained from the Registration Desk or the Public Information Office. The form should be submitted at least three months in advance of the proposed date of the exhibit. The exhibit schedule may be altered by the library to accommodate exhibits relating to special library events or activities.
2. The application form should be returned to the Registration Desk or Public Information Office.
3. The Public Information staff and the administrative staff will review exhibit applications based on the above criteria.
4. Potential exhibitors may be asked to provide samples or photographs of materials to be included in the display.
5. Potential exhibitors will be informed in writing whether or not their proposed exhibits have been scheduled.
6. It is the responsibility of the exhibitor to install and dismantle the display, under library staff supervision. Exhibitors will be responsible for any damage to the exhibit cases caused during installation or dismantling of their displays.
7. The library is not responsible for damage to or loss of any items displayed by an exhibitor. Exhibitors will sign a form acknowledging their own responsibility for their materials while on display at the library.
8. All items owned by the library and borrowed for display purposes must be charged out to Exhibit according to established procedures.

0299
Letters:

Letter of acceptance:

Dear _____:

Thank you for your interest in the Des Plaines Public Library. We are pleased to accept your proposal for an exhibit of _____.

Your exhibit has been scheduled (dates) in the (display case location).

Someone from the Public Information Office will contact you shortly before the opening date of your exhibit to arrange for installation. Please bring the signed waiver of responsibility form with you when you bring your materials to the library.

If you have any questions, please contact the Public Information Office at 847/827-5551.

Thank you again for your interest in the library.

Sincerely,

Letter of refusal:

Dear _____:

Thank you for your interest in the Des Plaines Public Library. At the present time, we are not able to accommodate your request for a display. We will contact you if there is a suitable opening in the future.

Again, thank you for your interest in the library.

Sincerely,

Waiver of Responsibility

I understand that the Des Plaines Public Library will try to protect the materials in my exhibit, but shall assume no responsibility for loss or damage.

I will not hold the library responsible for theft, damage, fire, water or any other kind of harm or loss. I will assume responsibility for any damage to the display case caused by me during installation or dismantling of my exhibit.

Signature

Organization

Date

Dates of exhibit

Location of exhibit in library

0292

Exhibit Proposal

Name: _____

Organization: _____

Address: _____

Phone: _____

Proposed month for exhibit: 1st choice: _____ 2nd choice: _____ 3rd choice: _____
(The exhibit schedule may be altered by the library to accommodate exhibits relating to special library events.)

Proposed title/theme of exhibit: _____

Describe the purpose and how it relates to the mission of the library (see Criteria for Exhibits): _____

Describe the contents of the exhibit (give specific examples of the kinds of items that will be included): _____

List kinds of books from the library's collection that could be included in your exhibit: _____

- Exhibit case requested:
- Adult Case (main floor) 60"h x 46"w x 15 d
 - Children's Case (lower level) 60"h x 46"w x 15 d
 - Bulletin Board (entry way, 1st floor) 45"h x 86"w

Signature: _____ Date: _____

Return form to: Gail Bradley, Exhibits Coordinator

Des Plaines Public Library

841 Graceland Ave., Des Plaines, IL 60016
847/827-5551

This area is for use by the Exhibits Coordinator.

Decision or Recommendation of the Exhibits Coordinator:

Garth Ponder

**APPLICATION FOR PARTICIPATION IN
NORTH SUBURBAN LIBRARY SYSTEM TELEPHONE CONSORTIUM**

The Board of Trustees of the Des Plaines Public Library, Des Plaines,
IL, Cook County, Illinois (the "Applicant") hereby applies for membership in the
North Suburban Library System Telephone Consortium. If its membership application is accepted,
the Applicant agrees to participate in the Consortium for a minimum of thirty-six (36) consecutive
months after the Effective Date as set forth in the Intergovernmental Agreement Providing For
Ameritech Discounts And Authorizing Membership In North Suburban Library System Telephone
Consortium (the "Agreement"). The Applicant further agrees to abide by the terms and conditions
of the Agreement and specifically agrees to maintain during said 36-month period telephone traffic
with Ameritech which is at least 80% of the Applicant's telephone traffic as measured by Ameritech
from March, 1997 through April, 1998 (hereinafter referred to as the "1-year traffic amount"). In
the event that the Applicant's telephone traffic during said 36-month period is less than 80% of the
1-year traffic amount, the Applicant agrees to pay to the Consortium upon demand an amount equal
to the product obtained by multiplying the difference between (i) the discounted rates provided for
in this Agreement and (ii) the non-discounted Ameritech rates for such telephone service, by
telephone traffic equal to 80% of the Applicant's 1-year traffic amount. The Applicant acknowledges
that the Agreement and this Application constitute the full, final and exclusive statement of the
understanding between the parties, and no other agreement, representation or warranty is binding
unless expressly stated herein.

The following Items must be answered:



The Applicant currently has telephone service from Ameritech.
Date of Contract, if any: _____



The Applicant currently has a telephone service contract with another provider of
telephone service: _____ Date of contract: _____
(Insert name of provider)



The Applicant desires to leave the above-mentioned telephone service provider and
to obtain telephone service from Ameritech Direct. The Applicant will supply a
Customer Service and Equipment Itemization from the current telephone service
provider.

BOARD OF Trustees Des Plaines Public Library**

By: _____
Its President Eldon Burk

ATTEST:

Its Secretary Carol Kidd

Date: _____

** The Board of Trustees will take action at the October 20, 1998 board meeting.

Sarah Rohrer

**APPLICATION FOR PARTICIPATION IN
NORTH SUBURBAN LIBRARY SYSTEM TELEPHONE CONSORTIUM**

The Board of Trustees of the Des Plaines Public Library, Des Plaines,
IL, Cook County, Illinois (the "Applicant") hereby applies for membership in the
North Suburban Library System Telephone Consortium. If its membership application is accepted,
the Applicant agrees to participate in the Consortium for a minimum of thirty-six (36) consecutive
months after the Effective Date as set forth in the Intergovernmental Agreement Providing For
Ameritech Discounts And Authorizing Membership In North Suburban Library System Telephone
Consortium (the "Agreement"). The Applicant further agrees to abide by the terms and conditions
of the Agreement and specifically agrees to maintain during said 36-month period telephone traffic
with Ameritech which is at least 80% of the Applicant's telephone traffic as measured by Ameritech
from March, 1997 through April, 1998 (hereinafter referred to as the "1-year traffic amount"). In
the event that the Applicant's telephone traffic during said 36-month period is less than 80% of the
1-year traffic amount, the Applicant agrees to pay to the Consortium upon demand an amount equal
to the product obtained by multiplying the difference between (i) the discounted rates provided for
in this Agreement and (ii) the non-discounted Ameritech rates for such telephone service, by
telephone traffic equal to 80% of the Applicant's 1-year traffic amount. The Applicant acknowledges
that the Agreement and this Application constitute the full, final and exclusive statement of the
understanding between the parties, and no other agreement, representation or warranty is binding
unless expressly stated herein.

The following Items must be answered:



The Applicant currently has telephone service from Ameritech.
Date of Contract, if any: _____



The Applicant currently has a telephone service contract with another provider of
telephone service: _____ . Date of contract: _____
(Insert name of provider)



The Applicant desires to leave the above-mentioned telephone service provider and
to obtain telephone service from Ameritech Direct. The Applicant will supply a
Customer Service and Equipment Itemization from the current telephone service
provider.

BOARD OF ~~Trustees Des Plaines Public Library~~**

By: Eldon Burk
Its President Eldon Burk

ATTEST:

Carol Kidd
Its Secretary Carol Kidd

Date: 10-27-98

** The Board of Trustees will take action at the October 20, 1998 board meeting.

0297

10/19/98

Ameritech analyzed each library's usage over a one year period and put together figures for an average month for each individual library. Des Plaines PL's figures are presented below.

BTN

DesPlains Libr

Band	Total Minutes	List CHARGES
A	1,054	\$23.00
B	193	\$7.52
C	130	\$13.59
	1,377	\$44.11

Band	Minutes	Volume Disc	Net Charges	Price Per Minute
A	1,054	\$0.00	\$23.00	\$0.0218
B	193	\$0.00	\$7.52	\$0.0390
C	130	\$0.00	\$13.59	\$0.1045
			\$44.11	\$0.0320

Ameritech Proprietary

A no charge 23.00
 B 193 hours @ .029 = 5.60
 C 130 hours @ .029 = 3.77
B 32.37



Current rates for A, B + C Bands

(discount only affects B + C)

16.27 per hour @ 13 = 211.51

less 10.58
200.93

44.11
 - 32.37
11.74
 10.58

\$ 22.32 / month savings

**North Suburban Library System
Members Participating in the NSLS Telephone Consortium
as of 10/19/98**

1. Algonquin Area Public Library District
2. Antioch Public Library District
3. Arlington Heights Memorial Library
4. Barrington Public Library District
5. Cary Area Public Library District
6. Elk Grove Village Public Library
7. Fox Lake Public Library District
8. Fremont Public Library District
9. Gail Borden Public Library District
10. Glencoe Public Library
11. Glenview Public Library
12. Grayslake Area Public Library District
13. Gurnee School District #56
14. Highwood Public Library
15. Indian Trails Public Library District
16. Knowledge Systems Institute (academic institution)
17. Lake Forest Community High School District #115
18. Lincolnwood Public Library District
19. McHenry Public Library District
20. Niles Public Library District
21. North Suburban Library System
22. Northbrook Public Library
23. Prospect Heights Public Library District
24. Rolling Meadows Library
25. Round Lake Area Public Library District
26. Warren-Newport Public Library District
27. Wauconda Area Public Library District
28. Waukegan Public Library
29. Wilmette Public Library District
30. Zion-Benton Public Library District

0298



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

FAX TRANSMISSION

To: Carol Kidd

At: Des Plaines PL

FAX # _____

From: Sarah Rohrer

Date/Time: _____

Sarah Ann Long
System Director

This FAX transmission consists of 3 pages, including this transmittal sheet.

If this transmission is incomplete or has been sent to the wrong location, please contact _____ at (847) 459-1300 ext. _____.

The discount will be \$0.029 per minute for B and C bands (over eight miles but still within local range), plus an additional 5% off access charges (monthly service charges/ "line" charges). The attached sheet represents an average month of usage for Des Plaines PL as analyzed by Ameritech.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

8/95

0299

discuss

Update : Strategic Plan – October 20, 1998

Goal 1 - A Collection Responsive to the Community This goal is, like most of the others ongoing.

- 1.1. We have worked to establish contacts with Districts 62 and 59, as well as with Maine West. In the Children's Department, each librarian is assigned a specific school for her to contact regularly and for her to be the library contact. An Adult Services Librarian has been assigned as our high school contact.
- 1.2. We review our journals each fall and add or subtract those we think are valuable for review. We have also begun to use the Web as a selection tool.
- 1.3. We need to establish a means to gather information on informal patron comments and suggestions.
- 1.4. Completed. To be reviewed in 1999.
- 1.5. Procedures are in place to ensure collection assessment.
- 1.6. We have been working with community organizations, but have not written a formal plan.
- 1.7. There is some question about the necessity of this goal as we are no longer so dependent on local sources of information.

Goal 2 - A staff professionally competent in collection development and collection management

2.1 and 2.2 Guidelines and standards have been written and will be reviewed in 1999.

Goal 3 - Reference and advisory services supporting the information needs of the collection

3.1 to 3.4 These goals have been accomplished, but need to be reviewed in 1999.

3.5 Due date: November 15, 1999.

Goal 4 - An outreach program for residents who are physically unable to come to the library and for residents who are unacquainted with the library's services

These goals have been completed.

Goal 5 - Stimulating and educational programs and services that support the mission of the library

5.1 and 5.2 These goals were completed in 1997.

5.3 Contracted services such as those found in bookstores. Is this feasible for our new library?

Goal 6 - Library employees skilled in interpersonal relationships

6.1 and 6.2 Completed

6.3 Due date for an employee orientation plan is Dec. 1998. Each department has completed one.

6.4 In-house surveys Completed

6.5 In process for each department. Will be completed by summer 1999.

Goal 7 - Public perception of the library as an essential community service

7.1 Completed for 1998.

7.2 Departmental plans for outreach completed. (This goal on increased commitment is vague).

Goal 8 - An effective and mutually supportive relationship between the library and the Friends of the library

Completed

00300
Goal 9 - **Opportunities for volunteer involvement in the operation of the library**
9.1 and 9.2 Completed, but an ongoing effort.

Goal 10 - **A cooperative and mutually respectful relationship between the Library Board and the its staff and City government.**
These are ongoing objectives.

Goal 11 - **Meeting room facilities available for both the staff and the public**
Completed.

Goal 12 - **Facilities sufficient for the library's requirements for the next 3 -5 years.**
Yes.

Goal 13 - **Adequate funds for major and multi-year expenditures**
?

10301

SAFETY DEPOSIT BOX CONTENTS
October 19, 1998

1. 1974 Building Permit
Certificate of Compliance and Occupancy
2. Safe Instructions and Combination
3. Duncan Trust - 1958
Endowment and Trust Fund Agreement
4. Lot 16 - Beer Property - 1975
807 Graceland Avenue
Warranty Deed 1975
Certificate of Title
5. Lot 16 - Preston Property - 1978
799 Graceland Avenue
Warranty Deed
Certificate of Title
6. Lot 13 - Kein Property: [2 envelopes]
843 Graceland Avenue
Quit Claim Deed 1957
Trustees Deed - 1957
Legal Papers regarding Property Deeds
Insurance and Tax
Correspondence
Options Contract
7. Lot 13 - Crandall Property - 1957
841 Graceland Avenue
Warranty Deed
Memorandum of Insurance
Correspondence
Option Contract
Owners Title Insurance Policy
8. Lot 14 - VanDyke Property - 1957
Quit Claim Deed - 1972
Warranty Deed - 1957
Certificate of Title
Correspondence - 1956, 1957

- 0302
9. Lot 15 - Quit Claim Deeds - 10-26-72 - 221-22597 [819 Graceland], 221-22598 [813 Graceland]
 10. Lot 17 - Deed - 1985
 11. CD - 03/80 - 907706-6
 12. Computer Backup Tapes - 03/28/96, 06/26/97
 13. Mobile Library Certificate of Origin
03/22/96
VIN #1T75N2B23T1142264

0303



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN
SECRETARY OF STATE



September 11, 1998

Mr. Eldon Burk, President
Library Board of Trustees
DesPlaines Public Library
841 Graceland Avenue
DesPlaines, Illinois 60016-6472

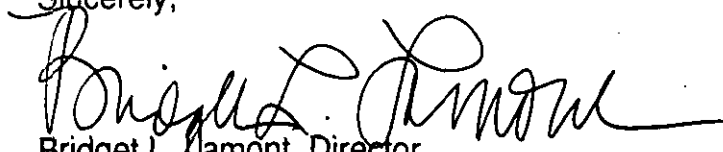
Dear Mr. Burk,

I'm writing in response to your letter concerning the timeframe for the upcoming round of the Secretary of State Library Construction Grant Program. Information on the next round was released to the library community in August and the deadline for completed applications is October 16, 1998. The applications will be reviewed by our staff and a outside review panel comprised of librarians, building consultants and architects. Recommendations will be given to the Illinois State Library Advisory Committee for action at its December meeting and those recommendations will be reviewed for final decision by Secretary Ryan in December.

This timetable should ensure an announcement will be made about the grants in December, thereby meeting your anticipated groundbreaking date in January 1999. Should the DesPlaines library application be approved, certainly we are willing to expedite the contract signing to meet your anticipated schedule.

If you have any additional questions about the grant process, please don't hesitate to call me at 217-782-2994.

Sincerely,


Bridget L. Lamont, Director
Illinois State Library

BLL:sg



NEW LIBRARY SUGGESTIONS FROM WENDY AND FRIEND

September 21, 1998

COMPUTERS:

Keep out of glare of windows
Leave floor space for installation of future terminals and unknown inventions of the future

FURNITURE:

Straight backed chairs at tables and study carols (I personally like the current "padded chairs" ... (WW))
Don't get the study carols that Park Ridge has...there is a space in back where your things can drop through

STUDY ROOMS:

Several study and meeting rooms
Install quiet doors on these
Soundproof these rooms for benefit of patrons in and out of rooms


CONVENIENCES:

A Typewriter/wordprocessing room where patrons can "borrow" equipment in the library area
A couple of book drops that you can drive up to
Hand towels available in washroom...have observed several people either not washing their hands or not using machine on wet hands. I'd like to portray to the public that our restrooms are better than McDonalds!
Install lots of outlets for patron personal computers, etc.

SPACE:

Please do not utilize too much space from lobby areas, etc. We need to show the community that we really did need a bigger library. Don't blow it with frills!

Thank you for considering our thoughts!


Wendy Wallace
924 Margret Street
Des Plaines, IL 60016

More local news on Page 5 and in Neighbor

Patrons say new library is worth wait

BY DIANA WALLACE
Daily Herald Staff Writer

Library service in Schaumburg Township began humbly enough in 1960 when the Fox River Valley Regional Library Association began sending its bookmobile to the area.

Three years later, a public library operated out of a home near the corner of Roselle and Schaumburg roads.

Thirty-five years after that, the Schaumburg Township Library District came full circle geographically, opening its brand new library building Monday near that same intersection, now the home of Schaumburg's Town Square.

Only the location, though, is similar. The \$23-million library — at 160,000 square feet, the second largest in the state — is what one patron called "a grand monument to literacy."

With its vast collection, large audio-visual department, more than 100 computers for public use, numerous meeting rooms and even a coffee shop, it's also a modern interpretation of the historical library that offers much more than books.

"It's gorgeous," said Joyce Sopocy of Schaumburg, who was browsing in New Fiction with her granddaughter. "I've been watching (the construction) as it's progressed, but seeing the inside ... It's just wonderful."

Indeed, wide eyes and gaping mouths were the typical expressions Monday as patrons streamed in to get their first look, just three years after voters agreed to an \$18-

How the new Schaumburg Township Central Library stacks up

A comparison with other large libraries in the Northwest and West suburbs



Library	Square footage	Volumes in collection	Items loaned	Annual visits*	Hours open/week
Schaumburg Township District Central Library	166,000	434,000	2.1 million	945,000	80
Arlington Heights Memorial Library	132,000	413,000	1.4 million	704,000	78
Nichols Library, Naperville	63,000	394,000	1.8 million	1.2 million	72
Palatine Public Library	95,000	258,000	1.4 million	659,000	70
Indian Trails Public Library, Wheeling	44,900	206,000	596,000	302,000	70
Mount Prospect Public Library	48,000	318,000	680,000	733,000	78
Cook Memorial Library, Libertyville	33,000	209,000	1.1 million	452,000	68
Gail Borden Public Library, Elgin	78,000	200,000	684,000	550,000	69.5
Harold Washington Library Center, Chicago	761,000	2 million	N/A	2.5 million	54

* With the exception of the Harold Washington Library Center, these statistics denote entire library district
** Including expansion under construction

Sources: Illinois Secretary of State, Illinois Public Library Statistics, 1996-1997; Harold Washington Library Center information desk

Daily Herald Graphic

the door and the first to check out a book.

"I told my wife, 'You just watch. I'm going to be the first,'" said Shain, a retired airplane operations inspector who checked out a piece of fiction by Robin Cooke. "I studied the map and then turned left to pick up the first book I could get. I would have grabbed The Iliad."

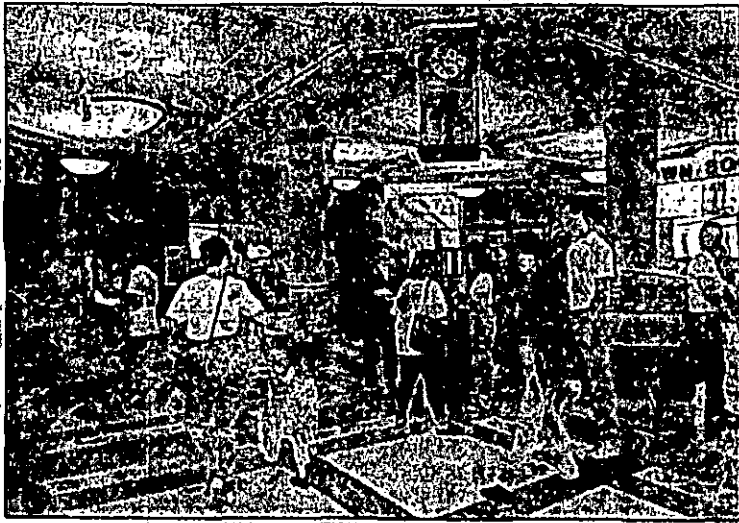
Shain called the library "absolutely beautiful. There was a great deal of thought to layout and services. You've got to give the

minor details of the move from the old library are yet to be completed and some minor computer glitches occurred.

In fact, library Director Mike Madden said he was so "occupied with the things that need to be corrected" that he wasn't at the front door when it opened for the first time and hadn't had much of a chance to relax and enjoy the first day of operation.

Among the final touches still not complete is the electronic counter





Checking it out

Patrons take in the new Schaumburg Township Central Library on its first day of operations. The \$23 million library, the largest in the Chicago suburbs, opened to the public for the first time Monday.

Daily Herald Photo/Bob Chwedyk

SEE STORY ON PAGE 4

0307

MAINE TOWNSHIP HIGH SCHOOL WEST

1755 South Wolf Road • Des Plaines, Illinois 60018-1994 • 847/827-6176 • FAX 847/298-4916



DR. PAUL J. LEATHEM
Principal

October 14, 1998

AUDREY J. HAUGAN
Assistant Principal

JUDITH E. BOVENMYER
Assistant Principal

A. JOHN RAUCH
Student Services

To Our Des Plaines Learning Community Partners,

Sandra,

We think that it is just so exciting to perceive a need in our high school and then to develop a program that not only fills the need but also creates a partnership which enriches every community partner. With your support and collaboration, the **Des Plaines Learning Community (DPLC)** will do just that. We are hoping that you will feel inspired to join our circle of partners in this unique learning adventure.

According to current educational thought, a learning community is a "web of individuals and organizations who are interconnected in a lifelong quest to understand and meet constantly changing information needs". Maine West High School needs a program for students to learn broadcasting skills; the school library and other departments such as fine arts and athletics have a need for video documentation of instruction and events; the public library has a need of documentation which can readily be accessed by Des Plaines residents; and all community institutions are invited to consider similar communication needs. Partners who have voiced their support include Oakton Community College, the Des Plaines Community Cable Commission, Des Plaines Public Library, District 62, and TCI.

The Illinois State Library, through the Library Services and Technology Act, has \$5,000,000 available in 1999 grants. The **Des Plaines Learning Community** program clearly fits the criteria of 'developing cutting edge library service' and the goal of the library (both school and public) 'continuing to be a vital part of the community'. At this time we estimate that our grant proposal will require \$140,000 in funds. The potential contract start date is March 1, 1999.

We are very interested in your considering partnership in this innovative educational adventure. Picture Maine West students producing a cable program (with expert advice from community cable producers) about public library events which is aired on a TCI channel from feed from Maine West via the Oakton Community College Department of TV and Production Services. Think creatively about how you could fit into a similar scenario. Better yet, think of another community partner that you can convince to join you in this vision. By partnering together we extend the impact we each have individually. By partnering together we will create a unique learning community which could be replicated elsewhere in Illinois.

0308

At this time we would like to ask you for two contributions, both of which require no money, little time, some thought, lots of vision and a leaning toward community sharing. First, we ask for a letter of support on letterhead that we may include in our grant proposal to the state. Please address the letter to Ms. Merrilee Andersen Kwielford, DPLC Co-Director. Please include the name of a contact person, title, organization name and address, confirmation of your support of the **Des Plaines Learning Community** program as described above, and your vision of your partnership in the program. Second, we urge you to share your input with us. Please contact Merrilee at merrileek@avenew.com or Gail at gbush@kiwi.dep.anl.gov or call, fax, or write any of us at the above numbers and/or address.

Do not hesitate to contact us for any reason, to ask us any question, to voice any concern. Please submit your letter of support by November 13, 1998. We believe in our hearts that Maine West students and the Des Plaines community will benefit by your spirit of generosity, collaboration, and a shared vision.

Sincerely,

Gail Bush
Gail Bush
Curriculum Librarian
DPLC Grantwriter

Merrilee Andersen Kwielford
Merrilee Andersen Kwielford
Technology Librarian
DPLC Co-Director

Brent Shapfen
Brent Shapfen
Fine Arts Faculty
DPLC Co-Director

S. -
Merrilee went to a
DP Cable Commission meeting
last night. They were all gung-ho.
We have great support.
We are excited by
this project.
Yours truly
- Gail.

COPY OF COVER SHEET FOR LIBRARY BUDGET DOCUMENTS
SENT TO CITY COUNCIL.

The Library Board of Trustees adopted the following 1999 budget for library operations at the September 8, 1998 board meeting. In order to accomplish the goals of the library in 1999, the budget will require an increase of \$272,087.00 (10%) in property tax for the library.

Those goals are:

- Increased staffing in the children's department (\$78,984) to meet the current demands and prepare for the increased demands anticipated in the new facility. Over the past two years the children's department has cooperated with local school districts and developed new approaches to provide special and ongoing programs that have attracted more children to the library. For example, one baby booktime session has grown into three weekly sessions and our new evening storytimes for families have regularly attracted over 65, peaking one evening at 150. We are working very hard to attract and keep teenagers involved in our programs as well. The increase in staffing will allow that momentum to continue.
- Increased book budget to help begin the improvements in our collection that were delayed because of our limited space and uncertain future. Now that we have an expanded facility in the planning, we can begin to build the collection as well. An increase of \$90,000 (29%) in the book budget will allow us to purchase approximately 4500 new volumes. The books will be purchased throughout the year, when we will be able to make do with less than ideal conditions for a short time. It may be helpful to understand the board's early start on this project to realize that at this rate of increase, it will take the library 16 years to reach the desired volume of 245,000 books.
- Computer equipment upgrades (\$97,000.00) which are necessitated by the new requirements of the catalog consortium to which we belong as well as the ongoing replacement schedule to keep up with technological changes. All computer equipment will be transferred to the new facility.

The budget increases over the past several years have resulted in remarkable improvements and added services to the public. The library is now open seven days a week, all year; our computer catalog and reference resources are available 24 hours a day; our services are delivered to neighborhoods in a beautiful new bookmobile; we have made several necessary improvements to the building; we have created a local area network of information resources and we have increased our circulation of materials by a healthy percent each year. These improvements have also brought increased efficiency so that we can be justly proud that the cost to circulate one item in 1997 was \$1.80 *less* than in 1991.

*Letter of Agreement
between
Maine Township High School District 207
and
Des Plaines Public Library*

Be it known that the Maine Township High Schools and the Des Plaines Public Library have entered into an agreement to provide vocational training in library services to three (3) students with special needs.

The training program will commence on or about January 18th, 1999 and will end on or about September 18th, 1999. The scope of the training will include social skills training (through role playing), and vocational skills training (which will include paging, meeting room set-up, and clerking). Vocational skill training will entail both job shadowing and job coaching.

Through this agreement the Des Plaines Public Library agrees to pay three students a training wage*, as determined by the Department of Labor, for up to fifteen hours per week (excluding school holidays).

Additionally, the Maine Township High Schools agree to reimburse the Des Plaines Public Library for job coaching at the rate of \$11.00 per hour for up to fifteen hours per week (excluding school holidays).

Program and student goals will be mutually established and agreed upon by the library staff, the District 207 SEP coordinator, and the Office of Rehabilitation Services counselor. Student performance evaluations will be mutually completed at eight week intervals.

Either party may terminate this agreement with sixty days written notice.

Gary Lieder, Director of Special Education
Maine Township High Schools

Date

Sandra K. Norlin

Sandra Norlin, Administrator
Des Plaines Public Library

11.3.98

Date

* The current training wage is \$3.87 per hour.



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, NOVEMBER 17, 1998

7:30 PM

Agenda:

- 1999 Salary Schedule
- 1999 Budget

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.

NOVEMBER



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

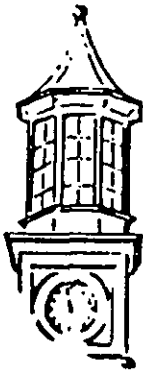
BOARD OF TRUSTEES

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

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, October 20, 1998 and Minutes of the Special Meeting, October 14, 1998. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Brookman.
- 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)
 - F. Review of 1999 Budget (Action Item)
- VII. Building and Grounds Committee – Betty Ritter. (8:30 PM)
- VIII. Management Committee – Ellen Yearwood. (9:00 PM)

- IX. Planning Committee – John Burke.
- X. System Membership – John Ciborowski.
- XI. Friends of the Library – Inara Brubaker.
- XII. Administrator's Report – Sandra Norlin.
- XIII. New Business. (9:30 PM)
 - A. 1999 Salary Schedule. (Action Item)
- XIV. Unfinished Business. (9:45 PM)
 - A. Status of Board Member Biographies.
 - B. Buy-A-Brick Program.
 - C. Ameritech Discount Program.
- XV. Announcements.
 - A. Correspondence.
 - B. December Board Dinner.
 - C. Holiday Staff Party.
- XVI. Executive Session. (10:00 PM)
 - A. Sale or Purchase of Real Property.
 - B. Pending or Probable Litigation.
 - C. Administrator Review Committee Report.
- XVII. Adjournment. (10:30 PM)

0314



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Regular Meeting October 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, October 20, 1998. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: None.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Ken Hutson, Michael Barnes, Kimbrielle Granderson, Christine Posinger, Dick Sayad, Paul Saletnik, Barbara Saletnik, Margie Borris, Mary Ann Brown, Kathy Krus, Wayne Serbin, Roberta Johnson.

MOTION by Inara Brubaker, seconded by Susan Burrows, to accept the agenda as amended by adding under VI. Finance Report. F. Buy-A-Brick and if necessary, to change the Executive Session to an earlier time. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of September 8, 1998 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the special Board Meeting of September 29, 1998 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

Mr. Dick Sayad questioned Board members regarding the contract with Sheldon Good and Company and asked whether State Library Law had been followed. President Burk responded that the Board is required by law to sell the property through public sale.

Mrs. Kathy Krus addressed the Board asking how much money was needed for FF & E [Furniture, Fixtures, and Equipment]. President Eldon Burk stated that approximately 1.8 million dollars would be needed for FF&E. Mrs. Krus stated that she was surprised that the City Council was not notified of the contract with Sheldon Good and Company and suggested that the City was not offered first refusal. Trustee Ellen Yearwood explained the right of first refusal and advised Mrs. Krus that no bid for the library property has been received from the City of Des Plaines, so there has been no bid to refuse. Ms. Yearwood also stated that an auction would produce an actual bid and that the Board would work with both Sheldon Good and Company and the City of Des Plaines.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

No report. Alderman Brookman absent.

FINANCE COMMITTEE - Sarah McConnell

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

1. Budget Expenditures for August	\$ 214,806.12
2. Expenditures Year to Date	\$1,853,252.92
3. Revenue for August	\$ 10,165.22
4. Revenue Year to Date	\$1,514,723.07

MOTION by Susan Burrows 2ND by Ellen Yearwood to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	August 13, 1998	\$ 54,849.63
	August 27, 1998	<u>60,253.71</u>
	Total	\$115,103.34

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, 2ND by Ellen Yearwood, to approve, subject to audit, transfer entries to the Library account in August, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	<u>\$20.00</u>
Total	\$20.00

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 7,949.55
2. Petty Cash Expenditures	\$ 23.90
3. Budget Expenditures for September	\$ 262,606.90
4. Expenditures Year to Date	\$ 2,153,593.75
5. Revenue for September	\$ 12,874.88
6. Revenue Year to Date	\$ 1,528,004.97

MOTION by Susan Burrows, seconded by Ellen Yearwood, 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:

September 08, 1998	\$ 76,064.55
September 21, 1998	<u>54,587.15</u>
Total	\$ 130,651.70

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

MOTION by Susan Burrows 2ND by Ellen Yearwood to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	September 10, 1998	\$ 40,700.34
	September 23, 1998	<u>37,107.09</u>
	Total	\$ 77,807.43

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

MOTION BY Susan Burrows, 2ND by Ellen Yearwood, to approve, subject to audit, transfer entries to the Library account in September, 1998 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	<u>\$438.74</u>
Total	\$438.74

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

Sandra reported that there will be corrections to the Warrant Register that will reflect the City of Des Plaines accounting practices, and that these corrections will appear in future warrant registers.

MOTION by Committee to adopt the "BUY-A-BRICK" program with bricks being sold for the following prices: 4"x8" bricks/\$50.00, 8"x8" bricks/\$100.00, 8"x8" bricks with a logo or graphic/\$175.00, with approximately 2,000 bricks to be sold through the library with proceeds to be used to furnish the Children's Department of the new library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty Ritter stated that the north wall of the mezzanine is to be painted. Betty also advised the Board that the clock tower is not operating and is probably repairable, but the cost would be prohibitive. The proposed cost for a replacement clock would be approximately \$3,000.00.

Michael Barnes of Lohan Associates and Ken Hutson of CCS Owners Services attended the meeting to answer questions from the Board, public and staff. Susan Burrows questioned Michael Barnes about the lack of built-in display cases. Barnes stated that built-in displays on every floor were being explored. John Burke questioned Barnes about adequate parking and if there was a public address system planned for the new building. Barnes stated that possible parking problems could occur between 11 AM - 2 PM and the new building will have a public address system. Public telephones were requested on every floor, but Ken Hutson advised the Board that every addition would add cost to the budget.

The Board discussed the possibility of the terrace on the fourth floor being an enclosed space due to security, and weather conditions. Barnes stated that to enclose the terrace would add cost to the project and explained the architectural reasons for the terrace. The Board agreed to accept the terrace as designed.

Paul Saletnik questioned the Board about the lack of a basement and advised the Board to study the design development further before voting. Eldon Burk stated that many years have been spent on the building program statement and that due to cost

restraints, a basement was not in the budget. Michael Barnes reported that many studies were conducted before the design process began, and Sandra Norlin stated that staff involvement in the planning had begun in 1990.

The Board asked Michael Barnes to review the number of bathrooms and stalls that have been allocated for the first floor. Sandra Norlin asked if the layout of the Circulation workroom could be reviewed since two doors to the electrical room break up the wall and floor space. Barnes advised he would check on the code issue. Kathy Krus asked if there would be a family bathroom on the first floor and Michael Barnes stated that the family bathroom would be on the second floor. Mrs. Krus also questioned the dimensions of the bathroom stalls and was advised by Ken Hutson that the bathrooms meet ADA requirements.

Ken Hutson stated that modifications to the Design Development might have to be made, but asked the Board to move forward with the approval. Hutson stated that he would like Barnes to review the issues discussed at the meeting regarding bathrooms, wall adjustments, and technology.

MOTION by Betty Ritter, seconded by Ellen Yearwood, to approve the Design Development as presented, with stipulations; contingent upon review of specific areas to be discussed with Michael Barnes by Sandra Norlin. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. Nays: None. MOTION CARRIED.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

Ellen Yearwood reported on the Management Committee Meeting, October 14, 1998.

Sandra Norlin reviewed and answered questions for the Board about the proposed Guidelines for Tuition Reimbursement.

MOTION by Committee, to approve the revised Guidelines for Tuition Reimbursement, and to review the policy in one year. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Committee, to approve the Exhibits Policy as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reported on the proposed telephone consortium with North Suburban Library System through Ameritech. The Board asked Sandra to compare rates of other phone carriers for the B and C bands.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the Ameritech Discount Program with the provision that Sandra Norlin compares rates of other

phone carriers for the B and C bands before the contract is signed. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Job descriptions were distributed to Board members for Coordinator of Computer and Technical Services, Head of Community Services, and Library Administrator.

MOTION by Ellen Yearwood, seconded by John Walker, to accept the revisions in the Library Administrator position, Head of Community Services position and to approve the position of Coordinator of Computer and Technical Services position, to be reviewed in one year with Library Administrator, Sandra Norlin. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PLANNING COMMITTEE - John Burke, Chairman.

The Strategic Plan update was distributed to Board members. John Burke reviewed the progress the library has made in accomplishing many of the goals. The next step will be to establish specific dates for the completion of the remaining goals.

SYSTEM MEMBERSHIP - John Ciborowski

John reported that he attended a meeting this month and that Sarah Long discussed the grand opening of the Schaumburg library. Sarah commended the Board of Trustees of the library for their efforts.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara reported that approximately \$5,300 was raised at the Friends Book Sale. The next general meeting will be November 10, 1998 and will include a report on the new library. Next book sale is scheduled for March 5, 6 and 7. Donations will be accepted as of January 1, 1999. The next regular meeting is scheduled for October 27, 1998.

ADMINISTRATOR'S REPORT

New employees since the last report are Mary Ann Brown, Head of Children's Department, Elizabeth Drennan and Jeanne Friedell, Part-time Reference Librarians, and Donna Eifler and Virginia Holler, Page I.

Sandra and Martha have been conducting interviews for three positions open because of early retirement: Head of Adult Services, Head of Community Services, and Coordinator of Computer and Technical Services.

Sandra reported that the search process for Librarian I in Adult Services and a full-time Bookmobile Clerk/Driver has begun.

Several staff members will participate in a program through NSLS, "A Tale of Two Cities," in which the Learning Organization principles and practices will be introduced to interested library administrators and staff from the North Suburban Library System.

All Department Heads and supervisors are attending sessions on Sexual Harassment Training provided through the City.

The quarterly all-staff meeting was held on September 10, 1998. The first half of the meeting was planned by the Learning Organization team, and engaged the whole staff in planning activities for the new library building. The second half included a demonstration of the Reading Edge equipment.

After one month of decreased circulation of materials, the library is once again recording a small gain over last year's monthly figures. Patron services show healthy increases: registration services, ILL and reciprocal borrowing. For the past two years, both ILL and reciprocal borrowing figures indicate that twice as many items are borrowed from the Des Plaines Public Library as are lent to our local patrons by other libraries. We are also making small progress in building our collections.

Since September 8, 1998, Sandra has attended a library planning meeting at CCS offices in Lombard, the Special Meeting of the City Council, the IMC/Principal's Tea on October 1, a Learning Organization meeting on October 14, and the first session of the Junior Great Books program at the Library on October 14.

The Live and Learn Construction Grant application was completed and sent to the Illinois State Library on October 12, 1998. We have received notification that it was received before the deadline on October 16, 1998.

UNFINISHED BUSINESS

The Board accepted the rate per hour charged by Gerard Dempsey of Klein, Thorpe and Jenkins, LTD. Eldon Burk and John Burke reported that they have contacted all City Aldermen to advise them of the hiring of Gerard Dempsey.

The Administrator's Evaluation is scheduled for November 5, 1998 at 7:30 PM.

Eldon Burk asked Board members to submit brief biographies. Further discussion is scheduled for the November 17 Board meeting.

CORRESPONDENCE

A letter of agreement between Maine Township High School District 207 and the Des Plaines Public Library was distributed to Board Members. Sandra reported on this

program that will provide vocational training in library services to three students with special needs. The library will be paid for the training and the students will receive training rate wages. The program is scheduled to begin January 18, 1999 and end September 18, 1999.

Sandra reported that she received a letter from Maine Township High School West to participate as a community partner in the Des Plaines Learning Community Grant. Students would learn broadcasting skills made possible by a grant that is being applied for from the Illinois State Library.

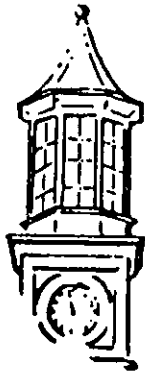
MOTION by John Burke, seconded by Ellen Yearwood, to enter into Executive Session to discuss the purchase or lease of real property and to discuss pending or probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 12:08 AM.

The Board of Trustees reviewed the list of Safety Deposit Box Contents.

The meeting adjourned at 12:10 AM.

Minutes prepared by Carol Kidd



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Special Meeting October 14, 1998

The special meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Wednesday, October 14, 1998. President Eldon Burk called the meeting to order at 7:08 PM.

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

Also present: Sandra Norlin, Martha Sloan, Carol Kidd, Alderman Carla Brookman, Kimbrielle Granderson.

John Walker took the Oath of Office as a new trustee.

Susan Burrows and Sarah McConnell entered the meeting at 7:10 PM.

Betty Ritter reported on her meeting at Lohan Associates and advised board members that they will be asked to vote on the design development of the new building at the October 20, 1998 board meeting.

On October 27, 1998 (tentative) David Dresdner of LR Development will review the budget of the building site with the City Council.

Dirk Lohan will present interior finishes and materials at a special board meeting on November 11, 1998. Sample materials will be available at the meeting for inspection. The board will be asked for approval of the interior design at this meeting.

Lohan Associates will present construction drawings for pricing to CCS Owner Services, Inc. on November 11, 1998.

On December 7, 1998, 100% completed construction drawings will be presented to Board for approval.

Susan Burrows questioned the necessity of approving all plans by December 7, 1998.

Betty Ritter asked if the Live & Learn Construction Grant had been sent to the Illinois State Library. Sandra Norlin reported that the grant was sent and that the Illinois State Library verified that the application has been received.

Sandra Norlin advised the Board that due to the construction grant application, all advertisements for bids will have to be postponed until we receive notice of the award.

Eldon Burk recommended the firm of Klein, Thorpe and Jenkins, Ltd. to provide legal counsel to the library concerning sale of the library property. Gerard Dempsey would represent the library in all negotiations with Sheldon Good and Company. Ellen Yearwood requests that information on the firm's hourly rate be obtained before the firm has been retained. Eldon Burk suggested that the vote could be completed after the fee was discussed, but advised the board that Mr. Dempsey's firm had been used by the library for years.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to enter into an executive session to discuss purchase or lease of real property and to discuss probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 8:30 PM and was called to order by President Eldon Burk.

MOTION by Inara Brubaker, seconded by Betty Ritter, to retain Gerard Dempsey of Klein, Thorpe, and Jenkins, Ltd. to represent the library in all negotiations that deal with current library property. Roll call vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. Nays: None. MOTION CARRIED.

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

Meeting adjourned at 8:48 PM.

Minutes prepared by Carol Kidd

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

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

1. Over the Counter Receipts	\$ 9,539.06
2. Petty Cash Expenditures	\$ 43.90
3. Budget Expenditures for October	\$ 207,414.87
4. Expenditures Year to Date	\$ 2,322,146.74
5. Revenue for October	\$ 8,185.41
6. Revenue Year to Date	\$ 1,536,190.38

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

October 05, 1998	\$ 21,061.94
October 19, 1998	<u>49,865.58</u>
Total	\$ 70,927.52

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	October 08, 1998	\$ 56,489.57
	October 22, 1998	<u>56,319.13</u>
	Total	\$ 112,808.70

ROLL CALL VOTE AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - October 1998

	October 1997	October 1998	1997 to Date	1998 to Date
Lost Materials	\$ 568.68	\$ 540.94	\$ 1,606.74	\$ 3,285.01
Fines	7,873.42	6,399.33	63,521.03	58,825.36
Damage	120.11	126.82	518.34	2,750.81
Fees	816.75	439.27	4,007.64	4,554.34
Copies	1,528.75	2,003.10	14,975.18	15,994.86
Miscellaneous	47.45	29.60	429.48	321.12
Totals	\$10,955.16	\$ 9,539.06	\$85,058.41	\$85,731.50

PETTY CASH EXPENDITURES - October

960070	Auto/Travel Expenses	8.97
960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	.80
970100	Supplies	18.70
970100	Supplies	5.28
970100	Supplies	4.85
	Total	\$43.93

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		720,438.06
102012	CASH IPTIP/FOA 7139200161	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	500.00	720,438.06
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	2,316.62	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	33,190.71	
	TOTAL INVESTMENTS	37,215.42	.00
113400	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	2,707,298.42	720,438.06
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRNMT 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		.00
	TOTAL CURRENT LIABILITES	.00	2,669,583.00
	TOTAL LIABILITIES	.00	2,669,583.00
700110	EXPENDITURE CONTROL	2,361,220.45	
700120	REVENUE CONTROL		1,536,190.38
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	219,919.20	
	TOTAL SYSTEM CONTROL	5,521,723.65	4,628,018.38
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67

CITY OF DES PLAINES
BALANCE SHEET

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		3,521,723.63	4,839,001.01
TOTAL PUBLIC LIBRARY FUND		8,229,022.07	8,229,022.07
TOTAL REPORT		8,229,022.07	8,229,022.07

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund='201'

- 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	3,759.71	-3,759.71	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	2,158.31	-2,158.31	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	3,252.18	-3,252.18	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	44,391.55	-4,391.55	1.11
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	1,260,623.80	1,371,204.20	.48
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	2,724,816.00	.00	.00	1,353,611.80	1,371,204.20	.50
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	69,924.48	-3,156.48	1.05
TOTAL	STATE GRANTS	66,768.00	.00	.00	69,924.48	-3,156.48	1.05
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	69,924.48	-3,156.48	1.05
850102	LIBRARY FINES	90,000.00	6,085.21	.00	64,629.71	25,370.29	.72
TOTAL	FINES	90,000.00	6,085.21	.00	64,629.71	25,370.29	.72
850103	COPYING FEE	23,000.00	1,836.50	.00	18,006.39	6,993.61	.72
850103	SPECIAL PROGRAMS & EVENTS	18,000.00	263.70	.00	9,704.70	8,295.30	.54
TOTAL	FEES AND SERVICES	43,000.00	2,100.20	.00	27,711.09	15,288.91	.64
TOTAL	FINES, FEES, AND SERVICES	133,000.00	8,185.41	.00	92,340.80	40,659.20	.69
890010	INTEREST INCOME	5,000.00	.00	.00	8,980.45	-3,980.45	1.80
890050	SALE OF FIXED ASSETS	.00	.00	.00	1,590.00	-1,590.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	.00	.00	9,742.85	1,257.15	.89
TOTAL	OTHER REVENUE	16,000.00	.00	.00	20,313.30	-4,313.30	1.27
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	8,185.41	.00	1,536,190.38	1,404,393.62	.52
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	8,185.41	.00	1,536,190.38	1,404,393.62	.52
TOTAL REPORT		2,940,584.00	8,185.41	.00	1,536,190.38	1,404,393.62	.52

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.key_orgh between '2110' and '2130'

F 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	69,466.07	.00	739,985.33	338,580.65	.68
910200	TEMPORARY WAGES	427,984.00	35,655.12	.00	393,645.62	34,338.38	.92
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	5,287.69	.00	57,469.22	-57,469.22	.00
910600	SICK PAY	.00	2,116.79	.00	18,276.36	-18,276.36	.00
910700	HOLIDAY PAY	.00	283.07	.00	17,158.84	-17,158.84	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	67.48	.00	556.71	-556.71	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	4,984.99	31,409.01	.14
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	2,000.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,504.24	.00	93,973.34	20,971.66	.82
918021	EMPLOYER CONTR-I.M.R.F.	104,959.00	7,356.23	.00	82,528.15	22,430.85	.79
918040	LIFE INS PREMIUMS	5,647.00	297.00	.00	3,172.60	2,474.40	.56
918050	MEDICAL INS PREMIUMS	132,797.00	7,449.20	.00	74,036.68	58,760.32	.56
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	216.33	.00	2,552.26	747.74	.77
TOTAL	PERSONAL SERVICES	1,905,092.00	136,699.18	.00	1,486,340.12	418,751.88	.78
920100	PROFESSIONAL CONSULTING	25,000.00	3,393.75	.00	19,006.25	5,993.75	.76
920120	COMMUNICATION SERVICES	22,040.00	1,999.57	.00	17,954.97	4,085.03	.81
920140	DATA PROCESSING SERVICES	55,000.00	4,752.23	.00	37,109.96	17,890.04	.67
920202	CONFERENCES	5,000.00	179.74	.00	1,535.74	3,464.26	.31
920204	TRAINING	1,000.00	75.19	.00	1,661.99	-661.99	1.66
920206	SEMINARS	1,000.00	.00	.00	1,791.50	-791.50	1.79
920210	IN-SERVICE TRAINING	3,000.00	41.80	.00	1,512.30	1,487.70	.50
920220	MEMBERSHIP DUES	3,000.00	40.00	.00	1,513.25	1,486.75	.50
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	6,109.99	-5,109.99	6.11
920850	SUBSIDY:1994 E.R.P. TRANS	9,600.00	818.39	.00	7,370.30	2,229.70	.77
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	818.39	.00	7,370.30	2,229.70	.77
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	31,500.00	10,500.00	.75
930010	R & M EQUIPMENT	47,800.00	2,741.55	.00	49,906.34	-2,106.34	1.04
930020	R & M BLDGS & STRUCTURES	70,500.00	2,557.00	.00	31,205.46	39,294.54	.44
930030	R & M VEHICLES	1,500.00	.00	.00	675.07	824.93	.45
930195	BOOK BINDING & REPAIR	7,200.00	517.59	.00	4,128.70	3,071.30	.57
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	2,132.80	-1,132.80	2.13
930320	CLEANING:CUSTODIAL SERV	29,600.00	1,699.00	.00	20,620.00	8,980.00	.70
960070	AUTO/TRAVEL EXPENSES	3,000.00	.00	.00	5,508.12	-2,508.12	1.84
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,088.78	.00	16,445.20	-1,445.20	1.10
960990	MISC CONTRACTUAL SUCS	66,000.00	6,643.87	.00	77,974.38	-11,974.38	1.18
TOTAL	CONTRACTUAL SERVICES	409,240.00	26,548.46	.00	335,662.32	73,577.68	.82
970100	SUPPLIES	40,000.00	2,182.12	.00	32,271.21	7,728.79	.81
970100	NEALS (PRSNRS/WRKRS/VOLS)	.00	.00	.00	.00	.00	.00
970100	JANITORIAL	15,000.00	633.79	.00	9,682.23	5,317.77	.63
970200	COPYING/FAX SUPPLIES	3,000.00	65.25	.00	2,188.83	811.17	.73
970260	POSTAGE AND PARCEL	13,200.00	15.50	.00	10,679.39	2,520.61	.81
970270	PRINTING-REPROD-BINDING	10,300.00	351.04	.00	2,321.59	7,978.41	.23

SELECTION CRITERIA: expledgr.key_orgn between '2110' and '2130'

F 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
970600	BOOKS	310,000.00	23,032.70	.00	247,343.45	62,636.55	.80
970610	AUDIO MATERIALS	44,000.00	2,683.09	.00	24,677.79	19,322.21	.56
970620	SUBSCRIPTIONS & BOOKS	60,000.00	.00	.00	23,278.12	36,721.88	.39
970630	VISUAL MATERIALS	36,500.00	2,495.50	.00	28,538.29	7,961.71	.78
970640	AUTOMATED REFERENCE MAT'L	60,000.00	.00	.00	60,320.04	-320.04	1.01
970810	NATURAL GAS	14,000.00	1,139.83	.00	12,042.67	1,957.33	.86
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	272.43	-272.43	.00
970850	GASOLINE	2,000.00	.00	.00	2,251.75	-251.75	1.13
TOTAL	COMMODITIES	608,500.00	34,598.82	.00	455,867.79	152,632.21	.75
980300	IMPROVEMENTS	80,000.00	.00	.00	8,013.00	71,987.00	.10
980400	EQUIPMENT	.00	8,323.19	.00	8,323.19	-8,323.19	.00
980500	VEHICLES	.00	.00	.00	19,227.00	-19,227.00	.00
980600	FURNITURE & FIXTURES	10,000.00	1,245.22	.00	8,713.32	1,286.68	.87
TOTAL	CAPITAL EXPENDITURES	90,000.00	9,568.41	.00	44,276.51	45,723.49	.49
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990400	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
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	3,025,060.00	207,414.87	.00	2,322,146.74	702,913.26	.77

SELECTION CRITERIA: expledgr.key_orgn between '2110' and '2130'

F 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	1,375.00	8,625.00	.14
920120	COMMUNICATION SERVICES	9,000.00	211.83	.00	5,046.65	3,953.35	.56
960990	MISC CONTRACTUAL SVCS	12,000.00	.00	.00	3,657.01	8,342.99	.30
TOTAL	CONTRACTUAL SERVICES	31,000.00	211.83	.00	10,078.66	20,921.34	.33
980400	EQUIPMENT	35,768.00	.00	.00	28,995.03	6,772.95	.81
TOTAL	CAPITAL EXPENDITURES	35,768.00	.00	.00	28,995.03	6,772.95	.81
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	211.83	.00	39,073.71	27,694.29	.59
TOTAL	CIVIC & CULTURE	3,091,828.00	207,626.70	.00	2,361,220.43	730,607.55	.76
TOTAL	PUBLIC LIBRARY FUND	3,091,828.00	207,626.70	.00	2,361,220.43	730,607.55	.76
TOTAL REPORT		3,091,828.00	207,626.70	.00	2,361,220.43	730,607.55	.76

09/30/98

ACCOUNTING PERIOD: 9/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/03/1998'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107 48.10
2110	920120	COMMUNICATION SERVICES	07007	PSINET, INC.	2128827 1,180.73
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	AUGUST 1998 2,286.20
2110	920202	CONFERENCES	09178	CLARION HOTEL/WORTHINGTON	REINB 179.74
2110	920204	TRAINING	43765	DOMINICKS FINER FOODS	1678944 75.19
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES ENPLO	OCTOBER 1998 396.27
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES ENPLO	OCTOBER 1998 162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES ENPLO	OCTOBER 1998 162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES ENPLO	OCTOBER 1998 18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES ENPLO	OCTOBER 1998 60.24
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES ENPLO	OCTOBER 1998 18.93
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	AUGUST 1998 383.64
2110	930020	R & M BLDGS & STRUCTURES	02127	GRASS ROOTS, INC.	ROUND 4 75.00
2110	930020	R & M BLDGS & STRUCTURES	05095	A LAMP CONCRETE CONTRACTO	1271 1,470.00
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	9-10-98 300.00
2110	930020	R & M BLDGS & STRUCTURES	09189	STEVE'S & JEFF'S HANDYMAN	189572 358.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	9-09-98 50.00
2110	960210	SPECIAL EVENT PROGRAMMING	09172	FREDERICK DOSE' APPRAISAL	10-04-98 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09173	SHERRY CROW	10-04-98 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09179	CHRIS EMERSON	REFUND 118.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	61142 310.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003146322 23.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003141067 13.55
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003155137 3.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003132891 29.15
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003133645 29.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003136906 15.80
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003162959 14.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003164222 23.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003154803 7.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003154634 14.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003158417 18.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003152256 17.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003151205 34.40
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003151348 5.30
2110	960990	MISC CONTRACTUAL SUCS	73978	CANON FINANCIAL SERVICES,	1537142 1,234.82
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	20062-0 26.30
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	JHH56798 -56.00
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	YDJ04900 3.09
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	MNR44500 229.85
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	YDJ04398 -3.86
2110	970100	SUPPLIES	08991	SKOKIE PAPER POINT	00359644 53.95
2110	970100	SUPPLIES	09171	UNITED AD LABEL	287360 125.98
2110	970100	SUPPLIES	14465	INSTY PRINTS	202952 156.65
2110	970100	SUPPLIES	85048	G.NEIL COMPANIES	4170940 74.71
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	110090 116.86
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	031584 44.69
2110	970170	JANITORIAL	08367	J.A. SEXAUER, INC.	1381L-01 84.68
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	507748 15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	510728 15.95
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	893047 17 6.02

SELECTION CRITERIA: payable_due_date='10/03/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	898881 16	11.53
2110	970200	COPYING/FAX SUPPLIES	06789	AMBASSADOR BUSINESS SOLUT	6365553	65.25
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-599-19246	15.50
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	196.43
2110	970600	BOOKS	06423	SINON & SCHUSTER	2952632	23.16
2110	970600	BOOKS	06423	SINON & SCHUSTER	2929428	150.92
2110	970600	BOOKS	06423	SINON & SCHUSTER	2925526	67.34
2110	970600	BOOKS	06423	SINON & SCHUSTER	2924918	104.05
2110	970600	BOOKS	06423	SINON & SCHUSTER	2936202	98.80
2110	970600	BOOKS	06423	SINON & SCHUSTER	2904509	126.51
2110	970600	BOOKS	06423	SINON & SCHUSTER	2981376	20.21
2110	970600	BOOKS	07038	BORDERS	21364	48.17
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	138634	300.79
2110	970600	BOOKS	07909	KRAUSE PUBLICATIONS	448294	16.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003141066	269.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003133644	398.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	H25 6388	298.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003136905	200.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000414285	-11.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003146521	510.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003132890	540.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003151204	806.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003151347	110.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	20031546633	246.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003164221	371.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003154802	169.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003158416	430.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003162958	503.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003155136	71.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003152255	202.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000414287	-1.53
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	79129	10.82
2110	970600	BOOKS	89563	KEN FRANK	REINB	19.13
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	163869	6.50
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	163981	6.50
2110	970610	AUDIO MATERIALS	08025	LISTENING LIBRARY INC.	302718	225.55
2110	970610	AUDIO MATERIALS	08949	ISIS PUBLISHING	2001866	6.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-98-1	187.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-8-98-1	119.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-98-2	66.13
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-26-98-1	116.07
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	753996	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	750036	17.85
2110	970610	AUDIO MATERIALS	93057	AUDIO EDITIONS	375513	224.48
2110	970630	VISUAL MATERIALS	05229	MICROMARKETING ASSOCIATES	35592	94.95
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	221210	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	220916	37.00
2110	970630	VISUAL MATERIALS	07607	SCHOOL-TECH INC.	795690	20.01
2110	970630	VISUAL MATERIALS	58875	INGRAM	03184073	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	03097187	83.84
2110	970630	VISUAL MATERIALS	58875	INGRAM	03142606	332.85

09/30/98
ACCOUNTING PERIOD: 9/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date="10/05/1998"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	980400	EQUIPMENT	05124	CDW COMPUTER CENTERS INC.	8733378	1,387.99
2110	980600	FURNITURE & FIXTURES	06790	TONER COMPUTER SYSTEMS	0042948-IN	1,245.22
TOTAL LIBRARY SERVICES					21,061.94	
TOTAL FUND					21,061.94	

SELECTION CRITERIA: payable_due_date='10/19/1998'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	910200	TEMPORARY WAGES	08554	C. BERGER & COMPANY	30593	1,669.15
2110	920110	PROFESSIONAL CONSULTING	08956	LIBRARY PLANNING ASSOCIAT	1998-2	2,313.75
2110	920110	PROFESSIONAL CONSULTING	09215	JUDITH K. REAM	9-30-98	1,080.00
2110	920120	COMMUNICATION SERVICES	02281	AT&T	8478275551	6.43
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	9-19-98	82.79
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478275551	452.44
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478033977	229.08
2110	920140	DATA PROCESSING SERVICES	03662	LIBERTY COMPUTER CENTRE	20324	23.80
2110	920140	DATA PROCESSING SERVICES	09218	EMCYCLOPAEDIA BRITANNICA,	1505939	435.00
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	409MS3736M	656.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERU	9-11-98	1,351.23
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	1679082	41.80
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	MEMBERSHIP	40.00
2110	930010	R & M EQUIPMENT	08090	WEST TOWN REFRIGERATION C	092952	1,277.00
2110	930010	R & M EQUIPMENT	08090	WEST TOWN REFRIGERATION C	024503	786.59
2110	930010	R & M EQUIPMENT	19659	OTIS ELEVATOR		294.32
2110	930020	R & M BLDGS & STRUCTURES	32170	ENGINEERED LIGHTING	060756	354.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	058737	517.59
2110	930320	CLEANING: CUSTODIAL SERV	08848	QUALITY JANITORIAL & MAIN	2227	1,699.00
2110	960210	SPECIAL EVENT PROGRAMMING	05147	SONYA STAHL	10-1-98	110.00
2110	960210	SPECIAL EVENT PROGRAMMING	08464	DAVID TOEPPEN	11-11-98	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217	NATALIE B. NEUBERGER	10-1-98	180.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1679080	20.78
2110	960990	MISC CONTRACTUAL SUCS	07170	GRAPHIC SOLUTIONS	6253	1,103.00
2110	960990	MISC CONTRACTUAL SUCS	07170	GRAPHIC SOLUTIONS	6229	1,828.00
2110	960990	MISC CONTRACTUAL SUCS	09213	UNIVERSITY OF ILLINOIS	03351	25.00
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003226947	23.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003195901	65.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003176337	29.45
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003176481	12.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003227740	20.85
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003168551	27.05
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003230365	12.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003173903	39.65
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003235058	44.25
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003203488	61.10
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003213720	27.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003215341	32.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003187013	14.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003206263	10.95
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003224972	18.75
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003206105	27.90
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003200555	21.20
2110	960990	MISC CONTRACTUAL SUCS	19776	BAKER & TAYLOR, INC.	2003220795	43.30
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2415	8.86
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2190	9.01
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2395	8.86
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2388	20.50
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2431	4.43
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2098	12.96
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2391	4.71

SELECTION CRITERIA: payable.due_date='10/19/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	02551	NOTT OFFICE SUPPLY CO.	20143-0	13.11
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NRN655500	65.25
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NR658300	41.27
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	NP201800	22.26
2110	970100	SUPPLIES	03422	GOURMET EXPRESS, INC	1775	57.25
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8523	7.95
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	8486	29.75
2110	970100	SUPPLIES	05855	AMERICAN LIBRARY ASSOCIAT	8302690	65.70
2110	970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	14803	510.00
2110	970100	SUPPLIES	08991	SKOKIE PAPER POINT	00360014	8.00
2110	970100	SUPPLIES	19714	GAYLORD BROS	0E77194003	137.73
2110	970100	SUPPLIES	19764	BRO-DART INC	1715206	36.25
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	368233	91.72
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	367287	22.98
2110	970100	SUPPLIES	20177	DENCO EDUCATIONAL CORP	382659	334.12
2110	970100	SUPPLIES	85048	G.NEIL COMPANIES	4185123	58.78
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	058307-00	198.35
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	057325-02	50.00
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	513919	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	516939	15.95
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	91801-0017	17.48
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	903815	21.35
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	907245	18.75
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	SC093098	.26
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	203053	204.70
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	203016	146.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	736590	27.09
2110	970600	BOOKS	02798	PRENTICE HALL	8038F6	46.54
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0036310-98	363.25
2110	970600	BOOKS	04892	W.W. NORTON & CO., INC	407676	17.63
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	058357	152.70
2110	970600	BOOKS	05997	BORDERS	12580A	18.97
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	050589650005	59.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3060606	125.01
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3042178	112.26
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3074309	75.59
2110	970600	BOOKS	06423	SIMON & SCHUSTER	2880598 4	15.68
2110	970600	BOOKS	07089	ADAMS MEDIA CORPORATION	353509	284.50
2110	970600	BOOKS	07439	GALE RESEARCH	8207691	144.09
2110	970600	BOOKS	07439	GALE RESEARCH	8184240	105.40
2110	970600	BOOKS	07439	GALE RESEARCH	8180943	601.69
2110	970600	BOOKS	07439	GALE RESEARCH	8167489	454.66
2110	970600	BOOKS	07439	GALE RESEARCH	8196603	484.02
2110	970600	BOOKS	07439	GALE RESEARCH	8202009	166.01
2110	970600	BOOKS	07439	GALE RESEARCH	8167081	539.85
2110	970600	BOOKS	07439	GALE RESEARCH	8195611	217.82
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	138680	340.75
2110	970600	BOOKS	07978	MINNESOTA WOMEN'S PRESS,	9-17-98	24.00
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00045841	231.66
2110	970600	BOOKS	09214	OSCAR ROBERTSON MEDIA VEN	033001092098	12.95
2110	970600	BOOKS	09216	PARKWEST PUBLICATIONS	10524A	28.44

SELECTION CRITERIA: payable_due_date='10/19/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	09219	COMMEMORATIVE INC.	4272	41.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003227739	694.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003226946	432.30
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003235057	931.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003230364	290.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003206262	148.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003220794	815.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003203487	1,478.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003206104	507.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003213719	613.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003215340	585.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003187012	426.11
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003195900	1,306.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003173902	897.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003168550	534.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003176480	206.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003176336	475.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000415009	-18.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000415013	-14.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003224971	488.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	J15 3789	600.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	J09 1090	119.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	J01 8804	622.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003200554	435.63
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	229560	109.52
2110	970600	BOOKS	20359	STANDARD & POOR'S	321478	795.31
2110	970600	BOOKS	20361	BERMAN ASSOCIATES	1900238	146.28
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	P302053	116.34
2110	970600	BOOKS	58875	INGRAM	25897580	21.42
2110	970600	BOOKS	58875	INGRAM	25716763	24.86
2110	970600	BOOKS	82668	POLONIA BOOK STORES	004533	203.83
2110	970600	BOOKS	95926	LEISURE ARTS	97082461731	24.91
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	4828	16.99
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	164220	13.00
2110	970610	AUDIO MATERIALS	07475	KIMBO EDUCATIONAL	155147	383.99
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z32795840	130.76
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-24-98-1	204.46
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-14-98-1	218.51
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-24-98-2	53.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-14-98-2	85.38
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3218135H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3220982H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3238459H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3236647H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3234742H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3214329H	26.85
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3203345P	152.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3222636H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3224041H	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3226313H	5.00
2110	970610	AUDIO MATERIALS	57041	EDUCATIONAL RECORD CENTER	216306-00	383.04

10/14/98

ACCOUNTING PERIOD: 10/98

00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable_due_date='10/19/1998'

FUND: 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	756378	9.25
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	77849001	765.56
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	222354	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	222117	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	222116	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	221490	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	222353	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	221806	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	222355	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	221805	76.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61835220	127.02
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61811510	34.48
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	M61809240	290.00
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	8258306	44.82
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	8270798001	-33.33
2110	970630	VISUAL MATERIALS	07869	DK PUBLISHING, INC.	8274697	34.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z32662990	64.80
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z339725CM	-191.75
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z32663000	16.01
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z32662980	26.46
2110	970630	VISUAL MATERIALS	57041	EDUCATIONAL RECORD CENTER	216506-00	69.75
2110	970630	VISUAL MATERIALS	58875	INGRAM	03399891	41.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	03339799	6.96
2110	970630	VISUAL MATERIALS	58875	INGRAM	03327259	78.29
2110	970630	VISUAL MATERIALS	58875	INGRAM	03346674	55.90
2110	970630	VISUAL MATERIALS	58875	INGRAM	03447059	31.46
2110	970810	NATURAL GAS	08089	NICOR ENERGY	130569670	595.49
2110	970810	NATURAL GAS	08089	NICOR ENERGY	130569670	544.34
2110	980400	EQUIPMENT	03662	LIBERTY COMPUTER CENTRE	20286	4,856.00
2110	980400	EQUIPMENT	07424	NEOPOST	5110049101	1,879.20
TOTAL LIBRARY SERVICES						49,633.75
2130	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H073356345	211.83
TOTAL IL LIBRARY PER CAP GRANT						211.83
TOTAL FUND						49,865.38

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

October 1998

				% Change
Total 1997 to Date:	633,750	Total 1998 to Date:	653,700	3.15%
October 1997:	64,460	October 1998:	67,114	4.12%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	1997	1998	1997	1998	1997	1998
Non Fiction,	4,901	4,998	748	1,565	5,649	6,563
Fiction	9,043	10,289	1,323	1,753	10,366	12,042
Foreign Language Non Fiction	0	40	0	13	0	53
Foreign Language Fiction	0	220	0	67	0	287
Periodicals	92	207	69	88	161	295
Compact Discs	238	255	28	25	266	280
Audio Cassettes	292	344	33	36	325	380
Audio Kits	390	491	113	141	503	632
Puzzles	357	413	60	101	417	514
Games	68	65	11	15	79	80
Audio Books	103	137	14	10	117	147
Video Fiction	2,192	1,845	354	450	2,546	2,295
Video Non Fiction	0	830	0	105	0	935
CD ROMs	0	387	0	0	0	387
SUB TOTAL	17,676	20,521	2,753	4,369	20,429	24,890
ADULT						
Non Fiction	11,162	11,673	174	283	11,336	11,956
Fiction	9,230	7,011	382	348	9,612	7,359
Large Type	0	835	0	80	0	915
Foreign Language Non Fiction	0	115	0	3	0	118
Foreign Language Fiction	0	265	0	0	0	265
Periodicals	2,574	2,350	146	147	2,720	2,497
Pamphlets	24	36	0	0	24	36
Compact Discs	3,301	3,881	455	494	3,756	4,375
Audio Cassettes	773	674	0	6	773	680
Puzzles	0	11	0	0	0	11
Pictures	73	73	0	0	73	73
Audio Books	1,328	1,569	0	41	1,328	1,610
CD ROMs	0	227	0	0	0	227
Video Fiction	8,777	8,600	272	526	9,049	9,126
Video Non Fiction	2,968	2,922	7	52	2,975	2,974
Misc. Formats	0	2	0	0	0	2
Self Check (Books Only) *	2,385	0	0	0	2,385	0
	42,595	40,244	1,436	1,980	44,031	42,224
GRAND TOTAL	60,271	60,765	4,189	6,349	64,460	67,114
Self Check	2,385	2,406	0	0	2,385	2,406

* Beginning January 1998, Self Check circulation is included within category totals.

XII

REGISTRATION SERVICES REPORT FOR OCTOBER 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>October 1997</u>	<u>September 1998</u>	<u>October 1998</u>	<u>Year to Date</u> <u>1997</u>	<u>Year to Date</u> <u>1998</u>	<u>% Change</u>
1,004	910	979	7,997	9,718	17.8%
A.	New Cards			425	
B.	Renewals			477	
C.	Non-Resident Cards			11	
D.	Off-line Library Cards			66	
	Total			979	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	305
2.	Number of Meeting Room Uses	111
3.	Cab cards and Other Registrations	62
4.	LAN Discs Sold	1
	(Year to Date - 63)	
5.	Computer Room	210
6.	Reading Edge Users	2
	Total	691

III. TOTAL NUMBER OF REGISTERED BORROWERS

October 1997	35,983	(67.3% of Population)
October 1998	34,470	(64.5% of Population)

CIRCULATION REPORT FOR OCTOBER 1998

Page 2

PATRON ATTENDANCE COUNT

<u>October 1997</u>	<u>September 1998</u>	<u>October 1998</u>	Year to Date <u>1997</u>	Year to Date <u>1998</u>	<u>% Change</u>
32,191	29,277	31,058	292,627	297,299	1.6%

RECIPROCAL BORROWING

(Materials Lent)

	October 1997	October 1998	<u>% Change</u>
NSLS	6,746	6,969	3.2%
OTHER SYSTEMS	1,553	1,633	4.9%
TOTAL	8,299	8,602	3.5%

INTERLIBRARY LOAN

Sent	1,012
Received	444

Oct. 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	174,243	174,989	746	0.4%
Audio	13,199	13,533	334	2.5%
Video	9,218	9,328	110	1.2%
Puzzles and Games	737	740	3	0.4%
Realia	235	235	0	0.0%
Pamphlets	14,888	14,888	0	0.0%
<hr/>				
Total	212,520	213,713	1,193	0.6%

ACQUISITIONS REPORT FOR
FOR OCT. 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,101	2,106	5	0.2%
100	2,431	2,452	21	0.9%
200	2,798	2,706	-92	-3.3%
300	11,403	11,452	49	0.4%
400	617	618	1	0.2%
500	2,924	2,927	3	0.1%
600	17,010	17,082	72	0.4%
700	14,856	14,903	47	0.3%
800	4,882	4,901	19	0.4%
900	11,303	11,325	22	0.2%
B	4,434	4,450	16	0.4%
Total (Adult)	74,759	74,922	163	0.2%
Juvenile (J)				
000	383	383	0	0.0%
100	201	201	0	0.0%
200	281	281	0	0.0%
300	2,228	2,248	20	0.9%
400	105	107	2	1.9%
500	3,036	3,050	14	0.5%
600	2,625	2,630	5	0.2%
700	3,315	3,328	13	0.4%
800	793	797	4	0.5%
900	3,371	3,402	31	0.9%
B	930	945	15	1.6%
YA	814	833	19	2.3%
Total (J)	18,082	18,205	123	0.7%
Total (E)	7,066	7,118	52	0.7%
Total (Juvenile)	25,148	25,323	175	0.7%
Total (Non fiction)	99,907	100,245	338	0.3%
Fiction				
Adult	33,458	33,713	255	0.8%
Juvenile				
J	8,446	8,337	-109	-1.3%
YA	1,667	1,693	26	1.6%
E	10,489	10,502	13	0.1%
Picture Books	6,645	6,753	108	1.6%
Board Books	689	686	-3	-0.4%
Total (Juvenile)	27,936	27,971	35	0.1%
Total (Fiction)	61,394	61,684	290	0.5%
High school	27	78	51	188.9%

Compact discs				
Adult	5,420	5,558	138	2.5%
Juvenile	288	337	49	17.0%
Total (Compact discs)	5,708	5,895	187	3.3%
CD ROMs				
Adult	136	153	17	12.5%
Juvenile	210	213	3	1.4%
Total (CD ROMs)	346	366	20	5.8%
Audio Cassettes				
Adult	2,729	2,728	-1	-0.0%
Juvenile	834	875	41	4.9%
Audio Books				
Adult	1,846	1,898	52	2.8%
Juvenile	724	750	26	3.6%
Total (Cassettes)	6,133	6,251	118	1.9%
Kits	1,012	1,021	9	0.9%
Videocassettes				
Adult	7,664	7,756	92	1.2%
Juvenile	1,554	1,572	18	1.2%
Total (Videocassettes)	9,218	9,328	110	1.2%
Total (Audio Visual)	22,417	22,861	444	2.0%
Reference				
Adult	5,520	5,532	12	0.2%
Juvenile	1,032	1,043	11	1.1%
Total (Reference)	6,552	6,552	0	0.0%
Puzzles				
Adult	59	65	6	10.2%
Juvenile	592	590	-2	-0.3%
Total (Puzzles)	651	655	4	0.6%
Games (Juvenile)	86	85	-1	-1.2%
Realia				
Paintings	233	233	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	235	235	0	0.0%

Large Type				
Adult	2,999	3,047	48	1.6%
Juvenile	28	27	-1	-3.6%
Total (Large Type)	3,027	3,074	47	1.6%
Pamphlets	14,888	14,888	0	0.0%
Easy Reading	1,028	1,028	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	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	50	50	0	0.0%
Total (Gujarti language)	50	50	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Hebrew language)	2	2	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	527	520	-7	-1.3%
Juvenile	33	33	0	0.0%
Total (Polish language)	560	553	-7	-1.3%
Russian				
Adult	167	183	16	9.6%
Juvenile	2	2	0	0.0%
Total (Russian language)	169	185	16	9.5%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	546	548	2	0.4%
Juvenile	754	763	9	1.2%
Total (Spanish language)	1,300	1,311	11	0.8%
Total (Adult)	1,441	1,452	11	0.8%
Total (Juvenile)	867	876	9	1.0%
Total (Foreign languages)	2,308	2,328	20	0.9%

TOTAL	212,520	213,713	1,193	0.6%
-------	---------	---------	-------	------

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
OCTOBER 1998

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	205	
2. Tax forms	12	
3. Directional questions	193	
4. Item retrieval by library pages	146	
5. Audio visual inquiries	660	
 Total		 1,216
 Reference Services		
1. Specific item request	1,102	
2. Ready reference	757	
3. Material searching	315	
4. Referrals to other libraries	19	
 Total		 2,193
 GRAND TOTAL		 3,409

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
OCTOBER 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	518
2. Computer sign-ups & help	755
3. Storytime & program sign-ups	176
4. Reference questions	1,013
5. Ready reference	509
6. Referrals to other libraries	9
7. Miscellaneous inquiries	500
8. Handout & change	566
 TOTAL	 4,046

Number of individuals using the Local Computer Network = 1,864

DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 1998

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
A.A.U.W.	1	8
Coupon Club	1	4
Des Plaines Art Guild	1	16
Des Plaines Woman's Club	1	5
Loose Threads	1	4
Options	1	7
Phoenix Investors	1	5
Primerica Financial Service	1	10
Romance Writers	1	35
Toastmasters	2	30
Troop 1420 Meeting	1	10
UFDC	1	10
Total	13	144
 Library Sponsored Adult Programs		
Adult Book Discussion	1	14
Adult Services	2	20
Algonquin Middle School	1	3
Antiques Appraisal	1	75
Children's Room Staff	1	7
District 62	1	100
Friends of the Library	2	57
Holy Family "Understanding Your Hormones"	1	50
Junior Great Books	3	22
Learning Organization	1	11
Mechanical Service Committee	3	19
Page Meeting	1	17
Stress Relief: Caring for the Caregiver	1	35
Successful Weight Management	1	57
Teen Open House	1	8
Women's Wellness	1	60
 Other		
Library Board Meeting	1	22
Total	23	577

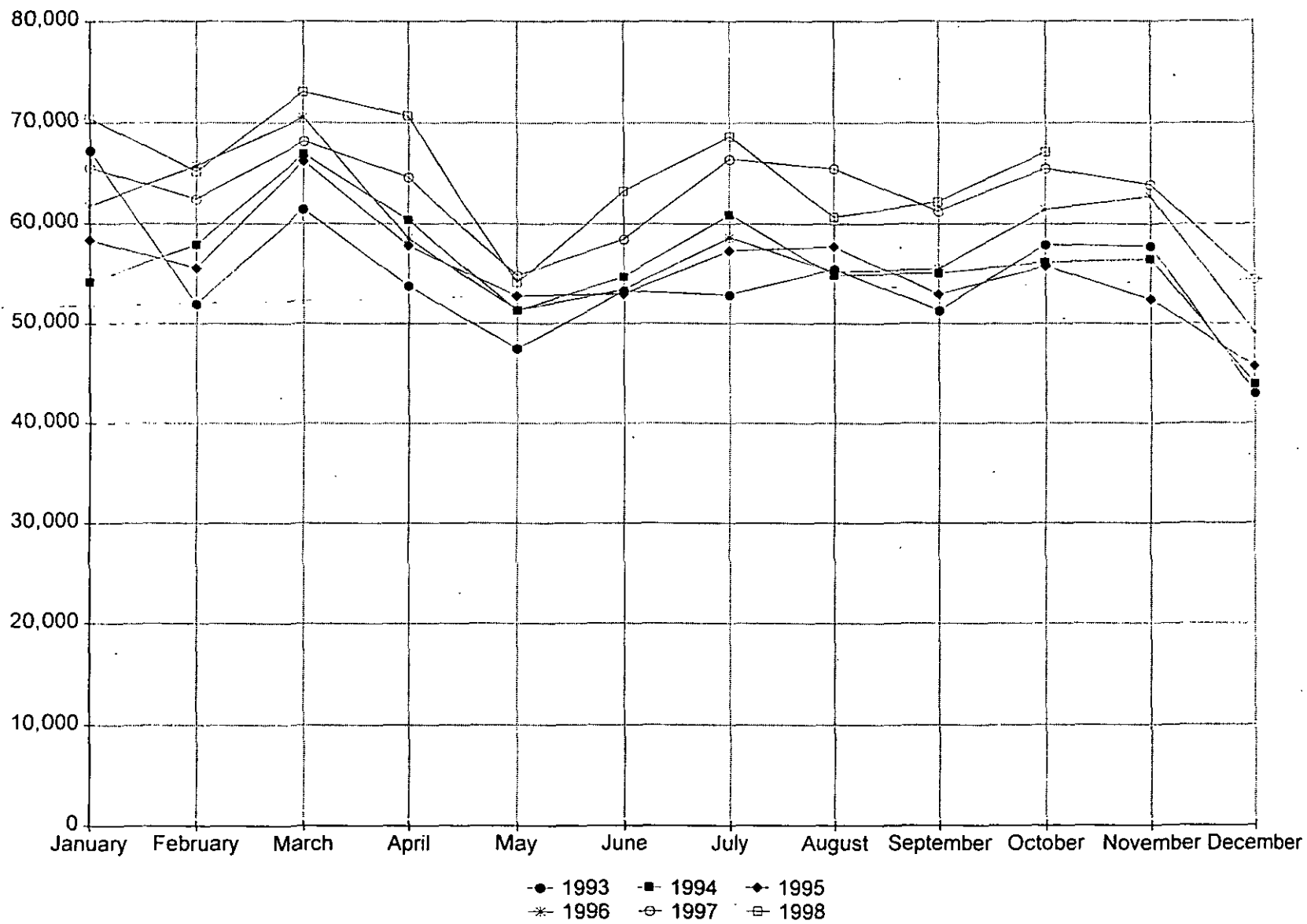
DES PLAINES PUBLIC LIBRARY
MEETING ROOM - OCTOBER 1998
Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Bright Start Baby Book Times	12	307
Babysitting Clinic	4	103
Central School Visit	12	340
Columbus Day Drop in Craft	1	80
Family Evening Storytime	1	60
Halloween Drop-in Storytime 2-8 Year Olds	1	60
Halloween Program 4-8 th Graders	1	16
Nail Art Class	1	30
Storytime 2 Year Olds	11	183
Storytime 3-5 Year Olds	17	197
Surf the Net	2	7
Total	63	1,383
Literacy Program		
Learn to Read	20	1,215
Grand Total	119	3,319

October Total = 119 groups involving 3,319 people.
1998 Year to Date Total 571 groups involving 19,442 people.

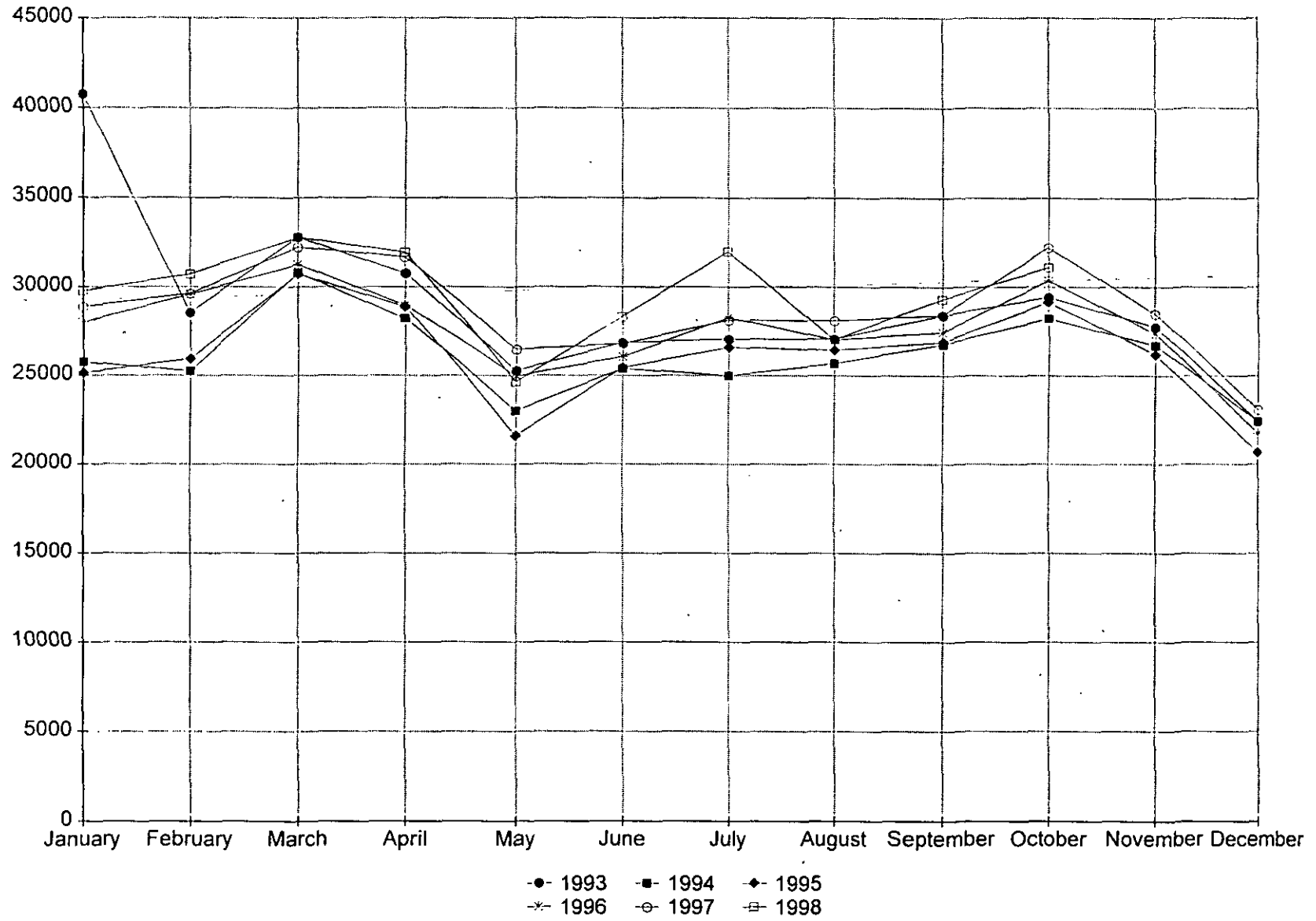
Circulation Statistics

Items Circulated Per Month By Year



Patron Attendance

October 1998



**Library Comparisons based on 1996/1997 Annual Reports
(Niles-54,338; Des Plaines-53,414; Mount Prospect-53,168;
Park Ridge-37,075; Elk Grove Village-33,429)**

<u>Budget</u>	<u>1997</u>
Niles	\$4,490,651
Mount Prospect	\$3,380,651
Park Ridge	\$2,899,365
Elk Grove Village	\$2,671,391
Des Plaines	\$2,611,941

<u>Collection Size</u>	<u>1997</u>
Mount Prospect	338,196
Park Ridge	236,532
Elk Grove Village	215,387
Niles	190,900
Des Plaines	178,775

<u>Levy Rate</u>	<u>1997</u>
Niles	0.3110
Park Ridge	0.3060
Mount Prospect	0.2920
Des Plaines	0.1780
Elk Grove Village	0.1730

<u>Circulation</u>	<u>1997</u>
Des Plaines	703,240
Mount Prospect	679,918
Niles	677,175
Park Ridge	673,866
Elk Grove Village	596,172

<u>Cost Per Capita</u>	<u>1997</u>
Niles	\$84.64
Elk Grove Village	\$79.91
Park Ridge	\$78.20
Mount Prospect	\$63.58
Des Plaines	\$48.90

<u>Cost Per Item Circulated</u>	<u>1997</u>
Niles	\$6.63
Mount Prospect	\$4.97
Elk Grove Village	\$4.48
Park Ridge	\$4.30
Des Plaines	\$3.71

<u>Circulation per Capita</u>	<u>1997</u>
Park Ridge	18.2
Elk Grove Village	17.8
Des Plaines	13.2
Mount Prospect	12.8
Niles	12.5

<u>Borrowers as % of Population</u>	<u>1997</u>
Elk Grove Village	91.5%
Mount Prospect	89.5%
Park Ridge	83.5%
Des Plaines	68.0%
Niles	50.9%

<u>Staff (FTE)</u>	<u>1997</u>
Mount Prospect	57.7
Niles	55.3
Park Ridge	49.0
Des Plaines	41.8
Elk Grove Village	40.2

<u>Items Circulated per FTE</u>	<u>1997</u>
Des Plaines	16,824
Elk Grove Village	14,830
Park Ridge	13,752
Niles	12,245
Mount Prospect	11,784

Des Plaines Public Library											
Salary Range Schedule 1999											
Prepared 08/04/98											
Classified Positions	Beginning		Trained		Competent			Excellent		Superior	
Library Assistant I (117)	B \$21,528	T-1 \$23,428	T-2 \$24,379	C-1 \$25,329	C-2 \$25,961	C-3 \$26,594	E-1 \$27,229	E-2 \$27,861	E-3 \$28,495	S \$29,128	
Library Assistant II (165)	B \$24,335	T-1 \$26,482	T-2 \$27,555	C-1 \$28,627	C-2 \$29,344	C-3 \$30,058	E-1 \$30,777	E-2 \$31,492	E-3 \$32,207	S \$32,923	
Secretary (177)	B \$26,703	T-1 \$29,062	T-2 \$30,239	C-1 \$31,416	C-2 \$32,204	C-3 \$32,989	E-1 \$33,772	E-2 \$34,559	E-3 \$35,344	S \$36,129	
Maintenance Supervisor (182)	B \$28,024	T-1 \$30,495	T-2 \$31,733	C-1 \$32,967	C-2 \$33,792	C-3 \$34,616	E-1 \$35,440	E-2 \$36,263	E-3 \$37,088	S \$37,913	
Library Asst III (233)	B \$28,972	T-1 \$31,526	T-2 \$32,803	C-1 \$34,084	C-2 \$34,934	C-3 \$35,786	E-1 \$36,638	E-2 \$37,491	E-3 \$38,343	S \$39,194	
Library Asst IV (291)	B \$31,675	T-1 \$34,470	T-2 \$35,867	C-1 \$37,265	C-2 \$38,197	C-3 \$39,128	E-1 \$40,060	E-2 \$40,992	E-3 \$41,924	S \$42,853	
Librarian I (323)	B \$33,323	T-1 \$36,263	T-2 \$37,733	C-1 \$39,204	C-2 \$40,184	C-3 \$41,153	E-1 \$42,145	E-2 \$43,125	E-3 \$44,104	S \$45,085	
Librarian II (332)	B \$34,254	T-1 \$37,274	T-2 \$38,788	C-1 \$40,299	C-2 \$41,307	C-3 \$42,315	E-1 \$43,321	E-2 \$44,328	E-3 \$45,337	S \$46,343	
Librarian III (393)	B \$36,317	T-1 \$39,521	T-2 \$41,124	C-1 \$42,726	C-2 \$43,794	C-3 \$44,863	E-1 \$45,931	E-2 \$46,998	E-3 \$48,066	S \$49,135	
Librarian IV (496)	B \$39,598	T-1 \$43,091	T-2 \$44,837	C-1 \$46,584	C-2 \$47,748	C-3 \$48,913	E-1 \$50,078	E-2 \$51,243	E-3 \$52,406	S \$53,572	
Public Service Coor (725)	B \$46,152	T-1 \$50,223	T-2 \$52,222	C-1 \$54,296	C-2 \$55,654	C-3 \$56,991	E-1 \$58,360	E-2 \$59,701	E-3 \$61,073	S \$62,442	
Tech/Computer Coor (725)	B \$46,152	T-1 \$50,223	T-2 \$52,222	C-1 \$54,296	C-2 \$55,654	C-3 \$56,991	E-1 \$58,360	E-2 \$59,701	E-3 \$61,073	S \$62,442	
Library Administrator (994)	B \$55,782	T-1 \$60,701	T-2 \$63,163	C-1 \$65,623	C-2 \$67,266	C-3 \$68,906	E-1 \$70,547	E-2 \$72,187	E-3 \$73,827	S \$75,469	
Unclassified Positions											
Page I	B \$6.11	T-1 \$6.62	T-2 \$6.90	C-1 \$7.15	C-2 \$7.34	C-3 \$7.51	E-1 \$7.70	E-2 \$7.88	E-3 \$8.05	S \$8.23	
Asst Clerk	B \$7.60	T-1 \$8.26	T-2 \$8.59	C-1 \$8.92	C-2 \$9.16	C-3 \$9.39	E-1 \$9.59	E-2 \$9.83	E-3 \$10.06	S \$10.29	
Clerk, Monitor or Custodian	B \$11.01	T-1 \$11.99	T-2 \$12.47	C-1 \$12.95	C-2 \$13.27	C-3 \$13.59	E-1 13.91	E-2 \$14.24	E-3 \$14.56	S \$14.88	
Library Assistant II	B \$12.48	T-1 \$13.59	T-2 \$14.13	C-1 \$14.69	C-2 \$15.06	C-3 \$15.43	E-1 \$15.80	E-2 \$16.19	E-3 \$16.56	S \$16.90	
Librarian	B \$17.08	T-1 \$18.60	T-2 \$19.35	C-1 \$20.11	C-2 \$20.80	C-3 \$21.10	E-1 \$21.62	E-2 \$22.11	E-3 \$22.63	S \$23.12	

LIBRARY FUND

The Des Plaines Public Library provides free service to all residents. The library is financed through property taxes and is governed by a nine-member Board of Library Trustees, who are city residents appointed by the Mayor. The trustees appoint an administrator, establish all library policies, and determine the annual appropriation necessary to provide library service.

The mission of the Des Plaines Public Library is to provide free and open access to information in a welcoming environment and to promote literacy, lifelong learning and the love of reading for all residents of Des Plaines.

The services available through the Des Plaines Public Library include books, audio books, videocassettes, music cds, periodicals (current and back issues), reading and educational programs for children and adults, literacy classes, book discussions, computer equipment and software, computer reference services, in-person and telephone reference assistance, and meeting rooms.

Residents have access to the library's services seven days a week and 24 hours a day. The Library building at 841 Graceland Avenue is open 9 a.m. to 9 p.m. Monday through Friday; 9 a.m. to 5 p.m. on Saturday; and 1 p.m. to 5 p.m. on Sunday, with the exception of major holidays. The Library's telephone number is (847) 827-5551; TTY is (847) 827-0515. After hours reference service is available by calling (847) 803-3977. The Library's computer catalog and selected reference databases are available 24 hours a day through dial-in computer access. The Library's homepage is <http://www.nsn.org/dpkhome/> and the e-mail address is dppinfo@desplaines.lib.il.us. The Mobile Library delivers a wide variety of books, cds, and tapes to 40 neighborhoods throughout the city. Home delivery is also available. The Library's informative and entertaining programs are also available to cable TV subscribers through the Library Cable Network on Channel 24.

Library Fund 1999 Budget Message

The Library Board of Trustees adopted the following 1999 budget for library operations at the September 8, 1998 board meeting. In order to accomplish the goals of the library in 1999, the budget will require an increase of \$272,087.00 (10%) in property tax for the library. Those goals are:

- Increased staffing in the children's department (\$78,984) to meet the current demands and prepare for the increased demands anticipated in the new facility. Over the past two years the children's department has cooperated with local school districts and developed new approaches to provide special and ongoing programs that have attracted more children to the library. For example, one baby booktime session has grown into three weekly sessions and our new evening storytimes for families have regularly attracted over 65, peaking one evening at 150. We are working very hard to attract and keep teenagers involved in our programs as well. The increase in staffing will allow that momentum to continue.
- Increased book budget to help begin the improvements in our collection that were delayed because of our limited space and uncertain future. Now that we have an expanded facility in the planning, we can begin to build the collection as well. An increase of \$90,000 (29%) in the book budget will allow us to purchase approximately 4500 new volumes. The books will be purchased throughout the year, so the demand for shelving will not be a critical issue until later in the year, when we will be able to make do with less than ideal conditions for a short time. It may be helpful to understand the board's early start on this project to realize that at this rate of increase, it will take the library 16 years to reach the desired volume of 245,000 books.
- Computer equipment upgrades (\$97,000.00) which are necessitated by the new requirements of the catalog consortium to which we belong as well as the ongoing replacement schedule to keep up with technological changes. All computer equipment will be transferred to the new facility.

The budget increases over the past several years have resulted in remarkable improvements and added services to the public. The library is now open seven days a week, all year; our computer catalog and reference resources are available 24 hours a day; our services are delivered to neighborhoods in a beautiful new bookmobile; we have made several necessary improvements to the building; we have created a local area network of information resources and a computer room for personal computer use; we have expanded our program offerings; and we have increased our circulation of materials by a healthy percent each year. These improvements have also brought increased efficiency so that we can be justly proud that the cost to circulate one item in 1997 was \$1.80 *less* than in 1991.

PUBLIC LIBRARY
FUND

CITY OF DES PLAINES
1999 BUDGET

FUND 201 DIVISION 2110

	1996 ACTUAL	1997 ACTUAL	1998 BUDGET	1998 PROJECTED	1999 BUDGET
PERSONAL SERVICES					
Salaries	810,496	867,925	1,074,566	1,073,254	1,238,478
Temporary Wages	381,639	418,138	427,984	482,740	442,767
Non-Supervisory Overtime	198	0	500	500	500
Vacation Pay	100,540	61,426	0	0	0
Sick Pay	25,010	31,849	0	0	0
Holiday Pay	37,148	34,226	0	0	0
Acting Pay	477	19	0	0	1,000
Excess Sick Hours Payout	22,028	4,560	36,394	4,100	18,100
TOTAL DIRECT SALARY & WAGES	1,377,536	1,418,143	1,539,444	1,560,594	1,700,845
Unemployment Compensation	2,000	2,000	2,000	0	2,000
Employer Contribution-F.I.C.A.	102,258	106,263	114,945	114,945	126,950
Employer Contribution-I.M.R.F.	105,126	100,190	104,959	104,959	116,459
Life Insurance Premiums	4,784	3,828	5,647	4,474	4,738
Medical Insurance Premiums	90,738	90,039	132,797	105,180	164,735
Workers Compensation	2,830	2,839	3,300	2,000	3,800
Tuition Reimbursement	0	0	2,000	500	2,000
TOTAL EMPLOYEE BENEFITS	307,736	305,159	365,648	332,058	420,682
TOTAL PERSONAL SERVICES	1,685,272	1,723,302	1,905,092	1,892,652	2,121,527
CONTRACTUAL SERVICES					
Professional Consulting	37,529	43,684	25,000	20,000	20,000
Communication Services	19,287	23,811	22,040	25,000	25,000
Data-Processing Services	36,616	52,101	55,000	55,000	55,000
Training-Seminars-Meetings	7,827	4,230	0	0	0
Conferences	0	0	5,000	1,500	3,000
Seminars	0	0	1,000	2,000	2,000
Training	0	0	1,000	1,500	2,000
In-Service Training	2,102	1,325	3,000	1,500	3,000
Membership Dues	2,448	2,635	3,000	3,000	3,000
Property/Liability Insurance	42,000	42,000	42,000	42,000	42,000
Publishing of Notices	1,025	1,062	1,000	2,500	1,000
E.R.P. Transfer to Medical Fund	9,690	8,299	9,600	9,600	25,600
Repair/Maintenance of Equipment	49,353	49,036	47,800	59,300	42,600
Repair/Maintenance of Building	10,901	117,586	70,500	42,000	45,000
Repair/Maintenance of Vehicles	1,502	958	1,500	1,320	1,500
Rental of Equipment	884	963	1,000	4,000	2,900
Custodial Services	26,990	30,745	29,600	24,100	25,000
Auto/Travel Expenses	4,500	4,261	3,000	5,000	3,000
Special Program Services	25,181	19,488	15,000	15,000	15,000
Misc. Contractual Services	16,384	47,626	66,000	66,000	70,000
TOTAL CONTRACTUAL SERVICES	294,219	449,810	402,040	380,320	386,600

PUBLIC LIBRARY
FUND

CITY OF DES PLAINES
1999 BUDGET

FUND 201 DIVISION 2110

	1996 ACTUAL	1997 ACTUAL	1998 BUDGET	1998 PROJECTED	1999 BUDGET
COMMODITIES					
Library Supplies	40,794	35,493	40,000	44,700	42,000
Janitorial Supplies	9,710	12,638	15,000	12,000	15,000
Copying/Fax Supplies	10,230	25,569	3,000	1,800	2,000
Postage & Parcel	10,979	9,810	13,200	12,000	13,200
Printing/Reproduction	16,681	20,044	10,300	10,300	10,300
Binding	0	0	7,200	5,700	6,000
Books	277,863	282,258	310,000	310,000	400,000
Audio Materials	34,071	33,242	44,000	44,000	45,500
Periodicals	66,679	46,159	60,000	60,000	62,000
Visual/Multi-Media Materials	23,886	26,141	36,500	36,500	42,500
Automated Reference Material	56,777	56,116	60,000	60,000	62,100
Natural Gas/Electricity	11,478	17,361	14,000	14,000	14,000
Electricity	148	0	500	500	500
Gasoline	2,225	1,246	2,000	2,000	2,000
TOTAL COMMODITIES	561,521	566,077	615,700	613,500	717,100
CAPITAL OUTLAY					
Improvements	0	0	80,000	20,000	0
Equipment	4,313	25,237	0	0	97,450
Furniture & Fixtures	4,685	9,382	10,000	10,000	2,700
TOTAL CAPITAL OUTLAY	8,998	34,619	90,000	30,000	100,150
DEBT SERVICE					
Abatement of 1993 G.O. Bond	12,078	12,078	12,078	12,078	12,078
Trust/Agency Fees	135	0	150	150	150
TOTAL DEBT SERVICE	12,213	12,078	12,228	12,228	12,228
TOTAL DEPARTMENT REQUEST	2,562,223	2,785,886	3,025,060	2,928,700	3,337,605

PUBLIC LIBRARY
ACCUMULATION FUND

CITY OF DES PLAINES
1999 BUDGET

FUND 201 DIVISION 2120

	1996 ACTUAL	1997 ACTUAL	1998 BUDGET	1998 PROJECTED	1999 BUDGET
<u>CONTRACTUAL SERVICES</u>					
Repair/Maintenance of Building	0	93,973	0	0	0
Professional Consulting	0	595	0	0	0
TOTAL CONTRACTUAL SERVICES	0	94,568	0	0	0
<u>CAPITAL OUTLAY</u>					
Equipment	16,065	6,814	0	0	0
Vehicles	119,239	0	0	0	0
Furniture & Fixtures	0	7,485	0	0	0
TOTAL ACCUMULATION FUND	135,304	203,435	0	0	0

PUBLIC LIBRARY
PER CAPITA GRANT FUND

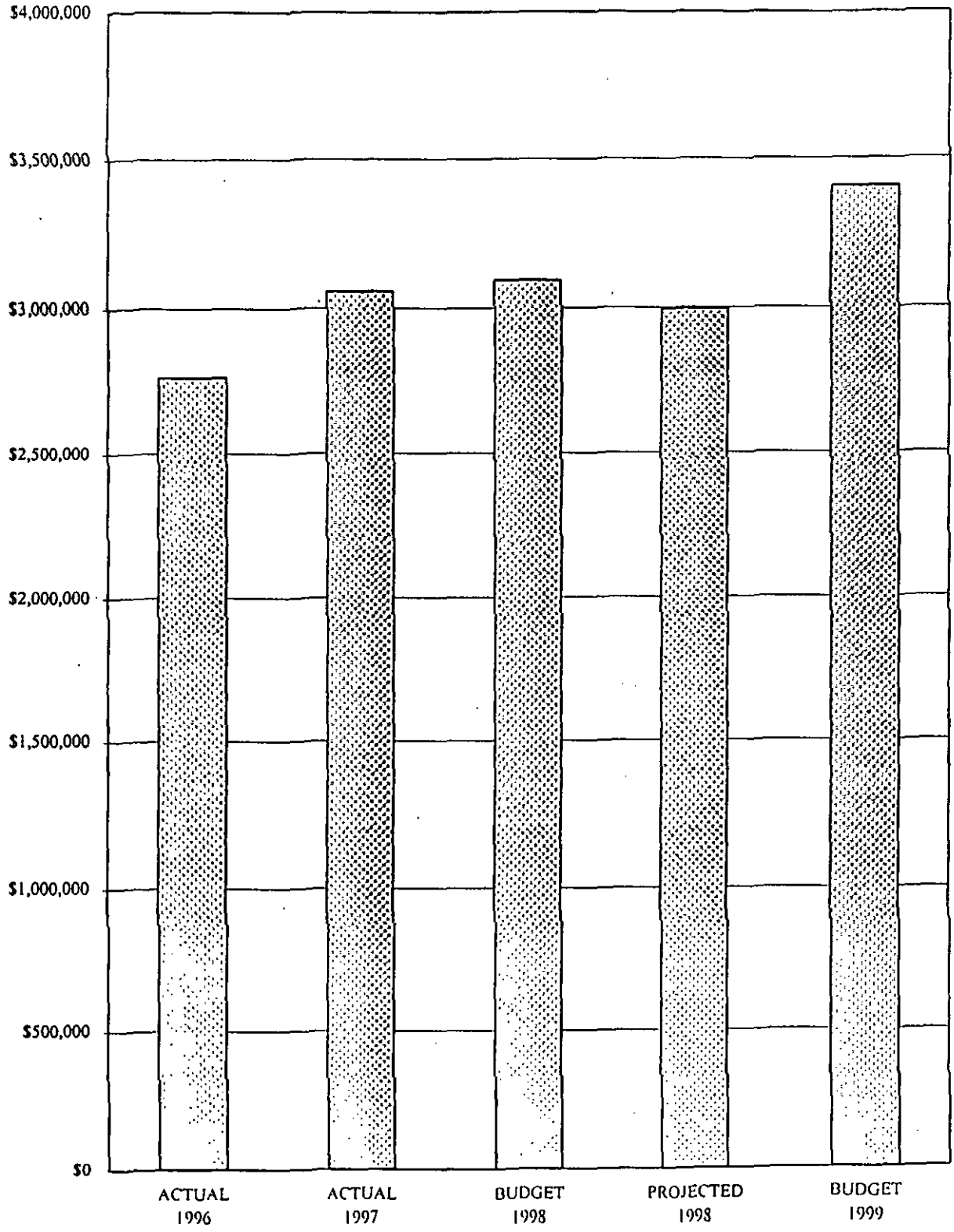
CITY OF DES PLAINES
1999 BUDGET

FUND 201 DIVISION 2130

	1996 ACTUAL	1997 ACTUAL	1998 BUDGET	1998 PROJECTED	1999 BUDGET
<u>CONTRACTUAL SERVICES</u>					
Communications	0	0	9,000	2,266	0
Professional Consulting	0	0	10,000	1,875	0
Travel	0	0	0	0	5,000
Misc. Contractual Services and Programs	11,014	6,954	12,000	16,583	41,768
TOTAL CONTRACTUAL SERVICES	11,014	6,954	31,000	20,724	46,768
<u>COMMODITIES</u>					
Automated Reference Materials	6,169	48,431	0	0	0
TOTAL COMMODITIES	6,169	48,431	0	0	0
<u>CAPITAL OUTLAY</u>					
Equipment	49,556	11,383	35,768	26,817	20,000
Vehicles	0	0	0	19,227	0
TOTAL CAPITAL OUTLAY	49,556	11,383	35,768	46,044	20,000
TOTAL PER CAPITA FUND	66,739	66,768	66,768	66,768	66,768
TOTAL LIBRARY FUNDS	2,764,266	3,056,089	3,091,828	2,995,468	3,404,373

Library Fund

History of Expenditures





GEORGE H. RYAN
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE

ILLINOIS STATE LIBRARY
300 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS 62701

SPRINGFIELD, ILLINOIS 62756

October 19, 1998

Ms. Sandra Norlin
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, IL 60026-6472

Dear Ms. Norlin:

This will acknowledge receipt of your public library's application for a Live and Learn construction grant. This letter will serve to inform you of the tentative timeline for this grant round.

Your library's application will be reviewed and evaluated by a review panel consisting of an architect, representatives of the Illinois State Library, and two other members of the Illinois library community. Their recommendations will be considered at the December ISLAC meeting. ISLAC will then forward their recommendations to the Secretary of State for his consideration. We will subsequently notify you of the final determination of your application.

As a point of information, there is approximately \$1,350,000 available for construction grants this round and we have received requests for approximately \$3,500,000.

If you have any questions or concerns please contact me at 217/785-1168.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Ortziger".

Nancy Ortziger
Construction Grant Program

25- 22 1

**APPLICATION FOR PARTICIPATION IN
NORTH SUBURBAN LIBRARY SYSTEM TELEPHONE CONSORTIUM**

The Board of Trustees of the Des Plaines Public Library, Des Plaines,
IL, Cook County, Illinois (the "Applicant") hereby applies for membership in the
North Suburban Library System Telephone Consortium. If its membership application is accepted,
the Applicant agrees to participate in the Consortium for a minimum of thirty-six (36) consecutive
months after the Effective Date as set forth in the Intergovernmental Agreement Providing For
Ameritech Discounts And Authorizing Membership In North Suburban Library System Telephone
Consortium (the "Agreement"). The Applicant further agrees to abide by the terms and conditions
of the Agreement and specifically agrees to maintain during said 36-month period telephone traffic
with Ameritech which is at least 80% of the Applicant's telephone traffic as measured by Ameritech
from March, 1997 through April, 1998 (hereinafter referred to as the "1-year traffic amount"). In
the event that the Applicant's telephone traffic during said 36-month period is less than 80% of the
1-year traffic amount, the Applicant agrees to pay to the Consortium upon demand an amount equal
to the product obtained by multiplying the difference between (i) the discounted rates provided for
in this Agreement and (ii) the non-discounted Ameritech rates for such telephone service, by
telephone traffic equal to 80% of the Applicant's 1-year traffic amount. The Applicant acknowledges
that the Agreement and this Application constitute the full, final and exclusive statement of the
understanding between the parties, and no other agreement, representation or warranty is binding
unless expressly stated herein.

The following Items must be answered:



The Applicant currently has telephone service from Ameritech.
Date of Contract, if any: _____



The Applicant currently has a telephone service contract with another provider of
telephone service: _____, Date of contract: _____
(Insert name of provider)



The Applicant desires to leave the above-mentioned telephone service provider and
to obtain telephone service from Ameritech Direct. The Applicant will supply a
Customer Service and Equipment Itemization from the current telephone service
provider.

BOARD OF ~~Trustees Des Plaines Public Library~~**

By: Eldon Burk
Its President Eldon Burk

ATTEST:

Carol Kidd
Its Secretary Carol Kidd

Date: 10-27-98

** The Board of Trustees will take action at the October 20, 1998 board meeting.

ADMINISTRATOR'S REPORT

November 17, 1998

I. PERSONNEL

New employees since the last report: Sukhdeep Khosla, Karen Rambert, and Carol Valente, Assistant Clerks, Circulation.

Jeanne Meyer has accepted a new position in the Police Records Department of the City (Senior Clerk), last day of work, November 18.

Nancy Larson has resigned her position as Mobile Library Clerk/Driver, effective December 19. She has decided to relocate to Wisconsin.

We have filled two of the three Department Head positions for January 1, 1999: Tony Siciliano will be the Coordinator of Computer and Technical Services, and Karen Wallace will be the new Head of the Community Services Department.

II. STAFF DEVELOPMENT

Staff committees have been formed to gather information and provide information for the interior design development of the new library. All committees are open to all staff members. The "key decision-making" group will be the department heads, whose charge will be to get and pass along information from the committees.

Gail Bradley has enrolled in four courses toward an eight-course requirement for a Desktop Publishing Technology Certificate Program and has requested reimbursement through our new tuition-reimbursement program. She will receive reimbursement for half of her tuition costs now and the other half upon successful completion of these courses.

III. PATRON SERVICES

Please note the 52% increase in Mobile Library circulation for the month of October. This increase is attributable to our new arrangements with Devonshire and Plainfield schools. Also note the increase (22%) in children's materials circulation and the decrease (4%) in adult materials circulation.

Our adult and children's programs continue to be very popular, notably the women's health series co-sponsored with Holy Family Hospital, as well as the Antiques Appraisal program. Popular children's programs are Bright Start, the drop-in crafts on no-school days, and family evening storytime.

IV. ACTIVITIES

I attended my first meeting as a member of the Extension Services Advisory Council and a workshop on Working with the News Media on October 21. I enjoyed a week of vacation from October 26 through November 1. I have also attended a city-

0305
5005

sponsored workshop on Sexual Harassment Awareness, and two meetings with the Building Project team. I spoke about the building plans to the Friends of the Library on November 10. I continue to enjoy attendance at the Learning Organization workshops. On November 16 I attended an all-day workshop on Using the Internet for Researching Grants for Nonprofit Agencies.

**Library Comparisons based on 1996/1997 Annual Reports
(Niles-54,338; Des Plaines-53,414; Mount Prospect-53,168;
Park Ridge-37,075; Elk Grove Village-33,429)**

Budget	1997
Niles	\$4,490,651
Mount Prospect	\$3,380,651
Park Ridge	\$2,899,365
Elk Grove Village	\$2,671,391
Des Plaines	\$2,611,941

Collection Size	1997
Mount Prospect	338,196
Park Ridge	236,532
Elk Grove Village	215,387
Niles	190,900
Des Plaines	178,775

Levy Rate	1997
Niles	0.3110
Park Ridge	0.3060
Mount Prospect	0.2920
Des Plaines	0.1780
Elk Grove Village	0.1730

Circulation	1997
Des Plaines	703,240
Mount Prospect	679,918
Niles	677,175
Park Ridge	673,866
Elk Grove Village	596,172

Cost Per Capita	1997
Niles	\$84.64
Elk Grove Village	\$79.91
Park Ridge	\$78.20
Mount Prospect	\$63.58
Des Plaines	\$48.90

Cost Per Item Circulated	1997
Niles	\$6.63
Mount Prospect	\$4.97
Elk Grove Village	\$4.48
Park Ridge	\$4.30
Des Plaines	\$3.71

Circulation per Capita	1997
Park Ridge	18.2
Elk Grove Village	17.8
Des Plaines	13.2
Mount Prospect	12.8
Niles	12.5

Borrowers as % of Population	1997
Elk Grove Village	91.5%
Mount Prospect	89.5%
Park Ridge	83.5%
Des Plaines	68.0%
Niles	50.9%

Staff (FTE)	1997
Mount Prospect	57.7
Niles	55.3
Park Ridge	49.0
Des Plaines	41.8
Elk Grove Village	40.2

Items Circulated per FTE	1997
Des Plaines	16,824
Elk Grove Village	14,830
Park Ridge	13,752
Niles	12,245
Mount Prospect	11,784

DRAFT

Our new library is the centerpiece of an exciting downtown development project.
Here's your chance to be a part of the future.

Buy a Brick for the plaza in front of the new library. You may have your brick inscribed with names, dates or other information, or your company's logo.

Proceeds from the Buy a Brick Program will help furnish the Children's Department.

Contributions are tax deductible to the extent allowed by law.

Payment must accompany order.

Send payment and form to:
Des Plaines Public Library Foundation
Buy a Brick Program
841 Graceland Avenue
Des Plaines, IL 60016

Orders must be submitted by June 30, 1999.

- You can:
- Honor or remember a loved one
 - Celebrate a special event
 - Spotlight your business or organization

In memory of _____

In gratitude for 90 years of _____

Your company logo

For more information, please phone 847/827-5551, extension 110.

Buy a Brick Order Form

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Brick Prices

- \$50.00 for a 4" x 8" Brick
- \$100.00 for an 8" x 8" Brick
- \$175.00 for an 8" x 8" Brick with a logo/graphic

I would like to order the following brick(s):

- _____ 4" x 8" Brick(s)
 - _____ 8" x 8" Brick(s)
 - _____ 8" x 8" Brick(s) with a logo or graphic
- Include camera ready artwork with order.

Please print clearly, with one letter per box, with spaces and punctuation marks counting as one letter. Maximum 13 letters per line. Attach a separate sheet for additional bricks.

Make Checks Payable to: Des Plaines Public Library Foundation

Charge Card:

_____ Visa _____ Mastercard

Card No. _____

Exp. Date _____ Amount \$ _____

Signature _____

4" x 8" Brick

8" x 8" Brick

The Des Plaines Public Library cannot guarantee paver locations and reserves the right to edit text if necessary.

Des Plaines Public Library

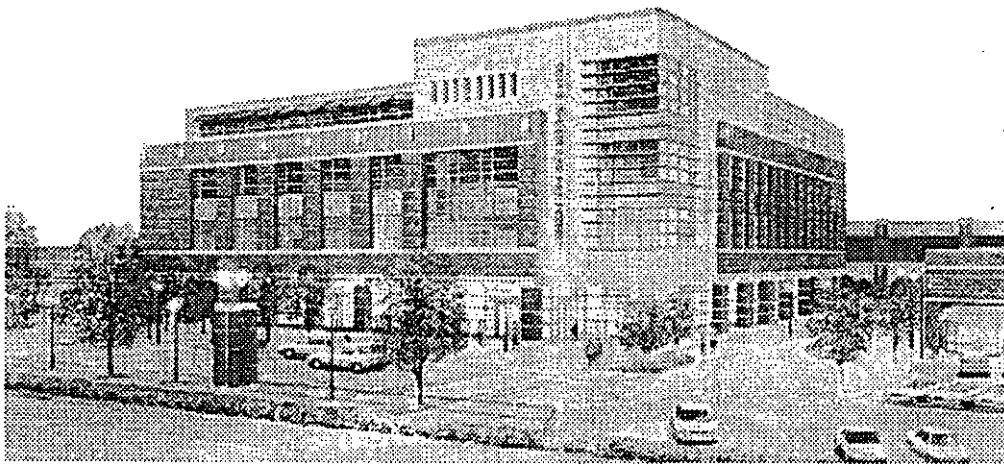
Build a Library

Buy a Brick

DRAFT

Communities build libraries because libraries build communities.

Buy a Brick . . .



. . . for the plaza in front of the new library
and help raise funds for the Children's Department.

0368

*handout
before
presentation*

**"Preparing Staff for the Library of the Future":
Report for the Library Services and Technology Act Grant
Des Plaines Public Library November 17, 1998**

The LSTA grant entitled "Preparing Staff for the Library of the Future" was designed to meet the needs of the Des Plaines Public Library as it faces major changes in the next two years. The library is planning a new building that will be completed in the year 2000. It is also undergoing major staff changes due to early retirement. Three of its department heads, Technical Services, Adult Services and Community Services, will be leaving at the end of 1998. Two reference librarians retired this past summer. Both of these changes simply magnify the challenges facing our staff.

Events in the 1990s have forced librarians to reexamine their roles, to learn new technologies, and to develop new skills to serve different kinds of patrons. On top of these demands they are supposed to feel comfortable and secure while mastering these changes. How to prepare staff at all levels to deal with these growing demands, as well as to cope with the extraordinary ones facing this particular library, underlie this program.

In the past our staff was characterized as not particularly friendly to different types of people, not secure in their technological knowledge and skills, and fairly set in ways that worked twenty years ago. This grant challenged a core group to begin more readily to meet needed change. Through the process of seven workshops, followed by informal discussions, the thirteen staff members, representing all departments and levels within the hierarchy, began to learn skills and to build a group spirit. We started to become a Learning Organization.

The workshops, led by Maureen Sullivan, focused on major issues: how to communicate with each other; how to take risks within the organization; how to work as a team. The focus on personal change and self-examination was balanced by group work that fostered risk taking and that helped all of us to accept criticism and suggestions for change. To reinforce these skills learned at the North Suburban Library System with the Ela District Public Library, "chat rooms" were held between times at our library. Here we could focus more intently on specific concerns facing our library while practicing the skills taught in the workshops.

Over the months a team spirit evolved. We used the valuable chat room time to discuss the planning process of a new building. Personal concerns could be talked about openly, and tolerance for uncertainty was possible as each person was listened to and "heard." Members of this disparate group were able to talk to each other respectfully, think through common issues, and begin to act like a team. All of this would have been impossible without the new skills. Most of the members of the group had had poor or no meeting skills, and most had feared speaking openly. Library assistants became able to speak directly to the Administrator, and, in turn, the Administrator was able to listen and act on concerns that were previously unknown to her. Although only thirteen people participated directly in this eight-month process, the rest of the staff benefited from the new openness. At an all-staff meeting, the processes learned for group work were used to brainstorm ideas for the new building. Everyone began to see the benefits.

In addition to learning new skills and gaining new insights about ourselves, we learned from Ela Library staff members at our monthly meetings. This library, from a more homogeneous and suburban setting, served a different clientele and had a history of being on the cutting edge and taking risks. The Des Plaines staff was, by comparison, more reluctant to speak up. However, as

time went on we benefited from seeing their openness and from informal conversations at lunch and during group exercises. This intermingling was one of the major strengths of the grant.

The staff benefited most from the more structured seven workshops led by Maureen. The logical progression of the topics, from personal mastery to working in teams, gave each member a sense of growth and an ability to put the ideas into action. The time frame was thus crucial. Here one could absorb new ideas and test them in the workplace. The chat rooms were not always so successful. The lack of a preestablished topic and focused leadership often led to floundering that many found time wasting. However, the chat rooms did provide needed time to talk about our library and about current concerns. Usually the library staff is not given the luxury of time to reflect. Perhaps the issue was that we did not know how to reflect without guilt.

The foundation for dealing with change was laid by this process. The Learning Organization members are ready to help others learn what they have learned. They are ready to move forward and begin the difficult task of team building as we blend new department heads into our organization. They are just beginning the difficult work of planning the interior space of a new building. Preparation of the staff for facing change has begun; now the challenge is to continue to grow and master new skills.

0789



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

VISITOR REGISTRATION

Please sign in

1. Kathleen Quinsfeld, Chicago Tribune

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

report
for
equipment

0372

● Plaines Town Center, L.L.C.

Memo

To: See Fax Distribution List
Via: Fax Only
From: David Dresdner
CC:
Date: 11/05/98
Re: Revised Schedules

In consideration of the conditions imposed by the grant award-process a revised schedule, detailed below, has been prepared.

● ~~ANCELLED~~ 11/11/98

Regular Wednesday Mtg. - held at Room 101, D.P. City Hall, 8:30. Discuss progress, open items and schedule.

11/23/98 Completion of 50% C.D. Set.

11/24/98 Distribution of 50% C.D. set to CCS/OS, PTC and select G.C.'s, - for informational purposes only.

12/8

~~12/7/98~~ CCS/OS budget review completed.

12/9

~~12/8/98~~ Regular Wednesday mtg. - discuss final budget and required additional value engineering. Time and location TBD.

By 12/31/98 100% C.D. set delivered to PTC, CCS/OS and City for issuance of permit.

1/4/99 100% C.D. set delivered to select General Contractors for bidding.

1/25/99 G.C. bids due.

1/26 - 1/29 G.C. negotiation meetings.

2/1/99 Award G.C. (commence preparation and execution of contract).

0373

- 2/1/99 Foundation permit issued.
- 3/1/99 Construction (foundations, etc.) starts.
- 3/15/99 Building permit issued.

FF&E design meetings shall occur regularly, as discussed. Additional team and consultant meetings to be scheduled as needed.

In order for the Library Board representatives and City representatives to familiarize themselves with the G.C. candidates, PTC will arrange to have our "regular Wednesday group" meet the teams (at the G. C.'s offices) during December. We will prepare and distribute a proposed meeting schedule in order to find good dates for everyone during the holiday season.

Please let me know if you have any questions or concerns regarding this memo.

FAX

PLAINES TOWN CENTER, I.L.C.
350 West Hubbard Street, Suite 301
Chicago, Illinois 60610
312 595-7400 Phone 312 595-1898 Fax

Date 11/13

No. of pages including cover sheet 7

To: DISTRIBUTION

From: DAVID I. DRESDNER

- City of Des Plaines: Wallace Douthwaite 847-391-5378
- Jack Klaus 847-391-5378
- Library Administrator: Sandra Norlin 847-827-7974
- S.B. Friedman Co. Steve Friedman 312-424-4262
- Schwartz Cooper Ron Grais, Esq. 312-782-8416
- Lohan Associates Floyd Anderson 312-938-0929
- Steve Carbery 312-938-0929
- Michael Barnes 312-938-0929
- Teng & Assoc. Alan Morris 312-616-6069
- Vinod Patel 312-616-6069
- William Dawes 312-616-6069
- PTC, L.L.C., (trailer) Larry Koch 847-795-0703
- CCS/OS Anthony Oliver 630-916-7502
- Clive Bransby 630-916-7502
- Mason & Wejk Bruce Mason, Esq. 312-419-3130

Phone 312 595-7400
Fax Phone 312 595-1898

KEN HUTSON
DON BERNACKI

Urgent For your review Reply ASAP Please comment

Revision to schedule previously distributed.

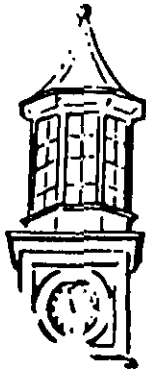
Sorry for the confusion

David

Sandra, Please communicate the schedule to the Lib. Bd. representatives. Thank you.

If all pages are not received please call 312 595-7400 immediately.

THIS COMMUNICATION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION WHICH IS CONFIDENTIAL. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone.



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

TO: Board of Trustees
FROM: Carol Kidd
SUBJECT: North Suburban Library System Telephone Consortium
DATE: 11/17/98
CC: Sandra

I have attached the signed application for participation in North Suburban Library System Telephone Consortium and Sandra's analysis of the program.

Several calls were made to local and long distance carriers and the following information was obtained:

1. **A & B bands are only available through Ameritech (our local carrier).**
2. MCI - **.05 minute** - no service charge if toll calls equal \$5.00 or more per month.
3. Sprint - **.045 minute** - no service charge.
4. Centel Illinois is Ameritech.

The rate for participating in the consortium is **.029** minute for both B & C bands.

I spoke to three different representatives of Ameritech to verify that we could not purchase the A or B bands through another company. The final analysis is that a substantial discount will be received through participation in the consortium.

9760

0376

35-24

**APPLICATION FOR PARTICIPATION IN
NORTH SUBURBAN LIBRARY SYSTEM TELEPHONE CONSORTIUM**

The Board of Trustees of the Des Plaines Public Library, Des Plaines
IL, Cook County, Illinois (the "Applicant") hereby applies for membership in the
North Suburban Library System Telephone Consortium. If its membership application is accepted,
the Applicant agrees to participate in the Consortium for a minimum of thirty-six (36) consecutive
months after the Effective Date as set forth in the Intergovernmental Agreement Providing For
Ameritech Discounts And Authorizing Membership In North Suburban Library System Telephone
Consortium (the "Agreement"). The Applicant further agrees to abide by the terms and conditions
of the Agreement and specifically agrees to maintain during said 36-month period telephone traffic
with Ameritech which is at least 80% of the Applicant's telephone traffic as measured by Ameritech
from March, 1997 through April, 1998 (hereinafter referred to as the "1-year traffic amount"). In
the event that the Applicant's telephone traffic during said 36-month period is less than 80% of the
1-year traffic amount, the Applicant agrees to pay to the Consortium upon demand an amount equal
to the product obtained by multiplying the difference between (i) the discounted rates provided for
in this Agreement and (ii) the non-discounted Ameritech rates for such telephone service, by
telephone traffic equal to 80% of the Applicant's 1-year traffic amount. The Applicant acknowledges
that the Agreement and this Application constitute the full, final and exclusive statement of the
understanding between the parties, and no other agreement, representation or warranty is binding
unless expressly stated herein.

The following Items must be answered:



The Applicant currently has telephone service from Ameritech.
Date of Contract, if any: _____



The Applicant currently has a telephone service contract with another provider of
telephone service: _____ . Date of contract: _____
(Insert name of provider)



The Applicant desires to leave the above-mentioned telephone service provider and
to obtain telephone service from Ameritech Direct. The Applicant will supply a
Customer Service and Equipment Itemization from the current telephone service
provider.

BOARD OF ~~Trustees Des Plaines Public Library**~~

By: Eldon Burk
Its President Eldon Burk

ATTEST:

Carol Kidd
Its Secretary Carol Kidd

Date: 10-27-98

** The Board of Trustees will take action at the October 20, 1998 board meeting.

0378

Ameritech analyzed each library's usage over a one year period and put together figures for an average month for each individual library. Des Plaines PL's figures are presented below.

BTN		DesPlains Libr		
Band	Total Minutes	Volume Disc	Net Charges	Price Per Minute
A	1,054	\$0.00	\$23.00	\$0.0218
B	193	\$0.00	\$7.52	\$0.0390
C	130	\$0.00	\$13.59	\$0.1046
	1,377		\$44.11	\$0.0320

Ameritech Proprietary

A no charge 23.00
 B 193 hours @ .029 = 5.60
 C 130 hours @ .029 = 3.77
 B 32.37

16.27 per hour @ 13 = 211.51
 less 10.58
 200.93

44.11
 - 32.37
 11.74
 16.58

\$ 22.32 / month savings

↑
 Current rates for A, B + C Bands (discount only affects B + C)

**North Suburban Library System
 Members Participating in the NSLS Telephone Consortium
 as of 10/19/98**

1. Algonquin Area Public Library District
2. Antioch Public Library District
3. Arlington Heights Memorial Library
4. Barrington Public Library District
5. Cary Area Public Library District
6. Elk Grove Village Public Library
7. Fox Lake Public Library District
8. Fremont Public Library District
9. Gail Borden Public Library District
10. Glencoe Public Library
11. Glenview Public Library
12. Grayslake Area Public Library District
13. Gurnee School District #56
14. Highwood Public Library
15. Indian Trails Public Library District
16. Knowledge Systems Institute (academic institution)
17. Lake Forest Community High School District #115
18. Lincolnwood Public Library District
19. McHenry Public Library District
20. Niles Public Library District
21. North Suburban Library System
22. Northbrook Public Library
23. Prospect Heights Public Library District
24. Rolling Meadows Library
25. Round Lake Area Public Library District
26. Warren-Newport Public Library District
27. Wauconda Area Public Library District
28. Waukegan Public Library
29. Wilmette Public Library District
30. Zion-Benton Public Library District



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

FAX TRANSMISSION

To: Carol Kidd

At: Des Plaines PL

FAX # _____

From: Sarah Rohrer

Date/Time: _____

This FAX transmission consists of 3 pages, including this transmittal sheet.

If this transmission is incomplete or has been sent to the wrong location, please contact _____ at (847) 459-1300 ext. _____.

The discount will be \$0.029 per minute for B and C bands (over eight miles but still within local range), plus an additional 5% off access charges (monthly service charges/ "line" charges). The attached sheet represents an average month of usage for Des Plaines PL as analyzed by Ameritech.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

8/95

*The Board of Library Trustees,
Director, and staff of the
Indian Trails Public Library District
cordially invite you and your family to attend the
Grand Re-Opening of the library on
Saturday, November 21, 1998
At 9:00 a.m.
355 S. Schoenbeck Road
Wheeling, Illinois 60090*

Refreshments and entertainment until 4:30 p.m.

*Family Reading Night begins at 6:00 p.m.
Pre-Registration is required for
Family Reading Night activities.*



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, DECEMBER 15, 1998

7:30 PM

- Agenda:
- Annual Budget Resolutions
 - Executive Session
 - Purchase or lease of real property
 - Administrator Review
 - Review of Executive Session Minutes

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
December 15, 1998 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, November 17, 1998.
(Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Brookman.
- 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. Building and Grounds Committee – Betty Ritter. (8:10 PM)
- VIII. Management Committee – Ellen Yearwood. (8:20 PM)

- IX. Planning Committee - John Burke.
- X. System Membership -- John Ciborowski.
- XI. Friends of the Library -- Inara Brubaker.
- XII. Administrator's Report - Sandra Norlin.
- XIII. New Business. (9:15 PM)
 - A. Resolutions. (Action Item)
 - 1. Accumulation Fund Spending Plan.
 - 2. Transfer of Funds to Fund Balance.
 - 3. Appropriation and Levy.
 - B. January Board Meeting.
 - C. Holiday Closing - July 4, 1999.
 - D. BVM/Healthy Communities Information Kiosk.
- XIV. Unfinished Business. (9:30 PM)
 - A. Status of Board Member Biographies.
- XV. Announcements.
 - A. Correspondence.
- XVI. Executive Session. (9:45 PM)
 - A. Sale or Purchase of Real Property.
 - B. Pending or Probable Litigation.
 - C. Administrator Review.
 - D. Semi-Annual Review of Minutes.
- XVII. Adjournment. (10:15 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 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, November 17, 1998. President Eldon Burk called the meeting to order at 7:37 PM.

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

Members Absent: John Ciborowski, Betty Ritter.

Also Present: Administrator Sandra Norlin, Martha Sloan, Carol Kidd, Kimbrielle Granderson, Kathleen Quirsfeld.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the agenda as amended by adding under XII. Administrator's Report. A. Staff Report (to follow Consideration of the Agenda), VII. Building and Grounds Committee. A. CCS/OS Proposal for FF&E Services. XIII. New Business. B. City Council Meeting Attendance. XIII. New Business. C. Authorization to Purchase two Microfilm Reader/Printers. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra introduced Jaye Domecq and Martha Sloan, who as participants in the Learning Organization, presented a program entitled "A Tale of Two Cities". A visual display board was used to explain the ways the Learning Organization has engaged the staff in the planning of the new library. The Board also received a handout titled "Preparing Staff for the Library of the Future".

MOTION by Inara Brubaker, seconded by John Walker, to approve the Minutes of the regular Board Meeting of October 20, 1998 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Walker, to approve the Minutes of the Special Board Meeting of October 14, 1998 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

No report. Alderman Brookman absent.

FINANCE COMMITTEE - Sarah McConnell

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

1. Over the Counter Receipts	\$ 9,539.06
2. Petty Cash Expenditures	\$ 43.90
1. Budget Expenditures for October	\$ 207,414.87
2. Expenditures Year to Date	\$2,322,146.74
3. Revenue for October	\$ 8,185.41
4. Revenue Year to Date	\$1,536,190.38

MOTION by Sarah McConnell 2ND by Susan Burrows, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

October 05, 1998	\$ 21,061.94
October 19, 1998	<u>49,865.58</u>
Total	\$ 70,927.52

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, McConnell, Walker, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Sarah McConnell, 2ND by Susan Burrows, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

PAYROLL	October 08, 1998	\$ 56,489.57
	October 22, 1998	<u>56,319.13</u>
	Total	\$112,808.70

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, McConnell, Walker,

Yearwood. NAYS: None. MOTION CARRIED.

Sarah McConnell reported that the Finance Committee met and is recommending a reduction in the 1999 budget by postponing the hiring of two positions in the Children's Department until April, 1999 for a savings of \$20,000 and to increase the revenue (grants) by \$12,500 in anticipation of a Technology Grant.

Eldon Burk reported that the Library's budget will be discussed at the November 18, 1998 City Council meeting and that he will attend with Sarah McConnell. The Board asked the Finance Committee to present to the City Council paperwork that indicates the increase in book prices.

MOTION by Committee, to approve the 1999 Budget with the following changes: the two positions in the Children's Department will be filled April, 1999, instead of January, 1999, for a savings of \$20,000 and the Revenue will be increased by \$12,500 in anticipation of a Technology Grant. Roll Call Vote: Ayes: Brubaker, Burk, Burke, Burrows, McConnell, Walker, Yearwood. Nays: None. MOTION CARRIED.

Sarah McConnell reported that Gary Valente recommends canceling the full service maintenance contract on HVAC equipment with Northwest Town Refrigeration as of December 31, 1998 and contracting instead for preventative maintenance. The savings will be approximately \$6,000.

MOTION by Committee to cancel the full service maintenance contract on HVAC equipment with Northwest Town Refrigeration as of December 31, 1998. Vote: Ayes: All. Nays: None. MOTION CARRIED

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Sandra reported to the Board that a contract has been received from CCS Owner Services, Inc. requesting approval for FF&E Management.

Inara Brubaker requests a complete breakdown of charges, the frequency that CCS/OS expects payments, and the amount of hours they expect to work on this project.

John Burke asked Eldon Burk to compile information for the Board as to why this service was not included in the original proposal from CCS/OS.

MOTION by Inara Brubaker, seconded by Susan Burrows, to authorize Sandra Norlin to communicate the Board's intent to hire CCS Owner Services providing information is supplied to the Board as to how and when payment is expected, a breakdown of how their fees are arrived at, whether there will be any additional fees to be billed by either CCS/OS or any other project management company, and the Board requires periodic status reports. Vote: Ayes: All. Nays: None. MOTION

CARRIED.

A revised meeting schedule from David Dresdner of LR Development was distributed to all Board members in consideration of the conditions imposed by the building grant award process.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE - John Burke, Chairman.

No report.

SYSTEM MEMBERSHIP - John Ciborowski

John Ciborowski absent, no report.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara reported that the Friends were pleased with the Board's attendance at their annual meeting. Sandra reported that the Friends donated a toaster oven to the library and the staff is grateful for this addition to the kitchen.

Eldon Burk reported that he has met with the Friends concerning the Buy-A-Brick program, and they have agreed to support the library in their fund raising efforts.

ADMINISTRATOR'S REPORT

New employees since the last report are Sukhdeep Khosla, Karen Rambert, and Carol Valente, Assistant Clerks, Circulation.

Jeanne Meyer has accepted a new position as Senior Clerk in the Police Records Department of the City. Jeanne's last day of work will be November 18.

Nancy Larson has resigned her position as Mobile Library Clerk/Driver, effective December 19. She has decided to relocate to Wisconsin.

We have filled two of the three Department Head positions for January 1, 1999: Tony Siciliano will be the Coordinator of Computer and Technical Services, and Karen Wallace will be the new Head of the Community Services Department.

Staff committees have been formed to gather and provide information for the interior design development of the new library. All committees are open to all staff members.

The "key decision-making" group will be the department heads, whose charge will be to get and pass along information from the committees.

Gail Bradley has enrolled in four courses toward an eight-course requirement for a Desktop Publishing Technology Certificate Program and has requested reimbursement through our new tuition-reimbursement program. She will receive reimbursement for half of her tuition costs now and the other half upon successful completion of these courses.

Please note the 52% increase in Mobile Library circulation for the month of October. This increase is attributable to our new arrangements with Devonshire and Orchard Place schools. Also note the increase (22%) in children's materials circulation and the decrease (4%) in adult materials circulation.

Our adult and children's programs continue to be very popular, notably the women's health series co-sponsored with Holy Family Hospital, as well as the Antiques Appraisal program. Popular children's programs are Bright Start, the drop-in crafts on no-school days, and family evening storytime.

Sandra attended her first meeting of the Extension Services Advisory Council and a workshop on Working with the News Media on October 21. Sandra enjoyed a week of vacation from October 26 through November 1 and attended a city-sponsored workshop on Sexual Harassment Awareness, and two meetings with the Building Project team. Sandra spoke about the building plans to the Friends of the Library on November 10 and on November 16 attended an all-day workshop on Using the Internet for Researching Grants for Nonprofit Agencies. Sandra also continues to enjoy attendance at the Learning Organization workshops.

NEW BUSINESS

MOTION by Ellen Yearwood, seconded by Susan Burrows, to approve the 1999 (attached) Salary Schedule. This schedule includes a 3.5% general wage increase. Roll Call Vote: Ayes: Brubaker, Burk, Burke, Burrows, McConnell, Walker, Yearwood. Nays: None. MOTION CARRIED.

Ellen Yearwood agreed to attend the December 7 City Council Meeting, Eldon Burk and John Walker the December 21 meeting, Sarah McConnell the January 4 meeting, and Inara Brubaker the January 18 meeting.

Sandra reported that two proposals have been obtained for the purchase of two microfilm reader/printers.

MOTION by Ellen Yearwood, seconded by John Walker to authorize Sandra Norlin to purchase two microfilm reader/printers at a cost not to exceed \$15,000 to be

purchased in 1998 if the budget allows. Roll Call Vote: Ayes: Brubaker, Burk, Burke, Burrows, McConnell, Walker, Yearwood. Nays: None. MOTION CARRIED.

UNFINISHED BUSINESS

John Burke discussed the importance of the Board biographies and requests that Board members submit a short biography at the December Board meeting if they have not already done so.

Buy-A-Brick brochures were distributed to Board members for their suggestions and comments. Eldon Burk suggested the use of credit cards for payment and the Board requested a report be presented to them at the December meeting.

Carol Kidd distributed a memo outlining information on the cost difference of local and long distance carriers to compare with prices obtainable through the North Suburban Library System Telephone Consortium.

ANNOUNCEMENTS

Eldon Burk reminded the Trustees of their annual Board Dinner at the Black Ram on December 15 that will begin at 5:00 PM.

The Staff Holiday Party and Retirement Party for Gayle Cunningham, Kenneth Frank, and Cheryl Mack will be combined on December 17, 1998 from 11:30 AM - 2:00 PM.

MOTION by Ellen Yearwood, seconded by Susan Burrows, to enter into an Executive Session to discuss purchase or lease of real property, pending or probable litigation, and Administrator Review. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:55 PM.

The meeting adjourned at 10:56 PM.

Minutes prepared by Carol Kidd

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
November 17, 1998

Chair: Sarah McConnell
Present: Eldon Burk, Susan Burrows, Sarah McConnell, Sandra Norlin
Call to Order: 7:05 PM by Sarah McConnell.

The Finance Committee discussed the budget meeting that took place with the City Council on November 4, 1998. Suggestions for areas in which budget reductions can be made without a strong negative effect on the library programs and services in 1999 are:

1. Salaries - Children's positions can be filled in April, 1999, realizing a \$20,000 savings.
2. Computer Equipment - After the budget was prepared, the library had the opportunity to apply for a \$12,500 grant to upgrade the Local Area Network.

The Finance Committee will recommend postponing the hiring of two Children's Department personnel until April 1, 1999, thereby realizing savings of \$20,000 for 1999. The Committee further recommends reducing the equipment budget by \$12,500 in anticipation of receiving a technology grant through a state program.

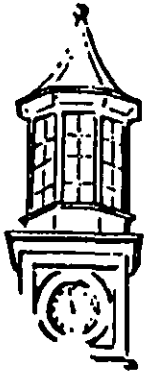
Eldon Burk and Sarah McConnell will attend the City Council meeting on November 18, 1998 to convey the decision of the Library Board.

The Finance Committee will recommend canceling the full service maintenance contract on HVAC equipment before the December 31, 1998 deadline. Gary Valente recommends a preventative maintenance contract instead and will obtain quotations for presentation to the Board.

Microfilm Reader-Printer replacement discussed for 1998, if the funds are available. A formal presentation will be given to the Board at their meeting this evening.

Meeting adjourned at 7:30 PM.

Minutes prepared by Sandra K. Norlin.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Planning Committee Meeting December 14, 1998

Chair: John Burke
Present: John Burke, John Ciborowski, Sarah McConnell, Betty Ritter, Martha Sloan, Sandra Norlin.

Call to Order: 4:42 PM by John Burke.

Agenda: To review progress on existing goals and set specific goals and dates for the Strategic Plan.

The Board discussed how best to address the current status of goals and agreed to consider each goal separately to determine the status, and set new deadlines.

Goal 1 – A collection responsive to the diverse and changing needs of the community.

Objectives to be further addressed:

Revise goal 1.6 to read: **Maintain** working relationships with the business community, local government and other community organizations to ensure a collection that will meet their needs.

1.7 – Create an inventory of collection strengths in other libraries - Martha will check through telephone contacts with other libraries by 03-01-99.

Goal 2 – A staff professionally competent in collection development and collection management.

Goals 2.1 and 2.2 to be completed by 07-01-99.

Goal 3 – Reference and advisory services supporting the information needs of patrons.

Goals 3.1 and 3.2 to be completed by 07-01-99.

Goal 3.3 to be re-evaluated on 07-01-99.

Goals 3.4 and 3.5 to be completed by 12-01-99.

Goal 4 – An outreach program for residents who are unable to come to the library and for residents who are unacquainted with the library's services.

Goals 4.1, 4.2 and 4.3 – annually review progress and develop a plan for the next year.

Goal 5 – Stimulating and educational programs and services that support the mission of the library.

5.1 Develop **semi-annual** plan for library programs.

5.2 Completed.

5.3 New building planning will include discussion of contracted services (coffee, refreshments, rental books and audio books, copier services).

Goal 6 – Library employees skilled in interpersonal relationships.

6.3 Information packet completed. Progress to be checked 09-01-99.

6.4 Annual voluntary survey through newsletter to be completed annually in April.

6.5 Review progress of orientation and training programs by 09-01-99.

Goal 7 – Public perception of the library as an essential community service.

7.1 Completed.

7.2 Incorporate goal to increase community commitment into each department's goals by July 1 each year.

Goal 8 – An effective and mutually supportive relationship with the Friends of the Library.

The Board will maintain commitment and will review progress each July.

8.1 Has been initiated and will need continued encouragement.

Goal 9 – Opportunities for volunteer involvement in the operation of the library.

Review annually in July.

Goal 10 – A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.

Accomplished; requires monitoring.

Goal 11 - Meeting room facilities available for both the general public and library staff.

Completed.

Goal 12 – Facilities sufficient for the library’s requirements for the next five years.

Completed.

Goal 13 – Adequate funds for major and multi-year expenditures.

13.1 Seek outside legal opinions on “Accumulation” Fund.

13.2 Create a plan by 07-01-99.

13.3 Review with City by 09-01-99.

13.4 Foundation established, but need new leadership. Will publicize and invite participation through the April newsletter.

Meeting adjourned at 5:50 PM.

Minutes prepared by Sandra Norlin.

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

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

1. Over the Counter Receipts	\$ 9,137.80
2. Petty Cash Expenditures	\$ 87.11
3. Budget Expenditures for November	\$ 197,817.09
4. Expenditures Year to Date	\$2,492,269.54
5. Revenue for November	\$ 13,496.58
6. Revenue Year to Date	\$2,157,383.48

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

November 02, 1998	\$ 36,037.75
November 16, 1998	<u>24,904.54</u>
Total	\$ 60,942.29

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 November 05, 1998	\$ 56,127.74
November 19, 1998	<u>56,681.75</u>
Total	\$ 112,809.49

ROLL CALL VOTE AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - NOVEMBER 1998

	November 1997	November 1998	1997 to Date	1998 to Date
Lost Materials	\$ 165.38	\$ 518.23	\$ 1,772.12	\$ 3,803.24
Fines	4,764.57	5,664.13	68,285.60	64,489.49
Damage	17.95	62.00	536.29	2,812.81
Fees	757.89	1,039.20	4,765.53	5,593.54
Copies	1,520.25	1,811.54	16,495.43	17,806.40
Miscellaneous	20.55	42.70	450.03	363.82
Totals	\$7,246.59	\$ 9,137.80	\$92,305.00	\$94,869.30

PETTY CASH EXPENDITURES - November

960070	Auto/Travel Expenses	5.33
960070	Auto/Travel Expenses	12.40
960070	Auto/Travel Expenses	5.20
960070	Auto/Travel Expenses	6.05
970600	Books	5.95
970600	Books	3.59
970620	Periodicals	7.00
970260	Postage	2.77
970260	Postage	37.32
970100	Supplies	1.50
	Total	\$87.11

11/10/98
ACCOUNTING PERIOD: 11/94CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 11

ACTION CRITERIA: payable_due_date='11/16/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	05851 SPRINT	844319621	68.96
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	8478033977	269.70
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	8478275551	426.20
2110	920140	DATA PROCESSING SERVICES	19776 BAKER & TAYLOR, INC.	X14NS4152M	656.00
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	DPK	75.00
2110	920206	SEMINARS	06996 UW/MADISON	REGISTRATION	127.00
2110	920206	SEMINARS	06996 UW/MADISON	REGISTRATION	127.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	102381	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101044	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100027	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100029	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100416	90.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100415	90.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	107074	105.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101490	300.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100028	90.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	102847	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101631	145.00
2110	920220	MEMBERSHIP DUES	21432 AMERICAN LIBRARY ASSOCIAT	MEMBERSHIP	145.00
2110	930010	R & M EQUIPMENT	08090 WEST TOWN REFRIGERATION C	093163	1,277.00
2110	930010	R & M EQUIPMENT	19659 OTIS ELEVATOR	CY07369VB98	302.47
2110	930020	R & M BLDGS & STRUCTURES	08281 EMED COMPANY INC.	302100-00	46.38
2110	960210	SPECIAL EVENT PROGRAMMING	03239 GIUSEPPE'S LA CANTINA	68700	48.00
2110	960210	SPECIAL EVENT PROGRAMMING	09309 ROBERTA S. JOHNSON	REIMB	45.26
2110	960210	SPECIAL EVENT PROGRAMMING	09312 PEG LEHMAN/PAL MUSIC	12-13-98	300.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1679054	21.90
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1690358	96.76
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1679040	42.37
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1609698	9.04
2110	960210	SPECIAL EVENT PROGRAMMING	58875 INGRAM	26400455	424.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003290647	27.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003286322	21.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003284334	22.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003277352	21.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003286501	15.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003306187	32.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003295435	13.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003314724	14.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003310604	32.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003314521	6.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003310660	13.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003331756	7.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003338393	17.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003326522	51.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003314389	27.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003318973	24.55
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	MVG86400	269.72
2110	970100	SUPPLIES	07975 BAKER & TAYLOR ENTERTAINM	Z33439070	221.00
2110	970100	SUPPLIES	09310 MARY ANN BROWN	REIMB	29.55
2110	970100	SUPPLIES	09310 MARY ANN BROWN	REIMB	4.55
2110	970100	SUPPLIES	14465 INSTY PRINTS	201175	337.05

11/10/98

ACCOUNTING PERIOD: 11/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due.date='11/16/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970100	SUPPLIES	19764	BRO-DART INC	436.07
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	164.30
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	-112.53
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	56.85
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	57.35
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	91.35
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	31.59
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	37.73
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	15.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	15.95
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	41.25
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	153.45
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	306.72
2110	970600	BOOKS	06423	SIMON & SCHUSTER	19.96
2110	970600	BOOKS	06423	SIMON & SCHUSTER	125.01
2110	970600	BOOKS	07439	GALE RESEARCH	149.96
2110	970600	BOOKS	07439	GALE RESEARCH	242.26
2110	970600	BOOKS	07439	GALE RESEARCH	242.67
2110	970600	BOOKS	07439	GALE RESEARCH	399.08
2110	970600	BOOKS	07527	STAGE & SCREEN	37.19
2110	970600	BOOKS	09308	M.E. SHARPE, INC.	100.70
2110	970600	BOOKS	09311	LIBRARIES UNLIMITED	54.26
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	412.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	517.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	669.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	397.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	285.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	306.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	316.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	710.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	495.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	360.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	907.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	278.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	483.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	166.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	626.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	117.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	298.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	593.43
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	20.39
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	80.00
2110	970600	BOOKS	40830	JOHN WILEY & SONS	154.15
2110	970610	AUDIO MATERIALS	03882	BOOKCASSETTE SALES	271.06
2110	970610	AUDIO MATERIALS	03882	BOOKCASSETTE SALES	65.36
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	104.67
2110	970610	AUDIO MATERIALS	20232	REGENT BOOK COMPANY	596.63
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	79.38
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	273.15
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	13.48

03
02
01

11/10/98
ACCOUNTING PERIOD: 11/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='11/16/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 3255054P	184.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 3272527M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 3279722M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 3270078M	8.95
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 3275620M	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 771628	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 770455	179.50
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 773287	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 748221	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 773970	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	21030	CONGRESSIONAL QUARTERLY 500621 554	655.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY 000807110001	2,263.79
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY 000790530002	67.90
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 223306	112.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 223305	111.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 223000	111.00
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM N61919690	136.33
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM Z33227680	34.87
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM Z338593CM	-55.81
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM Z33262820	69.50
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM Z33227670	38.37
2110	970630	VISUAL MATERIALS	58875	INGRAM 03846011	62.99
2110	970630	VISUAL MATERIALS	58875	INGRAM 03800556	34.99
2110	970630	VISUAL MATERIALS	58875	INGRAM 03809581	147.62
2110	970630	VISUAL MATERIALS	58875	INGRAM 03838351	39.17
2110	970630	VISUAL MATERIALS	58875	INGRAM 03834822	178.96
2110	970630	VISUAL MATERIALS	58875	INGRAM 03720530	20.94
2110	970630	VISUAL MATERIALS	58875	INGRAM 03714470	338.46
2110	970630	VISUAL MATERIALS	58875	INGRAM 03738926	13.99
2110	970630	VISUAL MATERIALS	58875	INGRAM 03739115	13.97
2110	970810	NATURAL GAS	08089	NICOR ENERGY 130569670	531.78
2110	980400	EQUIPMENT	02747	RELIABLE OFFICE SUPPLY MWD19901	520.88

TOTAL LIBRARY SERVICES 24,904.54

TOTAL FUND 24,904.54

0397

10/28/98

ACCOUNTING PERIOD: 10/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 13

SELECTION CRITERIA: payable.due_date='11/02/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	05747 UMI	8195186	35.25
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	28.37
2110	920120	COMMUNICATION SERVICES	07007 PSINET, INC.	2140129	1,180.73
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H073356545	212.33
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	SEPT 1998	1,998.93
2110	920210	IN-SERVICE TRAINING	43765 DOMINICKS FINER FOODS	1679089	6.67
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	NOV 1998	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	NOV 1998	396.27
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	NOV 1998	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	NOV 1998	60.24
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	NOV 1998	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	NOV 1998	18.93
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6370155	140.25
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	SEPT 1998	1,368.32
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	10-8-98	300.00
2110	930020	R & M BLDGS & STRUCTURES	70067 NORBERT SOLARZ	8250	15.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	059884	320.40
2110	930210	RENTAL OF EQUIPMENT	02632 FITNEY BOWES	503092	201.00
2110	960070	AUTO/TRAVEL EXPENSES	09270 ELDON BURK	REIMB	18.50
2110	960070	AUTO/TRAVEL EXPENSES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	.80
2110	960070	AUTO/TRAVEL EXPENSES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	4.23
2110	960070	AUTO/TRAVEL EXPENSES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	11.38
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	98007	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08460 JUDY LEVIN	11-17-98	125.00
2110	960210	SPECIAL EVENT PROGRAMMING	09272 AMERICAN EAGLE PRODUCTION	1-17-98	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	09273 THE GREAT BOOKS FOUNDATIO	059265	260.33
2110	960210	SPECIAL EVENT PROGRAMMING	21195 ALGONQUIN RECORDS		30.00
2110	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	98-012	5,742.00
2110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	30668	1,794.65
2110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	30744	1,832.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003263055	4.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003246681	20.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003250386	22.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003241143	24.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003256160	21.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003257927	17.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003273588	16.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003268944	18.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003242537	30.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2003262201	24.25
2110	960990	MISC CONTRACTUAL SVCS	73978 CANON FINANCIAL SERVICES,	1567070	1,520.00
2110	970100	SUPPLIES	00118 MARILYN'S FLOWERS AND THI	03453	40.00
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	MTC41300	247.14
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	MSC20300	10.99
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	8615	7.95
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	8696	29.75
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	8668	7.95
2110	970100	SUPPLIES	07069 MINOLTA BUSINESS SYSTEMS-	8100502414	117.88
2110	970100	SUPPLIES	13942 RUBBER STAMP MAN	277115	11.87
2110	970100	SUPPLIES	21092 DES PLAINES PUBLIC LIBRAR	PETTY CASH	6.99
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422 GOURMET EXPRESS, INC	1781	72.95

①
②
③
④

10/28/98
ACCOUNTING PERIOD: 10/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='11/02/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	1780 64.60
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	138490 25.91
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	058997-00 213.95
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	059074-00 22.25
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	082438 61.38
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	061688 2.94
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	110389 83.82
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	061687 84.94
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	111729 159.01
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	519786 15.95
2110	970260	POSTAGE AND PARCEL	21092	DES PLAINES PUBLIC LIBRAR	PETTY CASH .50
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	203099 147.55
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	203089 281.07
2110	970600	BOOKS	00302	AMERICAN BUSINESS INFORMA	98-24-450424 710.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	747153 261.23
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	027608 452.34
2110	970600	BOOKS	03363	WEST GROUP	748-441-028 245.50
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	396406 881.75
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8296601 28.60
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8302916 98.85
2110	970600	BOOKS	05871	HARRIS INFOSOURCE INTL	404734 151.65
2110	970600	BOOKS	05968	TRAFALGAR SQUARE	450325 267.77
2110	970600	BOOKS	05997	BORDERS	13708 28.92
2110	970600	BOOKS	05997	BORDERS	13401 59.07
2110	970600	BOOKS	05997	BORDERS	13707 24.97
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3088450 103.00
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3074809 104.05
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3075240 67.34
2110	970600	BOOKS	07439	GALE RESEARCH	8220837 257.33
2110	970600	BOOKS	07439	GALE RESEARCH	8222190 315.58
2110	970600	BOOKS	07439	GALE RESEARCH	8215719 134.89
2110	970600	BOOKS	07439	GALE RESEARCH	8218018 144.09
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448 32.74
2110	970600	BOOKS	08285	R.R. BOWKER	812074 193.08
2110	970600	BOOKS	08285	R.R. BOWKER	808320 437.04
2110	970600	BOOKS	08557	NP/CHILTON	29953 59.68
2110	970600	BOOKS	09271	FRANKLIN COVEY	111319.PP99 180.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003242536 657.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003241142 541.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003262200 570.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003257926 367.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003273587 367.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003268943 359.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003263054 139.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003246680 471.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003250385 514.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2003256159 495.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	J22 5966 493.50
2110	970600	BOOKS	21913	RAND MCNALLY & CO	04969328 135.00
2110	970600	BOOKS	58875	INGRAM	DP0003594 30.64
2110	970610	AUDIO MATERIALS	03044	NORTHSTAR/CHRISTIANS LIST	15941 5.00

0000

10/28/98
ACCOUNTING PERIOD: 10/98

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='11/02/1998'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-9-98-1	152.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-13-98-1	157.27
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-13-98-2	21.56
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-9-98-3	122.82
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-29-98-1	363.63
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-29-98-2	51.67
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-13-98-3	131.80
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3243900M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3239906P	386.00
2110	970610	AUDIO MATERIALS	65969	TIME LIFE	ROCK/ROLL II	75.86
2110	970610	AUDIO MATERIALS	65969	TIME LIFE	ROCK/ROLL CD	37.93
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	763261	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	764500	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	742026	1,480.00
2110	970620	SUBSCRIPTIONS & BOOKS	07904	REED ELSEVIER NEW PROVIDE	712109	279.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	000790530001	879.66
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61920100	47.11
2110	970630	VISUAL MATERIALS	07719	BAKER & TAYLOR ENTERTAINM	N61867330	173.53
2110	970630	VISUAL MATERIALS	09269	BARRON'S EDUCATIONAL SERI	4886775	63.57
2110	970630	VISUAL MATERIALS	58875	INGRAM	03562071	55.92
2110	970630	VISUAL MATERIALS	58875	INGRAM	03591241	32.18
2110	970630	VISUAL MATERIALS	58875	INGRAM	03652853	59.44
2110	970630	VISUAL MATERIALS	58875	INGRAM	03637174	20.95
2110	970630	VISUAL MATERIALS	58875	INGRAM	03486096	69.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	03564576	20.97
2110	970630	VISUAL MATERIALS	58875	INGRAM	03571773	9.09
2110	970630	VISUAL MATERIALS	58875	INGRAM	03536828	37.78
2110	970630	VISUAL MATERIALS	58875	INGRAM	03566332	80.40
2110	980400	EQUIPMENT	05124	CDW COMPUTER CENTERS INC.	8962556	384.04
2110	980600	FURNITURE & FIXTURES	09274	SPECIALTY STORE SERVICES	641239	254.76
TOTAL LIBRARY SERVICES						36,037.75
TOTAL FUND						36,037.75

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 WIGBRS 276302401		297,062.95
102012	CASH IPTIP/FOA 7139200161	.00	
102026	CASH FIRST BANK ACCUMULN	.00	
102051	CASH PLAINSBANK ACCUMULN	.00	
	TOTAL CASH	500.00	297,062.95
104003	INVESTMENTS-US TREASURIES	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	2,316.62	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	33,190.71	
	TOTAL INVESTMENTS	37,215.42	.00
113400	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	2,707,298.42	297,062.95
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETIRNMT 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		.00
	TOTAL CURRENT LIABILITES	.00	2,669,583.00
	TOTAL LIABILITIES	.00	2,669,583.00
	TOTAL SYSTEM CONTROL	5,650,865.54	5,249,211.48
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
	TOTAL FUND BALANCE-RESERVED	.00	28,185.67
730000	FUND BALANCE-UNRESERVED		114,121.76
	TOTAL FUND EQUITY	.00	142,307.43
	TOTAL EQUITIES	5,650,865.54	5,391,518.91

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
TOTAL PUBLIC LIBRARY FUND		8,358,163.96	8,358,163.96
TOTAL REPORT		8,358,163.96	8,358,163.96

SELECTION CRITERIA: reuledgr.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	3,759.71	-3,759.71	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	2,158.31	-2,158.31	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	3,252.18	-3,252.18	.00
810013	PROPERTY TAXES 1996	40,000.00	.00	.00	44,391.55	-4,391.55	1.11
810014	PROPERTY TAXES 1997	2,591,828.00	.00	.00	1,814,758.57	777,069.43	.70
810015	PROPERTY TAXES 1998	.00	.00	.00	.00	.00	.00
TOTAL	PROPERTY TAXES	2,631,828.00	.00	.00	1,868,320.32	763,507.68	.71
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	2,724,816.00	.00	.00	1,961,308.32	763,507.68	.72
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	66,767.50	.50	1.00
TOTAL	STATE GRANTS	66,768.00	.00	.00	66,767.50	.50	1.00
TOTAL	INTERGOVERNMENTAL REVENUE	66,768.00	.00	.00	66,767.50	.50	1.00
850102	LIBRARY FINES	90,000.00	8,703.50	.00	73,333.21	16,666.79	.81
TOTAL	FINES	90,000.00	8,703.50	.00	73,333.21	16,666.79	.81
850215	COPYING FEE	23,000.00	2,031.94	.00	20,038.33	4,961.67	.80
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	160.00	.00	9,864.70	8,135.30	.55
TOTAL	FEES AND SERVICES	43,000.00	2,191.94	.00	29,903.03	13,096.97	.70
TOTAL	FINES, FEES, AND SERVICES	133,000.00	10,895.44	.00	103,236.24	29,763.76	.78
890010	INTEREST INCOME	3,000.00	.00	.00	6,980.45	-3,980.45	1.80
890050	SALE OF FIXED ASSETS	.00	.00	.00	1,590.00	-1,590.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	11,000.00	2,601.14	.00	15,500.97	-4,500.97	1.41
TOTAL	OTHER REVENUE	16,000.00	2,601.14	.00	26,071.42	-10,071.42	1.63
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	13,496.58	.00	2,157,383.48	783,200.52	.73
TOTAL	PUBLIC LIBRARY FUND	2,940,584.00	13,496.58	.00	2,157,383.48	783,200.52	.73
TOTAL REPORT		2,940,584.00	13,496.58	.00	2,157,383.48	783,200.52	.73

ACCOUNTING PERIOD: 11/98

SELECTION CRITERIA: expledgr.fund="201" and expledgr.key_orjn="2110"

FUND - 201 - PUBLIC LIBRARY FUND
FL - 000 - 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	71,105.97	.00	307,071.33	267,474.68	.75
910200	TEMPORARY WAGES	427,984.00	35,223.01	.00	410,177.33	17,612.75	.96
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	4,336.52	.00	61,325.74	-61,325.74	.00
910600	SICK PAY	.00	2,029.87	.00	20,366.23	-20,366.23	.00
910700	HOLIDAY PAY	.00	94.12	.00	17,252.96	-17,252.96	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	556.71	-556.71	.00
910950	EXCESS SICK HRS PAY OUT	36,394.00	.00	.00	4,984.99	31,409.01	.14
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	2,000.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	114,945.00	8,493.52	.00	102,466.86	12,478.14	.89
918021	EMPLOYER CONTR-I.N.R.F.	104,959.00	7,353.32	.00	99,881.47	15,077.53	.86
918040	LIFE INS PREMIUMS	5,647.00	310.50	.00	3,483.10	2,163.90	.62
918050	MEDICAL INS PREMIUMS	132,797.00	7,661.48	.00	81,598.16	51,098.84	.62
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	.00	2,000.00	.00
918070	WORKERS COMPENSATION	3,300.00	214.49	.00	2,766.75	533.25	.84
TOTAL	PERSONAL SERVICES	1,905,092.00	136,842.80	.00	1,504,665.54	300,406.46	.84
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	11,826.25	13,173.75	.47
920120	COMMUNICATION SERVICES	22,040.00	2,186.29	.00	20,353.09	1,686.91	.92
920130	DATA PROCESSING SERVICES	55,000.00	2,690.18	.00	39,800.14	15,199.86	.72
920202	CONFERENCES	5,000.00	.00	.00	1,525.74	3,464.26	.31
920204	TRAINING	1,000.00	75.00	.00	1,736.99	-736.99	1.74
920206	SEMINARS	1,000.00	254.00	.00	2,045.50	-1,045.50	2.05
920210	IN-SERVICE TRAINING	3,000.00	6.67	.00	1,518.97	1,481.03	.51
920220	MEMBERSHIP DUES	3,000.00	1,165.00	.00	2,673.25	321.75	.89
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	6,109.99	-5,109.99	6.11
920850	SUBSIDY:1994 E.R.P. TRMS	9,600.00	818.39	.00	8,188.69	1,411.31	.85
TOTAL	SUBSIDIES,REBATES,CONTRIB	9,600.00	818.39	.00	8,188.69	1,411.31	.85
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	31,500.00	10,500.00	.75
930010	R & M EQUIPMENT	47,800.00	3,088.04	.00	52,994.38	-5,194.38	1.11
930020	R & M BLDGS & STRUCTURES	70,500.00	361.33	.00	17,651.24	52,848.76	.25
930030	R & M VEHICLES	1,500.00	.00	.00	675.07	824.93	.45
930195	BOOK BINDING & REPAIR	7,200.00	320.40	.00	4,449.10	2,750.90	.62
930210	RENTAL OF EQUIPMENT	1,000.00	201.00	.00	785.21	214.79	.79
930320	CLEANING-CUSTODIAL SERV	29,600.00	.00	.00	20,620.00	8,980.00	.70
960070	AUTO/TRAVEL EXPENSES	3,000.00	34.91	.00	4,043.71	-1,043.71	1.35
960210	SPECIAL EVENT PROGRAMMING	13,000.00	1,735.16	.00	12,120.36	-874.84	1.21
960990	MISC CONTRACTUAL SVCS	66,000.00	11,437.75	.00	109,458.10	-43,458.10	1.66
TOTAL	CONTRACTUAL SERVICES	409,240.00	24,374.17	.00	356,151.58	53,088.42	.87
970100	SUPPLIES	40,000.00	1,830.23	.00	34,101.44	5,898.56	.85
970110	MEALS (PRSNRS/WRKRS/VOLS)	.00	374.69	.00	374.69	-374.69	.00
970120	JANITORIAL	15,000.00	755.73	.00	10,437.96	4,562.04	.70
970130	COPYING/FAX SUPPLIES	3,000.00	.00	.00	2,188.33	811.67	.73
970260	POSTAGE AND PARCEL	13,200.00	41.75	.00	10,721.14	2,478.86	.81
970270	PRINTING-REPROD-BINDING	10,300.00	428.62	.00	2,750.21	7,549.79	.27

ACCOUNTING PERIOD: 11/98

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn='2110'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/BUD
970600	BOOKS	310,000.00	20,416.96	.00	261,297.41	48,902.59	.34
970610	AUDIO MATERIALS	44,000.00	4,236.05	.00	19,913.94	14,486.16	.67
970620	SUBSCRIPTIONS & BOOKS	60,000.00	934.00	.00	24,212.12	35,737.88	.40
970630	VISUAL MATERIALS	36,500.00	5,290.63	.00	33,808.92	2,671.08	.93
970640	AUTOMATED REFERENCE MAT'L	60,000.00	.00	.00	66,983.04	-6,983.04	1.12
970810	NATURAL GAS	14,000.00	531.78	.00	12,574.15	1,425.55	.90
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	.00	.00	272.43	-272.43	.00
970850	GASOLINE	2,000.00	.00	.00	2,251.75	-251.75	1.13
TOTAL	COMMODITIES	608,500.00	35,440.44	.00	491,308.23	117,191.77	.81
980300	IMPROVEMENTS	80,000.00	.00	.00	21,928.00	58,072.00	.27
980400	EQUIPMENT	.00	904.92	.00	9,228.11	-9,228.11	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	10,000.00	254.75	.00	8,968.08	1,031.92	.90
TOTAL	CAPITAL EXPENDITURES	90,000.00	1,159.68	.00	40,124.19	49,875.31	.45
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
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	3,025,060.00	197,817.09	.00	2,492,269.54	532,790.46	.82
TOTAL	CIVIC & CULTURE	3,025,060.00	197,817.09	.00	2,492,269.54	532,790.46	.82
TOTAL	PUBLIC LIBRARY FUND	3,025,060.00	197,817.09	.00	2,492,269.54	532,790.46	.82
TOTAL REPORT		3,025,060.00	197,817.09	.00	2,492,269.54	532,790.46	.82

XII

REGISTRATION SERVICES REPORT FOR NOVEMBER 1998

I. LIBRARY CARD REGISTRATION SERVICES

<u>November 1997</u>	<u>October 1998</u>	<u>November 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
913	979	827	8,910	10,545	15.5%
A.	New Cards			299	
B.	Renewals			412	
C.	Non-Resident Cards			52	
D.	Off-line Library Cards			64	
	Total			827	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	205
2.	Number of Meeting Room Uses	83
3.	Cab cards and Other Registrations	10
4.	LAN Discs Sold	8
	(Year to Date - 71)	
5.	Computer Room	248
6.	Reading Edge Users	2
	Total	556

III. TOTAL NUMBER OF REGISTERED BORROWERS

November 1997	36,375	(68.1% of Population)
November 1998	34,769	(65.1% of Population)

CIRCULATION REPORT FOR NOVEMBER 1998

Page 2

PATRON ATTENDANCE COUNT

<u>November 1997</u>	<u>October 1998</u>	<u>November 1998</u>	<u>Year to Date 1997</u>	<u>Year to Date 1998</u>	<u>% Change</u>
28,462	31,058	29,259	321,089	326,558	1.7%

RECIPROCAL BORROWING

(Materials Lent)

	<u>November 1997</u>	<u>November 1998</u>	<u>% Change</u>
NSLS	6,746	6,916	2.5%
OTHER SYSTEMS	1,553	1,450	(-6.6%)
TOTAL	8,299	8,366	0.8%

INTERLIBRARY LOAN

Sent	951
Received	380

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
NOVEMBER 1998

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	263	
2. Tax forms	22	
3. Directional questions	160	
4. Item retrieval by library pages	142	
5. Audio visual inquiries	702	
 Total		 1,289
 Reference Services		
1. Specific item request	966	
2. Ready reference	654	
3. Material searching	266	
4. Referrals to other libraries	14	
 Total		 1,900
 GRAND TOTAL		 3,189

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
NOVEMBER 1998

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	478
2. Computer sign-ups & help	961
3. Storytime & program sign-ups	664
4. Reference questions	1,091
5. Ready reference	523
6. Referrals to other libraries	10
7. Miscellaneous inquiries	396
8. Handout & change	563
 TOTAL	 4,686

Number of individuals using the Local Computer Network = 1,893

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
November 1998

Total 1997 to Date:	697,613	Total 1998 to Date:	718,808	% Change	3.04%
November 1997:	63,863	November 1998:	65,108		1.95%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1997	1998	1997	1998	1997	1998
Non Fiction	4,802	4,850	661	1,097	5,463	5,947
Fiction	10,048	10,614	1,217	1,236	11,265	11,850
Foreign Language Non Fiction	0	55	0	12	0	67
Foreign Language Fiction	0	178	0	100	0	278
Periodicals	100	218	54	61	154	279
Compact Discs	204	255	27	30	231	285
Audio Cassettes	298	273	39	30	337	303
Audio Kits	505	416	117	87	622	503
Puzzles	334	386	53	76	387	462
Games	83	72	17	20	100	92
Audio Books	123	124	5	7	128	131
Video Fiction	2,233	1,825	315	307	2,548	2,132
Video Non Fiction	0	795	0	85	0	880
CD ROMs	0	368	0	0	0	368
SUB TOTAL	18,730	20,429	2,505	3,148	21,235	23,577
ADULT						
Non Fiction	11,119	11,305	163	228	11,282	11,533
Fiction	8,300	6,617	424	263	8,724	6,880
Large Type	0	748	0	74	0	822
Foreign Language Non Fiction	0	89	0	6	0	95
Foreign Language Fiction	0	274	0	0	0	274
Periodicals	2,314	2,229	134	102	2,448	2,331
Pamphlets	26	77	0	0	26	77
Compact Discs	3,482	4,331	471	375	3,953	4,706
Audio Cassettes	733	893	3	8	736	901
Puzzles	9	16	0	0	0	16
Pictures	55	66	0	0	55	66
Audio Books	1,118	1,412	0	39	1,118	1,451
CD ROMs	0	229	0	0	0	229
Video Fiction	8,771	8,919	278	356	9,049	9,275
Video Non Fiction	2,815	2,815	13	51	2,828	2,866
Misc. Formats	0	9	0	0	0	9
Self Check (Books Only) *	2,400	0	0	0	2,400	0
	41,142	40,029	1,486	1,502	42,619	41,531
GRAND TOTAL	59,872	60,458	3,991	4,650	63,863	65,108
Self Check	2,400	2,603	0	0	2,400	2,603

* Beginning January 1998, Self Check circulation is included within category totals.

Nov. 1998 Holdings

	Last Month	This Month	Change	Percent Change
Books	175,012	175,997	985	0.6%
Audio	13,533	13,673	140	1.0%
Video	9,328	9,386	58	0.6%
Puzzles and Games	740	760	20	2.7%
Realia	235	235	0	0.0%
Pamphlets	14,888	14,909	21	0.1%
<hr/> <hr/>				
Total	213,736	214,960	1,224	0.6%

ACQUISITIONS REPORT FOR
FOR NOV. 1998

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,106	2,138	32	1.5%
100	2,452	2,480	28	1.1%
200	2,706	2,698	-8	-0.3%
300	11,452	11,499	47	0.4%
400	618	622	4	0.6%
500	2,927	2,954	27	0.9%
600	17,082	17,194	112	0.7%
700	14,903	14,983	80	0.5%
800	4,901	4,916	15	0.3%
900	11,325	11,354	29	0.3%
B	4,450	4,478	28	0.6%
Total (Adult)	74,922	75,316	394	0.5%
Juvenile (J)				
000	383	387	4	1.0%
100	201	207	6	3.0%
200	281	281	0	0.0%
300	2,248	2,252	4	0.2%
400	107	111	4	3.7%
500	3,050	3,053	3	0.1%
600	2,630	2,637	7	0.3%
700	3,328	3,338	10	0.3%
800	797	799	2	0.3%
900	3,402	3,432	30	0.9%
B	945	947	2	0.2%
YA	833	842	9	1.1%
Total (J)	18,205	18,286	81	0.4%
Total (E)	7,118	7,210	92	1.3%
Total (Juvenile)	25,323	25,496	173	0.7%
Total (Non fiction)	100,245	100,812	567	0.6%
Fiction				
Adult	33,713	33,845	132	0.4%
Juvenile				
J	8,337	8,362	25	0.3%
YA	1,693	1,720	27	1.6%
E	10,502	10,455	-47	-0.4%
Picture Books	6,753	6,852	99	1.5%
Board Books	686	680	-6	-0.9%
Total (Juvenile)	27,971	28,069	98	0.4%
Total (Fiction)	61,684	61,914	230	0.4%
High school	78	145	67	85.9%

Compact discs				
Adult	5,558	5,650	92	1.7%
Juvenile	337	337	0	0.0%
Total (Compact discs)	5,895	5,987	92	1.6%
CD ROMs				
Adult	153	164	11	7.2%
Juvenile	213	213	0	0.0%
Total (CD ROMs)	366	377	11	3.0%
Audio Cassettes				
Adult	2,728	2,735	7	0.3%
Juvenile	875	885	10	1.1%
Audio Books				
Adult	1,898	1,891	-7	-0.4%
Juvenile	750	748	-2	-0.3%
Total (Cassettes)	6,251	6,259	8	0.1%
Kits	1,021	1,050	29	2.8%
Videocassettes				
Adult	7,756	7,803	47	0.6%
Juvenile	1,572	1,583	11	0.7%
Total (Videocassettes)	9,328	9,386	58	0.6%
Total (Audio Visual)	22,861	23,059	198	0.9%
Reference				
Adult	5,532	5,557	25	0.5%
Juvenile	1,043	1,083	40	3.8%
Total (Reference)	6,575	6,575	0	0.0%
Puzzles				
Adult	65	87	22	33.8%
Juvenile	590	588	-2	-0.3%
Total (Puzzles)	655	675	20	3.1%
Games (Juvenile)	85	85	0	0.0%
Realia				
Paintings	233	233	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	235	235	0	0.0%

Large Type				
Adult	3,047	3,087	40	1.3%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,074	3,114	40	1.3%
Pamphlets	14,888	14,909	21	0.1%
Easy Reading	1,028	1,026	-2	-0.2%
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	50	49	-1	-2.0%
Total (Gujarti language)	50	49	-1	-2.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Hebrew language)	2	2	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	520	538	18	3.5%
Juvenile	33	33	0	0.0%
Total (Polish language)	553	571	18	3.3%
Russian				
Adult	183	197	14	7.7%
Juvenile	2	2	0	0.0%
Total (Russian language)	185	199	14	7.6%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	548	568	20	3.6%
Juvenile	763	795	32	4.2%
Total (Spanish language)	1,311	1,363	52	4.0%
Total (Adult)	1,452	1,504	52	3.6%
Total (Juvenile)	876	907	31	3.5%
Total (Foreign languages)	2,328	2,411	83	3.6%
=====				
TOTAL	213,736	214,960	1,224	0.6%

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 1998**

Outside Community Groups	<u>Times Used</u>	<u>Attendance</u>
A.A.U.W.	1	5
Des Plaines Art Guild	1	8
Des Plaines Woman's Club	1	6
DuPage Figure Skaters	1	9
Exercise-Y Me	1	8
Goldcoast Kennel Club	1	8
Options	1	8
Primerica Financial Service	1	10
Toastmasters	2	22
Total	10	84
 Library Sponsored Adult Programs		
Adult Book Discussion	1	20
Book Talk and Tea	1	43
David Toepen - New Zealand	1	27
Friends of the Library	2	63
Heart of Parenting	1	45
Junior Great Books	4	37
Learning Organization	1	9
Mary Cassatt Lecture	1	38
Oakton Community College Guitar Ensemble	1	48
Orchard Place	1	82
 Other		
Library Board Meeting	1	12
Total	15	424

DES PLAINES PUBLIC LIBRARY
MEETING ROOM - NOVEMBER 1998

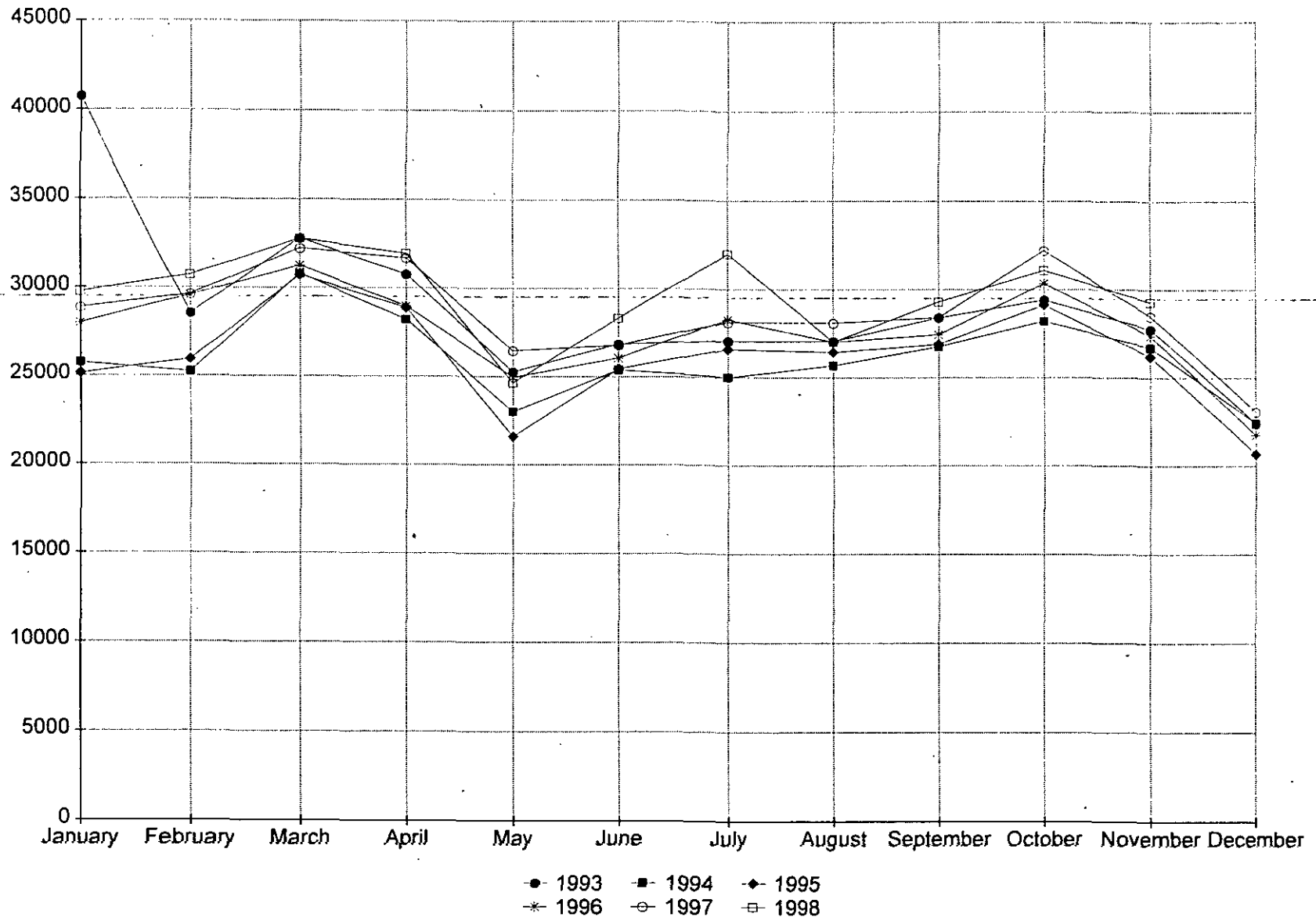
Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Arthur's Visit	1	800
Bright Start Baby Book Times	6	146
Babysitting Clinic	1	60
Chippewa Middle School	1	11
Family Evening Storytime	1	65
Santa's Visit	1	800
Storytime 2 Year Olds	7	66
Storytime 3-5 Year Olds	19	123
Thanksgiving Drop-in Craft	1	100
Total	38	2,171
Literacy Program		
Learn to Read	20	1,155
Grand Total	83	3,834

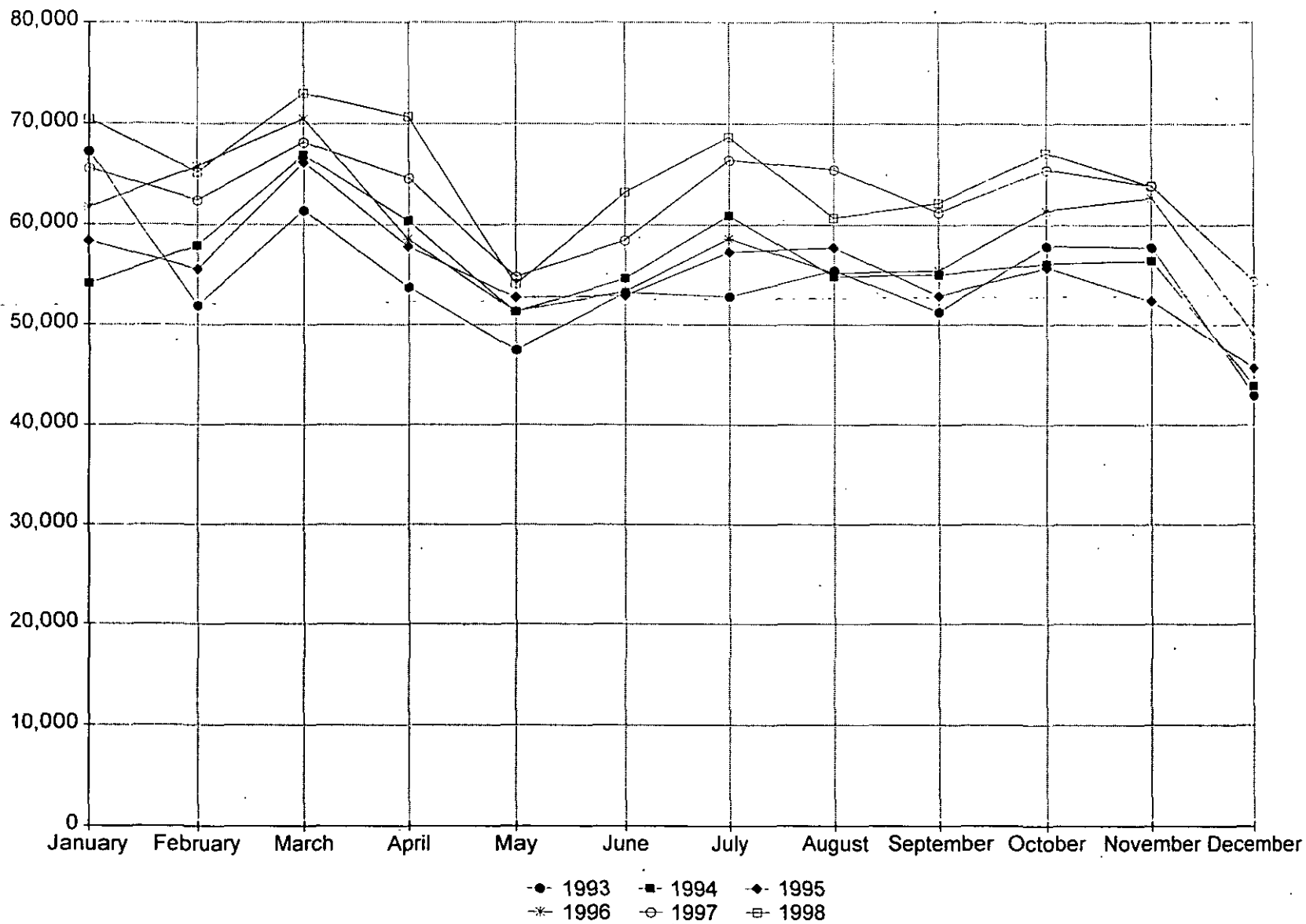
November Total = 83 groups involving 3,834 people.
1998 Year to Date Total 654 groups involving 23,276 people.

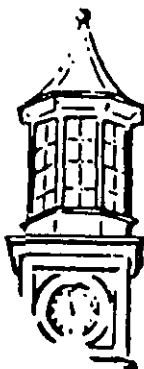
Patron Attendance

November 1998



Circulation Statistics
Items Circulated Per Month By Year





DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

MEMORANDUM

TO: Jim Egeberg, Director of Finance
FROM: Sandra K. Norlin, Library Administrator
SUBJECT: 1999 Library Budget Revisions
DATE: 11/23/98

At the November 17, 1998 Board Meeting, the Library Board of Trustees made the following revisions to the Library's 1999 budget:

1. Under Expenditures, Reduce **Salaries** by **\$20,000**.
2. Under Revenues, add **\$12,500** under **Technology Grant**.

Through these changes, the Trustees understand that the anticipated fund balance at budget year end will be **\$82,500**.

Thank you for your cooperation in facilitating these changes.

North Suburban Library System
Reciprocal Borrowing Program
 October 1998

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lake	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			43	410	46		1,177		11	410	33	32		2
Antioch			5			115	10		8		5			295
Arlington Heights	1			111		62	3	22	160		47	136	8	
Barrington	907		178		17	17	11		9	90	4,191	15	1	
Cary	141		25	2,080		10	952	3	13	8	313			
Cook Memorial	1	1	53	18				139	51	2	101	6		11
Crystal Lake	100		14	163	16	20				1	6	103		12
Deerfield			12	14		26			4		9	1		88
Des Plaines			201	30		1		3		10	4	211	32	2
Dundee	2,376		28	172	1	4	69		22		25	26		
Ela	10	1	84	851	1	120	8		84			36		12
Elk Grove			95						87	1				
Evanston			35	19		18		28	97		35	8		2
Fox Lake		108	4	36		115		1			72			
Fox River Grove	33		8	870	38		68			9	44			8
Fremont		15		62		5,813		5	1		819	3		35
Gait Borden	59		34	94		18	13		34	195	2	100		55
Glencoe				1				36	21		2			6
Glenview			67	5		10		48	55					24
Grayslake		5	11	1	1	1,428	1	14	8		43			95
Highland Park		2	3			10		603	38		4			12
Highwood			5				8		3					
Huntley	917			70			399			223	27			22
Indian Trails			1,914	90		111	3	65	214	1	247	10		21
Lake Bluff						94		85						16
Lake Forest			5	1		121		198	3		3			
Lake Villa		432	3	24		416		20	32		70	47		299
Lincolnwood			2						8					120
McHenry	21	2	23	142	2	59	993	3			47	4		28
McHenry-Nunda						3	4				31	2		7
Morton Grove	1		18			13		22	70			1		80
Mt. Prospect			1,118	3			2	1	487			118		57
Niles		4	35	3		5		10	3,592		13			43
Northbrook			31			21		213	56					
North Chicago			1			453		48			8			2
Palatine			901	317		37		35	69	16	169	100		8
Park Ridge			62	34		5	14		1,241		13	29		41
Prospect Heights			451	7		34			48	1		2		2
Rolling Meadows			314	3				3	141			44		
Round Lake		42	5	17		136			4		157	8		10
Schaumburg			147	52			3		65	64	17	733		7
Skokie			15	1		3		70	74		2	1		894
Vernon			176	76		594	1	592	55	3	560	1		5
Warren-Newport		23	6	54		2,704		19	16		43			17
Wauconda		11	30	146	8	51	57	1	7	5	429	7		10
Waukegan		4	2	8		1,112		34			2	4		21
Wauvette		16	12	2		24		22	32		10			689
Winnetka-Northfield		13	1			12		44	55		21			187
Zion-Benton	15	8	5			167		2			28			
Total Loaned:	4,582	687	6,182	5,987	130	13,962	3,796	2,388	6,969	1,039	7,648	1,788	2,643	772

**North Suburban Library System
Reciprocal Borrowing Program
October 1998**

	Fox Rvr Grove	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin			47						82	57				
Antioch		11	2			37						6	2,418	
Arlington Heights				4	49		5			848		7		
Barrington		5	8	2		1				4		43	2	
Cary	18		6										10	
Cook Memorial	62	1,705		9	71	77	68	1		50	93	408	84	
Crystal Lake			11						1	2				
Deerfield				14	19		808	24		10	4	36		2
Des Plaines		9	10	1	76		11			9		3	4	1
Dundee			432										1	
Ela	5	237		5		19				4		14	17	6
Elk Grove			5		4	6	12			2				1
Evanston				125	378		246	3		44		53	4	111
Fox Lake		3				67	7	2					559	
Fox River Grove			2											
Fremont						306	42			11		51	70	4
Gail Borden					9			1						
Glencoe					44		265	9		16		9		
Glenview				7			32			11		15	24	30
Grayslake		141			24		17			12		11	1,321	2
Highland Park				562				394		2	7	178		10
Highwood				1	29		553					303		
Huntley			70		2					2				
Indian Trails	15			65	176	3	49					25	20	5
Lake Bluff	2				7		67	14				2,902		
Lake Forest	6			36	5	1	318	2		2	298			
Lake Villa	44			2	17	245	16			3	15	65		
Lincolnwood				91			63			16				
McHenry	12					46				7			25	
McHenry-Nunda	1	7					14	1						
Morton Grove					1,025			1		3				20
Mt. Prospect			2		71		18	1		41				
Niles	1			4	2,521		185			59				96
Northbrook				148	697	1	10	8		57		36	5	5
North Chicago	7					6	1	8			35	227	11	
Palatine	3	8			26	5	1			146	4			3
Park Ridge				6	61					9		1		
Prospect Heights	3					4				1,774	1	6		5
Rolling Meadows										3				
Round Lake	54					261	2						1,241	
Schaumburg			15				10	1		7				
Skokie				20	229		150			17		1		298
Vernon	98			39	81		197	3		664	26	75	14	5
Warren-Newport	79				16	2,120	10				47	216	984	
Wauconda	40		13			6	2			11	2		14	3
Waukegan	3			4		6	56	1		3	32	130	63	
Wilmette	1			119	962	1	99					31		13
Winnetka-Northfield				578	315		101	1		7	32	22		8
Zion-Benton		9				4	34			3		24	15	
Total Loaned:	86	2,489	638	1,842	6,914	3,222	3,569	477	83	3,919	596	4,898	6,906	628

North Suburban Library System
Reciprocal Borrowing Program
 October 1998

	McHenry	McH-Nunda	Morton Grove	Mt. Prospect	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hts	Ring Mdws	Round Lk	Schaumburg	Skokie
Algonquin	4			4	3			170	20		43		234	
Antioch	16			2	1		1			1		41	4	
Arlington Heights	4		42	693	22	69		857	61	969	992	6	322	57
Barrington	3			11	11	30		4,239	126		63	3	1,301	
Cary	11				1	11			8			17	32	4
Cook Memorial	20		15	5	31	145		132	29	11	1	28	24	22
Crystal Lake	13			4	1	4		44				6	92	
Deerfield			5	5	3	696		40	3	26			23	160
Des Plaines			80	1,323	234	48		32	865	20	66		65	202
Dundee				8		3		44	1				451	
Ela				37	24	24		551	5	5		2	55	
Elk Grove			1	31		4		67	30		44		962	
Evanston			385	12	148	131		1	39	25		2	24	2,345
Fox Lake	24	6		2				1				1,012	6	
Fox River Grove													5	1
Fremont					1	70	5	39	23	2		74	30	5
Gail Borden				36				76	4		57		1,621	3
Glencoe			1	2	19	246								45
Glenview			119	25	450	1,519		1	50	79	2		33	405
Grayslake						41			21		4	675	2	26
Highland Park			6	1	4	318		11	22		1		2	78
Highwood				9										3
Huntley					2			65		3	2		59	6
Indian Trails			65	283	120	742		917	36	1,750	87	28	266	74
Lake Bluff				2		10							1	
Lake Forest			2	9	1	49		8			1	1	8	48
Lake Villa	4			4		25	1	14	1			684	21	14
Lincolnwood			40		120	45			48	2			36	2,218
McHenry		90	12		3	2		50	4	6	1	38	21	
McHenry-Nunda	360											10	17	
Morton Grove				6	2,338	133			122	5			13	3,148
Mt. Prospect			4		27	64		140	65	646	232		333	17
Niles	2		188	101	1,213	132		18	1,397	19	13		84	1,179
Northbrook	2		8	8	56			42		2	2		7	155
North Chicago				3	10				17					3
Palatine				96	5	13			15	94	2,542		2,251	66
Park Ridge			20	76	1,040	37		181		30	7		86	386
Prospect Heights				265	43	70		99	127		14		27	23
Rolling Meadows			1	54	31	8		1,055	13	30			257	2
Round Lake			2	3		31		32	1				15	
Schaumburg				66	18	17		504	47	1	408			31
Skokie			1,531	17	564	45		117	68		5		95	
Vernon			2	46	36	434		274	19	27	22	18	58	247
Warren-Newport			2	20	16	24	2	5	1		8	53	24	
Wauconda	5	4		5	2	5		92		1		77	63	1
Waukegan	1		13	7		17	70	2	2	11		40	6	46
Wilmette			102	4	87	196		29	53				101	511
Winnetka-Northfield			2		22	530			5			6	1	73
Zion-Benton					10		7		18			12		
Total Loaned:	469	100	2,848	3,285	6,717	5,988	86	9,949	3,366	3,765	4,617	2,833	9,161	11,601

North Suburban Library System
Reciprocal Borrowing Program
 October 1998

	Vernon	Warren-Newport	Wauconda	Waukegan	Wilmette	Winnetka-Northfield	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin			24					2,852	4,582	1730
Antioch	20	202					45	3,243	687	-2556
Arlington Heights	300	1	7		12	22		6,899	6,182	283
Barrington	80	1	793		4	1		12,167	6,987	-6180
Cary	17		40					3,720	130	-3590
Cook Memorial	9,048	918	121		21	10	60	13,662	13,962	310
Crystal Lake	18	5	32		3	5		676	3,796	3120
Deerfield	292	4			7	24		2,469	2,388	-71
Des Plaines	17				18			3,608	6,969	3361
Dundee			6					3,672	1,039	-2633
Eta	902	23	192		7	19		3,360	7,648	4288
Elk Grove					4			1,356	1,788	432
Evanston	22	4			2,953	596		7,891	2,643	-5248
Fox Lake	48	330	102				25	2,628	772	-1756
Fox River Grove	3		9					1,098	86	-1013
Fremont	944	101	1,399		2	3		9,835	2,489	-7446
Gail Borden						1		2,412	638	-1774
Glencoe					302	696		1,720	1,842	122
Glenview	49				223	309		3,592	6,914	3322
Grayslake	117	884	34		14		1	4,958	3,222	-1736
Highland Park	131	2			82	82		2,666	3,569	1004
Highwood	2							916	477	-439
Huntley	3		19					1,891	83	-1808
Indian Trails	9,590	59	5		6	16	5	17,063	3,919	-13164
Lake Bluff	11	111	2		4			3,328	696	-2732
Lake Forest	281	21			39	38		1,503	4,898	3395
Lake Villa	41	893	17		1	29	36	3,536	6,906	3371
Lincolnwood	19				27	27	1	2,884	628	-2256
McHenry	36	3	909					2,689	469	-2120
McHenry-Nunda	54		99					610	100	-510
Morton Grove					6	97		7,122	2,648	-4474
Mt. Prospect	1	16			2	1	20	3,487	3,286	-202
Niles	20	76	4		37	8		11,062	6,717	-4345
Northbrook	69	5			71	205		1,920	6,988	4068
North Chicago	19	556			3		21	1,436	86	-1349
Palatine	92	2	10			15	20	7,069	9,949	2880
Park Ridge	4	5			14	27	1	3,430	3,366	-64
Prospect Heights	86				15	2		3,109	3,766	656
Rolling Meadows								1,969	4,617	2658
Round Lake	55	207	21			17	15	2,414	2,833	419
Schaumburg	24				19			2,256	9,161	6905
Skokie	12	4			265	56		4,554	11,601	7047
Vernon		16	2		8	12		4,486	22,932	18446
Warren-Newport	238		20		14	3		6,813	12,133	5320
Wauconda	70	3				5		1,193	3,871	2678
Waukegan	171	6,726					927	9,636	0	-9535
Wilmette	3	3				1,069		4,191	4,872	681
Winnetka-Northfield	10				686			2,732	3,406	674
Zion-Benton	15	952	4		3	13		1,346	1,177	-169
Total Loaned:	22,932	12,133	3,871	0	4,872	3,406	1,177	207,815	207,815	



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

M E M O R A N D U M

TO: NSLS COMMUNITY
FROM: Sarah Ann Long
DATE: 1 December 1998
RE: Legislative Calendar

Board of Directors

Robert B. Lyons
President
Schaumburg Township
District Library

William S. Seiden
Vice President
Deerfield Public Library

Tom L. Buchta
Secretary
College of Lake County

Robin LaBedz
Treasurer
Arlington Heights
Memorial Library

Ian Auerbach
Northbrook Public Library

Marie Caviness
Grayslake Area Public
Library District

Lynn Cox
Wilmette Public Library

Lillian Faber
School District #15

Elko Fukai
William M. Mercer, Inc.

Patricia Groh
Skokie Public Library

Paul Kaplan
Elk Grove Village
Public Library

John Keister
Ela Area Public
Library District

Patricia Ostewig
Dundee Township
Public Library District

Corinne Roth
Rolling Meadows
Library

Richard Wallens
Lake Villa Area Public
Library District

Sarah Ann Long
System Director

We are enclosing our schedule of legislative activities through June 1999. Please share this information with members of your staff and board of trustees and encourage them to participate in as many events as possible.

This year in place of the Legislative Breakfast, we have planned a Legislative Reception for Saturday, February 6, 1999. This event should provide an excellent opportunity to interact with legislators and share your viewpoints on library issues. Information on this event will be provided in the near future.

ALA Legislative Day in Washington will be held on May 4, 1999. Please encourage your trustees, volunteers, library workers and anyone who feels passionately about libraries to apply for one of the three scholarships to attend this event. You will be provided details on the scholarships for ALA Legislative Day in January 1999.

We appreciate your support for our legislative activities. If you have any questions or comments, please call Mary Wheeler at 459-1300, ext. 142.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

98-1124-273



NORTH SUBURBAN LIBRARY SYSTEM

1998-1999 LEGISLATIVE ACTIVITIES

December

Send all legislators a holiday greeting. Enclose news of your library.

January

Make plans to attend a fundraiser or town meeting
for each of your legislators.
Apply for NSLS/ALA Legislative Day scholarships.
Legislators in session from January 1999 through end of May 1999.
(Tuesday/Thursday - sometimes Friday)

February

NSLS Legislative Reception: February 6, 1999
3:30 p.m. - 4:30 p.m. - Legislative Background
4:30 p.m. - 6:00 p.m. - Reception
Promote NSLS/ALA Legislative Day scholarships
Deadline for Legislative Day scholarships

March/April

Make a personal visit to your legislator. Also invite your legislator
to your library.

May

Plan to attend ALA Legislative Day, May 4, 1999.

June

Send cards to all legislators thanking them for their good work
for libraries during the past year.



PlainsBank of Illinois

PlainsBank of Illinois, N.A.
678 Lee Street
Des Plaines, Illinois 60016

Telephone 847 296.5000
FAX 847 296.9079

December 11, 1998

Mr. Eldon Burk
President, Board of Trustees
Des Plaines Public Library
c/o 661 Walnut Court
Des Plaines, IL 60016

Dear Eldon:

I don't know if you've had a chance to listen to Cornelia's voice mail message or mine yet, but I thought I'd go ahead and send this brief description of our merchant MasterCard/Visa system. When you do have a chance to call, we can then refer to the info in the letter.

We offer the program through a company called First Data Corp. At its highest level of service, the system is capable of providing on-line approval, on-line balancing, and credit for purchases within 48 hours.

I'll describe the three types of service that are available and then go on to the pricing structure. At the outset, it appears that if the library plans to continue to accept payments by credit card after the fund raiser is completed, the system that offers the least expensive per transaction rate, even though the initial outlay for equipment is greater, may be the most attractive. It is the first one described below.

1) Electronic Draft Capture (EDC)

With the EDC service, a dial-up terminal is used as an intelligent device that electronically reads the magnetic stripe on the credit or debit card, automatically dials out to provide immediate authorization (in approximately 15 seconds) and then captures the transaction data in the terminal. At the end of the day, after reconciliation is completed, all of the data is transmitted electronically to First Data. This is therefore the most convenient of the three options in that it is paperless and, again, it is the least costly in terms of per transaction fees. The terminal may be rented for a monthly fee or purchased.

The rental fee for a terminal is \$14.00 per month; the purchase price is \$275. The rental fee for a printer is \$12.50 per month; the purchase price is \$245. These prices do not include tax.



December 11, 1998

Page 2

2) Terminal Authorization

With this service, a dial-up terminal is used as a point of sale device that electronically reads the magnetic stripe on the card and automatically dials out to provide immediate authorization. The data is not captured in the terminal. The merchant mails the sales/credit drafts to First Data or takes them to the bank for processing. Again, authorization is fast, and the terminal and printer may be rented or purchased at the same prices shown above.

3) Voice Authorization

Using the voice authorization service, the merchant obtains authorization by calling First Data using a toll-free number (available around the clock). The merchant then either mails the sales/credit drafts to First Data for processing or takes them to the bank. This service is the least costly in terms of initial outlay for equipment but the most costly in terms of fees per transaction. It is best suited to situations with a low transaction volume and minimum point of sale traffic. The only equipment is a manual imprinter, which currently may be purchased for \$35 plus tax.

In all cases, the equipment, instructions for its use, and "hot-line" service are provided by First Data. We will assist you in filling out First Data's forms and in any other logistical way we can.

Fees are based on the average size of transactions in a given month and the type of service used. "High-risk" transactions such as those conducted by phone or mail are priced higher, by approximately .30%. A flat \$5 per month service charge is also assessed.

To give you a general idea of what to expect, our current fee schedule shows that with the EDC service the fee for payments averaging \$200 per transaction would be approximately 1.88% of the total sale amount and for payments averaging \$25 per transaction, 2.94%. With the terminal authorization service, the fee for those same transactions would be 2.94% and 4.45%, respectively; and with voice authorization, those same transactions would be 3.21% and 5.46%, respectively. If the EDC service is used, fees for Discover card transactions are a flat 1.39% and fees for American Express are 1.38%.

The bank's customary per transaction fee of 1.3% will be waived for the library and is therefore not included in the above prices.



December 11, 1998
Page 3

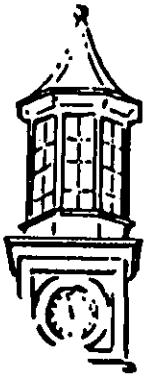
Extra fees that may be applicable in a given situation are outlined in information provided by First Data.

A monthly statement detailing rates charged for transactions will be provided by First Data.

We would be honored to have the library as a client, Eldon. Please call me and we can talk about going ahead.

Sincerely,


Dennis R. Oster



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

VISITOR REGISTRATION

Please sign in

1. ANTHONY OLIVER CC5/OS.
2. Debbie Cato BYM Communications, Inc.
3. Matthew Tomlinson BYM Communications, Inc.
4. WAYNE R. SERBIN *and City*
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

BVM Communications, Inc.

*Introduces
the*

**BVM
Fifth Media**

Community Information System

Who Are We?

BVM Communications, Inc.
Creators of
The BVM Fifth Media
Community Information System

Founded: 1996

Owner & Founder: Angela Tomlinson

Corporate headquarters: 655 Rockland Road, Suite 209
 Lake Bluff, IL 60044
 847-735-8162
 847-735-8595 (fax)
 E-mail: webmaster@BVMCom.com

What is The BVM Fifth Media?

Combining the power of programmable, large-screen televisions and interactive, touchscreen computer + printer kiosks, we have created a community-focused information system that is conveniently located, quick and user-friendly.

This community information system, known as the **BVM Fifth Media**, provides solutions, knowledge and referral information to the public on a variety of topics including: Human services, counseling, volunteerism, seniors, child care, local businesses, job opportunities, real estate, restaurants, recreation, and much more. Through cooperative business partnerships and sponsorships we are able to offer this service to the public free of charge.

Who else is currently involved?

The United Way of Lake County

Better Business Bureau

Jewel-Osco

Warren Newport Public Library

Manpower

Pioneer Press

Century 21/Maki-United

Various Independent Businesses

And Over 1500 Human Service Agencies

Where are the BVM Fifth Media Host Sites? (As of 12/4/98)

Jewel-Osco Food Stores: Gurnee, Mundelein, Antioch, Round Lake, Waukegan, IL

Warren Newport Public Library, Gurnee, IL

New database comes to library

By John Roberts

STAFF WRITER

Chicago Bears defensive lineman Jim Flanigan helped introduce a new information system at the Warren-Newport Public Library May 29. It is designed to make news and a variety of services more accessible.

The system, called The Fifth Media Interactive Community Information System, was created by BVM Communications Inc. in Lake Bluff.

Fifth Media is an advanced community database designed to provide up-to-date information about employment opportunities, child-care options, senior services, community events and volunteer opportunities.

A touch pad is used to scroll through the information for added ease, and there is no cost to use it, according to Janice Marsh, public information coordinator for the library.

The attraction for many people will be the easy use of the system, said Angela Tomlinson, president

of BVM Communications Inc.

"What good is cutting-edge technology if those who need it most can't make it work?" she asked.

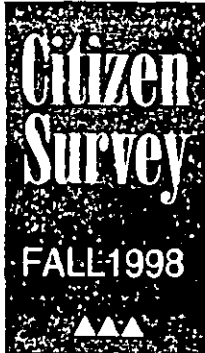
The library was the second site chosen for the new system, with the other location at the Jewel store at 6509 W. Grand Ave.

Douglas Weber, president of the

United Way of Lake County, said the goal of the program is to put the information systems in Jewel stores and libraries across the country.

Flanigan took part in the program through the United Way and his self-titled foundation that is dedicated to encouraging literacy with children.

Note WORTHY



Your thoughts please

Enclosed in this issue of *Inside Angle* is a community survey designed to gather your thoughts on:

- ▼ the importance and use of library services
- ▼ library hours
- ▼ public relations.

Please take a few minutes today to complete and return it.

Thank you!



Chicago Bear Jim Flanigan (right), helps library director Lynn Stainbrook cut the ribbon on the "Helping Hands" community information kiosk at WNPL. The easy touch screen resource has free, up-to-date information on a variety of community services and resources, including jobs, child care, seniors, consumers and volunteer opportunities. Also pictured are "Helping Hands" partners Douglas Weber, United Way president, and Angela Tomlinson, president of BVM Communications, creator of the system.

Warren-Newport Public Library Board of Trustees

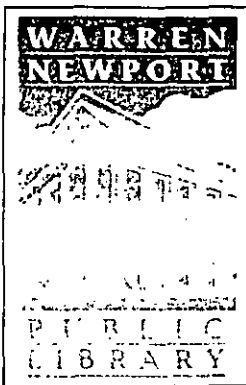
Carol McConnell, *President*
Dan Cavallini, *Vice President*
Irene Gruner, *Secretary*
Nancy Sheldon, *Treasurer*
Betty Rae Kaiser
Joyce Morgan
Nancy Jackson

Lynn Stainbrook, *Director*



Inside Angle is published three times during the year. Due to bulk mailing procedures, a few residents outside the library district receive the newsletter.

EDITOR: Janice Marsh
LAYOUT & GRAPHICS: Nancy Matson
and Mary Hastings



224 North O'Plaine Road
Gurnee, Illinois 60031

PHONE: (847) 244-5150

FAX: (847) 244-3499

TDD: (847) 244-5195

www.wnpl.alibrary.com

LIBRARY HOURS

Monday - Thursday
9:00 am - 9:00 pm

Friday & Saturday
9:00 am - 5:00 pm

Sunday
(September - May)
1:00 pm - 5:00 pm

Coming in September

NATIONAL LIBRARY CARD SIGN-UP MONTH
brings a new and improved library value card!
See pages 1 and 2.



BULK RATE
U.S. POSTAGE
NON-PROFIT
PERMIT NO. 53
GURNEE, IL
60031

Daily Herald

Daily Herald Wednesday, July 22, 1998

NEIGHBOR

After short time, 'Fifth Media' proves to be a success

By GALE M. PIERCE
Daily Herald Staff Writer

Recently, a Gurnee-area woman was diagnosed with cancer.

When she stepped up to "The Fifth Media" database, she found out about more affordable housing, as well as information about medical and legal issues related to her condition.

The information was at her fingertips in just two minutes. Since the database provided maps to locations of agencies as well as addresses, she was even able to meet with agency officials that day, face to face.

She visited the "The Fifth Media," a community-driven information system that made its debut May 29 at Jewel/Osco and at the Warren-Newport Public Library, both in Gurnee.

The Lake Bluff-based BVM Communications, Inc., developed "The Fifth Media," where an estimated 17,000 people have already taken advantage of its services in its first month.

"We have had a wide range of people there — beyond my wildest dreams," said Angela Tomlinson, BVM president. Tomlinson received a call from the woman diagnosed with cancer, shortly after the lady used "The Fifth Media."

Developed in collaboration with the United Way of Lake County, the database was designed to provide up-to-date information about a lot of things — job opportunities, child care, senior services, education, volunteer opportunities and community events.

"The idea was to allow the public easy access of the different services available to them," Tomlinson said.

Consumers have made the job hunting-site quite popular, where some 250 people have made print-outs of employment opportunities. On the social services side, many have accessed services available for gambling addictions, said Tomlinson.

"The sleeper has been on the restaurant locations," she added.

People can find out restaurants, their locations, the average cost of the meal and what credit cards the restaurant accepts.

"You want one-stop shopping for all the organizations to help you," Tomlinson said. "It's all presented to you in comparable format," she added of the user-friendly kiosk screens.

While BVM has the power to monitor what the public accesses, who accesses is completely confidential.

"Confidentiality is the rule of the game," she said. "Here, we never ask someone what their name is."

Unlike the Internet, BVM has a verification process required of agencies and services who want to take part. A review committee meets once a month to sift through the applying services for accurate, beneficial information.

This committee is made up of Sally Foster of United Way, Mary Clare Jakes of Catholic Charities, Jennifer Everett of PIC, Ruth Weiler of Connection and Laura Schneider of the Lake County Health Department.

Tomlinson said that similar community services have been funded through tax-generated dollars. She thinks that BVM's success is due to the fact that the service is free for everyone.

Other popular spots that people have accessed are the handicap services, senior information that is recreational in nature and recycling information.

Scott Jean Blanc in BVM's engineering department designed the database himself.

"His dream was to develop computer games," Tomlinson said.

Although the database is a valuable tool for many consumers, it is like a game in that "it gives you feedback or rewards, if you will."

To use "The Fifth Media" system, visit Jewel/Osco at Hunt Club Road and Grand Avenue or the Warren-Newport Library, 221 N. O'Plaine Road in Gurnee.



A woman steps up to use the "The Fifth Media," a community-driven information system, at the Jewel/Osco in Gurnee.

Daily Herald Photo/Paut Beat

PHOTO BY PAUL BEAT

10 Top Reasons To Choose BVM's Fifth Media

"THE BEST VALUE IN MARKETING TODAY!"

1. Recruit employees or volunteers using the large-screen televisions, the "Helping Hands" kiosk, or both..
2. Promote your events and fundraisers, or announce special sales.
3. Advertise your products or services, and increase revenue.
4. Increase traffic to your store or website.
5. Conduct a survey, with overnight results.
6. Test market a kiosk program or an advertising campaign, or both.
7. Micro-market based on location and/or demographics.
8. Publicize your Website address leverage your web investment.
9. The most cost-effective way to add points of purchase for your goods or services.
10. Support your community through cause-related marketing.

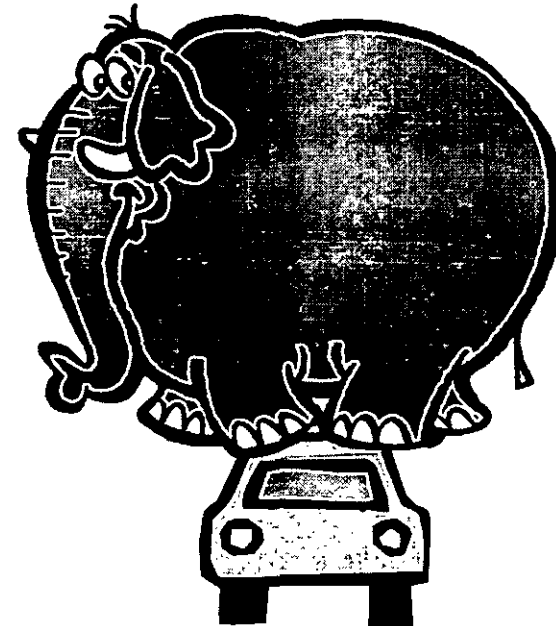
Let us help you to discover the Best Value for your Marketing dollar. To learn more about the **BVM Fifth Media Community Information System**, to advertise; or to become a corporate sponsor or host site, call:

BVM Communications, Inc.

In Touch With A Changing World



847-735-8162



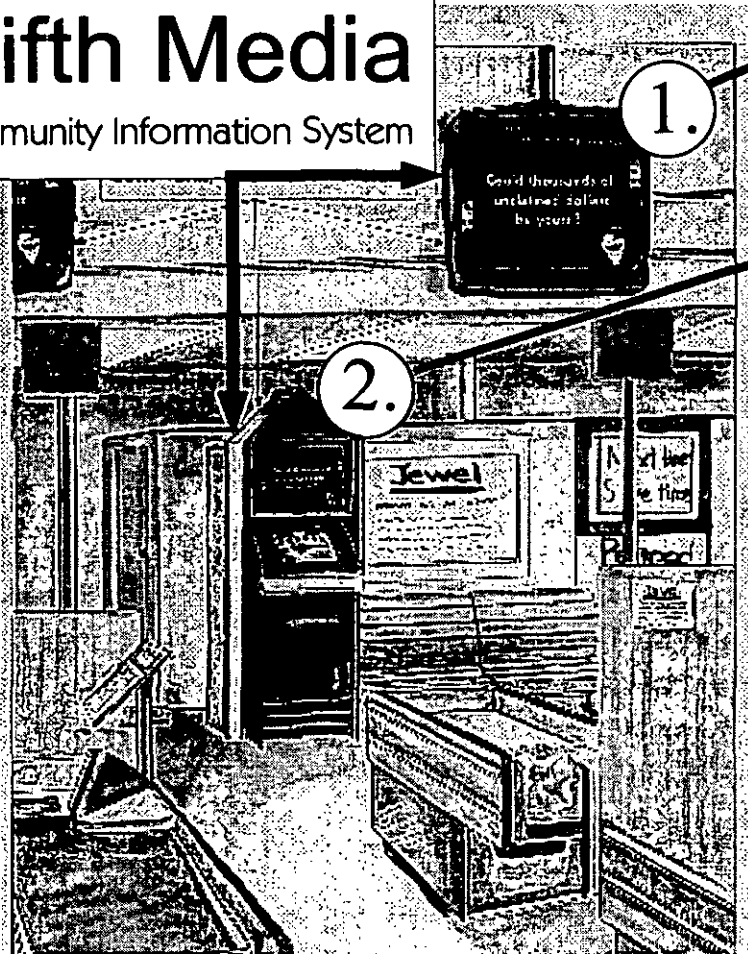
It's just
too BIG
to fit in a little
brochure!

You really have to See this to believe it!

"In both its scope and application, the BVM [Fifth Media] is a revolution in the dispersment of information."

~ The Lake County Business Journal

The BVM
Fifth Media
Community Information System



The BVM Fifth Media Community Information System combines *two* powerful delivery methods for your company's or organization's marketing message:

① **BVM Community Service Television —**

A network of programmable, large-screen televisions broadcasting your message at the location, frequency and timing you determine is best.

② **The BVM "Helping Hands" Kiosk —**

Freestanding, interactive, community-focused electronic kiosks designed to provide and collect up-to-date information via a user-friendly touchscreen and printer, located in public access areas.

The Fifth Media is simply the most cost-effective way to bring your message to the local public. Best of all, you realize the time-tested benefits of cause-related marketing. As an added bonus, 10% of your total advertising order is donated to a local, charitable agency, based on your preference, from the over 800 accredited agencies participating in the Fifth Media Community Information System.

Join our growing roster of proud sponsors & participants:



Call Us for a Free Consultation
and take a look at the next step in interactive,
community-focused, information technology!
847-735-8162



Community Connections

VOL. 1, NO. 1

NEWS • VIEWS • ISSUES

SUMMER 1998

Fifth Media System brings something extra to information and referral community

GURNEE, Ill. — They say necessity is the mother of all invention.

That was case last year when BVM Communications, Inc., a technology company based in Lake Bluff, Ill., had an idea for bringing the general public closer to the information and referral community that serves them.

"There are countless social service resources and volunteer opportunities in every community, but they are very difficult to access in a convenient way," said Angela Tomlinson, president of BVM. "I thought with our software and technology, we could develop a quick and easy way to help people find that information."

Working with United Way of Lake County, BVM developed The Fifth Media Community Information System, a network of freestanding, interactive com-

United Way of Lake County's role in the project focused on helping BVM sort through and verify health and human service data.

puter touch-screens and large screen televisions. The system not only provides health and human service data, but local community information and services — from entertainment options to employment opportunities — all on the same electronic database, all accessible to the general public.

Although the system is technologically based, it has been designed with a touch-screen so that no computer skills are needed to use it. The user touches the item on the screen that best describes his or her needs. The database then lists local service providers who can address those needs, states any eligibility requirements, provides phone numbers and even allows the user to print out the information and a map

to the organizations, free of charge.

United Way of Lake County's role in the project focused on helping BVM sort through and verify health and human service data.

"United Way assisted with the development of the human service content," said Tomlinson. "Their investment in this is sweat equity. We agreed that no donations be used to fund this project. But United Way did help us make contacts in the community to find financial and other content providers."

Tomlinson and her staff worked those leads, as well as many others, and found willing "sponsorship" partners in local companies Manpower, *Pioneer Press* and the Better Business Bureau. The final piece of the puzzle fell into place when the Jewel-Osco Food Store on Hunt Club Road and the Warren-Newport Library, both in Gurnee, agreed to become initial "Fifth Media" host sites.

At a luncheon on May 29, Tomlinson christened The Fifth Media Community Information System and recognized the efforts of the businesses and organizations that stepped forward to get the project off the ground.

However, there was still one final test — would the public actually use the kiosk?

"Even though we knew this was providing a desperately needed service, we really didn't know what to expect as far as usage," said Tomlinson. "But everyone was pleased when the kiosks were accessed nearly 50,000 times in the first two months."



Angela Tomlinson, president of BVM Communication worked with United Way of Lake County to develop The Fifth Media Community Information System.

The **BUSINESS** Journal

October 1998

Volume 17, Number 10

November 1998

BUSINESS NEWS

BVM helping battle against domestic violence

LAKE BLUFF — Victims of domestic violence and those wishing to help victims now can quickly find important information about this community problem.

BVM Communications Inc., creators of the BVM Fifth Media Community Information System, and A Safe Place/Lake County Crisis

Center teamed up on a special information campaign in observance of October as National Domestic Violence Awareness Month.

Short, attention-grabbing messages about domestic violence were broadcast around the clock throughout the month of October on the BVM Fifth Media televisions located at the

Jewel-Osco on Hunt Club Road in Gurnee. Educational, preventative and referral information, including a calendar of A Safe Place's October domestic violence awareness agenda, can be accessed and printed at no charge at the BVM "Helping Hands" blue-and-gold kiosks, also located in the Warren Newport Library on O'Plaine Road, Gurnee.

These interactive, touchscreen computer kiosks are extremely user-friendly, anonymous and contain additional information on A Safe Place/Lake County Crisis Center, plus more than 800 other agencies offering services to Lake County.

BVM's Fifth Media Community Information System combines a network of programmable televisions and interactive computer kiosks dedicated to providing easy access to helpful and interesting community information via public locations, such as grocery stores, libraries and hospitals. Working with sponsors and partners, including Jewel-Osco, United Way of Lake County, The Better Business Bureau, Manpower and Pioneer Press, plans currently are under way to introduce additional kiosks into more Jewel-Osco stores and other locations throughout northeastern Illinois.

BUSINESS

Journal

Vol. 3 No. 5

Lake County

CEO Profile

Angela Tomlinson

President, BVM
Communications Inc.,
Lake Bluff

Residence: Grayslake

Family: Husband Matthew

Education: Bachelor's degree
in Business Management,
Boston College

Hobbies: Travel and work

By DANIEL RAMAGE
The Business Journal

LAKE BLUFF — The motto of BVM Communications Inc. is "In touch with a changing world." President Angela Tomlinson has made it her mission to change how the world stays in touch.

Tomlinson is the creator of Helping Hands, an information system for the public that will make its debut this month in Gurnee at the Warren-Newport Library and the Jewel-Osco store on Hunt Club Road. In both its scope and application, Helping Hands is a revolution in the dispersement of information. "We're using technology to help people," Tomlinson said. "Helping Hands is a kiosk that gives detailed information. It's a big 'at-your-service-machine'."

The kiosk combines a large-screen monitor for public viewing with a small, touch-sensitive computer station that allows patrons to access a variety of information, from philanthropic organizations to public services to recreational activities.

On the surface, it is a simple idea, but that belies the detail Tomlinson and her team at BVM have included in the project. The computer station, for example, prints the information. This affords anonymity to patrons looking for information on health or social services, in addition to providing a convenient reference.

That detail and convenience go further still, and allow users to give help as well as seek it. For example, if you are looking to volunteer your time to a worthy cause, Helping Hands will help you narrow your choices to those that interest you and fit your schedule. You simply type in your interests, the days of the week and hours you are available, and Helping Hands will give you a choice of organizations that can use your help.

"This came out of the cumulative effect of doing research," Tomlinson said. "We found there were little islands of information all over the place, and thought 'Wouldn't it be nice to have it all in one place?'"

While there are technical glitches to deal with in any project of this sort, Tomlinson said the biggest problem lies elsewhere.

"The biggest glitch has not been with the technology, but with the content, and that's standard in this type of industry," Tomlinson said. "Phone numbers change, information changes, so with more traditional sources of information it might as well be set in concrete. (Helping Hands) is light years easier to update."

Helping Hands also can be tailored to location, and Tomlinson expects them to be bilingual in the near future.

BVM also has updated the advertising industry with Helping Hands. It is completely financed by sponsorships, with a sponsorship committee approving all content. The United Way of Lake County was instrumental in getting the project off the ground, Tomlinson said, but other public and private agencies have signed on. Among those interested in the project are Manpower, Century 21 and the Archdiocese of Chicago.

"We've formed some very beneficial partnerships, and the cooperation we've seen is amazing," Tomlinson said.

Businesses may sponsor segments on Helping Hands. "Joining forces to help the community," Tomlinson said. "I think it's a fundamental tenet — doing good is good business. If you've accomplished all you can with your marketing dollar in the traditional sense, you can still help your community and get good exposure."

The community spirit is something Tomlinson finds more of in the Midwest than she did on the East Coast. A Boston native,

Tomlinson began her career there.

She eventually became a vice president and member of the management committee at Kronos Inc., after serving stints at Price Waterhouse and Digital Equipment. She came to the Midwest to work on marketing and sales for Kronos. Her husband, Matthew, is vice president of sales at Chicago's Recognition Systems.

"In the Midwest, people return your phone calls, they're friendlier and if there is value they'll work with you. In the East it's more fraternity-based," Tomlinson said.

Tomlinson strives to provide the value potential business partners seek.

Despite her success with established companies, building BVM has been singularly rewarding, allowing her to stretch her creative wings, put her problem-solving skills to good use, and help people in the bargain.

To Tomlinson, giving a Helping Hand makes it particularly satisfying.





BBB ALERT

December 1998

A RESOURCE FOR BETTER BUSINESS BUREAU MEMBERS

The Fifth Media Revisited

The innovative community information system created by BVM Communications, Inc. called "BVM Helping Hands" is growing. The first two kiosks, which included information about Better Business Bureau members as well as local community and social service information, opened at the Jewel-Osco and the public library in Gurnee in May. They have been so successful that Jewel-Osco has agreed to welcome the kiosk in ten more of their stores in Lake and Northern Cook Counties. Lutheran General Hospital has taken on the lead sponsorship in two of the new kiosks and the College of Lake County will have a kiosk in January.

On an interactive screen, a consumer can receive information on BBB members, consumer tips from the BBB, employment and volunteer opportunities, child care options, senior services, health-related information, community news and events, restaurant review, and much more.

For more information about the kiosk, call Matt Tomlinson at BVM Communications (847) 735-8162. When a consumer is looking up a company in a particular field, they'll find you, a member of the Better Business Bureau.

PIONEER PRESS

Kiosk offers information at a glance

Gurnee is the site for a new interactive, community-focused information system created by a Lake Bluff company.

The community database systems are located at the Warren-Newport Library and the Gurnee Jewel-Osco, 6509 W. Grand Ave.

BVM Communications, Inc. of Lake Bluff developed the system known as "The Fifth Media" in collaboration with Pioneer Press, Inc. United Way of Lake County, the Better Business Bureau, Manpower, Inc. and other national, regional and local businesses and organizations.

User friendly

Customers access information through a user-friendly computer that directs customers through touch pads on the screen. Pioneer Press, Inc. is providing the community calendar and entertainment calendar which appear in the system. North Shore magazine, owned by Pioneer Press, is providing the restaurant listings.

Information also includes listings on volunteerism, recycling, senior services, child care. Regular updates will keep the information current.

The system also includes large screen televisions and an interactive multimedia touch screen kiosk with printer.

Angela Tomlinson, president of BVM Communications, said the



Joe Shuman/For Pioneer Press

Chicago Bear Jim Flanigan tries his hand on the Kiosk at the Gurnee Jewel Osco.

community information system her company developed combines the latest in multimedia computer technology with a system that requires no computer skills or special training to access the information.

"Today, information empowers," Tomlinson of Grayslake said.

"Those with access to the right information at the right time hold the passport to opportunity."

0138

FOR IMMEDIATE RELEASE

CONTACTS: Angela Tomlinson, President
Patt Borgman, Director, Marketing Communications
BVM Communications, Inc.
655 Rockland Road, Suite 208
Lake Bluff, IL. 60044
(847) 735-8162 fax: (847) 735-8595

**BVM Communications, Inc. Announces Launch of
"The Fifth Media" Interactive Community Information System**

Gurnee, IL. (Summer, 1998) Lake Bluff, Illinois-based BVM Communications, Inc., widely recognized as a leader in the development of interactive community-focused information technology, officially introduces "The Fifth Media," an innovative new community information system. Developed in collaboration with the United Way of Lake County and over 70 other national, regional and local non-profit groups, "The Fifth Media" is an advanced community database system designed to provide up-to-date information about job opportunities, child-care options, senior services, education, volunteer opportunities, community news and events, entertainment and dining options, and much more. Consisting of a network of large-screen televisions, and a stand-alone, interactive, multimedia touch-screen computer with printer, "The Fifth Media" is an exceptional new-age media tool that will allow the general public unprecedented easy access to a broad variety of community services and educational information, at no charge to the user.

The "Fifth Media" community information system melds the latest in multimedia computer technology with a remarkable user-friendly interface that requires absolutely no computer skills or special training for its usage. "What good is cutting-edge technology, if those who need it most can't make it work?" asks Angela Tomlinson, President of BVM Communications, Inc.. "The 'information age' is about acknowledging that information is our new currency. Today, information empowers. Those with access to the right information at the right time hold the passport to opportunity. When an entire community has unlimited access to the information it needs, an entire community succeeds. The user-friendly technology, perfected for use in "The Fifth Media" makes information retrieval -- even easier than dialing your phone or using your television remote control. It's that simple!" says Tomlinson.

When asked to explain the significance of the name of this new media venture, Mr. Patrick Goodness, President of The Goodness Company, Advertising-Design-Public Relations, was quick to respond.

-continued-

0139

Fifth Media Community Information System - Page 2

"The Fifth Media' is the next step in the evolution of media communications. Print, Television, Radio and the Internet are commonly accepted today as the four media standards. 'The Fifth Media' combines the best of these 'traditional' media with a valuable new twist -- the ability to micro-market a specific product, service or community message to a captive audience based on the demographics of the host site location." notes Goodness.

Business leaders and influential non-profit organization representatives from across the Chicagoland area have shown their unflagging support for this novel community-based, information system prototype. Many area leaders have been vocal advocates of this assistive technology and are enthusiastic about the considerable benefits this new media vehicle will provide. Mr. Doug Weber, President of the United Way of Lake County, sees remarkable potential for the local communities that host this groundbreaking technology. "The Fifth Media is a tremendous product." says Weber. "This is an exceptional opportunity for businesses and community groups to work together to promote 'people helping people'."

Mr. James E. Baumhart, President and CEO of the Better Business Bureau of Chicago & Northern Illinois, is edified by the widespread implications this inventive technology will have for consumers and the Chicago area business community alike. "The Better Business Bureau will utilize 'The Fifth Media' to inform and educate the public with special 'consumer buying tips,' and will list Better Business Bureau members as well as Better Business Bureau Programs. The Better Business Bureau is pleased to be an integral part of this promising community marketing vehicle, and encourages businesses and the public to utilize this new media opportunity to the fullest." A diverse sampling of community organizations and progressive businesses have aligned themselves with BVM Communications, Inc. as sponsors of "The Fifth Media" because of the efficiency and targeted marketing potential this advanced media vehicle offers. Ms. Diana Vickery, Manager of Communications for Manpower, is optimistic about the return on Manpower's sponsorship investment. "Manpower is pleased to be a sponsor of 'The Fifth Media.' We are hoping that by sponsoring the 'Jobs' icon, we will be able to get the word out about Manpower's terrific career opportunities and our full range of benefits." says Vickery.

Mr. Jim Flanigan of the Chicago Bears is an outspoken proponent of "The Fifth Media" and hopes that this technology will pioneer the way for more companies to become involved in socially responsible community advertising and marketing. "As an electronic medium, this sort of index-based information tool will allow people to find the information they want at the touch of their fingers. As advertisers attempt to earn consumer attention and loyalty, it just makes good business sense to align your product or service with a media vehicle that has already earned the attention and loyalty of those very same consumers." says Flanigan. "The James Flanigan Foundation, dedicated

Fifth Media Community Information System - Page 3

to the premise of Literacy for Life, is proud to be a part of this visionary multimedia informational tool. Our association with 'The Fifth Media' works nicely, because the Flanigan Foundation is all about raising awareness of children's literacy issues. Being able to use 'The Fifth Media' to disseminate information about the foundation is a perfect fit."

Mr. Ted Biedron, Executive Vice President of Pioneer Press, notes the importance of traditional media involvement in this venture. "Pioneer Press will provide local community news and calendar listings, while Northshore Magazine will supply restaurant information." says Biedron. "We are pleased to be part of this new technology and plan to help in any way we can."

The first two prototypes of "The Fifth Media" are in place -- one is located in the Gurnee Jewel-Osco at 6509 W. Grand Avenue, Gurnee, IL, and the other is in the Warren-Newport Library, also in Gurnee. Mr. Greg Josefowicz, CEO of Jewel-Osco, is pleased to be affiliated with this cutting-edge community information system. "We applaud BVM Communications and the United Way of Lake County for their efforts in bringing needed information to the community. We hope many Jewel-Osco customers will take advantage of this valuable service."

Ms. Angela Tomlinson, President of BVM Communications, Inc., offers one final thought: "When you're seeking information on volunteerism, recycling, upcoming events, social services, childcare and more, you can turn to 'The Fifth Media' Community Information System. We urge you to come in and try it out for yourselves. It's Your Community...Learn More About It!"

For information about corporate/advertising sponsorship of "The Fifth Media," please contact :
Ms. Angela Tomlinson
BVM Communications, Inc.
655 Rockland Road, Suite #208
Lake Bluff, IL. 60044
(847) 735-8162
(847) 735-8595 fax

####



In Touch & Informed

"In Touch with a Changing World"

Dear Friends:

BVM Communications has been busy since our last publication as you'll read in the "In the Know" column at right. As we expand our horizons from Lake County into the remainder of Northeastern Illinois, we are impressed by, and grateful for, the cooperation of agencies and companies (nonprofit, profit and government) that have so willingly given us a hand to get the message out to those who need help.

We are moving into our second year with tremendous momentum. The BVM Fifth Media Community Information System has received more than 100,000 content "hits" (touches) since its official May debut. The public is definitely realizing the Fifth Media's potential.

Finally, BVM's Fifth Media provides endless opportunities to get the word out about your organization. Give us a call to discover how! And, we're always open to your ideas for future host sites for our Fifth Media Systems.

With thanks, Debbie Cato, V.P.
Community Products
BVM Communications



In the Know

BVM Fifth Media
Announcements

We encourage you to pick up and use any of this information in your own publications.

Rollouts and Recognition!

We, here at BVM Communications, are excited and encouraged by our joint plans with Jewel-Osco to "roll out" additional BVM Fifth Media Community Information Systems ("Helping Hands" kiosks + BVM-TVs) into ten more Jewel-Osco locations. Determination of exactly which ten communities will be chosen is underway now.

More good news! We welcome the North Suburban Library System (NSLA) and Lutheran General Hospital into our BVM Fifth Media family. In addition to BVM's database of over 1400 human services agencies and helpful community information, we will now also provide access to NSLA's information, which includes local community and library websites, plus an electronic "look up" system for library materials. A BVM Fifth Media kiosk will soon be located at the NSLA headquarters in Wheeling, plus other sites in select libraries across northeastern Illinois.

Lutheran General Hospital, in conjunction with the DesPlaines Healthy Community Partnership, is our newest Lead Sponsor, bringing valuable Health Care information to Fifth Media systems in upcoming host sites. Contributions from these organizations truly enriches the educational and referral information available to the public through the Fifth Media Community Information System.

Finally, join us in congratulating our president, Angela Tomlinson, one of the 23 women honored as 1998 LUCI Award recipients on October 7th, by *The Business Journal*, Ameritech and Manpower. The LUCI Award recognizes business and professional women who have shown extraordinary vision and leadership, and whose achievements make a significant impact on Lake County.

In Brief

Poverty Remains a Serious Problem Despite A Booming Economy

A recent report from the U.S. Department of Housing and Urban Development (HUD), entitled *The State of the Cities 1998*, found that current economic good times are not reaching a large number of working poor people.

Cities are economically strong at this time, creating over 16 million new jobs, and experiencing some of the lowest unemployment rates in a decade. But poverty, inadequate education and affordable housing continue to plague cities, according to the HUD report.

A Catholic Charities survey confirmed these findings and also showed that the situation is not limited to cities, but includes rural and suburban areas, as well. In fact, U.S. Census Bureau statistics show that the low-income population of suburbs is growing at a faster rate than that of central cities or rural areas. (Continued on page 2)

"To laugh often and much, to win the respect of intelligent people and the affection of children . . .

To earn the appreciation of honest critics . . . to appreciate beauty, to find the best in others, to leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition . . . To know even one life has breathed easier because you have lived.

This is to have succeeded." ~ Ralph Waldo Emerson





Poverty Remains (Continued from Page 1)

At the same time, most local charities will agree that they continue to operate on limited resources. One study from the Second Harvest organization showed that seventeen percent of agencies say their program's stability is threatened due to the lack of resources and donations.

One way local agencies can increase the public's awareness about those needs is the BVM "Helping Hands" kiosk. Among other options, its "Give Help" screen provides an easy way for people in the community to locate donation opportunities, discover more about the organizations in their area that accept donations, and print that information for later reference. We're seeing great response! The "Give Help" screen alone has received over 6,000 "hits" (inquiries) since our May debut!

If your organization accepts donations, we encourage you to be included in the BVM "Helping Hands" kiosk. We are especially interested in whether your agency picks up donations and/or offers a drop-off service.

If you are an active agency in our system, please keep us "in touch and informed" on a regular basis so we can include your most up-to-date information and needs.

In addition to fun-filled field trips, NSSRA currently offers over 300 programs including extensive involvement in Special Olympics, after-school activities for children and teens, evening programs for adults, weekend programs for all ages, and other skill-based activities. Programs are planned and conducted by full-time staff trained in special recreation, plus a corps of dedicated volunteers. For more information about NSSRA, or to request their newest winter program brochure, call: 847-501-4332. Their website is at www.NSSRA.org.

*In*sights Handy Tips & Interesting Information

Power Speaking

Making a few minor adjustments in the way you express yourself can make a big difference in how effectively you communicate with others. For example:

- Say "I'll be glad to . . ." instead of, "I'll have to . . ."
- Avoid "self-belittlers" like "I'm just . . ." or "I'm only . . ." These phrases hurt your professional image.
- Begin with "I understand . . ." and "here's another point of view to consider" rather than "I disagree . . ."
- Translate "failures" into "lessons," and turn "I'll try to" statements into "I will" statements.



REMEMBER! REMEMBER! REMEMBER!

BVM's Fifth Media Community Information System also uses a network of large-screen televisions to "broadcast" your information to the general public in the places they frequent most often. Getting the word out about your agency, including donations or volunteer recruitment, is very affordable. (Emergency messages are provided free of charge.) Contact us for details about this innovative advertising option.

Or, keep in mind . . .



When an advertising sponsor mentions your organization's name when placing their paid advertising order, your group will receive a 10% donation from BVM Communications based on the total order amount. We encourage you to mention this in all of your organization's publications and announcements.



*In*Focus Profiles of Our "Helping Hands"

*In*Focus **NSSRA ~ North Suburban Special Recreation Association**

A recent, unsolicited letter from a perceptive bystander, observing participants on a NSSRA field trip, praised the quality and compassion of the staff and "young" volunteers, and the dignity they extended to the children in their summer day camp. "I'm not exactly sure what your organization does, or what types of children are involved in your programs," the writer said, "I can only describe [your staff and volunteers] in superlatives: remarkable, extraordinary, kind, caring, and superb!"

That bystander would be pleased to know that since 1970, NSSRA's mission has been to ensure that year-round, fun, recreation opportunities are available for adults and children with various disabilities. In fact NSSRA, working with area park districts and recreational departments, has grown from serving 26 mentally retarded children to now serving over 3,000 recreation program registrants a year from the communities of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northfield, Northbrook, Wilmette, Winnetka, Lake Forest and Riverwoods.

(Continued in second column)



Send us your news, thoughts, tips, questions or concerns. We'd love to hear from you!
By Phone: 847-735-8162
By Fax: 847-735-8595
By E-mail: webmaster@BVMCom.com
Or, by mail:
In Touch & Informed
c/o BVM Communications, Inc.
655 Rockland Road, Suite 208
Lake Bluff, IL 60044

Building & Grounds Committee Report
December 15, 1998

* Gary has notified Northwest Town that we do not wish to renew their contract when it expires Jan 1. He is now obtaining bids from several mechanical contractors for full-service contracts (that is, seven-days-a-week, 24-hour service availability) contracts as well as parts-and-labor prices for single service calls. When he has received all the bids, we'll need to decide whether we want to pay for a full-service contract or use the single-call approach. In either case, he says, our maintenance expenses will be less than what we've been paying for the Northwest Town full service contract. Gary is particularly concerned about having service available on weekends, when he might not be available so, if we choose to use the single call approach, he would make sure that, on weekends, the library staff would have a list of qualified and competent contractors to call for emergency service.

Gary is actually doing the necessary preventative maintenance, which Northwest Town should have been doing under our full-service contract, but failed to do. He has developed his own monthly preventative maintenance program, and regularly greases bearings, checks belts, and does whatever else is needed to maintain the heating, ventilating, and air conditioning equipment.

*Because of an incident that happened recently, Gary has switched to a different housekeeping service. As it happens, the new service will provide even more services for just about the same fee we've been paying (\$1 more per month).

*According to the city's annual elevator inspection, our elevator is not up to code because its door lacks a lighted safety edge--a laser beam that prevents the door from closing if someone is entering or exiting. Gary is shopping for prices.

*The two interior walls that needed painting--the north wall of the mezzanine floor and the east wall under the mezzanine--have been painted.

* The clock in the clock tower is still stopped; Gary has been unable to reach the clock repairman to get a cost quote.

ADMINISTRATOR'S REPORT

December 15, 1998

I. PERSONNEL

Phyllis Johnson has joined our staff as a full-time Mobile Library Clerk/Driver. Mary (Roz) Giardini resigned from her position as apart-time assistant circulation clerk.

Two full-time positions are in the process of being filled: Technical Services Acquisitions Clerk and a second Mobile Library Clerk/Driver.

Interviews continue for the Head of Adult Services, following a re-advertisement of the opening.

II. STAFF DEVELOPMENT

The last meeting of the Learning Organization training was held December 9. We have applied for a follow-up grant for 1999, but will not learn until March, 1999, if the request is successful.

Our quarterly all-staff meeting on December 10 featured the introduction of the new performance evaluation forms as well as an update on library building design progress.

Margie Borris and Barbara Saletnik attended a two-day circulation managers seminar at the University of Wisconsin.

III. PATRON SERVICES

Our circulation of materials has followed a typical pattern throughout the year, with the exception of August, when it dropped during computer downtime. If December circulation follows the pattern we maintain another year of in increased use of our materials.

Two very popular programs in November were the visit of Arthur (Marc Brown's aardvark, known through books and television) on November 22 and Santa's arrival on November 28. Each event was attended by over 800 children and parents and all went very smoothly, thanks to the planning of Mary Ann Brown and the Children's staff and to a great crew of teen volunteers. Santa's arrival was sponsored by the Chamber of Commerce and the Des Plaines Special Events Committee.

IV. ACTIVITIES

The 13 week Jr. Great Books program is coming to an end tomorrow. We will consider a follow-up program.

The Lohan interior design team has made two visits to discuss interior layout with our staff members and will return this week for another session.

Visits to contractors on the pre-qualification shortlist took place over two days, 12/3 and 12/7. Betty Ritter, Gary Valente and I represented the library.

I attended a Building Project Team meeting on 12/9. The outlook was very positive because the latest cost estimates show that the building can be built within budget, thanks to earlier value-engineering efforts.

I met with the Extension Services Advisory Council on 11/18, the library Planning Committee 12/14, the Jr. Great Books Planning Meeting on 11/19, and the Library's volunteer appreciation tea on 12/3.

10415

CCS Owner Services, Inc.

200 West 22nd Street
 Suite 209
 Lombard, IL USA 60148
 (630) 916-7500
 facsimile (630) 916-7502
 (800) 443-8607

December 11, 1998

Ms. Sandra Norlin
 Library Administrator
DES PLAINES PUBLIC LIBRARY
 841 Graceland Avenue
 Des Plaines, IL 60016

RE: FF & E MANAGEMENT

Dear Sandra:

Pertinent to our recent proposal for the above assignment, I have pleasure in clarifying the following:

- The standard form of agreement between the Des Plaines Public Library and CCS/Owner Services, Inc. dated 15 January 1998, lists additional services that CCS/Owner Services, Inc. could provide. These include item 3.7.1.2 services related to the procurement, storage, maintenance and installation of Owner - furnished equipment, materials, supplies and furnishings. (FF&E)
- Within our draft building construction proforma dated May 12, 1998, I listed a line item "FF&E Management", \$30,000 fee. However, this was omitted for L&R subsequent budgets.
- It should be noted that FF&E Services are never part of the architects or Owners Representative base contracts services. They are always additional services, as some clients do not require these services.
- With regards to our fee for the FF&E Services. These will be billed at our hourly rates as listed in our contract with you with a contract amount of \$30,000.

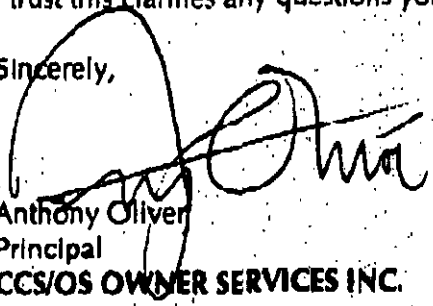
Sandra Norlin asked me to identify any other possible services that the Library Board may wish to consider, these include the following

- Also within this proforma budget I listed a line item for "Facilities Management Study" for a fee of \$40,000. This item was also omitted for the L&R subsequent budget. I will be delighted to have one of my colleges, who heads up our Facilities Management division meet with you to discuss this possible future service.
- There was also a line item included in our May 12, 1998 draft budget that was omitted by L&R. This is for specialty interior design for a possible fee by others of \$60,000. This possible service would be by a specialty interior design company, not Lohan, to design such areas as the "Enchanted Forest" as was built in the Schaumburg Library.

0416

I trust this clarifies any questions you had regarding our November 11, 1998 proposal.

Sincerely,



Anthony Oliver
Principal
CCS/OS OWNER SERVICES INC.

ARO/jad
97.144/3.01/Norin3

CCS Owner Services, Inc.

200 West 22nd Street
Suite 209
Lombard, IL USA 60148
(630) 916-7500
facsimile (630) 916-7502
(800) 443-8607

December 14, 1998

Mr. Eldon Burk
Library Board President
C/O
DES PLAINES PUBLIC LIBRARY
841 Graceland Avenue
Des Plaines, IL 60016

RE: FF&E Management
Original Date November 11, 1998, Revised December 14, 1998

Dear Sandra:

Pertinent to our recent meeting concerning CCS/Owner Services, Inc. carrying out the FF& E management on behalf of the Library, listed below is our suggested services:

Pre-Delivery:

- Attend critical FF&E meetings between the client staff and the architect to ensure client's goals are met and communication occurs
- Attend visits to the Merchandise Mart, maximum of two
- Review FF&E designs and specifications for the completeness and function
- Coordinate CT/IT consultant and architect in response to the FF&E design
- Assist the architect in development of proposed delivery schedule
- Review A/E FF&E design pay requests
- Review A/E FF&E budget

Bidding:

- Review bidders list
- Assist in bid opening
- Evaluate bids in comparison to the budget and assist architect in contract development for purchase of FF&E

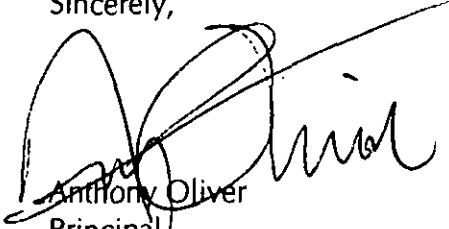
Delivery:

- Review proposed manufactured delivery timeline and reconcile with proposal A/E delivery schedule
- Assist A/E with coordination of delivery packages with general contractor
- Observe installation and power up of FF&E
- Review FF&E contractor pay requests
- Establish close out procedures and obtain warranty information

Our fee for carrying out the above mentioned service is \$30,000 plus reimbursables.

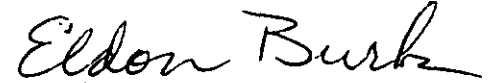
I trust this provides all the information you require, if you agree to our proposal please sign one copy of this proposal for our files.

Sincerely,


Anthony Oliver
Principal
CCS/OWNER SERVICES, INC.

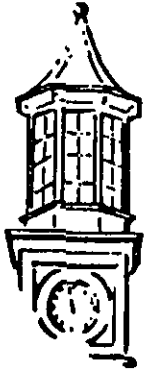
AO/jad
97.144/3.01/Burk

Signed By:


Eldon Burk
Eldon Burk

Dated:

12-15-98



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

STATE OF ILLINOIS)
)
COUNTY OF COOK)

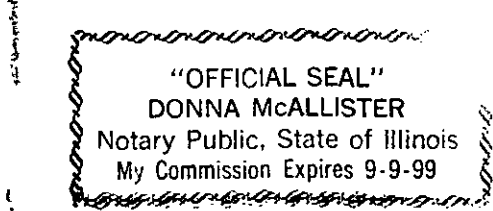
I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 15th day of December 1998, pursuant to written and posted notice, at the Des Plaines Public Library, that 9 Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood. All voting aye. In Witness Whereof, I do set hereunder my hand this 16 day of December 1998.

Signed Carol Kidd
Secretary

Subscribed and sworn by me.

this 16 day of December 1998.

Donna McAllister
Notary Public





DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

RESOLUTION

1999 appropriation and 1998 Levy for Library Purposes
Des Plaines Public Library Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on December 15, 1998, considered the financial requirements of the said Public library for the fiscal year commencing January 1, 1999; and

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 1998 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 1998 annual tax levy ordinance and for collection and deposit in the library fund is \$2,941,669.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY 1999.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

DES PLAINES PUBLIC LIBRARY - 1999 BUDGET

REVENUES - 1999

Property Tax		\$ 2,941,669
Replacement Tax		92,988
Delinquent Tax		40,000
Fines/Fees		90,000
Copying Fees		25,000
Interest		5,000
State Grants		79,268
Special Programs		18,000
12/31/98 Fund Balance		163,948
Miscellaneous		<u>11,000</u>
		\$ 3,466,873

EXPENDITURES - 1999

Personal Services	(2110)	\$ 2,101,527
Contractual Services	(2110)	386,600
Commodities	(2110)	717,100
Capital Outlay	(2110)	100,150
Debt Retirement	(2110)	12,228
Per Capita Grant	(2130)	<u>66,768</u>
		\$ 3,384,373

12/31/99 Fund Balance \$82,500

EXHIBIT A

DES PLAINES PUBLIC LIBRARY - 1999 BUDGET

SALARIES -- DEPT 2110

910100	Salaries	\$1,218,478
910200	Temporary Wages	442,767
910400	Non-Supervisory Overtime	500
910900	Acting Pay	1,000
910950	Excess Sick Hours Payout	18,100

TOTAL SALARIES AND WAGES \$1,680,845

BENEFITS -- DEPT 2110

918010	Unemployment Compensation	\$ 2,000
918020	Employer Contribution - F.I.C.A.	126,950
918021	Employer Contribution - I.M.R.F.	116,459
918040	Life Insurance Premiums	4,738
918050	Medical Insurance Premiums	164,735
918060	Tuition Reimbursement	3,800
918070	Workers Compensation	2,000

TOTAL EMPLOYEE BENEFITS \$ 420,682

TOTAL PERSONAL SERVICES \$2,101,527

CONTRACTUAL SERVICES -- DEPT 2110

920110	Professional Consulting	\$ 20,000
920120	Communication Services	25,000
920140	Data Processing	55,000
920202	Conferences	3,000
920206	Seminars	2,000
920204	Training	2,000
920210	Inservice Training	3,000
920220	Membership Dues	3,000
920230	Publication of Notices	1,000
920850	Subsidy ERP Transfer	25,600
920900	Property/Liability Insurance	42,000
930010	Repair/Maintenance of Equipment	42,600
930020	Repair/Maintenance of Building	45,000
930030	Repair/Maintenance of Vehicles	1,500
930210	Rental of Equipment	2,900
930320	Custodial Services	25,000
960070	Auto/Travel Expenses	3,000
960210	Special Event Programming	15,000
960990	Miscellaneous Contractual Service	70,000

TOTAL CONTRACTUAL SERVICES \$ 386,600

12.16.98

COMMODITIES -- DEPT 2110

970100	Library Supplies	\$ 42,000
970170	Janitorial Supplies	15,000
970200	Copier/Fax Supplies	2,000
970260	Postage/Parcel	13,200
970270	Printing-Reproducing	10,300
930195	Binding	6,000
970600	Books	400,000
970610	Audio Materials	45,500
970620	Periodicals	62,000
970630	Visual/Multi-Media Materials	42,500
970640	Automated Reference Materials	62,100
970810	Natural Gas (Heat)	14,000
970820	Electricity	500
970850	Gasoline	2,000

TOTAL COMMODITIES \$ 717,100

CAPITAL OUTLAY -- DEPT 2110

980300	Improvements	0
980400	Equipment	97,450
980600	Furniture and Fixtures	2,700

TOTAL CAPITAL OUTLAY \$ 100,150

DEBT RETIREMENT -- DEPT 2110

990900	Debt Retirement	\$ 12,078
990300	Trust/Agency Fees	150
TOTAL DEBT SERVICE		\$ 12,228

TOTAL -- DEPT 2110 \$3,317,605

PER CAPITA GRANT FUND -- DEPT 2130

CONTRACTUAL SERVICES -- DEPT 2130

960990	Contractual Services	\$	41,768
960070	Travel		5,000

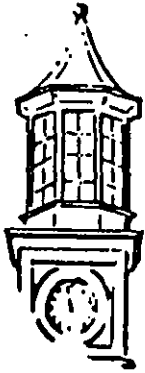
CAPITAL EXPENDITURES -- DEPT 2130

980400	Equipment	\$	20,000
--------	-----------	----	--------

TOTAL PER CAPITA GRANT (2130)		\$	66,768
-------------------------------	--	----	--------

TOTAL EXPENDITURES - ALL FUNDS			\$3,384,373
--------------------------------	--	--	-------------

12.16.98



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

December 16, 1998

Jim Egeberg, Finance Director
City of Des Plaines
1420 Miner Street
Des Plaines, IL 60016

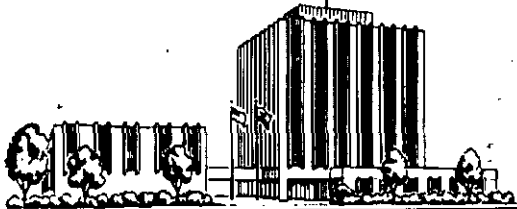
Dear Mr. Egeberg:

At the regular meeting of December 15, 1998, the Library Board of Trustees directed me to authorize and direct you to:

1. Transfer funds to cover all 1998 appropriation deficit categories after all expenditures for 1998 are completed.
2. Carry over to 1999 all unexpended balances in the Library account that are not required in the operating fund at December 31, 1998.

Sincerely,

Sandra K. Norlin
Library Administrator



CITY OF DES PLAINES

1420 MINER/NORTHWEST HIGHWAY ■ DES PLAINES, ILLINOIS 60016-4498 ■ (847)391-5300

Date: December 15, 1998

Memo To: Sandra Norlin, Library Administrator

From: Arlene Merriman, Director
Human Resources and Services *AM*

Re: Partnership with BVM Communications

In September, 1997 the City of Des Plaines began a partnership with Lutheran General Hospital in a nationwide initiative to facilitate the improvement of the quality of life of the people of Des Plaines. This initiative is known as "Building Healthier Communities". We have adopted a step by step process of creating a partnership that develops a sense of community ownership in the quality of life programs while promoting a close working relationship with local schools, businesses, individuals, and religious and service organizations. Our first project as the Des Plaines Healthy Community Partnership was to create an assessment tool to identify our community's assets. The pilot study of the effectiveness of this tool will begin in January 1999 when it will be administered to the parishioners of four participating community churches.

In June, 1998 one of our partnership members received information on a company called BVM Communications, and their pilot program with Warren Newport Library and Jewel-Osco in Gurnee, Illinois. Two computer kiosk locations began providing the public with information on Lake County social service agencies for residents, as well as a listing of timely community activities information. After receiving more information from BVM on the community kiosks, we realized how this company could become a valuable community partner with our healthy community task force. We learned that the kiosk has the ability to provide current information on community events and local service agencies. It is the intent, therefore, of the City's Department of Human Resources and Services to become a "tenant" sponsor effective January, 1999. Lutheran General Hospital has contracted with BVM to become a "lead" sponsor, which provides them with certain additional sponsor options. With the grand opening of the 2 kiosks planned for Des Plaines, BVM will have inputted information on 400 social service agencies that provide services to residents of our community, as part of a total database currently of 2600 agencies. This information can then be printed out and taken with the individual. Statistics regarding frequency of agency contact and information accessed can also be provided regularly by BVM. Staff efforts can then be directed toward providing additional information or programs in those identified areas of interest. There is also a linkage to volunteer opportunities in our community. Eventually, the Partnership will



look toward incorporating our volunteer assessment tool with BVM's technology to provide data collection for our survey.

Partnering with the "fifth media" can only improve our outreach capabilities and assist us with our community enhancement project. If you have any questions please feel free to contact my office.