

BOARD MINUTES  
JANUARY 1999 - JUNE 1999

BOARD MINUTES

## XII

## REGISTRATION SERVICES REPORT FOR JANUARY 1999

## I. LIBRARY CARD REGISTRATION SERVICES

| <u>January 1998</u> | <u>December 1998</u>   | <u>January 1999</u> | <u>Year to Date</u><br><u>1998</u> | <u>Year to Date</u><br><u>1999</u> | <u>% Change</u> |
|---------------------|------------------------|---------------------|------------------------------------|------------------------------------|-----------------|
| 747                 | 529                    | 697                 | 747                                | 697                                | (-6.7%)         |
| A.                  | New Cards              |                     | 253                                |                                    |                 |
| B.                  | Renewals               |                     | 378                                |                                    |                 |
| C.                  | Non-Resident Cards     |                     | 5                                  |                                    |                 |
| D.                  | Off-line Library Cards |                     | 61                                 |                                    |                 |
|                     | Total                  |                     | 697                                |                                    |                 |

## II. OTHER REGISTRATION SERVICES

|    |                                      |     |
|----|--------------------------------------|-----|
| 1. | Patrons Registering for Programs     | 150 |
| 2. | Number of Meeting Room Uses          | 82  |
| 3. | Cab cards and Other Registrations    | 10  |
| 4. | LAN Discs Sold<br>(Year to Date - 6) | 6   |
| 5. | Computer Room                        | 187 |
| 6. | Reading Edge Users                   | 0   |
|    | Total                                | 435 |

## III. TOTAL NUMBER OF REGISTERED BORROWERS

|              |        |                       |
|--------------|--------|-----------------------|
| January 1998 | 36,858 | (69.0% of Population) |
| January 1999 | 36,993 | (69.1% of Population) |

## CIRCULATION REPORT FOR JANUARY 1999

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## PATRON ATTENDANCE COUNT

| <u>January 1998</u> | <u>December 1998</u> | <u>January 1999</u> | <u>Year to Date<br/>1998</u> | <u>Year to Date<br/>1999</u> | <u>% Change</u> |
|---------------------|----------------------|---------------------|------------------------------|------------------------------|-----------------|
| 29,741              | 22,808               | 15,591              | 29,741                       | 15,591                       | (-47.6%)        |

## RECIPROCAL BORROWING

(Materials Lent)

|               | <u>January 1998</u> | <u>January 1999</u> | <u>% Change</u> |
|---------------|---------------------|---------------------|-----------------|
| NSLS          | 7,922               | 6,638               | (-16.2%)        |
| OTHER SYSTEMS | 1,730               | 1,630               | (-5.8%)         |
| TOTAL         | 9,652               | 8,268               | (-14.3%)        |

## INTERLIBRARY LOAN

|          |       |
|----------|-------|
| Sent     | 1,011 |
| Received | 328   |

## Jan. 1999 Holdings

|                   | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|-------------------|---------------|---------------|--------|-------------------|
| Books             | 176,576       | 176,906       | 330    | 0.2%              |
| Audio             | 13,794        | 13,976        | 182    | 1.3%              |
| Video             | 9,465         | 9,509         | 44     | 0.5%              |
| Puzzles and Games | 746           | 741           | -5     | -0.7%             |
| Realia            | 235           | 235           | 0      | 0.0%              |
| Pamphlets         | 14,888        | 14,909        | 21     | 0.1%              |
| =====             |               |               |        |                   |
| Total             | 215,704       | 216,276       | 572    | 0.3%              |

ACQUISITIONS REPORT FOR  
FOR JAN. 1999

|                     | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|---------------------|---------------|---------------|--------|-------------------|
| Non Fiction         |               |               |        |                   |
| Adult               |               |               |        |                   |
| 000                 | 2,142         | 2,146         | 4      | 0.2%              |
| 100                 | 2,479         | 2,490         | 11     | 0.4%              |
| 200                 | 2,653         | 2,670         | 17     | 0.6%              |
| 300                 | 11,546        | 11,563        | 17     | 0.1%              |
| 400                 | 621           | 625           | 4      | 0.6%              |
| 500                 | 2,970         | 2,980         | 10     | 0.3%              |
| 600                 | 17,226        | 17,290        | 64     | 0.4%              |
| 700                 | 14,996        | 14,999        | 3      | 0.0%              |
| 800                 | 4,918         | 4,928         | 10     | 0.2%              |
| 900                 | 11,386        | 11,422        | 36     | 0.3%              |
| B                   | 4,498         | 4,509         | 11     | 0.2%              |
| Total (Adult)       | 75,435        | 75,622        | 187    | 0.2%              |
| Juvenile (J)        |               |               |        |                   |
| 000                 | 383           | 383           | 0      | 0.0%              |
| 100                 | 202           | 203           | 1      | 0.5%              |
| 200                 | 282           | 283           | 1      | 0.4%              |
| 300                 | 2,255         | 2,261         | 6      | 0.3%              |
| 400                 | 111           | 111           | 0      | 0.0%              |
| 500                 | 3,070         | 3,073         | 3      | 0.1%              |
| 600                 | 2,640         | 2,641         | 1      | 0.0%              |
| 700                 | 3,336         | 3,337         | 1      | 0.0%              |
| 800                 | 803           | 803           | 0      | 0.0%              |
| 900                 | 3,438         | 3,444         | 6      | 0.2%              |
| B                   | 954           | 954           | 0      | 0.0%              |
| YA                  | 844           | 846           | 2      | 0.2%              |
| Total (J)           | 18,318        | 18,339        | 21     | 0.1%              |
| Total (E)           | 7,246         | 7,282         | 36     | 0.5%              |
| Total (Juvenile)    | 25,564        | 25,621        | 57     | 0.2%              |
| Total (Non fiction) | 100,999       | 101,243       | 244    | 0.2%              |
| Fiction             |               |               |        |                   |
| Adult               | 33,854        | 33,926        | 72     | 0.2%              |
| Juvenile            |               |               |        |                   |
| J                   | 8,425         | 8,499         | 74     | 0.9%              |
| YA                  | 1,766         | 1,773         | 7      | 0.4%              |
| E                   | 10,402        | 10,291        | -111   | -1.1%             |
| Picture Books       | 7,037         | 7,068         | 31     | 0.4%              |
| Board Books         | 692           | 647           | -45    | -6.5%             |
| Total (Juvenile)    | 28,322        | 28,278        | -44    | -0.2%             |
| Total (Fiction)     | 62,176        | 62,204        | 28     | 0.0%              |
| High school         | 166           | 178           | 12     | 7.2%              |

|                        |        |        |      |       |
|------------------------|--------|--------|------|-------|
| Compact discs          |        |        |      |       |
| Adult                  | 5,734  | 5,765  | 31   | 0.5%  |
| Juvenile               | 339    | 325    | -14  | -4.1% |
| Total (Compact discs)  | 6,073  | 6,090  | 17   | 0.3%  |
| CD ROMs                |        |        |      |       |
| Adult                  | 165    | 166    | 1    | 0.6%  |
| Juvenile               | 232    | 232    | 0    | 0.0%  |
| Total (CD ROMs)        | 397    | 398    | 1    | 0.3%  |
| Audio Cassettes        |        |        |      |       |
| Adult                  | 2,731  | 2,723  | -8   | -0.3% |
| Juvenile               | 888    | 886    | -2   | -0.2% |
| Audio Books            |        |        |      |       |
| Adult                  | 1,879  | 1,994  | 115  | 6.1%  |
| Juvenile               | 792    | 815    | 23   | 2.9%  |
| Total (Cassettes)      | 6,290  | 6,418  | 128  | 2.0%  |
| Kits                   | 1,034  | 1,070  | 36   | 3.5%  |
| Videocassettes         |        |        |      |       |
| Adult                  | 7,872  | 7,602  | -270 | -3.4% |
| Juvenile               | 1,593  | 1,907  | 314  | 19.7% |
| Total (Videocassettes) | 9,465  | 9,509  | 44   | 0.5%  |
| Total (Audio Visual)   | 23,259 | 23,485 | 226  | 1.0%  |
| Reference              |        |        |      |       |
| Adult                  | 5,564  | 5,612  | 48   | 0.9%  |
| Juvenile               | 1,094  | 1,093  | -1   | -0.1% |
| Total (Reference)      | 6,658  | 6,658  | 0    | 0.0%  |
| Puzzles                |        |        |      |       |
| Adult                  | 87     | 87     | 0    | 0.0%  |
| Juvenile               | 574    | 569    | -5   | -0.9% |
| Total (Puzzles)        | 661    | 656    | -5   | -0.8% |
| 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                      | 3,114  | 3,150  | 36  | 1.2%   |
| Juvenile                   | 27     | 27     | 0   | 0.0%   |
| Total (Large Type)         | 3,141  | 3,177  | 36  | 1.1%   |
| Pamphlets                  | 14,888 | 14,909 | 21  | 0.1%   |
| Easy Reading               | 1,026  | 1,026  | 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                   | 49     | 12     | -37 | -75.5% |
| Total (Gujarti language)   | 49     | 12     | -37 | -75.5% |
| 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                     | 539     | 551     | 12  | 2.2%  |
| Juvenile                  | 33      | 34      | 1   | 3.0%  |
| Total (Polish language)   | 572     | 585     | 13  | 2.3%  |
| Russian                   |         |         |     |       |
| Adult                     | 197     | 197     | 0   | 0.0%  |
| Juvenile                  | 2       | 2       | 0   | 0.0%  |
| Total (Russian language)  | 199     | 199     | 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                     | 566     | 575     | 9   | 1.6%  |
| Juvenile                  | 795     | 820     | 25  | 3.1%  |
| Total (Spanish language)  | 1,361   | 1,395   | 34  | 2.5%  |
| Total (Adult)             | 1,503   | 1,524   | 21  | 1.4%  |
| Total (Juvenile)          | 907     | 896     | -11 | -1.2% |
| Total (Foreign languages) | 2,410   | 2,420   | 10  | 0.4%  |
| =====                     |         |         |     |       |
| TOTAL                     | 215,704 | 216,276 | 572 | 0.3%  |



DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
JANUARY 1999

| <u>Assistance</u>                  | <u>Number</u> | <u>Total</u> |
|------------------------------------|---------------|--------------|
| 1. Equipment repair and assistance | 261           |              |
| 2. Tax forms                       | 179           |              |
| 3. Directional questions           | 203           |              |
| 4. Item retrieval by library pages | 135           |              |
| 5. Audio visual inquiries          | 581           |              |
| <br>Total                          |               | <br>1,359    |

Reference Services

|                                 |       |
|---------------------------------|-------|
| 1. Specific item request        | 1,073 |
| 2. Ready reference              | 700   |
| 3. Material searching           | 265   |
| 4. Referrals to other libraries | 17    |

|       |       |
|-------|-------|
| Total | 2,055 |
|-------|-------|

|             |       |
|-------------|-------|
| GRAND TOTAL | 3,414 |
|-------------|-------|

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
JANUARY 1999

| <u>Reference Services</u>          | <u>Number</u> |
|------------------------------------|---------------|
| 1. Equipment, repair, & assistance | 409           |
| 2. Computer sign-ups & help        | 749           |
| 3. Storytime & program sign-ups    | 634           |
| 4. Reference questions             | 959           |
| 5. Ready reference                 | 457           |
| 6. Referrals to other libraries    | 9             |
| 7. Miscellaneous inquiries         | 460           |
| 8. Handout & change                | 1,764         |
| TOTAL                              | 5,441         |

Number of individuals using the Local Computer Network = 1,626

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM JANUARY 1999

| Outside Community Groups                | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Coupon Club                             | 1                 | 5                 |
| Des Plaines Art Guild                   | 1                 | 3                 |
| DuPage Figure Skaters                   | 1                 | 12                |
| Goldcoast Kennel Club                   | 1                 | 5                 |
| Romance Writers                         | 1                 | 20                |
| Toastmasters                            | 2                 | 30                |
| Youth for Understanding                 | 1                 | 8                 |
| Total                                   | 8                 | 83                |
| <b>Library Sponsored Adult Programs</b> |                   |                   |
| Adult Book Discussion                   | 1                 | 19                |
| Feature Films at the Library            | 1                 | 40                |
| Friends of the Library                  | 1                 | 14                |
| Library Stories                         | 2                 | 24                |
| Zoya Sadkhin Piano Performance          | 1                 | 50                |
| <b>Other</b>                            |                   |                   |
| Library Board Meeting                   | 1                 | 15                |
| Special Library Board Meeting           | 1                 | 16                |
| Total                                   | 8                 | 178               |

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - JANUARY 1999  
Page 2

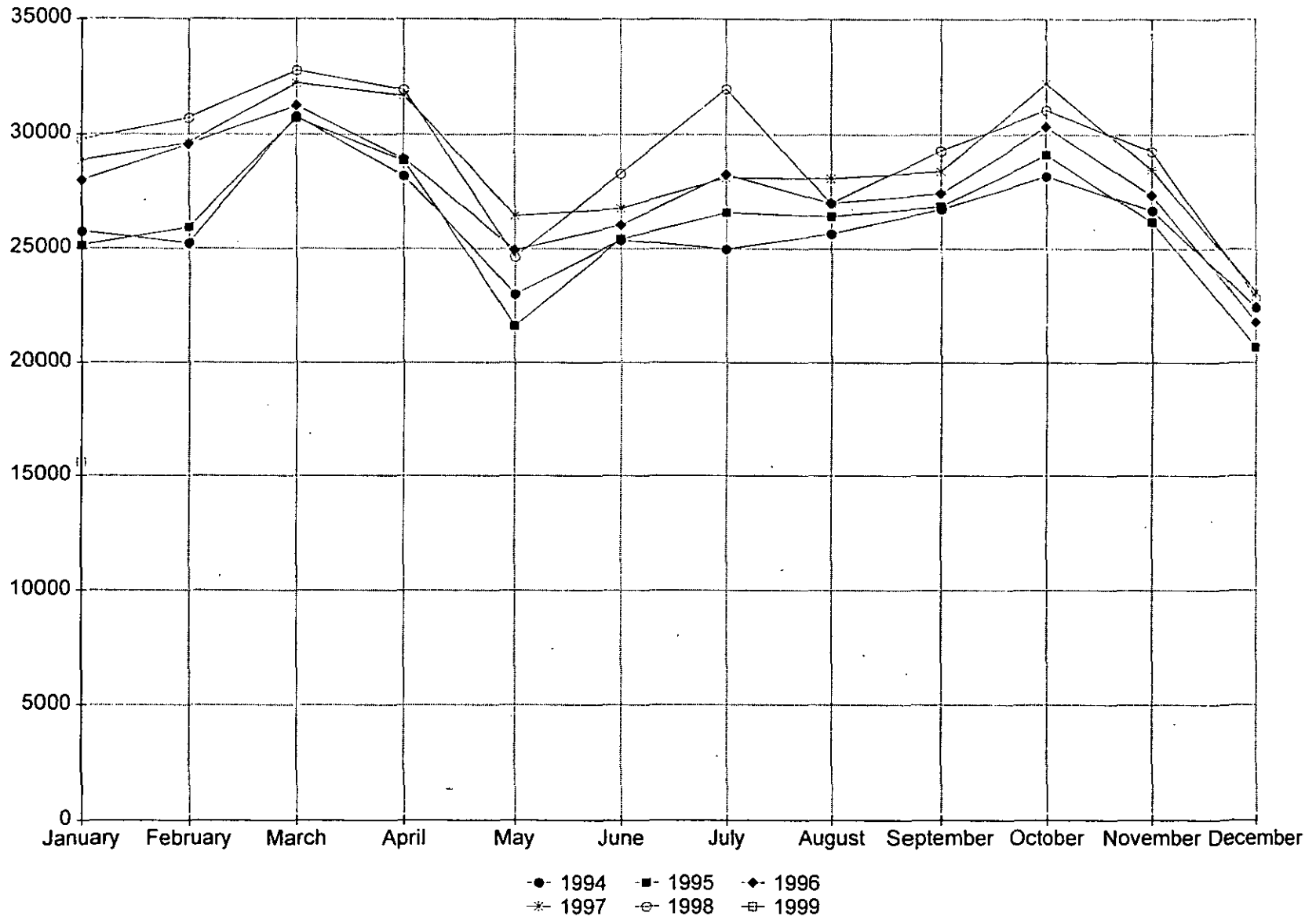
| Library Sponsored Children's Programs      | <u>Times Used</u> | <u>Attendance</u> |
|--|-------------------|-------------------|
| Bright Start Baby Book Times Birth-2yrs    | 9                 | 183               |
| Central School 3 <sup>rd</sup> Grade Visit | 1                 | 53                |
| Cub Scouts                                 | 1                 | 8                 |
| Family Evening Storytime                   | 1                 | 22                |
| Friends Sunday-Alice in Wonderland         | 1                 | 230               |
| Headstart Storytime                        | 2                 | 53                |
| Holiday Drop in Craft                      | 1                 | 70                |
| Pre-School Open House for Parents          | 1                 | 100               |
| Pre-School Playgroup Storytime             | 1                 | 32                |
| Storytime 2 Year Olds                      | 7                 | 112               |
| Storytime 3-5 Year Olds                    | 14                | 130               |
| Wolves Player Visit                        | 1                 | 100               |
| Total                                      | 39                | 1,093             |
| <br><b>Literacy Program</b>                |                   |                   |
| Learn to Read                              | 10                | 793               |
| Grand Total                                | 65                | 2,147             |

January Total = 65 groups involving 2,147 people.

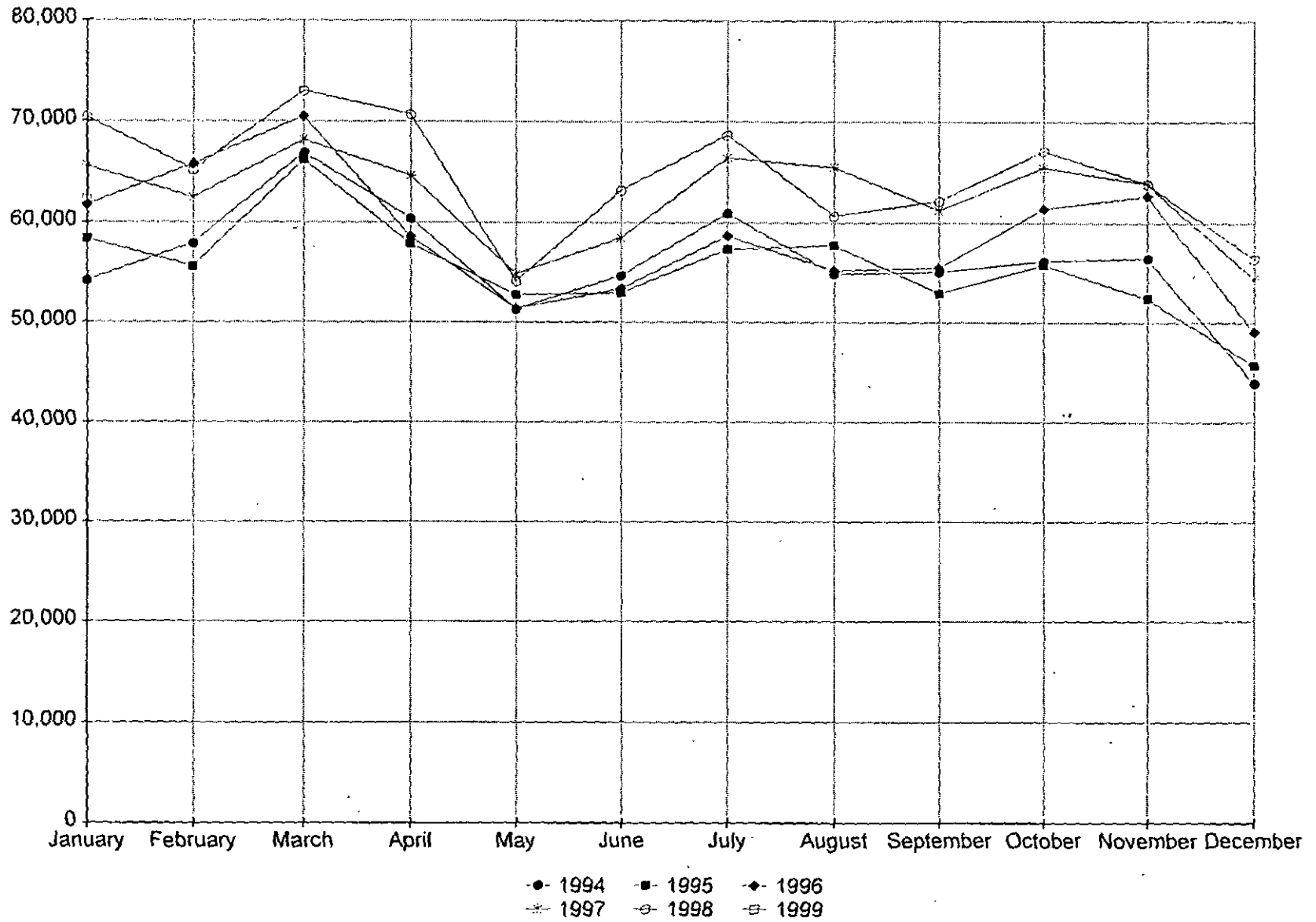
1999 Year to Date Total 65 groups involving 2,147 people.

# Patron Attendance

January 1999



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



### Volunteers 1998

| Name | Hours Per<br>Week | Hours Per<br>Year | Hourly<br>Wage | Total Per<br>Year | Years of<br>Service |
|------|-------------------|-------------------|----------------|-------------------|---------------------|
|------|-------------------|-------------------|----------------|-------------------|---------------------|

**Callers: Phone patrons to inform them that the items they put on reserve are available.**

|                   |             |            |        |                   |           |
|-------------------|-------------|------------|--------|-------------------|-----------|
| Mary Leone        | 2           | 104        | \$6.75 | \$ 702.00         | 22        |
| Eleanor McDonnell | 1.5         | 78         | \$6.75 | \$ 526.50         | 21        |
| Elizabeth Glitz   | 2           | 104        | \$6.75 | \$ 702.00         | 20        |
| Marianne Leslie   | 2           | 104        | \$6.75 | \$ 702.00         | 11        |
| Shirley Pilewski  | 2           | 104        | \$6.75 | \$ 702.00         | 2         |
| John Nutini       | 2           | 36         | \$6.75 | \$ 243.00         | 1         |
| <b>Subtotal</b>   | <b>11.5</b> | <b>530</b> |        | <b>\$3,577.50</b> | <b>77</b> |

**Reference: Check-in, label and file annual and quarterly reports. Lose leaf reference updating. Some typing. Cutting scratch paper and sharpening pencils.**

|                 |          |            |         |                   |           |
|-----------------|----------|------------|---------|-------------------|-----------|
| Lilia Melton    | 2        | 104        | \$ 6.75 | \$ 702.00         | 4         |
| Tasco Saems     | 2        | 104        | \$ 6.75 | \$ 702.00         | 18        |
| Ruth Felicia    | 3        | 156        | \$ 6.75 | \$1,053.00        | 11        |
| <b>Subtotal</b> | <b>7</b> | <b>364</b> |         | <b>\$2,457.00</b> | <b>33</b> |

|                   |          |            |         |                  |          |
|-------------------|----------|------------|---------|------------------|----------|
| Frances Milbrandt | 2        | 104        | \$ 6.75 | \$ 702.00        | 6        |
| <b>Subtotal</b>   | <b>2</b> | <b>104</b> |         | <b>\$ 702.00</b> | <b>6</b> |

**Public Information: Cuts articles about the Library from local newspapers and inserts them in the Public Relations scrapbook. Assembles Public Information material for Board meetins. Assorted secretarial duties.**

|                 |          |            |         |                  |          |
|-----------------|----------|------------|---------|------------------|----------|
| Jean Adams      | 2        | 104        | \$ 6.75 | \$ 702.00        | 3        |
| <b>Subtotal</b> | <b>2</b> | <b>104</b> |         | <b>\$ 702.00</b> | <b>3</b> |

**Administrative Secretary: Various bookkeeping responsibilities, ordering supplies as necessary.**

|                  |          |            |         |                    |          |
|------------------|----------|------------|---------|--------------------|----------|
| Rosemary Collesi | 2        | 104        | \$10.50 | \$ 1,092.00        | 5        |
| <b>Subtotal</b>  | <b>2</b> | <b>104</b> |         | <b>\$ 1,092.00</b> | <b>5</b> |

**Outreach Services: Delivers books to homebound residents of Des Plaines**

|                 |             |              |         |                    |            |
|-----------------|-------------|--------------|---------|--------------------|------------|
| Roberta Jorik   | 2           | 104          | \$10.50 | \$ 1,092.00        | 2          |
| Carol Ehnert    | 2           | 104          | \$10.50 | \$ 1,092.00        | 2          |
| <b>Subtotal</b> | <b>4</b>    | <b>208</b>   |         | <b>\$ 2,184.00</b> | <b>4</b>   |
| <b>Total</b>    | <b>28.5</b> | <b>2,516</b> |         | <b>\$12,480.00</b> | <b>128</b> |

The Children's Department has had several young people do volunteer work as "Community Service" projects for school or church.

**TEND-A-SHELF**

Persons are assigned a unit of shelved books to keep in order and straighten. They donate approximately 2 hours a week to this task and can do it at their convenience.

| # Persons | # Hours Per Year | Hourly Wage | Total Per Year |
|-----------|------------------|-------------|----------------|
| 35        | 1048             | \$6.50      | \$6812.00      |



Sarah Ann Long  
System Director

3 February, 1999

Mr. John Burke  
1351 Evergreen Ave.  
Des Plaines, IL 60016

Dear Mr. Burke:

The North Suburban Library System Annual Banquet provides an opportunity to celebrate the previous year's achievements in the library community. One aspect of this celebration is the presentation of the System Awards honoring individuals and libraries for their contributions to the library community. It is my pleasure to inform you that you are among a select group of individuals chosen to receive the 1998 Library Advocate Award.

Library Advocate Award recipients are all individuals who have demonstrated support for libraries during the past year. Your nomination came as a result of your service as a member of the Des Plaines Public Library Board of Trustees, especially for your extraordinary contributions to the plans for a new library building in Des Plaines.

As an award recipient, you receive a complimentary ticket to the Annual Banquet on the evening of Friday, March 12, 1999 at the Mission Hills Country Club in Northbrook. Festivities begin at 6:00 p.m. If you are able to attend, please return the enclosed registration form indicating your choice of entrée to Mary Wheeler or you may call her with this information (ext. 142). During the awards ceremony, we will announce the names of the individuals receiving the Library Advocate Award and present each of you with a certificate.

On behalf of the North Suburban Library System, I offer you my congratulations and gratitude for your efforts to further the cause of libraries during 1998. Your work has given us reason to celebrate!

Yours faithfully,

Sarah Ann Long  
Enclosure

cc: Sandra Norlin

00 W. Dundee Rd.  
Wheeling, IL 60090-2799  
847/459-1300  
FAX 847/459-0380



# We need your help!

## THE SPRING USED BOOK SALE IS JUST AROUND THE CORNER!

The Friends' Used Book Sale will be held  
at the Des Plaines Public Library

Friday, March 5, 1999                      6:30 pm - 9:00 pm.  
Friends only.

Saturday, March 6, 1999                      9:00 am - 5:00 pm.  
Open to the public.

Sunday, March 7, 1999                      1:00 pm - 5:00 pm.  
Open to the public.

## We can't do it alone!

Set up: Tuesday, March 2  
Wednesday, March 3  
Thursday, March 4

Cashier and Organizers: During sale hours.

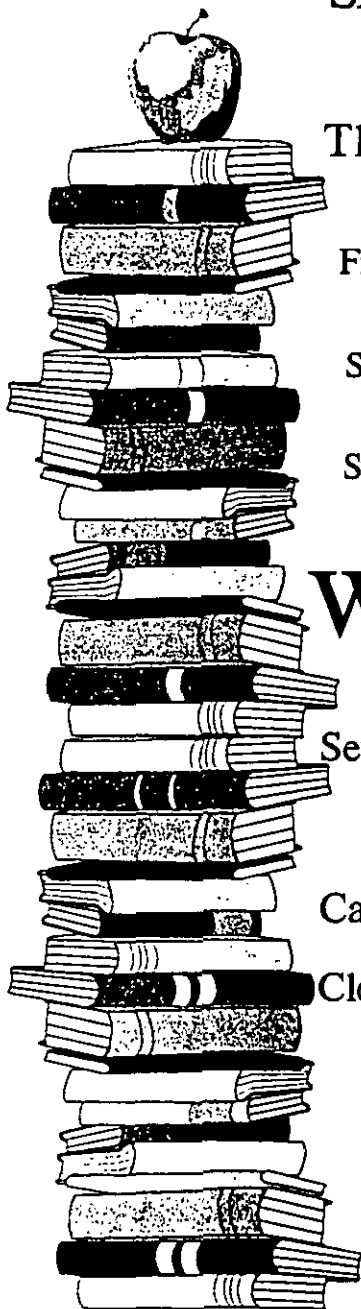
Clean up: Monday, March 8  
Tuesday, March 9

Please call Mary at (847) 296-4841 to  
volunteer.

We welcome donations of adult and  
children's books, both hardcover and  
paperbacks, complete sets of encyclopedias  
published after 1985, text books and  
computer books published after 1995,  
computer software, audio and video tapes,  
and compact discs.

*click*

Friends of  
the Des  
Plaines  
Public  
Library



# Library workers upset over conditions

By Chris Fusco  
Daily Herald Staff Writer

Like every business, employees at the Schaumburg Township District Library have their good days and bad days.

Since moving to a new \$23 million building in September, however, the bad have outnumbered the good, dozens of employees say.

"There's a lot of stress people are feeling because of the change," said Fran Kolet, a 12-year employee who works in the audio-visual department. "I still don't think a lot of (employees) know where they fit in here. The patrons tell us we've lost that 'warm, fuzzy feeling.'"

Kolet's comments came during a staff meeting Wednesday attended by about 25 employees, library district trustees and Executive Director Michael Madden. Employees voiced concerns about library staffing levels, vacation policies and wages during the 75-minute discussion, and trustees agreed many of their comments are worth looking into.

The library has hired about 30 part-time employees since the new building at Schaumburg's Town Square development opened. That brings the employee roster to 220 part-time and 79 full-time employees.

Employees complained that their job descriptions had changed since the move, and trustees agreed that issue needs to be investigated. They also complained about several departments being understaffed, and trustees said they will look for areas to improve staffing as they consider next year's budget. Employees also took issue with a policy in some departments that requires employees to find people to work for them when they take vacations.

A subplot to Wednesday's meeting — and a similar one that occurred Tuesday — was that library district officials unwittingly violated the state's open meetings law. The district is required to give public notice of meetings where a majority of a quorum of trustees is expected to attend and discuss library business. Five of seven trustees attended Tuesday's meeting and four attended Wednesday's.

After being reminded of the law, trustees and Madden apologized. Normally, trustees do not attend staff meetings, he said. He invited trustees to the meetings because he wanted a face-to-face discussion

**McConnell**  
**1034 Margret Street**  
**Des Plaines, Illinois 60016**

February 12, 1999

Dear Sandra,

It is with a heavy heart that I write to formally report my resignation from the Des Plaines Library Board. As I announced after the January meeting, David and I have sold our home in Des Plaines and will be moving to Chicago on March 12<sup>th</sup>. My resignation will be effective March 1, 1999.

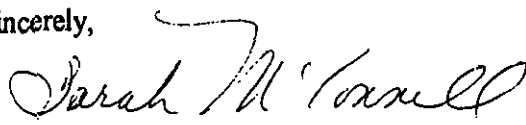
It is difficult to say good-bye. When I reminisce, I realize the library has been an essential part of my life for the entire 20 years I have lived in Des Plaines. In the early years, the library was our family's home away from home. It was a comfortable place to come and curl up with a storybook, look at the fish and check out dozens of books each week. What a bargain - a free source of endless reading material for my family! As the girls entered school, the library became a vital research center for their numerous homework assignments, and for me a source of information on home improvements and mysterious childhood ailments. Back then I also loved to take a quick look at the new book selection just to see if anything would catch my eye.

It was when I was appointed to the board that my relationship with the library was changed forever. I was no longer a casual library user. Overnight, it seemed, I had become a library advocate and trustee. I went from admiring the graceful homelike architecture to never being able to glance at this building without worrying "where are we going to put more books?" or "what is going to fall apart next?"

Worry aside, the very best part of having been a member of the library board was having had the honor of knowing and working with some of the finest people in Des Plaines. The board members' integrity and dedication to the library has been remarkable to witness. Over the years I have seen many board members come and go, but with each new appointment, the board continues to be made up of people whose only ambition is to provide this community with the best library possible.

Thank you for the adventure of a lifetime. I have enjoyed the unique experience of riding that emotional roller coaster, the process of obtaining a new library - from the very first discussion of needing more space to the ground breaking ceremony this past summer. My only regret is to not be a part of the board when you and the board dedicate the new building. The library you have carefully created is certain to become the cornerstone of a new downtown and the civic treasure it deserves to be. I know I am leaving this honored institution in the best of care.

Sincerely,



Sarah McConnell

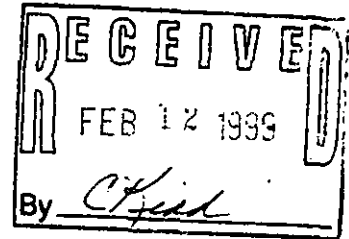
11272



# BVM Communications, Inc.

*In touch with a changing world*

February 10, 1999



Ms. Sandra Norlin  
Library Director  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472  
**VIA FAX AND MAIL**

Dear Sandra:

Thank you for the opportunity to work with you and the Des Plaines Public Library to implement the BVM Communications Fifth Media Community Information System:

Below please find an outline of our agreement:

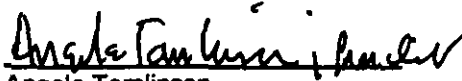
1. BVM Communications will provide a Community Informational kiosk to your library for the special rate of \$1500 per year, each year, for a two year period.
2. Payment terms are \$1500 down, and \$1500 due one year from receipt of the Kiosk.
3. The kiosk will be similar in nature and functionality to the BVM Fifth Media Community Information System currently at the Warren Newport Public Library except :
  - A. It will not have the Plexiglas on the sides of the kiosk, or the artwork.
  - B. It will also contain Social Service Information relative to your geographical area including Maine Township information and the City of Des Plaines.
4. In consideration of the discounted price, and as a means of underwriting the project cost, you will serve on an Advisory Committee comprised of at least you and me. The purpose of this committee is to investigate an "informational approach" to enlisting paid sponsors in the DesPlaines area. The committee will meet monthly, or on a mutually agreed upon schedule.
5. Any paid sponsors will be approved by this committee. If you or I object to a sponsor, this sponsor will not be allowed to participate. Approval will not be unreasonably withheld.
6. BVM Communications will be responsible for all installation and service of the kiosk and its contents except::
  - A. Installation and maintenance of clean power and phone lines as specified in the attached diagram.
  - B. Routine maintenance of wiping touchscreen, cleaning filter, supplying and changing paper and toner clearing paper jams.

February 10, 1999

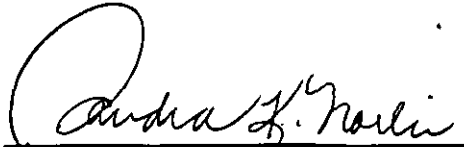
- 7. As a special "Thank-you" for your participation, and support, we will provide your library with three "television" announcements, per hour, at the location of your choice, for all hours of operation of that location. You will be eligible to receive this benefit for the term of this agreement.
- 8. This offer is valid for thirty days from the date of this agreement.

If this meets with your approval, please sign below and forward your first year annual fees to us so we may move forward together.

Sincerely,



Angela Tomlinson  
President, BVM Communications



Sandra Norlin  
Library Director, Des Plaines Public Library

# DUPAGE COUNTY

Daily Herald

February 9, 1990

## Need social services? Go to the store

By Catherine Eaves  
Daily Herald staff writer

Meet the grocery list of the future: milk, eggs, bread and counseling services.

Finding a social service agency will soon be as easy as stopping at a computer screen at your local grocery.

DuPage County is opening an electronic information system in a Wheaton Jewel Food Store to offer access to services residents might need but might not otherwise get, explained Jack Tenison, county

director of human services.

Essentially, it will be a amalgam of social services with a sprinkling of commercial advertising.

Senior citizens could discover where to get tax help. Families could learn about the county's convalescent center or where to volunteer. And people looking for jobs, or just a restaurant, can look up information -- and print it out -- while shopping.

Shoppers can use a touch-sensitive screen on a system resembling an automated teller

machine.

The county's health and human services committees approved spending \$12,300 on the one-year test program, though members stressed the need to maintain control of the project.

Chairman Robert Schroeder said it's vital the county has control over which groups share the system.

That's already included in the agreement with the system provider, SYM Communications, Tenison said, but the county won't be able to control the information

presented.

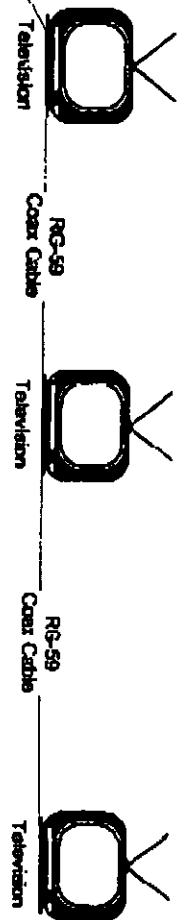
The program won't work if people can access only social service information, he said.

That would place a stigma on anyone using the link, explained Valerie Bruggeman, assistant human services director.

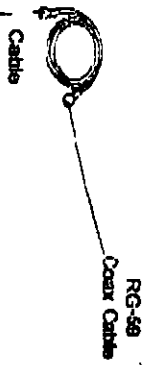
"The more partners you get, the more attraction there is," she continued.

A similar program tested last year in Lake County attracted 22,000 users over a six-month period. That means an average of 121 customers used the system daily.

**BVM Communications, Inc. Special Notes:**  
 BVM will supply a video splitter for every three TVs, the kiosk, the TVs, and all cables that connect to the customer installed outlets and jacks.

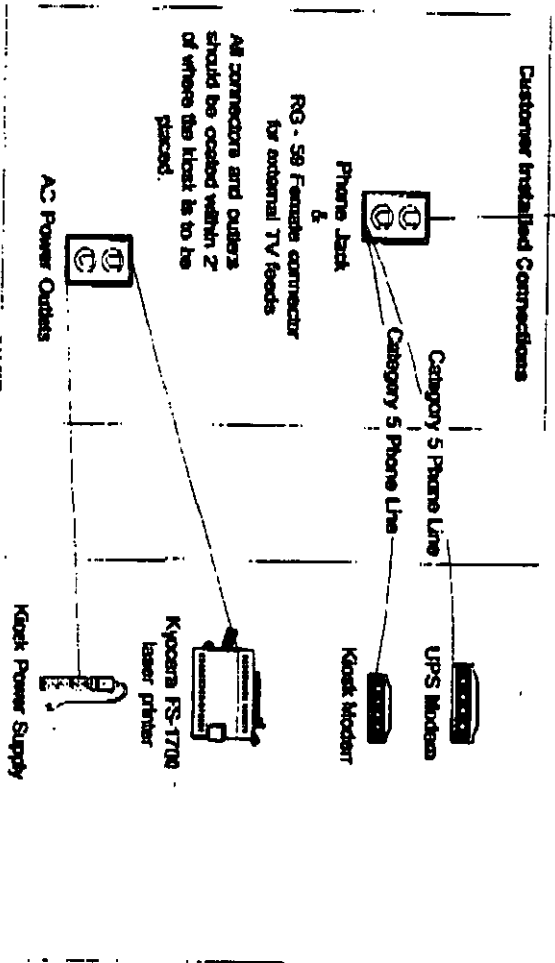


BVM "TIFTH MEDIA"



RG-59 Coax Cable

BVM "TIFTH MEDIA"  
 &  
 BVM Helping Hands Kiosk



All connectors and outlets should be coded within 2' of where the list is to be placed.

|                              |                                       |
|------------------------------|---------------------------------------|
| <b>Customer Requirements</b> | <b>Edit Date: 1/18/98 11:45:57 AM</b> |
|------------------------------|---------------------------------------|

Power: 3-Wire Supply with Earth Ground, 14 AWG - 12 AWG wire size  
 Phone: Single Category 5 wire with 2 phone numbers that can be accessed with a line splitter and distinctive ring.  
 Video: RG-59 Coax Cable with a female connector for the kiosk output cable

|  |          |                                   |
|--|----------|-----------------------------------|
| BVM "Tifh Media" and Helping Hands Kiosk | Rev: 1.0 | Creator: Scott Jastrabanc         |
| Filename: BVM_Goek_Connect.wpd           |          | Company: BVM Communications, Inc. |

BVM Helping Hands Goek External Connection Diagram  
 Prepared by:  
 Scott Jastrabanc  
 1/18/98

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312 Marshall Street  
Rhineland, Wisconsin  
February 1999, 12

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

Dear Ms. Norlin:

I don't get much news from Des Plaines these days. I do hear that you folks are in the throes of creating a larger Library. I don't know what your options are. But I thought you and the Board might like to hear about some of our experiences.

Who am I?

Well, I was on the Library Board for fifteen years, several as President. Later Dan Morava took over the Presidency so I'd be free to serve on the Board of Directors, and as Vice President, of the North Suburban Library System. Lew Klitzke, Mel Vincent, and I participated in some of the first meetings which created the System. You'll find a copy of The Batdorf Family History somewhere on the Library shelves.

We decided to double the size of the Library building. We had two referenda voted down. After the last turn down, I remember riding with Dear old Savena Gorsline, in her white Cadillac, from City Hall back to the Library, with Savena driving down Miner Street, with tears streaming down her face. Not only because of the negative vote, but also because of the joyous elation of those who were counting the votes.

After some while we prepared informative booklets, individual and personalized for each Alderman. One or another of the Board took each copy to an Alderman, and answered his questions.

Came the day the City Council was to vote on the ordinance we needed. On my way downtown that morning, I stopped in to see Mayor Herb Behrel. He agreed that the Library project would be good for Des Plaines. But he said, "You realize of course that as Mayor of Des Plaines, I cannot in any way support a tax increase."

At the City Council meeting that evening each one of the Aldermen rose and voted, "Aye." the vote was unanimous.

Herb was trapped. All he could do was to say "...and the Mayor votes 'Aye' and the ordinance is approved."

So we had our tax increase. We had our authority to build.

We had good friends at the bank who arranged a three million and a one million mortgage. I personally signed each mortgage. Fortunately for my family, I never had to make good on my signatures.

We hired a great architect, Coder Taylor. He was on an architectural commission for Washington, D.C., and he had designed some public buildings which we admired. Our Building Chairman was Elmer Passow. His work was to supervise the construction of petroleum refineries in various parts of the world.



In those days there was a great threat of energy shortages. Public buildings were kept at 65°. And there was talk that air conditioning would be prohibited.

So I worked with the architect to be sure we had some double-hung windows in our building. You'll find that a couple of those tall windows in the reading room are double-hung. They can be opened to let in fresh air. Windows in the work area are double hung. They can be opened to let in fresh air and the song of birds.

We were especially pleased that Coder Taylor designed a conspicuous location for displaying the plaques from previous building dedications. And he designed a special plaque for our new project, listing members of the Board and other people involved. The display makes a running history of the Des Plaines Public Library.

Savena Gorsline contributed the flag pole, and on it you'll find another plaque honoring former Mayor Ahbe.

Sincerely yours,



Wm. Paul Batdorf



715-362-9566

AWBURY



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 19, 1999

7:30 PM

- Agenda:
- Review of Trusts
  - Review of Community Agency Kiosk Project
  - Inter-System Non-Resident Reciprocal Borrowing Privileges
  - Executive Session
    - Purchase or lease of real property

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

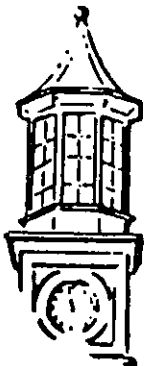
## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting January 19, 1999 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, December 15, 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. Purchase of CD Security Kits (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. Review of Trusts and Foundation Grants.
  - B. Intersystem Non-Resident Borrowing Privileges.
  - C. Credit Card Option for Buy-A-Brick Payments.
- XIV. Unfinished Business. (9:30 PM)
  - A. BVM Fifth Media Report
- XV. Announcements.
  - A. Correspondence.
- XVI. Executive Session. (9:45 PM)
  - A. Sale or Purchase of Real Property.
- 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 December 15, 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, December 15, 1998. President Eldon Burk called the meeting to order at 7:40 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, Anthony Oliver, Debbie Cato, Matthew Tomlinson, Wayne R. Serbin.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the agenda as amended by adding after IV. Public Comments and Questions. BMV Fifth Media Presentation. New Business. E. NSLS Awards. XV. Announcements. A. Correspondence. 1. CCS Owner Services. C. Status of Construction Grant. XIII. New Business. A. Resolutions. 1. (Eliminate) Accumulation Fund Spending Plan. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

#### PUBLIC COMMENTS AND QUESTIONS.

None.

Sandra introduced Matthew Tomlinson and Debbie Cato of BVM Communication. After the presentation, the Board questioned Tomlinson and Cato regarding the cost to the library for the kiosk. Board members stated that they thought the cost to the library was prohibitive and asked Sandra to contact NSLS for the possibility of a reduced price through a consortium. Sandra reported that the price through NSLS consortium is \$5,000. The board agreed to table this discussion and asked Sandra to compile additional information regarding the service through BVM Communication.

MOTION by Ellen Yearwood, seconded by Inara Brubaker, to table the discussion of the acquisition of the kiosk through BVM Communications until the January 19, 1999 Board meeting and asked Sandra to compile additional information regarding the price of the kiosk. Vote: Ayes: All. Nays: None. MOTION CARRIED.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman reported that she is in favor of increased safety and security in the new parking garage. A sprinkler system and security office were recommendations brought to the meeting by Brookman. Brookman also questioned whether the deck would be safe for vehicles, since it was originally built as a mall and not a parking deck. Brookman urged Board members to attend the City Council meeting on December 21, 1998 to voice their concerns.

FINANCE COMMITTEE - Sarah McConnell

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 Sarah McConnell 2<sup>ND</sup> by Susan Burrows, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

|                   |                  |
|-------------------|------------------|
| November 02, 1998 | \$ 36,037.75     |
| November 16, 1998 | <u>24,904.54</u> |
| Total             | \$ 60,942.29     |

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

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MOTION by Sarah McConnell, 2<sup>ND</sup> by Susan Burrows, 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: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty reported that the contract with Northwest Town would not be renewed as of January 1, 1999. Gary Valente will obtain bids for both full-time and part-time contracts. A new housekeeping service will begin February 1, 1999 and will provide more service for approximately the same fee (\$1 more per month). The library elevator is not up to code due to a missing laser beam that prevents the door from closing if someone is entering or exiting. Gary will obtain prices for the repair of the elevator.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE - John Burke, Chairman.

John Burke reported on the progress of the Strategic Plan. Minutes from the December 14, 1998 meeting were distributed to Board members. Burke requested another meeting in March and asked that Sandra Norlin schedule that meeting for the Planning Committee.

SYSTEM MEMBERSHIP - John Ciborowski

No report.

FRIENDS OF THE LIBRARY - Inara Brubaker

No report.

ADMINISTRATOR'S REPORT

Phyllis Johnson has joined the staff as a full-time Mobile Library Clerk/Driver. Mary (Roz) Giardini resigned from her position as a part-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 will continue following a re-advertisement of the opening for Head of Adult Services.

The last meeting of the Learning Organization training was held on December 9, 1998. A follow-up grant for 1999 has been applied for, but notification will not take place until March, 1999, if successful.

The 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.

The 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 will maintain another year of 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. The Chamber of Commerce and the Des Plaines Special Events Committee sponsored Santa's arrival.

The 13-week Junior Great Books program is coming to an end on December 16. A follow-up program will be considered.

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, December 3 and December 7. Betty Ritter, Gary Valente and Sandra Norlin represented the library.

Sandra attended a Building Project Team meeting on December 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.

Sandra met with the Extension Services Advisory Council on November 18, the Library Planning Committee on December 14, the Junior Great Books Planning

Meeting on November 19, and the Library's Volunteer Appreciation Tea on December 3.

Sandra invited all Board Members to the Retirement/Christmas party at the Library on December 17 at 11:30 AM.

#### NEW BUSINESS

Sandra reported that the Fund Balance could be designated for future library uses. Susan Burrows questioned why the Accumulation Fund was changed to a Fund Balance. Sandra reported that with the Fund Balance there is no mingling of funds and there are fewer restrictions on its use. Sarah McConnell requested a Finance Committee meeting be scheduled in January, 1999, and asked Sandra to organize.

MOTION by Sarah McConnell, seconded by Ellen Yearwood, to approve the transfer of funds within the 1998 Library Budget to cover all 1998 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 1999. Roll Call Vote: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. MOTION CARRIED.

MOTION by John Burke, seconded by Ellen Yearwood to approve the 1999 appropriation and the 1998 levy. Roll Call Vote: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Burke to close the Library on July 5, 1999. Vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker. Nays: Yearwood. MOTION CARRIED.

Sandra reported to the Board that the deadline for the NSLS Annual Awards is January 12, 1999. The Board discussed possible nominees.

MOTION by Ellen Yearwood, seconded by Betty Ritter to nominate John Burke for the 1998 NSLS System Award. Vote: Ayes: All. Nays: None. MOTION CARRIED.

A letter of support was requested from each Board member in support of John Burke's nomination. The letters are requested by January 10, 1999.

#### ANNOUNCEMENTS

Anthony Oliver of CCS Owner Services distributed to Board members and reported on the proposal for FF&E Management. Oliver reported that for \$40,000, the Board could request a Facilities Management Study and if the Board specified a Specialty Interior Design, the cost would be \$60,000. Oliver stated that if the library contracted

1287

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for either of these services, CCS/OS would not bill the library any additional fees for their project management services.

Sarah McConnell questioned Oliver concerning the Library move and who would oversee it. Oliver stated that once the budget is worked out, the move information would be secured. Oliver also stated that the cost would be determined by the way in which the library was moved and suggested that Sandra contact other libraries that have moved recently for suggestions and report back to the Board.

Eldon Burk signed the CCS Owner Services, Inc. contract. The library will keep the original contract, with a copy being sent to CCS/OS.

Sandra reported that the Library is still in the running for the Live and Learn Construction Grant and was informed that the State of Illinois Advisory/Review Board should make a decision by December 31, 1998.

MOTION by John Burke, seconded by Ellen Yearwood, to enter into an Executive Session to discuss purchase or lease of real property, pending or probable litigation, semi-annual review of minutes, and Administrator Review. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 11:07 PM and was called to order by President Eldon Burk.

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

MOTION by Ellen Yearwood, seconded by John Burke, to grant a salary increase based on performance to \$75,469, effective January 1, 1999, to Sandra Norlin. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 11:12 PM.

Minutes prepared by Carol Kidd

1289

BOARD OF TRUSTEES  
Minutes of the Special Meeting  
January 11, 1999

The special meeting of the Des Plaines Public Library Board of Trustees was held in the large meeting room on Monday, January 11, 1999. President Eldon Burk called the meeting to order at 6:10 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Betty Ritter, John Walker.

Members Absent: Sarah McConnell, Ellen Yearwood.

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Dirk Lohan, Michael Barnes, Carol Stolt, Dawn Brightfield, Ken Hutson, Chris Posinger, Barbara Saletnik, Margie Borris, Mary Ann Brown.

Eldon Burk introduced and turned the presentation of architectural models, floor plans, and palette and interior design concepts to Lohan Associates' Dirk Lohan and Dawn Brightfield, Carol Stolt, and Michael Barnes.

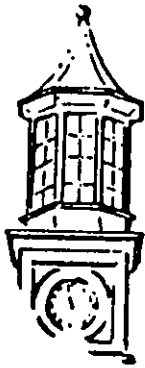
Three versions/solutions to the design requirements and goals were presented, all of which are intended to be comfortable, warm, forward-thinking, reinforce the identity of each floor, and maintain uniform building/architectural design.

Color considerations addressed 1) practicality and 2) how the scheme allows for flexibility.

Overall Plan

1<sup>st</sup> floor – floor – quarry tile and system of carpet, neutral colors.

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floors – south walls will be “feature” walls, each floor will have a dominate color, while maintaining a consistent pattern throughout the building.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Special Meeting January 11, 1999

The special meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Monday, January 11, 1999. President Eldon Burk called the meeting to order at 6:10 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Betty Ritter, John Walker.

Members Absent: Sarah McConnell, Ellen Yearwood.

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Dirk Lohan, Michael Barnes, Carol Stolt, Dawn Brightfield, Ken Hutson, Chris Posinger, Barbara Saletnik, Margie Borris, Mary Ann Brown.

Eldon Burk introduced and turned the presentation of architectural models, floor plans, and palette and interior design concepts to Lohan Associates' Dirk Lohan and Dawn Brightfield, Carol Stolt, and Michael Barnes.

Three versions/solutions to the design requirements and goals were presented, all of which are intended to be comfortable, warm, forward-thinking, reinforce the identity of each floor, and maintain uniform building/architectural design.

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### Overall Plan

1<sup>st</sup> floor – floor – quarry tile and system of carpet, neutral colors.

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floors – south walls will be "feature" walls, each floor will have a dominate color, while maintaining a consistent pattern throughout the building.

- Scheme 1 - Color on floor (each floor different)  
Overall wall color - white  
Furniture neutral and end panels neutral (wood)
- Scheme 2 - Color on floor (each floor different)  
Furniture - neutral  
Colored end panels
- Scheme 3 - Neutral floor, all the same  
Furniture - color, different for each floor  
Colored end panels, different for each floor

Dirk Lohan recommended Scheme 1, which is more "elegant, sophisticated, architectural, and flexible."

The Board stated their preference for color on floors and a slight preference for color on end panels. (A decision will be made after the Scheme 1 concept is developed further.)

The Board Members stated preference for a variety of fabrics within the neutral furniture scheme. Board members also expressed a negative reaction to stark white as a wall finish color.

Meeting adjourned at 8:30 PM.

Minutes prepared by Sandra Norlin.

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

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

|                                     |                 |
|-------------------------------------|-----------------|
| 1. Over the Counter Receipts        | \$ 8,017.88     |
| 2. Petty Cash Expenditures          | \$ 56.03        |
| 3. Budget Expenditures for December | \$ 46,356.10    |
| 4. Expenditures Year to Date        | \$ 2,922,286.80 |
| 5. Revenue for December             | \$ 96,093.38    |
| 6. Revenue Year to Date             | \$ 2,991,773.31 |

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

|                   |                  |
|-------------------|------------------|
| December 07, 1998 | \$ 78,107.26     |
| December 21, 1998 | <u>25,007.60</u> |
| Total             | \$ 103,114.86    |

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

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

|         |                   |               |
|---------|-------------------|---------------|
| PAYROLL | December 03, 1998 | \$ 54,766.71  |
|         | December 17, 1998 | 59,787.87     |
|         | December 31, 1998 | 50,584.19**   |
|         | Total             | \$ 165,138.77 |

\*\*Subject to final audit.

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



## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - DECEMBER 1998

|                | December 1997 | December 1998 | 1997 to Date | 1998 to Date |
|----------------|---------------|---------------|--------------|--------------|
| Lost Materials | \$ 300.59     | \$ 193.76     | \$ 2,072.71  | \$ 3,997.00  |
| Fines          | 5,663.57      | 5,648.97      | 73,949.17    | 70,138.46    |
| Damage         | 45.95         | 38.23         | 582.24       | 2,851.04     |
| Fees           | 192.65        | 132.57        | 4,858.18     | 5,726.11     |
| Copies         | 1,371.65      | 1,977.75      | 17,867.08    | 19,784.15    |
| Miscellaneous  | 75.45         | 26.60         | 525.48       | 390.42       |
| Totals         | \$7,649.86    | \$ 8,017.88   | \$99,954.86  | \$102,887.18 |

## PETTY CASH EXPENDITURES - December

|        |                      |         |
|--------|----------------------|---------|
| 960070 | Auto/Travel Expenses | 5.33    |
| 960070 | Auto/Travel Expenses | 10.73   |
| 960070 | Auto/Travel Expenses | 5.33    |
| 960070 | Auto/Travel Expenses | 6.05    |
| 960070 | Auto/Travel Expenses | 5.52    |
| 970170 | Janitorial Supplies  | 2.10    |
| 970620 | Periodicals          | 6.95    |
| 970260 | Postage              | 2.77    |
| 970100 | Supplies             | 6.00    |
| 970100 | Supplies             | 5.25    |
|        | Total                | \$56.03 |

129

01/12/99  
ACCOUNTING PERIOD: 13/98

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund='201'

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

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE REVENUE | BALANCE    | YTD/ BUD |
|--------------|---------------------------|--------------|-----------------|-------------|----------------------|------------|----------|
| 810010       | PROPERTY TAXES 1993       | .00          | .00             | .00         | 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    | -2,076.97       | .00         | 42,314.68            | -2,314.68  | 1.06     |
| 810014       | PROPERTY TAXES 1997       | 2,591,828.00 | 97,780.22       | .00         | 2,638,436.43         | -46,608.43 | 1.02     |
| 810015       | PROPERTY TAXES 1998       | .00          | .00             | .00         | .00                  | .00        | .00      |
| TOTAL        | PROPERTY TAXES            | 2,631,828.00 | 95,703.33       | .00         | 2,689,921.31         | -58,093.31 | 1.02     |
| 810800       | PERSONAL PROP REPL TAX    | 92,988.00    | .00             | .00         | 92,988.00            | .00        | 1.00     |
| TOTAL        | TAXES                     | 2,724,816.00 | 95,703.33       | .00         | 2,782,909.31         | -58,093.31 | 1.02     |
| 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    | .00             | .00         | 80,078.01            | 9,921.99   | .89      |
| TOTAL        | FINES                     | 90,000.00    | .00             | .00         | 80,078.01            | 9,921.99   | .89      |
| 850201       | COPYING FEE               | 25,000.00    | .00             | .00         | 22,236.88            | 2,743.12   | .89      |
| 850215       | SPECIAL PROGRAMS & EVENTS | 18,000.00    | .00             | .00         | 11,212.40            | 6,787.60   | .62      |
| TOTAL        | FEES AND SERVICES         | 43,000.00    | .00             | .00         | 33,469.28            | 9,530.72   | .78      |
| TOTAL        | FINES, FEES, AND SERVICES | 133,000.00   | .00             | .00         | 113,547.29           | 19,452.71  | .83      |
| 890010       | INTEREST INCOME           | 5,000.00     | 390.03          | .00         | 9,370.48             | -4,370.48  | 1.87     |
| 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         | 17,588.73            | -6,588.73  | 1.60     |
| TOTAL        | OTHER REVENUE             | 16,000.00    | 390.03          | .00         | 28,549.21            | -12,549.21 | 1.78     |
| TOTAL        | PUBLIC LIBRARY FUND       | 2,940,584.00 | 96,093.38       | .00         | 2,991,773.31         | -51,189.31 | 1.02     |
| TOTAL        | PUBLIC LIBRARY FUND       | 2,940,584.00 | 96,093.38       | .00         | 2,991,773.31         | -51,189.31 | 1.02     |
| TOTAL REPORT |                           | 2,940,584.00 | 96,093.38       | .00         | 2,991,773.31         | -51,189.31 | 1.02     |

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

57 SELECTION CRITERIA: expledgr.fund='201'

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

| ACCOUNT | TITLE                     | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE ENC + EXP | AVAILABLE BALANCE | YTD/ BUD |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 910100  | SALARIES                  | 1,074,366.00 | 93,447.36           | .00                      | 900,538.68             | 174,027.32        | .84      |
| 910200  | TEMPORARY WAGES           | 427,984.00   | 50,209.86           | .00                      | 460,581.11             | -32,597.11        | 1.08     |
| 910300  | SUPERVISORY OVERTIME      | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 910400  | NON-SUPERVISORY OVERTIME  | 300.00       | .00                 | .00                      | .00                    | 500.00            | .00      |
| 910500  | VACATION PAY              | .00          | 11,700.99           | .00                      | 73,526.73              | -73,526.73        | .00      |
| 910600  | SICK PAY                  | .00          | 2,422.92            | .00                      | 22,729.15              | -22,729.15        | .00      |
| 910700  | HOLIDAY PAY               | .00          | 13,052.08           | .00                      | 30,305.04              | -30,305.04        | .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   | 12,680.15           | .00                      | 115,147.01             | -202.01           | 1.00     |
| 918021  | EMPLOYER CONTR-I.N.R.F.   | 104,959.00   | 10,987.87           | .00                      | 100,869.34             | 4,089.66          | .96      |
| 918040  | LIFE INS PREMIUMS         | 5,647.00     | 313.20              | .00                      | 3,796.30               | 1,850.70          | .67      |
| 918050  | MEDICAL INS PREMIUMS      | 132,797.00   | 7,479.97            | .00                      | 89,178.13              | 43,618.87         | .67      |
| 918060  | TUITION REIMBURSEMENTS    | 2,000.00     | 418.50              | .00                      | 418.50                 | 1,581.50          | .21      |
| 918070  | WORKERS COMPENSATION      | 3,300.00     | 332.90              | .00                      | 3,099.65               | 200.35            | .94      |
| TOTAL   | PERSONAL SERVICES         | 1,905,092.00 | 203,045.80          | .00                      | 1,807,731.34           | 97,360.66         | .95      |
| 920110  | PROFESSIONAL CONSULTING   | 25,000.00    | 6,660.00            | .00                      | 18,486.25              | 6,513.75          | .74      |
| 920120  | COMMUNICATION SERVICES    | 22,040.00    | 812.17              | .00                      | 21,165.26              | 874.74            | .96      |
| 920140  | DATA PROCESSING SERVICES  | 55,000.00    | 4,517.72            | .00                      | 44,317.86              | 10,682.14         | .81      |
| 920202  | CONFERENCES               | 5,000.00     | 272.48              | .00                      | 1,808.22               | 3,191.78          | .36      |
| 920204  | TRAINING                  | 1,000.00     | 115.00              | .00                      | 1,851.99               | -851.99           | 1.85     |
| 920206  | SEMINARS                  | 1,000.00     | .00                 | .00                      | 2,045.50               | -1,045.50         | 2.05     |
| 920210  | IN-SERVICE TRAINING       | 3,000.00     | 57.11               | .00                      | 1,576.08               | 1,423.92          | .53      |
| 920220  | MEMBERSHIP DUES           | 3,000.00     | 755.00              | .00                      | 3,433.25               | -433.25           | 1.14     |
| 920230  | PUBLICATION OF NOTICES    | 1,000.00     | 649.00              | .00                      | 6,758.99               | -5,758.99         | 6.76     |
| 920850  | SUBSIDY:1994 E.R.P. TRAMS | 9,600.00     | .00                 | .00                      | 8,188.69               | 1,411.31          | .85      |
| TOTAL   | SUBSIDIES,REBATES,CONTRIB | 9,600.00     | .00                 | .00                      | 8,188.69               | 1,411.31          | .85      |
| 920900  | PROPERTY/LIAB CONTRIBUTIO | 42,000.00    | 10,500.00           | .00                      | 42,000.00              | .00               | 1.00     |
| 930010  | R & M EQUIPMENT           | 47,800.00    | 6,601.35            | .00                      | 59,595.73              | -11,795.73        | 1.25     |
| 930020  | R & M BLDGS & STRUCTURES  | 70,500.00    | 1,565.00            | .00                      | 19,216.84              | 51,283.16         | .27      |
| 930030  | R & M VEHICLES            | 1,500.00     | .00                 | .00                      | 675.07                 | 824.93            | .45      |
| 930195  | BOOK BINDING & REPAIR     | 7,200.00     | .00                 | .00                      | 4,449.10               | 2,750.90          | .62      |
| 930210  | RENTAL OF EQUIPMENT       | 1,000.00     | 97.75               | .00                      | 882.96                 | 117.04            | .88      |
| 930320  | CLEANING:CUSTODIAL SERV   | 29,600.00    | 3,452.00            | .00                      | 24,072.00              | 5,528.00          | .81      |
| 960070  | AUTO/TRAVEL EXPENSES      | 3,000.00     | 44.08               | .00                      | 4,087.99               | -1,087.99         | 1.36     |
| 960210  | SPECIAL EVENT PROGRAMMING | 15,000.00    | 569.64              | .00                      | 18,750.00              | -3,750.00         | 1.25     |
| 960990  | MISC CONTRACTUAL SVCS     | 66,000.00    | 4,744.45            | .00                      | 114,202.55             | -48,202.55        | 1.73     |
| TOTAL   | CONTRACTUAL SERVICES      | 409,240.00   | 41,412.75           | .00                      | 397,564.33             | 11,675.67         | .97      |
| 970100  | SUPPLIES                  | 40,000.00    | 5,501.12            | .00                      | 39,602.56              | 397.44            | .99      |
| 970110  | MEALS (PRSMRS/WRKRS/VOLS) | .00          | 66.13               | .00                      | 440.82                 | -440.82           | .00      |
| 970170  | JANITORIAL                | 15,000.00    | 1,091.77            | .00                      | 11,529.73              | 3,470.27          | .77      |
| 970200  | COPYING/FAX SUPPLIES      | 3,000.00     | .00                 | .00                      | 2,188.83               | 811.17            | .73      |
| 970260  | POSTAGE AND PARCEL        | 13,200.00    | 1,526.59            | .00                      | 12,247.73              | 952.27            | .93      |
| 970270  | PRINTING-REPROD-BINDING   | 10,300.00    | 500.00              | .00                      | 3,250.21               | 7,049.79          | .32      |

129  
01/12/99  
ACCOUNTING PERIOD: 12/98

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

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 |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 970600  | BOOKS                     | 310,000.00   | 25,319.13           | .00                      | 286,416.34             | 23,583.46         | .92      |
| 970610  | AUDIO MATERIALS           | 44,000.00    | 5,851.67            | .00                      | 35,365.51              | 8,634.49          | .80      |
| 970620  | SUBSCRIPTIONS & BOOKS     | 60,000.00    | 29,705.51           | .00                      | 53,917.63              | 6,082.37          | .90      |
| 970630  | VISUAL MATERIALS          | 36,500.00    | 1,294.55            | .00                      | 35,123.47              | 1,376.53          | .96      |
| 970640  | AUTOMATED REFERENCE MAT'L | 60,000.00    | .00                 | .00                      | 66,983.04              | -6,983.04         | 1.12     |
| 970810  | NATURAL GAS               | 14,000.00    | 633.56              | .00                      | 13,208.01              | 791.99            | .94      |
| 970820  | ELECTRICITY               | 500.00       | .00                 | .00                      | .00                    | 500.00            | .00      |
| 970840  | DIESEL                    | .00          | .00                 | .00                      | 382.65                 | -382.65           | .00      |
| 970850  | GASOLINE                  | 2,000.00     | .00                 | .00                      | 2,872.93               | -872.93           | 1.44     |
| TOTAL   | COMMODITIES               | 608,500.00   | 71,490.03           | .00                      | 563,529.66             | 44,970.34         | .93      |
| 980300  | IMPROVEMENTS              | 80,000.00    | .00                 | .00                      | 21,928.00              | 58,072.00         | .27      |
| 980400  | EQUIPMENT                 | .00          | 213.18              | .00                      | 9,441.29               | -9,441.29         | .00      |
| 980500  | VEHICLES                  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980600  | FURNITURE & FIXTURES      | 10,000.00    | .00                 | .00                      | 8,968.08               | 1,031.92          | .90      |
| TOTAL   | CAPITAL EXPENDITURES      | 90,000.00    | 213.18              | .00                      | 40,337.37              | 49,662.63         | .45      |
| 990900  | 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 | 316,161.76          | .00                      | 2,809,162.70           | 215,897.30        | .93      |

120  
01/12/99  
ACCOUNTING PERIOD: 12/98

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

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

| ACCOUNT      | TITLE                    | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE ENC + EXP | AVAILABLE BALANCE | YTD/ BUD |
|--------------|--------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 920110       | PROFESSIONAL CONSULTING  | 10,000.00    | .00                 | .00                      | 8,333.00               | 1,493.00          | .86      |
| 920120       | COMMUNICATION SERVICES   | 9,000.00     | .00                 | .00                      | 4,834.82               | 4,165.18          | .54      |
| 960070       | AUTO/TRAVEL EXPENSES     | .00          | .00                 | .00                      | 1,499.12               | -1,499.12         | .00      |
| 960990       | MISC CONTRACTUAL SUCS    | 12,000.00    | .00                 | .00                      | 3,657.01               | 8,342.99          | .30      |
| TOTAL        | CONTRACTUAL SERVICES     | 31,000.00    | .00                 | .00                      | 18,545.95              | 12,454.05         | .60      |
| 980400       | EQUIPMENT                | 35,768.00    | .00                 | .00                      | 28,993.03              | 6,772.95          | .81      |
| 980500       | VEHICLES                 | .00          | .00                 | .00                      | 19,227.00              | -19,227.00        | .00      |
| TOTAL        | CAPITAL EXPENDITURES     | 35,768.00    | .00                 | .00                      | 48,222.05              | -12,454.05        | 1.35     |
| TOTAL        | IL LIBRARY PER CAP GRANT | 66,768.00    | .00                 | .00                      | 66,768.00              | .00               | 1.00     |
| TOTAL        | CIVIC & CULTURE          | 3,091,828.00 | 316,161.76          | .00                      | 2,875,930.70           | 215,897.30        | .93      |
| TOTAL        | PUBLIC LIBRARY FUND      | 3,091,828.00 | 316,161.76          | .00                      | 2,875,930.70           | 215,897.30        | .93      |
| TOTAL REPORT |                          | 3,091,828.00 | 316,161.76          | .00                      | 2,875,930.70           | 215,897.30        | .93      |

1208

STATE OF ILLINOIS  
CASH REQUIREMENTS BILL LIST

REPORT NUMBER: 04-100-0000-10/10/1998

FUND: 201 PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     |       | VENDOR                    | PURCHASE OR INVOICE | AMOUNT   |
|--------------|---------|---------------------------|-------|---------------------------|---------------------|----------|
| 2110         | 019050  | FUNCTION REIMBURSEMENTS   | 09665 | DALE BRADLEY              | REIMB               | 413.50   |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 08123 | MARY JANE KERNER          | 11-21-98            | 1,000.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 09215 | JUDITH K. REAM            | 10-11-98            | 720.00   |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 09367 | SHARON A. COLBY, MA       | 11-21-98            | 1,000.00 |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153 | AMERITECH                 | 8478275551          | 450.45   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06327 | CELLULAR ONE              | 49682107            | 25.34    |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 07007 | PSINET, INC.              | 2154091             | 1,130.73 |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106 | COOPERATIVE COMPUTER SERV | OCTOBER 1998        | 2,580.99 |
| 2110         | 920204  | TRAINING                  | 43806 | NORTH SUBURBAN LIBRARY SY | 99811923/24         | 40.00    |
| 2110         | 920210  | IN-SERVICE TRAINING       | 43765 | DOMINICKS FINER FOODS     | 1688694             | 57.11    |
| 2110         | 920220  | MEMBERSHIP DUES           | 20127 | ILLINOIS LIBRARY ASSOCIAT | MEMBERSHIP          | 40.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 20127 | ILLINOIS LIBRARY ASSOCIAT | MEMBERSHIP          | 40.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432 | AMERICAN LIBRARY ASSOCIAT | MEMBERSHIP          | 195.00   |
| 2110         | 920220  | MEMBERSHIP DUES           | 37429 | DES PLAINES CHAMBER OF CO | MEMBERSHIP          | 150.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 05076 | NORR & SONS ELECTRIC, INC | 10-23-98            | 898.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 72106 | COOPERATIVE COMPUTER SERV | OCTOBER 1998        | 3,353.63 |
| 2110         | 930010  | R & M EQUIPMENT           | 73978 | CANON FINANCIAL SERVICES, | 1597386             | 1,520.00 |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 05720 | MARIO GAMBINO & SONS LAND | 11-05-98            | 300.00   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 08750 | KLEIN-MASTERS, INC.       | 10-31-98            | 90.00    |
| 2110         | 930210  | RENTAL OF EQUIPMENT       | 06789 | AMBASSADOR BUSINESS SOLUT | 6375029             | 97.75    |
| 2110         | 930320  | CLEANING/CUSTODIAL SERV   | 08848 | QUALITY JANITORIAL & MAIN | 2237                | 1,753.00 |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092 | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 8.97     |
| 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          | 5.33     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09312 | PEG LEHMAN/PAL MUSIC      | 106                 | 58.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765 | DOMINICKS FINER FOODS     | 1678922             | 42.74    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765 | DOMINICKS FINER FOODS     | 1701827             | 42.35    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765 | DOMINICKS FINER FOODS     | 1606938             | 38.86    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 88313 | LEE GIBBS                 | 11-21-98            | 150.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 08554 | C. BERGER & COMPANY       | 30897               | 1,418.15 |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 08554 | C. BERGER & COMPANY       | 30825               | 1,844.85 |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 08666 | IDEAL UNIFORM SERVICE     | 531967              | 15.95    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 08666 | IDEAL UNIFORM SERVICE     | 537952              | 15.95    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 08666 | IDEAL UNIFORM SERVICE     | 534978              | 15.95    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09365 | MALGORZATA BIEGA          |                     | 350.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003395938          | 20.90    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003375149          | 31.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003388408          | 17.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003375287          | 25.55    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003370441          | 25.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003356831          | 21.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003351964          | 26.15    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003378424          | 23.35    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003359451          | 14.30    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003365690          | 33.85    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003361408          | 41.90    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003350653          | 13.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003342937          | 12.20    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003331422          | 15.10    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003326702          | 22.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 | BAKER & TAYLOR, INC.      | 2003316111          | 34.70    |

SELECTION CRITERIA payable due\_date='12/07/1998'

FUND - 101 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT   |
|--------------|---------|---------------------------|--------|---------------------------|----------|
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 24.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 28.35    |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 4.43     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 4.43     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 21.57    |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 4.43     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 32.56    |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 7.58     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 9.82     |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | 10.10    |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | 31.66    |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | -10.50   |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | 7.99     |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 96.99    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 340.51   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 75.77    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 133.84   |
| 2110         | 970100  | SUPPLIES                  | 03662  | LIBERTY COMPUTER CENTRE   | 33.00    |
| 2110         | 970100  | SUPPLIES                  | 05035  | CARROLL-KELLER GROUP LTD  | 132.66   |
| 2110         | 970100  | SUPPLIES                  | 05124  | CDW COMPUTER CENTERS INC. | 58.00    |
| 2110         | 970100  | SUPPLIES                  | 07975  | BAKER & TAYLOR ENTERTAINM | 14.25    |
| 2110         | 970100  | SUPPLIES                  | 09274  | SPECIALTY STORE SERVICES  | 25.86    |
| 2110         | 970100  | SUPPLIES                  | 09836  | GENERAL BINDING CORP      | 71.50    |
| 2110         | 970100  | SUPPLIES                  | 14465  | INSTY PRINTS              | 368.25   |
| 2110         | 970100  | SUPPLIES                  | 19714  | GAYLORD BROS              | 75.22    |
| 2110         | 970100  | SUPPLIES                  | 19776  | BAKER & TAYLOR, INC.      | 886.72   |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 400.69   |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 359.95   |
| 2110         | 970100  | SUPPLIES                  | 21092  | DES PLAINES PUBLIC LIBRAR | 18.70    |
| 2110         | 970100  | SUPPLIES                  | 21092  | DES PLAINES PUBLIC LIBRAR | 5.28     |
| 2110         | 970100  | SUPPLIES                  | 21092  | DES PLAINES PUBLIC LIBRAR | 4.85     |
| 2110         | 970100  | SUPPLIES                  | 24056  | THE HIGHSMITH CO., INC.   | 57.71    |
| 2110         | 970100  | SUPPLIES                  | 43765  | DOMINICKS FINER FOODS     | 6.95     |
| 2110         | 970100  | SUPPLIES                  | 45933  | BT OFFICE PRODUCTS INT'L. | 48.20    |
| 2110         | 970100  | SUPPLIES                  | 73875  | MESSAGE MOVERS            | 227.81   |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 03422  | GOURMET EXPRESS, INC      | 57.45    |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 43765  | DOMINICKS FINER FOODS     | 8.68     |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 204.95   |
| 2110         | 970170  | JANITORIAL                | 05407  | THE HOME DEPOT/GECE       | 103.27   |
| 2110         | 970170  | JANITORIAL                | 08281  | EMED COMPANY INC.         | 31.24    |
| 2110         | 970170  | JANITORIAL                | 08465  | GLOBAL EQUIPMENT CO.      | 65.04    |
| 2110         | 970170  | JANITORIAL                | 08465  | GLOBAL EQUIPMENT CO.      | 111.18   |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 14.36    |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 37.91    |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 20.79    |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 15.45    |
| 2110         | 970170  | JANITORIAL                | 95309  | ACE DES PLAINES, INC      | 30.11    |
| 2110         | 970170  | JANITORIAL                | 95309  | ACE DES PLAINES, INC      | 34.91    |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933  | POSTMASTER                | 1,465.00 |
| 2110         | 970260  | POSTAGE AND PARCEL        | 43111  | FEDERAL EXPRESS CORP.     | 20.50    |
| 2110         | 970270  | PRINTING-REPROD-BINDING   | 17429  | DES PLAINES CHAMBER OF CO | 500.00   |

1300

11/11/98  
ACCOUNTING SYSTEM

STATE OF MAINE  
BANK STATEMENTS FILE COST

SELECTION CRITERIA payable\_due\_date=12/31/1998

0 - 001 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|--------------|---------|-------|--------|---------------------------|--------------------|
| 2110         | 970600  | BOOKS | 02033  | CHELSEA HOUSE PUBLISHERS  | 543720 12 715.20   |
| 2110         | 970600  | BOOKS | 02191  | BOOK WHOLESALERS, INC.    | 753607 10.18       |
| 2110         | 970600  | BOOKS | 02191  | BOOK WHOLESALERS, INC.    | 757024 204.33      |
| 2110         | 970600  | BOOKS | 02953  | BUSINESS REFERENCE SERVIC | 0061916-98 374.75  |
| 2110         | 970600  | BOOKS | 02953  | BUSINESS REFERENCE SERVIC | 0074334-98 431.25  |
| 2110         | 970600  | BOOKS | 02953  | BUSINESS REFERENCE SERVIC | 0062198-98 393.25  |
| 2110         | 970600  | BOOKS | 02958  | MARQUIS WHO'S WHO         | 017341 503.20      |
| 2110         | 970600  | BOOKS | 03363  | WEST GROUP                | 743-441-028 113.77 |
| 2110         | 970600  | BOOKS | 03975  | LECTORUM PUBLICATIONS, IN | 398000 116.00      |
| 2110         | 970600  | BOOKS | 05317  | GROLIER PUBLISHING CO     | 10196790 971.60    |
| 2110         | 970600  | BOOKS | 05527  | QUALITY BOOKS INC         | 484482 108.37      |
| 2110         | 970600  | BOOKS | 05968  | TRAFALGAR SQUARE          | 454308 35.04       |
| 2110         | 970600  | BOOKS | 05997  | BORDERS                   | 13551 83.20        |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3232714 20.76      |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3212544 20.76      |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3250873 67.34      |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3250051 104.05     |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3302088 297.80     |
| 2110         | 970600  | BOOKS | 07439  | GALE RESEARCH             | 8622110 104.99     |
| 2110         | 970600  | BOOKS | 07767  | GROLIER EDUCATIONAL       | 10202440 1,376.94  |
| 2110         | 970600  | BOOKS | 07871  | THE ART INSTITUTE OF CHIC | SN81-T125 32.00    |
| 2110         | 970600  | BOOKS | 08948  | HIPPOCRENE BOOKS, INC.    | 44677 27.71        |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 0000432448 -19.88  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003350652 427.82  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 0000432446 -3.34   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 0000432444 -14.17  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 0000432447 -16.20  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003331491 841.21  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 0000432449 -6.52   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | K13 4014 315.26    |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003383774 588.03  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003375148 626.20  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003375286 416.34  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003378304 664.68  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003351963 553.60  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003356830 499.13  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003370440 604.69  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 3002243580 17.92   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003378423 506.23  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003366110 731.44  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003359450 154.35  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003395937 451.01  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003388407 418.15  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003361407 775.27  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003365689 627.12  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003326701 453.69  |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003342936 305.39  |
| 2110         | 970600  | BOOKS | 22527  | THE H.W. WILSON COMPANY   | 51627825 645.00    |
| 2110         | 970600  | BOOKS | 52364  | MARKET DATA RETRIEVAL     | 0875923 73.73      |
| 2110         | 970600  | BOOKS | 53875  | INGRAM                    | 26570926 21.22     |
| 2110         | 970600  | BOOKS | 82668  | POLONIA BOOK STORES       | 005005 155.07      |



STATION CRITERIA PAYABLE END DATE 12/97/1994

FUND 301 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                 | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|--------------|---------|-----------------------|--------|---------------------------|--------------------|
| 2110         | 970600  | BOOKS                 | 82668  | POLONIA BOOK STORES       | 005005 99.66       |
| 2110         | 970610  | AUDIO MATERIALS       | 07475  | KIMBO EDUCATIONAL         | 157171 23.49       |
| 2110         | 970610  | AUDIO MATERIALS       | 09364  | CHARLES CLARK, CO., INC.  | 492276 64.73       |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 10-27-98-1 265.82  |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-12-98-2 39.99   |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-12-98-1 128.61  |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-12-98-3 133.30  |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-9-98-1 299.23   |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 10-28-98-1 90.61   |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 10-20-98-1 126.71  |
| 2110         | 970610  | AUDIO MATERIALS       | 23806  | FACTS ON FILE             | 63621 619.00       |
| 2110         | 970610  | AUDIO MATERIALS       | 26808  | NIGHTINGALE CONANT        | 164714792 154.95   |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3289595M 5.00      |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3284475M 5.00      |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3285485M 5.00      |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3282069M 5.00      |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3298278M 15.00     |
| 2110         | 970610  | AUDIO MATERIALS       | 57041  | EDUCATIONAL RECORD CENTER | 219127-00 339.94   |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 759984 442.30      |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 781807 23.80       |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 09363  | ACADEMY OF MODEL AERONAUT | SUBSCRIPTION 16.00 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 09366  | MONEY LETTER              | 15662166-1 109.00  |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 20359  | STANDARD & POOR'S         | 348313 2,090.00    |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 74130  | EBSCO SUBSCRIPTION SVC    | 0291891 48.00      |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 74130  | EBSCO SUBSCRIPTION SVC    | 0288063 27,492.96  |
| 2110         | 970630  | VISUAL MATERIALS      | 05884  | LIBRARY VIDEO COMPANY     | 000790530003 25.90 |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 223611 75.00       |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 223929 38.00       |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 223613 38.00       |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 223612 38.00       |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 223930 17.99       |
| 2110         | 970630  | VISUAL MATERIALS      | 07975  | BAKER & TAYLOR ENTERTAINM | 233517500 20.93    |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 03962978 48.92     |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04032305 112.57    |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04005985 92.95     |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04111191 34.96     |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 03950101 179.65    |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 03935874 204.90    |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04086745 36.28     |

TOTAL LIBRARY SERVICES

78,107.26

TOTAL FUND

78,107.26

PRINT CRITERIA payable\_due\_date='12/31/1994'

FUND 001 PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE              | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|--------------|---------|--------------------|--------|---------------------------|--------------------|
| 2110         | 970100  | SUPPLIES           | 19764  | BRO-DART INC              | 333504 37.43       |
| 2110         | 970100  | SUPPLIES           | 20177  | DEMCO EDUCATIONAL CORP    | 412573 -139.47     |
| 2110         | 970100  | SUPPLIES           | 20177  | DEMCO EDUCATIONAL CORP    | 425498 1,065.60    |
| 2110         | 970100  | SUPPLIES           | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH 1.50    |
| 2110         | 970100  | SUPPLIES           | 45933  | BT OFFICE PRODUCTS INT'L. | 909731 43.00       |
| 2110         | 970170  | JANITORIAL         | 00232  | BADE PAPER PRODUCTS       | 060996-00 216.55   |
| 2110         | 970170  | JANITORIAL         | 01250  | W.W. GRAINGER, INC.       | 321-129403-2 14.97 |
| 2110         | 970170  | JANITORIAL         | 01638  | KINDER INDUSTRIAL SUPPLY  | 107726 16.35       |
| 2110         | 970170  | JANITORIAL         | 85309  | ACE DES PLAINES, INC      | 00934472 54.31     |
| 2110         | 970170  | JANITORIAL         | 85309  | ACE DES PLAINES, INC      | 00932998 38.07     |
| 2110         | 970170  | JANITORIAL         | 85309  | ACE DES PLAINES, INC      | SC113098 .98       |
| 2110         | 970170  | JANITORIAL         | 85309  | ACE DES PLAINES, INC      | 00928546 12.99     |
| 2110         | 970170  | JANITORIAL         | 85309  | ACE DES PLAINES, INC      | 00935870 68.14     |
| 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 37.32   |
| 2110         | 970600  | BOOKS              | 03525  | S B D SPANISH BOOK DISTRI | 5117 13.85         |
| 2110         | 970600  | BOOKS              | 03525  | S B D SPANISH BOOK DISTRI | 5116 13.85         |
| 2110         | 970600  | BOOKS              | 04964  | WHEELER PUBLISHING, INC.  | 100473 154.20      |
| 2110         | 970600  | BOOKS              | 06253  | TIME LIFE EDUCATION INC   | 050589650006 59.84 |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3316451 125.01     |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3350540 119.01     |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3343257 104.05     |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3343704 67.34      |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3311779 20.76      |
| 2110         | 970600  | BOOKS              | 07439  | GALE RESEARCH             | 8634996 144.09     |
| 2110         | 970600  | BOOKS              | 07527  | STAGE & SCREEN            | 09002165448 32.19  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 0000435708 -2.97   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 0000435064 -15.54  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003452381 320.69  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003420161 2.97    |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003405657 283.89  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003399942 227.10  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003403729 374.49  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003415555 603.28  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003415890 109.86  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003443596 442.19  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003433122 898.57  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003441368 320.84  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003455398 261.23  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003415715 375.33  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003432752 433.59  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003424672 508.51  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003420071 650.53  |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003405529 426.28  |
| 2110         | 970600  | BOOKS              | 20232  | REGENT BOOK COMPANY       | 236185 119.65      |
| 2110         | 970600  | BOOKS              | 20212  | REGENT BOOK COMPANY       | 81213 20.89        |
| 2110         | 970600  | BOOKS              | 20270  | NATIONAL REGISTER PUBLISH | 122036 233.87      |
| 2110         | 970600  | BOOKS              | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH 3.59    |
| 2110         | 970600  | BOOKS              | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH 5.95    |
| 2110         | 970610  | AUDIO MATERIALS    | 01382  | BOOKCASSETTE SALES        | 00243291N 54.16    |
| 2110         | 970610  | AUDIO MATERIALS    | 01382  | BOOKCASSETTE SALES        | 00245251N 42.96    |

ACCOUNTING PERIOD 12/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

STATION CRITERIA: payable due\_date=12/21/1998

FUND - 301 - PUBLIC LIBRARY FUND

| ORGANIZATION           | ACCOUNT | TITLE                 | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|------------------------|---------|-----------------------|--------|---------------------------|--------------------|
| 2110                   | 970610  | AUDIO MATERIALS       | 07975  | BAKER & TAYLOR ENTERTAINM | 211865440 62.80    |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-23-98-2 160.43  |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 12-1-98-1 208.23   |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-2-98-1 336.50   |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-25-98-3 75.65   |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-25-98-2 49.40   |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-18-98-2 28.53   |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-18-98-1 332.62  |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 11-25-98-1 333.16  |
| 2110                   | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3315937M 10.00     |
| 2110                   | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3303188M 25.00     |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 789302 23.80       |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 784277 5.95        |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 764103 264.80      |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 777668 1,039.00    |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 784407 5.95        |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS | 05378  | PIONEER PRESS             | SUBSCRIPTION 22.95 |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH 7.00    |
| 2110                   | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 224488 38.00       |
| 2110                   | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 224231 75.00       |
| 2110                   | 970630  | VISUAL MATERIALS      | 07719  | BAKER & TAYLOR ENTERTAINM | N61811550 30.99    |
| 2110                   | 970630  | VISUAL MATERIALS      | 07719  | BAKER & TAYLOR ENTERTAINM | N61980100 24.79    |
| 2110                   | 970630  | VISUAL MATERIALS      | 07719  | BAKER & TAYLOR ENTERTAINM | N012594CM -34.08   |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04147517 129.43    |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04169872 20.94     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04219341 20.97     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04234226 24.46     |
| 2110                   | 970810  | NATURAL GAS           | 08089  | NICOR ENERGY              | IVC00045878 633.56 |
| 2110                   | 980400  | EQUIPMENT             | 05124  | CDW GOVERNMENT, INC.      | 9344518 213.18     |
| TOTAL LIBRARY SERVICES |         |                       |        |                           | 25,007.60          |
| TOTAL FUND             |         |                       |        |                           | 25,007.60          |

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

|                              | <u>MAIN LIBRARY</u> |                | <u>MOBILE LIBRARY</u> |                  | <u>TOTAL</u>     |                |                |
|------------------------------|---------------------|----------------|-----------------------|------------------|------------------|----------------|----------------|
|                              | CHILDREN            | 1997           | 1998                  | 1997             | 1998             | 1997           | 1998           |
| Non Fiction                  |                     | 44,543         | 51,224                | 3,491            | 10,420           | 51,159         | 61,644         |
| Fiction                      |                     | 109,195        | 110,878               | 7,847            | 13,706           | 122,079        | 124,584        |
| Foreign Language Non Fiction |                     | 0              | 424                   | 0                | 77               | 0              | 501            |
| Foreign Language Fiction     |                     | 0              | 2,004                 | 0                | 826              | 0              | 2,830          |
| Periodicals                  |                     | 1,274          | 2,014                 | 355              | 867              | 1,840          | 2,881          |
| Compact Discs                |                     | 2,009          | 2,641                 | 151              | 255              | 2,205          | 2,896          |
| Audio Cassettes              |                     | 2,505          | 3,061                 | 154              | 327              | 2,793          | 3,388          |
| Audio Kits                   |                     | 4,698          | 4,886                 | 505              | 994              | 5,684          | 5,880          |
| Puzzles                      |                     | 3,847          | 3,986                 | 382              | 749              | 4,460          | 4,735          |
| Games                        |                     | 662            | 697                   | 57               | 144              | 777            | 841            |
| Audio Books                  |                     | 1,282          | 1,489                 | 73               | 81               | 1,399          | 1,570          |
| Video Fiction                |                     | 21,917         | 18,611                | 1,517            | 3,271            | 26,645         | 21,882         |
| Video Non Fiction            |                     | 0              | 8,729                 | 0                | 699              | 0              | 9,428          |
| CD ROMs                      |                     | 0              | 3,704                 | 0                | 0                | 0              | 3,704          |
| <b>SUB TOTAL</b>             |                     | <b>191,932</b> | <b>214,348</b>        | <b>14,532</b>    | <b>32,416</b>    | <b>219,041</b> | <b>246,744</b> |
| <b>ADULT</b>                 |                     |                |                       |                  |                  |                |                |
| Non Fiction                  |                     | 138,785        | 141,632               | 2,532            | 2,124            | 141,317        | 143,756        |
| Fiction                      |                     | 105,588        | 85,361                | 5,138            | 4,134            | 110,726        | 89,495         |
| Large Type                   |                     | 0              | 9,577                 | 0                | 814              | 0              | 10,391         |
| Foreign Language Non Fiction |                     | 0              | 907                   | 0                | 41               | 0              | 948            |
| Foreign Language Fiction     |                     | 0              | 3,652                 | 0                | 0                | 0              | 3,652          |
| Periodicals                  |                     | 30,871         | 28,722                | 1,472            | 1,423            | 32,343         | 30,145         |
| Pamphlets                    |                     | 583            | 550                   | 0                | 1                | 583            | 551            |
| Compact Discs                |                     | 41,857         | 46,375                | 4,736            | 4,961            | 46,593         | 51,336         |
| Audio Cassettes              |                     | 9,369          | 7,692                 | 9                | 90               | 9,378          | 7,782          |
| Puzzles                      |                     | 59             | 106                   | 0                | 0                | 59             | 106            |
| Pictures                     |                     | 778            | 776                   | 0                | 0                | 778            | 776            |
| Audio Books                  |                     | 14,069         | 16,437                | 43               | 292              | 14,112         | 16,729         |
| CD ROMs                      |                     | 0              | 2,309                 | 0                | 0                | 0              | 2,309          |
| Video Fiction                |                     | 108,555        | 109,880               | 838              | 4,017            | 109,393        | 113,897        |
| Video Non Fiction            |                     | 35,964         | 36,745                | 281              | 321              | 36,245         | 37,066         |
| Misc. Formats                |                     | 14             | 145                   | 24               | 1                | 38             | 146            |
| Self Check (Books Only) *    |                     | 31,355         | 0                     | 0                | 0                | 31,355         | 0              |
|                              |                     | 517,847        | 490,866               | 15,073           | 18,219           | 532,920        | 509,085        |
| Downtime Supercedes          |                     |                | 13,244                |                  | 7,779            |                | 21,023         |
| <b>GRAND TOTAL</b>           |                     | <b>709,779</b> | <b>718,458 ***</b>    | <b>42,182 **</b> | <b>58,414 **</b> | <b>751,961</b> | <b>776,872</b> |
| Self Check                   |                     | 31,355         | 29,399                | 0                | 0                | 31,355         | 2,907          |

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

\*\* Mobile Library out of service for 5 days in 1997 and 26 days in 1998.

\*\*\* Main Library closed 1.75 days in 1998.

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

|                     |        |                     |        |
|---------------------|--------|---------------------|--------|
| Total 1997 to Date: | 65,544 | Total 1998 to Date: | 69,078 |
| January 1997:       | 65,544 | January 1998:       | 69,078 |

|                               | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|-------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| <u>CHILDREN</u>               | 1997                | 1998          | 1997                  | 1998         | 1997          | 1998          |
| Non Fiction                   | 3,912               | 5,059         | 463                   | 615          | 4,375         | 5,674         |
| Fiction                       | 10,015              | 9,868         | 876                   | 832          | 10,891        | 10,700        |
| Foreign Language Non Fiction  |                     | 39            |                       |              |               | 39            |
| Foreign Language Fiction      |                     | 180           |                       |              |               | 180           |
| Periodicals                   | 115                 | 144           | 29                    | 84           | 144           | 228           |
| Compact Discs                 | 105                 | 266           | 11                    | 21           | 116           | 287           |
| Audio Cassettes               | 154                 | 198           | 15                    | 25           | 169           | 223           |
| Audio Kits                    | 457                 | 482           | 78                    | 93           | 535           | 575           |
| Puzzles                       | 325                 | 355           | 39                    | 48           | 364           | 403           |
| Games                         | 39                  | 59            | 10                    | 12           | 49            | 71            |
| Audio Books                   | 101                 | 63            | 13                    | 11           | 114           | 74            |
| Video Fiction                 | 1,601               | 1,539         | 327                   | 292          | 1,928         | 1,831         |
| Video Non Fiction             |                     | 768           |                       |              |               | 768           |
| CD ROMs                       |                     | 148           |                       |              |               | 148           |
| <b>SUB TOTAL</b>              | <b>16,824</b>       | <b>19,168</b> | <b>1861</b>           | <b>2033</b>  | <b>18,685</b> | <b>21,201</b> |
| <b>ADULT</b>                  |                     |               |                       |              |               |               |
| Non Fiction                   | 12,553              | 13,471        | 160                   | 32           | 12,713        | 13,503        |
| Fiction                       | 8,646               | 7,661         | 365                   | 921          | 9,011         | 8,582         |
| Large Type                    |                     | 804           |                       |              |               | 804           |
| Foreign Language Non Fiction  |                     | 89            |                       |              |               | 89            |
| Foreign Language Fiction      |                     | 397           |                       |              |               | 397           |
| Periodicals                   | 2,922               | 2,700         | 117                   | 105          | 3,039         | 2,805         |
| Pamphlets                     | 36                  | 44            |                       |              | 36            | 44            |
| Compact Discs                 | 3,727               | 4,234         | 277                   | 445          | 4,004         | 4,679         |
| Audio Cassettes               | 870                 | 713           |                       | 1            | 870           | 714           |
| Puzzles                       | 9                   | 5             |                       |              | 9             | 5             |
| Pictures                      | 78                  | 68            |                       |              | 78            | 68            |
| Audio Books                   | 970                 | 1,215         | 14                    |              | 984           | 1,215         |
| CD Roms                       |                     | 184           |                       |              |               | 184           |
| Video Fiction                 | 9,863               | 10,708        |                       | 303          | 9,863         | 11,011        |
| Video Non Fiction             | 3,397               | 3,752         |                       | 17           | 3,397         | 3,769         |
| Formats not circulated by DPK | 3                   | 8             |                       |              | 3             | 8             |
| Self Check (Books Only)       | 2,852               |               |                       |              | 2,852         |               |
|                               | <b>45,926</b>       | <b>46,053</b> | <b>933</b>            | <b>1824</b>  | <b>46,859</b> | <b>47,877</b> |
| <b>GRAND TOTAL</b>            | <b>62,750</b>       | <b>65,221</b> | <b>2,794</b>          | <b>3,857</b> | <b>65,544</b> | <b>69,078</b> |

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

February 1998

|                     |         |                     |         | % Change |
|---------------------|---------|---------------------|---------|----------|
| Total 1997 to Date: | 127,949 | Total 1998 to Date: | 134,233 | 4.90%    |
| February 1997:      | 62,404  | February 1998:      | 65,155  | 4.40%    |

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

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

|                     |         | % Change            |                  |
|---------------------|---------|---------------------|------------------|
| Total 1997 to Date: | 196,096 | Total 1998 to Date: | 207,210    5,67% |
| March 1997:         | 68,147  | March 1998:         | 72,977    7,09%  |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u> |               |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|--------------|---------------|---------------|
|                              | CHILDREN            | 1997          | 1998                  | 1997         | 1998         | 1997          | 1998          |
| Non Fiction                  |                     | 4,372         | 5,053                 | 602          | 962          | 4,974         | 6,015         |
| Fiction                      |                     | 9,692         | 10,213                | 1,047        | 1,471        | 10,739        | 11,684        |
| Foreign Language Non Fiction |                     | 0             | 36                    | 0            | 6            | 0             | 42            |
| Foreign Language Fiction     |                     | 0             | 211                   | 0            | 80           | 0             | 291           |
| Periodicals                  |                     | 118           | 147                   | 44           | 88           | 162           | 235           |
| Compact Discs                |                     | 172           | 231                   | 9            | 26           | 181           | 257           |
| Audio Cassettes              |                     | 192           | 263                   | 26           | 34           | 218           | 297           |
| Audio Kits                   |                     | 511           | 521                   | 71           | 99           | 582           | 620           |
| Puzzles                      |                     | 374           | 342                   | 49           | 66           | 423           | 408           |
| Games                        |                     | 25            | 63                    | 3            | 14           | 28            | 77            |
| Audio Books                  |                     | 135           | 90                    | 10           | 9            | 145           | 99            |
| Video Fiction                |                     | 1,962         | 1,687                 | 429          | 326          | 2,391         | 2,013         |
| Video Non Fiction            |                     | 0             | 794                   | 0            | 66           | 0             | 860           |
| CD ROMs                      |                     | 0             | 247                   | 0            | 0            | 0             | 247           |
| <b>SUB TOTAL</b>             |                     | <b>17,553</b> | <b>19,898</b>         | <b>2,290</b> | <b>3,247</b> | <b>19,843</b> | <b>23,145</b> |
| <b>ADULT</b>                 |                     |               |                       |              |              |               |               |
| Non Fiction                  |                     | 13,656        | 14,599                | 185          | 205          | 13,841        | 14,804        |
| Fiction                      |                     | 8,863         | 7,620                 | 420          | 331          | 9,283         | 7,951         |
| Large Type                   |                     | 0             | 777                   | 0            | 54           | 0             | 831           |
| Foreign Language Non Fiction |                     | 0             | 84                    | 0            | 0            | 0             | 84            |
| Foreign Language Fiction     |                     | 0             | 369                   | 0            | 0            | 0             | 369           |
| Periodicals                  |                     | 2,872         | 2,929                 | 127          | 157          | 2,999         | 3,086         |
| Pamphlets                    |                     | 69            | 34                    | 0            | 0            | 69            | 34            |
| Compact Discs                |                     | 4,054         | 4,682                 | 340          | 532          | 4,394         | 5,214         |
| Audio Cassettes              |                     | 945           | 809                   | 0            | 22           | 945           | 831           |
| Puzzles                      |                     | 9             | 13                    | 0            | 0            | 9             | 13            |
| Pictures                     |                     | 88            | 74                    | 0            | 0            | 88            | 74            |
| Audio Books                  |                     | 1,211         | 1,447                 | 6            | 12           | 1,217         | 1,459         |
| CD ROMs                      |                     | 0             | 195                   | 0            | 0            | 0             | 195           |
| Video Fiction                |                     | 9,528         | 10,657                | 0            | 397          | 9,528         | 11,054        |
| Video Non Fiction            |                     | 3,262         | 3,793                 | 0            | 27           | 3,262         | 3,820         |
| Misc. Formats                |                     | 0             | 13                    | 0            | 0            | 0             | 13            |
| Self Check (Books Only) *    |                     | 2,669         | 0                     | 0            | 0            | 2,669         | 0             |
|                              |                     | <b>47,226</b> | <b>48,095</b>         | <b>1,078</b> | <b>1,737</b> | <b>48,304</b> | <b>49,832</b> |
| <b>GRAND TOTAL</b>           |                     | <b>64,779</b> | <b>67,993</b>         | <b>3,368</b> | <b>4,984</b> | <b>68,147</b> | <b>72,977</b> |

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

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### April 1998

|                     |         | % Change            |                    |
|---------------------|---------|---------------------|--------------------|
| Total 1997 to Date: | 260,706 | Total 1998 to Date: | 277,869      6.61% |
| April 1997:         | 64,610  | April 1998:         | 70,729      9.48%  |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |               | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|---------------|---------------|---------------|
|                              | CHILDREN            | 1997          | 1998                  | 1997          | 1998          | 1997          |
| Non Fiction                  | 4,231               | 4,092         | 581                   | 993           | 4,812         | 5,085         |
| Fiction                      | 8,275               | 7,150         | 1,079                 | 1,455         | 9,354         | 8,605         |
| Foreign Language Non Fiction | 0                   | 38            | 0                     | 8             | 0             | 46            |
| Foreign Language Fiction     | 0                   | 208           | 0                     | 86            | 0             | 294           |
| Periodicals                  | 94                  | 156           | 40                    | 91            | 134           | 247           |
| Compact Discs                | 158                 | 159           | 9                     | 17            | 167           | 176           |
| Audio Cassettes              | 192                 | 237           | 24                    | 29            | 216           | 266           |
| Audio Kits                   | 441                 | 348           | 76                    | 114           | 517           | 462           |
| Puzzles                      | 358                 | 255           | 61                    | 77            | 419           | 332           |
| Games                        | 22                  | 44            | 13                    | 15            | 35            | 59            |
| Audio Books                  | 113                 | 70            | 15                    | 10            | 128           | 80            |
| Video Fiction                | 1,759               | 1,167         | 492                   | 274           | 2,251         | 1,441         |
| Video Non Fiction            | 0                   | 613           | 0                     | 76            | 0             | 689           |
| CD ROMs                      | 0                   | 241           | 0                     | 0             | 0             | 241           |
| <b>SUB TOTAL</b>             | <b>15,643</b>       | <b>14,778</b> | <b>2,390</b>          | <b>3,245</b>  | <b>18,033</b> | <b>18,023</b> |
| <b>ADULT</b>                 |                     |               |                       |               |               |               |
| Non Fiction                  | 12,954              | 11,758        | 168                   | 199           | 13,122        | 11,957        |
| Fiction                      | 9,148               | 6,425         | 413                   | 329           | 9,561         | 6,754         |
| Large Type                   | 0                   | 734           | 0                     | 37            | 0             | 771           |
| Foreign Language Non Fiction | 0                   | 65            | 0                     | 2             | 0             | 67            |
| Foreign Language Fiction     | 0                   | 279           | 0                     | 0             | 0             | 279           |
| Periodicals                  | 3,040               | 2,344         | 148                   | 160           | 3,188         | 2,504         |
| Pamphlets                    | 80                  | 29            | 0                     | 0             | 80            | 29            |
| Compact Discs                | 3,584               | 3,516         | 357                   | 532           | 3,941         | 4,048         |
| Audio Cassettes              | 858                 | 474           | 0                     | 14            | 858           | 488           |
| Puzzles                      | 3                   | 0             | 0                     | 0             | 3             | 0             |
| Pictures                     | 62                  | 47            | 0                     | 0             | 62            | 47            |
| Audio Books                  | 1,175               | 1,231         | 10                    | 19            | 1,185         | 1,250         |
| CD ROMs                      | 0                   | 146           | 0                     | 0             | 0             | 146           |
| Video Fiction                | 8,755               | 8,604         | 0                     | 366           | 8,755         | 8,970         |
| Video Non Fiction            | 3,111               | 2,976         | 0                     | 27            | 3,111         | 3,003         |
| Misc. Formats                | 1                   | 4             | 0                     | 0             | 1             | 4             |
| Self Check (Books Only) *    | 2,710               |               |                       |               | 2,710         | 0             |
|                              | 45,481              | 38,632        | 1,096                 | 1,685         | 46,577        | 40,317        |
| Supersedes                   |                     | ** 6,948      |                       | ** 5,441      |               | ** 12,389     |
| <b>GRAND TOTAL</b>           | <b>61,124</b>       | <b>60,358</b> | <b>3,486</b>          | <b>10,371</b> | <b>64,610</b> | <b>70,729</b> |

\*Jan. 1998, Self Check circulation is included within category totals.

\*\*Downtime Supersedes. Transactions taking place off-line that are replaced by a more recent transaction. This allows all transactions to be counted for statistical purposes.



## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

May 1998

|                     |         |                     |         |          |        |
|---------------------|---------|---------------------|---------|----------|--------|
| Total 1997 to Date: | 317,779 | Total 1998 to Date: | 332,000 | % Change | 4.48%  |
| May 1997:           | 57,073  | May 1998:           | 54,061  |          | -5.28% |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| <u>CHILDREN</u>              | 1997                | 1998          | 1997                  | 1998         | 1997          | 1998          |
| Non Fiction                  | 3,432               | 3,447         | 692                   | 1,141        | 4,124         | 4,588         |
| Fiction                      | 6,982               | 6,616         | 1,268                 | 1,343        | 8,250         | 7,959         |
| Foreign Language Non Fiction | 0                   | 23            | 0                     | 11           | 0             | 34            |
| Foreign Language Fiction     | 0                   | 158           | 0                     | 80           | 0             | 238           |
| Periodicals                  | 54                  | 112           | 47                    | 85           | 101           | 197           |
| Compact Discs                | 123                 | 103           | 16                    | 24           | 139           | 127           |
| Audio Cassettes              | 138                 | 125           | 15                    | 25           | 153           | 150           |
| Audio Kits                   | 275                 | 269           | 125                   | 88           | 400           | 357           |
| Puzzles                      | 247                 | 227           | 60                    | 70           | 307           | 297           |
| Games                        | 50                  | 39            | 4                     | 11           | 54            | 50            |
| Audio Books                  | 84                  | 94            | 9                     | 5            | 93            | 99            |
| Video Fiction                | 1,509               | 610           | 533                   | 255          | 2,042         | 865           |
| Video Non Fiction            | 0                   | 404           | 0                     | 75           | 0             | 479           |
| CD ROMs                      | 0                   | 201           | 0                     | 0            | 0             | 201           |
| <b>SUB TOTAL</b>             | <b>12,894</b>       | <b>12,428</b> | <b>2,769</b>          | <b>3,213</b> | <b>15,663</b> | <b>15,641</b> |
| <b>ADULT</b>                 |                     |               |                       |              |               |               |
| Non Fiction                  | 11,182              | 9,658         | 202                   | 165          | 11,384        | 9,823         |
| Fiction                      | 8,335               | 5,567         | 556                   | 231          | 8,891         | 5,798         |
| Large Type                   | 0                   | 672           | 0                     | 23           | 0             | 695           |
| Foreign Language Non Fiction | 0                   | 59            | 0                     | 12           | 0             | 71            |
| Foreign Language Fiction     | 0                   | 295           | 0                     | 0            | 0             | 295           |
| Periodicals                  | 2,522               | 1,685         | 131                   | 120          | 2,653         | 1,805         |
| Pamphlets                    | 62                  | 25            | 0                     | 0            | 62            | 25            |
| Compact Discs                | 3,083               | 2,323         | 464                   | 486          | 3,547         | 2,809         |
| Audio Cassettes              | 665                 | 365           | 0                     | 4            | 665           | 369           |
| Puzzles                      | 9                   | 7             | 0                     | 0            | 9             | 7             |
| Pictures                     | 71                  | 63            | 0                     | 0            | 71            | 63            |
| Audio Books                  | 1,231               | 1,079         | 0                     | 26           | 1,231         | 1,105         |
| CD ROMs                      | 0                   | 122           | 0                     | 0            | 0             | 122           |
| Video Fiction                | 7,872               | 4,761         | 0                     | 315          | 7,872         | 5,076         |
| Video Non Fiction            | 2,740               | 1,990         | 0                     | 29           | 2,740         | 2,019         |
| Misc. Formats                | 0                   |               | 0                     | 0            | 0             | 0             |
| Self Check (Books Only) *    | 2,285               |               |                       |              | 2,285         |               |
|                              | 40,057              | 28,671        | 1,353                 | 1,411        | 41,410        | 30,082        |
| Supersedes                   | **                  | 6,000         | **                    | 2,338        | **            | 8,338         |
| <b>GRAND TOTAL</b>           | <b>52,951</b>       | <b>47,099</b> | <b>4,122</b>          | <b>6,962</b> | <b>57,073</b> | <b>54,061</b> |

\* Jan. 1998, Self Check circulation is included within category totals.

\*\*Downtime Supersedes. Transactions taking place off-line that are replaced by a more recent transaction. This allows all transactions to be counted for statistical purposes.

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 1998

|                     |         |                     |         | % Change |
|---------------------|---------|---------------------|---------|----------|
| Total 1997 to Date: | 376,223 | Total 1998 to Date: | 395,194 | 5.04%    |
| June 1997:          | 58,444  | June 1998:          | 63,194  | 8.13%    |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| CHILDREN                     | 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           |
| <b>SUB TOTAL</b>             | <b>14,909</b>       | <b>18,592</b> | <b>1,651</b>          | <b>1,903</b> | <b>16,560</b> | <b>20,495</b> |
| <b>ADULT</b>                 |                     |               |                       |              |               |               |
| 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             |
|                              | <b>40,992</b>       | <b>41,354</b> | <b>892</b>            | <b>1,345</b> | <b>41,884</b> | <b>42,699</b> |
| <b>GRAND TOTAL</b>           | <b>55,901</b>       | <b>59,946</b> | <b>2,543</b>          | <b>3,248</b> | <b>58,444</b> | <b>63,194</b> |
| Self Check                   | 2,695               | 2,378         | 0                     | 0            | 2,695         | 2,378         |

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

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## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### July 1998

|                     |         |                     |         | % Change |  |
|---------------------|---------|---------------------|---------|----------|--|
| Total 1997 to Date: | 442,611 | Total 1998 to Date: | 463,840 | 4.80%    |  |
| July 1997:          | 66,388  | July 1998:          | 68,646  | 3.40%    |  |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
|                              | 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           |
| <b>SUB TOTAL</b>             | <b>16,502</b>       | <b>19,304</b> | <b>2,741</b>          | <b>1,858</b> | <b>19,243</b> | <b>21,162</b> |

| <u>ADULT</u>                 |               |               |              |              |               |               |
|------------------------------|---------------|---------------|--------------|--------------|---------------|---------------|
|                              | 1997          | 1998          | 1997         | 1998         | 1997          | 1998          |
| 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             |
|                              | <b>45,704</b> | <b>46,188</b> | <b>1,441</b> | <b>1,296</b> | <b>47,145</b> | <b>47,484</b> |

**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 - CIRCULATION REPORT

August 1998

|                     |         |                     |         | % Change |
|---------------------|---------|---------------------|---------|----------|
| Total 1997 to Date: | 508,063 | Total 1998 to Date: | 526,081 | 3.55%    |
| August 1997:        | 65,452  | August 1998:        | 62,241  | -4.91%   |

|                              | <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           |
| <b>SUB TOTAL</b>             | <b>16,142</b>       | <b>17,833</b>     | <b>1,776</b>          | <b>895</b>      | <b>17,918</b> | <b>18,728</b> |
| <b>ADULT</b>                 |                     |                   |                       |                 |               |               |
| 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        | 10,545        |
| 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             |
|                              | <b>45,977</b>       | <b>42,827</b>     | <b>1,557</b>          | <b>686</b>      | <b>47,534</b> | <b>43,513</b> |
| <b>GRAND TOTAL</b>           | <b>62,119</b>       | <b>60,660 ***</b> | <b>3,333</b>          | <b>1,581 **</b> | <b>65,452</b> | <b>62,241</b> |
| 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 - CIRCULATION REPORT**  
**September 1998**

|                            |         |                            |         |          |  |
|----------------------------|---------|----------------------------|---------|----------|--|
| <b>Total 1997 to Date:</b> | 569,290 | <b>Total 1998 to Date:</b> | 588,237 | % Change |  |
| <b>September 1997:</b>     | 61,227  | <b>September 1998:</b>     | 62,156  | 3.33%    |  |
|                            |         |                            |         | 1.52%    |  |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| <u>CHILDREN</u>              | 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           |
| <b>SUB TOTAL</b>             | <b>16,591</b>       | <b>17,918</b> | <b>2,667</b>          | <b>3,128</b> | <b>19,258</b> | <b>21,046</b> |
| <b>ADULT</b>                 |                     |               |                       |              |               |               |
| 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        |
| Supersedes                   |                     | 296 **        |                       |              |               | 296           |
| <b>GRAND TOTAL</b>           | <b>56,970</b>       | <b>57,244</b> | <b>4,257</b>          | <b>4,912</b> | <b>61,227</b> | <b>62,156</b> |
| Self Check                   | 2,614               | 2,335         |                       | 0            | 2,614         | 2,335         |

\* Jan. 1998, Self Check is included within category totals.

\*\*Downtime Supersedes. Transactions taking place off-line that are replaced by a more recent transaction. This allows all transactions to be counted for statistical purposes.

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

|                     |         |                     |         | % Change |
|---------------------|---------|---------------------|---------|----------|
| Total 1997 to Date: | 633,750 | Total 1998 to Date: | 655,351 | 3.41%    |
| October 1997:       | 64,460  | October 1998:       | 67,114  | 4.12%    |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| <u>CHILDREN</u>              | 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           |
| <b>SUB TOTAL</b>             | <b>17,676</b>       | <b>20,521</b> | <b>2,753</b>          | <b>4,369</b> | <b>20,429</b> | <b>24,890</b> |
| <b>ADULT</b>                 |                     |               |                       |              |               |               |
| 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             |
|                              | <b>42,595</b>       | <b>40,244</b> | <b>1,436</b>          | <b>1,980</b> | <b>44,031</b> | <b>42,224</b> |
| <b>GRAND TOTAL</b>           | <b>60,271</b>       | <b>60,765</b> | <b>4,189</b>          | <b>6,349</b> | <b>64,460</b> | <b>67,114</b> |
| Self Check                   | 2,385               | 2,406         | 0                     | 0            | 2,385         | 2,406         |

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

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

|                     |         |                     | % Change           |
|---------------------|---------|---------------------|--------------------|
| Total 1997 to Date: | 697,613 | Total 1998 to Date: | 720,459      3.27% |
| November 1997:      | 63,863  | November 1998:      | 65,108      1.95%  |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u> |               |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|--------------|---------------|---------------|
|                              | CHILDREN            | 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           |
| <b>SUB TOTAL</b>             |                     | <b>18,730</b> | <b>20,429</b>         | <b>2,505</b> | <b>3,148</b> | <b>21,235</b> | <b>23,577</b> |
| <b>ADULT</b>                 |                     |               |                       |              |              |               |               |
| 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        |
| <b>GRAND TOTAL</b>           |                     | <b>59,872</b> | <b>60,458</b>         | <b>3,991</b> | <b>4,650</b> | <b>63,863</b> | <b>65,108</b> |
| Self Check                   |                     | 2,400         | 2,603                 | 0            | 0            | 2,400         | 2,603         |

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

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

December 1998

|                     |         | % Change            |                    |
|---------------------|---------|---------------------|--------------------|
| Total 1997 to Date: | 751,977 | Total 1998 to Date: | 776,872      3.31% |
| December 1997:      | 54,364  | December 1998:      | 56,413      3.77%  |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>    |               |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|-----------------|---------------|---------------|
|                              | CHILDREN            | 1997          | 1998                  | 1997         | 1998            | 1997          | 1998          |
| Non Fiction                  |                     | 3,260         | 3,536                 | 194          | 693             | 3,454         | 4,229         |
| Fiction                      |                     | 6,814         | 7,722                 | 787          | 1,038           | 7,601         | 8,760         |
| Foreign Language Non Fiction |                     | 0             | 44                    | 0            | 7               | 0             | 51            |
| Foreign Language Fiction     |                     | 0             | 203                   | 0            | 75              | 0             | 278           |
| Periodicals                  |                     | 69            | 141                   | 28           | 44              | 97            | 185           |
| Compact Discs                |                     | 249           | 186                   | 16           | 24              | 265           | 210           |
| Audio Cassettes              |                     | 210           | 270                   | 17           | 40              | 227           | 310           |
| Audio Kits                   |                     | 271           | 310                   | 61           | 45              | 332           | 355           |
| Puzzles                      |                     | 210           | 215                   | 42           | 58              | 252           | 273           |
| Games                        |                     | 55            | 56                    | 11           | 13              | 66            | 69            |
| Audio Books                  |                     | 61            | 84                    | 5            | 3               | 66            | 87            |
| Video Fiction                |                     | 1,778         | 1,566                 | 264          | 274             | 2,042         | 1,840         |
| Video Non Fiction            |                     | 0             | 628                   | 0            | 58              | 0             | 686           |
| CD ROMs                      |                     | 0             | 381                   | 0            | 0               | 0             | 381           |
| <b>SUB TOTAL</b>             |                     | <b>12,977</b> | <b>15,342</b>         | <b>1,425</b> | <b>2,372</b>    | <b>14,402</b> | <b>17,714</b> |
| <b>ADULT</b>                 |                     |               |                       |              |                 |               |               |
| Non Fiction                  |                     | 9,557         | 9,548                 | 238          | 171             | 9,795         | 9,719         |
| Fiction                      |                     | 8,017         | 6,214                 | 360          | 236             | 8,377         | 6,450         |
| Large Type                   |                     | 0             | 747                   | 0            | 112             | 0             | 859           |
| Foreign Language Non Fiction |                     | 0             | 88                    | 0            | 3               | 0             | 91            |
| Foreign Language Fiction     |                     | 0             | 307                   | 0            | 0               | 0             | 307           |
| Periodicals                  |                     | 2,111         | 1,993                 | 63           | 98              | 2,174         | 2,091         |
| Pamphlets                    |                     | 26            | 27                    | 0            | 1               | 26            | 28            |
| Compact Discs                |                     | 3,537         | 4,295                 | 269          | 321             | 3,806         | 4,616         |
| Audio Cassettes              |                     | 740           | 863                   | 6            | 21              | 746           | 884           |
| Puzzles                      |                     | 5             | 11                    | 0            | 0               | 5             | 11            |
| Pictures                     |                     | 57            | 73                    | 0            | 0               | 57            | 73            |
| Audio Books                  |                     | 1,132         | 1,239                 | 0            | 42              | 1,132         | 1,281         |
| CD ROMs                      |                     | 0             | 212                   | 0            | 0               | 0             | 212           |
| Video Fiction                |                     | 8,703         | 9,017                 | 241          | 316             | 8,703         | 9,333         |
| Video Non Fiction            |                     | 2,787         | 2,629                 | 0            | 28              | 3,028         | 2,657         |
| Misc. Formats                |                     | 0             | 86                    | 0            | 1               | 0             | 87            |
| Self Check (Books Only) *    |                     | 2,113         | 0                     | 0            | 0               | 2,113         | 0             |
|                              |                     | <b>38,785</b> | <b>37,349</b>         | <b>1,177</b> | <b>1,350</b>    | <b>39,962</b> | <b>38,699</b> |
| <b>GRAND TOTAL</b>           |                     | <b>51,762</b> | <b>52,691</b>         | <b>2,602</b> | <b>3,722 **</b> | <b>54,364</b> | <b>56,413</b> |
| Self Check                   |                     | 2,113         | 1,979                 | 0            | 0               | 2,113         | 1,979         |

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

\*\*Mobile Library out of service for 9 days.



## CIRCULATION REPORT FOR DECEMBER 1998

Page 2

## PATRON ATTENDANCE COUNT

| <u>December 1997</u> | <u>November 1998</u> | <u>December 1998</u> | <u>Year to Date<br/>1997</u> | <u>Year to Date<br/>1998</u> | <u>% Change</u> |
|----------------------|----------------------|----------------------|------------------------------|------------------------------|-----------------|
| 23,073               | 29,259               | 22,808               | 344,162                      | 349,366                      | 1.5%            |

## RECIPROCAL BORROWING

(Materials Lent)

|               | <u>December 1997</u> | <u>December 1998</u> | <u>% Change</u> |
|---------------|----------------------|----------------------|-----------------|
| NLS           | 7,038                | 7,107                | 1%              |
| OTHER SYSTEMS | 1,485                | 1,383                | (-6.9%)         |
| TOTAL         | 8,523                | 8,490                | (-0.4%)         |

## INTERLIBRARY LOAN

|          |     |
|----------|-----|
| Sent     | 823 |
| Received | 325 |

ACQUISITIONS REPORT FOR  
FOR DEC. 1998

|                     | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|---------------------|---------------|---------------|--------|-------------------|
| Non Fiction         |               |               |        |                   |
| Adult               |               |               |        |                   |
| 000                 | 2,138         | 2,142         | 4      | 0.2%              |
| 100                 | 2,480         | 2,479         | -1     | -0.0%             |
| 200                 | 2,698         | 2,653         | -45    | -1.7%             |
| 300                 | 11,499        | 11,510        | 11     | 0.1%              |
| 400                 | 622           | 621           | -1     | -0.2%             |
| 500                 | 2,954         | 2,970         | 16     | 0.5%              |
| 600                 | 17,194        | 17,226        | 32     | 0.2%              |
| 700                 | 14,983        | 14,996        | 13     | 0.1%              |
| 800                 | 4,916         | 4,918         | 2      | 0.0%              |
| 900                 | 11,354        | 11,386        | 32     | 0.3%              |
| B                   | 4,478         | 4,498         | 20     | 0.4%              |
| Total (Adult)       | 75,316        | 75,399        | 83     | 0.1%              |
| Juvenile (J)        |               |               |        |                   |
| 000                 | 387           | 383           | -4     | -1.0%             |
| 100                 | 207           | 202           | -5     | -2.4%             |
| 200                 | 281           | 282           | 1      | 0.4%              |
| 300                 | 2,252         | 2,255         | 3      | 0.1%              |
| 400                 | 111           | 111           | 0      | 0.0%              |
| 500                 | 3,053         | 3,070         | 17     | 0.6%              |
| 600                 | 2,637         | 2,640         | 3      | 0.1%              |
| 700                 | 3,338         | 3,336         | -2     | -0.1%             |
| 800                 | 799           | 803           | 4      | 0.5%              |
| 900                 | 3,432         | 3,438         | 6      | 0.2%              |
| B                   | 947           | 954           | 7      | 0.7%              |
| YA                  | 842           | 844           | 2      | 0.2%              |
| Total (J)           | 18,286        | 18,318        | 32     | 0.2%              |
| Total (E)           | 7,210         | 7,246         | 36     | 0.5%              |
| Total (Juvenile)    | 25,496        | 25,564        | 68     | 0.3%              |
| Total (Non-fiction) | 100,812       | 100,963       | 151    | 0.1%              |
| Fiction             |               |               |        |                   |
| Adult               | 33,845        | 33,854        | 9      | 0.0%              |
| Juvenile            |               |               |        |                   |
| J                   | 8,362         | 8,425         | 63     | 0.8%              |
| YA                  | 1,720         | 1,766         | 46     | 2.7%              |
| E                   | 10,455        | 10,402        | -53    | -0.5%             |
| Picture Books       | 6,852         | 7,037         | 185    | 2.7%              |
| Board Books         | 680           | 692           | 12     | 1.8%              |
| Total (Juvenile)    | 28,069        | 28,322        | 253    | 0.9%              |
| Total (Fiction)     | 61,914        | 62,176        | 262    | 0.4%              |
| High school         | 145           | 166           | 21     | 14.5%             |

|                        |        |        |     |       |
|------------------------|--------|--------|-----|-------|
| Compact discs          |        |        |     |       |
| Adult                  | 5,650  | 5,734  | 84  | 1.5%  |
| Juvenile               | 337    | 339    | 2   | 0.6%  |
| Total (Compact discs)  | 5,987  | 6,073  | 86  | 1.4%  |
| CD ROMs                |        |        |     |       |
| Adult                  | 164    | 165    | 1   | 0.6%  |
| Juvenile               | 213    | 232    | 19  | 8.9%  |
| Total (CD ROMs)        | 377    | 397    | 20  | 5.3%  |
| Audio Cassettes        |        |        |     |       |
| Adult                  | 2,735  | 2,731  | -4  | -0.1% |
| Juvenile               | 885    | 888    | 3   | 0.3%  |
| Audio Books            |        |        |     |       |
| Adult                  | 1,891  | 1,879  | -12 | -0.6% |
| Juvenile               | 748    | 792    | 44  | 5.9%  |
| Total (Cassettes)      | 6,259  | 6,290  | 31  | 0.5%  |
| Kits                   | 1,050  | 1,034  | -16 | -1.5% |
| Videocassettes         |        |        |     |       |
| Adult                  | 7,803  | 7,872  | 69  | 0.9%  |
| Juvenile               | 1,583  | 1,593  | 10  | 0.6%  |
| Total (Videocassettes) | 9,386  | 9,465  | 79  | 0.8%  |
| Total (Audio Visual)   | 23,059 | 23,259 | 200 | 0.9%  |
| Reference              |        |        |     |       |
| Adult                  | 5,557  | 5,564  | 7   | 0.1%  |
| Juvenile               | 1,083  | 1,094  | 11  | 1.0%  |
| Total (Reference)      | 6,640  | 6,640  | 0   | 0.0%  |
| Puzzles                |        |        |     |       |
| Adult                  | 87     | 87     | 0   | 0.0%  |
| Juvenile               | 588    | 574    | -14 | -2.4% |
| Total (Puzzles)        | 675    | 661    | -14 | -2.1% |
| 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                      | 3,087  | 3,114  | 27 | 0.9% |
| Juvenile                   | 27     | 27     | 0  | 0.0% |
| Total (Large Type)         | 3,114  | 3,141  | 27 | 0.9% |
| Pamphlets                  | 14,888 | 14,909 | 21 | 0.1% |
| Easy Reading               | 1,026  | 1,026  | 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                   | 49     | 49     | 0  | 0.0% |
| Total (Gujarti language)   | 49     | 49     | 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                     | 538     | 539     | 1   | 0.2%  |
| Juvenile                  | 33      | 33      | 0   | 0.0%  |
| Total (Polish language)   | 571     | 572     | 1   | 0.2%  |
| Russian                   |         |         |     |       |
| Adult                     | 197     | 197     | 0   | 0.0%  |
| Juvenile                  | 2       | 2       | 0   | 0.0%  |
| Total (Russian language)  | 199     | 199     | 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                     | 568     | 566     | -2  | -0.4% |
| Juvenile                  | 795     | 795     | 0   | 0.0%  |
| Total (Spanish language)  | 1,363   | 1,361   | -2  | -0.1% |
| Total (Adult)             | 1,504   | 1,503   | -1  | -0.1% |
| Total (Juvenile)          | 907     | 907     | 0   | 0.0%  |
| Total (Foreign languages) | 2,411   | 2,410   | -1  | -0.0% |
| <hr/>                     |         |         |     |       |
| TOTAL                     | 215,004 | 215,671 | 667 | 0.3%  |

## Dec. 1998 Holdings

|                   | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|-------------------|---------------|---------------|--------|-------------------|
| Books             | 176,062       | 176,522       | 460    | 0.3%              |
| Audio             | 13,673        | 13,794        | 121    | 0.9%              |
| Video             | 9,386         | 9,465         | 79     | 0.8%              |
| Puzzles and Games | 760           | 746           | -14    | -1.8%             |
| Realia            | 235           | 235           | 0      | 0.0%              |
| Pamphlets         | 14,888        | 14,909        | 21     | 0.1%              |
| =====             |               |               |        |                   |
| Total             | 215,004       | 215,671       | 667    | 0.3%              |

## XII

## REGISTRATION SERVICES REPORT FOR DECEMBER 1998

## I. LIBRARY CARD REGISTRATION SERVICES

| <u>December 1997</u> | <u>November 1998</u>   | <u>December 1998</u> | <u>Year to Date<br/>1997</u> | <u>Year to Date<br/>1998</u> | <u>% Change</u> |
|----------------------|------------------------|----------------------|------------------------------|------------------------------|-----------------|
| 487                  | 827                    | 529                  | 9,397                        | 11,074                       | 15.1%           |
| A.                   | New Cards              |                      | 200                          |                              |                 |
| B.                   | Renewals               |                      | 255                          |                              |                 |
| C.                   | Non-Resident Cards     |                      | 13                           |                              |                 |
| D.                   | Off-line Library Cards |                      | 61                           |                              |                 |
|                      | Total                  |                      | 529                          |                              |                 |

## II. OTHER REGISTRATION SERVICES

|    |                                   |     |
|----|-----------------------------------|-----|
| 1. | Patrons Registering for Programs  | 35  |
| 2. | Number of Meeting Room Uses       | 59  |
| 3. | Cab cards and Other Registrations | 5   |
| 4. | LAN Discs Sold                    | 2   |
|    | (Year to Date - 73)               |     |
| 5. | Computer Room                     | 214 |
| 6. | Reading Edge Users                | 1   |
|    | Total                             | 316 |

## III. TOTAL NUMBER OF REGISTERED BORROWERS

|               |        |                       |
|---------------|--------|-----------------------|
| December 1997 | 36,568 | (68.5% of Population) |
| December 1998 | 34,969 | (65.4% of Population) |

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
DECEMBER 1998

| Assistance                         | <u>Number</u> | <u>Total</u> |
|------------------------------------|---------------|--------------|
| 1. Equipment repair and assistance | 154           |              |
| 2. Tax forms                       | 14            |              |
| 3. Directional questions           | 120           |              |
| 4. Item retrieval by library pages | 113           |              |
| 5. Audio visual inquiries          | 548           |              |
| Total                              |               | 949          |
| Reference Services                 |               |              |
| 1. Specific item request           | 702           |              |
| 2. Ready reference                 | 475           |              |
| 3. Material searching              | 209           |              |
| 4. Referrals to other libraries    | 14            |              |
| Total                              |               | 1,400        |
| GRAND TOTAL                        |               | 2,349        |

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
DECEMBER 1998

| <u>Reference Services</u>          | <u>Number</u> |
|------------------------------------|---------------|
| 1. Equipment, repair, & assistance | 417           |
| 2. Computer sign-ups & help        | 712           |
| 3. Storytime & program sign-ups    | 255           |
| 4. Reference questions             | 754           |
| 5. Ready reference                 | 452           |
| 6. Referrals to other libraries    | 20            |
| 7. Miscellaneous inquiries         | 370           |
| 8. Handout & change                | 492           |
| TOTAL                              | 3,472         |

Number of individuals using the Local Computer Network = 1,636



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

| <b>Outside Community Groups</b>             | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Coupon Club                                 | 1                 | 4                 |
| Des Plaines Art Guild                       | 1                 | 12                |
| DuPage Figure Skaters                       | 1                 | 12                |
| Girl Scout Troop 1420                       | 1                 | 6                 |
| Loose Threads                               | 1                 | 3                 |
| Toastmasters                                | 2                 | 33                |
| <b>Total</b>                                | <b>7</b>          | <b>70</b>         |
| <br><b>Library Sponsored Adult Programs</b> |                   |                   |
| Adult Book Discussion                       | 1                 | 20                |
| All Staff Meeting                           | 1                 | 52                |
| December in Many Lands                      | 1                 | 40                |
| Design Meeting                              | 1                 | 8                 |
| Friends of the Library                      | 1                 | 53                |
| Junior Great Books                          | 2                 | 12                |
| Library Cable Network                       | 1                 | 6                 |
| Outreach Department                         | 1                 | 25                |
| Page Meeting                                | 1                 | 18                |
| Retirement Program                          | 1                 | 18                |
| Volunteer Tea                               | 1                 | 35                |
| <br><b>Other</b>                            |                   |                   |
| Library Board Meeting                       | 1                 | 17                |
| <b>Total</b>                                | <b>13</b>         | <b>304</b>        |

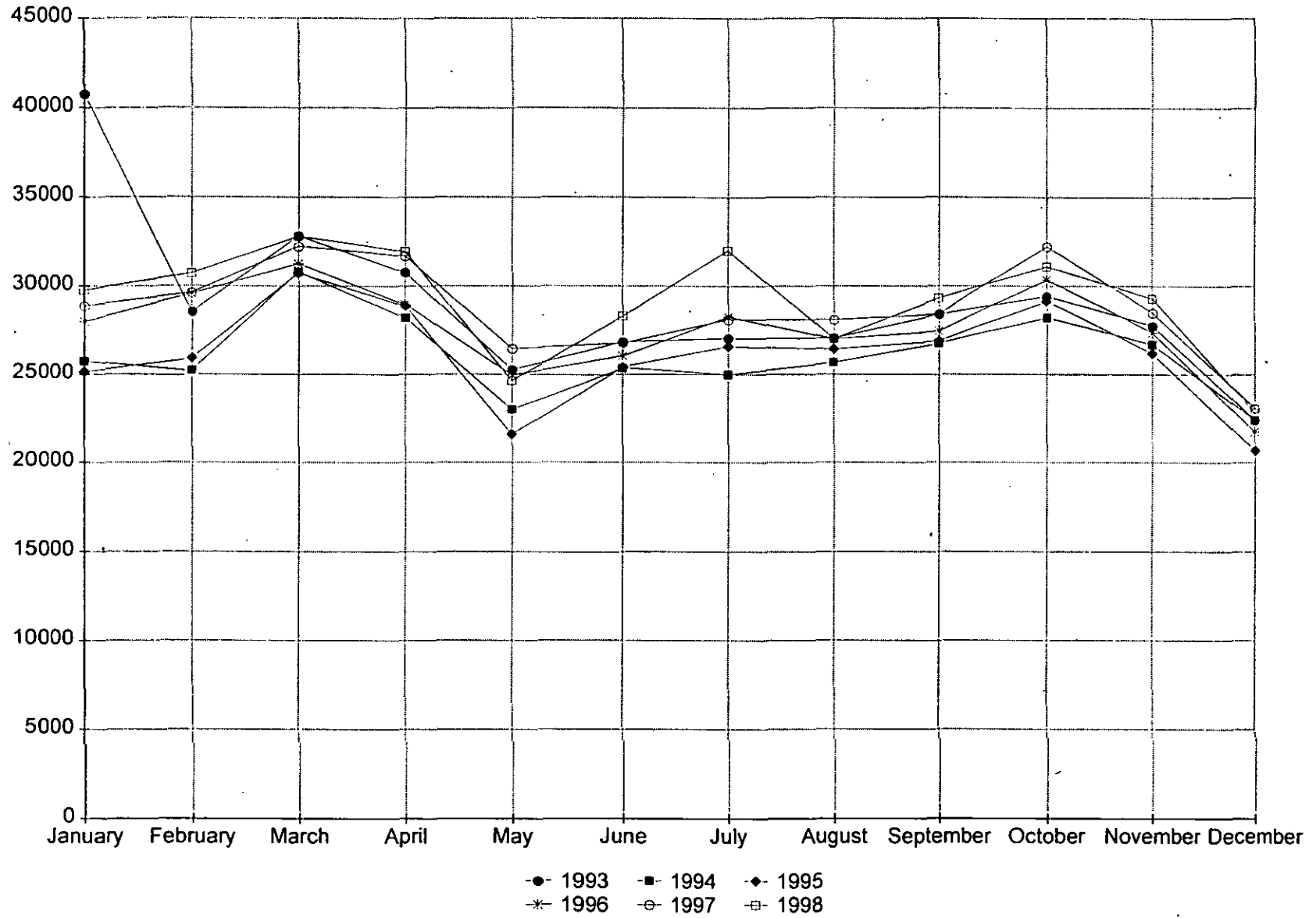
DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - DECEMBER 1998

Page 2

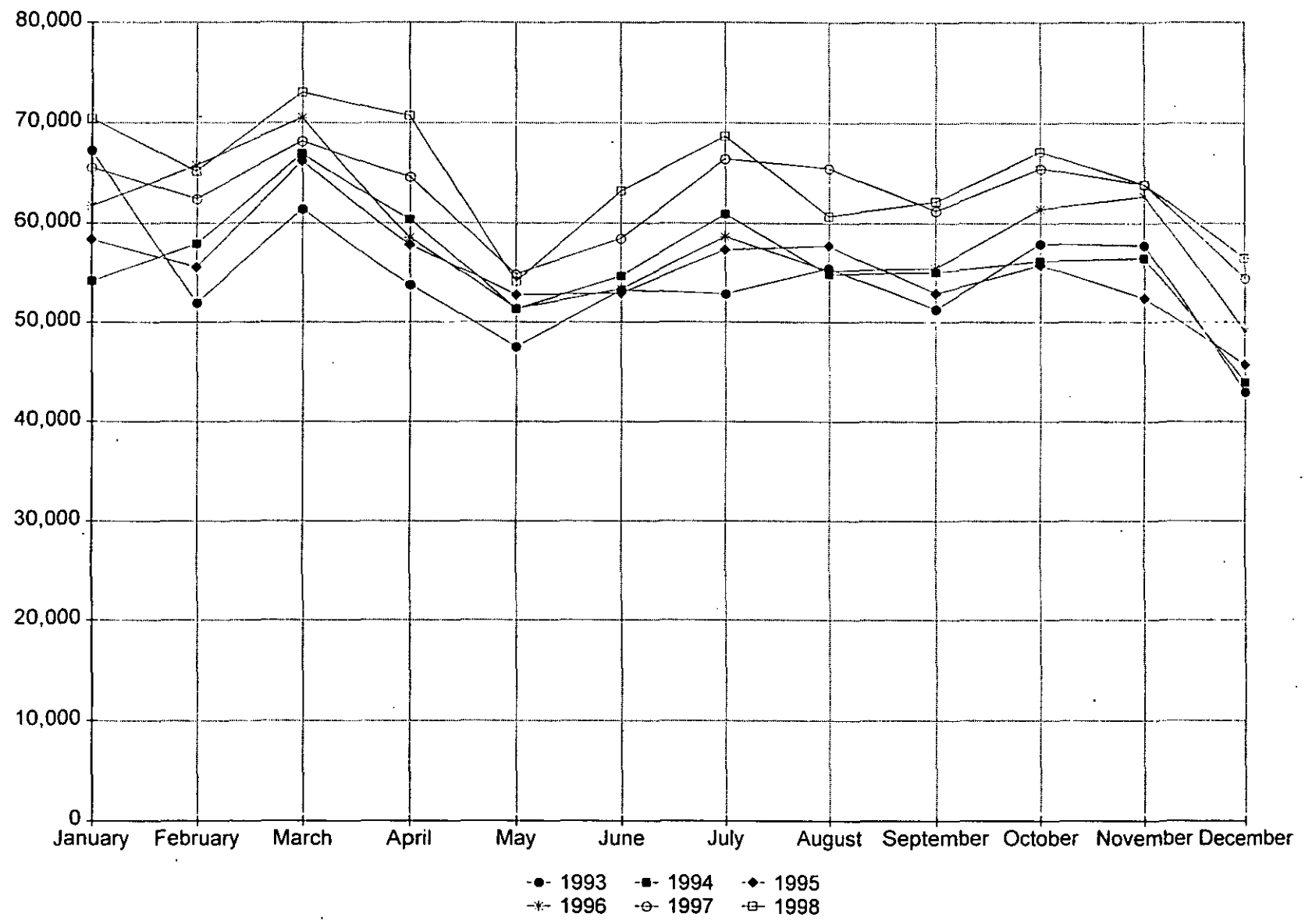
| Library Sponsored Children's Programs   | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Bright Start Baby Book Times            | 3                 | 43                |
| Cumberland School 5 <sup>th</sup> Grade | 1                 | 34                |
| Family Evening Storytime                | 1                 | 35                |
| Holiday Drop-in Craft                   | 1                 | 101               |
| Magic of the Holidays with Grandparents | 1                 | 112               |
| Storytime 2 year olds                   | 8                 | 97                |
| Storytime 3-5 year olds                 | 12                | 129               |
| Total                                   | 27                | 551               |
| <b>Literacy Program</b>                 |                   |                   |
| Learn to Read                           | 10                | 580               |
| Grand Total                             | 57                | 1,505             |

November Total = 57 groups involving 1,505 people.  
1998 Year to Date Total 711 groups involving 24,781 people.

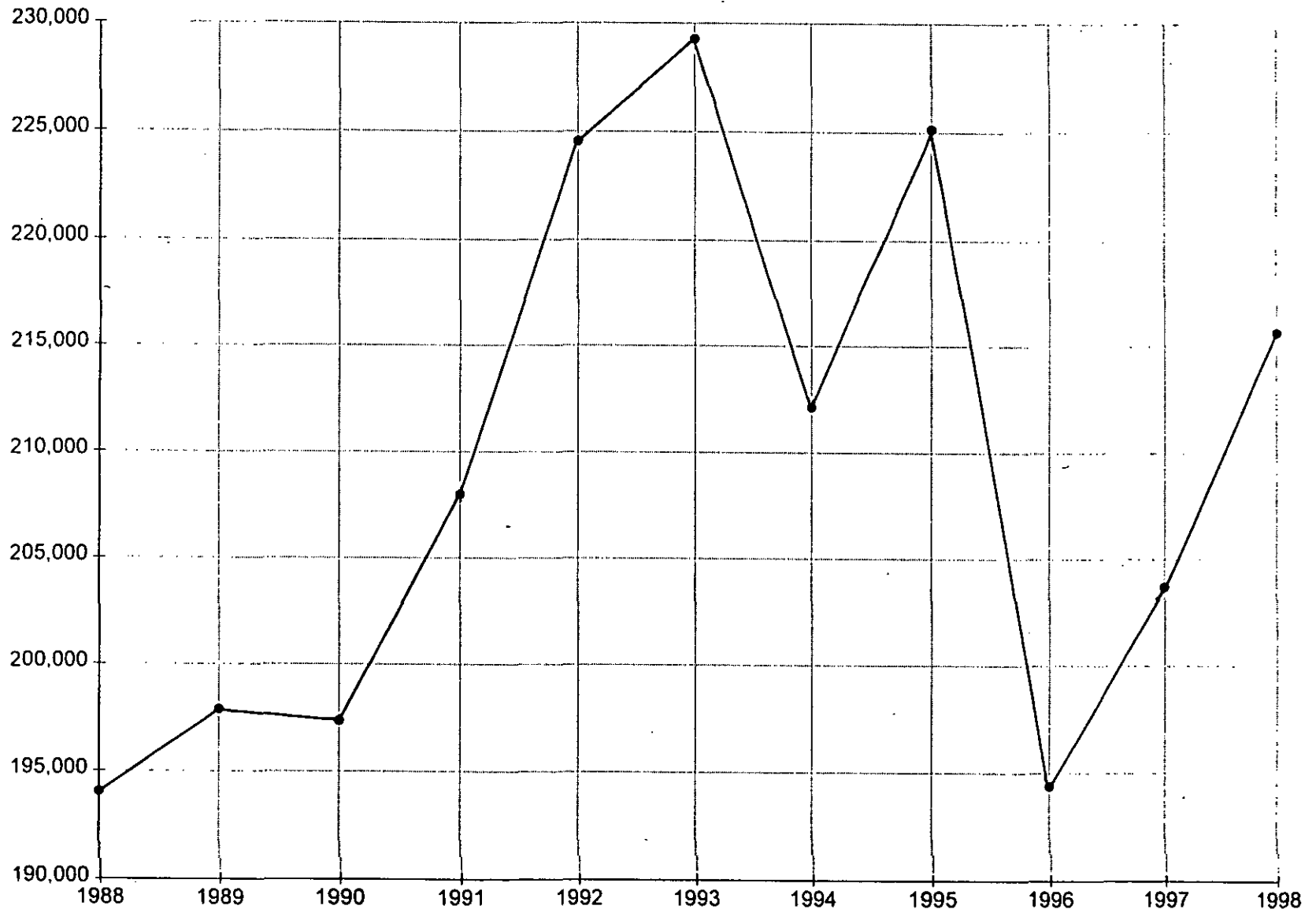
**Patron Attendance**  
December 1998



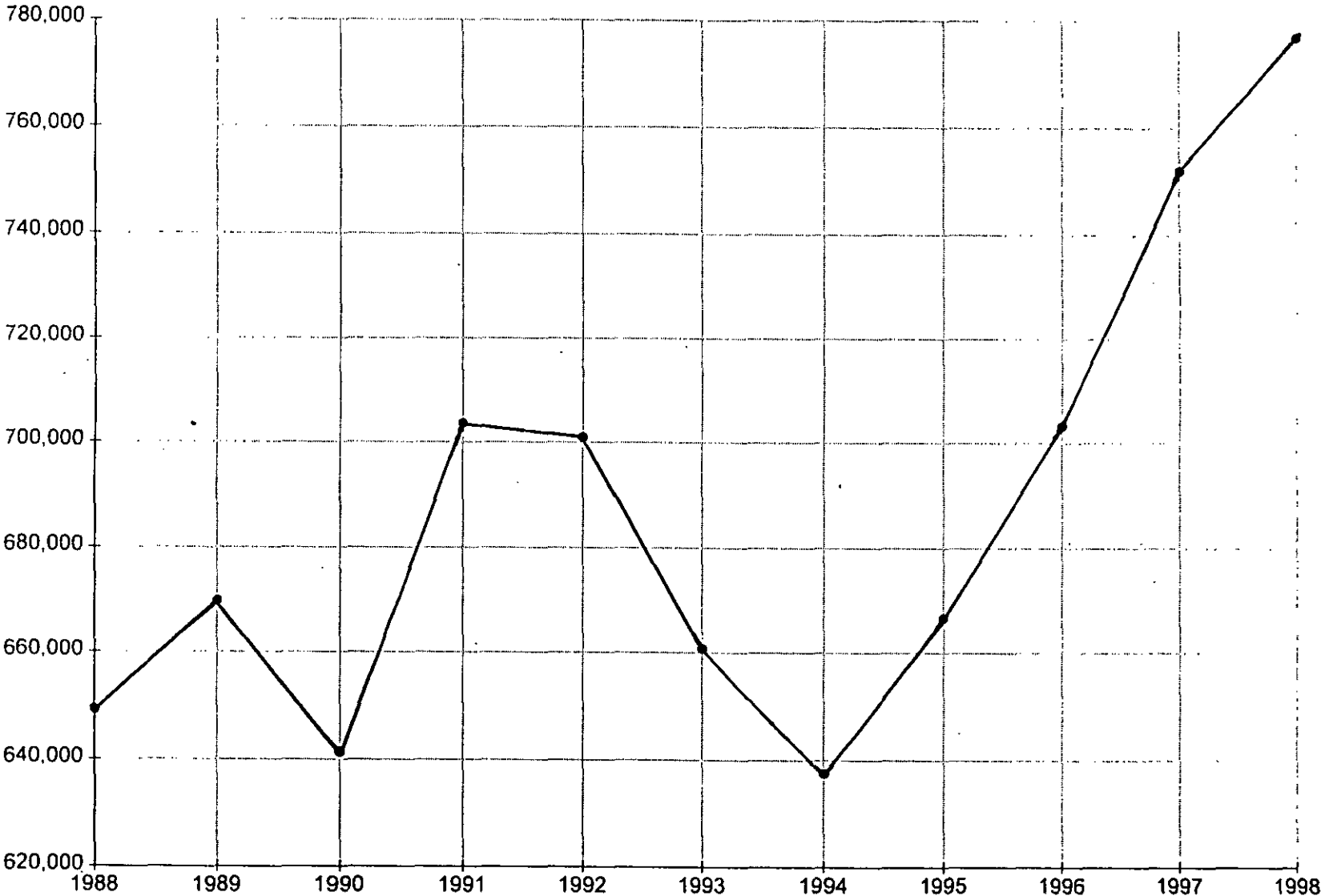
**Circulation Statistics**  
Items Circulated Per Month By Year



### Collection Size



**Circulation Statistics**  
Annual Circulations



DOWNING CHARITABLE TRUST FUND

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

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

|                   |                  |                       |
|-------------------|------------------|-----------------------|
| Balance of Trust  |                  | \$25,000.00           |
| December 31, 1997 | Interest Balance | \$ 513.36             |
|                   | 1998 Deposits    | \$ 979.85             |
|                   | 1998 Check Paid  | <u>\$ (1,125.00)*</u> |
| December 31, 1998 | Interest Balance | \$ 368.21             |

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

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

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

.....  
GERTRUDE G. DUNCAN TRUST FUND

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

|                   |         |            |
|-------------------|---------|------------|
| December 31, 1998 | Balance | \$4,246.06 |
|-------------------|---------|------------|

The funds are located in a 30 month Certificate of Deposit with Covest Banc in Des Plaines. The next renewal date is May 8, 2000.

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



## OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN  
SECRETARY OF STATE

January 7, 1999

Ms. Sandra Norlin  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60026-6472

Dear Ms. Norlin:

It is my pleasure to award the Des Plaines Public Library with an FY99 Live&Learn construction grant in the amount of \$250,000 for a new building. Your project was selected from an outstanding pool of applicants that demonstrated a highly commendable commitment to service in Illinois' libraries. My office is fortunate to have the opportunity to assist your library and many others around the state with construction projects.

You will shortly receive the contract documentation from the State Library for this grant. Imminently, my office will be making a formal press announcement regarding the Live&Learn construction program. I ask your cooperation in refraining from any local press announcements until this is coordinated.

Congratulations and best wishes in your efforts to provide improved service to your community.

Sincerely,

A handwritten signature in cursive script that reads "George H. Ryan".

GEORGE H. RYAN  
Secretary of State  
and State Librarian

GHR:isl



1333

## Des Plaines Public Library

841 Graceland Avenue, Des Plaines, IL 60016

Contact: Leslie Steiner 847/827-5551

FOR IMMEDIATE RELEASE

January 5, 1998  
For Immediate Release

### MOBILE LIBRARY SCHEDULE CHANGED TODAY DUE TO WEATHER

The Des Plaines Public Library's mobile library schedule will be changed today due to hazardous driving and parking conditions caused by the recent snowstorm and freezing weather. Instead, the library van will visit each scheduled stop for approximately 10 minutes so materials may be returned. Special consideration will be given to patrons who are unable to return their materials.

The library van will make the following stops today: Kathleen and Marshall Streets, 3:15-3:25 p.m.; Elmdale Apartments, 4-4:10 p.m.; and Dover and Marshall Streets, 5-5:10 p.m.

While weather conditions remain extreme, mobile library customers are advised to phone the main library at 847/827-5551 to confirm the schedule.



**NORTH  
SUBURBAN  
LIBRARY  
SYSTEM**

**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

**Alan Auerbach**  
Northbrook Public Library

**Marie Caviness**  
Grayslake Area Public  
Library District

**Lynn Cox**  
Wilmette Public Library

**Lillian Faber**  
School District #15

**Eiko 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

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**M E M O R A N D U M**

**TO:** NSLS COMMUNITY  
**FROM:** Sarah Ann Long  
**DATE:** 1 December 1998  
**RE:** Legislative Calendar

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.

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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

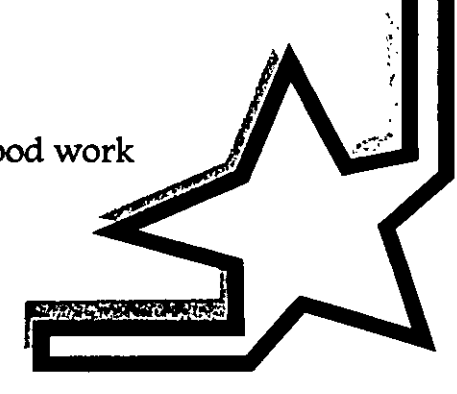


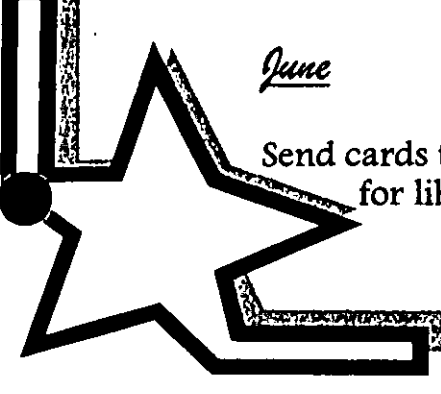
March/April

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.

1336

## RESOLUTION FOR CHERYL MACK

*Whereas* Cheryl Mack served the Des Plaines Library for twenty-eight years, first as librarian in Adult Services and finally as head of Technical Services;

*Whereas* she cataloged over the years hundreds of books, records, videos, cassettes, CDs, and CD-ROMs;

*Whereas* she pitched in willingly on more occasions than we can remember to do any necessary clerical work to get said items to the public in a speedy manner;

*Whereas* she appreciated her staff, knowing at all times what their duties were, what committees they were on and what excellent work they performed;

*Whereas* she shared her love of travel and her knowledge of foreign lands to develop a current and thorough collection of travel books and to plan travel programs for the library;

And, *Whereas* her dedication to excellent library service and innate curiosity led her to seek better ways to serve the public and to improve technical services for the library;

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

*Eldon Burk*

\_\_\_\_\_  
Eldon Burk, President  
Library Board of Trustees

\_\_\_\_\_  
December 15, 1998

1337

## RESOLUTION FOR KENNETH FRANK

*Whereas* Kenneth Frank faithfully served the patrons of Des Plaines for over 29 years, as Head of Adult Services, providing answers to thousands of questions;

*Whereas* he has served four library directors and has survived three building renovations;

*Whereas* he single-handedly built a business reference collection, ran the reference department and in early days directed the circulation area;

*Whereas* he ordered, organized and maintained hundreds of tax forms, creating a collection worthy of any CPA;

*Whereas* he served as the loyal liaison to the Friends for many years, coordinating and running the book sale when necessary;

*Whereas* he has developed a following of patrons, many of whom have become friends;

And, *Whereas* his tidy and environmentally sound habits will be sorely missed;

Now, therefore, *BE IT RESOLVED* that the Library Board of Trustees thanks Kenneth Frank for valuable and faithful services and wishes him a long, happy and healthful retirement.

*Eldon Burk*

\_\_\_\_\_  
Eldon Burk, President  
Library Board of Trustees

\_\_\_\_\_  
December 15, 1998

1  
3  
3  
X

8

## RESOLUTION FOR GAYLE CUNNINGHAM

*Whereas* Gayle Cunningham came from the north to serve on the Bookmobile, learned to drive it, and got the valuable Commercial Driver's License to bring the library to patrons from every corner of Des Plaines;

*Whereas* she flew to High Point, North Carolina, designed the interior of the new Mobile Library, and explored rooms of furniture;

*Whereas* she drove through lightening storms, sleet and snow to bring books to her anxiously waiting patrons;

*Whereas* she learned from Bud the tricks of the bookmobile driving trade — never to stop on railroad tracks;

*Whereas* she knows the guts of the Mobile Library, from generator to leaf springs;

*Whereas* she has served numerous loyal patrons who will miss her kind, personal and thoughtful service;

And, *Whereas* she has expanded the Bookmobile Department to reach homebound and elderly patrons, selecting books to meet individual tastes, and serving the children of Devonshire and other schools;

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

December 15, 1998

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Eldon Burke, President  
Library Board of Trustees



# BVM Communications, Inc.

*In touch with a changing world*

January 14, 1999

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

Dear Sandra:

It was a pleasure meeting you. I can't thank you enough for your many creative ideas about how we can work together to successfully bring the BVM FIFTH MEDIA Community Information System into a library environment.

In confirmation of our discussion, we agreed to pursue the following:

1. BVM will provide an informational Kiosk to your library at the special rate of \$1500 per year, each year for a two-year period, in consideration of the following:
2. We would work together to experiment with alternative ways of underwriting the additional cost of the project. Several initial suggestions were to try to take an "infomercial" approach to paid sponsors. (Examples of potential "sponsor information" were pet sitters, financial planning, real estate, nursing homes or extended care facilities, pre-school: How to select, etc.) Perhaps the Rotary Club, or other local business organizations, would be interested in listing their community services on the kiosk in a lower-cost, alternative program. You would help us pursue this in the Des Plaines community.
3. We would form an Advisory Committee of at least the two of us, which would meet monthly. Please advise as to the location which best meets your needs.
4. Any paid sponsors would need to be approved by this committee in order to make sure the commercial aspect of the product was appropriate.

I am very excited about working with you and your organization. Please advise, as appropriate.

Sincerely,

Angela Tomlinson,  
President, BVM Communications, Inc.

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.



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## M E M O R A N D U M

---

DATE: January 19, 1999  
TO: Sandra N.  
FROM: Gary V.  
RE: Cost of snow related damage  
CC: All Concerned

Unfortunately, at this time I am unable to put an exact cost on all recent building related snow damage.

The best I can do is to give an estimated cost for related damage repair.

The cost of the following items are due solely to the recent heavy snowfall.

1. The cost of the roofing contractor and supplies .  
Estimated cost; \$ 600.00
  2. The cost of the plumbing contractor and supplies.  
Repair cost; \$ 255.47
  3. The cost of the electrical contractor and supplies.  
Estimated cost \$ 350.00
  4. Building repairs, such as office carpet replacement , ceiling repairs, ruined draperies and flooring tile repair or replacement.  
Estimated cost \$ 1700.00
  5. The cost of additional maintenance, security, and housekeeping staff.  
Estimated cost \$ 450.00
  6. The cost of building supplies to contain water damage.  
Cost \$ 149.96
- Total cost estimate \$ 3,505.43

Thank you  
Gary Valente  
Maintenance Supervisor

3M Tattle-Tape Security Strips for CD Rom's

**Item Number GDCD-2**

Quantity – 6,000

**3M** 1-800-328-0067

**\*\*must mention NSLS "L0032H" for this discounted price**

Price - **\$5,820.00** plus shipping & handling (UPS)

**Gaylord** 1-800-272-3412

Price – **\$6,577.20** special bid price, no additional discounts apply

**Michigan Library Consortium** 1-800-530-9019 – Diana Mitchell

Price - **\$6,000.00** plus shipping & handling. (Special price for purchasing 6,000)

## Memorandum

DATE: January 19, 1999  
TO: SANDRA N.  
FROM: Gary V.  
RE: Elevator Safety Edge  
CC: Betty R.

It is my recommendation that we use Anderson Elevator Company to add a light sensor safety edge to our passenger elevator.

The following quotes include complete installation.

Otis Elevator           \$1,300.00

Anderson Elevator   \$ 950.00

Building & Grounds Committee Report  
January 19, 1999

- ◆ In anticipation of the roof snow thawing and creating additional interior leaks, Gary brought in an extra security monitor and a housekeeping person for last weekend; as it happened, the ice-clogged downspouts cleared and the interior leaks subsided.
- ◆ Gary is getting estimates for repairing the damage in the small office area where the roof leakage occurred: ceiling repair, carpet replacement, and drapery cleaning. The washrooms are now open. He has asked the roofing contractor to advise about repairing the slate tile roof.
- ◆ The new housekeeping service will be starting Feb. 1. Their charge is \$1,700 per month, which is just \$1 more than the previous firm charged.
- ◆ Bids have been received for installation of the electric eye equipment on the elevator doors. (see memo for Gary's recommended selection.)
- ◆ Gary has obtained 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. We need to decide whether we want to pay for a full-service contract or use the single-call approach. Gary does recommend that we sign a full-service contract. His reasoning is that, because of the age of our mechanical equipment, we must expect critical maintenance occurrences from time to time. With a full-service contract, we have a predictable expense which can be budgeted, and which is still less than the \$15,000 full-service contract we had with Northwest Town. (See memo for list of bids and Gary's recommendation.)

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.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## VISITOR REGISTRATION

Please sign in

1. Kathleen Quinsfeld - Chicago Tribune
2. WILLIAM J. YATES - 93 N Warrington Rd DP 60016
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Memorandum

DATE: January 19, 1999  
TO: Sandra N.  
FROM: Gary V.  
RE: HVAC Contract Agreement  
CC: Betty R.

As per our discussion, I am recommending we use a reputable HVAC contractor and stay with a full service maintenance agreement.

Listed below are three qualified contractors and their prices for a full parts and labor agreement. However, Edwards Engineering will not cover our A/C compressors.

|                     |                       |
|---------------------|-----------------------|
| Northwest Town      | \$ 11,772.00 per year |
|                     | \$ 981.00 per month   |
| RMC Engineers       | \$ 9,180.00 per year  |
|                     | \$ 765.00 per month   |
| Edwards Engineering | \$ 9,000.00 per year  |
|                     | \$ 750.00 per month   |

The Northwest Town price of \$11,772.00, is their new price. The maintenance contract that we canceled was \$15,324.00 per year, with an expected 3% increase. This is a savings of over \$3,700.00 per year.

Edwards Engineering has the best price, although their maintenance agreement will not provide coverage on our A/C compressors.

I recommend we enter into an agreement with RMC Engineers for the price of \$9,180.00 annually for a savings of over \$6,000.00 per year based on Northwest Towns previous agreement. This will provide us with a full parts and labor contract, including A/C compressors.

February

Answer





DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 16, 1999

7:30 PM

- Agenda:
- Building Project Report
  - Buy A Brick Program Report
  - Executive Session - To discuss  
Purchase or lease of real property  
Pending or probable litigation

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

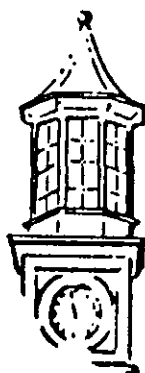
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
February 16, 1999 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, January 19, 1999. (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. (9:00 PM)
  - A. Public Speaking Dates.
  - B. Set Dates for Committee Review of Board Policies & Strategic Plan.
- XIV. Unfinished Business. (9:15 PM)
  - A. Committee for Buy A Brick.
  - B. BVM Kiosk Update.
- XV. Announcements.
  - A. Correspondence.
  - B. NSLS Annual Banquet - March 12, 1999.
- XVI. Executive Session. (9:45 PM)
  - A. Sale or Purchase of Real Property.
  - B. Pending or Probable Litigation.
- 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 January 19, 1999

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, January 19, 1999. Vice President Inara Brubaker called the meeting to order at 7:31 PM.

Members Present: Susan Burrows, Inara Brubaker, John Burke, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Members Absent: Eldon Burk.

Also Present: Administrator Sandra Norlin, Martha Sloan, Tony Siciliano, Karen Wallace, Leslie Steiner, Carol Kidd, Kathleen Quirsfeld, Kimbrielle Granderson, William J. Yates.

Sandra introduced new employees, Karen Wallace, Head of Community Services and Tony Siciliano, Coordinator of Computer and Technical Services.

MOTION by Susan Burrows, seconded by John Burke, to accept the agenda as amended by adding after XIII. New Business. D. Attendance at City Council Meetings. VII. Building and Grounds Committee. A. Approval of Maintenance Contract. XIII. New Business. E. Correspondence from Gerard Dempsey of Klein, Thorpe, Jenkins, Ltd. XV. Announcements. A. Correspondence. 1. Construction Grant Agreement. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by John Burke, seconded by John Ciborowski, to approve the Minutes of the regular Board Meeting of December 15, 1998 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Betty Ritter, seconded by John Burke, to approve the Minutes of the Special Board Meeting of January 11, 1999 as amended. 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

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

|                                     |                 |
|-------------------------------------|-----------------|
| 1. Over the Counter Receipts        | \$ 8,017.88     |
| 2. Petty Cash Expenditures          | \$ 56.03        |
| 3. Budget Expenditures for December | \$ 46,356.10    |
| 4. Expenditures Year to Date        | \$ 2,922,286.80 |
| 5. Revenue for December             | \$ 96,093.38    |
| 6. Revenue Year to Date             | \$ 2,991,773.31 |

MOTION by Sarah McConnell seconded by Susan Burrows, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

|                   |                  |
|-------------------|------------------|
| December 07, 1998 | \$ 78,107.26     |
| December 21, 1998 | <u>25,007.60</u> |
| Total             | \$ 103,114.86    |

ROLL CALL VOTE: AYES: Brubaker, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker. NAYS: None. MOTION CARRIED.

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

|         |                   |                    |
|---------|-------------------|--------------------|
| PAYROLL | December 03, 1998 | \$ 54,766.71       |
|         | December 17, 1998 | 59,787.87          |
|         | December 31, 1998 | <u>50,584.19**</u> |
|         | Total             | \$ 165,138.77      |

\*\*Subject to final audit.

ROLL CALL VOTE: AYES: Brubaker, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker. NAYS: None. MOTION CARRIED.

Sandra explained to the Board the necessity of purchasing CD ROM Security Kits to replace the current locked case form of security for CDs and CD ROMs. Kits include a 2-part security strip. The library plans to purchase 6,000 kits at a cost of \$5,820.00 plus shipping and handling.

Motion by Susan Burrows, seconded by John Ciborowski, to purchase through 3M, 6,000 CD ROM Security Kits at a cost of \$5,820.00, plus shipping and handling costs. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

Betty Ritter reported that recent water damage is due to roof snow thawing. A handout with the estimated cost of repairs was distributed to Board members. Sandra reported that funds might be available through (FEMA) Federal Emergency Management Association. Sandra reported that heavy snowfall, plus heat loss from the building, formed ice dams in the gutters and water sought a way out into the building. Gary Valente spoke with Frank Meier of Meier Roofing, but Mr. Meier did not recommend widespread roof repair.

A new housekeeping service will begin on February 1, 1999. Cost of the service is \$1,700.00 per month, which is just \$1.00 more per month than the previous firm.

Betty reported that Gary Valente has obtained prices to add a light sensor safety edge to the library passenger elevator. Sandra approved Anderson Elevator at a cost to the library of \$950.00.

A handout was distributed to Board members with the costs for a full service maintenance agreement for heating, ventilating and air conditioning systems. Gary Valente's recommendation is RMC Engineers for a savings of \$6,000.00 per year based on Northwest Town's original agreement. The contract will provide full parts and labor, including A/C compressors.

MOTION by Betty Ritter, seconded by Sarah McConnell, to approve a full service parts and labor maintenance agreement for mechanical equipment with RMC Engineers to begin February 1, 1999 for an annual cost of \$9,180.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

**MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.**

No report.

PLANNING COMMITTEE - John Burke, Chairman.

No report.

SYSTEM MEMBERSHIP - John Ciborowski

No report.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara reported the next Friends meeting is scheduled for January 26, 1999 at 7:00 PM. The next used book sale is scheduled for March 6 and March 7.

#### ADMINISTRATOR'S REPORT

New employees since the last report are Judith Ream, part-time Reference, Tony Siciliano, Coordinator of Computer and Technical Services, Karen Wallace, Head of Community Services and Penny Sympson, Reference Librarian.

Sandra reported that Holly Richards Sorenson has accepted the position of Head of Adult Services and will begin work on February 3, 1999.

The library has openings for the following four positions: Mobile Library Clerk/Driver, Acquisitions Clerk, Librarian I, Children's, and Library Assistant II, Children's.

Mary Jane Kepner met with all interested staff members on January 15, 1999 to discuss their comments and concerns about the revised evaluation forms and procedures.

The H.W. Wilson Grant is funding a department heads retreat on Friday, February 19, 1999. Mary Jane Kepner and Sharon Colby will facilitate the retreat at the Margarita Inn in Evanston.

The year end figures look very good in all areas. The Board packet included a revised set of reports from 1998, which indicates an increase in overall circulation for the year of 3.31%. Library circulation has increased each year since 1994. Comparison of the collection size graph with the annual circulation graph exhibits the salutary effect a good weeding program can have on circulation.

Two special programs that drew heavy attendance in December were the Holiday Drop-in Craft and the Magic of the Holidays for Grandparents (co-sponsored with

Maine Township).

Sandra attended the joint Staff Holiday Party and Retirement Recognition for Cheryl Mack, Ken Frank, and Gayle Cunningham on December 19. Sandra represented the library as a bell-ringer for the Salvation Army on the City of Des Plaines day for ringing. Carol Kidd and Sandra met with the field representative of the Local Records Unit, Records Management Section of the Illinois Secretary of State Office to update the library's records retention procedures. Sandra met with Angela Tomlinson, CEO of BVM Fifth Media Communications, Inc. on December 29 and January 14 to discuss changes in the library kiosk proposal. Sandra met with the Building Project team on January 5 to discuss and clarify interior design questions. A library team (Sloan, Siciliano, Halotis) and Sandra met with ESD on January 6 to discuss and clarify the voice and data plans for the new library construction documents

#### NEW BUSINESS

The board reviewed the Downing Charitable Trust Fund and the Gertrude G. Duncan Trust Fund. Inara Brubaker questioned why the library placed the Duncan Trust Fund into a 30-month Certificate of Deposit. Sandra advised that she would report back to the Board on this matter after reviewing.

The Board discussed Intersystem Non-Resident Borrowing Privileges and agreed that non-resident system wide cards may be used for intersystem reciprocal borrowing.

MOTION by John Ciborowski, seconded by John Walker, to honor non-resident system wide cards for intersystem reciprocal borrowing. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra reported on the credit card options through PlainsBank of Illinois for the Buy A Brick fundraiser.

The Board approved the lease of a credit card machine that will accept Visa/Master Card/Discover/American Express for the purpose of the Buy A Brick program.

John Burke agreed to attend the February 1 City Council meeting, John Ciborowski the March 1 meeting, Inara Brubaker the March 15 meeting, John Walker the April 5 meeting and Inara Brubaker the April 19 meeting.

Sandra reported that she has received from the Illinois State Library three copies of the agreement between the Illinois State Library and the Des Plaines Public Library for the Live and Learn Construction Grant. The state requests the return of these signed documents immediately. The Board asked Sandra to forward a copy of the signed agreement to the City of Des Plaines. Sandra reported that the state requires the library to obtain 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.

MOTION by Sarah McConnell, seconded by Betty Ritter, to accept the terms of the Live and Learn Construction Grant and to have President Eldon Burk sign the agreement and to have Sandra Norlin send a copy of the signed agreement to the City of Des Plaines. ROLL CALL VOTE: Ayes: Brubaker, Burke, Burrows, Ciborowski, McConnell, Ritter, Walker.

#### UNFINISHED BUSINESS

Sandra reported on the BVM Fifth Media Community Information System. The Board voiced their concerns about the appearance of the kiosk and asked Sandra to discuss these concerns with BVM and to ask for assurance that the kiosk will conform aesthetically to the present and future libraries.

MOTION by Susan Burrows, seconded by John Walker, to approve the rental of the BVM Fifth Media Community Information System for a two-year period at a cost of \$1,500.00 per year, subject to assurance from BVM that the appearance is aesthetically pleasing in the present and future libraries. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

#### CORRESPONDENCE

Sandra reported that City Attorney, David Wiltse, has requested from Gerard Dempsey the documentation that he holds regarding the formation of a library district. The Board strongly disagreed with several points made in the documentation and will ask Gerard Dempsey to update the information at the library's expense. The Board will also request a Special Board Meeting to review the updated information before information is forwarded to David Wiltse.

Ellen Yearwood entered meeting at 9:33 PM.

MOTION by John Burke, seconded by John Ciborowski, not to release documentation from Gerard Dempsey to City Attorney David Wiltse on the formation of a library district, but to request that Gerard Dempsey update all information at the library's expense and that a special board meeting be called so that the new documentation can be reviewed and approved by the Board before releasing this information to City Attorney David Wiltse. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

MOTION by John Burke, seconded by Ellen Yearwood, to enter into an Executive Session to discuss purchase or lease of real property and pending or probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:24 PM and was called to order by Vice President Inara Brubaker.

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

The meeting adjourned at 10:26 PM.

Minutes prepared by Carol Kidd

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF JANUARY 1999

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

|                                    |               |
|------------------------------------|---------------|
| 1. Over the Counter Receipts       | \$ 9,144.53   |
| 2. Petty Cash Expenditures         | \$ 29.84      |
| 3. Budget Expenditures for January | \$ 202,429.67 |
| 4. Expenditures Year to Date       | \$ 202,429.67 |
| 5. Revenue for January             | \$ 11,059.42  |
| 6. Revenue Year to Date            | \$ 11,059.42  |

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

|                  |                  |
|------------------|------------------|
| January 04, 1999 | \$ 24,825.79     |
| January 18, 1999 | <u>72,354.21</u> |
| Total            | \$ 97,180.00     |

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

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

|                          |                  |
|--------------------------|------------------|
| PAYROLL January 18, 1999 | \$ 56,555.98     |
| January 29, 1999         | <u>59,894.33</u> |
| Total                    | \$ 116,450.31    |

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

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - JANUARY 1999

|                | January 1998 | January 1999 | 1998 to Date | 1999 to Date |
|----------------|--------------|--------------|--------------|--------------|
| Lost Materials | \$ 475.72    | \$ 505.88    | \$ 475.72    | \$ 505.88    |
| Fines          | 6,498.73     | 6,297.32     | 6,498.73     | 6,297.32     |
| Damage         | 25.95        | 32.90        | 25.95        | 32.90        |
| Fees           | 202.84       | 583.58       | 202.84       | 583.58       |
| Copies         | 1,925.95     | 1,705.95     | 1,925.95     | 1,705.95     |
| Miscellaneous  | 19.76        | 18.90        | 19.76        | 18.90        |
| Totals         | \$9,148.95   | \$ 9,144.53  | \$9,148.95   | \$9,144.53   |

## PETTY CASH EXPENDITURES - January

|        |                      |         |
|--------|----------------------|---------|
| 960070 | Auto/Travel Expenses | 5.95    |
| 970260 | Postage              | 1.14    |
| 970100 | Supplies             | 5.59    |
| 970100 | Supplies             | 17.16   |
|        | Total                | \$29.84 |

ACCOUNTING PERIOD: 1/99

## BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='201'

## FUND - 201 - PUBLIC LIBRARY FUND

| ACCOUNT | TITLE                       | DEBITS       | CREDITS      |
|---------|-----------------------------|--------------|--------------|
| 101000  | PETTY CASH                  | 300.00       |              |
| 102007  | CASH PB PAYROLL 276329401   |              | 33,837.34    |
| 102008  | CASH PB DISBRST 276502401   | 36,605.47    |              |
| 102012  | CASH IPTIP/FOA 7139200161   | .00          |              |
| 102026  | CASH FIRST BANK ACCUMULTN   | .00          |              |
| 102051  | CASH PLAINSBANK ACCUMULTN   | .00          |              |
|         | TOTAL CASH                  | 37,105.47    | 33,837.34    |
| 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          |              |
| 113000  | RECEIVABLE-PROPERTY TAXES   | 2,669,583.00 |              |
| 119200  | RECEIVABLE-MISC             | .00          |              |
|         | TOTAL ACCOUNTS RECEIVABLE   | 2,669,583.00 | .00          |
|         | TOTAL ASSETS                | 2,743,903.89 | 83,837.34    |
| 401000  | ACCOUNTS PAYABLE            | 21,530.31    |              |
| 410020  | ESCROW DEPOSITS             |              | .00          |
|         | TOTAL DEPOSITS              | .00          | .00          |
| 430010  | DUE TO-CORPORATE GENL       |              | .00          |
| 430080  | DUE TO-EMPL RETRMNT 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          |              | 66,153.24    |
|         | TOTAL CURRENT LIABILITIES   | 21,530.31    | 2,735,736.24 |
|         | TOTAL LIABILITIES           | 21,530.31    | 2,735,736.24 |
|         | TOTAL SYSTEM CONTROL        | 3,591,879.23 | 3,395,432.42 |
| 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              | 3,591,879.23 | 3,537,739.35 |

02/03/99

CITY OF DES PLAINES

ACCOUNTING PERIOD: 1/99

BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

| ACCOUNT - - - - -         | TITLE - - - - - | DEBITS       | CREDITS      |
|---------------------------|-----------------|--------------|--------------|
| TOTAL PUBLIC LIBRARY FUND |                 | 6,337,313.43 | 6,337,313.43 |
| TOTAL REPORT              |                 | 6,337,313.43 | 6,337,313.43 |

ACCOUNTING PERIOD: 1/99

SELECTION CRITERIA: revldgr.fund=201

FUND - 201 - PUBLIC LIBRARY FUND  
FUN N - 201 - PUBLIC LIBRARY FUND

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>REVENUE | BALANCE      | YTD/<br>BIB |
|--------------|---------------------------|--------------|--------------------|-------------|-------------------------|--------------|-------------|
| 810010       | PROPERTY TAXES 1993       | 00           | .00                | .00         | .00                     | .00          | .00         |
| 810011       | PROPERTY TAXES 1994       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810012       | PROPERTY TAXES 1995       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810013       | PROPERTY TAXES 1996       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810014       | PROPERTY TAXES 1997       | 40,000.00    | .00                | .00         | .00                     | 40,000.00    | .00         |
| 810015       | PROPERTY TAXES 1998       | 2,941,669.00 | .00                | .00         | .00                     | 2,941,669.00 | .00         |
| TOTAL        | PROPERTY TAXES            | 2,981,669.00 | .00                | .00         | .00                     | 2,981,669.00 | .00         |
| 810800       | PERSONAL PROP REPL TAX    | 92,988.00    | .00                | .00         | .00                     | 92,988.00    | .00         |
| TOTAL        | TAXES                     | 3,074,657.00 | .00                | .00         | .00                     | 3,074,657.00 | .00         |
| 822040       | STATE GRANT:PER CAPITA    | 66,768.00    | .00                | .00         | .00                     | 66,768.00    | .00         |
| 822080       | STATE GRANT:LIB TECH      | 12,500.00    | .00                | .00         | .00                     | 12,500.00    | .00         |
| TOTAL        | STATE GRANTS              | 79,268.00    | .00                | .00         | .00                     | 79,268.00    | .00         |
| TOTAL        | INTERGOVERNMENTAL REVENUE | 79,268.00    | .00                | .00         | .00                     | 79,268.00    | .00         |
| 850102       | LIBRARY FINES             | 90,000.00    | 6,331.88           | .00         | 6,331.88                | 83,668.12    | .07         |
| TOTAL        | FINES                     | 90,000.00    | 6,331.88           | .00         | 6,331.88                | 83,668.12    | .07         |
| 856          | COPYING FEE               | 25,000.00    | 1,601.85           | .00         | 1,601.85                | 23,398.15    | .06         |
| 950          | SPECIAL PROGRAMS & EVENTS | 18,000.00    | .00                | .00         | .00                     | 18,000.00    | .00         |
| TOTAL        | FEES AND SERVICES         | 43,000.00    | 1,601.85           | .00         | 1,601.85                | 41,398.15    | .04         |
| TOTAL        | FINES, FEES, AND SERVICES | 133,000.00   | 7,933.73           | .00         | 7,933.73                | 125,066.27   | .06         |
| 890010       | INTEREST INCOME           | 5,000.00     | .00                | .00         | .00                     | 5,000.00     | .00         |
| 890050       | SALE OF FIXED ASSETS      | .00          | .00                | .00         | .00                     | .00          | .00         |
| 898900       | TRANSFER FROM OTHER FUNDS | .00          | .00                | .00         | .00                     | .00          | .00         |
| 899900       | MISCELLANEOUS REVENUE     | 11,000.00    | 3,125.69           | .00         | 3,125.69                | 7,874.31     | .28         |
| TOTAL        | OTHER REVENUE             | 16,000.00    | 3,125.69           | .00         | 3,125.69                | 12,874.31    | .20         |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,925.00 | 11,059.42          | .00         | 11,059.42               | 3,291,865.53 | .00         |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,925.00 | 11,059.42          | .00         | 11,059.42               | 3,291,865.53 | .00         |
| TOTAL REPORT |                           | 3,302,925.00 | 11,059.42          | .00         | 11,059.42               | 3,291,865.53 | .00         |

ACCOUNTING PERIOD: 1/99

SELECTION CRITERIA: expldgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND  
FUN M - 400 - CIVIC & CULTURE  
DEPT - 2110 - LIBRARY SERVICES

| ACCOUNT | TITLE                     | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE ENC + EXP | AVAILABLE BALANCE | YTD/ BUD |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 910100  | SALARIES                  | 1,318,478.00 | 67,728.67           | .00                      | 67,728.67              | 1,150,749.33      | .06      |
| 910200  | TEMPORARY WAGES           | 442,767.00   | 34,382.26           | .00                      | 34,382.26              | 408,384.74        | .08      |
| 910300  | SUPERVISORY OVERTIME      | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 910400  | NON-SUPERVISORY OVERTIME  | 500.00       | 56.57               | .00                      | 56.57                  | 443.43            | .11      |
| 910500  | VACATION PAY              | .00          | 6,835.52            | .00                      | 6,835.52               | -6,835.52         | .00      |
| 910600  | SICK PAY                  | .00          | 421.93              | .00                      | 421.93                 | -421.93           | .00      |
| 910700  | HOLIDAY PAY               | .00          | 7,015.36            | .00                      | 7,015.36               | -7,015.36         | .00      |
| 910900  | ACT/OUT OF CLASS/PREMIUM  | 1,000.00     | .00                 | .00                      | .00                    | 1,000.00          | .00      |
| 910950  | EXCESS SICK HRS PAY OUT   | 18,100.00    | 10,942.20           | .00                      | 10,942.20              | 7,157.80          | .60      |
| 918010  | UNEMPLOYMENT COMPENSATION | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 918020  | EMPLOYER CONTR-F.I.C.A.   | 126,950.00   | 9,610.47            | .00                      | 9,610.47               | 117,339.53        | .08      |
| 918021  | EMPLOYER CONTR-I.N.R.F.   | 116,459.00   | 6,882.49            | .00                      | 6,882.49               | 109,576.51        | .06      |
| 918040  | LIFE INS PREMIUMS         | 4,738.00     | 297.00              | .00                      | 297.00                 | 4,441.00          | .06      |
| 918050  | MEDICAL INS PREMIUMS      | 164,735.00   | 7,183.16            | .00                      | 7,183.16               | 157,551.84        | .04      |
| 918060  | TUITION REIMBURSEMENTS    | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 918070  | WORKERS COMPENSATION      | 3,800.00     | 240.14              | .00                      | 240.14                 | 3,559.86          | .06      |
| TOTAL   | PERSONAL SERVICES         | 2,101,527.00 | 151,605.77          | .00                      | 151,605.77             | 1,949,921.23      | .07      |
| 920110  | PROFESSIONAL CONSULTING   | 20,000.00    | .00                 | .00                      | .00                    | 20,000.00         | .00      |
| 920120  | COMMUNICATION SERVICES    | 25,000.00    | .00                 | .00                      | .00                    | 25,000.00         | .00      |
| 920130  | DATA PROCESSING SERVICES  | 55,000.00    | .00                 | .00                      | .00                    | 55,000.00         | .00      |
| 920140  | CONFERENCES               | 3,000.00     | .00                 | .00                      | .00                    | 3,000.00          | .00      |
| 920204  | TRAINING                  | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 920206  | SEMINARS                  | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 920210  | IN-SERVICE TRAINING       | 3,000.00     | .00                 | .00                      | .00                    | 3,000.00          | .00      |
| 920220  | MEMBERSHIP DUES           | 3,000.00     | 330.00              | .00                      | 330.00                 | 2,670.00          | .11      |
| 920230  | PUBLICATION OF NOTICES    | 1,000.00     | .00                 | .00                      | .00                    | 1,000.00          | .00      |
| 920850  | SUBSIDY:1994 E.R.P. TRANS | 25,600.00    | 818.39              | .00                      | 818.39                 | 24,781.61         | .03      |
| TOTAL   | SUBSIDIES,REBATES,CONTRIB | 25,600.00    | 818.39              | .00                      | 818.39                 | 24,781.61         | .03      |
| 920900  | PROPERTY/LIAB CONTRIBUTIO | 42,000.00    | .00                 | .00                      | .00                    | 42,000.00         | .00      |
| 930010  | R & M EQUIPMENT           | 42,600.00    | 2,635.75            | .00                      | 2,635.75               | 39,964.25         | .06      |
| 930020  | R & M BLDGS & STRUCTURES  | 45,900.00    | 302.47              | .00                      | 302.47                 | 45,597.53         | .01      |
| 930030  | R & M VEHICLES            | 1,500.00     | .00                 | .00                      | .00                    | 1,500.00          | .00      |
| 930145  | BOOK BINDING & REPAIR     | 6,000.00     | .00                 | .00                      | .00                    | 6,000.00          | .00      |
| 930210  | RENTAL OF EQUIPMENT       | 2,900.00     | .00                 | .00                      | .00                    | 2,900.00          | .00      |
| 930320  | CLEANING-CUSTODIAL SERU   | 25,000.00    | .00                 | .00                      | .00                    | 25,000.00         | .00      |
| 960070  | AUTO/TRAVEL EXPENSES      | 3,000.00     | .00                 | .00                      | .00                    | 3,000.00          | .00      |
| 960210  | SPECIAL EVENT PROGRAMMING | 15,000.00    | 575.00              | .00                      | 575.00                 | 14,425.00         | .04      |
| 960990  | MISC CONTRACTUAL SVCS     | 70,000.00    | 7,262.00            | .00                      | 7,262.00               | 62,738.00         | .10      |
| TOTAL   | CONTRACTUAL SERVICES      | 392,600.00   | 11,923.61           | .00                      | 11,923.61              | 380,676.39        | .03      |
| 970100  | SUPPLIES                  | 42,000.00    | .00                 | .00                      | .00                    | 42,000.00         | .00      |
| 970110  | NEALS (PRSHRS/WRKRS/VOLS) | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 970120  | JANITORIAL                | 15,000.00    | .00                 | .00                      | .00                    | 15,000.00         | .00      |
| 970130  | COPYING/FAX SUPPLIES      | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 970140  | POSTAGE AND PARCEL        | 13,200.00    | 2,000.00            | .00                      | 2,000.00               | 11,200.00         | .15      |
| 970200  | PRINTING-REPROD-BINDING   | 10,300.00    | .00                 | .00                      | .00                    | 10,300.00         | .00      |



02/07/99

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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ACCOUNTING PERIOD: 1/79

SELECTION CRITERIA: expledgr.fund='201'

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

| ACCOUNT | TITLE                     | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE ENC + EXP | AVAILABLE BALANCE | YTD/300 |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|---------|
| 970600  | BOOKS                     | 400,000.00   | 7,406.19            | .00                      | 7,406.19               | 392,593.81        | .02     |
| 970610  | AUDIO MATERIALS           | 45,500.00    | .00                 | .00                      | .00                    | 45,500.00         | .00     |
| 970620  | SUBSCRIPTIONS & BOOKS     | 62,000.00    | 1,883.20            | .00                      | 1,883.20               | 60,116.80         | .03     |
| 970630  | VISUAL MATERIALS          | 42,500.00    | .00                 | .00                      | .00                    | 42,500.00         | .00     |
| 970640  | AUTOMATED REFERENCE MAT'L | 62,100.00    | 25,610.90           | .00                      | 25,610.90              | 36,489.10         | .41     |
| 970810  | NATURAL GAS               | 14,000.00    | .00                 | .00                      | .00                    | 14,000.00         | .00     |
| 970820  | ELECTRICITY               | 500.00       | .00                 | .00                      | .00                    | 500.00            | .00     |
| 970840  | DIESEL                    | .00          | .00                 | .00                      | .00                    | .00               | .00     |
| 970850  | GASOLINE                  | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00     |
| TOTAL   | COMMODITIES               | 711,100.00   | 38,900.29           | .00                      | 38,900.29              | 672,199.71        | .05     |
| 980300  | IMPROVEMENTS              | .00          | .00                 | .00                      | .00                    | .00               | .00     |
| 980400  | EQUIPMENT                 | 97,450.00    | .00                 | .00                      | .00                    | 97,450.00         | .00     |
| 980410  | COMPUTER HARDWARE         | .00          | .00                 | .00                      | .00                    | .00               | .00     |
| 980420  | COMPUTER SOFTWARE         | .00          | .00                 | .00                      | .00                    | .00               | .00     |
| 980500  | VEHICLES                  | .00          | .00                 | .00                      | .00                    | .00               | .00     |
| 980600  | FURNITURE & FIXTURES      | 2,700.00     | .00                 | .00                      | .00                    | 2,700.00          | .00     |
| TOTAL   | CAPITAL EXPENDITURES      | 100,150.00   | .00                 | .00                      | .00                    | 100,150.00        | .00     |
| 9907    | BANK/TRUST/AGENCY FEES    | 130.00       | .00                 | .00                      | .00                    | 130.00            | .00     |
| 9908    | 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          | 3,317,605.00 | 202,429.67          | .00                      | 202,429.67             | 3,115,175.33      | .06     |

02/03/99  
 ACCOUNTING PERIOD: 1/99  
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CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND  
 FUND - 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  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 920120       | COMMUNICATION SERVICES   | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 960070       | AUTO/TRAVEL EXPENSES     | 5,000.00     | .00                 | .00                      | .00                    | 5,000.00          | .00      |
| 960990       | MISC CONTRACTUAL SVCS    | 41,768.00    | .00                 | .00                      | .00                    | 41,768.00         | .00      |
| TOTAL        | CONTRACTUAL SERVICES     | 46,768.00    | .00                 | .00                      | .00                    | 46,768.00         | .00      |
| 980400       | EQUIPMENT                | 20,000.00    | .00                 | .00                      | .00                    | 20,000.00         | .00      |
| 980420       | COMPUTER SOFTWARE        | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980500       | VEHICLES                 | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| TOTAL        | CAPITAL EXPENDITURES     | 20,000.00    | .00                 | .00                      | .00                    | 20,000.00         | .00      |
| TOTAL        | IL LIBRARY PER CAP GRANT | 66,768.00    | .00                 | .00                      | .00                    | 66,768.00         | .00      |
| TOTAL        | CIVIC & CULTURE          | 3,384,373.00 | 202,429.67          | .00                      | 202,429.67             | 3,181,943.33      | .66      |
| TOTAL        | PUBLIC LIBRARY FUND      | 3,384,373.00 | 202,429.67          | .00                      | 202,429.67             | 3,181,943.33      | .66      |
| TOTAL REPORT |                          | 3,384,373.00 | 202,429.67          | .00                      | 202,429.67             | 3,181,943.33      | .66      |

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12/29/98  
ACCOUNTING PERIOD: 12/98

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/04/1999'

201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR                          | PURCHASE OR INVOICE | AMOUNT   |
|--------------|---------|---------------------------|---------------------------------|---------------------|----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 25529 KLEIN, THORPE & JENKINS   | 79229               | 3,217.20 |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06827 CELLULAR ONE              | 49682107            | 27.63    |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 07007 PSINET, INC.              | 2167226             | 1,180.73 |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106 COOPERATIVE COMPUTER SERV | NOVEMBER 98         | 2,176.55 |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | ATTACH              | 20.00    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829 CITY OF DES PLAINES EMPLO | DECEMBER 98         | 396.27   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829 CITY OF DES PLAINES EMPLO | DECEMBER 98         | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829 CITY OF DES PLAINES EMPLO | DECEMBER 98         | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135 CITY OF DES PLAINES EMPLO | DECEMBER 98         | 60.24    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135 CITY OF DES PLAINES EMPLO | DECEMBER 98         | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135 CITY OF DES PLAINES EMPLO | DECEMBER 98         | 18.93    |
| 2110         | 930010  | R & M EQUIPMENT           | 05076 NORB & SONS ELECTRIC, INC | 11-30-98            | 263.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 06790 TOWER COMPUTER SYSTEMS    | 0042911-IN          | 100.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 72106 COOPERATIVE COMPUTER SERV | NOVEMBER 98         | 399.03   |
| 2110         | 930195  | BOOK BINDING & REPAIR     | 05479 HOUCHEM BINDERY LTD       | 060844              | 596.51   |
| 2110         | 930195  | BOOK BINDING & REPAIR     | 05479 HOUCHEM BINDERY LTD       | 061937              | 470.43   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 0000435067          | -1.53    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003471117          | 17.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003467811          | 19.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003450286          | 15.15    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003460078          | 36.95    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003487748          | 27.35    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003490870          | 21.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 70067 NORBERT SOLARZ            | 164851              | 30.00    |
| 2110         | 970100  | SUPPLIES                  | 00098 ALPINE CAMERA COMPANY     | 2532                | 12.95    |
| 2110         | 970100  | SUPPLIES                  | 00098 ALPINE CAMERA COMPANY     | 2530                | 47.63    |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NDB11100            | 401.38   |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NFC54100            | 23.33    |
| 2110         | 970100  | SUPPLIES                  | 04832 BRUDNO ART SUPPLY         | BL113177            | 20.00    |
| 2110         | 970100  | SUPPLIES                  | 05237 JOYCE PIAGARI             | REIMB               | 18.79    |
| 2110         | 970100  | SUPPLIES                  | 20177 DEMCO EDUCATIONAL CORP    | 430707              | 110.90   |
| 2110         | 970100  | SUPPLIES                  | 20177 DEMCO EDUCATIONAL CORP    | 435491              | 153.38   |
| 2110         | 970100  | SUPPLIES                  | 43765 DOMINICKS FINER FOODS     | 1688671             | 98.15    |
| 2110         | 970100  | SUPPLIES                  | 89575 RIVERSHORE READING STORE  | 98-5910             | 279.00   |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 05147 SONYA STAHL               | 12-3-98             | 268.12   |
| 2110         | 970170  | JANITORIAL                | 08666 IDEAL UNIFORM SERVICE     | 546882              | 15.95    |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933 POSTMASTER                | 12-16-98            | 1,000.00 |
| 2110         | 970600  | BOOKS                     | 02191 BOOK WHOLESALERS, INC.    | 766329              | 220.54   |
| 2110         | 970600  | BOOKS                     | 02958 MARQUIS WHO'S WHO         | 045029              | 263.27   |
| 2110         | 970600  | BOOKS                     | 03363 WEST GROUP                | 748-441-028         | 434.01   |
| 2110         | 970600  | BOOKS                     | 06423 SIMON & SCHUSTER          | 3341977             | 186.00   |
| 2110         | 970600  | BOOKS                     | 06423 SIMON & SCHUSTER          | 3405889             | 116.76   |
| 2110         | 970600  | BOOKS                     | 06423 SIMON & SCHUSTER          | 3396602             | 129.51   |
| 2110         | 970600  | BOOKS                     | 07419 GALE RESEARCH             | 8656439             | 105.40   |
| 2110         | 970600  | BOOKS                     | 07439 GALE RESEARCH             | 8658064             | 134.89   |
| 2110         | 970600  | BOOKS                     | 07439 GALE RESEARCH             | 8650998             | 273.54   |
| 2110         | 970600  | BOOKS                     | 08285 R.R. BOWKER               | 851592              | 467.54   |
| 2110         | 970600  | BOOKS                     | 09273 THE GREAT BOOKS FOUNDATIO | 064965              | 612.61   |
| 2110         | 970600  | BOOKS                     | 09431 LEXIS LAW PUBLISHING      | 559882              | 105.24   |
| 2110         | 970600  | BOOKS                     | 09432 FOC PUBLISHING CORPORATIO | 9811155-IN          | 24.95    |
| 2110         | 970600  | BOOKS                     | 19776 BAKER & TAYLOR, INC.      | 2003450285          | 161.13   |

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12/29/98

ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/04/1999'

201 - PUBLIC LIBRARY FUND

| ORGANIZATION           | ACCOUNT | TITLE                 | VENDOR | PURCHASE OR INVOICE       | AMOUNT     |           |
|------------------------|---------|-----------------------|--------|---------------------------|------------|-----------|
| 2110                   | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003487747 | 715.60    |
| 2110                   | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003471116 | 436.75    |
| 2110                   | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003490869 | 748.31    |
| 2110                   | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002261397 | 201.05    |
| 2110                   | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003467810 | 679.03    |
| 2110                   | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003460077 | 988.97    |
| 2110                   | 970600  | BOOKS                 | 58875  | INGRAM                    | 27229844   | 21.42     |
| 2110                   | 970600  | BOOKS                 | 82668  | POLONIA BOOK STORES       | 005244     | 98.58     |
| 2110                   | 970610  | AUDIO MATERIALS       | 00284  | HIGHBRIDGE CO.            | 14076137   | 823.50    |
| 2110                   | 970610  | AUDIO MATERIALS       | 05997  | BORDERS                   | 13691      | 326.51    |
| 2110                   | 970610  | AUDIO MATERIALS       | 07975  | BAKER & TAYLOR ENTERTAINM | 233825060  | 16.47     |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 12-9-98-2  | 44.47     |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 12-11-98-1 | 38.94     |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 12-11-98-2 | 107.63    |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 12-9-98-1  | 78.63     |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 12-11-98-4 | 43.74     |
| 2110                   | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3319156M   | 14.90     |
| 2110                   | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3322869M   | 5.00      |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 792748     | 713.20    |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 790916     | 5.95      |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 789860     | 1,288.00  |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS | 43806  | NORTH SUBURBAN LIBRARY SY |            | 100.00    |
| 2110                   | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 224746     | 37.00     |
| 2110                   | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 224991     | 75.00     |
| 2110                   | 970630  | VISUAL MATERIALS      | 06790  | TOWER COMPUTER SYSTEMS    | 0042660-IN | 475.36    |
| 2110                   | 970630  | VISUAL MATERIALS      | 06790  | TOWER COMPUTER SYSTEMS    | 0042661-IN | 1,287.58  |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04319201   | 30.06     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04399496   | 38.46     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04481381   | 27.98     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04443262   | 16.09     |
| TOTAL LIBRARY SERVICES |         |                       |        |                           |            | 24,825.79 |
| TOTAL FUND             |         |                       |        |                           |            | 24,825.79 |

1-  
 (2)  
 (7)  
 (01/11/99)

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/99

SELECTION CRITERIA: payable\_due\_date='01/19/1999'

001 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|--------------|---------|---------------------------|--------|---------------------------|--------------------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 09215  | JUDITH K. REAM            | 12/1-12/31 340.00  |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 25529  | KLEIN, THORPE & JENKINS   | 1,348.55           |
| 2110         | 920120  | COMMUNICATION SERVICES    | 05851  | SPRINT                    | 844318621 55.85    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 217T327187 -12.47  |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 8478033977 261.52  |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 8478275551 307.92  |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 19776  | BAKER & TAYLOR, INC.      | Z10NSS120M 656.00  |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106  | COOPERATIVE COMPUTER SERV | 11-4-98 1,341.51   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106  | COOPERATIVE COMPUTER SERV | 12-3-98 1,345.65   |
| 2110         | 920204  | TRAINING                  | 43806  | NORTH SUBURBAN LIBRARY SY | 12/1-12/31 135.00  |
| 2110         | 920220  | MEMBERSHIP DUES           | 20127  | ILLINOIS LIBRARY ASSOCIAT | CIBOROWSKI 40.00   |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | BURTER 145.00      |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | RITTER 145.00      |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | JANUARY 99 162.01  |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | JANUARY 99 396.27  |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | JANUARY 99 162.01  |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | JANUARY 99 18.93   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | JANUARY 99 18.93   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | JANUARY 99 60.24   |
| 2110         | 930010  | R & M EQUIPMENT           | 04501  | THREE M BUSINESS PROD     | ES61269 2,173.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 06790  | TOWER COMPUTER SYSTEMS    | 0042933-IN 90.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 07424  | NEOPOST                   | M110049101 239.00  |
| 2110         | 930010  | R & M EQUIPMENT           | 08090  | WEST TOWN REFRIGERATION C | 093432 1,277.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 53253  | DISTINCTIVE BUSINESS PROD | 306803 223.75      |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 05064  | OTIS ELEVATOR             | CY07369V199 302.47 |
| 2110         | 930030  | R & M VEHICLES            | 78502  | ACME TRUCK BRAKE AND SUPP | 8355080 67.86      |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 04365  | SANDRA NORLIN             | REIMB 51.20        |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 04997  | JOHN LAVALIE              | REIMB 15.63        |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09272  | AMERICAN EAGLE PRODUCTION | 1-17-99 300.00     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09467  | CIRCUS BOY THEATRES       | 11-5-98 375.00     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09468  | ZOYA SADKHIN              | 12-20-98 100.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09469  | JACQUI NEURAUTER          | 100.00             |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 87319  | MID AMERICA CHARTER LINES | 63312 286.00       |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 87319  | MID AMERICA CHARTER LINES | 63311 391.20       |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 06789  | AMBASSADOR BUSINESS SOLUT | 6379658 95.75      |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 07170  | GRAPHIC SOLUTIONS         | 6272 1,178.00      |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 07581  | ARLINGTON HEIGHTS MEMORIA | 98-013 5,742.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09466  | PHYLLIS A. JOHNSON        | REIMB 30.00        |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003501545 13.80   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003532763 49.80   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003508423 23.55   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003503935 24.80   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003541814 10.95   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003520583 18.95   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 70067  | NORBERT SOLARZ            | 164852 27.00       |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 73978  | CANON FINANCIAL SERVICES, | 0079448 1,520.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 73978  | CANON FINANCIAL SERVICES, | 1641157-1 1,520.00 |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NNNGT91300 93.53   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | JSB71598 -30.75    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NC094800 127.24    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | JSB72800 30.75     |

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ACCOUNTING PERIOD: 1/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/18/1999'

201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT              |
|--------------|---------|---------------------------|--------|---------------------------|---------------------|
| 2110         | 970100  | SUPPLIES                  | 07607  | SCHOOL-TECH INC.          | 796143 20.50        |
| 2110         | 970100  | SUPPLIES                  | 09046  | CHRISTINE POSINGER        | REIMB 14.31         |
| 2110         | 970100  | SUPPLIES                  | 19714  | GAYLORD BROS              | OF12960004 113.06   |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 443717 412.49       |
| 2110         | 970100  | SUPPLIES                  | 59025  | KRONOS INC                | 854127 101.57       |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 03422  | GOURMET EXPRESS, INC      | 1859 59.00          |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 061088-00 10.60     |
| 2110         | 970170  | JANITORIAL                | 05407  | THE HOME DEPOT/GEFC       | 7901617099 9 97.81  |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 552467 15.95        |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 549832 15.95        |
| 2110         | 970170  | JANITORIAL                | 17352  | RADIO SHACK               | 001342 38.94        |
| 2110         | 970170  | JANITORIAL                | 33643  | STEINER ELECTRIC COMPANY  | 98610227 68.25      |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933  | POSTMASTER                | 1-05-99 2,000.00    |
| 2110         | 970260  | POSTAGE AND PARCEL        | 40311  | FEDERAL EXPRESS CORP.     | 4-729-22154 27.75   |
| 2110         | 970600  | BOOKS                     | 00302  | AMERICAN BUSINESS INFORMA | 98-24-573901 410.00 |
| 2110         | 970600  | BOOKS                     | 02191  | BOOK WHOLESALERS, INC.    | 775013 139.79       |
| 2110         | 970600  | BOOKS                     | 04964  | WHEELER PUBLISHING, INC.  | 102060 157.20       |
| 2110         | 970600  | BOOKS                     | 05500  | WORLD BOOK EDUCATIONAL PR | 000011930 725.00    |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3409386 17.56       |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3427581 68.84       |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3420618 78.59       |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3427122 108.55      |
| 2110         | 970600  | BOOKS                     | 07439  | GALE RESEARCH             | 8715894 104.99      |
| 2110         | 970600  | BOOKS                     | 07439  | GALE RESEARCH             | 8695069 144.09      |
| 2110         | 970600  | BOOKS                     | 07439  | GALE RESEARCH             | 8702953 144.09      |
| 2110         | 970600  | BOOKS                     | 07439  | GALE RESEARCH             | 8718355 134.89      |
| 2110         | 970600  | BOOKS                     | 07527  | STAGE & SCREEN            | 09002165448 30.28   |
| 2110         | 970600  | BOOKS                     | 08365  | DOWNTOWN BOOK CENTER      | 00052841 348.15     |
| 2110         | 970600  | BOOKS                     | 09465  | AMA BOOK & PRODUCTS       | 41996862 614.95     |
| 2110         | 970600  | BOOKS                     | 14465  | INSTY PRINTS              | 203413 190.28       |
| 2110         | 970600  | BOOKS                     | 19764  | BRO-DART INC              | M098082 7,320.00    |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 3002278504 343.84   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003508422 485.57   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003503934 443.21   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 3002293644 162.51   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003520582 425.57   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003532762 1,352.60 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003501544 349.50   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003541813 508.12   |
| 2110         | 970600  | BOOKS                     | 20232  | REGENT BOOK COMPANY       | 81852 10.83         |
| 2110         | 970600  | BOOKS                     | 20270  | NATIONAL REGISTER PUBLISH | 146689 764.92       |
| 2110         | 970600  | BOOKS                     | 20270  | NATIONAL REGISTER PUBLISH | 146857 611.73       |
| 2110         | 970600  | BOOKS                     | 21913  | RAND McNALLY & CO         | 05184768 299.54     |
| 2110         | 970600  | BOOKS                     | 35225  | MATTHEW BENDER & CO., INC | 74148621 59.48      |
| 2110         | 970600  | BOOKS                     | 68820  | MARSHALL CAVENDISH CORP.  | R444384 142.81      |
| 2110         | 970610  | AUDIO MATERIALS           | 00284  | HIGHBRIDGE CO.            | 14081921 12.95      |
| 2110         | 970610  | AUDIO MATERIALS           | 02482  | CHIVERS NORTH AMERICA     | 168221 6.50         |
| 2110         | 970610  | AUDIO MATERIALS           | 06253  | TIME LIFE EDUCATION INC   | P50874880001 58.84  |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 12-22-98-1 65.79    |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 12-22-98-2 69.37    |
| 2110         | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3344297P 264.00     |

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01/11/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/99

SELECTION CRITERIA: payable\_due\_date='01/13/1999'

FUND: 301 - PUBLIC LIBRARY FUND

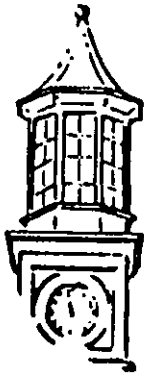
| ORGANIZATION           | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT                |
|------------------------|---------|---------------------------|--------|---------------------------|-----------------------|
| 2110                   | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3336687P 341.00       |
| 2110                   | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3334542M 10.00        |
| 2110                   | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3341399M 5.00         |
| 2110                   | 970610  | AUDIO MATERIALS           | 80139  | RECORDED BOOKS INC        | 799069 5.95           |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 07290  | ON-TIME DISTRIBUTION INC. | 990001 1,868.20       |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 43806  | NORTH SUBURBAN LIBRARY SY | 12-18-98 15.00        |
| 2110                   | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 225299 37.00          |
| 2110                   | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 225298 38.00          |
| 2110                   | 970630  | VISUAL MATERIALS          | 07975  | BAKER & TAYLOR ENTERTAINM | 234261890 52.30       |
| 2110                   | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 04574536 16.77        |
| 2110                   | 970640  | AUTOMATED REFERENCE MAT'L | 00302  | AMERICAN BUSINESS INFORMA | 98-24-580513 2,020.00 |
| 2110                   | 970640  | AUTOMATED REFERENCE MAT'L | 05747  | UMI                       | D1096372 11,890.00    |
| 2110                   | 970640  | AUTOMATED REFERENCE MAT'L | 63337  | INFORMATION ACCESS CO     | 1218189 11,700.90     |
| 2110                   | 970810  | NATURAL GAS               | 08089  | NICOR ENERGY              | 130569670 788.58      |
| TOTAL LIBRARY SERVICES |         |                           |        |                           | 72,354.21             |
| TOTAL FUND             |         |                           |        |                           | 72,354.21             |

March

5

AMBERY





DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 16, 1999

7:30 PM

- Agenda:
- Review Contract for Interior Design Services
  - Executive Session - To discuss
    - Purchase or lease of real property
    - Pending or probable litigation

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

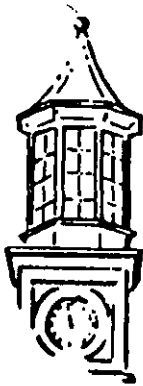
## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting March 16, 1999 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, February 16, 1999. (Action Item)  
Resolution Honoring Sarah McConnell.
- 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. (8:10 PM)
  - A. Review Contract for FF&E Design Services.
  - B. Report of March 15, 1999 Building Project Meeting.
  - C. Special Meeting for Interior Sign-Off on April 27, 1999 at 6:00 PM.
- VIII. Management Committee – Ellen Yearwood. (8:20 PM)
  - A. Report of March 3, 1999 Meeting.

- 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. (9:00 PM)
  - A. Finance Committee Appointments.
- XIV. Unfinished Business. (9:15 PM)
- XV. Announcements.
  - A. Correspondence.
  - B. Survey Raw Data from CCS.
- XVI. Executive Session. (9:45 PM)
  - A. Sale or Purchase of Real Property.
  - B. Pending or Probable Litigation.
- XVII. Adjournment. (10:30 PM)



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

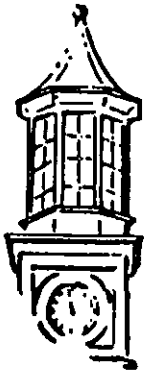
### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

Agenda for the Regular Meeting  
March 16, 1999 - 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, February 16, 1999. (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. (8:10 PM)
  - A. Review Contract for FF&E Design Services.
- VIII. Management Committee – Ellen Yearwood. (8:20 PM)
  - A. Report of March 3, 1999 Meeting.

- 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. (9:00 PM)
  - A. Finance Committee Appointments.
- XIV. Unfinished Business. (9:15 PM)
- XV. Announcements.
  - A. Correspondence.
  - B. Survey Raw Data from CCS.
- XVI. Executive Session. (9:45 PM)
  - A. Sale or Purchase of Real Property.
  - B. Pending or Probable Litigation.
- 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 February 16, 1999

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, February 16, 1999. President Eldon Burk called the meeting to order at 7:30 PM.

Members Present: Susan Burrows; Inara Brubaker, Eldon Burk, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Member Absent: John Burke.

Also Present: Administrator Sandra Norlin, Martha Sloan, Tony Siciliano, Leslie Steiner, Carol Kidd.

MOTION by Inara Brubaker, seconded by Betty Ritter, to accept the agenda as amended by adding under VI. Finance. F. Reserve Fund. 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 January 19, 1999 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman absent. No report.

## FINANCE COMMITTEE - Sarah McConnell

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

|                                    |               |
|------------------------------------|---------------|
| 1. Over the Counter Receipts       | \$ 9,144.53   |
| 2. Petty Cash Expenditures         | \$ 29.84      |
| 3. Budget Expenditures for January | \$ 202,429.67 |
| 4. Expenditures Year to Date       | \$ 202,429.67 |
| 5. Revenue for January             | \$ 11,059.42  |
| 6. Revenue Year to Date            | \$ 11,059.42  |

MOTION by Sarah McConnell 2<sup>ND</sup> by Susan Burrows, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

|                  |                  |
|------------------|------------------|
| January 04, 1999 | \$ 24,825.79     |
| January 18, 1999 | <u>72,354.21</u> |
| Total            | \$ 97,180.00     |

ROLL CALL VOTE AYES: Brubaker, Burk, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Sarah McConnell, 2<sup>ND</sup> by Ellen Yearwood, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

|                          |                  |
|--------------------------|------------------|
| PAYROLL January 18, 1999 | \$ 56,555.98     |
| January 29, 1999         | <u>59,894.33</u> |
| Total                    | \$ 116,450.31    |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, McConnell, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

Sarah McConnell reported that the Finance Committee met with City of Des Plaines Director of Finance, Jim Egeberg, to discuss the accumulation fund. Egeberg recommended a general fund and also recommended the Board prepare a five-year Capital Expense Plan and to set a goal to develop a reserve fund that is not less than 10% of the operating budget.

MOTION by Committee, to recommend the Board prepare a five-year Capital Expense Plan and to set a goal to develop a reserve fund that is not less than 10% of the operating budget to be placed in the fund balance. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty Ritter reported that the installation of the photo-electric eye in the elevator entrance cannot be accomplished since there is not enough room on the car door jamb to mount the device. Anderson Elevator Company can install an infra-red detector screen for a cost of \$1,300.00. Sandra Norlin will attempt to obtain a variance from the City of Des Plaines before pursuing the installation of the infra-red detector.

Sandra Norlin reported that all bids are in on the new library building.

Sandra presented the final plans for the interior design layout of the new building and asked the Board for their approval. The Board approved the designs.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE - John Burke, Chairman.

John Burke absent. No report.

SYSTEM MEMBERSHIP - John Ciborowski

John Ciborowski reported attending a meeting on February 6, 1999. John also reported that the NSLS System Awards Banquet will be held on March 12, 1999 at the Mission Hills Country Club in Northbrook, where John Burke will receive a Library Advocate Award.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara Brubaker reported that the next Friends meeting will be held on February 23, 1999 at 7 PM. Donations continue to be welcome for the book sale. The Friends Annual meeting will be held on May 25, 1999.

ADMINISTRATOR'S REPORT

Holly Richards Sorensen began her duties as Head of Adult Services on February 3, 1999. Interviews have been completed for Mobile Library Clerk/Driver and applications for the position of Library Assistant II and Librarian I for Children's Services have been received and screened. The position of Library Assistant I for Technical Services has been filled and the library has an eligibility list. Mei Na Chen will begin work on February 25, 1999.

Mary Jane Kepner and Sharon Colby met with Department Heads on February 3,



1999 for a planning session for the Fast Track Team Building program.

There was a precipitous drop in nearly all areas for January due to the blizzard of January 2, 1999. The library was closed one day and had nearly two weeks of greatly reduced patron attendance. There was a noticeable drop in the use of materials in the adult collection. The Mobile Library was out of service during this period due to hazardous and difficult road conditions, but the loss of circulation was minimal.

Program attendance has remained high, especially the Friends Family Sunday presentation on Alice in Wonderland, which drew 230 people.

The library will receive a 40% discount on the telecommunication costs through the e-rate federal program. This discount is retroactive to April 1998 and will result in \$7,200.00 in savings for the Internet connections. Thanks for this result go to John Haliotis, who filled out forms and filed and refiled on behalf of the library.

Three Des Plaines kiosks will open on March 8, 1999 and plans for the kiosk kickoff are underway. Sandra has been working with Angela Tomlinson to develop appropriate sponsors for the library installation.

Sandra has attended the executive committee meeting of LCN; the Chamber Advisory Committee breakfast, and several meetings with the design planning teams, including a brainstorming session for the Children's Department.

Sandra has been contacted by two members of the City of Des Plaines Special Events Commission who are in the early stages of planning a major event for the new millennium. The commission is interested in working with the library to develop an event that features the new building and the plaza.

#### NEW BUSINESS

Eldon Burk reported that he and Susan Burrows will make presentations to the Kiwanis and Rotary Clubs that will focus on the plans for the new library and fund raising. He also stated that additional presentations can be made for any interested community groups.

A Management Committee meeting is scheduled for March 3, 1999 at 7 PM and the Planning Committee will meet on March 9, 1999 at 7 PM.

#### UNFINISHED BUSINESS

Eldon asked for volunteers to form a committee for the Buy A Brick fund-raiser. The committee will consist of Susan Burrows, Eldon Burk, and Inara Brubaker.

A copy of the signed contract between BVM Communications, Inc. and the Des Plaines Public Library was distributed to Board Members.

#### ANNOUNCEMENTS

The Board received a resignation letter from Sarah McConnell. Her resignation will be effective March 1, 1999. The Board asked Sarah to attend the March 16, 1999 meeting for a farewell presentation.

John Burke will be honored at the March 12, 1999 NSLS Annual Banquet and receive the Library Advocate Award. All Board members were asked to attend.

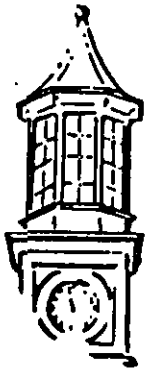
MOTION by Ellen Yearwood, seconded by Betty Ritter, to enter into an Executive Session at 9:43 PM to discuss the purchase or lease of real property, and pending or probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:13 PM and was called to order by President Eldon Burk.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the Minutes of the Executive Session Meeting of January 19, 1999 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:14 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Management Committee Meeting March 3, 1999

Chair: Ellen Yearwood  
Present: Inara Brubaker, John Walker, Ellen Yearwood, Sandra Norlin, Martha Sloan, Tony Siciliano.

Call to Order: 7:05 PM by Ellen Yearwood.

The Committee decided to establish a schedule for full review of the Des Plaines Public Library policies to begin in 1999 with quarterly meetings as follows:

Section C – General Regulations – May 12, 1999

Section D – Personnel Policy – July 14, 1999

Section D – Personnel Policy – September 1, 1999

Revisions to Collection Management and Reference Policy – November 10, 1999.

The Committee suggested revisions to library policies Section B-1 through B-3 and to delete Guidelines for Major Donations. They also recommend the addition of Collection Development Policy as B-3, with Gifts and Endowments as B-4, and Donor Form as B-4A.

The next meeting is scheduled for May 12, 1999 at 7 PM.

Meeting adjourned at 8:15 PM.

Minutes prepared by Sandra K. Norlin.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF FEBRUARY 1999

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

|                                     |               |
|-------------------------------------|---------------|
| 1. Over the Counter Receipts        | \$ 16,660.68  |
| 2. Petty Cash Expenditures          | \$ 91.44      |
| 3. Budget Expenditures for February | \$ 210,729.60 |
| 4. Expenditures Year to Date        | \$ 413,159.27 |
| 5. Revenue for February             | \$ 10,487.00  |
| 6. Revenue Year to Date             | \$ 23,806.33  |

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

|                   |                  |
|-------------------|------------------|
| February 01, 1999 | \$ 32,071.88     |
| February 16, 1999 | <u>56,172.80</u> |
| Total             | \$ 88,244.68     |

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

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

|                           |                  |
|---------------------------|------------------|
| PAYROLL February 11, 1999 | \$ 63,217.73     |
| February 25, 1999         | <u>58,966.79</u> |
| Total                     | \$ 122,184.52    |

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

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - FEBRUARY 1999

|                | February 1998 | February 1999 | 1998 to Date | 1999 to Date |
|----------------|---------------|---------------|--------------|--------------|
| Lost Materials | \$ 684.40     | \$ 481.15     | \$ 609.16    | \$ 987.03    |
| Fines          | 5,351.63      | 5,600.16      | 12,154.95    | 11,897.48    |
| Damage         | 70.85         | 65.94         | 96.80        | 164.78       |
| Fees           | 717.95        | 514.04        | 920.79       | 1,097.62     |
| Copies         | 1,986.10      | 1,992.25      | 3,912.05     | 3,698.20     |
| Miscellaneous  | 25.50         | 7.14          | 45.26        | 26.04        |
| Totals         | \$8,836.43    | \$ 8,660.68   | \$17,985.38  | \$ 17,871.15 |

## PETTY CASH EXPENDITURES - February

|        |                      |         |
|--------|----------------------|---------|
| 960070 | Auto/Travel Expenses | 6.04    |
| 960070 | Auto/Travel Expenses | 27.95   |
| 960070 | Auto/Travel Expenses | 24.45   |
| 960070 | Auto/Travel Expenses | 16.30   |
| 960070 | Auto/Travel Expenses | 1.79    |
| 970260 | Postage              | .99     |
| 970100 | Supplies             | 13.92   |
|        | Total                | \$91.44 |

SELECTION CRITERIA: genLedgr.fund=1201

FUND - 201 - PUBLIC LIBRARY FUND

| ACCOUNT | TITLE                       | DEBITS       | CREDITS      |
|---------|-----------------------------|--------------|--------------|
| 101000  | PETTY CASH                  | 300.00       |              |
| 102007  | CASH PB PAYROLL 276529401   |              | 57,915.38    |
| 102008  | CASH PB DISBRST 276502401   |              | 225,567.77   |
| 102012  | CASH IPTIP/FOA 7139200161   | 98,353.29    |              |
| 102026  | CASH FIRST BANK ACCUMULN    | .00          |              |
| 102051  | CASH PLAINSBANK ACCUMULN    | .00          |              |
|         | TOTAL CASH                  | 98,853.29    | 283,483.15   |
| 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          |              |
| 113000  | RECEIVABLE-PROPERTY TAXES   | 2,669,583.00 |              |
| 119200  | RECEIVABLE-MISC             | .00          |              |
|         | TOTAL ACCOUNTS RECEIVABLE   | 2,669,583.00 | .00          |
|         | TOTAL ASSETS                | 2,805,651.71 | 283,483.15   |
| 401000  | ACCOUNTS PAYABLE            |              | 24,823.79    |
| 410020  | ESCROW DEPOSITS             |              | .00          |
|         | TOTAL DEPOSITS              | .00          | .00          |
| 430010  | DUE TO-CORPORATE GENL       |              | .00          |
| 430080  | DUE TO-EMPL RETIARNNT TRUST |              | .00          |
|         | TOTAL DUE TO-OTHER FUNDS    | .00          | .00          |
| 430040  | ACCRUED PAYROLL             | 7,015.36     |              |
|         | TOTAL ACCRUED LIABILITIES   | 7,015.36     | .00          |
| 470000  | DEFERRED REV-PROPERTY TAX   |              | 2,669,583.00 |
| 471000  | DEFERRED REV-OTHER          |              | 66,153.24    |
|         | TOTAL CURRENT LIABILITIES   | 7,015.36     | 2,760,562.03 |
|         | TOTAL LIABILITIES           | 7,015.36     | 2,760,562.03 |
|         | TOTAL SYSTEM CONTROL        | 3,781,864.87 | 3,408,179.33 |
| 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              | 3,781,864.87 | 3,550,486.76 |

03/08/99

CITY OF DES PLAINES  
BALANCE SHEET

ACCOUNTING PERIOD: 2/99

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

| ACCOUNT - - - - -         | TITLE - - - - - | DEBITS       | CREDITS      |
|---------------------------|-----------------|--------------|--------------|
| TOTAL PUBLIC LIBRARY FUND |                 | 6,594,331.94 | 6,594,331.94 |
| TOTAL REPORT              |                 | 6,594,331.94 | 6,594,331.94 |

ACCOUNTING PERIOD: 2/99

SELECTION CRITERIA: revledgr.fund='201'

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

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>REVENUE | BALANCE      | YTD/<br>BUD |
|--------------|---------------------------|--------------|--------------------|-------------|-------------------------|--------------|-------------|
| 310010       | PROPERTY TAXES 1993       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 310011       | PROPERTY TAXES 1994       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 310012       | PROPERTY TAXES 1995       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 310013       | PROPERTY TAXES 1996       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 310014       | PROPERTY TAXES 1997       | 40,000.00    | .00                | .00         | 1,599.40                | 38,400.60    | .04         |
| 310015       | PROPERTY TAXES 1998       | 2,941,669.00 | .00                | .00         | .00                     | 2,941,669.00 | .00         |
| TOTAL        | PROPERTY TAXES            | 2,981,669.00 | .00                | .00         | 1,599.40                | 2,980,069.60 | .00         |
| 810800       | PERSONAL PROP REPL TAX    | 92,988.00    | .00                | .00         | .00                     | 92,988.00    | .00         |
| TOTAL        | TAXES                     | 3,074,657.00 | .00                | .00         | 1,599.40                | 3,073,057.60 | .00         |
| 822040       | STATE GRANT:PER CAPITA    | 66,768.00    | .00                | .00         | .00                     | 66,768.00    | .00         |
| 822080       | STATE GRANT:LIB TECH      | 12,500.00    | .00                | .00         | .00                     | 12,500.00    | .00         |
| 822090       | STATE GRANT:LIB CONSTRUCT | .00          | .00                | .00         | .00                     | .00          | .00         |
| TOTAL        | STATE GRANTS              | 79,268.00    | .00                | .00         | .00                     | 79,268.00    | .00         |
| TOTAL        | INTERGOVERNMENTAL REVENUE | 79,268.00    | .00                | .00         | .00                     | 79,268.00    | .00         |
| 850000       | LIBRARY FINES             | 90,000.00    | 6,905.44           | .00         | 13,237.32               | 76,762.68    | .15         |
| TOTAL        | FINES                     | 90,000.00    | 6,905.44           | .00         | 13,237.32               | 76,762.68    | .15         |
| 850201       | COPYING FEE               | 25,000.00    | 1,826.29           | .00         | 3,428.14                | 21,571.86    | .14         |
| 850215       | SPECIAL PROGRAMS & EVENTS | 18,000.00    | 691.00             | .00         | 691.00                  | 17,309.00    | .04         |
| TOTAL        | FEES AND SERVICES         | 43,000.00    | 2,517.29           | .00         | 4,119.14                | 38,880.86    | .10         |
| TOTAL        | FINES, FEES, AND SERVICES | 133,000.00   | 9,422.73           | .00         | 17,336.46               | 115,643.54   | .13         |
| 890010       | INTEREST INCOME           | 5,000.00     | .00                | .00         | 660.31                  | 4,339.49     | .13         |
| 890050       | SALE OF FIXED ASSETS      | .00          | .00                | .00         | .00                     | .00          | .00         |
| 898900       | TRANSFER FROM OTHER FUNDS | .00          | .00                | .00         | .00                     | .00          | .00         |
| 899900       | MISCELLANEOUS REVENUE     | 11,000.00    | 1,064.27           | .00         | 4,189.96                | 6,810.04     | .38         |
| TOTAL        | OTHER REVENUE             | 16,000.00    | 1,064.27           | .00         | 4,850.47                | 11,149.53    | .30         |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,925.00 | 10,487.00          | .00         | 23,806.33               | 3,279,113.67 | .01         |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,925.00 | 10,487.00          | .00         | 23,806.33               | 3,279,113.67 | .01         |
| TOTAL REPORT |                           | 3,302,925.00 | 10,487.00          | .00         | 23,806.33               | 3,279,113.67 | .01         |



SELECTION CRITERIA: expledgr.fund='201'

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                  | 1,218,478.00 | 74,733.09           | .00                      | 142,461.76             | 1,076,016.24      | .12      |
| 910200  | TEMPORARY WAGES           | 442,767.00   | 35,757.81           | .00                      | 70,140.07              | 372,626.93        | .16      |
| 910300  | SUPERVISORY OVERTIME      | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 910400  | NON-SUPERVISORY OVERTIME  | 500.00       | .00                 | .00                      | 66.57                  | 433.43            | .13      |
| 910500  | VACATION PAY              | .00          | 6,512.34            | .00                      | 13,347.86              | -13,347.86        | .00      |
| 910600  | SICK PAY                  | .00          | 1,560.01            | .00                      | 1,981.94               | -1,981.94         | .00      |
| 910700  | HOLIDAY PAY               | .00          | 134.36              | .00                      | 7,149.72               | -7,149.72         | .00      |
| 910900  | ACT/OUT OF CLASS/PREMIUM  | 1,000.00     | .00                 | .00                      | .00                    | 1,000.00          | .00      |
| 910950  | EXCESS SICK HRS PAY OUT   | 18,100.00    | 3,486.91            | .00                      | 14,429.11              | 3,670.89          | .80      |
| 918010  | UNEMPLOYMENT COMPENSATION | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 918020  | EMPLOYER CONTR-F.I.C.A.   | 126,950.00   | 9,211.68            | .00                      | 18,822.15              | 108,127.85        | .15      |
| 918021  | EMPLOYER CONTR-I.M.R.F.   | 116,459.00   | 7,000.39            | .00                      | 13,882.88              | 102,576.12        | .12      |
| 918040  | LIFE INS PREMIUMS         | 4,738.00     | 279.30              | .00                      | 576.30                 | 4,161.70          | .12      |
| 918050  | MEDICAL INS PREMIUMS      | 164,735.00   | 7,183.16            | .00                      | 14,366.32              | 150,368.68        | .09      |
| 918060  | TUITION REIMBURSEMENTS    | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 918070  | WORKERS COMPENSATION      | 3,800.00     | 226.48              | .00                      | 466.62                 | 3,333.38          | .12      |
| TOTAL   | PERSONAL SERVICES         | 2,101,527.00 | 146,085.53          | .00                      | 297,691.30             | 1,803,835.70      | .14      |
| 920100  | PROFESSIONAL CONSULTING   | 20,000.00    | 2,000.00            | .00                      | 2,000.00               | 18,000.00         | .10      |
| 920110  | COMMUNICATION SERVICES    | 25,000.00    | 842.07              | .00                      | 342.07                 | 24,157.93         | .03      |
| 920140  | DATA PROCESSING SERVICES  | 55,000.00    | 1,836.73            | .00                      | 1,836.73               | 53,163.27         | .03      |
| 920202  | CONFERENCES               | 3,000.00     | .00                 | .00                      | .00                    | 3,000.00          | .00      |
| 920204  | TRAINING                  | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 920206  | SEMINARS                  | 2,000.00     | 460.00              | .00                      | 460.00                 | 1,540.00          | .23      |
| 920210  | IN-SERVICE TRAINING       | 3,000.00     | .00                 | .00                      | .00                    | 3,000.00          | .00      |
| 920220  | MEMBERSHIP DUES           | 3,000.00     | .00                 | .00                      | 330.00                 | 2,670.00          | .11      |
| 920230  | PUBLICATION OF NOTICES    | 1,000.00     | .00                 | .00                      | .00                    | 1,000.00          | .00      |
| 920850  | SUBSIDY:1994 E.R.P. TRANS | 25,600.00    | 818.39              | .00                      | 1,636.78               | 23,963.22         | .06      |
| TOTAL   | SUBSIDIES,REBATES,CONTRIB | 25,600.00    | 818.39              | .00                      | 1,636.78               | 23,963.22         | .06      |
| 920900  | PROPERTY/LIAB CONTRIBUTIO | 42,000.00    | .00                 | .00                      | .00                    | 42,000.00         | .00      |
| 930010  | R & M EQUIPMENT           | 42,600.00    | 2,436.22            | .00                      | 5,071.97               | 37,528.03         | .12      |
| 930020  | R & M BLDGS & STRUCTURES  | 45,000.00    | 1,174.97            | .00                      | 1,477.44               | 43,522.56         | .03      |
| 930030  | R & M VEHICLES            | 1,500.00     | .75                 | .00                      | .75                    | 1,499.25          | .00      |
| 930195  | BOOK BINDING & REPAIR     | 6,000.00     | .00                 | .00                      | .00                    | 6,000.00          | .00      |
| 930210  | RENTAL OF EQUIPMENT       | 2,900.00     | .00                 | .00                      | .00                    | 2,900.00          | .00      |
| 930320  | CLEANING:CUSTODIAL SERV   | 25,000.00    | 166.50              | .00                      | 166.50                 | 24,833.50         | .01      |
| 960070  | AUTO/TRAVEL EXPENSES      | 3,000.00     | 5.95                | .00                      | 5.95                   | 2,994.05          | .00      |
| 960210  | SPECIAL EVENT PROGRAMMING | 15,000.00    | 483.25              | .00                      | 1,058.25               | 13,941.75         | .07      |
| 960990  | MISC CONTRACTUAL SUCS     | 70,000.00    | 1,313.35            | .00                      | 8,580.35               | 61,419.65         | .12      |
| TOTAL   | CONTRACTUAL SERVICES      | 392,600.00   | 11,543.18           | .00                      | 23,466.79              | 369,133.21        | .06      |
| 970100  | SUPPLIES                  | 42,000.00    | 3,263.54            | .00                      | 3,263.54               | 38,736.46         | .08      |

SELECTION CRITERIA: expledgr.fund='201'

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 |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 970110  | REALS (PRSMRS/WRKRS/VOLS) | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 970170  | JANITORIAL                | 15,000.00    | 562.53              | .00                      | 562.53                 | 14,437.47         | .04      |
| 970200  | COPYING/FAX SUPPLIES      | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 970260  | POSTAGE AND PARCEL        | 13,200.00    | 33.24               | .00                      | 2,033.24               | 11,166.76         | .15      |
| 970270  | PRINTING-REPROD-BINDING   | 10,300.00    | .00                 | .00                      | .00                    | 10,300.00         | .00      |
| 970600  | BOOKS                     | 400,000.00   | 21,011.63           | .00                      | 30,417.82              | 369,582.18        | .08      |
| 970610  | AUDIO MATERIALS           | 45,500.00    | 1,736.31            | .00                      | 1,736.31               | 43,763.69         | .04      |
| 970620  | SUBSCRIPTIONS & BOOKS     | 62,000.00    | 11,994.65           | .00                      | 13,377.25              | 48,122.15         | .22      |
| 970630  | VISUAL MATERIALS          | 42,500.00    | 917.57              | .00                      | 917.57                 | 41,582.43         | .02      |
| 970640  | AUTOMATED REFERENCE MAT'L | 62,100.00    | 7,926.00            | .00                      | 33,536.90              | 28,563.10         | .54      |
| 970810  | NATURAL GAS               | 14,000.00    | 1,967.62            | .00                      | 1,967.62               | 12,032.38         | .14      |
| 970820  | ELECTRICITY               | 500.00       | .00                 | .00                      | .00                    | 500.00            | .00      |
| 970840  | DIESEL                    | .00          | 48.93               | .00                      | 48.93                  | -48.93            | .00      |
| 970850  | GASOLINE                  | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| TOTAL   | COMMODITIES               | 711,100.00   | 49,462.04           | .00                      | 38,362.33              | 622,737.67        | .12      |
| 980300  | IMPROVEMENTS              | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980400  | EQUIPMENT                 | 97,450.00    | .00                 | .00                      | .00                    | 97,450.00         | .00      |
| 980500  | COMPUTER HARDWARE         | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980600  | COMPUTER SOFTWARE         | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980700  | VEHICLES                  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980800  | FURNITURE & FIXTURES      | 2,700.00     | .00                 | .00                      | .00                    | 2,700.00          | .00      |
| TOTAL   | CAPITAL EXPENDITURES      | 100,150.00   | .00                 | .00                      | .00                    | 100,150.00        | .00      |
| 990300  | BANK/TRUST/AGENCY FEES    | 150.00       | 40.00               | .00                      | 40.00                  | 110.00            | .27      |
| 990900  | TRANSFER TO DEBT SERVICE  | 12,078.00    | .00                 | .00                      | .00                    | 12,078.00         | .00      |
| TOTAL   | DEBT SERVICE              | 12,228.00    | 40.00               | .00                      | 40.00                  | 12,188.00         | .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          | 3,317,603.00 | 207,130.73          | .00                      | 409,360.42             | 2,908,044.53      | .12      |

SELECTION CRITERIA: exp1edgr.fund='201'

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

| ACCOUNT      | TITLE                    | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>ENC + EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|--------------|------------------------|-----------------------------|---------------------------|----------------------|-------------|
| 920110       | PROFESSIONAL CONSULTING  | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| 920120       | COMMUNICATION SERVICES   | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| 960070       | AUTO/TRAVEL EXPENSES     | 5,000.00     | .00                    | .00                         | .00                       | 5,000.00             | .00         |
| 960990       | MISC CONTRACTUAL SVCS    | 41,768.00    | .00                    | .00                         | .00                       | 41,768.00            | .00         |
| TOTAL        | CONTRACTUAL SERVICES     | 46,768.00    | .00                    | .00                         | .00                       | 46,768.00            | .00         |
| 980400       | EQUIPMENT                | 20,000.00    | .00                    | .00                         | .00                       | 20,000.00            | .00         |
| 980410       | COMPUTER HARDWARE        | .00          | 3,202.00               | .00                         | 3,202.00                  | -3,202.00            | .00         |
| 980420       | COMPUTER SOFTWARE        | .00          | 396.85                 | .00                         | 396.85                    | -396.85              | .00         |
| 980500       | VEHICLES                 | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| TOTAL        | CAPITAL EXPENDITURES     | 20,000.00    | 3,598.85               | .00                         | 3,598.85                  | 16,401.15            | .18         |
| TOTAL        | IL LIBRARY PER CAP GRANT | 66,768.00    | 3,598.85               | .00                         | 3,598.85                  | 63,169.15            | .05         |
| TOTAL        | CIVIC & CULTURE          | 3,384,373.00 | 210,729.60             | .00                         | 413,159.27                | 2,971,213.73         | .12         |
| TOTAL        | PUBLIC LIBRARY FUND      | 3,384,373.00 | 210,729.60             | .00                         | 413,159.27                | 2,971,213.73         | .12         |
| TOTAL REPORT |                          | 3,384,373.00 | 210,729.60             | .00                         | 413,159.27                | 2,971,213.73         | .12         |

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD 1999

FINANCIAL CRITERIA payable: 01/15/2000/01/1000

FUND 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                           | VENDOR                    | PURCHASE OR INVOICE | AMOUNT   |
|--------------|---------|---------------------------------|---------------------------|---------------------|----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING 04640   | CCS OWNER SERVICES        | 4450                | 400.00   |
| 2110         | 920110  | PROFESSIONAL CONSULTING 08123   | MARY JANE KEPNER          | 1-04-99             | 1,000.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING 09367   | SHARON A. COLBY, MA       | 1-04-99             | 1,000.00 |
| 2110         | 920204  | TRAINING 43806                  | NORTH SUBURBAN LIBRARY SY | DPK                 | 1,000.00 |
| 2110         | 920350  | SUBSIDY:1994 E.R.P. TRANS 04829 | CITY OF DES PLAINES EMPLO | FEB 1999            | 162.01   |
| 2110         | 920350  | SUBSIDY:1994 E.R.P. TRANS 04829 | CITY OF DES PLAINES EMPLO | FEB 1999            | 396.27   |
| 2110         | 920350  | SUBSIDY:1994 E.R.P. TRANS 04829 | CITY OF DES PLAINES EMPLO | FEB 1999            | 162.01   |
| 2110         | 920350  | SUBSIDY:1994 E.R.P. TRANS 06135 | CITY OF DES PLAINES EMPLO | FEB 1999            | 18.93    |
| 2110         | 920350  | SUBSIDY:1994 E.R.P. TRANS 06135 | CITY OF DES PLAINES EMPLO | FEB 1999            | 18.93    |
| 2110         | 920350  | SUBSIDY:1994 E.R.P. TRANS 06135 | CITY OF DES PLAINES EMPLO | FEB 1999            | 60.24    |
| 2110         | 930010  | R & M EQUIPMENT 53253           | DISTINCTIVE BUSINESS PROD | 306804              | 223.75   |
| 2110         | 930010  | R & M EQUIPMENT 59025           | KRONOS INC                | 859201              | 390.00   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES 08777  | BISHOP PLUMBING, INC.     | 25413               | 255.47   |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES 21092      | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 10.73    |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES 21092      | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 5.33     |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES 21092      | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 5.33     |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES 21092      | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 6.05     |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES 21092      | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 5.52     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING 08279 | FOREIGN POLICY ASSOCIATIO | 000010411           | 173.50   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING 08459 | PATRICIA E. SHERMAN       | DP99001             | 50.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING 08459 | PATRICIA E. SHERMAN       | DP99002             | 50.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 06789     | AMBASSADOR BUSINESS SOLUT | 6384482             | 90.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 19776     | BAKER & TAYLOR, INC.      | 2003563963          | 19.85    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 19776     | BAKER & TAYLOR, INC.      | 2003579013          | 7.60     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 19776     | BAKER & TAYLOR, INC.      | 2003568521          | 17.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 19776     | BAKER & TAYLOR, INC.      | 2003555497          | 24.35    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 19776     | BAKER & TAYLOR, INC.      | 2003523484          | 18.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS 19776     | BAKER & TAYLOR, INC.      | 2003586676          | 23.80    |
| 2110         | 970100  | SUPPLIES 00098                  | ALPINE CAMERA COMPANY     | 2613                | 13.43    |
| 2110         | 970100  | SUPPLIES 00098                  | ALPINE CAMERA COMPANY     | 2572                | 4.29     |
| 2110         | 970100  | SUPPLIES 00098                  | ALPINE CAMERA COMPANY     | 2606                | 24.72    |
| 2110         | 970100  | SUPPLIES 00098                  | ALPINE CAMERA COMPANY     | 2558                | 6.72     |
| 2110         | 970100  | SUPPLIES 04838                  | ELLISON EDUCATIONAL       | 426287              | 789.39   |
| 2110         | 970100  | SUPPLIES 04838                  | ELLISON EDUCATIONAL       | 426112              | 64.58    |
| 2110         | 970100  | SUPPLIES 07090                  | ACCOUNTOR SYSTEMS         | 14998               | 515.00   |
| 2110         | 970100  | SUPPLIES 07424                  | NEOPOST                   | P177367801          | 33.50    |
| 2110         | 970100  | SUPPLIES 09494                  | FINANCIAL INFORMATION SER | 006498C9            | 3,033.00 |
| 2110         | 970100  | SUPPLIES 20177                  | DEMCO EDUCATIONAL CORP    | 447250              | 466.41   |
| 2110         | 970100  | SUPPLIES 21092                  | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 5.25     |
| 2110         | 970100  | SUPPLIES 21092                  | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 6.00     |
| 2110         | 970100  | SUPPLIES 45933                  | BT OFFICE PRODUCTS INT'L. | 054047              | 23.27    |
| 2110         | 970170  | JANITORIAL 00282                | BADE PAPER PRODUCTS       | 062159-00           | 209.35   |
| 2110         | 970170  | JANITORIAL 05407                | THE HOME DEPOT/GEFC       | 79016170999         | 29.02    |
| 2110         | 970170  | JANITORIAL 07809                | NEW PIC                   | 2027503-00          | 149.96   |
| 2110         | 970170  | JANITORIAL 08666                | IDEAL UNIFORM SERVICE     | 558037              | 24.40    |
| 2110         | 970170  | JANITORIAL 08666                | IDEAL UNIFORM SERVICE     | 560981              | 24.40    |
| 2110         | 970170  | JANITORIAL 08666                | IDEAL UNIFORM SERVICE     | 555686              | 15.95    |
| 2110         | 970170  | JANITORIAL 21092                | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 2.10     |
| 2110         | 970260  | POSTAGE AND PARCEL 21092        | DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 2.77     |
| 2110         | 970260  | POSTAGE AND PARCEL 40311        | FEDERAL EXPRESS CORP.     | 7-565-89008         | 23.75    |
| 2110         | 970270  | PRINTING-REPROD-BINDING 03577   | THE JOHN CHARLES CORP.    | 115222              | 1,977.97 |

TIME CRITERIA: payable thru date: 02/01/1993

FUND - 001 PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                 | VENDOR | PURCHASE OR INVOICE       | AMOUNT       |        |
|--------------|---------|-----------------------|--------|---------------------------|--------------|--------|
| 2110         | 970600  | BOOKS                 | 02074  | PRACTISING LAW INSTITUTE  | 0270227      | 109.25 |
| 2110         | 970600  | BOOKS                 | 02798  | PRENTICE HALL             |              | 108.29 |
| 2110         | 970600  | BOOKS                 | 02953  | BUSINESS REFERENCE SERVIC | 0106567-99   | 491.50 |
| 2110         | 970600  | BOOKS                 | 02958  | MARQUIS WHO'S WHO         | 049136       | 386.22 |
| 2110         | 970600  | BOOKS                 | 03363  | WEST GROUP                | 748-441-028  | 291.00 |
| 2110         | 970600  | BOOKS                 | 05317  | GROLIER PUBLISHING CO     | 10220289     | 13.83  |
| 2110         | 970600  | BOOKS                 | 06253  | TIME LIFE EDUCATION INC   | 050589650007 | 59.84  |
| 2110         | 970600  | BOOKS                 | 06253  | TIME LIFE EDUCATION INC   | 050589650008 | 59.84  |
| 2110         | 970600  | BOOKS                 | 06423  | SIMON & SCHUSTER          | 3461410      | 17.56  |
| 2110         | 970600  | BOOKS                 | 07439  | GALE RESEARCH             | 8729827      | 734.34 |
| 2110         | 970600  | BOOKS                 | 07569  | RUSSIAN HOUSE LTD.        | 139063       | 320.67 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003555496   | 648.12 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002329268   | 271.62 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003579012   | 154.05 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003563962   | 498.70 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002358536   | 107.45 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002347469   | 197.66 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003523483   | 662.16 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002312840   | 81.68  |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003568520   | 401.67 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003586675   | 749.71 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002374104   | 604.73 |
| 2110         | 970600  | BOOKS                 | 35225  | MATTHEW BENDER & CO., INC | 75354624     | 72.48  |
| 2110         | 970600  | BOOKS                 | 82668  | POLONIA BOOK STORES       | 005836       | 101.37 |
| 2110         | 970600  | BOOKS                 | 99037  | SBD SPANISH BOOK DIST.    | 5316         | 12.95  |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 1-14-99-4    | 12.73  |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 1-14-99-1    | 220.16 |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 1-14-99-2    | 25.46  |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 1-14-99-2    | 181.28 |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3364684M     | 10.00  |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3352386M     | 15.00  |
| 2110         | 970610  | AUDIO MATERIALS       | 65969  | TIME LIFE                 | ATTACH       | 20.74  |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 804053       | 724.00 |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 806195       | 5.95   |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 796533       | 160.80 |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 776282       | 463.79 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 05148  | CRONER PUBLICATIONS       | 21L426       | 129.95 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 07224  | INCOME FUND OUTLOOK       | RENEWAL      | 49.00  |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 07534  | CHICAGO TRIBUNE           | 12401068     | 197.40 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 07534  | CHICAGO TRIBUNE           | 01580384     | 197.40 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 09495  | THE WALL STREET JOURNAL   | RENEWAL      | 175.00 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 20359  | STANDARD & POOR'S         | 383603       | 729.00 |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 6.95   |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 43806  | NORTH SUBURBAN LIBRARY SY | 99 MEMBER    | 11.00  |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 225807       | 76.00  |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 225574       | 38.00  |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 225976       | 38.00  |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 225977       | 37.00  |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04826040     | 31.47  |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04760623     | 289.46 |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                    | 04762617     | 76.93  |

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ACCOUNTING PERIOD: 1/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable\_due\_date='02/01/1999'

FUND - 011 - PUBLIC LIBRARY FUND

| ORGANIZATION           | ACCOUNT | TITLE                     | VENDOR         | PURCHASE OR INVOICE | AMOUNT    |
|------------------------|---------|---------------------------|----------------|---------------------|-----------|
| 2110                   | 970630  | VISUAL MATERIALS          | 58875 INGRAM   | 04775024            | 22.44     |
| 2110                   | 970630  | VISUAL MATERIALS          | 58875 INGRAM   | 04791174            | 13.99     |
| 2110                   | 970640  | AUTOMATED REFERENCE MAT'L | 05702 NEWSBANK | 32098               | 7,926.00  |
| TOTAL LIBRARY SERVICES |         |                           |                |                     | 32,071.88 |
| TOTAL FUND             |         |                           |                |                     | 32,071.88 |

02/10/99  
ACCOUNTING PERIOD: 2/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='02/16/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR                          | PURCHASE OR INVOICE | AMOUNT    |
|--------------|---------|---------------------------|---------------------------------|---------------------|-----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 06070 LOHAN ASSOCIATES          | 98812/98813         | 10,786.53 |
| 2110         | 920120  | COMMUNICATION SERVICES    | 05851 SPRINT                    | 844318621           | 64.10     |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153 AMERITECH                 | 8478033977          | 225.27    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153 AMERITECH                 | 8478275551          | 415.22    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06827 CELLULAR ONE              | 49682107            | 32.41     |
| 2110         | 920120  | COMMUNICATION SERVICES    | 71279 AMERITECH-ILLINOIS CABS   | H073356545          | 105.07    |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 07007 PSINET, INC.              | 2179002             | 1,130.73  |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 19776 BAKER & TAYLOR, INC.      | A14NS5588M          | 656.00    |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106 COOPERATIVE COMPUTER SERV | DECEMBER 98         | 2,379.71  |
| 2110         | 920206  | SEMINARS                  | 05733 REACHING FORWARD/ILA      | ATTACH              | 375.00    |
| 2110         | 920206  | SEMINARS                  | 43806 NORTH SUBURBAN LIBRARY SY | ATTACH              | 35.00     |
| 2110         | 920206  | SEMINARS                  | 43806 NORTH SUBURBAN LIBRARY SY | ATTACH              | 50.00     |
| 2110         | 930010  | R & M EQUIPMENT           | 19659 OTIS ELEVATOR             | CY07369V299         | 302.47    |
| 2110         | 930010  | R & M EQUIPMENT           | 72106 COOPERATIVE COMPUTER SERV | DECEMBER 98         | 395.52    |
| 2110         | 930010  | R & M EQUIPMENT           | 73978 CANON FINANCIAL SERVICES, | 1672207             | 1,520.00  |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 07769 MEIER ROOFING COMPANY, IN | 99001               | 696.50    |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 08667 ALL CITIES GLASS 'N MIRRO | 6008                | 85.00     |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 09533 DOR-O-MATIC               | 54186               | 133.00    |
| 2110         | 930030  | R & M VEHICLES            | 00828 CITY OF DES PLAINES       | PETTY CASH          | .75       |
| 2110         | 930195  | BOOK BINDING & REPAIR     | 05479 HOUCHEM BINDERY LTD       | 062734              | 394.30    |
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 09536 CRYSTAL MGMT. & MAINT. SE | 6833                | 90.00     |
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 09536 CRYSTAL MGMT. & MAINT. SE | 6826                | 75.50     |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092 DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 5.95      |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 08459 PATRICIA E. SHERMAN       | DP99903             | 50.00     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 08717 TYNDALE HOUSE PUBLISHERS  | 3-13-99             | 50.00     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09531 JEAN TOLLE                | 3-13-99             | 50.00     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765 DOMINICKS FINER FOODS     | 1720604             | 33.92     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765 DOMINICKS FINER FOODS     | 1720697             | 25.83     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535 EXPRESS PERSONNEL SERVICE | 40583302            | 362.87    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535 EXPRESS PERSONNEL SERVICE | 40685929            | 369.93    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003619442          | 27.10     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003620332          | 43.90     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003646542          | 13.00     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003608302          | 25.75     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003659483          | 33.90     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003594868          | 15.80     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003639404          | 57.75     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003610105          | 35.75     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003615582          | 53.33     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003619308          | 31.60     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003633739          | 37.50     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003629027          | 32.90     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003629149          | 33.45     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 70067 NORBERT SOLARZ            | 164853              | 15.00     |
| 2110         | 970100  | SUPPLIES                  | 02551 MOTT OFFICE SUPPLY CO.    | 20695-0             | 17.62     |
| 2110         | 970100  | SUPPLIES                  | 02551 MOTT OFFICE SUPPLY CO.    | 20711-0             | 6.75      |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | YZ917900            | 7.68      |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NM685900            | 54.49     |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NL760100            | 21.83     |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NN191300            | 31.82     |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NL200000            | 135.25    |

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02/10/99

ACCOUNTING PERIOD: 2/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due\_date='02/16/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE              | VENDOR | PURCHASE OR INVOICE       | AMOUNT       |          |
|--------------|---------|--------------------|--------|---------------------------|--------------|----------|
| 2110         | 970100  | SUPPLIES           | 02747  | RELIABLE OFFICE SUPPLY    | NCO094800    | -127.24  |
| 2110         | 970100  | SUPPLIES           | 02747  | RELIABLE OFFICE SUPPLY    | NKM38900     | 24.05    |
| 2110         | 970100  | SUPPLIES           | 05337  | SIGN A RAMA, USA          | 8945         | 29.75    |
| 2110         | 970100  | SUPPLIES           | 08991  | SKOKIE PAPER POINT        | 00370262     | 281.55   |
| 2110         | 970100  | SUPPLIES           | 09537  | COSTAR CORPORATION        | 1000172      | 49.85    |
| 2110         | 970100  | SUPPLIES           | 13942  | RUBBER STAMP MAN          | 278332       | 13.57    |
| 2110         | 970100  | SUPPLIES           | 20177  | DEMCO EDUCATIONAL CORP    | 457419       | 569.08   |
| 2110         | 970100  | SUPPLIES           | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 17.16    |
| 2110         | 970100  | SUPPLIES           | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 5.59     |
| 2110         | 970100  | SUPPLIES           | 45933  | BT OFFICE PRODUCTS INT'L. | 100959       | 19.96    |
| 2110         | 970100  | SUPPLIES           | 66846  | DANKA OMNIFAX             | 019825       | 80.87    |
| 2110         | 970100  | SUPPLIES           | 92003  | COMPUTYPE INC.            | 70236-1010   | 165.20   |
| 2110         | 970170  | JANITORIAL         | 08666  | IDEAL UNIFORM SERVICE     | 563947       | 29.25    |
| 2110         | 970170  | JANITORIAL         | 08666  | IDEAL UNIFORM SERVICE     | 567059       | 29.25    |
| 2110         | 970170  | JANITORIAL         | 17352  | RADIO SHACK               | 011207       | 79.99    |
| 2110         | 970170  | JANITORIAL         | 29379  | HANSEN TRUE VALUE HDWE    | 120801-0028  | 16.52    |
| 2110         | 970170  | JANITORIAL         | 29379  | HANSEN TRUE VALUE HDWE    | 121601-0109  | 23.66    |
| 2110         | 970260  | POSTAGE AND PARCEL | 07906  | DON'T SHOOT THE MESSENGER | 11288244     | 9.35     |
| 2110         | 970260  | POSTAGE AND PARCEL | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 1.14     |
| 2110         | 970600  | BOOKS              | 00302  | AMERICAN BUSINESS INFORMA | 99-24-006509 | 625.00   |
| 2110         | 970600  | BOOKS              | 02886  | OXFORD UNIVERSITY PRESS   | 68820089     | 1,800.00 |
| 2110         | 970600  | BOOKS              | 04625  | CCH, INCORPORATED         | 3237140      | 46.95    |
| 2110         | 970600  | BOOKS              | 04964  | WHEELER PUBLISHING, INC.  | 103700       | 151.20   |
| 2110         | 970600  | BOOKS              | 06253  | TIME LIFE EDUCATION INC   | 050589650009 | 59.84    |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3545830      | 107.80   |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3506922      | 103.00   |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3546286      | 68.84    |
| 2110         | 970600  | BOOKS              | 06423  | SIMON & SCHUSTER          | 3560903      | 130.26   |
| 2110         | 970600  | BOOKS              | 07527  | STAGE & SCREEN            | 09002165448  | 44.28    |
| 2110         | 970600  | BOOKS              | 07975  | BAKER & TAYLOR ENTERTAINM | 234967910    | 75.50    |
| 2110         | 970600  | BOOKS              | 09532  | NATIONAL ASSOC. FOR EDUCA | 187843       | 39.92    |
| 2110         | 970600  | BOOKS              | 09534  | GROVE'S DICTIONARIES, INC | 8060         | 650.00   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003610104   | 592.66   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003615581   | 978.82   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003608301   | 546.17   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003646541   | 438.26   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003639403   | 1,419.66 |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003659482   | 899.63   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003619307   | 737.06   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003620331   | 1,678.01 |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003619441   | 460.40   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003629148   | 991.53   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003629026   | 1,007.36 |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003594867   | 529.44   |
| 2110         | 970600  | BOOKS              | 19776  | BAKER & TAYLOR, INC.      | 2003633738   | 645.32   |
| 2110         | 970600  | BOOKS              | 19934  | MANUFACTURERS' NEWS, INC. | 851737-00    | 190.95   |
| 2110         | 970600  | BOOKS              | 19934  | MANUFACTURERS' NEWS, INC. | 527552-00    | 180.95   |
| 2110         | 970600  | BOOKS              | 20361  | BERNAN ASSOCIATES         | 1935709      | 157.94   |
| 2110         | 970600  | BOOKS              | 23806  | FACTS ON FILE             | 16447320     | 41.34    |
| 2110         | 970600  | BOOKS              | 58875  | INGRAM                    | 28031006     | 24.99    |
| 2110         | 970600  | BOOKS              | 74063  | SECURITIES RESEARCH CO    | ATTACH       | 119.00   |

RUN DATE 02/10/99 TIME 11:24:14

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT



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02/10/99

ACCOUNTING PERIOD: 2/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='02/16/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION                   | ACCOUNT | TITLE                  | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|--------------------------------|---------|------------------------|--------|---------------------------|--------------------|
| 2110                           | 970600  | BOOKS                  | 82668  | POLONIA BOOK STORES       | 005982 103.50      |
| 2110                           | 970610  | AUDIO MATERIALS        | 03882  | BOOKCASSETTE SALES        | 0025079-IN 263.33  |
| 2110                           | 970610  | AUDIO MATERIALS        | 21195  | ALGONQUIN RECORDS         | 1-25-99-1 217.57   |
| 2110                           | 970610  | AUDIO MATERIALS        | 21195  | ALGONQUIN RECORDS         | 1-25-99-2 38.19    |
| 2110                           | 970610  | AUDIO MATERIALS        | 38057  | BOOKS ON TAPE             | 3373169M 5.00      |
| 2110                           | 970610  | AUDIO MATERIALS        | 80139  | RECORDED BOOKS INC        | 809021 11.90       |
| 2110                           | 970620  | SUBSCRIPTIONS & BOOKS  | 09075  | UMI                       | 8289679 10,330.90  |
| 2110                           | 970620  | SUBSCRIPTIONS & BOOKS  | 09495  | THE WALL STREET JOURNAL   | ATTACH 175.00      |
| 2110                           | 970630  | VISUAL MATERIALS       | 06342  | DISTRIBUTION VIDEO & AUDI | 226409 75.00       |
| 2110                           | 970630  | VISUAL MATERIALS       | 06342  | DISTRIBUTION VIDEO & AUDI | 226410 111.00      |
| 2110                           | 970630  | VISUAL MATERIALS       | 07975  | BAKER & TAYLOR ENTERTAINM | 234830970 101.10   |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 04941266 41.98     |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 05075547 116.87    |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 04927335 214.98    |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 04989644 80.31     |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 05113566 52.38     |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 05062255 10.49     |
| 2110                           | 970630  | VISUAL MATERIALS       | 58875  | INGRAM                    | 05106618 6.99      |
| 2110                           | 970810  | NATURAL GAS            | 08089  | NICOR ENERGY              | 130569670 1,967.62 |
| 2110                           | 970840  | DIESEL                 | 03031  | AVALON PETROLEUM COMPANY  | DIESEL FUEL 26.52  |
| 2110                           | 970840  | DIESEL                 | 03031  | AVALON PETROLEUM COMPANY  | 318326 22.41       |
| 2110                           | 990300  | BANK/TRUST/AGENCY FEES | 09530  | U.S. BANK                 | 582-A1240 40.00    |
| TOTAL LIBRARY SERVICES         |         |                        |        |                           | 52,573.95          |
| 2130                           | 980410  | COMPUTER HARDWARE      | 03662  | LIBERTY COMPUTER CENTRE   | 10064 3,202.00     |
| 2130                           | 980420  | COMPUTER SOFTWARE      | 05124  | CDW GOVERNMENT, INC.      | 9863734 396.85     |
| TOTAL IL LIBRARY PER CAP GRANT |         |                        |        |                           | 3,598.85           |
| TOTAL FUND                     |         |                        |        |                           | 56,172.80          |

## XII

## REGISTRATION SERVICES REPORT FOR FEBRUARY 1999

## I. LIBRARY CARD REGISTRATION SERVICES

| <u>February 1998</u> | <u>January 1999</u>    | <u>February 1999</u> | <u>Year to Date</u><br><u>1998</u> | <u>Year to Date</u><br><u>1999</u> | <u>% Change</u> |
|----------------------|------------------------|----------------------|------------------------------------|------------------------------------|-----------------|
| 1,173                | 697                    | 772                  | 1,920                              | 1,469                              | (-23.5%)        |
| A.                   | New Cards              |                      | 259                                |                                    |                 |
| B.                   | Renewals               |                      | 446                                |                                    |                 |
| C.                   | Non-Resident Cards     |                      | 7                                  |                                    |                 |
| D.                   | Off-line Library Cards |                      | 60                                 |                                    |                 |
|                      | Total                  |                      | 772                                |                                    |                 |

## II. OTHER REGISTRATION SERVICES

|    |                                      |     |
|----|--------------------------------------|-----|
| 1. | Patrons Registering for Programs     | 448 |
| 2. | Number of Meeting Room Uses          | 91  |
| 3. | Cab cards and Other Registrations    | 17  |
| 4. | LAN Discs Sold<br>(Year to Date - 9) | 3   |
| 5. | Computer Room                        | 205 |
| 6. | Reading Edge Users                   | 2   |
|    | Total                                | 766 |

## III. TOTAL NUMBER OF REGISTERED BORROWERS

|               |        |                       |
|---------------|--------|-----------------------|
| February 1998 | 37,200 | (69.6% of Population) |
| February 1999 | 33,491 | (62.7% of Population) |

CIRCULATION REPORT FOR FEBRUARY 1999  
Page 2

PATRON ATTENDANCE COUNT

| <u>February 1998</u> | <u>January 1999</u> | <u>February 1999</u> | Year to Date<br><u>1998</u> | Year to Date<br><u>1999</u> | <u>% Change</u> |
|----------------------|---------------------|----------------------|-----------------------------|-----------------------------|-----------------|
| 30,691               | 15,591              | 29,157               | 60,432                      | 44,748                      | (-26%)          |

RECIPROCAL BORROWING  
(Materials Lent)

|               | February 1998 | February 1999 | <u>% Change</u> |
|---------------|---------------|---------------|-----------------|
| NSLS          | 7,367         | 6,992         | (-5.1%)         |
| OTHER SYSTEMS | 1,685         | 1,627         | (-3.4%)         |
| TOTAL         | 9,052         | 8,619         | (-4.8%)         |

INTERLIBRARY LOAN

|          |     |
|----------|-----|
| Sent     | 967 |
| Received | 438 |

## Feb. 1999 Holdings

|                   | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|-------------------|---------------|---------------|--------|-------------------|
| Books             | 176,953       | 177,434       | 481    | 0.3%              |
| Audio             | 13,976        | 13,984        | 8      | 0.1%              |
| Video             | 9,509         | 9,561         | 52     | 0.5%              |
| Puzzles and Games | 741           | 732           | -9     | -1.2%             |
| Realia            | 235           | 235           | 0      | 0.0%              |
| Pamphlets         | 14,888        | 14,909        | 21     | 0.1%              |
| <hr/>             |               |               |        |                   |
| Total             | 216,302       | 216,855       | 553    | 0.3%              |

ACQUISITIONS REPORT FOR  
FOR FEB. 1999

|                     | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|---------------------|---------------|---------------|--------|-------------------|
| Non Fiction         |               |               |        |                   |
| Adult               |               |               |        |                   |
| 000                 | 2,146         | 2,011         | -135   | -6.3%             |
| 100                 | 2,490         | 2,509         | 19     | 0.8%              |
| 200                 | 2,670         | 2,703         | 33     | 1.2%              |
| 300                 | 11,563        | 11,595        | 32     | 0.3%              |
| 400                 | 625           | 627           | 2      | 0.3%              |
| 500                 | 2,980         | 2,989         | 9      | 0.3%              |
| 600                 | 17,290        | 17,350        | 60     | 0.3%              |
| 700                 | 14,999        | 15,032        | 33     | 0.2%              |
| 800                 | 4,928         | 4,935         | 7      | 0.1%              |
| 900                 | 11,422        | 11,467        | 45     | 0.4%              |
| B                   | 4,509         | 4,539         | 30     | 0.7%              |
| Total (Adult)       | 75,622        | 75,757        | 135    | 0.2%              |
| Juvenile (J)        |               |               |        |                   |
| 000                 | 383           | 381           | -2     | -0.5%             |
| 100                 | 203           | 202           | -1     | -0.5%             |
| 200                 | 283           | 282           | -1     | -0.4%             |
| 300                 | 2,261         | 2,258         | -3     | -0.1%             |
| 400                 | 111           | 111           | 0      | 0.0%              |
| 500                 | 3,073         | 3,083         | 10     | 0.3%              |
| 600                 | 2,641         | 2,635         | -6     | -0.2%             |
| 700                 | 3,337         | 3,334         | -3     | -0.1%             |
| 800                 | 803           | 804           | 1      | 0.1%              |
| 900                 | 3,444         | 3,448         | 4      | 0.1%              |
| B                   | 954           | 955           | 1      | 0.1%              |
| YA                  | 846           | 864           | 18     | 2.1%              |
| Total (J)           | 18,339        | 18,357        | 18     | 0.1%              |
| Total (E)           | 7,282         | 7,279         | -3     | -0.0%             |
| Total (Juvenile)    | 25,621        | 25,636        | 15     | 0.1%              |
| Total (Non fiction) | 101,243       | 101,393       | 150    | 0.1%              |
| Fiction             |               |               |        |                   |
| Adult               | 33,926        | 34,082        | 156    | 0.5%              |
| Juvenile            |               |               |        |                   |
| J                   | 8,499         | 8,542         | 43     | 0.5%              |
| YA                  | 1,773         | 1,792         | 19     | 1.1%              |
| E                   | 10,291        | 10,261        | -30    | -0.3%             |
| Picture Books       | 7,068         | 7,155         | 87     | 1.2%              |
| Board Books         | 647           | 635           | -12    | -1.9%             |
| Total (Juvenile)    | 28,278        | 28,385        | 107    | 0.4%              |
| Total (Fiction)     | 62,204        | 62,467        | 263    | 0.4%              |
| High school         | 178           | 198           | 20     | 11.2%             |

|                        |        |        |      |        |
|------------------------|--------|--------|------|--------|
| Compact discs          |        |        |      |        |
| Adult                  | 5,765  | 5,825  | 60   | 1.0%   |
| Juvenile               | 325    | 330    | 5    | 1.5%   |
| Total (Compact discs)  | 6,090  | 6,155  | 65   | 1.1%   |
| DVDs                   |        |        |      |        |
| Adult                  | 0      | 30     | 30   | 100.0% |
| Juvenile               | 0      | 1      | 1    | 100.0% |
| Total (DVDs)           | 0      | 31     | 31   | 100.0% |
| CD ROMs                |        |        |      |        |
| Adult                  | 166    | 166    | 0    | 0.0%   |
| Juvenile               | 232    | 288    | 56   | 24.1%  |
| Total (CD ROMs)        | 398    | 454    | 56   | 14.1%  |
| Audio Cassettes        |        |        |      |        |
| Adult                  | 2,723  | 2,556  | -167 | -6.1%  |
| Juvenile               | 886    | 897    | 11   | 1.2%   |
| Audio Books            |        |        |      |        |
| Adult                  | 1,994  | 2,014  | 20   | 1.0%   |
| Juvenile               | 815    | 813    | -2   | -0.2%  |
| Total (Cassettes)      | 6,418  | 6,280  | -138 | -2.2%  |
| Kits                   | 1,070  | 1,064  | -6   | -0.6%  |
| Videocassettes         |        |        |      |        |
| Adult                  | 7,602  | 7,663  | 61   | 0.8%   |
| Juvenile               | 1,907  | 1,898  | -9   | -0.5%  |
| Total (Videocassettes) | 9,509  | 9,561  | 52   | 0.5%   |
| Total (Audio Visual)   | 23,485 | 23,545 | 60   | 0.3%   |
| Reference              |        |        |      |        |
| Adult                  | 5,612  | 5,675  | 63   | 1.1%   |
| Juvenile               | 1,093  | 1,104  | 11   | 1.0%   |
| Total (Reference)      | 6,705  | 6,705  | 0    | 0.0%   |
| Puzzles                |        |        |      |        |
| Adult                  | 87     | 87     | 0    | 0.0%   |
| Juvenile               | 569    | 562    | -7   | -1.2%  |
| Total (Puzzles)        | 656    | 649    | -7   | -1.1%  |
| Games (Juvenile)       | 85     | 83     | -2   | -2.4%  |
| Realia                 |        |        |      |        |
| Paintings              | 233    | 233    | 0    | 0.0%   |
| CC decoders            | 2      | 2      | 0    | 0.0%   |
| Total (Realia)         | 235    | 235    | 0    | 0.0%   |

|                            |        |        |    |        |
|----------------------------|--------|--------|----|--------|
| Large Type                 |        |        |    |        |
| Adult                      | 3,150  | 3,180  | 30 | 1.0%   |
| Juvenile                   | 27     | 27     | 0  | 0.0%   |
| Total (Large Type)         | 3,177  | 3,207  | 30 | 0.9%   |
| Pamphlets                  | 14,888 | 14,909 | 21 | 0.1%   |
| Easy Reading               | 1,026  | 1,025  | -1 | -0.1%  |
| Foreign language           |        |        |    |        |
| Afrikaans                  |        |        |    |        |
| Adult                      | 0      | 0      | 0  | 0.0%   |
| Juvenile                   | 1      | 1      | 0  | 0.0%   |
| Total (Afrikaans language) | 1      | 1      | 0  | 0.0%   |
| French                     |        |        |    |        |
| Adult                      | 86     | 86     | 0  | 0.0%   |
| Juvenile                   | 18     | 18     | 0  | 0.0%   |
| Total (French language)    | 104    | 104    | 0  | 0.0%   |
| German                     |        |        |    |        |
| Adult                      | 92     | 92     | 0  | 0.0%   |
| Juvenile                   | 4      | 4      | 0  | 0.0%   |
| Total (German language)    | 96     | 96     | 0  | 0.0%   |
| Greek                      |        |        |    |        |
| Adult                      | 1      | 1      | 0  | 0.0%   |
| Juvenile                   | 0      | 0      | 0  | 0.0%   |
| Total (Greek language)     | 1      | 1      | 0  | 0.0%   |
| Gujarti                    |        |        |    |        |
| Adult                      | 0      | 0      | 0  | 0.0%   |
| Juvenile                   | 12     | 7      | -5 | -41.7% |
| Total (Gujarti language)   | 12     | 7      | -5 | -41.7% |
| 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                     | 551     | 560     | 9   | 1.6%  |
| Juvenile                  | 34      | 38      | 4   | 11.8% |
| Total (Polish language)   | 585     | 598     | 13  | 2.2%  |
| Russian                   |         |         |     |       |
| Adult                     | 197     | 197     | 0   | 0.0%  |
| Juvenile                  | 2       | 2       | 0   | 0.0%  |
| Total (Russian language)  | 199     | 199     | 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                     | 575     | 586     | 11  | 1.9%  |
| Juvenile                  | 820     | 820     | 0   | 0.0%  |
| Total (Spanish language)  | 1,395   | 1,406   | 11  | 0.8%  |
| Total (Adult)             | 1,524   | 1,544   | 20  | 1.3%  |
| Total (Juvenile)          | 896     | 895     | -1  | -0.1% |
| Total (Foreign languages) | 2,420   | 2,439   | 19  | 0.8%  |
| =====                     |         |         |     |       |
| TOTAL                     | 216,302 | 216,855 | 553 | 0.3%  |



**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**February 1999**

|                            |         |                            |         |                 |
|----------------------------|---------|----------------------------|---------|-----------------|
| <b>Total 1998 to Date:</b> | 134,233 | <b>Total 1999 to Date:</b> | 126,233 | <b>% Change</b> |
| <b>February 1998:</b>      | 65,155  | <b>February 1999:</b>      | 63,995  | -5.96%          |
|                            |         |                            |         | -1.78%          |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| <u>CHILDREN</u>              | 1998                | 1999          | 1998                  | 1999         | 1998          | 1999          |
| Non Fiction                  | 5,187               | 4,560         | 890                   | 1,100        | 6,077         | 5,660         |
| Fiction                      | 8,967               | 10,259        | 1,180                 | 1,230        | 10,147        | 11,489        |
| Foreign Language Non Fiction | 34                  | 36            | 7                     | 14           | 41            | 50            |
| Foreign Language Fiction     | 171                 | 88            | 193                   | 114          | 364           | 202           |
| Periodicals                  | 128                 | 171           | 86                    | 90           | 214           | 261           |
| Compact Discs                | 183                 | 230           | 25                    | 29           | 208           | 259           |
| Audio Cassettes              | 221                 | 264           | 34                    | 23           | 255           | 287           |
| Audio Kits                   | 504                 | 436           | 114                   | 50           | 618           | 486           |
| Puzzles                      | 295                 | 352           | 77                    | 72           | 372           | 424           |
| Games                        | 60                  | 74            | 16                    | 21           | 76            | 95            |
| Audio Books                  | 88                  | 105           | 7                     | 6            | 95            | 111           |
| Video Fiction                | 1,428               | 2,393         | 305                   | 305          | 1,733         | 2,698         |
| Video Non Fiction            | 674                 | 927           | 71                    | 73           | 745           | 1,000         |
| CD ROMs                      | 197                 | 452           | 0                     | 0            | 197           | 452           |
| <b>SUB TOTAL</b>             | <b>18,137</b>       | <b>20,347</b> | <b>3,005</b>          | <b>3,127</b> | <b>21,142</b> | <b>23,474</b> |
| <u>ADULT</u>                 |                     |               |                       |              |               |               |
| Non Fiction                  | 13,137              | 11,909        | 220                   | 234          | 13,357        | 12,143        |
| Fiction                      | 7,009               | 6,735         | 333                   | 258          | 7,342         | 6,993         |
| Large Type                   | 765                 | 707           | 85                    | 102          | 850           | 809           |
| Foreign Language Non Fiction | 74                  | 77            | 2                     | 7            | 76            | 84            |
| Foreign Language Fiction     | 376                 | 271           | 0                     | 1            | 376           | 272           |
| High School Collection       | 0                   | 41            | 0                     | 0            | 0             | 41            |
| Periodicals                  | 2,369               | 2,311         | 118                   | 117          | 2,487         | 2,428         |
| Pamphlets                    | 64                  | 31            | 0                     | 0            | 64            | 31            |
| Compact Discs                | 3,924               | 4,148         | 493                   | 369          | 4,417         | 4,517         |
| Audio Cassettes              | 677                 | 566           | 0                     | 19           | 677           | 585           |
| Puzzles                      | 4                   | 22            | 0                     | 0            | 4             | 22            |
| Pictures                     | 54                  | 61            | 0                     | 0            | 54            | 61            |
| Audio Books                  | 1,244               | 1,428         | 1                     | 41           | 1,245         | 1,469         |
| CD ROMs                      | 159                 | 244           | 0                     | 0            | 159           | 244           |
| Video Fiction                | 9,171               | 7,010         | 339                   | 447          | 9,510         | 7,457         |
| Video Non Fiction            | 3,358               | 3,280         | 28                    | 37           | 3,386         | 3,317         |
| Misc. Formats                | 9                   | 38            | 0                     | 10           | 9             | 48            |
|                              | 42,394              | 38,879        | 1,619                 | 1,642        | 44,013        | 40,521        |
| <b>GRAND TOTAL</b>           | <b>60,531</b>       | <b>59,226</b> | <b>4,624</b>          | <b>4,769</b> | <b>65,155</b> | <b>63,995</b> |
| Self Check                   |                     | 2,785         |                       |              |               | 5,242         |

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
FEBRUARY 1999

| Assistance                         | <u>Number</u> | <u>Total</u> |
|------------------------------------|---------------|--------------|
| 1. Equipment repair and assistance | 235           |              |
| 2. Tax forms                       | 308           |              |
| 3. Directional questions           | 179           |              |
| 4. Item retrieval by library pages | 99            |              |
| 5. Audio visual inquiries          | 604           |              |
| <br>Total                          |               | <br>1,425    |
| <br>Reference Services             |               |              |
| 1. Specific item request           | 1,046         |              |
| 2. Ready reference                 | 709           |              |
| 3. Material searching              | 397           |              |
| 4. Referrals to other libraries    | 22            |              |
| <br>Total                          |               | <br>2,174    |
| <br>GRAND TOTAL                    |               | <br>3,599    |

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
FEBRUARY 1999

| <u>Reference Services</u>          | <u>Number</u> |
|------------------------------------|---------------|
| 1. Equipment, repair, & assistance | 506           |
| 2. Computer sign-ups & help        | 854           |
| 3. Storytime & program sign-ups    | 235           |
| 4. Reference questions             | 929           |
| 5. Ready reference                 | 379           |
| 6. Referrals to other libraries    | 8             |
| 7. Miscellaneous inquiries         | 387           |
| 8. Handout & change                | 974           |
| TOTAL                              | 4,272         |

Number of individuals using the Local Computer Network = 1,826

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM FEBRUARY 1999**

| <b>Outside Community Groups</b>             | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| AAUW  | 1                 | 8                 |
| Coupon Club                                 | 1                 | 5                 |
| Des Plaines Art Guild                       | 1                 | 10                |
| Des Plaines Digital                         | 1                 | 2                 |
| Des Plaines Woman's Club                    | 1                 | 6                 |
| DuPage Figure Skaters                       | 1                 | 8                 |
| Girl Scout Troop                            | 1                 | 7                 |
| Learning Links District 62                  | 1                 | 3                 |
| Loose Threads                               | 1                 | 4                 |
| Northshore Iris and Day Lily                | 1                 | 4                 |
| Romance Writers                             | 1                 | 30                |
| Toastmasters                                | 3                 | 36                |
| <b>Total</b>                                | <b>14</b>         | <b>123</b>        |
| <br><b>Library Sponsored Adult Programs</b> |                   |                   |
| Adult Book Discussion                       | 1                 | 17                |
| Feng Shui                                   | 1                 | 85                |
| Feature Films at the Library                | 1                 | 70                |
| Friends of the Library                      | 1                 | 12                |
| Introduction to the Internet                | 1                 | 85                |
| Junior Great Books Organization Meeting     | 1                 | 6                 |
| Library Stories                             | 2                 | 19                |
| Literary Circle Book Discussion             | 1                 | 9                 |
| Page Meeting                                | 1                 | 20                |
| Slide Lecture on Gustave Moreau             | 1                 | 25                |
| <br><b>Other</b>                            |                   |                   |
| Library Board Meeting                       | 1                 | 13                |
| <b>Total</b>                                | <b>12</b>         | <b>361</b>        |

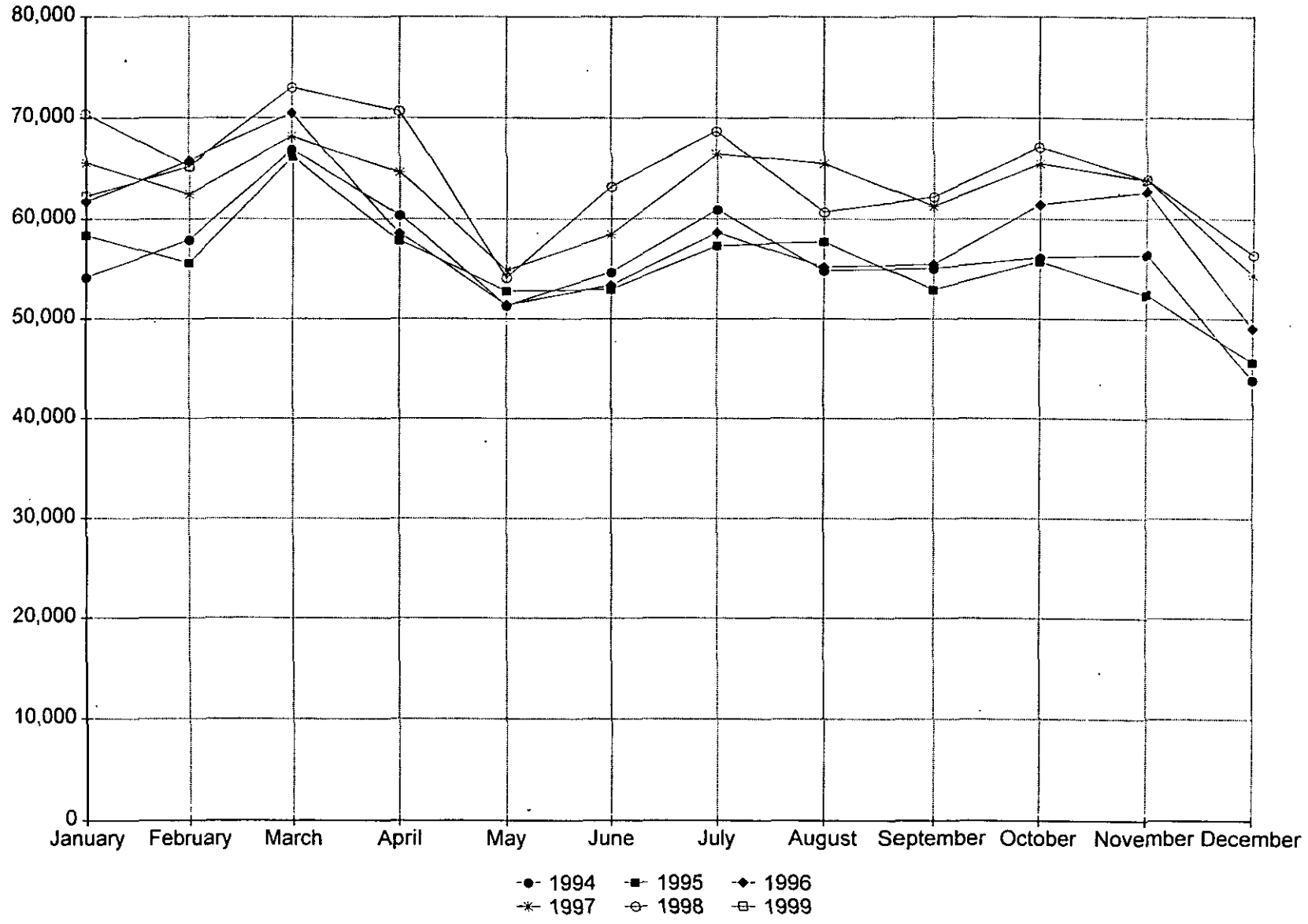
DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - FEBRUARY 1999

Page 2

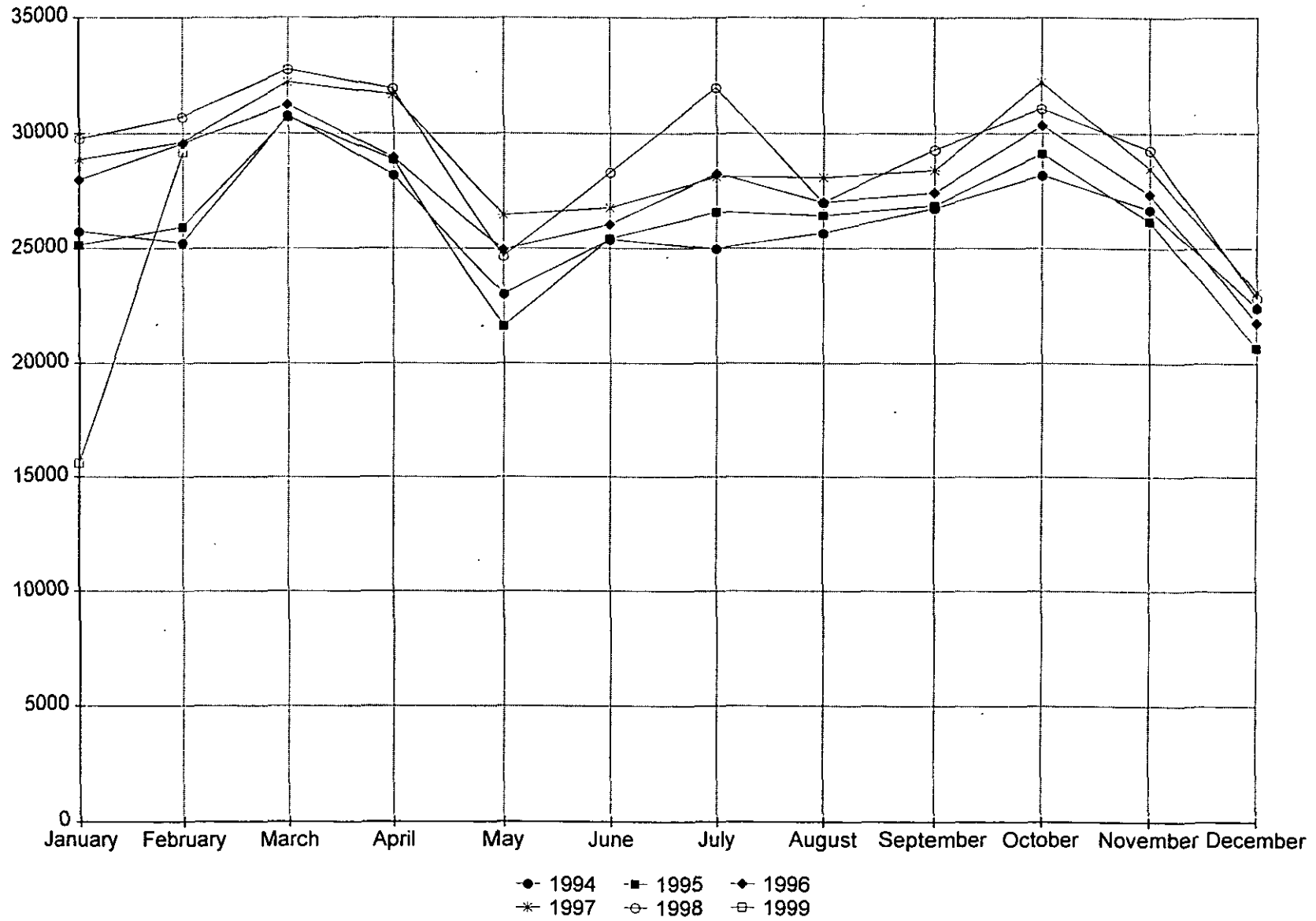
| Library Sponsored Children's Programs   | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Bright Start Baby Book Times Birth-2yrs | 12                | 257               |
| Babysitting Clinic                      | 1                 | 35                |
| Family Evening Storytime                | 1                 | 30                |
| Friends Family Sunday - Circus Boy      | 1                 | 230               |
| Headstart Storytime                     | 1                 | 32                |
| Holiday Drop in Craft                   | 1                 | 78                |
| Storytime 2 Year Olds                   | 8                 | 128               |
| Storytime 3-5 Year Olds                 | 14                | 137               |
| Total                                   | 39                | 927               |
| <b>Literacy Program</b>                 |                   |                   |
| Learn to Read                           | 20                | 912               |
| Grand Total                             | 85                | 2,323             |

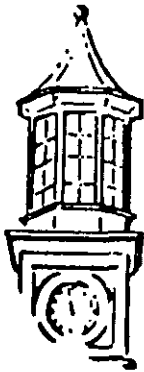
February Total = 85 groups involving 2,323 people.  
1999 Year to Date Total 150 groups involving 4,470 people.

### Circulation Statistics Annual Circulations



### Patron Attendance February 1999





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Management Committee Meeting March 3, 1999

Chair: Ellen Yearwood  
Present: Inara Brubaker, John Walker, Ellen Yearwood, Sandra Norlin, Martha Sloan, Tony Siciliano.

Call to Order: 7:05 PM by Ellen Yearwood.

The Committee decided to establish a schedule for full review of the Des Plaines Public Library policies to begin in 1999 with quarterly meetings as follows:

Section C – General Regulations – May 12, 1999  
Section D – Personnel Policy – July 14, 1999  
Section D – Personnel Policy – September 1, 1999  
Revisions to Collection Management and Reference Policy – November 10, 1999.

The Committee suggested revisions to library policies Section B-1 through B-3 and to delete Guidelines for Major Donations. They also recommend the addition of Collection Development Policy as B-3, with Gifts and Endowments as B-4, and Donor Form as B-4A.

The next meeting is scheduled for May 12, 1999 at 7 PM.

Meeting adjourned at 8:15 PM.

Minutes prepared by Sandra K. Norlin.

**DES PLAINES PUBLIC LIBRARY****SECTION A – GENERAL POLICIES**

- A-1 General Policy
- A-2 Confidentiality
- A-3 Complaints Concerning Library Service
- A-4 Complaints Concerning Library Materials
- A-4A Citizens Opinion Concerning Specific Library Material
- A-4B Guidelines for Hearing Concerning Library Materials
- A-4C Materials Reconsideration Hearing Registration Form
- A-5 North Suburban Library System Membership
- A-6 Mission Statement
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9 Bylaws of the Board of Trustees
- A-9A Ethics Statement for Public Library Trustees
- A-10 Organization and Operation
- A-11 Public Participation at Board Meetings
- A-11A Visitor Registration
- A-11B Display Policy

**SECTION B – MATERIAL SELECTION POLICY**

- B-1 General Statement
- B-2 Material Selection Principles
- B-3 Collection Development Policy
- B-4 Gifts and Endowments
- B-4A Donor Form

**SECTION C – GENERAL REGULATIONS**

- C-1 Registration Eligibility
- C-2 Lost or Damaged Materials
- C-3 Material Loan Periods
- C-4 Fees
- C-5 Displays and Exhibits
- C-5A Waiver Form
- C-6 Use of Public Notice Bulletin Board
- C-7A Meeting Room Request Sheet
- C-7B Use of Library Piano
- C-8 Rules of Conduct
- C-9 Library Hours
- C-10 Lower Level Restroom Security
- C-11 Disposition of Materials
- C-12 Americans with Disabilities Act Grievance Procedure
- C-13 Pass-through Costs
- C-14 Database Search Policy



## MATERIAL SELECTION POLICY

### GENERAL STATEMENT

Library materials are selected to implement the Library's mission statement. The needs and interests of the community and the funds available shall be the determining factors in satisfying these goals.

Selection Library materials ~~shall be predicated on the idea that a public library exists~~ are selected to provide material and information that communicates experience and ideas from one person or group to another. The function of a library is to assemble, organize, preserve and make available, easily and freely, to all patrons, the print and nonprint materials that will assist them to:

- Educate themselves continuously.
- Learn about the past.
- Keep pace with current developments.
- Form an opinion on controversial subjects.
- Fulfill political, social, occupational and family obligations.
- Develop individual skills and talents.
- Stimulate spiritual and creative capacities.
- Enjoy leisure time.
- Develop aesthetic and cultural appreciation.

The library cooperates with other libraries and institutions in order to ~~minimize unnecessary duplication of services and materials~~ maximize access to services and materials.

An up-to-date and attractive collection is maintained through a continual discarding of ~~obsolete and or worn~~ material that no longer meets the needs of the community.

Ultimate responsibility for material selection rests with the Administrator who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. The Administrator may call upon other members of the staff for assistance.

Approved 11/21/89  
Reviewed and Approved \_\_\_\_\_

1111

B - 2

## MATERIAL SELECTION POLICY PRINCIPLES

Materials are selected on the basis of literary and artistic quality, accuracy, timeliness, significance of content, and specific value for the library's collection. To achieve these principles, the library supports the Freedom to Read Statement\* ~~adopted by the Council of The American Library Association, June 25, 1953~~ adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. [Whenever the term "book" is used, it encompasses a broad variety of print and non-print materials.] (~~"Freedom to Read," *Library Journal*, August, 1953, pp. 1727-1274.~~)

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, or to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudice of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as the guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression.

\*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Approved 11/21/89  
Reviewed and Approved 04/18/95  
Revised and Approved 01/15/97  
Revised and Approved \_\_\_\_\_

**(Draft)**

**Collection Development and Management Policy  
October 9, 1997**

## Introduction

Collection development and management are integral to the operation of the Des Plaines Public Library. A collection development and management policy states the principles upon which a useful and well-rounded collection is built and maintained. Thus it determines the allocation of library resources, the contents of its collections, and the means by which collections are accessible to users. Collection development and management is not a single function, but rather a number of procedures by which the library achieves its goals. The practices and procedures outlined within describe selection, weeding, donations and gifts, replacements and collection and management techniques. They describe present reality as well as future intent and provide present and future librarians with consistent methodology and principles.

The goal of the Des Plaines Public Library is to select, organize and make available materials in all appropriate formats, within the limits of space and budget, to implement the Library's mission statement. Such materials may be informative, educational, recreational and cultural, and are provided equally to all patrons. It is the library's responsibility to provide a diverse collection, which represents different and unusual points of view. Present laws dealing with obscenity are enforced. Materials are selected to meet not only the current needs and interests of the library's patrons, but also to anticipate future demands.

This document is based on philosophical statements that are appended to this policy: The Library Bill of Rights, Intellectual Freedom Statement, Freedom to View and the Freedom to Read Statement, the Des Plaines Public Library Mission Statement, Statement of Beliefs and Vision Statement.

## **Responsibility for Collection Development and Management**

Final responsibility for materials selection rests with the Library Administrator who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. The Coordinator of Public Services, who reports to the Director, reviews and approves selections for purchase, donations and gifts. Staff members who participate in the selection of library materials have primary responsibility for their assigned areas of selection under the guidance of the appropriate Department Heads and the Coordinator of Public Services.

## Collection Management

### Weeding

To ensure that the Library collection is up-to-date and relevant to community interests, the selectors must, on an ongoing basis, re-evaluate the usefulness of the materials in the collection. This process is essential to identify materials that have physically deteriorated, areas where additional materials are needed, editions that need to be updated and areas where less material is needed. Periodically, the median age, the size and the differing formats of an area should also be assessed.

A systematic weeding of all materials considers the following factors:

- physical condition
- use pattern
- reliability of the information (out-of-date, misleading)
- duplications

Standard guides to core collections and other lists of "best books" should be used for guidance in weeding. However, professional judgment tempered with experience and common sense must also be used. It should be remembered that something is not always better than nothing. In addition, with the ease of interlibrary loan, it may not be necessary for each library to have all "core" or "standard" titles. Some titles may also be outside the scope of the library's area of selection.

Some materials may not be weeded according to the previously established principles. Items deemed of importance for local history or of particular community interest, and those that are out-of-print may be retained.

To obtain a second point of view, the Coordinator of Public Services, or a designated professional librarian, must review all items selected to be withdrawn.

Although weeding is an ongoing activity, a weeding schedule is established in the Children's and Adult Services Departments to ensure that the collection is current and balanced.

Items that are weeded from the collection may be placed in the Friends' used book sales, donated to other libraries or discarded. Such decisions are made according to guidelines established by the Library Administrator. (This statement replaces C-11 in the Policy Manual)

### Replacement

Not all items lost or damaged will necessarily be replaced. Each selector should first determine, according to general selection criteria, whether that item is still useful in the collection. Other considerations for replacement may also apply, such as the availability of new titles in the field, historical value of the item, and its listing in a standard indexing tool.

### **Binding**

The choice of books to be rebound is made in accordance with the established policies of original selection, discard and replacement. Factors to consider are: value and use of the title; quality of the paper, margins, and illustrations; cost of rebinding versus the cost of replacement; the number and kind of similar titles in the collection; and the current validity of the contents. It is preferable to purchase new editions of classics whenever possible rather than having them rebound. Poorly bound foreign language books and selected paperbacks may be sent to the bindery before being placed in circulation.

### **Gifts and Donations**

Gifts of books or other library materials intended to be put into the collection may be accepted if they: conform with the established selection guidelines; do not impose a condition such as special placement within the collection; do not endorse a product, service or individual. Donated materials may be used or disposed of according to established guidelines unless there has been a prior agreement with the donor. Further elaboration of this policy is in B-3 of the Library Policy Manual. The Donor Form is appended to this document.

### **Patron Requests**

Patron suggestions for purchase are encouraged and will be considered for purchase based on the criteria stated in the Library's Selection Policy. A copy of the Patron Request form is appended to this document.

### **Patron Complaints Concerning Materials**

The library recognizes that because of the diversity of materials in the collection individual complaints may arise. The procedures followed when a patron registers a complaint are outlined in Section A-4 in the Policy Manual. Forms used in this procedure are appended to this document. (A-4-A, A-4-B)

### **Circulation Practices and Procedures**

Circulation policies establishing the length of time materials circulate and the reserves and renewal procedures affect the management of the collection. To ensure the availability of materials for patrons, the length of time materials circulate may differ. Some materials may permanently be placed on shorter loan periods; others, to meet temporary demand, may be placed on short term loan. With the approval of senior reference librarian on duty, reference books may go out overnight; a personal check covering the cost of the item will be held until they are returned. Back issues of periodicals circulate.

### **Cataloging Practices and Procedures**

Cataloging practices are central to the management of the collection, for they determine the means of access to materials. Therefore, cooperation and communication among all departments are crucial to make the best and most logical cataloging decisions. During the process of assessment, selectors should consider the placement of items within the context of the entire collection, for it may be advisable to change items to a different area to meet new rules or to place them in an area more useful for public access.

## **Selection**

Because of the limitations of budget and space, careful selection is necessary. Materials selection is based on the judgment, expertise and experience of librarians. Selectors are assigned areas according to individual areas of expertise and interest. However, librarians need not agree or endorse the views and expressions contained in selected materials. Reviews in journals, newspapers, periodicals, and reputable publishers' catalogs are used to assist selectors in making decisions in the selection of both print and nonprint items that will meet and reflect the diverse interests of the public.

## **Adult Services**

### **Adult Material: Criteria for selection:**

- Timeliness
- Authority of the author
- Accuracy, viewpoint of the author
- Readability, organization of materials
- Suitable physical format - size, print, paper, binding
- Cost
- Appropriateness of the materials for the intended audience
- Community interests and requests
- Relationship to other material in the collection
- Permanent value to the collection

In order to provide guidance for selection, each area of the collection is assigned a level to explain the scope and type of coverage that has been determined to be appropriate for our collection. The following definitions help clarify the goals used for different subject areas (Adapted from the "Pacific Northwest Collection Assessment Collection Level Indicators," which in turn was adapted from the RLG Collection Development Manual, 2nd ed.).

1a - Minimal level, with uneven coverage - Few selections and unsystematic coverage.

1b - Minimal level, but chosen well - Basic authors and core works with differing points of few. It can support fundamental inquiries from the public.

2a - Basic information level - Materials which are up-to-date, encyclopedias and other reference material, and a few periodicals on the subject. This level can support high school questions and life-long learning.

2b - Augmented information level - A wider selection of reference works and more major periodicals. This level continues to support life-long learning and can answer some basic undergraduate inquiries.

3a - Basic study level - Includes the most important primary and secondary literature, representative periodicals and fundamental reference tools. It also supports life-long learning and introductory undergraduate inquiries.

Although it is often difficult to accurately categorize a collection area, these designations are useful in determining the goals for selection. In general, the collection does not aim to serve upper level academic work.



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## **Nonfiction**

### **000s - Generalities** (General knowledge, journalism, library science, and computer science)

Library science, journalism, general knowledge, recent editions of encyclopedias, and fact books are selected to provide coverage of areas for reference and popular interest.

1b - Minimal level, chosen well

Computer science material is selected so that there is a representative selection on current major software programs, personal computer hardware, and major operating languages and systems. Periodicals help maintain currency in this area. 2b - Augmented information level

### **100s - Philosophy and Psychology** (Philosophy, ethics, paranormal phenomena, and psychology)

Holdings in the area of philosophy include works of major philosophers, ancient and modern, as well as popular writers in the field. Historical and current trends are covered. 2a - Basic information level

Popular interest determines to a large extent the holdings in the area of occult sciences, but standards of quality are maintained. 2a - Basic information level

In the area of psychology, works by major theorists, current and classic, as well as popular works are held. Holdings include materials on a wide range of psychological theories and current controversial issues. 2a - Basic information level

### **200s - Religion** (Religions, theology and mythology)

The collection of religion and mythology includes works by prominent theologians, as well as material to meet current popular interests, inspirational works and commentaries, and balanced coverage of controversial and opposing points of view. Special effort is made to include works of particular interest to area residents and to provide coverage of all major world religions. 2a - Basic information level

### **300s - Social Sciences** (Sociology, statistics, political science, economics, social problems and services, law, public administration, crime, education, commerce, costumes, customs, folklore and etiquette)

The subjects covered under the broad heading, "sociology," are generally collected at the 1b level, with the exception of material on women, marriage, and the family, including information on parent-child relationships and sibling relationships, which are collected with greater depth and breadth. Currency and timeliness are of importance in this area, although experts in various fields are retained regardless of age. 1b - Minimal level, but chosen well, to 2a - Basic information level.

Political science is an area of current interest, with the exception of the works of classic authors (Hobbes, Machievelli, Locke, etc.). Information on the United States is timely and of some breadth; material on the rest of the world is collected to meet popular interests and the demands of students and lifelong learners. 1a - Minimal level, with uneven coverage, to 1b - Minimal level, but chosen well.

The area of personal finance and personal investing in such areas as stocks and real estate is of particular interest to area residents, and the scope of the collection reflects this interest. 2b - Augmented information level

The scope of the collection in the subjects of law and public administration meets current public interest and demand. Most of the items are written for the general public. Because of the nature of this area, much of the collection, government directories, legal statutes and codes, for example, is in reference. Criminology, including books on true crime, is also an area of popular interest and includes some basic texts for students and lifelong learners. 2a - Basic information level

Material in many of the areas in the field of education are collected to meet popular demand. However, philosophy of education is maintained at some depth, including the works of major philosophers. The areas of greatest concentration and breadth are test preparation manuals, college guides, and scholarship and financial aid information. 1a - Minimal level, with uneven coverage, to 2a - Basic information level.

The broad subject areas of military science, transportation and communication, education, social problems and services, etiquette, and folklore are collected at a level to serve lifelong learning and to answer basic inquiries. The sections on transportation, including trains and the railway, etiquette and weddings are of greater interest. Holiday books, though of seasonal demand, are also collected at some depth. 1b - Minimal level, but chosen well, to 2a - Basic information level.

#### **400s - Language and Linguistics** (Grammars, dictionaries, etymology)

Languages that are widely spoken or studied require multiple grammars and dictionaries, as well as audio cassette tapes or CD's and are collected at this level. Materials for those learning English as a second language or sign language are also collected. Major, popular languages are represented by at least one periodical title. Dictionaries for many languages may also be found in the reference collection. 2a - Basic information level

Books on linguistics are collected with less depth, as are dictionaries and other resources for less popular languages. 1b - Minimal level, chosen well

**500s - Natural Science and Mathematics** (Astronomy, physics, chemistry, earth sciences, biology and botany)

Most of the sciences and mathematics are collected as the basic level to meet student needs and to answer general questions. Included are both popularizations of technical subjects, as well as more detailed or specialized treatments. 1b - Minimal coverage, chosen well, to 2a - Basic information level

Special areas of the collection are expanded in their coverage to meet popular and student needs. These sections include: general astronomy, the universe, space and galaxies and quasars; evolution; wildflowers and trees; animals; and Homo Sapiens. 2b - Augmented information level

**600s - Applied Sciences and Technology** (Medicine, engineering, agriculture and gardening, cooking, sewing, home economics, and business management)

Books on general technology, trademarks and symbols, technical drawing, museums, and inventions are selected to meet general needs of both students and lifelong learners. Many areas in the sections on manufacturing and engineering will also be collected at this level. 1b - Minimal level, chosen well

Great attention is paid to the area of car repair, repair of household items, and home repair, reflecting patron interest and popular demand. The sections on parenting and retirement focus on a wide variety of popular materials. 2a - Basic Information level

The collection of materials on cooking and home economics includes different types of cuisine, introductory materials, and general cookbooks. It stresses breadth, rather than depth. Also of great local interest are the areas of household pets and gardening which are also collected at this level. 2b - Augmented information level

With the exception of classic works in such general areas as anatomy, nursing, and first aid, most selections in the medical sciences will focus on a broad range of non-technical materials to meet popular demand. It is important to cover as wide a range of diseases as possible. Some sections may be collected in greater depth (2b - Basic level, augmented) to meet current interest and demand. These areas include: nutrition and diet, exercise and fitness, cardiovascular diseases, mental disorders, gynecology and obstetrics, and pediatrics and geriatrics. 1b - Minimal level, chosen well, to 2b - Augmented information level

Business information is an area of high demand and interest; thus materials for small business owners, entrepreneurs, job seekers and consumers will be current and developed at some depth. 2b - Augmented information level

**700s The Arts** (Art and artists, architecture, sculpture, landscape design, interior design, handicrafts, photography, music, theater, movies, dance, sports and games)

Every effort is made to collect current material covering all areas of art and architecture. The differing levels of the collection reflect popular interest in the area of art, landscaping and architecture. Major artists and periods of art and architecture are covered in greater depth. The acquisition of The Dictionary of Art for the reference collection enhances the scope and depth of the collection. Material on Chicago art and architecture is specifically collected.

Because of a local cooperative collection agreement, the areas of textiles, needlepoint and handiwork will be collected at the higher level. Information on the graphic arts, printmaking and photography emphasizes breadth, rather than depth. 1b-Minimal level, chosen well to 2a - Basic information level

Although much of the music area is selected at the 1a or 1b level, the collection of reference materials, books on opera, popular performers, popular song books, with emphasis on Broadway shows and opera, are collected at the 2a level. Books on individual instruments reflect popular demand. 1a- Minimal level, with uneven coverage to 2a - Basic information level

Motion pictures, theater, and dance are subjects of great current and historical interest. Biographies of major personalities are widely collected, as are books on different types of films. 2a - Basic information level

All sports are represented. The level of coverage varies. Many sports have minimal but even coverage. Others are collected at a basic introductory level, with a good number of books including histories, rule books, biographies and instruction manuals. Football, baseball, and basketball are given special attention and are collected at an augmented level with a large number of books, a wider selection of reference materials, and periodicals. Chicago teams and players are collected at some depth. 1b-Minimal level, chosen well to 2a -Basic information level

### **800s Literature**

The literature of most countries is represented with a history, selected works and criticism of major authors. 1b-Minimal level, chosen well

There is heavy emphasis on American and British literature. Major and minor authors are covered with a solid representation of primary work, criticism and history. Attention will be given to new trends, including Latin American and African American literature. 2a-2b levels- Basic information, sometimes augmented

Style manuals, books on writing and public speaking are collected at this level. 2a - Basic information level

## **900s History and Geography**

The genealogy collection emphasizes how-to-do-it materials and books on sources where material can be found. It includes books on heraldry and books on family names. 2b-Augmented information level

In general, world history and geography will be collected at this level to reflect popular interest, current events and student needs. 1b- Minimum level, chosen well

Well-chosen and current works on the history of countries in Asia and Europe will be selected to meet student assignments and the interests of life-long learners

Works on the history of the United States will consist of a broad spectrum of materials, including encyclopedias, other reference sources, periodicals, and books on specific events and significant people. 2a - Basic information level

Travel books will be selected to meet heavy popular demand. To meet the interests and demands of travelers and of students researching different countries, emphasis will be on current coverage of many areas. The book collection is supplemented by many periodicals and by an extensive travel video collection. 2b-Augmented information level

## **Biographies**

Popular, current biographies are selected, as are those on major historical figures. A separate biography area is maintained, although books on popular entertainers, sports figures, musicians and artists are placed with the subject. Individual biographies are preferred; collective biographies are seldom purchased. 2a - Basic information level

## **Fiction**

All types of fiction are represented in the collection. A core collection of classic titles is maintained and updated as new editions become available. There is also a wide selection of formula and genre fiction reflecting popular demand. Because, more than any other collection, this area reflects popular demand and interest, favorable reviews are not always a criterion if the item is by a popular author or has received extensive publicity. Patron requests are almost always honored. Translated materials and short story collections are selected with greater care as they are not always of popular appeal. Emphasis is on American and British authors, but major authors from other countries are represented. Added criteria for selection may include creativity and novelty.

## **Large Type**

Both fiction and nonfiction large type books are collected to meet the growing demand for popular reading materials in this format. The collection includes both hard cover and softcover books. Several standing order plans are maintained, and available bestsellers are purchased. Large type books are also selected for the Children's Department.

## Reference

Reference is a non-circulating collection of general and specialized materials providing quick access to factual information on the entire range of human knowledge. The tools in this collection should supply as much material as possible without duplication. The criteria for selection include: clear presentation and arrangement; indexing and other means of multiple access; accuracy, scope and depth of coverage. Some materials may also be placed in the collection because of expense or to meet local needs and queries.

Increasingly, electronic materials are purchased to replace or supplement traditional books. (See "Electronic Materials" section)

Because of community interest and demand, materials for small businesses, job seekers, entrepreneurs and investors are collected at this higher level. 3a - Basic study level

Handbooks, almanacs, directories, indexes, dictionaries, encyclopedias, atlases, gazetteers, bibliographies, biographical dictionaries, and government publications are collected to respond to questions of students and life-long learners. 2a - Basic information level

## Electronic Materials

Reference - Factors to consider in the selection in the growing area of electronic resources include: favorable reviews, costs, staff capability and training, system capability, ease of use, documentation, currency, and relationship to the entire collection. Some reference sources and the Internet are made available for public use on the Local Area Network; other CD-ROM products may be purchased for single user use. The library's Internet policy is appended.

Interactive multimedia CD-ROMs - Software products are purchased for circulation to appeal to a broad range of interests, both children and adults. Selection includes materials that are informative, educational, recreational and creative and is based on favorable reviews as well as on patron requests.

## Periodicals

The periodical collection serves two basic functions: first, as a popular collection serving the needs of the community; second, as a research collection providing basic, introductory material for personal and scholastic study. A large range of popular magazines, journals, newspapers, business and investment serials and other periodicals are purchased. The criteria for selection are: appropriateness for the library's scope; public interest; quality of the contributors; and reputation of the publication. A special consideration is whether or not the contents of the periodical are indexed. Periodicals are also collected as an aid in materials selection and for professional reading by the library staff. Major foreign languages are represented by at least one title with emphasis given to the Spanish language. Microfilm holdings supplement the basic collection and serve as a permanent backfile for reference purposes.

## Microfilm

The microfilm collection consists of backfiles of Time magazine, the Chicago Tribune, the New York Times, local Des Plaines newspapers, and current college catalogs.

## **Foreign Language Materials**

A collection of popular and classic foreign language books is maintained with current emphasis on Polish and Spanish books. Every effort is made to purchase materials to meet changing demographic trends in both the children's and adult collections.

## **Audiovisual Materials**

**Music** - A broad spectrum of music, at present in the formats of compact disks and audio cassettes, is collected to meet demand for current, popular titles and to maintain a core collection of standard works. In the area of popular music, timeliness and popular demand are of importance. Selections are made to provide examples of major performers in rock, jazz, country, New Age, instrumental and folk music.

Classical music is selected to represent major historical periods of music, composers, both major and minor, and historical and currently popular performers. Special effort is made to ensure that the collection has at least one copy of all Lyric Opera performances as well as the Lyric Commentaries.

**Spoken word audio** - Spoken word audio is collected at the basic level and includes audio books and language instruction materials. Audio books are purchased primarily in the cassette format and include fiction and nonfiction titles. All genres of fiction, including classics, are represented. Both abridged and unabridged formats are purchased, but unabridged is preferred, particularly for fiction. Instruction courses are collected for many foreign languages. English as a second language material is also collected.

**Videos** - At present the video collection is in the cassette format and is a well-balanced collection for home use. A broad range of fiction and nonfiction titles is selected for their timeliness, social significance, technical quality and popular demand. The feature film collection consists of a varied selection of current high interest films, old classics and foreign films. Informational titles augment the book collections in such areas as travel, sports, exercise, parenting and cooking. Many PBS titles are purchased.

## **Framed art**

Works of art are selected annually on the basis of style, medium, or content for public circulation. They are all works of local artists.

## **Pamphlet File**

The pamphlet file material is selected primarily for its timeliness, usefulness for school assignments and ease of storage. It includes booklets for crafts, maps and brochures for travelers, and ephemera in other subject areas. The criteria for materials for selection are the same as for the adult collection as a whole.

## Outreach Services

The Mobile Library serves the general population of the city, covering its diverse neighborhoods. The Outreach Department honors requests for service to neighborhoods from our patrons, and the Mobile Library provides regular biweekly service. The Mobile Library is primarily a popular materials library. Because of its unique ability to serve populations that would not necessarily come to the main library, it may also provide materials specially collected for its customers.

### **Adult materials: Criteria for Selection:**

Although the Mobile Library follows the same general criteria for selection of adult materials, the following are given special consideration:

Timeliness

Readability

Appropriateness of the materials for the intended audience.

### **Adult Fiction and Nonfiction material**

Adult nonfiction and fiction books are selected for their current popularity to meet the needs of the patrons of the Mobile Library. Most materials are those selected for the main library collection. However, because of the personal nature of mobile library service and because of the demands and interests of its patrons, materials that are not held in the main library may be selected. These may include, for example, such items as additional, popular books in Spanish. Because of the popular nature of the material selected for the Mobile Library, much of its collection is purchased through a lease plan. la Minimal level, with uneven coverage

### **Children's materials : Criteria for selection:**

Because of the shortage of space, there is a small selection of a variety of different types of materials for each age group. General consideration for selection are:

Current interest and demand

Appropriateness for the intended age level.

### **Children's Fiction and Nonfiction**

Books for children include board books, picture books, series, juvenile, easy and young adult fiction and nonfiction. A few of the nonfiction children's books are selected to meet school assignments. An onboard computer is equipped with general reference materials to help meet this demand. Books are in both English and Spanish.

### **Audiovisual materials**

The audio collection at present consists primarily of currently popular music.

Kits and puzzles are available for young children.

Videos are collected for general family viewing.

### **Periodicals**

Popular magazines are selected for both children and adults. Some selections are in Spanish.



## Children's Services

Children's materials are collected to serve the needs of young people and their caretakers from infancy through eighth grade. There is a small parenting collection. Selection for materials is based on reviews in newspapers and journals such as Booklist and School Library Journal, and listings in publishers' catalogs. Books in Spanish and in other foreign languages are purchased to reflect changing demographics and need. The resources of the entire library are available to children and young adults.

### Children's Materials: Criteria for selection:

- Suitable physical format - size, print, paper, binding
- Artistic excellence
- Current interest, timeliness
- Curriculum demand
- Cost
- Appropriateness for intended age level
- Accuracy
- Relationship to other materials in the collection
- Permanent value to the collection

### Fiction

Special consideration of plot, pacing, setting, characterization, and illustrations are given when selecting children's fiction. Classics and award winners are collected and replaced as needed. An attempt is made to always have a copy in house. Duplicate copies are often purchased to meet patron demand. Holiday books are collected in some depth.

Board books and picture books: Board books and picture books for preschool children are selected for their aesthetics (illustrations, sturdiness, format) and for their appropriateness for the developmental level of the children. Books that have pop-ups or lift-ups are generally not purchased for circulation, because they cannot withstand heavy use.

Easy readers: Easy fiction selection considers appealing and motivational material for beginning readers, grades K-3.

Juvenile fiction: Fiction for grades 4-6 is purchased for readers' personal interest, based upon recommendations in review journals and on popular demand. Multiple copies may be purchased to meet demand as well as to satisfy school assignments. Paperback series are placed on standing order.

Young adult fiction: Young adult fiction (grades 6-8) explores issues that concern young teenagers, and books are selected for their sensitivity and creativity in exploring those concerns. Popular paperback series are also purchased.

## **Nonfiction**

Easy and juvenile nonfiction: Nonfiction selection for grades K-5 considers timeliness and accuracy as well as appropriateness for grade level. School curriculum requests are given primary consideration; therefore, multiple copies of items on material known to be in demand are collected. There is also a special collection in sign language.

Young adult nonfiction: Material selection for young adult nonfiction (grades 6-8) reflects not only school curriculum demands, but also serves the concerns of young adults about their changing selves and world. Thus nonfiction reflects the knowledge that young adults read to gain information on topics of concern to them.

Reference and electronic materials: Reference information is based on regularly updated encyclopedias and on other general resources to meet school assignment needs. Bibliographies of "best books", atlases, and other ready reference tools are also part of the collection. When requested by the schools, the department also purchases non-circulating textbooks. The Department has workstations for the resources on the Local Area Network, individual CD-ROMs, and access to the Internet that complement the collection. Internet sites are bookmarked for homework use as well as for entertainment.

## **Audiovisual materials**

Audio materials: Children's audio materials (audio kits, audio books, compact disks, and audio cassettes) are selected according to the same criteria as those used for books. Music is selected primarily for younger children and includes current popular songs and music, introductions to classical music, and traditional folk music. Audio books are geared for the primary and junior high grades; audio kits for younger children.

Visual materials: The audience for videos selected for the children's department is primarily young children, and thus most videos are not popular feature films. Many are based on popular television characters and personalities. Duplicate copies are purchased where necessary to meet demand.

## **Periodicals**

Magazines are selected for their recreational, informational and educational content.

## **CD-ROMs**

CD-ROMs are purchased for use in the library and for circulation. A combination of educational and recreational types are selected in formats for both the Macintosh and the PC.

## **Puzzles and Games**

Puzzles are purchased for both circulation and for in-house use by young children. Differing degrees of difficulty are selected. Flash cards and other similar items are selected to meet popular demand. Games and other toys such as puppets are purchased for use only in the Department.

## Conclusion

To ensure that the Des Plaines Public Library continues to have a relevant, timely collection, this policy should be reviewed, and, if necessary, revised on a consistent basis. Rapidly changing technologies as well as a changing population mean that no more than two years should pass between formal revision. Thus, this policy should next be reviewed in November 1999.

The Coordinator of Public Services and the selectors for material for the Children's Services, Adult Services, and Outreach Departments should review the subject coverage, collection scope levels, and format selection. Needed changes will be made within the guidelines provided by the library's mission statement and collection development objectives and will be approved by the library Board of Trustees.

### GIFTS AND ENDOWMENTS

Gifts of monies, real property, library or other materials, equipment, or services to the Des Plaines Public Library may be accepted by the library when such a gift or its acceptance:

1. Contributes to the achievement of the library's adopted goals and objectives,
2. Does not result in a conflict with the library materials selection or other adopted policy or regulation,
3. Does not impose a restriction on the library as a condition of the gift, unless such restriction is formally accepted by the Library Board of Trustees,
4. Is not likely to be perceived as an endorsement of an individual, a product, or a service, and
5. May be used or disposed of at the discretion of the library, unless otherwise mutually agreed by the donor and by the Library Board of Trustees at the time of the gift.

Gifts made to the library in accordance with this policy and without restriction by the donor may be accepted by the Library Administrator. However, gifts of a value of \$1,000 or more will be reported to the Library's Board of Trustees and the acceptance by the library of gifts of this value will not be final until such report has been made to the Board.

Unless otherwise provided, arrangements for and the cost of an appraisal of a gift in the interest of a donor will be the donor's responsibility prior to the conveyance of the gift to the library.

All gifts of significance will be appropriately acknowledged and recognized.

Approved 11/21/89  
Reviewed and Approved April 18, 1995  
Revised and Approved \_\_\_\_\_

GIFTS AND ENDOWMENTS  
**DONOR FORM**

I hereby make the following gift to the Des Plaines Public Library:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Des Plaines Public Library Policy on Gifts and Endowments, and make this gift in accordance with this policy.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

I accept the gift herein described on behalf of the Des Plaines Public Library Board of Trustees and in accordance with the Library's Policy on Gifts and Endowments.

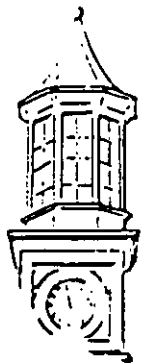
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Signature

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Date

\_\_\_\_\_  
Title

Reviewed and Approved \_\_\_\_\_

*Delite*



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## DONATIONS

### *Guidelines for the acceptance and recognition of major donations to the Des Plaines Public Library Building Fund.*

*A Donation of \$2,000,000 and above, the Library Board will consider naming the building after the donor or family, or at the donor's discretion.*

*A Donation of \$1,000,000 - \$1,999,999, the Library Board will consider naming major department or service (i.e. children's room, main reading room) after the donor or family, or at the donor's discretion.*

*A Donation of \$500,000 - \$999,999, the Library board will consider naming a section of the building, room and furnishings (i.e. large meeting room, storyhour room, computer room, homework/young adult center) after the donor or family, or at the donor's discretion.*

*A Donation of \$100,000 - \$499,999, the Library Board will consider naming a special use area (i.e. group study rooms, small meeting room, clock tower, garden courtyard, business reference room) after the donor or family, or at the donor's discretion.*

*A Donation of \$10,000 - \$99,000, the Library Board will consider naming a permanent art and/or display area (i.e. sculpture, wall hangings, tapestries, mobile, display gallery) in honor of the donor, or at the donor's discretion.*

*All decisions are subject to the approval of the Des Plaines Public Library Board of Trustees.*

*Delite*

Approved 10/17/95

Architecture  
Planning  
Interior Design

225 North Michigan Avenue  
Chicago, Illinois 60601  
Tel 312.445.4455 Fax 312.938.0929  
Internet www.lohan.com

## LOHAN ASSOCIATES

3 March 1999

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

Dear Sandra,

Please find enclosed two signed originals of the Agreement between Owner and Architect for the FF&E services.

Please note that in Ken Hutson's February 12<sup>th</sup> e-mail (attached) he indicated that the Agreement was acceptable to him once I modified paragraphs 8.4, 8.5 and 9.3.1. I have only modified 9.3.1, which will lengthen the time permitted for payment. However, I have not modified paragraphs 8.4 and 8.5 since I am unaware of any DPL or IL statutes that may effect these requirements.

Also, please review the entire document and if in agreement please have both copies signed and return one original to my attention. Thank you for your attention to this matter and Sandra, we are looking forward to a successful completion of this project.

Sincerely,



Floyd D. Anderson, AIA  
Principal

Enclosure

CC: Ken Hutson

**AGREEMENT BETWEEN OWNER AND ARCHITECT**

**AGREEMENT** made as of the 8th day of September in the year Nineteen Hundred and Ninety Eight.

BETWEEN the Owner: **Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, Illinois 60016-6472**

And the Architect: **Lohan Associates, Inc.  
225 North Michigan Avenue, Suite 800  
Chicago, Illinois 60601**

For the following Project: **The space planning, selection and documentation for Furniture, Fixtures and certain Equipment (FF & E) required for the new 80,000 square foot Des Plaines Public Library.**

Additionally the Owner has designated as the Owner's Representative, CCS/Owner Services Inc., to represent the Des Plaines Public Library interests with regard to the interior design and implementation of the FF & E. The Owner's Representative will assist the Architect's efforts in design and coordination of the installation of the Project as set forth in the Owner's Representative's Contract with the Owner.

The Owner and the Architect agree as set forth below.

**ARTICLE 1: ARCHITECT'S RESPONSIBILITIES**

**1.1 ARCHITECT'S SERVICES**

**1.1.1** The Architect's services consist of those services performed by the Architect, Architect's employees and Architect's consultants as enumerated in Articles 2 and 3 of this Agreement.

**1.1.2** The Architect's services shall be performed as expeditiously as is consistent with professional skill and care ordinarily exercised by Architects and the orderly progress of the Work. The Architect has attached as **Exhibit A**, for the Owner's approval, a schedule for the performance of the Architect's services which may be adjusted as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.



- 1.1.3 The services covered by this Agreement are subject to the time limitations contained in Paragraph 9.3.

## ARTICLE 2 - SCOPE OF ARCHITECT'S BASIC SERVICES

### 2.1 DEFINITION

- 2.1.1 The Architect's Basic Services consist of those described in Paragraphs 2.2 through 2.6 and include normal interior space planning and furniture selection services and as indicated in **Exhibit B**.

### 2.2 SCHEMATIC DESIGN PHASE

- 2.2.1 The Architect shall review and confirm the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements and other design parameters with the Owner. The Owner's program is defined as that prepared by Library Planning Associates, Inc. and is dated July 13, 1995.

- 2.2.2 The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Subparagraph 5.2.1.

- 2.2.3 The Architect shall review with the Owner alternative selection of new furniture, equipment, furniture procurement methods and methods of project delivery.

- 2.2.4 Based on the mutually agreed-upon program, schedule and construction and FF & E budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings, outline specifications and other documents illustrating the scale and relationship of Project components.

- 2.2.5 The Architect shall submit to the Owner a preliminary budget of furniture and equipment.

### 2.3 DESIGN DEVELOPMENT PHASE

- 2.3.1 Based on the Schematic Design Documents approved by the Owner and any adjustments authorized by the Owner in the program, schedule or FF & E budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings, short form specifications and other documents to fix and describe the size and character of the Project as to manufactured and custom furniture and other such elements as may be appropriate.

- 2.3.2 The Architect shall advise the Owner of any adjustments to the preliminary estimate

of construction and FF & E costs including those resulting from changes in program or project scope.

2.3.3 The Architect shall verify the purchasing strategy of FF&E with the Owner and if required assist the Owner in establishing a proposed FF&E Dealer listing.

2.4 CONSTRUCTION DOCUMENTS PHASE

2.4.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction and FF & E budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the Project.

2.4.2 The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and the Furniture Dealer. These documents may be organized into two sets, one for purchased furniture and one for custom millwork (if required).

2.4.3 The Architect shall advise the Owner of any adjustments to previous preliminary estimates including those indicated by changes in program or project scope.

2.5 BIDDING OR NEGOTIATION PHASE

2.5.1 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate, shall assist the Owner in obtaining bids or negotiated proposals by participating in the prequalification of Furniture Dealers, rendering interpretations and clarifications of drawings and specifications in appropriate written form. The Architect shall assist the Owner in awarding and preparing the contract for construction, but the Architect shall have no contractual relationship with any Furniture Dealer or Subcontractor.

2.6 CONSTRUCTION ADMINISTRATION PHASE

2.6.1 The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the Furniture Contract(s) and terminates at the earlier of the issuance to the Owner of the Architect's Statement regarding the Furniture Dealer's final Application or sixty (60) days after the date of Substantial Completion of the Furniture Dealer's Work, unless extended under the terms of Subparagraph 3.3.24.

2.6.2 The Architect shall provide administration of the Contract for Construction as set forth below and in the 1987 edition of AIA Document A201, General Conditions of the Contract for Construction, as amended by Agreement between Owner and Architect or

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intent and the requirements of the Contract Documents on written request of either the Owner or the Furniture Dealer. The Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon.

- 2.6.15 All interpretations and recommendations of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial recommendations the Architect shall not be liable for results of interpretations or recommendations so rendered in good faith.
- 2.6.16 The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.
- 2.6.17 The Architect shall render written recommendations within a reasonable time on all claims, disputes or other matters in question between the Owner and Furniture Dealer relating to the execution or progress of the Work as provided in the Contract Documents.

### ARTICLE 3: ADDITIONAL SERVICES

#### 3.1 GENERAL

- 3.1.1 The services described in this Article 3 are not included in Basic Services. They shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services if authorized or confirmed in writing by the Owner.

#### 3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES

- 3.2.1 If more extensive representation at the site than is described in Subparagraph 2.6.5 is required, the Architect shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.
- 3.2.2 Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as mutually agreed by the Owner and Architect. The duties, responsibilities and limitations of authority of Project Representatives shall be as agreed to between Owner and Architect and consistent with the General Conditions of the Construction Contract.
- 3.2.3 Through the observations by such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described elsewhere in this Agreement.

### 3.3 ADDITIONAL SERVICES

#### 3.3.1 Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1 inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget;
- .2 required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; or
- .3 due to causes required as a result of the Owner's failure to render decisions in a timely manner; or
- .4 changes resulting from Furniture Dealer substitutions.

#### 3.3.2 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, or the method of bidding or negotiating and contracting for construction, except for services required under Subparagraph 5.2.5.

#### 3.3.3 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where the Architect is held legally liable.

#### 3.3.4 Providing financial feasibility or other special studies.

#### 3.3.5 Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

#### 3.3.6 Not used.

#### 3.3.7 Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

#### 3.3.8 Providing services to verify the accuracy of drawings furnished by the Owner.

#### 3.3.9 Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.

#### 3.3.10 Preparing documents for alternate, separate or sequential bids (except as noted in paragraph 2.4.2) or providing services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase.

- 3.3.11 Providing analyses of owning and operating costs.
- 3.3.12 Preparing Drawings, Specifications and supporting data and providing other services in connection with Change Orders initiated by others and that change the original scope of the project.
- 3.3.13 Not used.
- 3.3.14 Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.
- 3.3.15 Providing services made necessary by the failure of performance, the termination or default of any of the Owner's Consultants; or of the Furniture Dealer; or by major defects or deficiencies in the Work of the Furniture Dealer, or by failure of performance of either the Owner or Furniture Dealer under the Contract for Construction.
- 3.3.16 Providing services in evaluating an extensive number of claims submitted by the Furniture Dealer or others in connection with the Work.
- 3.3.17 Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.
- 3.3.18 Providing detailed quantity surveys or inventories of existing furniture, material, equipment and labor except that some inventory of the Director's office furniture will be provided.
- 3.3.19 Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Furniture Dealer to the Architect, unless caused to be made by an error or omission by the Architect.
- 3.3.20 Providing services after issuance to the Owner of the Architect's Statement regarding the Furniture Dealer's Final Application for Payment, or in the absence of a Final Application for Payment, more than sixty (60) days after date of Substantial Completion of the Work.
- 3.3.21 Providing the services of a full-time field representative.
- 3.3.22 Administration of the Construction Contract if, and to the extent that, the period initially established for the Construction Phase of the Project is exceeded or extended through no fault of the Architect.

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- 3.3.23 Review of Furniture Dealer re-submittals in excess of those defined in Paragraph 2.6.10.
- 3.3.24 If and to the extent that the time initially established in this Agreement is exceeded or extended through no fault of the Architect, compensation for any services rendered during the additional period of time shall be computed in the manner set forth in Subparagraph 9.6.2.

#### ARTICLE 4: OWNER'S RESPONSIBILITIES

- 4.1 The Owner shall provide full information regarding requirements for the Project, including a program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment, systems, site requirements and other special design parameters.
- 4.2 The Owner shall review and assist the Architect in preparing an overall budget for the Project, the Owner's other costs and reasonable contingencies related to all of these costs.
- 4.3 The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.
- 4.4 The Owner shall furnish the services of other consultants when such services are reasonably required by the scope of the Project and are requested by the Architect.
- 4.5 The Owner shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the Owner may require to verify the Furniture Dealer's Applications for Payment or to ascertain how or for what purposes the Furniture Dealer has used the money paid by or on behalf of the Owner.
- 4.6 The services, information, surveys and reports required in this section shall be furnished at the Owner's expense, and the Architect shall be entitled to rely upon the accuracy and completeness thereof. The Owner shall furnish these services and information as expeditiously as necessary for the orderly progress of the Architect's services and the work of the Contractor.
- 4.7 Prompt written notice shall be given by the Owner to the Architect if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

- 4.8 The Owner's request of certifications or statements shall not require knowledge or services beyond the scope of this Agreement or expand the Architect's liability.
- 4.9 The Owner shall not, except for reasonable cause, exceed time limits established in the schedule agreed to by Owner and Architect.
- 4.10 The Owner shall insure that the Furniture Dealer names the Owner and the Architect as 'additional insured' on the comprehensive general liability policy of the Furniture Dealer and/or Subcontractor of any tier and insure that the Architect be provided with certificates.
- 4.11 The Owner shall require the Furniture Dealer to produce a list of items to be completed or corrected at Substantial Completion.
- 4.12 The Owner shall inform the Architect of any communications regarding the project made directly to the Furniture Dealer.
- 4.13 The Owner shall be responsible for reviewing all Applications for Payment by the Furniture Dealer and shall review all documentation, including waivers of lien accompanying such Applications. The Architect's sole responsibility relative to such Applications is to ascertain whether the Work has progressed to the point indicated in the Application.

#### ARTICLE 5: CONSTRUCTION & FF & E COST

##### 5.1 DEFINITION

- 5.1.1 The Construction and FF & E Cost shall be the total cost or estimated cost to the Owner of all elements of the Project planned or specified by the Architect.
- 5.1.2 The Construction and FF & E Estimate shall include the cost at current market rates of labor and materials furnished by the Owner and equipment planned, specified, selected or specially provided for by the Architect, plus a reasonable allowance for the Furniture Dealer's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.
- 5.1.3 Construction and FF & E Estimate does not include the compensation of the Architect and Architect's consultants, financing or other costs which are the responsibility of the Owner as provided in Article 4.

##### 5.2 RESPONSIBILITY FOR CONSTRUCTION AND FF & E COST

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- 5.2.1 Evaluations of the Owner's Project budget, preliminary estimates of FF & E and detailed estimates of FF & E, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the interiors industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Furniture Dealer's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget, or from any estimate of FF & E or evaluation prepared or agreed to by the Architect.
- 5.2.2 The Owner has established a preliminary Project budget for Furniture, Fixtures and Equipment of \$1,400,000 that will be verified.
- 5.2.3 If the Bidding or Negotiation Phase has not commenced within ninety (90) days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of the FF & E Estimate shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.
- 5.2.4 If a fixed limit of FF & E (adjusted as provided in Subparagraph 5.2.2) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:
- .1 give written approval of an increase in such fixed limit;
  - .2 authorize rebidding or renegotiating of the Project or portions of the Project within a reasonable time;
  - .3 if the Project is abandoned, terminate in accordance with Paragraph 8.3; or
  - .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.
- 5.2.5 If the Owner chooses to proceed under Clause 5.2.4.4, the Architect, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of Contract Documents shall be the limit of the Architect's responsibility arising out of the establishment of a fixed limit. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.



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ARTICLE 6: USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS  
AND OTHER DOCUMENTS

- 6.1 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including reproducible copies, of the Architect's Drawings, Specifications and other documents for information and reference in connection with the Owner's use and occupancy of the Project. Any re-use for completion of the Work by others, or for subsequent additions or modifications by others shall be at the risk of the Owner, and the Architect shall not be responsible for any costs or damages as a result of such re-use. In addition, the Owner shall indemnify, defend and save the Architect harmless from, and against any costs or damages, including reasonable attorney fees, resulting from such re-use.
- 6.2 Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Architect's reserved rights.

ARTICLE 7: RESOLUTION OF DISPUTES

- 7.1 All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be settled by discussion between the parties and failing that by mediation and failing that resolution by a competent court of law.

ARTICLE 8: TERMINATION, SUSPENSION OR ABANDONMENT

- 8.1 This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 8.2 If the Project is suspended by the Owner for more than thirty (30) consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Architect's services.
- 8.3 This Agreement may be terminated by the Owner upon not less than seven (7) days' written notice to the Architect in the event that the Project is permanently abandoned.

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If the Project is abandoned by the Owner for more than ninety (90) consecutive days, the Architect may terminate this Agreement by giving written notice.

- 8.4 Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.
- 8.5 If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.
- 8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

#### ARTICLE 9: COMPENSATION AND PAYMENTS TO THE ARCHITECT

The Owner shall compensate the Architect for the Scope of Services provided as follows:

- 9.1 For Basic services, and any other services described as part of Basic Services, Basic Compensation shall be a lump sum amount in the amount of Eighty Nine Thousand Dollars (\$89,000.00).
- 9.2 Payments on account of the Architect's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.
- 9.3 IF THE BASIC SERVICES covered by this Agreement have not been completed within Twenty One (21) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Subparagraphs 3.3.24 and 9.6.2.
- 9.3.1 Payments are due and payable thirty (45) days from the date of the Architect's invoice. Amounts unpaid thirty (45) days after the date of the invoice shall bear interest at the prime interest rate, plus one percent.
- 9.3.2 The rates and multiples set forth for Additional Services shall be annually adjusted in accordance with normal salary review practices of the Architect.
- 9.4 No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to Furniture Dealers, or on

Owner Architect Agreement  
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account of changes in the FF & E Cost other than those for which the Architect has been held to be legally liable.

9.5 BASIC COMPENSATION

9.5.1 FOR BASIC SERVICES, as described in Article 2, and any other services included as part of Basic Services, Basic Compensation shall be made monthly and shall be computed as follows:

|   |     |
|---|-----|
| Schematic Design Phase                    | 20% |
| Design Development Phase                  | 25% |
| Construction Documents<br>& Bidding Phase | 45% |
| Construction Administration Phase         | 10% |

9.6 COMPENSATION FOR ADDITIONAL SERVICES

9.6.1 FOR PROJECT REPRESENTATION BEYOND BASIC SERVICES, as described in Paragraph 3.2, Compensation shall be computed as follows:

9.6.2 FOR ADDITIONAL SERVICES OF THE Architect, other than (1) Additional Project Representation, as described in Paragraph 3.2, and (2) services included as part of Additional Services, but excluding services of consultants, compensation shall be computed on the basis of Direct Personnel Expenses times 2.75.

9.6.3 FOR ADDITIONAL SERVICES OF CONSULTANTS, as identified as part of Additional Services, a multiple of 1.1 times the amounts billed to the Architect for such services.

9.6.4 Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project, and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

9.6.5 Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

9.7 REIMBURSABLE EXPENSES

9.7.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's employees in the interest of the Project, as identified in the following Clauses:

Owner Architect Agreement  
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- .1 Expenses in connection with local travel to and from meetings with the Owner or Owner's Representative.
  - .2 Expenses in connection with prior Owner authorized out-of-town travel; long distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.
  - .3 Expense of reproductions, computer plots, storage of electronic data, and handling of Drawings, Specifications and other documents.
  - .4 Expenses of messenger, courier and other overnight delivery charges in connection with forwarding information to the Owner or Owner's Representative.
  - .5 If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates unless such overtime is required as the result of delay or fault of Architect.
  - .6 Expense of renderings, models and mock-ups approved by the Owner.
  - .7 Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and Architect's consultants.
  - .8 Expense of photographs.

9.7.2 FOR REIMBURSABLE EXPENSES, as described above, a multiple of 1.0 times the direct cost incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

#### ARTICLE 10: MISCELLANEOUS PROVISIONS

- 10.1 Unless otherwise provided, this Agreement shall be governed by the law of Illinois.
- 10.2 Terms in this Agreement shall have the same meaning as those in the 1987 edition of AIA Document A201, General Conditions of the Contract for Construction.
- 10.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion of the Project for acts or failures to act occurring prior to Substantial Completion of the Project, or the date of issuance of the final Certificate for Payment for acts or failures

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to act occurring after Substantial Completion of the Project.

- 10.4 The Owner and Architect waive all rights against each other and against the Furniture Dealers, consultants, agents and employees of the other for damages, but only to the extent covered by property insurance during construction, except such rights as they may have to the proceeds of such insurance as set forth in the 1987 edition of AIA Document A201, General Conditions of the Contract for Construction. The Owner and the Architect each shall require similar waivers from their contractors, consultants and agents.
- 10.5 The Owner and the Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither Owner nor Architect shall assign this Agreement without the written consent of the other.
- 10.6 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.
- 10.7 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.
- 10.7.1 Nothing contained herein and no action taken by the Architect in executing his duties under This Agreement shall be deemed to create any contractual relationship between the Architect and the Furniture Dealer, Subcontractors or material suppliers on the Project; nor shall anything contained in this Agreement be deemed to give any third party any claim or right of action against the Owner or the Architect which does not otherwise exist without this Agreement.
- 10.8 The Architect shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect on the construction sign and in the promotional materials for the Project.
- 10.9 The Owner agrees to limit the Design Professional's liability to the Owner on the Project, due to the Design Professional's negligent acts, errors, or omissions, such that the total aggregate liability of the Design Professional to the Owner shall not exceed up to half the policy limit.
- 10.10 No warranty, expressed or implied, including any warranty of merchantability of

fitness for purpose is made or intended hereby.

10.11 The following Exhibits are attached and made a part of this Agreement. If there are any discrepancies between this Agreement and the Exhibits, the Exhibits shall govern.

**EXHIBIT A:** FF & E PROJECT SCHEDULE, dated January 5, 1999 (1 page).

**EXHIBIT B:** INTERIOR DESIGN PROCESS memorandum, dated November 4, 1998 (3 pages).

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

\_\_\_\_\_  
(Signature)

*Floyd D. Anderson*  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
Floyd D. Anderson

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Principal

**DES PLAINES PUBLIC LIBRARY**  
**FF&E PROJECT SCHEDULE**  
 November 4, 1998  
 Prepared by: LOHAN ASSOCIATES  
 Updated: January 5, 1999

**EXHIBIT A**

| 1998        |   |    |    | 2000         |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |
|-------------|---|----|----|--------------|----|----|---------------|---|----|------------|----|---|------------|----|----|----------|----|----|----|---|---|----|----|----|
| NOVEMBER 98 |   |    |    | JANUARY 2000 |    |    | FEBRUARY 2000 |   |    | MARCH 2000 |    |   | APRIL 2000 |    |    | MAY 2000 |    |    |    |   |   |    |    |    |
| 2           | 9 | 16 | 23 | 10           | 17 | 24 | 31            | 7 | 14 | 21         | 28 | 6 | 13         | 20 | 27 | 3        | 10 | 17 | 24 | 1 | 8 | 15 | 22 | 29 |

**DES PLAINES PUBLIC LIBRARY**  
**FF&E PROJECT SCHEDULE**  
 November 4, 1998  
 Prepared by: LOHAN ASSOCIATES  
 Updated: January 5, 1999

**EXHIBIT A**

|   | 1998        |   |    |    | 2000         |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
|---|-------------|---|----|----|--------------|----|----|---------------|---|----|------------|----|---|------------|----|----|----------|----|----|----|---|---|----|----|----|--|--|
|   | NOVEMBER 98 |   |    |    | JANUARY 2000 |    |    | FEBRUARY 2000 |   |    | MARCH 2000 |    |   | APRIL 2000 |    |    | MAY 2000 |    |    |    |   |   |    |    |    |  |  |
|   | 2           | 9 | 16 | 23 | 10           | 17 | 24 | 31            | 7 | 14 | 21         | 28 | 6 | 13         | 20 | 27 | 3        | 10 | 17 | 24 | 1 | 8 | 15 | 22 | 29 |  |  |
| <b>Programming Process</b>                              |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Verify existing program                               |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Review existing facility                              |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Identify reuse possibilities                          |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| <b>Schematic Design</b>                                 |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * General layout concepts                               |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Identify standard component requirements              |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Building Documents issued 12/30/98 For Bid and Permit |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Interior layout reviews and signoffs                  |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Interior concepts / finishes                          |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Showroom reviews                                      |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Preliminary FF&E budget and Owner approval            |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| <b>Design Development</b>                               |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Finalize layouts - Owner signoff                      |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Final FF&E concepts/finishes and Owner approval       |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Finalize furniture budgets and Owner approval         |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| <b>Contract Documents</b>                               |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Prepare Bid Documents                                 |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Owner review of Bid Package                           |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Bidding and Negotiation                               |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * Package Award and Contract                            |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| <b>Contract Administration</b>                          |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |
| * FF&E shop drawings                                    |             |   |    |    |              |    |    |               |   |    |            |    |   |            |    |    |          |    |    |    |   |   |    |    |    |  |  |

EXHIBIT BDES PLAINES PUBLIC LIBRARY

November 4, 1998

Prepared by: Lohan Associates

**INTERIOR DESIGN PROCESS**1. KICK-OFF MEETING

- Assign key decision makers

2. PROGRAMMING PROCESS

- Tour existing facility.
- Review existing program document with key user representatives to verify current needs and collect detailed program information (workflow, security, equipment, power, special MEP, data, etc.)
- Define goals and objectives overall and departmentally.
- Identify key project dates, and set initial furniture and move strategies and budgets.
- Discuss future growth and technology issues affecting FF&E.
- Identify reuse possibilities for existing furniture (inventory required for any existing to be reused).
- Discuss furniture manufacturer options and procurement process.

3. SCHEMATIC DESIGN

- Begin preliminary layouts based on adjacencies defined in the initial program.
- Establish library furnishings "typicals" (carrels, reading tables, shelving types, etc.) to develop initial schematic design concepts for furniture and levels of quality.

These components to be based on detailed program information, budget, and existing furniture inventory (if required).

- Showroom reviews.
- Initiate FF&E budget direction.



**DES PLAINES PUBLIC LIBRARY****Interior Design Process**

November 4, 1998

Page 2

- Develop interior design concepts/furniture.

Begin basic development of interior finish palettes and details of the interior space in relationship to the base building. Furniture components and layouts based on programmed information and approved layouts.

- Coordinate with the architectural development of the building core and shell.
- Review with Owner; signoff on schematic design concepts.

**4. DESIGN DEVELOPMENT**

- Develop schematic design concept as approved for final furniture layouts. Approved final furniture layouts of areas based on program information and user review meeting information.
- Review FF&E product options.
- Finalize design concepts and finishes. Approved final finish palettes and design concepts to be incorporated in construction drawings and specifications.
- Coordinate with architectural development of the building core and shell.
- Owner approval of all final furniture layout concepts/selections and all interior budgets.
- Verify purchasing strategy of FF&E with the Owner; assist in establishing a proposed FF&E dealer listing, if required.

**5. CONTRACT BID DOCUMENTS**

- Final installation plans and bid document preparation.

Based on final furniture plans, key dimensions are indicated for installation of furniture. All furniture components are tagged for reference to a specifications package.

- Assist the Owner with FF&E bid comparisons.

**6. CONSTRUCTION ADMINISTRATION**

- Review shop drawings and submittals.
- Interface with the Owner and the FF&E dealer.
- Attend a pre-installation meeting.

**DES PLAINES PUBLIC LIBRARY****Interior Design Process**

November 4, 1998

Page 3

- During key periods of the construction phases, on site coordination with the building systems and the furniture. On site field visits with furniture dealer during the furniture installation.
- Provide punchlist services.

**Floyd Anderson**

**From:** Ken Hutson  
**Sent:** Friday, February 12, 1999 3:25 PM  
**To:** Floyd Anderson AIA (E-mail)  
**Cc:** Sandra K. Norlin (E-mail)  
**Subject:** FF&E contract

Hi Floyd,

I have reviewed the Lohan revised FF&E draft contract for services and find it to be in order with exception to the following. Revise sections 8.4, 8.5 and 9.3.1 to reflect the information regarding payment as sent to you from Sandra Norlin. I find no other reason to modify the contract. Please forward final copies to the Des Plaines Public Library and OS.

Thanks Floyd.

Ken

Kenneth M. Hutson, AIA  
CCS/Owner Services, Inc.  
200 West 22<sup>nd</sup>. Street  
Lombard, Illinois 60148  
email: [khutson@ccsos.com](mailto:khutson@ccsos.com)  
voice: 630.916.7500  
fax: 630.916.7502

WHAT EXACTLY IS TERMINATION & DPL'S EXACT PAYMENT POLICY?

used by the Owner or others on other projects, for additions to this Project, or for completion of this Project by others, except by agreement in writing and with appropriate compensation to the Architect. Any re-use for completion of the Work by others, or for subsequent additions or modifications by others shall be at the risk of the Owner, and the Architect shall not be responsible for any costs or damages as a result of such re-use. In addition, the Owner shall indemnify, defend and save the Architect harmless from, and against any costs or damages, including reasonable attorney fees, resulting from such re-use.

6.2 Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Architect's reserved rights.

ARTICLE 7: RESOLUTION OF DISPUTES

7.1 All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be settled by discussion between the parties and failing resolution by a competent court of law.

ARTICLE 8: TERMINATION, SUSPENSION OR ABANDONMENT

8.1 This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

8.2 If the Project is suspended by the Owner for more than thirty (30) consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Architect's services.

8.3 This Agreement may be terminated by the Owner upon not less than seven (7) days' written notice to the Architect in the event that the Project is permanently abandoned. If the Project is abandoned by the Owner for more than ninety (90) consecutive days, the Architect may terminate this Agreement by giving written notice.

8.4 Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

8.5 If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven (7) days of the date of the notice, the suspension shall take



## OFFICE OF THE CITY CLERK

*Des Plaines, Illinois • City of Destiny*

Donna McAllister, CMC/AAE  
City Clerk  
1420 Miner Street  
Des Plaines, Illinois 60016  
Telephone: 847/391-5311  
Fax: 847/391-5439

March 4, 1999

Mrs. Sandra Norlin, Library Administrator  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016

Dear Sandra:

The City Council at its regular meeting, held March 1, 1999, adopted Resolution R-16-99, A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER OF THE CITY OF DES PLAINES TO NEGOTIATE A CONTRACT FOR THE PURCHASE OF THE DES PLAINES PUBLIC LIBRARY AND ADJACENT PROPERTY FOR ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS AND A FINDING THAT THE PURCHASE PRICE REFLECTS THE TRUE VALUE OF THE LIBRARY.

A completely executed certified copy of the resolution is being forwarded for your file.

Sincerely,

CITY OF DES PLAINES

Donna McAllister, CMC/AAE  
CITY CLERK

Enc.

1458

CITY OF DES PLAINES

RESOLUTION R - 16 - 99

A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER OF THE CITY OF DES PLAINES TO NEGOTIATE A CONTRACT FOR THE PURCHASE OF THE DES PLAINES PUBLIC LIBRARY AND ADJACENT PROPERTY FOR ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS AND A FINDING THAT THE PURCHASE PRICE REFLECTS THE TRUE VALUE OF THE LIBRARY.

WHEREAS, The City of Des Plaines (the "City") and Plaines Town Center, LLC ("PTC") entered into a Redevelopment Agreement, effective as of April 27, 1998 (the "Redevelopment Agreement"), and all capitalized terms herein which are not defined shall have the meanings attributed to them in the Redevelopment Agreement; and

WHEREAS, pursuant to the Redevelopment Agreement, the City and PTC entered into a Development Management Agreement Dated June 26, 1998 (the "Development Agreement"); and

WHEREAS, to facilitate the performance of the obligations in the Redevelopment Agreement which include the construction of a new library (the "New Library"), the City shall endeavor to purchase the existing library and adjacent property located at 841 Graceland Avenue in the City of Des Plaines (collectively the "Old Library") from The Board of Library Trustees of the Des Plaines Library (the "Library Board"); and

WHEREAS, after consideration of information relating to the value of the Old Library, it has been found that the Old Library has a value of One Million Eight Hundred Thousand and 00/100 Dollars (\$1,800,000.00) (the "Purchase Price"), such that the Purchase Price represents the appropriate value of the Old Library; and

WHEREAS, it is in the best interest of the City to purchase the Old Library at the Purchase Price.

BE IT RESOLVED, that it is in the best interest of the City and authority is hereby granted to the Mayor and City Manager to negotiate a contract for the purchase of the Old Library from the Library Board for the Purchase Price which reflects the appropriate value of the Old Library.

SECTION 1: That this Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this 1 day of March, 1999  
APPROVED this 3 day of March, 1999.  
VOTE: AYES 7 NAYS 0 ABSENT 1

*Paul W. Jung*  
MAYOR

STATE OF ILLINOIS    )  
                                  )  
COUNTY OF COOK        )

CLERK'S CERTIFICATE

I, DONNA MCALLISTER, do hereby certify that I am the qualified and acting CITY CLERK\* of the City of Des Plaines, Cook County, Illinois, AND THAT AS SUCH, I am the officer duly designated by law to keep the minutes, ordinances, resolutions and proceedings of the City Council of the City of Des Plaines.

I further certify that the attached and foregoing copy of Resolution R-16-99 is a true and correct copy of the records of the City of Des Plaines.

IN WITNESS WHEREOF, I hereunto affix my signature and impress hereon the corporate seal of the said City of Des Plaines, Cook County, Illinois, this 4 day of March, 1999.



\_\_\_\_\_  
DONNA MCALLISTER, City Clerk  
City of Des Plaines, County of Cook

\*Per the provisions of 65 ILCS 5/3.1-20-5 of the Illinois Compiled Statutes (1996)

# *DPL*

## Project Status Report

Period: March 1999

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- General Contractor selected: Leopardo Construction, Incorporated of Glendale Heights, Illinois. Project Manager: Louis LeMieux; Project Superintendent: Dieter Schoenberg
- Project Start date: March 15, 1999. Anticipated and contractual Project Completion Date: May 15, 1999.
- Currently the Project is on Schedule and on Budget.
- Current work: Site Layout and erection of site fence
- Caisson drilling and foundation excavation anticipated to start Week of March 15, 1999 Caisson startup meeting scheduled for March 17, 1999 @ 9:00AM.
- First Owner/Architect/Contractor (OAC) meeting scheduled for March 24, 1999 @ 9:00AM.
- The City of Des Plaines attorney is currently reviewing the FF&E contract between DPL and Lohan Associates.
- Final FF&E Budget development is underway. Scheduled completion for the budget is on or before April 13, 1999
- Presentation of the final FF&E design is tentatively scheduled for April 27, 1999 at a special DPL board meeting.
- ESD is currently preparing a proposal to provide services to develop specifications for bid for a telephone system and CT/IT hook up of furniture.



# CCS Owner Services, Inc.

200 West 22nd Street  
Suite 209  
Lombard, IL USA 60148  
(630) 916-7500  
facsimile (630) 916-7502  
(800) 443-8607

February 24, 1999

Ms. Sandra Norlin  
**DES PLAINES PUBLIC LIBRARY**  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Ms. Norlin:

As specialists in managing the design and construction process for municipal libraries, we recently funded a survey of the facility and operational space needs of libraries in the five state Midwest. The survey was conducted by the University of Illinois Library Research Center.

While the survey explores a wide range of library issues, our interest is focused on the planning, design and construction process. We feel strongly that the priorities, issues and concerns expressed in the survey will help us further understand our role and enhance our management services.

With over 62% of the 340 libraries responding, the survey findings are significant. We have enclosed a copy of the raw data for your review. A final report will be published and we would appreciate your comments prior to its final release. Please feel free to contact me with your input.

Sincerely,



Kenneth M. Hutson, AIA  
CCS/OWNER SERVICES, INC.

KMH/yt

Enclosures

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 1 - In what year was your main library building constructed?

|                | Frequency  | Percent      |
|----------------|------------|--------------|
| Before 1920    | 40         | 19.0         |
| 1920 to 1960   | 33         | 15.6         |
| 1961 to 1970   | 39         | 18.5         |
| 1971 to 1980   | 39         | 18.5         |
| 1981 to 1990   | 27         | 12.8         |
| 1991 and Later | 32         | 15.2         |
| Left Blank     | 1          | .5           |
| <b>TOTAL</b>   | <b>211</b> | <b>100.0</b> |

Question 2 - Has the main library building ever been renovated or remodeled?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 137        | 64.9         |
| No           | 68         | 32.2         |
| Left Blank   | 6          | 2.8          |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 3 - How many on-site parking spaces are available for staff at your main library building?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| None         | 27         | 12.8         |
| 1 to 10      | 46         | 21.8         |
| 11 to 25     | 49         | 23.2         |
| 26 to 50     | 21         | 10.0         |
| Over 50      | 7          | 3.3          |
| Left Blank   | 61         | 28.9         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 3B – How many on-site parking spaces are available for patrons at your main library building?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| None         | 17         | 8.1          |
| 1 to 10      | 7          | 3.3          |
| 11 to 25     | 21         | 10.0         |
| 26 to 50     | 51         | 24.2         |
| 51 to 100    | 38         | 18.0         |
| Over 100     | 26         | 12.3         |
| Left Blank   | 51         | 24.2         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 4 – What is the total square footage of your present main building?

|                  | Frequency  | Percent      |
|------------------|------------|--------------|
| Less Than 15,000 | 38         | 18.0         |
| 15,000 to 25,000 | 50         | 23.7         |
| 25,001 to 35,000 | 37         | 17.5         |
| 35,001 to 50,000 | 32         | 15.2         |
| Over 50,000      | 47         | 22.3         |
| Don't Know       | 2          | .9           |
| Left Blank       | 5          | 2.4          |
| <b>TOTAL</b>     | <b>211</b> | <b>100.0</b> |

Question 5 – How many volumes can be shelved in your present main building?

|                    | Frequency  | Percent      |
|--------------------|------------|--------------|
| Less Than 50,000   | 13         | 6.2          |
| 50,000 to 75,000   | 21         | 10.0         |
| 75,001 to 100,000  | 45         | 21.3         |
| 100,001 to 200,000 | 62         | 29.4         |
| Over 200,000       | 44         | 20.9         |
| Don't Know         | 12         | 5.7          |
| Left Blank         | 14         | 6.6          |
| <b>TOTAL</b>       | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 6 – How many volumes does the library (main building plus branches) own?

|                    | Frequency  | Percent      |
|--------------------|------------|--------------|
| Less Than 75,000   | 39         | 18.5         |
| 75,001 to 100,000  | 48         | 22.7         |
| 100,001 to 150,000 | 37         | 17.5         |
| 150,001 to 200,000 | 27         | 12.8         |
| 200,001 to 300,000 | 29         | 13.7         |
| Over 300,000       | 25         | 11.8         |
| Don't Know         | 2          | .9           |
| Left Blank         | 4          | 1.9          |
| <b>TOTAL</b>       | <b>211</b> | <b>100.0</b> |

Question 7A – How many reader seats are available for adults in your present main library?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Less Than 30 | 19         | 9.0          |
| 30 to 50     | 41         | 19.4         |
| 51 to 75     | 39         | 18.5         |
| 76 to 100    | 28         | 13.3         |
| 101 to 200   | 39         | 18.5         |
| Over 200     | 22         | 10.4         |
| Don't Know   | 1          | .5           |
| Left Blank   | 22         | 10.4         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 7B – How many reader seats are available for children in your present main library?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Less Than 10 | 7          | 3.3          |
| 10 to 20     | 38         | 18.0         |
| 21 to 35     | 57         | 27.0         |
| 36 to 50     | 41         | 19.4         |
| 51 to 75     | 23         | 10.9         |
| Over 75      | 17         | 8.1          |
| Don't Know   | 1          | .5           |
| Left Blank   | 27         | 12.8         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 8A – Are their meeting rooms available?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 196        | 92.9         |
| No           | 13         | 6.2          |
| Left Blank   | 2          | .9           |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 8B – What is the sitting capacity in the meeting rooms?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Less Than 30 | 23         | 10.9         |
| 31 to 50     | 24         | 11.4         |
| 51 to 100    | 61         | 28.9         |
| 101 to 200   | 63         | 29.9         |
| Over 200     | 37         | 17.5         |
| Don't Know   | 1          | .5           |
| Left Blank   | 2          | .9           |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 9 – In addition to your main library, there are how many branch libraries?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| 1            | 22         | 10.4         |
| 2            | 14         | 6.6          |
| 3            | 7          | 3.3          |
| 4            | 5          | 2.4          |
| 5            | 7          | 3.3          |
| 6            | 2          | .9           |
| 7            | 1          | .5           |
| 8            | 2          | .9           |
| 9            | 1          | .5           |
| 11           | 1          | .5           |
| 12           | 1          | .5           |
| 13           | 1          | .5           |
| 16           | 1          | .5           |
| 17           | 1          | .5           |
| 20           | 1          | .5           |
| 24           | 1          | .5           |
| 78           | 1          | .5           |
| 0            | 142        | 67.3         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

## University of Illinois - Library Research Center Public Library Facilities Survey

Question 10 – Listed below are several possible problems or concerns for public libraries. For each one indicate whether or not it is a problem for your main library.

Question 10A – Shelving for book collection

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 57         | 27.0         |
| Considerable Problem   | 51         | 24.2         |
| Minor Problem          | 58         | 27.5         |
| Not a Problem          | 45         | 21.3         |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

Question 10B – Public seating space

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 47         | 22.3         |
| Considerable Problem   | 44         | 20.9         |
| Minor Problem          | 59         | 28.0         |
| Not a Problem          | 60         | 28.4         |
| Left Blank             | 1          | .5           |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

Question 10C – Space and facilities for new technology

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 71         | 33.6         |
| Considerable Problem   | 64         | 30.3         |
| Minor Problem          | 49         | 23.2         |
| Not a Problem          | 27         | 12.8         |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

Question 10D – Ability to serve people with special needs

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 28         | 13.3         |
| Considerable Problem   | 24         | 11.4         |
| Minor Problem          | 69         | 32.7         |
| Not a Problem          | 90         | 42.7         |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 10E – Quality of environmental conditions

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 13         | 6.2          |
| Considerable Problem   | 28         | 13.3         |
| Minor Problem          | 75         | 35.5         |
| Not a Problem          | 94         | 44.5         |
| Left Blank             | 1          | .5           |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

Question 10F – Workspace for public and staff

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 46         | 21.8         |
| Considerable Problem   | 44         | 20.9         |
| Minor Problem          | 65         | 30.8         |
| Not a Problem          | 56         | 26.5         |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

Question 10G – Potential for expansion

|                        | Frequency  | Percent      |
|------------------------|------------|--------------|
| A Very Serious Problem | 56         | 26.5         |
| Considerable Problem   | 49         | 23.2         |
| Minor Problem          | 51         | 24.2         |
| Not a Problem          | 48         | 22.7         |
| Left Blank             | 7          | 3.3          |
| <b>TOTAL</b>           | <b>211</b> | <b>100.0</b> |

Question 11 – Is there currently a need for construction, renovation/remolding, or expansion of facilities?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 139        | 65.9         |
| No           | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 12 - To meet your present needs, which would be the most suitable alternative(s).

Question 1201 - Construct a new main building

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 93         | 44.1         |
| Yes          | 46         | 21.8         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1202 - Renovate or remodel the existing main building

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 78         | 37.0         |
| Yes          | 61         | 28.9         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1203 - Expand the existing main building

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 66         | 31.3         |
| Yes          | 73         | 34.6         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1204 - Construct a new branch building

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 107        | 50.7         |
| Yes          | 32         | 15.2         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |



**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 1205 – Renovate or remodel existing branch building

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 124        | 58.8         |
| Yes          | 15         | 7.1          |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1206 – Expand the existing branch building

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 120        | 56.9         |
| Yes          | 19         | 9.0          |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 13 – Are you or other library staff giving active consideration to planning or implementation of the alternative(s) circled in question 12?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 122        | 57.8         |
| No           | 17         | 8.1          |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 14 – Does your library Board believe there is a need for the new construction, renovation or expansion specified in question 12?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 121        | 57.3         |
| No           | 4          | 1.9          |
| Unknown      | 13         | 6.2          |
| Left Blank   | 73         | 34.6         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 15 – How much support in the community would exist for new, renovated or expanded library facilities?

|                         | Frequency  | Percent      |
|-------------------------|------------|--------------|
| A Great Deal of Support | 50         | 23.7         |
| Some Support            | 72         | 34.1         |
| Very Little Support     | 14         | 6.6          |
| Don't Know              | 1          | .5           |
| Left Blank              | 74         | 35.0         |
| <b>TOTAL</b>            | <b>211</b> | <b>100.0</b> |

Question 16 – How would the construction and/or renovation in question 12 be financed?

Question 1601 – Building bond referendum

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 74         | 35.1         |
| Yes          | 65         | 30.8         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1602 – Mortgage

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 132        | 62.6         |
| Yes          | 7          | 3.3          |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1603 – Other

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 70         | 33.2         |
| Yes          | 69         | 32.7         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 17 – What is your library's form of government?

Question 1701 – Village library

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 128        | 60.7         |
| Yes          | 11         | 5.2          |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1702 – City library

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 73         | 34.6         |
| Yes          | 66         | 31.3         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1703 – District library

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 95         | 45.0         |
| Yes          | 44         | 20.9         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 1704 – Other

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| No           | 118        | 55.9         |
| Yes          | 21         | 10.0         |
| Left Blank   | 72         | 34.1         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 18 – Describe the Library Board's working relationship with your local government, and with subsidiary governmental agencies such as the school board? Was this question answered? ?

|            | Frequency | Percent |
|------------|-----------|---------|
| Yes        | 123       | 58.3    |
| No         | 16        | 7.6     |
| Left Blank | 72        | 34.1    |
| TOTAL      | 211       | 100.0   |

*What's the difference?*

Question 19 – If the construction or renovation in question 12 is being contemplated, when will work commence?

|                           | Frequency | Percent |
|---------------------------|-----------|---------|
| Work Has Already Begun    | 14        | 6.6     |
| Within The Next Year      | 19        | 9.0     |
| Within One To Three Years | 36        | 17.1    |
| Unknown                   | 63        | 29.9    |
| Left Blank                | 79        | 37.4    |
| TOTAL                     | 211       | 100.0   |

Question 20 – What is the likelihood that the construction and/or renovation will actually be carried out?

|                 | Frequency | Percent |
|-----------------|-----------|---------|
| Very Likely     | 61        | 28.9    |
| Somewhat Likely | 49        | 23.2    |
| Somewhat Likely | 9         | 4.3     |
| Very Unlikely   | 2         | .9      |
| Left Blank      | 90        | 42.6    |
| TOTAL           | 211       | 100.0   |

**University of Illinois - Library Research Center  
Public Library Facilities Survey**

Question 21 – What is the estimated total project cost?

|                      | Frequency  | Percent      |
|----------------------|------------|--------------|
| Under \$5 Million    | 64         | 30.3         |
| \$5 Million to \$10  | 31         | 14.7         |
| \$11 Million to \$20 | 9          | 4.3          |
| Over \$20 Million    | 5          | 2.4          |
| Unknown              | 25         | 11.8         |
| Left Blank           | 77         | 36.5         |
| <b>TOTAL</b>         | <b>211</b> | <b>100.0</b> |

Question 22 – Were/are funds available for planning of the new renovated facilities, indicated in question 12?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 102        | 48.3         |
| No           | 34         | 16.1         |
| Left Blank   | 75         | 35.5         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 23 – Were/are funds available for the construction?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 46         | 21.8         |
| No           | 86         | 40.8         |
| Left Blank   | 79         | 37.4         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

Question 24 – Has a feasibility study of construction/renovation options been conducted?

|              | Frequency  | Percent      |
|--------------|------------|--------------|
| Yes          | 66         | 31.3         |
| No           | 72         | 34.1         |
| Left Blank   | 73         | 34.5         |
| <b>TOTAL</b> | <b>211</b> | <b>100.0</b> |

## University of Illinois - Library Research Center Public Library Facilities Survey

Question 25 – Is sufficient land available for new or expanded facilities?

|                | Frequency  | Percent      |
|----------------|------------|--------------|
| Yes            | 88         | 41.7         |
| No             | 34         | 16.1         |
| Not Applicable | 12         | 2.4          |
| Left Blank     | 77         | 70.6         |
| <b>TOTAL</b>   | <b>211</b> | <b>100.0</b> |

Question 26 – In planning or implementing a new library building or major renovation, how important are each of the following?

Question 26A – Having a library building consultant

|                      | Frequency  | Percent      |
|----------------------|------------|--------------|
| Absolutely Essential | 53         | 25.1         |
| Very Important       | 38         | 18.0         |
| Moderately Important | 27         | 12.8         |
| Of Minor Importance  | 19         | 9.0          |
| Left Blank           | 74         | 35.0         |
| <b>TOTAL</b>         | <b>211</b> | <b>100.0</b> |

Question 26B – Using Local Firms for planning facility

|                      | Frequency  | Percent      |
|----------------------|------------|--------------|
| Absolutely Essential | 4          | 1.9          |
| Very Important       | 29         | 13.7         |
| Moderately Important | 58         | 27.5         |
| Of Minor Importance  | 46         | 21.8         |
| Left Blank           | 74         | 35.0         |
| <b>TOTAL</b>         | <b>211</b> | <b>100.0</b> |

Question 26C – Using local firms for constructing facility

|                      | Frequency  | Percent      |
|----------------------|------------|--------------|
| Absolutely Essential | 7          | 3.3          |
| Very Important       | 59         | 28.0         |
| Moderately Important | 48         | 22.7         |
| Of Minor Importance  | 23         | 10.9         |
| Left Blank           | 74         | 35.0         |
| <b>TOTAL</b>         | <b>211</b> | <b>100.0</b> |

# NIGHT OWL

## REFERENCE SERVICE



January, 1999

Total number calls = 852

9 Antioch Public Library  
 50 Arlington Heights Memorial Library  
 16 Barrington Area Public Library  
 16 Bartlett Public Library  
 15 Bedford Park Public Library  
 26 Bellwood Public Library  
 19 Bridgeview Public Library  
 12 Coal City Public Library  
 22 Des Plaines Public Library  
 38 Elmhurst Public Library  
 24 Elk Grove Village Public Library  
 59 Elmhurst Public Library  
 19 Fossil Ridge Public Library  
 3 Fremont Public Library  
 37 Glenview Public Library  
 22 Highland Park Public Library  
 17 Indian Trails Public Library  
 15 Lake Forest Public Library  
 11 Lincolnwood Public Library  
 18 Lisle Library District

24 Mt Prospect Public Library  
 12 Naperville Public Library  
 15 Northbrook Public Library  
 25 Oswego Public Library  
 15 Palatine Public Library  
 28 Park Ridge Public Library  
 14 Prospect Heights Public Library  
 16 Riverside Public Library  
 14 Rolling Meadows Public Library  
 14 St. Charles Public Library  
 30 Schaumburg Township Public Library  
 57 Skokie Public Library  
 23 Vernon Area Public Library  
 22 Villa Park Public Library  
 10 Warrenville Public Library  
 13 Wauconda Public Library  
 11 Westchester Public Library  
 25 Woodstock Public Library  
 23 Zion-Benton Public Library

### SAMPLE QUESTIONS

What percent of the population has AB blood?  
 Date for '99 Girls High School Basketball Tournament  
 Address for Royal Caledonian Horticulture Society/Scotland  
 How specific does one have to be on patent applications?  
 Are there bike helmet laws in Illinois?  
 Swimming pool construction articles  
 Origin of 'angel food cake'  
 What is a normal white count?  
 Phone number for a company in Hong Kong  
 How far can an ostrich see  
 Flights from Chicago to Loreto, Mexico  
 Information on Waldheim Cemetery  
 Coldest temperature in Quincy, Illinois

**NOTE: We are happy to have Fremont Library as a new member of Night Owl.  
 Please remember we are offering fax service to our subscribers.**

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl



**NORTH  
SUBURBAN  
LIBRARY  
SYSTEM**

Sarah Ann Long  
System Director

25 February, 1999

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

Dear Sandra:

At the NSLS Annual Banquet held each March, one library within the System receives an award in honor of its support for and contributions to multi-type cooperation during the previous year. The *Des Plaines Public Library*, nominated jointly with the *Ela Area Public Library*, was among the nominees this year. Although neither library was selected to receive the award, I would like to take a moment to thank you for the contributions your staff members have made to the System this past year.

A committee consisting of staff members from each type of library selects the library from the nominations we receive. We are very fortunate to have so many member libraries worthy of this recognition, and the committee's selection was very difficult to make. Your library's nomination came as the result of your partnership to create a model process addressing such topics as change management, learning styles, empowerment, risk taking, communication and problem solving. Also emphasized was your commitment to continuous self-development as part of the learning process.

The cooperative achievements of libraries in NSLS are largely due to the work of member libraries such as yours. I hope you and your staff are able to join us in celebration of these achievements at the Annual Banquet on Friday, March 12, 1999 at the Mission Hills Country Club in Northbrook.

Thank you again for your time and efforts in support of cooperation among libraries in 1998.

Yours faithfully,

Sarah Ann Long

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380



# TRUSTEE AND LIBRARIAN DINNER

Friday, April 16, 1999

6:30 p.m. - Hors D'Oeuvres and Cash Bar

7:30 p.m. - Dinner

Lisle/Naperville Hilton

3003 Corporate West Drive Lisle, IL (630) 505-0900

### Speaker

Alexander Cockburn

Called "the most gifted polemicist now writing in English" by the *Times Literary Supplement* following publication of his collective essays, *Corruptions of Empire*, Irish born and Oxford educated (with honors in 1963) Alexander Cockburn is also author of "Beat the Devil", a bi-weekly column for *The Nation* as well as a syndicated column which appears in many national newspapers including the *Los Angeles Times*, *Philadelphia Inquirer* and *Detroit Free Press*. His 1998 book, *Whiteout: The CIA, Drugs, and the Press* examined the CIA's involvement in the sale of crack cocaine as a means to fund the contras.

Mr. Cockburn has been an American journalist since 1973 and has stated that he has a great appreciation for the work of public librarians.

Reservation Deadline: April 9, 1999

### Menu Choices

Chicken Roulade with Tomato Basil Sauce

Roasted Pork Loin with Garlic Thyme Sauce

Citrus-Soy Glazed Whitefish with Orange-Ginger Butter

Roasted Vegetable Lasagna

*Dinner includes appetizer, salad, dessert and beverage*

# LACONI

Library Name \_\_\_\_\_

Number attending \_\_\_\_\_ Amount Enclosed \_\_\_\_\_

Names of those attending and menu choice: Chicken, Fish, Pork, Lasagna

Mail reservations to:  
Anne Kozak  
Thomas Ford Memorial Library  
800 Chestnut St.  
Western Springs, IL 60558  
(708) 246-0520

1. \_\_\_\_\_

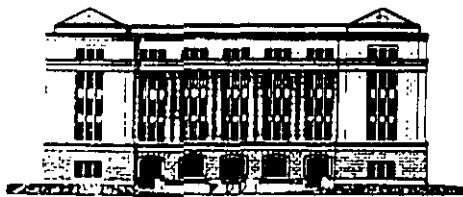
4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_



# INSIGHT

A Newsletter from the Illinois State Library • January/February 1999

## A message from Secretary of State Jesse White

Serving the public and the interests of Illinois families has always been my top priority, whether it was as a state representative, the

Cook County recorder of deeds or the founder of the Jesse White Tumbling Team. As your new Secretary of State, I am just as committed to providing

friendly, efficient and timely service to the people of Illinois.

In my role as state librarian, I pledge to continue the work of my predecessor, current Gov. George Ryan, in promoting Illinois libraries. One of my top priorities is expanding access to electronic information. As the information highway continues to expand, I will ensure that all Illinois libraries — large and small, rural, urban and suburban — are equipped to keep pace with today's technological advances.

I look forward to working with you in strengthening our position as a national leader in providing innovative library services and in making libraries a vital and valuable resource for all Illinois residents.

Sincerely,

*Jesse White*

Jesse White  
Secretary of State  
and State Librarian

## White names Wilkins new Illinois State Library director

### Bridget Lamont accepts job in governor's office

On February 1, the library community welcomed Jean Wilkins as the new director of the Illinois State Library.

Appointed by Secretary of State Jesse White, Wilkins brings to her new job an impressive list of credentials, including associate director of administration and planning for the State Library since 1994. In that position she was responsible for the

reference division, technical services, interlibrary loan and digital services.

In keeping with his pledge to hire and promote qualified people, White appointed Wilkins after receiving numerous recommendations supporting her for the position.

"Jean is eminently qualified to handle the responsibilities that come with this directorship," White said.

(continued on page three)

*"Jean is eminently qualified to handle the responsibilities that come with this directorship."*

— Secretary of State Jesse White



Secretary of State Jesse White and new State Library Director Jean Wilkins review library goals for the next fiscal year. Wilkins was appointed to the top State Library post by White on February 1.

## Inside INSIGHT

- ▶ Library grants announced
- ▶ "The Craft of Consulting"
- ▶ Health database trial extended

Jesse White • Secretary of State and State Librarian

# Libraries share more than \$17 million in state grants

Libraries across Illinois felt the holiday spirit at the end of 1998 and into the new year with more than \$17 million in grants being awarded by the State Library for several types of funding programs.

## Per Capita Grants

More than \$13.3 million in Per Capita Grants will be shared by 622 public libraries. Of these, 37 also will share \$214,336 in equalization aid to help offset expenses for libraries that have low property tax bases.

In its 21st year, the Per Capita grant program has provided more than \$178 million for public libraries in Illinois.

## Construction Grants

Through the Secretary of State's "Live & Learn" program, construction grants for 12 public libraries were announced in January. A total of \$1.4 million was awarded to the libraries to build, expand or renovate facilities to help meet community needs.

With these grants, three communities will build new libraries, and nine libraries will expand their technology labs, study centers, meeting rooms and learning centers.

The three communities receiving the maximum \$250,000 grant for new construction include Elburn, Beardstown and Des Plaines. Peoria Heights also received the maximum grant to convert an existing building into a library.

This is the second year the construction grant program offered "mini" grants for small library

construction projects costing no more than \$35,000. Unlike conventional construction grants, the six mini grants awarded do not require matching funds from the community.

Construction grants are awarded through a competitive application process and can be used for remodeling and rehabilitating existing structures, expansion, new construction

funds of 25 percent, with grant expanded LANs requiring a 50 percent match.

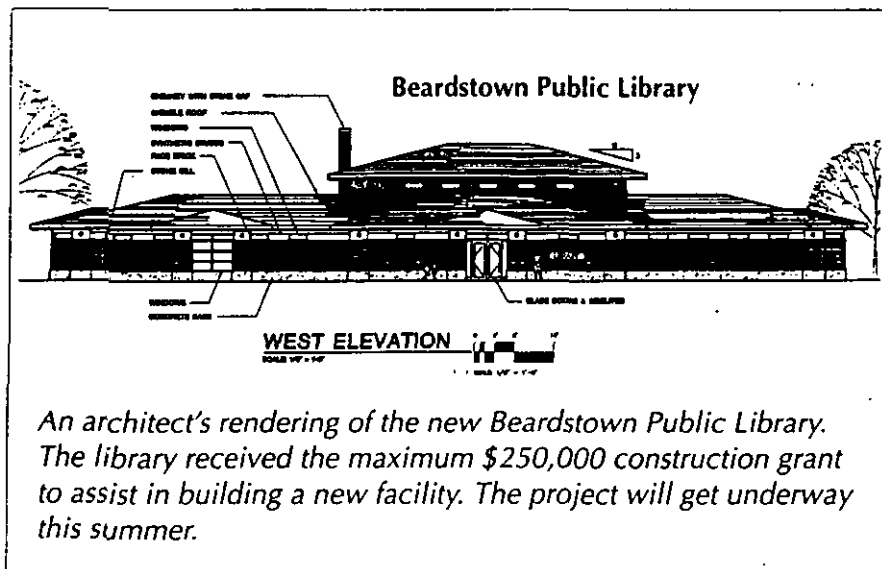
## LSTA Grants

In the first of four rounds of federal Library Services and Technology Act grants for fiscal year 1999, more than \$900,000 was awarded to 24 library projects.

Grants ranged from \$1,150 to \$197,500 for projects such as expansion and development of library collections and providing innovative library services.

With its grant, Washington School in Evanston will open its library in the evening for parents and students. In East St. Louis, the public library is equipping

"cybermobile" with traveling technology. And Illinois Eastern Community College is establishing portable laptop laboratories at their campuses.



An architect's rendering of the new Beardstown Public Library. The library received the maximum \$250,000 construction grant to assist in building a new facility. The project will get underway this summer.

and projects that improve accessibility for persons with disabilities.

## Technology Grants

Through the Secretary of State's "Educate & Automate" program, more than \$2.1 million was awarded to libraries in January to purchase computers and other technology.

The State Library received more than 620 applications for this annual competitive grant program, with a total of 339 grants being awarded for all categories (see chart).

The "Fast Start" category provides funds for selected assistive technology for persons with disabilities, with a maximum single award of \$2,500.

Funding for a new Local Area Network (LAN) requires matching

## State Library LSTA Grant

The Institute of Museum and Library Services recently awarded LSTA grants totaling \$135 million to state libraries nationwide and in the U.S. territories. The Illinois State Library received nearly \$5.5 million under the population-based formula, which will be used for competitive grants and statewide initiatives.

### "EDUCATE & AUTOMATE" TECHNOLOGY GRANTS

| Category        | Requested | Awarded | Total \$  |
|-----------------|-----------|---------|-----------|
| Internet access | 190       | 118     | \$287,645 |
| New LAN         | 150       | 33      | \$406,191 |
| Digitizing      | 231       | 16      | \$589,519 |

March 16, 1999

Walker  
955 Margret Street  
Des Plaines, IL 60016

Eldon Burk  
President, Des Plaines Public Library Board of Trustees

Dear Eldon:

As we discussed after our February meeting, a variety of personal and professional circumstances have led me to the conclusion that it is no longer in my or the board's best interest for me to continue to serve as a trustee. I want to personally thank you for the opportunity to serve my community, albeit for a relatively brief time, and to be a part of a very special team.

I would also like to take this opportunity to recommend that Mayor Jung, the Board and the City Council consider as my replacement Molly VanWees. Molly is a strong advocate of life-long learning and will positively represent the views of the city's younger population. I have discussed with Molly the possibility of becoming involved with the Board and she has responded enthusiastically.

I wish you the very best in all your personal and professional endeavors.

Sincerely,

John Walker

To: Library Board of Trustees, Department Heads, Coordinators  
 From: Sandra K. Norlin  
 Subject: Building Progress Report  
 Date: March 15, 1999

Present at this meeting: Dawn Brightfield, Carol Stolt, Floyd Anderson of Lohan Associates; Ken Hutson of CCSOS; Eldon Burk, Betty Ritter of Library Board of Trustees; and Martha Sloan, Tony Siciliano, Sandra Norlin of Library Staff; and Rhonda Popko.

The meeting was called to discuss the budget estimates for furnishings for the new library, for a discussion of the procedure for determining the total funds available and for value engineering if funds are not available to cover the total estimated costs of the FF&E, and to determine a schedule and procedure for final signOff on the interior furnishings plan.

The Budget: It was determined that at this time \$2.150 million is the anticipated total of funds for FF&E, through the sale of the building, the state grant, and the Buy-a-Brick fundraising. To meet this budget, the furnishings expenditures alone must not exceed \$1.4 million. Therefore, we must reduce the numbers (or the quality) of the furnishings by \$356,000. Lohan Associates presented one suggested method for reducing these costs, which involves delaying some furnishings purchases for the future. The numbers work when various sections of shelving, tables and chairs are reduced by 10%. The library staff has been asked to review the suggested reductions and to submit approval or alternate ideas to Brightfield and Stolt.

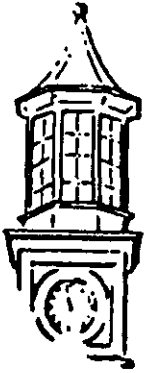
Items not included in the furnishings budget: Appliances, telephone system, security system, signage, internal wiring of workstations, moving, and telecommunications and internet connections and equipment. Certain "features" involving specialty areas or artwork are also not included.

Schedules: Lohan will need to issue specifications for furnishings by 7.1.99, so will need a sign-off by the Library Board by late April. We have recommended a Special Board Meeting for April 27, 1999 at 6 PM with Lohan Associates presenting the plans and the palette for Board approval. Ken Hutson will conduct a meeting at the library on March 31 to gather information from vendors of the services and products not covered in the furniture budget and from the Department Heads in order to make recommendations for value engineering to present to Lohan Associates.

Rhonda Popko presented two ideas for art pieces for the new library. One is a community mural to be painted by community members the other is her concept for a fabric "sculpture" to be hung in the atrium

Note: Before the meeting began, Eldon Burk, Carol Stolt, Dawn Brightfield, and Sandra Norlin traveled to Maine West High School to view the mural painted by Timm Etters.

All artwork and artists suggested for this project will be reviewed and screened by Lohan Associates.



# DES PLAINES PUBLIC LIBRARY

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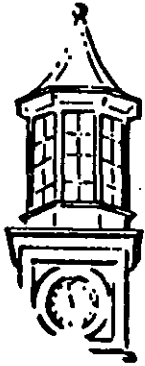
## VISITOR REGISTRATION

Please sign in

- 1. *Jay Andrew*
- 2. *Ally Head*
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

April 1964

ARMY



**DES PLAINES  
PUBLIC LIBRARY**

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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, APRIL 20, 1999**

**7:30 PM**

**Agenda:**

- Resolution to Establish Library Capital Projects Fund
- Building Project Status Report
- Contract with ESD to Extend Services for FF&E Components
- Elevator Accessibility Requirement
- Board Policy Revisions
- Fourth of July Parade
- UFDC Lease - Status Report
- Executive Session - To Discuss
  - Purchase or lease of real property
  - Pending or probable litigation

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.





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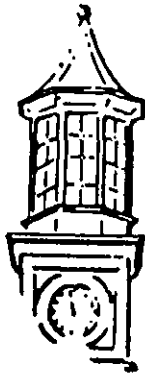
## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting April 20, 1999 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, March 16, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee -- Alderman Brookman.
- VI. Finance Report -- Susan Burrows. (Action Item)(7:50 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. Resolution to Establish Library Capital Projects Fund. (Action Item)
- VII. Building and Grounds Committee - Betty Ritter. (8:10 PM)
  - A. Building Project Status Report - Ken Hutson, OSG.
  - B. Contract with ESD for Professional Services. (Action Item)
  - C. Elevator Accessibility Requirement. (Action Item)
  - D. UFDC Lease - Status Report.
- VIII. Management Committee - Ellen Yearwood. (9:00 PM)
  - A. Recommendation for Library Policy Changes. (Action Item)

- IX. Planning Committee - John Burke.
  - A. Report of March 23, 1999 Meeting.
- 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. Fourth of July Parade. (Action Item)
  - B. Santa's Arrival, November 27, 1999. (Action Item)
- XIV. Unfinished Business. (9:40 PM)
- XV. Announcements.
  - A. Library Board Appointments/Reappointments.
  - B. Correspondence.
  - C. Special Board Meeting, April 27, 1999, 6:00 PM.
- XVI. Executive Session. (9:55 PM)
  - A. Sale or Purchase of Real Property.
  - B. Pending or Probable Litigation.
- XVII. Adjournment. (10:15 PM)



# DES PLAINES PUBLIC LIBRARY

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## MEMORANDUM

TO: Library Board of Trustees  
FROM: Sandra *[Signature]*  
SUBJECT: April 20<sup>th</sup> Board Meeting  
DATE: April 13, 1999

I'm feeling somewhat chagrined about the size of this month's packet, so I'll keep this message as brief as possible to give you more time to read through the documents attached.

Because Eldon Burk and Susan Burrows have taken a few weeks of much deserved vacation, we were not able to schedule a meeting of the Finance Committee before our April Board Meeting. And, because time is of the essence, I am proposing a board resolution to establish a Library Capital Projects Fund. If you approve this resolution it can be included in the Supplemental Appropriation Ordinance at the May 3, 1999 City Council Meeting. This fund would allow us to receive and expend money specifically planned for building improvement projects.

Eldon has been discussing Library Board appointments with Mayor Jung. In one of the last meetings before he left for vacation, the Mayor announced that he is appointing The Reverend Dr. William Grice to fill the vacancy left by Sarah McConnell and reappointing Inara Brubaker, John Ciborowski, and Eldon Burk. The first reading of these appointments will take place at the April 19 City Council meeting, with final action expected at the May 3, 1999 meeting.

And, finally, some bad news for us and good news for Tony Siciliano. Tony has resigned, effective May 8, 1999 to accept a position with the Suburban Library System. The offer of this position converges positively with his plans to move to the south western suburbs for personal reasons. So, for Tony it was an offer that couldn't be refused; for us it will be a challenge to find someone with both his technical and interpersonal skills.



## DES PLAINES PUBLIC LIBRARY

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### BOARD OF TRUSTEES Minutes of the Regular Meeting March 16, 1999

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, March 16, 1999. President Eldon Burk called the meeting to order at 7:30 PM.

Members Present: Susan Burrows, Inara Brubaker, Eldon Burk, John Burke, John Ciborowski, Betty Ritter, John Walker, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Tony Siciliano, Leslie Steiner, Carol Kidd, Sarah McConnell, Holly Richards Sorensen, Ken Hutson, Charlotte Storer, Alderman Tony Arredia, Rhys Read.

MOTION by Inara Brubaker, seconded by Betty Ritter, to accept the agenda as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the regular Board Meeting of February 16, 1999 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS.

None.

President Eldon Burk presented a commemorative clock to Sarah McConnell for her outstanding contributions to the Library Board of Trustees and read a resolution honoring Sarah for her dedication to the library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman absent. No report.

FINANCE COMMITTEE - Susan Burrows.

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

|                                     |               |
|-------------------------------------|---------------|
| 1. Over the Counter Receipts        | \$ 16,660.68  |
| 2. Petty Cash Expenditures          | \$ 91.44      |
| 3. Budget Expenditures for February | \$ 210,729.60 |
| 4. Expenditures Year to Date        | \$ 413,159.27 |
| 5. Revenue for February             | \$ 10,487.00  |
| 6. Revenue Year to Date             | \$ 23,806.33  |

MOTION by Susan Burrows, 2<sup>ND</sup> by Ellen Yearwood, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

|                   |                  |
|-------------------|------------------|
| February 01, 1999 | \$ 32,071.88     |
| February 16, 1999 | <u>56,172.80</u> |
| Total             | \$ 88,244.68     |

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, 2<sup>ND</sup> by Ellen Yearwood, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

|                           |                  |
|---------------------------|------------------|
| PAYROLL February 11, 1999 | \$ 63,217.73     |
| February 25, 1999         | <u>58,966.79</u> |
| Total                     | \$ 122,184.52    |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Walker, Yearwood. NAYS: None. MOTION CARRIED.

Susan Burrows reported that the Finance Committee will be preparing a five-year Capital Expense Plan and setting a goal to develop a reserve fund that is not less than 10% of the operating budget.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty reported that the mobile library and garage door were damaged in February

when the south door of the garage came down on the rooftop air conditioning unit of the mobile library. Repair work is in progress.

The Des Plaines Fire Department has recommended that an emergency light be installed on the upper mezzanine level of the library for safety.

Sandra distributed a building progress report. The March 15, 1999 meeting was called to discuss the budget estimates for furnishings for the new library, for a discussion of the procedure for determining the total funds available for and for value engineering if funds are not available to cover the total estimated costs of the FF&E, and to determine a schedule and procedure for final sign-off on the interior furnishings plan. Lohan will need to issue specifications for furnishings by July 1, 1999, so the Library Board can sign-off by late April. Ken Hutson of CCS Owner Services, Inc. will conduct a meeting at the library on March 31, 1999 to gather information from vendors of the services and products not covered in the furniture budget and from the Department Heads in order to make recommendations for value engineering to present to Lohan Associates.

Ken Hutson distributed a Project Status Report to Board members updating the Board for the month of March on the new building progress.

Alderman Tony Arredia introduced Rhys Read to the Board as a potential Board candidate. Alderman Arredia also expressed thanks to Sarah McConnell on behalf of the City Council for her services to the library and to the community.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

Ellen distributed the minutes of the March 3, 1999 Management Committee Meeting, with suggested revisions to library policies. Ellen asked Board members to review the revisions and plan to discuss and vote on the policy changes at the April 20, 1999 Board meeting.

PLANNING COMMITTEE - John Burke, Chairman.

John Burke reported that the Planning Committee meeting scheduled for March 9, 1999 at 7:00 PM was canceled due to inclement weather. Another meeting has been scheduled for Wednesday, March 25, 1999 at 4 PM.

SYSTEM MEMBERSHIP - John Ciborowski

No report.

## FRIENDS OF THE LIBRARY - Inara Brubaker

Inara reported that the book sale grossed \$4,000.00 and that minimal books were left after the sale. The next meeting of the Friends will be held on March 23, 1999 at 7:00 PM.

## ADMINISTRATOR'S REPORT

Mei-Na Chen began her duties as Library Assistant I in Technical Services on February 25, 1999.

The Library Assistant II, full-time position in the Community Services Department will not be filled for six months and new Department Head Karen Wallace will use this opportunity to study the services and staffing needs of the department, recommending changes, if any, by July 1, 1999. During this time Hortencia Walker and Bruce Zwirtz will be scheduled for 20 hours per week as Library Assistant I.

A quarterly all-staff meeting was held on March 11, 1999. The topics covered were introductions to the new department heads, fire evacuation procedures, and fire prevention. The questions and answer session that followed covered the Kiosk and the Buy-a-Brick fundraiser.

Mary Jane Kepner has worked with the Department Heads and Supervisors to complete the new evaluation forms and to formulate the procedures for implementation.

The library has recovered somewhat from the dip that occurred in January. The decrease in patrons registered is the result of a recent "purge" of expired patron cards. The method for reporting data has changed so that from now on we will receive a monthly report of current standing, rather than the twice a year method. There was outstanding attendance at both the Friends Family Sunday program (Circus Boy - 230) and Introduction to the Internet (85).

Sandra has attended two meetings of the LCN Executive Committee, the Kiosk Grand Opening, a Management Committee meeting, two building project team meetings, and a SLURP meeting. Sandra has been interviewed by Lori Meiling for her column in the Des Plaines Times and by WYLL for a radio broadcast. Sandra also attended the NSLS Annual Banquet and participated in a field trip to the Merchandise Mart to view office furniture.

Pat Ornberg, Executive Director of the Des Plaines Chamber of Commerce and Industry attended a meeting at the library to discuss new directions our Partnership could take. Present at this meeting were Holly Sorensen, Head of Adult Services,

Penny Sympson, Reference Librarian whose area of responsibility includes service to businesses and business information resources and programming, Martha Sloan, and Sandra. The results of this brief meeting were impressive. The Chamber will survey their members in the April issue of their newsletter to determine topics and services of interest to their members. The Des Plaines Public Library Staff will invite librarians from corporations in Des Plaines to visit our library during National Library Week. Pat Ornberg will determine the best time for Penny to meet with the Chamber's Human Resources Roundtable as a resource person. We will jointly sponsor programs on job skills next winter, probably as a before hours series. The Intercultural Business Network Group will be invited to meet at the library and have accepted our invitation for the April meeting. Pat will contact the Home-Based Business Owners Group to determine their interest in meeting at the library for one of their meetings.

Sandra asked all Board Members to take immediate action to inform Representative Rosemary Mulligan and Senator David Sullivan that the library opposes House Bill 600, allowing county-wide standards to prevail in obscenity trials. A vote in the Illinois House is expected this week.

#### NEW BUSINESS

Susan Burrows has agreed to chair the Finance Committee temporarily and John Burke has agreed to serve on the Finance Committee.

#### CORRESPONDENCE

Eldon Burk received a resignation letter from John Walker. John is resigning due to a variety of personal and professional issues.

The Board reviewed a Raw Data survey submitted by CCS Owner Services, Inc.

MOTION by, Inara Brubaker, seconded by Susan Burrows, to enter into an Executive Session at 9:24 PM to discuss the purchase or lease of real property, and pending or probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 9:47 PM and was called to order by President Eldon Burk.

The Board discussed having an interview session with prospective Board candidates before the April 20, 1999 Board Meeting so that recommendations can be made to Mayor Jung.

The meeting adjourned at 9:54 PM.

Minutes prepared by Carol Kidd.





## RESOLUTION FOR SARAH MCCONNELL

*Whereas* Sarah McConnell has served the Des Plaines Public Library Board of Trustees faithfully since July 1, 1988 through February 28, 1999;

*Whereas* she has served at the pleasure of four mayors during her tenure;

*Whereas* she has worked tirelessly to further the gracious and efficient provision of library services to the residents of Des Plaines by serving on the following committees: Management, Building & Grounds, Finance, and Planning;

*Whereas* she has demonstrated her leadership skills through her service as Vice-President for one year and President for three years;

*Whereas* she has contributed tireless and creative energy toward the realization of the goal of providing a new library building through her work on the Library Expansion Task Force and as liaison to the Citizen's Referendum Committee;

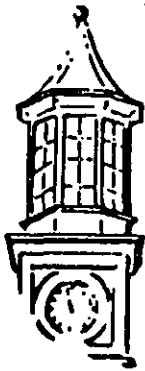
*Whereas* she will be missed for her graceful, generous, and effective participation in decision-making and problem solving;

Now, therefore, BE IT RESOLVED that the Board of Trustees of the Des Plaines Public Library extends its profound gratitude to Sarah McConnell for her service and wishes her well as she leaves this area of service.

Eldon Burk

Eldon Burk, President  
Library Board of Trustees

March 16, 1999



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Planning Committee Meeting March 23, 1999

Chair: John Burke  
Present: John Burke, John Ciborowski, Betty Ritter, Sandra Norlin, Martha Sloan,  
Tony Siciliano.

Call to Order: 4:10 PM by John Burke.

Sandra Norlin presented the report from a meeting of the library staff planning team (Sloan, Siciliano, Norlin). The report "Reviewing Goals of the Strategic Plan" is attached.

Committee members reviewed the report and its recommendations, commenting and raising questions about the effects of the changes.

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

The committee discussed changing the emphasis on competency in collection development to an emphasis on continuous learning for all staff.

### **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.**

The committee suggested adding "all" to the newly recommended goal, now reading "A community services department that meets the needs of all Des Plaines residents".

### **Goal 8 – An effective and mutually supportive relationship with the Friends of the Library.**

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

The committee discussed rewording Goals 8 and 9 to say “Expanded opportunities for community members to support the library.”

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

The committee recommends retaining Goal 10 in its current form.

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

The committee recommends addressing the Library Foundation in objectives under this goal.

The committee agreed to elicit comments and recommendations from the full board for change and additions to the eight new goals as presented. The committee discussed the method for establishing objectives. The committee will recommend the eight agreed upon goals to the full board on April 20, 1999. In the meantime the staff and committee members will begin to prepare objectives for the committee to discuss at its next meeting

Meeting adjourned at 5:15 PM.

The next scheduled meeting is planned for May 4, 1999 at 4 PM.

Minutes prepared by Sandra Norlin.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MARCH 1999**

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

|                                  |               |
|----------------------------------|---------------|
| 1. Over the Counter Receipts     | \$ 9,417.21   |
| 2. Petty Cash Expenditures       | \$ 192.72     |
| 3. Budget Expenditures for March | \$ 76,362.04  |
| 4. Expenditures Year to Date     | \$ 726,224.26 |
| 5. Revenue for March             | \$ 2,483.67   |
| 6. Revenue Year to Date          | \$ 466,582.92 |

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

|                |                  |
|----------------|------------------|
| March 01, 1999 | \$ 42,004.98     |
| March 15, 1999 | <u>39,761.99</u> |
| Total          | \$ 81,766.97     |

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

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

|                        |                  |
|------------------------|------------------|
| PAYROLL March 11, 1999 | \$ 59,257.41     |
| March 26, 1999         | <u>60,927.03</u> |
| Total                  | \$ 120,181.44    |

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in March, 1999 by the City of Des Plaines as follows:

|                                  |          |
|----------------------------------|----------|
| Gasoline and Diesel Fuel (March) | \$366.90 |
| Total                            | \$366.90 |

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

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - MARCH 1999

|                | March 1998 | March 1999  | 1998 to Date | 1999 to Date |
|----------------|------------|-------------|--------------|--------------|
| Lost Materials | \$ 410.06  | \$ 494.15   | \$ 1,019.22  | \$ 1,481.18  |
| Fines          | 5,627.41   | 5,856.30    | 17,782.36    | 17,753.78    |
| Damage         | 123.37     | 35.95       | 220.17       | 200.73       |
| Fees           | 574.17     | 912.66      | 1,494.96     | 2,010.28     |
| Copies         | 2,033.74   | 2,074.70    | 5,945.79     | 5,772.90     |
| Miscellaneous  | 48.35      | 43.45       | 93.61        | 69.49        |
| Totals         | \$8,817.10 | \$ 9,417.21 | \$26,556.11  | \$ 27,288.36 |

## PETTY CASH EXPENDITURES - March

|        |                              |          |
|--------|------------------------------|----------|
| 960070 | Auto/Travel Expenses         | 6.30     |
| 960070 | Auto/Travel Expenses         | 10.66    |
| 960070 | Auto/Travel Expenses         | 10.00    |
| 960070 | Auto/Travel Expenses         | 10.00    |
| 960070 | Auto/Travel Expenses         | 2.44     |
| 960070 | Auto/Travel Expenses         | 5.33     |
| 960070 | Auto/Travel Expenses         | 13.70    |
| 960070 | Auto/Travel Expenses         | 7.00     |
| 920210 | Inservice Training           | 13.50    |
| 920210 | Inservice Training           | 28.17    |
| 960990 | Outside Contractual Services | 10.00    |
| 970110 | Meals                        | 19.48    |
| 970110 | Meals                        | 28.17    |
| 970110 | Meals                        | 29.30    |
| 970110 | Meals                        | 8.50     |
| 970110 | Meals                        | 18.34    |
|        | Total                        | \$192.72 |

SELECTION CRITERIA: revledgr.fund='201'

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

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE REVENUE | BALANCE      | YTD/ BUD |
|--------------|---------------------------|--------------|-----------------|-------------|----------------------|--------------|----------|
| 810010       | PROPERTY TAXES 1993       | .00          | .00             | .00         | .00                  | .00          | .00      |
| 810011       | PROPERTY TAXES 1994       | .00          | .00             | .00         | .00                  | .00          | .00      |
| 810012       | PROPERTY TAXES 1995       | .00          | .00             | .00         | .00                  | .00          | .00      |
| 810013       | PROPERTY TAXES 1996       | .00          | .00             | .00         | .00                  | .00          | .00      |
| 810014       | PROPERTY TAXES 1997       | 40,000.00    | .00             | .00         | 1,959.06             | 38,040.94    | .04      |
| 810015       | PROPERTY TAXES 1998       | 2,941,669.00 | .00             | .00         | 312,897.29           | 2,628,771.71 | .11      |
| TOTAL        | PROPERTY TAXES            | 2,981,669.00 | .00             | .00         | 314,856.35           | 2,666,712.65 | .11      |
| 810600       | PERSONAL PROP REPL TAX    | 92,988.00    | .00             | .00         | .00                  | 92,988.00    | .00      |
| TOTAL        | TAXES                     | 3,074,657.00 | .00             | .00         | 314,856.35           | 2,759,600.65 | .10      |
| 822040       | STATE GRANT:PER CAPITA    | 66,768.00    | .00             | .00         | .00                  | 66,768.00    | .00      |
| 822030       | STATE GRANT:LIB TECH      | 12,500.00    | .00             | .00         | .00                  | 12,500.00    | .00      |
| 822090       | STATE GRANT:LIB CONSTRUCT | .00          | .00             | .00         | 112,500.00           | -112,500.00  | .00      |
| TOTAL        | STATE GRANTS              | 79,268.00    | .00             | .00         | 112,500.00           | -33,232.00   | 1.42     |
| TOTAL        | INTERGOVERNMENTAL REVENUE | 79,268.00    | .00             | .00         | 112,500.00           | -33,232.00   | 1.42     |
| 8501         | LIBRARY FINES             | 90,000.00    | .00             | .00         | 19,721.00            | 70,279.00    | .22      |
| TOTAL        | FINES                     | 90,000.00    | .00             | .00         | 19,721.00            | 70,279.00    | .22      |
| 850201       | COPYING FEE               | 25,000.00    | .00             | .00         | 5,136.09             | 19,863.91    | .20      |
| 850215       | SPECIAL PROGRAMS & EVENTS | 13,000.00    | .00             | .00         | 800.00               | 12,200.00    | .25      |
| TOTAL        | FEES AND SERVICES         | 43,000.00    | .00             | .00         | 6,236.09             | 32,763.91    | .14      |
| TOTAL        | FINES, FEES, AND SERVICES | 133,000.00   | .00             | .00         | 25,957.09            | 107,042.91   | .20      |
| 890010       | INTEREST INCOME           | 5,000.00     | .00             | .00         | 1,267.39             | 3,732.61     | .25      |
| 890050       | SALE OF FIXED ASSETS      | .00          | .00             | .00         | .00                  | .00          | .00      |
| 898900       | TRANSFER FROM OTHER FUNDS | .00          | .00             | .00         | .00                  | .00          | .00      |
| 899900       | MISCELLANEOUS REVENUE     | 11,000.00    | 2,483.67        | .00         | 12,366.75            | -1,366.75    | 1.12     |
| TOTAL        | OTHER REVENUE             | 16,000.00    | 2,483.67        | .00         | 13,634.14            | 2,267.00     | .85      |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,925.00 | 2,483.67        | .00         | 466,382.92           | 2,836,542.08 | .14      |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,925.00 | 2,483.67        | .00         | 466,382.92           | 2,836,542.08 | .14      |
| TOTAL REPORT |                           | 3,302,925.00 | 2,483.67        | .00         | 466,382.92           | 2,836,542.08 | .14      |

SELECTION CRITERIA: expldgr.fund='201'

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

| ACCOUNT | TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>ENC + EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|-----------------------------|--------------|------------------------|-----------------------------|---------------------------|----------------------|-------------|
| 910100  | SALARIES                    | 1,212,473.00 | .00                    | .00                         | 219,254.09                | 993,218.91           | .18         |
| 910200  | TEMPORARY WAGES             | 442,367.00   | .00                    | .00                         | 107,476.65                | 334,890.35           | .24         |
| 910300  | SUPERVISORY OVERTIME        | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| 910400  | NON-SUPERVISORY OVERTIME    | 500.00       | .00                    | .00                         | 66.57                     | 433.43               | .13         |
| 910500  | VACATION PAY                | .00          | .00                    | .00                         | 17,553.47                 | -17,553.47           | .00         |
| 910600  | SICK PAY                    | .00          | .00                    | .00                         | 3,602.08                  | -3,602.08            | .00         |
| 910700  | HOLIDAY PAY                 | .00          | .00                    | .00                         | 7,261.50                  | -7,261.50            | .00         |
| 910900  | ACT/OUT OF CLASS/PREMIUM    | 1,000.00     | .00                    | .00                         | .00                       | 1,000.00             | .00         |
| 910950  | EXCESS SICK HRS PAY OUT     | 13,100.00    | .00                    | .00                         | 14,429.11                 | 3,670.89             | .90         |
| 918010  | UNEMPLOYMENT COMPENSATION   | 2,000.00     | .00                    | .00                         | .00                       | 2,000.00             | .00         |
| 918020  | EMPLOYER CONTR-F.I.C.A.     | 126,950.00   | .00                    | .00                         | 27,894.23                 | 99,055.77            | .22         |
| 918021  | EMPLOYER CONTR-I.M.R.F.     | 116,459.00   | .00                    | .00                         | 21,023.38                 | 95,435.62            | .13         |
| 918040  | LIFE INS PREMIUMS           | 4,738.00     | .00                    | .00                         | 862.95                    | 3,875.05             | .16         |
| 918050  | MEDICAL INS PREMIUMS        | 164,735.00   | .00                    | .00                         | 21,714.98                 | 143,020.02           | .13         |
| 918060  | TUITION REIMBURSEMENTS      | 2,000.00     | 375.50                 | .00                         | 1,755.50                  | 244.50               | .88         |
| 918070  | WORKERS COMPENSATION        | 3,800.00     | .00                    | .00                         | 696.75                    | 3,103.25             | .18         |
| TOTAL   | PERSONAL SERVICES           | 2,101,527.00 | 375.50                 | .00                         | 443,706.31                | 1,657,820.69         | .21         |
| 920100  | PROFESSIONAL CONSULTING     | 20,000.00    | 10,782.37              | .00                         | 21,462.24                 | -1,462.24            | 1.07        |
| 920100  | COMMUNICATION SERVICES      | 25,000.00    | 318.11                 | .00                         | 2,095.58                  | 22,904.42            | .08         |
| 920140  | DATA PROCESSING SERVICES    | 55,000.00    | 3,704.13               | .00                         | 11,016.01                 | 43,983.99            | .20         |
| 920202  | CONFERENCES                 | 3,000.00     | 315.00                 | .00                         | 315.00                    | 2,685.00             | .11         |
| 920204  | TRAINING                    | 2,000.00     | 67.50                  | .00                         | 2,387.50                  | -387.50              | 1.19        |
| 920206  | SEMINARS                    | 2,000.00     | 534.00                 | .00                         | 1,251.00                  | 749.00               | .63         |
| 920210  | IN-SERVICE TRAINING         | 3,000.00     | .00                    | .00                         | 17.37                     | 2,982.63             | .01         |
| 920220  | MEMBERSHIP DUES             | 3,000.00     | 475.00                 | .00                         | 888.00                    | 2,112.00             | .30         |
| 920230  | PUBLICATION OF NOTICES      | 1,000.00     | .00                    | .00                         | .00                       | 1,000.00             | .00         |
| 920341  | INSURANCE PREMIUMS (LIAB)   | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| 920830  | SUBSIDY-1994 E.R.P. TRANS   | 25,600.00    | 844.24                 | .00                         | 3,299.41                  | 22,300.59            | .13         |
| TOTAL   | SUBSIDIES, REBATES, CONTRIB | 25,600.00    | 844.24                 | .00                         | 3,299.41                  | 22,300.59            | .13         |
| 920900  | PROPERTY/LIAB CONTRIBUTIO   | 42,000.00    | .00                    | .00                         | 10,500.00                 | 31,500.00            | .25         |
| 930010  | R & M EQUIPMENT             | 42,600.00    | 4,615.12               | .00                         | 13,682.70                 | 28,917.30            | .32         |
| 930020  | R & M BLDGS & STRUCTURES    | 45,000.00    | 962.75                 | .00                         | 3,603.25                  | 41,396.75            | .08         |
| 930030  | R & M VEHICLES              | 1,500.00     | 2.22                   | .00                         | 2.97                      | 1,497.03             | .00         |
| 930195  | BOOK BINDING & REPAIR       | 6,000.00     | .00                    | .00                         | .00                       | 6,000.00             | .00         |
| 930210  | RENTAL OF EQUIPMENT         | 2,900.00     | .00                    | .00                         | .00                       | 2,900.00             | .00         |
| 930320  | CLEANING-CUSTODIAL SERU     | 25,000.00    | 365.00                 | .00                         | 3,930.50                  | 21,069.50            | .16         |
| 960070  | AUTO/TRAVEL EXPENSES        | 3,000.00     | 19.50                  | .00                         | 101.98                    | 2,898.02             | .03         |
| 960210  | SPECIAL EVENT PROGRAMMING   | 15,000.00    | 1,043.33               | .00                         | 3,086.39                  | 11,913.61            | .21         |
| 960990  | MISC CONTRACTUAL SVCS       | 70,000.00    | 3,931.48               | .00                         | 16,477.02                 | 53,522.98            | .24         |
| TOTAL   | CONTRACTUAL SERVICES        | 392,600.00   | 27,979.95              | .00                         | 94,117.42                 | 298,482.58           | .24         |
| 970100  | SUPPLIES                    | 42,000.00    | 9,219.81               | .00                         | 15,531.80                 | 26,468.20            | .37         |

SELECTION CRITERIA: expldedgr.fund='201'

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 |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 970110  | MEALS (PRSMRS/WRKRS/VOLS) | .00          | 33.20               | .00                      | 430.20                 | -430.20           | .00      |
| 970170  | JANITORIAL                | 15,000.00    | 1,154.79            | .00                      | 2,332.36               | 12,647.64         | .16      |
| 970200  | COPYING/FAX SUPPLIES      | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 970260  | POSTAGE AND PARCEL        | 13,200.00    | 54.50               | .00                      | 3,583.77               | 9,516.27          | .38      |
| 970270  | PRINTING-REPROD-BINDING   | 10,300.00    | .00                 | .00                      | 22.50                  | 10,277.50         | .00      |
| 970600  | BOOKS                     | 400,000.00   | 22,773.62           | .00                      | 80,833.79              | 319,116.21        | .20      |
| 970610  | AUDIO MATERIALS           | 45,500.00    | 6,791.97            | .00                      | 10,678.20              | 34,821.80         | .23      |
| 970620  | SUBSCRIPTIONS & BOOKS     | 62,000.00    | 324.00              | .00                      | 16,292.50              | 45,707.50         | .26      |
| 970630  | VISUAL MATERIALS          | 42,500.00    | 3,470.88            | .00                      | 6,107.11               | 36,392.89         | .14      |
| 970640  | AUTOMATED REFERENCE MAT'L | 62,100.00    | 1,500.00            | .00                      | 38,994.90              | 23,105.10         | .63      |
| 970810  | NATURAL GAS               | 14,000.00    | 2,092.30            | .00                      | 6,510.22               | 7,489.78          | .47      |
| 970820  | ELECTRICITY               | 500.00       | .00                 | .00                      | .00                    | 500.00            | .00      |
| 970840  | DIESEL                    | .00          | 53.70               | .00                      | 132.85                 | -132.85           | .00      |
| 970850  | GASOLINE                  | 2,000.00     | 206.25              | .00                      | 759.38                 | 1,240.62          | .38      |
| TOTAL   | COMMODITIES               | 711,100.00   | 47,675.02           | .00                      | 182,359.54             | 529,700.46        | .26      |
| 980300  | IMPROVEMENTS              | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980400  | EQUIPMENT                 | 97,450.00    | .00                 | .00                      | .00                    | 97,450.00         | .00      |
| 980400  | COMPUTER HARDWARE         | .00          | 331.57              | .00                      | 331.57                 | -331.57           | .00      |
| 980400  | COMPUTER SOFTWARE         | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980500  | VEHICLES                  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980600  | FURNITURE & FIXTURES      | 2,700.00     | .00                 | .00                      | 1,435.32               | 1,264.68          | .53      |
| TOTAL   | CAPITAL EXPENDITURES      | 100,150.00   | 331.57              | .00                      | 1,766.89               | 96,383.11         | .02      |
| 990300  | BANK/TRUST/AGENCY FEES    | 150.00       | .00                 | .00                      | 40.00                  | 110.00            | .27      |
| 990900  | TRANSFER TO DEBT SERVICE  | 12,078.00    | .00                 | .00                      | .00                    | 12,078.00         | .00      |
| TOTAL   | DEBT SERVICE              | 12,228.00    | .00                 | .00                      | 40.00                  | 12,188.00         | .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          | 3,317,605.00 | 76,362.04           | .00                      | 722,030.16             | 2,595,574.84      | .22      |



SELECTION CRITERIA: expledgr.fund='201'

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

| ACCOUNT | TITLE                    | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>ENC + EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|--------------|------------------------|-----------------------------|---------------------------|----------------------|-------------|
| 920110  | PROFESSIONAL CONSULTING  | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| 920120  | COMMUNICATION SERVICES   | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| 960070  | AUTO/TRAVEL EXPENSES     | 5,000.00     | .00                    | .00                         | .00                       | 3,000.00             | .00         |
| 960990  | MISC CONTRACTUAL SVCS    | 41,768.00    | .00                    | .00                         | 595.25                    | 41,172.75            | .01         |
| TOTAL   | CONTRACTUAL SERVICES     | 46,768.00    | .00                    | .00                         | 595.25                    | 46,172.75            | .01         |
| 980400  | EQUIPMENT                | 20,000.00    | .00                    | .00                         | .00                       | 20,000.00            | .00         |
| 980410  | COMPUTER HARDWARE        | .00          | .00                    | .00                         | 3,202.00                  | -3,202.00            | .00         |
| 980420  | COMPUTER SOFTWARE        | .00          | .00                    | .00                         | 396.85                    | -396.85              | .00         |
| 980500  | VEHICLES                 | .00          | .00                    | .00                         | .00                       | .00                  | .00         |
| TOTAL   | CAPITAL EXPENDITURES     | 20,000.00    | .00                    | .00                         | 3,598.85                  | 16,401.15            | .13         |
| TOTAL   | IL LIBRARY PER CAP GRANT | 66,768.00    | .00                    | .00                         | 4,194.10                  | 62,573.90            | .06         |
| TOTAL   | CIVIC & CULTURE          | 3,384,373.00 | 76,362.04              | .00                         | 726,224.26                | 2,658,148.74         | .21         |
| TOTAL   | PUBLIC LIBRARY FUND      | 3,384,373.00 | 76,362.04              | .00                         | 726,224.26                | 2,658,148.74         | .21         |
| TOTAL   | REPORT                   | 3,384,373.00 | 76,362.04              | .00                         | 726,224.26                | 2,658,148.74         | .21         |

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CITY OF DES PLAINES  
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SELECTION CRITERIA: payable.due\_date='03/01/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT   |
|--------------|---------|---------------------------|--------|---------------------------|----------|
| 2110         | 918060  | TUITION REIMBURSEMENTS    | 09574  | STEVEN JABLONSKI          | 1,380.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 04640  | CCS OWNER SERVICES        | 2,081.55 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 08123  | MARY JANE KEPNER          | 495.00   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106  | COOPERATIVE COMPUTER SERV | 1,000.00 |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106  | COOPERATIVE COMPUTER SERV | 2,638.42 |
| 2110         | 920204  | TRAINING                  | 43806  | NORTH SUBURBAN LIBRARY SY | 10.00    |
| 2110         | 920204  | TRAINING                  | 43806  | NORTH SUBURBAN LIBRARY SY | 10.00    |
| 2110         | 920206  | SEMINARS                  | 06308  | LACONI OUTREACH           | 16.00    |
| 2110         | 920206  | SEMINARS                  | 09273  | THE GREAT BOOKS FOUNDATIO | 156.00   |
| 2110         | 920206  | SEMINARS                  | 43806  | NORTH SUBURBAN LIBRARY SY | 85.00    |
| 2110         | 920210  | IN-SERVICE TRAINING       | 43765  | DOMINICKS FINER FOODS     | 17.87    |
| 2110         | 920220  | MEMBERSHIP DUES           | 05179  | ADULT READING ROUND TABLE | 8.00     |
| 2110         | 920220  | MEMBERSHIP DUES           | 20127  | ILLINOIS LIBRARY ASSOCIAT | 75.00    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | 396.27   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | 60.24    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | 18.93    |
| 2110         | 930010  | R & M EQUIPMENT           | 06463  | SECURITY LINK FROM AMERIT | 95.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 72106  | COOPERATIVE COMPUTER SERV | 2,124.64 |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 89989  | SCHARM CARPET & INTERIORS | 410.00   |
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 08848  | QUALITY JANITORIAL & MAIN | 1,699.00 |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 05793  | LEE GIBBS FANTASTIC PROGR | 150.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09561  | KATHLEEN GIBSON           | 400.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09562  | CHARLES SOTICH            | 60.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765  | DOMINICKS FINER FOODS     | 35.27    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 58875  | INGRAM                    | 244.59   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 377.10   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 462.48   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09563  | CLOTHES CARE CLEANERS     | 120.40   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 20.55    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 29.35    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 20.85    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 45.15    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 26.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 19.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 31.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 51.05    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 51.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 23.90    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 15.95    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 56.10    |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 4.57     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 4.43     |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | 14.82    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 9.26     |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 101.43   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 244.99   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 519.00   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | 164.95   |

02/24/99  
ACCOUNTING PERIOD: 2/99CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='03/01/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT              |
|--------------|---------|---------------------------|--------|---------------------------|---------------------|
| 2110         | 970100  | SUPPLIES                  | 08558  | GARY VALENTE              | REIMB 43.39         |
| 2110         | 970100  | SUPPLIES                  | 09310  | MARY ANN BROWN            | REIMB 16.72         |
| 2110         | 970100  | SUPPLIES                  | 14465  | INSTY PRINTS              | 203582 158.27       |
| 2110         | 970100  | SUPPLIES                  | 19714  | GAYLORD BROS              | OF237778007 18.89   |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 469424 98.02        |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 471577 91.54        |
| 2110         | 970100  | SUPPLIES                  | 40311  | FEDERAL EXPRESS CORP.     | 7-566-34637 37.00   |
| 2110         | 970100  | SUPPLIES                  | 70067  | NORBERT SOLARZ            | 164855 55.00        |
| 2110         | 970100  | SUPPLIES                  | 92003  | COMPUTYPE INC.            | 70382-1010 444.70   |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 43806  | NORTH SUBURBAN LIBRARY SY | 3-12-99 240.00      |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 063093-00 229.45    |
| 2110         | 970170  | JANITORIAL                | 01638  | KINDER INDUSTRIAL SUPPLY  | 000774 20.95        |
| 2110         | 970170  | JANITORIAL                | 05407  | THE HOME DEPOT/GECP       | 7901-6170999 118.05 |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 572792 29.25        |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 570026 29.25        |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 0100801-0075 13.57  |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 0104010124 82.36    |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 012001-0053 45.46   |
| 2110         | 970170  | JANITORIAL                | 85309  | ACE DES PLAINES, INC      | 956237 37.43        |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933  | POSTMASTER                | 2-01-99 1,495.00    |
| 2110         | 970600  | BOOKS                     | 02191  | BOOK WHOLESALERS, INC.    | 784708 120.42       |
| 2110         | 970600  | BOOKS                     | 03363  | WEST GROUP                | 748-441-028 172.75  |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3593352 123.51      |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3589663 43.12       |
| 2110         | 970600  | BOOKS                     | 07439  | GALE RESEARCH             | 8745621 4,893.35    |
| 2110         | 970600  | BOOKS                     | 07439  | GALE RESEARCH             | 8744021 144.22      |
| 2110         | 970600  | BOOKS                     | 07527  | STAGE & SCREEN            | 09002165448 48.69   |
| 2110         | 970600  | BOOKS                     | 08285  | R.R. BOWKER               | 857644 167.72       |
| 2110         | 970600  | BOOKS                     | 09573  | METROPOLITAN MUSEUM OF AR | ATTACH 57.95        |
| 2110         | 970600  | BOOKS                     | 09575  | WHEATON PUBLIC LIBRARY    | LOST ITEM 20.00     |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003670749 605.42   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003702674 1,484.45 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003691190 588.22   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003681644 1,441.52 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003666609 440.67   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003656180 679.25   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003703923 878.90   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003688272 478.93   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 20036669906 777.58  |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003703109 669.12   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003700503 630.99   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003714342 670.70   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 3002390073 118.24   |
| 2110         | 970600  | BOOKS                     | 20232  | REGENT BOOK COMPANY       | 241920 214.98       |
| 2110         | 970600  | BOOKS                     | 20232  | REGENT BOOK COMPANY       | 242808 78.67        |
| 2110         | 970600  | BOOKS                     | 20361  | BERNAN ASSOCIATES         | 1940194 62.60       |
| 2110         | 970600  | BOOKS                     | 20907  | POLITICAL RESEARCH INC    | 175541 567.00       |
| 2110         | 970600  | BOOKS                     | 71360  | MORNINGSTAR               | 852215C 415.00      |
| 2110         | 970610  | AUDIO MATERIALS           | 02482  | CHIVERS NORTH AMERICA     | 169514 589.10       |
| 2110         | 970610  | AUDIO MATERIALS           | 04365  | SANDRA NORLIN             | REIMB 77.27         |
| 2110         | 970610  | AUDIO MATERIALS           | 07975  | BAKER & TAYLOR ENTERTAINM | 234963790 138.73    |

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02/24/99  
ACCOUNTING PERIOD: 2/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='03/01/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION           | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT    |           |
|------------------------|---------|---------------------------|--------|---------------------------|-----------|-----------|
| 2110                   | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 2-1-99-2  | 175.28    |
| 2110                   | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3387148   | 5.00      |
| 2110                   | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3391546   | 29.90     |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 06161  | MUTUAL FUND FORECASTER    | 3271939-6 | 100.00    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 07534  | CHICAGO TRIBUNE           | 12401068  | 197.40    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 23806  | FACTS ON FILE             | ATTACH    | 295.00    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 67929  | VALUE LINE INC            | 57345     | 175.00    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 67929  | VALUE LINE INC            | 57345     | 387.00    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS     | 67929  | VALUE LINE INC            | 57345     | 570.00    |
| 2110                   | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227015    | 38.00     |
| 2110                   | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227015    | 38.00     |
| 2110                   | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05206240  | 541.70    |
| 2110                   | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05202382  | 78.10     |
| 2110                   | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05213681  | 105.69    |
| 2110                   | 970640  | AUTOMATED REFERENCE MAT'L | 68870  | CAREER GUIDANCE FDN       | 089192    | 748.00    |
| 2110                   | 970850  | GASOLINE                  | 03031  | AVALON PETROLEUM COMPANY  | 356335    | 187.73    |
| 2110                   | 980600  | FURNITURE & FIXTURES      | 09015  | KENTWOOD OFFICE FURNITURE | 00507020  | 1,206.00  |
| TOTAL LIBRARY SERVICES |         |                           |        |                           |           | 42,004.98 |
| TOTAL FUND             |         |                           |        |                           |           | 42,004.98 |

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ACCOUNTING PERIOD: 3/99CITY OF DES PLAINES  
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SELECTION CRITERIA: payable\_due\_date='03/15/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT      |          |
|--------------|---------|---------------------------|--------|---------------------------|-------------|----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 04640  | CCS OWNER SERVICES        | 4464        | 2,100.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 06070  | LOHAN ASSOCIATES          | 99090/91    | 3,477.12 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 25529  | KLEIN, THORPE & JENKINS   | 1657-2      | 526.00   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 8478033977  | 227.15   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 8478275551  | 465.10   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06827  | CELLULAR ONE              | 49682107    | 36.29    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 71279  | AMERITECH-ILLINOIS CABS   | H073356545  | 206.86   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 07007  | PSINET, INC.              | 2193141     | 1,180.73 |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 19776  | BAKER & TAYLOR, INC.      | B08NS6083M  | 656.00   |
| 2110         | 920204  | TRAINING                  | 07292  | MEGA DRIVING SCHOOL, INC. | 173/99      | 1,300.00 |
| 2110         | 920204  | TRAINING                  | 43806  | NORTH SUBURBAN LIBRARY SY | 2-15-99     | 1,000.00 |
| 2110         | 930010  | R & M EQUIPMENT           | 06789  | AMBASSADOR BUSINESS SOLUT | 6390571     | 121.25   |
| 2110         | 930010  | R & M EQUIPMENT           | 07424  | NEOPOST                   | R1820303    | 60.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 09600  | RMC INC.                  | 054661      | 765.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 19659  | OTIS ELEVATOR             | CY07369V399 | 302.47   |
| 2110         | 930010  | R & M EQUIPMENT           | 53253  | DISTINCTIVE BUSINESS PROD | 314544      | 527.25   |
| 2110         | 930010  | R & M EQUIPMENT           | 73978  | CANON FINANCIAL SERVICES, | 1721564     | 1,520.00 |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 05076  | NORB & SONS ELECTRIC, INC | 2-15-99     | 185.00   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 06463  | SECURITY LINK FROM AMERIT | 31396358    | 55.00    |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 67814  | DOOR SYSTEMS INC          | 416006      | 513.06   |
| 2110         | 930320  | CLEANING: CUSTODIAL SERV  | 09536  | CRYSTAL MGMT. & MAINT. SE | 6879        | 1,700.00 |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH  | 6.04     |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH  | 16.30    |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH  | 27.95    |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH  | 24.45    |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH  | 1.79     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09310  | MARY ANN BROWN            | REIMB       | 19.95    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09601  | LOWELL KOMIE              | 4-07-99     | 75.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 40977999    | 377.10   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 41079801    | 455.36   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003760250  | 66.50    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003730450  | 24.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003738017  | 14.05    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003748539  | 17.10    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003776659  | 14.90    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003741110  | 18.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003710501  | 19.35    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003730323  | 38.90    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003750594  | 11.05    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003730560  | 19.20    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003721059  | 17.60    |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | 153693      | 32.80    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NTK44000    | 13.16    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | JV556698    | -48.86   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NS236100    | 147.49   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | JV306798    | -83.08   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NTR17500    | 65.74    |
| 2110         | 970100  | SUPPLIES                  | 05855  | AMERICAN LIBRARY ASSOCIAT | 8328238     | 5.40     |
| 2110         | 970100  | SUPPLIES                  | 09171  | UNITED AD LABEL           | 426709      | 17.62    |
| 2110         | 970100  | SUPPLIES                  | 14465  | INSTY PRINTS              | 203626      | 151.42   |
| 2110         | 970100  | SUPPLIES                  | 19714  | GAYLORD BROS              | OF27104002  | 166.24   |

1505

03/10/99  
ACCOUNTING PERIOD: 1/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='03/15/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT              |
|--------------|---------|---------------------------|--------|---------------------------|---------------------|
| 2110         | 970100  | SUPPLIES                  | 19714  | GAYLORD BROS              | OF29915009 40.12    |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 477578 519.50       |
| 2110         | 970100  | SUPPLIES                  | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH 13.92    |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 05147  | SONYA STAHL               | 820125 157.00       |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 575770 29.25        |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933  | POSTMASTER                | PERMIT FEE 100.00   |
| 2110         | 970260  | POSTAGE AND PARCEL        | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH .99      |
| 2110         | 970270  | PRINTING-REPROD-BINDING   | 09606  | ELA AREA PUBLIC LIBRARY   | 2-11-99 22.50       |
| 2110         | 970600  | BOOKS                     | 02805  | INSIDE PROSPECTS          | 3365 2,310.00       |
| 2110         | 970600  | BOOKS                     | 04625  | CCH, INCORPORATED         | 3374748 46.95       |
| 2110         | 970600  | BOOKS                     | 04964  | WHEELER PUBLISHING, INC.  | 105506 151.20       |
| 2110         | 970600  | BOOKS                     | 05479  | HOUCHEM BINDERY LTD       | 063562 308.76       |
| 2110         | 970600  | BOOKS                     | 05997  | BORDERS                   | 20300 61.50         |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3630787 129.51      |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3623694 107.80      |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3624157 68.84       |
| 2110         | 970600  | BOOKS                     | 07339  | BLACKSTONE AUDIO BOOKS    | 116120 6.00         |
| 2110         | 970600  | BOOKS                     | 07527  | STAGE & SCREEN            | 09002165448 29.69   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003760249 1,700.76 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 0000461778 -12.95   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003748538 432.59   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003776658 337.96   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003730449 325.19   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003730322 1,175.99 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 0000464639 -99.22   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003750593 231.07   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003730559 381.77   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 3002457069 550.73   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003741109 322.02   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003721058 635.22   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003738016 403.98   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003710500 635.44   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 3002404854 503.31   |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 358266 -39.78       |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 353240 -1.15        |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 353238 -7.36        |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 358270 -54.04       |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 358267 -4.85        |
| 2110         | 970600  | BOOKS                     | 20361  | BERNAN ASSOCIATES         | 1944796 104.94      |
| 2110         | 970600  | BOOKS                     | 20737  | COUNCIL OF STATE GOVT     | 96811 53.49         |
| 2110         | 970600  | BOOKS                     | 22618  | LIBRARY OF CONGRESS       | 202218-003 343.00   |
| 2110         | 970610  | AUDIO MATERIALS           | 02482  | CHIVERS NORTH AMERICA     | 120464 6.50         |
| 2110         | 970610  | AUDIO MATERIALS           | 02482  | CHIVERS NORTH AMERICA     | 170339 9.63         |
| 2110         | 970610  | AUDIO MATERIALS           | 02482  | CHIVERS NORTH AMERICA     | B069224 116.50      |
| 2110         | 970610  | AUDIO MATERIALS           | 02482  | CHIVERS NORTH AMERICA     | B068901 52.09       |
| 2110         | 970610  | AUDIO MATERIALS           | 06253  | TIME LIFE EDUCATION INC   | PS0893650001 36.95  |
| 2110         | 970610  | AUDIO MATERIALS           | 07975  | BAKER & TAYLOR ENTERTAINM | 235052120 7.25      |
| 2110         | 970610  | AUDIO MATERIALS           | 07975  | BAKER & TAYLOR ENTERTAINM | 235389920 75.50     |
| 2110         | 970610  | AUDIO MATERIALS           | 08490  | PATRICIA HORN             | REIMB 16.23         |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 2-11-99-1 144.88    |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 2-11-99-2 87.21     |

01/10/99

ACCOUNTING PERIOD: 1/99

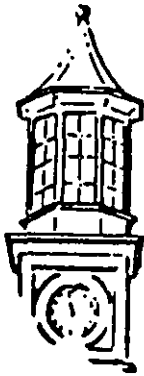
CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='03/15/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION                   | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT      |           |
|--------------------------------|---------|---------------------------|--------|---------------------------|-------------|-----------|
| 2110                           | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 2-23-99-1   | 267.95    |
| 2110                           | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 2-23-99-3   | 274.75    |
| 2110                           | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3408498M    | 5.00      |
| 2110                           | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3403032M    | 10.00     |
| 2110                           | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3413702M    | 10.00     |
| 2110                           | 970610  | AUDIO MATERIALS           | 80139  | RECORDED BOOKS INC        | 824418      | 5.95      |
| 2110                           | 970610  | AUDIO MATERIALS           | 80139  | RECORDED BOOKS INC        | 820125      | 8.25      |
| 2110                           | 970620  | SUBSCRIPTIONS & BOOKS     | 40311  | FEDERAL EXPRESS CORP.     | 7-566-46536 | 27.25     |
| 2110                           | 970620  | SUBSCRIPTIONS & BOOKS     | 85282  | OAG NORTH AMERICAN        | R123397457  | 339.00    |
| 2110                           | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227323      | 37.00     |
| 2110                           | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227631      | 75.00     |
| 2110                           | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227322      | 112.00    |
| 2110                           | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05324031    | 128.12    |
| 2110                           | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05280910    | 300.47    |
| 2110                           | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05427967    | 51.81     |
| 2110                           | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05319047    | 12.71     |
| 2110                           | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05486451    | 77.81     |
| 2110                           | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05387483    | 122.25    |
| 2110                           | 970640  | AUTOMATED REFERENCE MAT'L | 09463  | BVM COMMUNICATIONS INC.   |             | 1,500.00  |
| 2110                           | 970640  | AUTOMATED REFERENCE MAT'L | 63337  | INFORMATION ACCESS CO     | 1223042     | 1,710.00  |
| 2110                           | 970810  | NATURAL GAS               | 08089  | NICOR ENERGY              | 130569670   | 2,450.30  |
| 2110                           | 970840  | DIESEL                    | 03031  | AVALON PETROLEUM COMPANY  | 13285       | 4.43      |
| 2110                           | 970850  | GASOLINE                  | 03031  | AVALON PETROLEUM COMPANY  | 350737      | 174.74    |
| 2110                           | 980600  | FURNITURE & FIXTURES      | 19714  | GAYLORD BROS              | OF27104010  | 229.32    |
| TOTAL LIBRARY SERVICES         |         |                           |        |                           |             | 39,166.74 |
| 2130                           | 960990  | MISC CONTRACTUAL SVCS     | 06790  | TOWER COMPUTER SYSTEMS    | 0043189-IN  | 595.25    |
| TOTAL IL LIBRARY PER CAP GRANT |         |                           |        |                           |             | 595.25    |
| TOTAL FUND                     |         |                           |        |                           |             | 39,761.99 |



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Planning Committee Meeting  
March 23, 1999

Chair: John Burke  
Present: John Burke, John Ciborowski, Betty Ritter, Sandra Norlin, Martha Sloan,  
Tony Siciliano.

Call to Order: 4:10 PM by John Burke.

Sandra Norlin presented the report from a meeting of the library staff planning team (Sloan, Siciliano, Norlin). The report "Reviewing Goals of the Strategic Plan" is attached.

Committee members reviewed the report and its recommendations, commenting and raising questions about the effects of the changes.

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

The committee discussed changing the emphasis on competency in collection development to an emphasis on continuous learning for all staff.

**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.**

The committee suggested adding "all" to the newly recommended goal, now reading "A community services department that meets the needs of all Des Plaines residents".



**Goal 8 – An effective and mutually supportive relationship with the Friends of the Library.**

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

The committee discussed rewording Goals 8 and 9 to say “Expanded opportunities for community members to support the library.”

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

The committee recommends retaining Goal 10 in its current form.

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

The committee recommends addressing the Library Foundation in objectives under this goal.

The committee agreed to elicit comments and recommendations from the full board for change and additions to the eight new goals as presented. The committee discussed the method for establishing objectives. The committee will recommend the eight agreed upon goals to the full board on April 20, 1999. In the meantime the staff and committee members will begin to prepare objectives for the committee to discuss at its next meeting

Meeting adjourned at 5:15 PM.

The next scheduled meeting is planned for May 4, 1999 at 4 PM.

Minutes prepared by Sandra Norlin.

## XII

## REGISTRATION SERVICES REPORT FOR MARCH 1999

## I. LIBRARY CARD REGISTRATION SERVICES

| <u>March 1998</u> | <u>February 1999</u>   | <u>March 1999</u> | <u>Year to Date</u><br><u>1998</u> | <u>Year to Date</u><br><u>1999</u> | <u>% Change</u> |
|-------------------|------------------------|-------------------|------------------------------------|------------------------------------|-----------------|
| 1,519             | 772                    | 769               | 3,093                              | 2,238                              | (-27.6%)        |
| A.                | New Cards              |                   | 299                                |                                    |                 |
| B.                | Renewals               |                   | 407                                |                                    |                 |
| C.                | Non-Resident Cards     |                   | 9                                  |                                    |                 |
| D.                | Off-line Library Cards |                   | 60                                 |                                    |                 |
|                   | Total                  |                   | 769                                |                                    |                 |

## II. OTHER REGISTRATION SERVICES

|    |                                   |     |
|----|-----------------------------------|-----|
| 1. | Patrons Registering for Programs  | 324 |
| 2. | Number of Meeting Room Uses       | 94  |
| 3. | Cab cards and Other Registrations | 16  |
| 4. | LAN Discs Sold                    | 6   |
|    | (Year to Date - 15)               |     |
| 5. | Computer Room                     | 218 |
| 6. | Reading Edge Users                | 2   |
|    | Total                             | 660 |

## III. TOTAL NUMBER OF REGISTERED BORROWERS

|            |        |                       |
|------------|--------|-----------------------|
| March 1998 | 32,762 | (61.3% of Population) |
| March 1999 | 33,783 | (63.2% of Population) |

## CIRCULATION REPORT FOR MARCH 1999

Page 2

## PATRON ATTENDANCE COUNT

| <u>March 1998</u> | <u>February 1999</u> | <u>March 1999</u> | Year to Date<br><u>1998</u> | Year to Date<br><u>1999</u> | <u>% Change</u> |
|-------------------|----------------------|-------------------|-----------------------------|-----------------------------|-----------------|
| 32,203            | 29,157               | 31,905            | 93,194                      | 76,653                      | (-17.7%)        |

## RECIPROCAL BORROWING

(Materials Lent)

|               | March 1998 | March 1999 | <u>% Change</u> |
|---------------|------------|------------|-----------------|
| NSLS          | 9,277      | 7,522      | (-18.9%)        |
| OTHER SYSTEMS | 1,747      | 1,835      | 4.8%            |
| TOTAL         | 11,024     | 9,357      | (-15.1%)        |

## INTERLIBRARY LOAN

|          |       |
|----------|-------|
| Sent     | 1,180 |
| Received | 547   |

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**March 1999**

|                            |         |                            |         |                 |
|----------------------------|---------|----------------------------|---------|-----------------|
| <b>Total 1998 to Date:</b> | 207,210 | <b>Total 1999 to Date:</b> | 197,077 | <b>% Change</b> |
| <b>March 1998:</b>         | 72,977  | <b>March 1999:</b>         | 70,844  | -4.89%          |
|                            |         |                            |         | -2.92%          |

|                              | <u>MAIN LIBRARY</u> |               | <u>MOBILE LIBRARY</u> |              | <u>TOTAL</u>  |               |
|------------------------------|---------------------|---------------|-----------------------|--------------|---------------|---------------|
| <u>CHILDREN</u>              | 1998                | 1999          | 1998                  | 1999         | 1998          | 1999          |
| Non Fiction                  | 5,053               | 5,161         | 962                   | 1,044        | 6,015         | 6,205         |
| Fiction                      | 10,213              | 10,003        | 1,471                 | 1,222        | 11,684        | 11,225        |
| Foreign Language Non Fiction | 36                  | 50            | 6                     | 3            | 42            | 53            |
| Foreign Language Fiction     | 211                 | 221           | 80                    | 91           | 291           | 312           |
| Periodicals                  | 147                 | 164           | 88                    | 123          | 235           | 287           |
| Compact Discs                | 231                 | 246           | 26                    | 30           | 257           | 276           |
| Audio Cassettes              | 263                 | 315           | 34                    | 16           | 297           | 331           |
| Audio Kits                   | 521                 | 380           | 99                    | 51           | 620           | 431           |
| Puzzles                      | 342                 | 364           | 66                    | 70           | 408           | 434           |
| Games                        | 63                  | 60            | 14                    | 18           | 77            | 78            |
| Audio Books                  | 90                  | 164           | 9                     | 10           | 99            | 174           |
| Video Fiction                | 1,687               | 2,627         | 326                   | 298          | 2,013         | 2,925         |
| Video Non Fiction            | 794                 | 993           | 66                    | 83           | 860           | 1,076         |
| DVD                          | 0                   | 18            | 0                     | 0            | 0             | 18            |
| CD ROMs                      | 247                 | 609           | 0                     | 0            | 247           | 609           |
| <b>SUB TOTAL</b>             | <b>19,898</b>       | <b>21,375</b> | <b>3,247</b>          | <b>3,059</b> | <b>23,145</b> | <b>24,434</b> |
| <b>ADULT</b>                 |                     |               |                       |              |               |               |
| Non Fiction                  | 14,599              | 13,310        | 205                   | 251          | 14,804        | 13,561        |
| Fiction                      | 7,620               | 7,732         | 331                   | 278          | 7,951         | 8,010         |
| Large Type                   | 777                 | 839           | 54                    | 96           | 831           | 935           |
| Foreign Language Non Fiction | 84                  | 118           | 0                     | 2            | 84            | 120           |
| Foreign Language Fiction     | 369                 | 360           | 0                     | 0            | 369           | 360           |
| High School Collection       | 0                   | 53            | 0                     | 3            | 0             | 56            |
| Periodicals                  | 2,929               | 2,667         | 157                   | 141          | 3,086         | 2,808         |
| Pamphlets                    | 34                  | 61            | 0                     | 0            | 34            | 61            |
| Compact Discs                | 4,682               | 4,956         | 532                   | 464          | 5,214         | 5,420         |
| Audio Cassettes              | 809                 | 698           | 22                    | 22           | 831           | 720           |
| Puzzles                      | 13                  | 15            | 0                     | 0            | 13            | 15            |
| Pictures                     | 74                  | 81            | 0                     | 0            | 74            | 81            |
| Audio Books                  | 1,447               | 1,624         | 12                    | 7            | 1,459         | 1,631         |
| CD ROMs                      | 195                 | 235           | 0                     | 0            | 195           | 235           |
| Video Fiction                | 10,657              | 8,185         | 397                   | 415          | 11,054        | 8,600         |
| Video Non Fiction            | 3,793               | 3,721         | 27                    | 41           | 3,820         | 3,762         |
| Misc. Formats                | 13                  | 30            | 0                     | 5            | 13            | 35            |
|                              | <b>48,095</b>       | <b>44,685</b> | <b>1,737</b>          | <b>1,725</b> | <b>49,832</b> | <b>46,410</b> |
| <b>GRAND TOTAL</b>           | <b>67,993</b>       | <b>66,060</b> | <b>4,984</b>          | <b>4,784</b> | <b>72,977</b> | <b>70,844</b> |
| Self Check                   |                     | 2,907         |                       |              |               | 8,149         |

## March 1999 Holdings

|                   | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|-------------------|---------------|---------------|--------|-------------------|
| Books             | 177,508       | 178,578       | 1070   | 0.6%              |
| Audio             | 13,984        | 13,982        | -2     | -0.0%             |
| Video             | 9,561         | 9,661         | 100    | 1.0%              |
| Puzzles and Games | 732           | 719           | -13    | -1.8%             |
| Realia            | 235           | 235           | 0      | 0.0%              |
| Pamphlets         | 14,888        | 14,909        | 21     | 0.1%              |
| =====             |               |               |        |                   |
| Total             | 216,908       | 218,084       | 1,176  | 0.5%              |

ACQUISITIONS REPORT FOR  
FOR MARCH 1999

|                     | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|---------------------|---------------|---------------|--------|-------------------|
| Non Fiction         |               |               |        |                   |
| Adult               |               |               |        |                   |
| 000                 | 2,011         | 1,997         | -14    | -0.7%             |
| 100                 | 2,509         | 2,540         | 31     | 1.2%              |
| 200                 | 2,703         | 2,730         | 27     | 1.0%              |
| 300                 | 11,595        | 11,669        | 74     | 0.6%              |
| 400                 | 627           | 633           | 6      | 1.0%              |
| 500                 | 2,989         | 3,015         | 26     | 0.9%              |
| 600                 | 17,350        | 17,416        | 66     | 0.4%              |
| 700                 | 15,032        | 14,968        | -64    | -0.4%             |
| 800                 | 4,935         | 4,948         | 13     | 0.3%              |
| 900                 | 11,467        | 11,520        | 53     | 0.5%              |
| B                   | 4,539         | 4,562         | 23     | 0.5%              |
| Total (Adult)       | 75,757        | 75,998        | 241    | 0.3%              |
| Juvenile (J)        |               |               |        |                   |
| 000                 | 381           | 382           | 1      | 0.3%              |
| 100                 | 202           | 202           | 0      | 0.0%              |
| 200                 | 282           | 282           | 0      | 0.0%              |
| 300                 | 2,258         | 2,268         | 10     | 0.4%              |
| 400                 | 111           | 112           | 1      | 0.9%              |
| 500                 | 3,083         | 3,119         | 36     | 1.2%              |
| 600                 | 2,635         | 2,648         | 13     | 0.5%              |
| 700                 | 3,334         | 3,363         | 29     | 0.9%              |
| 800                 | 804           | 807           | 3      | 0.4%              |
| 900                 | 3,448         | 3,489         | 41     | 1.2%              |
| B                   | 955           | 958           | 3      | 0.3%              |
| YA                  | 864           | 880           | 16     | 1.9%              |
| Total (J)           | 18,357        | 18,510        | 153    | 0.8%              |
| Total (E)           | 7,279         | 7,321         | 42     | 0.6%              |
| Total (Juvenile)    | 25,636        | 25,831        | 195    | 0.8%              |
| Total (Non fiction) | 101,393       | 101,829       | 436    | 0.4%              |
| Fiction             |               |               |        |                   |
| Adult               | 34,082        | 34,139        | 57     | 0.2%              |
| Juvenile            |               |               |        |                   |
| J                   | 8,542         | 8,479         | -63    | -0.7%             |
| YA                  | 1,792         | 1,917         | 125    | 7.0%              |
| E                   | 10,261        | 10,205        | -56    | -0.5%             |
| Picture Books       | 7,155         | 7,290         | 135    | 1.9%              |
| Board Books         | 635           | 823           | 188    | 29.6%             |
| Total (Juvenile)    | 28,385        | 28,714        | 329    | 1.2%              |
| Total (Fiction)     | 62,467        | 62,853        | 386    | 0.6%              |
| High school         | 198           | 277           | 79     | 39.9%             |

|                        |        |        |      |        |
|------------------------|--------|--------|------|--------|
| Compact discs          |        |        |      |        |
| Adult                  | 5,825  | 5,898  | 73   | 1.3%   |
| Juvenile               | 330    | 329    | -1   | -0.3%  |
| Total (Compact discs)  | 6,155  | 6,227  | 72   | 1.2%   |
| DVDs                   |        |        |      |        |
| Adult                  | 30     | 47     | 17   | 56.7%  |
| Juvenile               | 1      | 1      | 0    | 0.0%   |
| Total (DVDs)           | 31     | 48     | 17   | 54.8%  |
| CD ROMs                |        |        |      |        |
| Adult                  | 166    | 168    | 2    | 1.2%   |
| Juvenile               | 288    | 362    | 74   | 25.7%  |
| Total (CD ROMs)        | 454    | 530    | 76   | 16.7%  |
| Audio Cassettes        |        |        |      |        |
| Adult                  | 2,556  | 2,290  | -266 | -10.4% |
| Juvenile               | 897    | 907    | 10   | 1.1%   |
| Audio Books            |        |        |      |        |
| Adult                  | 2,014  | 2,041  | 27   | 1.3%   |
| Juvenile               | 813    | 829    | 16   | 2.0%   |
| Total (Cassettes)      | 6,280  | 6,067  | -213 | -3.4%  |
| Kits                   | 1,064  | 1,110  | 46   | 4.3%   |
| Videocassettes         |        |        |      |        |
| Adult                  | 7,663  | 7,746  | 83   | 1.1%   |
| Juvenile               | 1,898  | 1,915  | 17   | 0.9%   |
| Total (Videocassettes) | 9,561  | 9,661  | 100  | 1.0%   |
| Total (Audio Visual)   | 23,545 | 23,643 | 98   | 0.4%   |
| Reference              |        |        |      |        |
| Adult                  | 5,675  | 5,776  | 101  | 1.8%   |
| Juvenile               | 1,104  | 1,112  | 8    | 0.7%   |
| Total (Reference)      | 6,779  | 6,888  | 109  | 1.6%   |
| Puzzles                |        |        |      |        |
| Adult                  | 87     | 87     | 0    | 0.0%   |
| Juvenile               | 562    | 550    | -12  | -2.1%  |
| Total (Puzzles)        | 649    | 637    | -12  | -1.8%  |
| Games (Juvenile)       | 83     | 82     | -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                      | 3,180  | 3,223  | 43 | 1.4%   |
| Juvenile                   | 27     | 27     | 0  | 0.0%   |
| Total (Large Type)         | 3,207  | 3,250  | 43 | 1.3%   |
| Pamphlets                  | 14,888 | 14,909 | 21 | 0.1%   |
| Easy Reading               | 1,025  | 1,025  | 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      | 5      | 1  | 25.0%  |
| Total (German language)    | 96     | 97     | 1  | 1.0%   |
| Greek                      |        |        |    |        |
| Adult                      | 1      | 1      | 0  | 0.0%   |
| Juvenile                   | 0      | 0      | 0  | 0.0%   |
| Total (Greek language)     | 1      | 1      | 0  | 0.0%   |
| Gujarti                    |        |        |    |        |
| Adult                      | 0      | 0      | 0  | 0.0%   |
| Juvenile                   | 7      | 4      | -3 | -42.9% |
| Total (Gujarti language)   | 7      | 4      | -3 | -42.9% |
| 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                     | 560     | 578     | 18    | 3.2%  |
| Juvenile                  | 38      | 41      | 3     | 7.9%  |
| Total (Polish language)   | 598     | 619     | 21    | 3.5%  |
| Russian                   |         |         |       |       |
| Adult                     | 197     | 197     | 0     | 0.0%  |
| Juvenile                  | 2       | 2       | 0     | 0.0%  |
| Total (Russian language)  | 199     | 199     | 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                     | 586     | 585     | -1    | -0.2% |
| Juvenile                  | 820     | 819     | -1    | -0.1% |
| Total (Spanish language)  | 1,406   | 1,404   | -2    | -0.1% |
|                           |         |         |       |       |
| Total (Adult)             | 1,544   | 1,561   | 17    | 1.1%  |
| Total (Juvenile)          | 895     | 895     | 0     | 0.0%  |
| Total (Foreign languages) | 2,439   | 2,456   | 17    | 0.7%  |
| =====                     |         |         |       |       |
| TOTAL                     | 216,908 | 218,084 | 1,176 | 0.5%  |

**DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
MARCH 1999**

| Assistance                         | <u>Number</u> | <u>Total</u> |
|------------------------------------|---------------|--------------|
| 1. Equipment repair and assistance | 241           |              |
| 2. Tax forms                       | 226           |              |
| 3. Directional questions           | 217           |              |
| 4. Item retrieval by library pages | 110           |              |
| 5. Audio visual inquiries          | 730           |              |
| <br>Total                          |               | <br>1,524    |

Reference Services

|                                 |     |
|---------------------------------|-----|
| 1. Specific item request        | 753 |
| 2. Ready reference              | 804 |
| 3. Material searching           | 667 |
| 4. Referrals to other libraries | 31  |
| 5. Reader's Advisory            | 18  |

|       |       |
|-------|-------|
| Total | 2,273 |
|-------|-------|

|             |       |
|-------------|-------|
| GRAND TOTAL | 3,797 |
|-------------|-------|

**CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
MARCH 1999**

| <u>Reference Services</u>          | <u>Number</u> |
|------------------------------------|---------------|
| 1. Equipment, repair, & assistance | 488           |
| 2. Computer sign-ups & help        | 916           |
| 3. Storytime & program sign-ups    | 282           |
| 4. Reference questions             | 1,037         |
| 5. Ready reference                 | 407           |
| 6. Referrals to other libraries    | 11            |
| 7. Miscellaneous inquiries         | 427           |
| 8. Handout & change                | 1,088         |
| TOTAL                              | 4,656         |

Number of individuals using the Local Computer Network = 1,113

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM MARCH 1999

| Outside Community Groups                         | <u>Times Used</u> | <u>Attendance</u> |
|--|-------------------|-------------------|
| AAUW   | 1                 | 8                 |
| Coupon Club                                      | 1                 | 6                 |
| Des Plaines Art Guild                            | 1                 | 12                |
| Des Plaines Camping Club                         | 1                 | 13                |
| Des Plaines Woman's Club                         | 1                 | 6                 |
| DuPage Figure Skaters                            | 1                 | 8                 |
| Goldcoast Kennel Club                            | 1                 | 8                 |
| Great Decisions                                  | 5                 | 74                |
| Learn to Read Training Meeting                   | 1                 | 2                 |
| Toastmasters                                     | 3                 | 46                |
| United States Census Bureau                      | 2                 | 11                |
| <br>Total  | <br>18            | <br>194           |
| <br><b>Library Sponsored Adult Programs</b>      |                   |                   |
| Adult Book Discussion                            | 1                 | 18                |
| All Staff Meeting                                | 1                 | 50                |
| Building Committee Meeting                       | 1                 | 5                 |
| District 207 Grant Meeting                       | 1                 | 6                 |
| Friends of the Library                           | 1                 | 15                |
| Inside Writing & Publishing                      | 2                 | 12                |
| Investment Planning for Women                    | 1                 | 16                |
| Library Stories                                  | 1                 | 15                |
| Nordstrom's "Making the Most of Your Wardrobe"   | 1                 | 70                |
| Selectors Meeting                                | 1                 | 7                 |
| Questions & Answers About Filing Your Income Tax | 1                 | 8                 |
| <br><b>Other</b>                                 |                   |                   |
| Library Board Meeting                            | 1                 | 13                |
| <br>Total  | <br>13            | <br>235           |

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - MARCH 1999

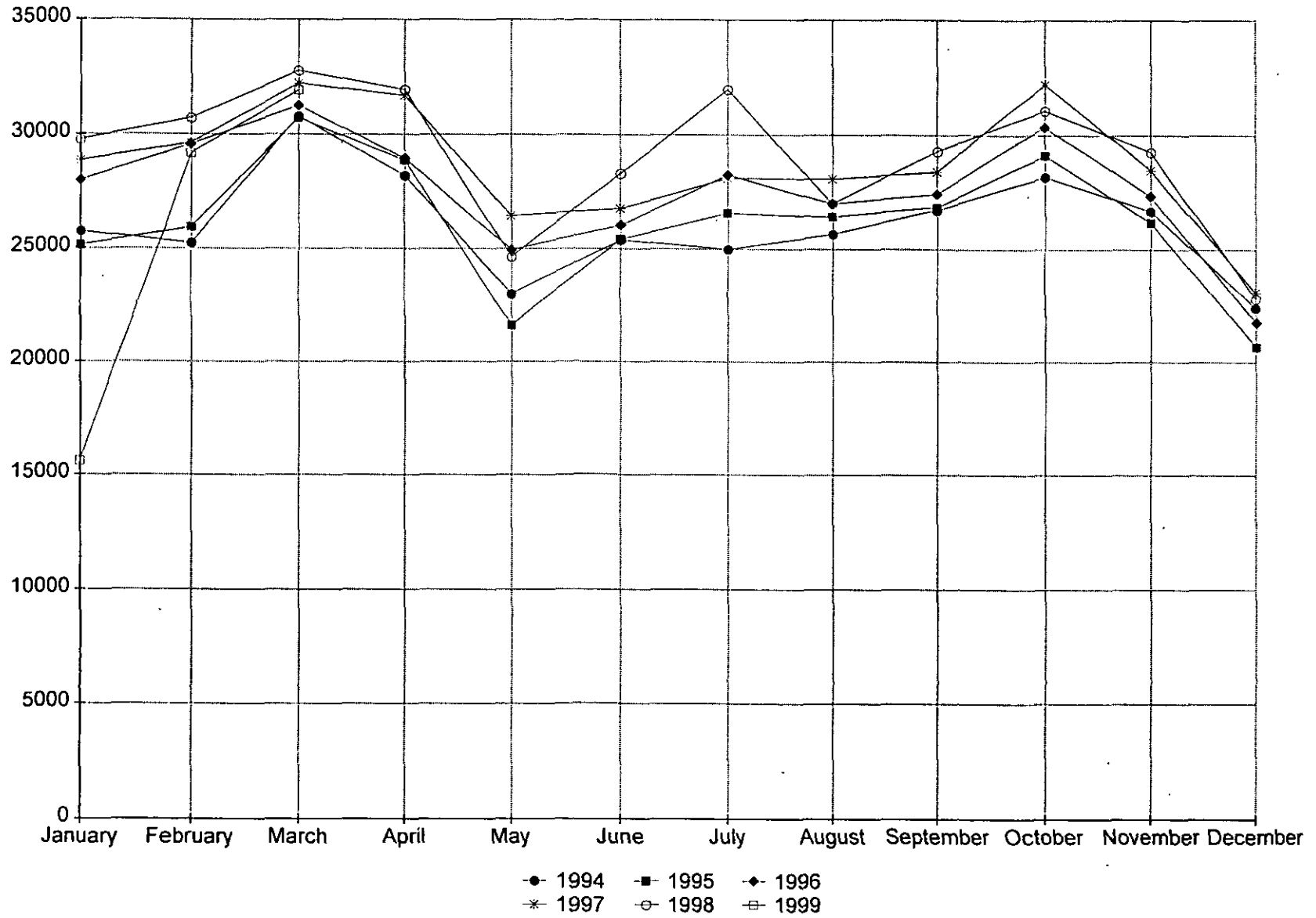
Page 2

| Library Sponsored Children's Programs   | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Bright Start Baby Book Times Birth-2yrs | 12                | 257               |
| Babysitting Clinic                      | 1                 | 35                |
| Family Evening Storytime                | 1                 | 30                |
| Friends Family Sunday - Circus Boy      | 1                 | 230               |
| Headstart Storytime                     | 1                 | 32                |
| Holiday Drop in Craft                   | 1                 | 78                |
| Storytime 2 Year Olds                   | 8                 | 128               |
| Storytime 3-5 Year Olds                 | 14                | 137               |
| Total                                   | 39                | 927               |
| <b>Literacy Program</b>                 |                   |                   |
| Learn to Read                           | 20                | 702               |
| Grand Total                             | 90                | 2,058             |

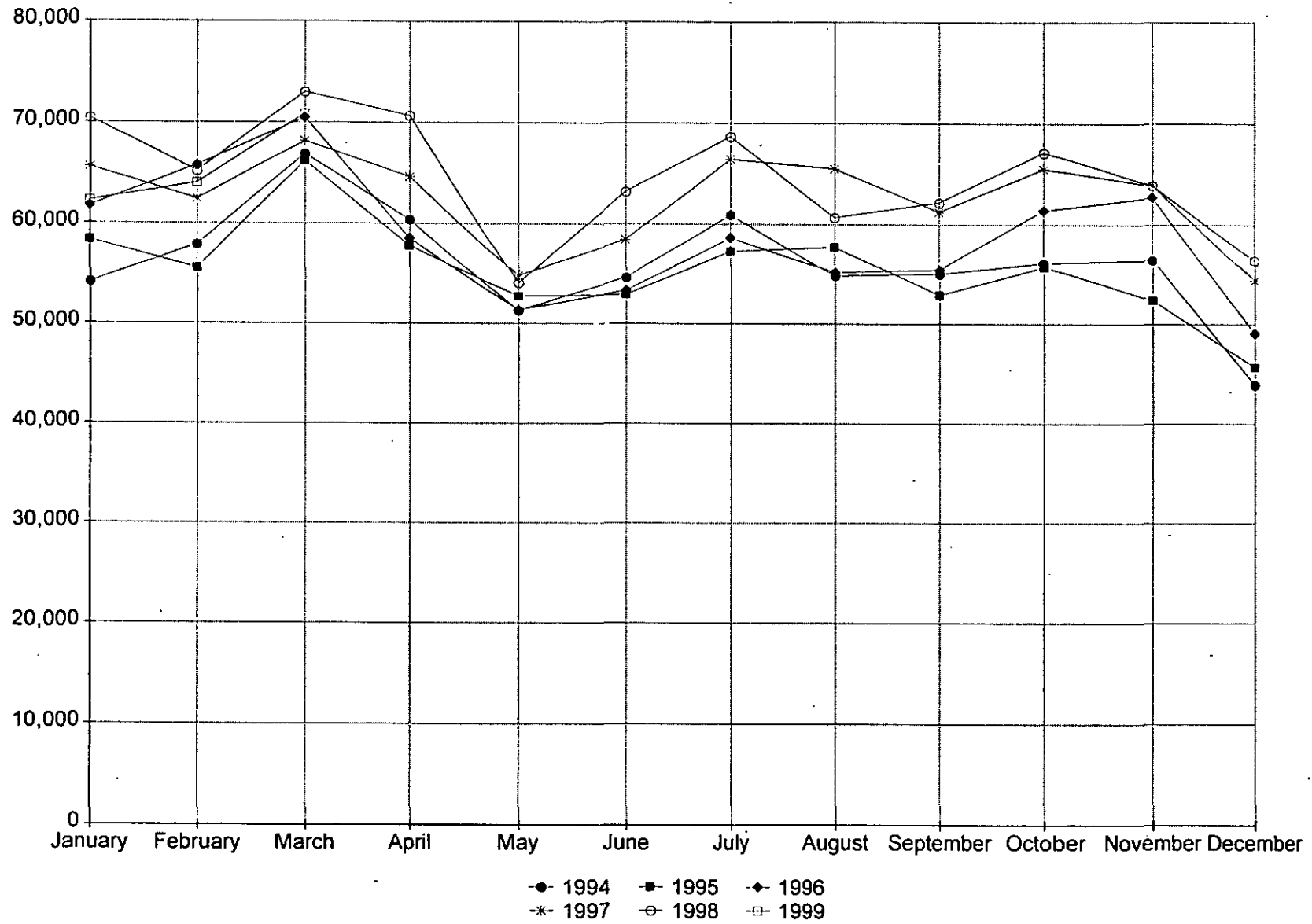
February Total = 90 groups involving 2,058 people.

1999 Year to Date Total 240 groups involving 6,528 people.

### Patron Attendance March 1999



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





## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

March 29, 1999

Ms. Mary Ann Brown  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Ms. Brown:

Congratulations! It is with great pleasure that I award your library an FY'99 Library Services and Technology Act grant, totaling \$17,000.00. These grants are administered by the Illinois State Library, a division of the Secretary of State's Office, using federal funds awarded by the Institute for Museums and Library Services.

This is my first opportunity as Secretary of State and State Librarian to award grants under LSTA and I am delighted with the response. I was impressed with your grant proposal. It demonstrates a commitment to providing new and innovative library services in order to fulfill the changing needs of your patrons. I am confident that through projects such as yours, Illinois libraries will continue to be leaders in service to their communities.

Again, my sincere congratulations to you, and best wishes for the continued growth and success of your library.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE  
Secretary of State  
and State Librarian

JW:isl



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

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### MEMORANDUM

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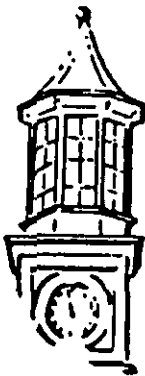
TO: Library Board of Trustees and All Staff  
FROM: Sandra K. Norlin *[Signature]*  
SUBJECT: FY'99 Library Services and Technology Act Grant  
DATE: 04/05/99

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The Des Plaines Public Library has been awarded the FY'99 Library Services and Technology Act Grant for \$17,000.00. Mary Ann Brown was instrumental in applying for the grant and will supervise the two part pilot project which includes a special Family Night at the Des Plaines Public Library for the children and families of Plainfield School and a four week summer program at the library for the children.

A copy of the grant is available for review at the Staff Workstation





DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

April 5, 1999


Ms. Andrea McCarver  
Otis Elevator Company  
949 Oak Creek Drive  
Lombard, IL 60148

Dear Ms. McCarver:

As per our maintenance agreement dated September 3, 1974, the Des Plaines Public Library is giving Otis Elevator Company 90-day notice that we are canceling our contract. Cancellation shall become effective on July 31, 1999.

Thank you for your past service.

Sincerely

  
Sandra K. Norlin  
Library Administrator

# Freshman Academies Score Early Success

Building on the success of District 207's innovative and effective Pre-High School Academy summer program, Maine East's and Maine West's brand new Freshman Academies are showing impressive results after only one semester. With the goal of increasing the academic achievement of "at-risk" freshman students, the Academies provide intensive, project-centered, interdisciplinary instruction. The desired outcome is confident students prepared for the sophomore curriculum by year's end.

Early success of Maine West's Academy has been predominantly measured in regards to the Gates-MacGinite reading test which was administered to students in the fall, and again in January. Of the 35 students retested at West, over one half raised their reading scores by one to three grade levels, fifteen by two or more grade levels, and three students scored 3.1 or more grade levels higher—in one semester!

There is an emphasis on reading across the curriculum which includes English, reading, mathematics, social science, and science at West, and English, reading and mathematics at East. Specifically, the Academies have focused on comprehension, fluency, writing, and word meaning. The curriculum developed for each area is extremely engaging, incorporating all styles of writing, field trips, team-building activities, special projects, and use of technology. The various curricula are further enhanced by collaborations with outstanding "partners" such as the Chicago Historical Society and the Northwestern Collaboratory.

Student progress is carefully monitored, with teachers particularly focusing on struggling students to make sure they don't "slip through the cracks." States Maine West Assistant Principal Audrey Haugan who oversees West's Academy, "The overall success so far has been phenomenal, with building self-esteem an important component. These students are proud to be Academy students. Nine of the students made the honor roll the first semester! They have not had that kind of success before."

freshmen taking the three-subject interdisciplinary "Connections" class. This fall, students in the program conducted the third annual Project Renew, organizing a school-wide drive to collect "recycled" items—gently used household goods and clothing—which are donated to charitable organizations. Five teachers—Karen Wolfe, Eileen Madden, Laura Goldman, Maria Salamon, and Cathy Creagh—team teach the course in which students study interconnected themes and do related activities like Project Renew. The topic related to Project Renew was Recycling. In the Biology segment of the "Connections" program, students studied recycling and ways to reduce materials in a landfill. In English, they read about issues like poverty, wastefulness, and the importance of recycling. The interaction of humans and their impact on the environment was the focus of the World Cultures class.

Maine South social studies teachers Mrs. Sandy Deines and Mr. Pat Feichter are active within their school and local communities, and in Mr. Feichter's case, globally. Sandy is an active member of T.O.F.Y.S., Teens Organized for Youth Service, which is sponsored by the Park Ridge Youth Commission. T.O.F.Y.S. provides teenagers with opportunities for healthy "clean" fun and for service. Pat Feichter, best known for coaching South's tremendously successful Constitution Team, sponsors South's Student Council which organizes multiple service projects. Feichter is also an Elk Grove Village Trustee, and an active member of an international organization which promotes and teaches democracy. Pat has trained teachers in Bosnia and Herzegovina, is Secondary Site Director for the Latvian Educator Exchange, and hopes to spend this summer attending an international conference in Italy and working as a teacher trainer in Northern Ireland or Bosnia.

**If you have an idea, concern, or want to share thoughts on how to improve learning, please let us know ...**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The Maine Education is published by Liz Paine, Dir. of District Communications, as a service of your District 207 Board of Education and the Superintendent of Schools. We welcome your comments.  
(847) 696-3600

Maine Township High School District 207  
R. J. Frost Administration Center  
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Park Ridge, IL 60068-4398

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DES PLAINES IL 60016-6410





# Des Plaines Chamber of Commerce and Industry

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

www.dpchamber.com

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Executive Director

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CoVest Banc

RAYMOND TUTTON  
UOP

March 26, 1999

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

Dear *Sandra* Sandra:

It was such a wonderful success the past two years that the Des Plaines Chamber of Commerce & Industry invites the Des Plaines Public Library to again co-sponsor Santa's Arrival 1999. The location was ideal and provided a warm, pleasant and positive experience for the children.

We hope that Saturday, November 27<sup>th</sup>, 10 a.m. is available for this exciting event. If approval is given by the Library Board, the Chamber would like to meet with your staff to review 1998 and discuss ways to enhance the event for 1999.

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

Sincerely,

Pat Ornberg  
Vice President  
Executive Director

Cc: Eldon Burk  
Jack Heinz

TO: Holly, Martha, Sandra  
FROM: Roberta/Penny  
RE: *Internet Class Session Evaluations*  
DATE: April 12, 1999

---

The first round of patron Internet class sessions occurred between March 16 and April 8. Thirty patrons scheduled sessions. Twenty-five patrons attended the sessions held by Roberta and Penny.

Each patron was asked to return an evaluation of the session. Twenty-three of twenty-five evaluations were returned. Overall, the classes went well. Many felt that the sessions should have lasted longer. Please see the attached sheet for a summary of the evaluations.

## Patron Evaluation Summary

Introduction to the Internet Tutorial Session Spring 1999

Help us make this session better by taking a few minutes to answer the questions below. Please return this form to the Reference Desk.

1. Was the session offered at a date and time that was convenient for you?  
 23 yes  0 no
2. Did you find the instructor's presentation of the material to be clear and helpful?  
 23 yes  0 no
3. Was the content of the class  
 0 too easy?  
 21 just right?  
 1 too difficult?
4. Did you feel that enough time was given to cover the topic to your satisfaction?  
 18 yes  5 no
5. How could we make the session better?

**Positives:** She was great. I could not improve this class. Please give us more.  
 It was very good.  
 This was an excellent session. I think you don't need to do anything else.  
 Thanks a lot.

**Negatives:** Good introduction. Thanks.  
 More in-depth coverage.  
 Need 1-1/2 to 2 hours.  
 Offer more advanced classes.  
 Students should have some on hand practice.  
 Offer an additional course as a continuation of this one.  
 Couldn't see the screen.  
 Offer more classes.  
 Offer more.  
 15 more minutes would have been swell.



**OFFICE OF THE SECRETARY OF STATE**

Springfield, Illinois 62756

Jesse White  
Secretary of State

April 15, 1999

City of Des Plaines  
Des Plaines Public Library  
1420 Minor/Northwest Highway  
Des Plaines, Illinois 60016-4498

Greetings,

As Secretary of State and State Librarian, it is my distinct pleasure to congratulate the Des Plaines Library Board of Trustees, Mayor Paul Jung and the people of Des Plaines as you break ground for the new Des Plaines Library Plaza.

What an exciting time for both the library community and the residents of Des Plaines to witness the construction of a new facility that will move the library into the 21st century with expanded services, enhanced programming and state-of-the-art access to information. The Plaza will not only provide library patrons an attractive yet functional place to read, do research or just relax, but will contribute to the downtown economy by attracting visitors to its beautiful four-story atrium, outdoor terrace, aquarium and boat for youngsters and special area for teens. The true beneficiaries of this effort are the residents of Des Plaines, who support the library through taxes and using its resources.

As we move toward the next millennium, I am honored to be a part of this ambitious library project. In my role as State Librarian, I will continue to provide library grant programs that support efforts such as this to modernize our library facilities to ensure that they remain a vital and valuable resource for all Illinoisans.

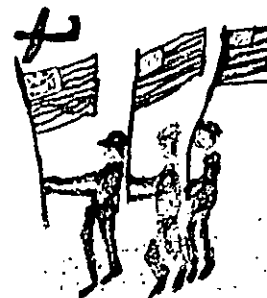
Best wishes for a wonderful ground-breaking ceremony and successful construction of the Plaza.

Sincerely,

JESSE WHITE  
Secretary of State

## "A CENTURY OF PATRIOTISM"

1999 4th of July Celebration c/o Des Plaines Jaycees  
P.O. Box 173  
Des Plaines, IL 60016  
(847) 604-0965



Artwork by Alie Gianopoulos  
1989 Grand Marshall contest winner

Dear Past Participant,

As Chairperson for the 1999 Des Plaines July 4<sup>th</sup> Parade, I want to take the opportunity to thank you for joining us in celebration of our Nations Independence during the 1998 July 4<sup>th</sup> parade. Your help and support made it a wonderful success and indeed something we have earned the right to be proud of.

I would like to extend a personal invitation to you in the hopes that you will again be a part of this year's celebration. Our theme this year is "A CENTURY OF PATRIOTISM".

I have enclosed an application for your convenience. Kindly return the application before June 1st, 1999 to the address listed above. If you have any questions or concerns please call our hotline at 847/604-0965.

Hope to see you there!

Robbin Muhr  
1999 Parade Chair





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## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

April 12, 1999

Ms. Sandra Norlin  
Library Director  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, Illinois 60026

Dear Ms. Norlin:

Congratulations on the official groundbreaking of your new library facility. I regret that my schedule precludes my attendance on this special day for both the library and the community.

I commend you in providing a library facility that can meet the information and education needs now and in the future for our ever-changing society.

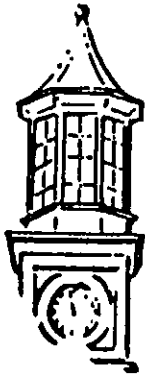
My best wishes for a successful celebration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Wilkins".

Jean Wilkins, Director  
Illinois State Library

JEW:mm



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

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MEMORANDUM

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TO: Board of Trustees  
FROM: Sandra K. Norlin  
SUBJECT: Elevator Upgrade  
DATE: 04/20/99

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John Thompson, elevator inspector for the City of Des Plaines stated that the Des Plaines Public Library must install an infra-red detector screen on the library elevator. Gary Valente has obtained the following four quotes:

|                       |             |            |
|-----------------------|-------------|------------|
| ❖ Mid-States Elevator | Wood Dale   | \$2,949.00 |
| ❖ Otis Elevator       | Lombard     | \$2,400.00 |
| ❖ Colley Elevator     | Bensenville | \$1,595.00 |
| ❖ Anderson Elevator   | Cicero      | \$1,300.00 |

I recommend that we accept the quote from Anderson Elevator and have them install the sensor.

# Des Plaines Public Library

## FF&E Budget

March 31, 1999

### Projected Expenses

|  | Current Projected<br>Project Budget<br>Expense |  | Future Capital<br>Improvement<br>Expense | Total                 |
|--|--|--|--|-----------------------|
| <b>Professional Service Costs</b>      |  |  |  |                       |
| FF&E Designer                          | \$89,000.00 *                                  |  | \$0.00                                   | \$89,000.00           |
| Owner Representative                   | \$30,000.00 *                                  |  | \$0.00                                   | \$30,000.00           |
| Move Consultant                        | \$0.00   |  | \$0.00                                   | \$0.00                |
| Auction Consultant                     | \$45,000.00 *                                  |  | \$0.00                                   | \$45,000.00           |
| CT Consultant                          | \$6,500.00                                     |  | \$0.00                                   | \$6,500.00            |
| Subtotal                               | \$170,500.00                                   |  | \$0.00                                   | \$170,500.00          |
| <b>Equipment &amp; Furnishings</b>     |  |  |  |                       |
| Furniture                              | \$1,497,980.00 **                              |  | \$248,740.00                             | \$1,746,720.00        |
| Reference Desks                        | \$60,000.00 **                                 |  | \$0.00                                   | \$60,000.00           |
| Misc. Furniture items                  | \$3,900.00 **                                  |  | \$40,500.00                              | \$44,400.00           |
| Book Drops                             | \$11,000.00                                    |  | \$0.00                                   | \$11,000.00           |
| Signage                                | \$35,000.00                                    |  | \$0.00                                   | \$35,000.00           |
| Computers / IT/ Electrical (see below) | \$246,000.00 ***                               |  | \$400,000.00                             | \$646,000.00          |
| Telecommunications                     | \$0.00 ***                                     |  | \$50,000.00                              | \$50,000.00           |
| Meeting Rms. / Audio Visual            | \$43,000.00 ***                                |  | \$0.00                                   | \$43,000.00           |
| Graphics Dept Work Stations            | \$0.00 ***                                     |  | \$12,500.00                              | \$12,500.00           |
| Self Checkout Stations                 | \$55,000.00 ***                                |  | \$0.00                                   | \$55,000.00           |
| Library card /Debit card               | \$0.00 ***                                     |  | \$85,000.00                              | \$85,000.00           |
| Misc. Kitchen Equip.                   | \$5,000.00                                     |  | \$0.00                                   | \$5,000.00            |
| Artwork (State grant requirement)      | \$1,250.00 *                                   |  | \$0.00                                   | \$1,250.00            |
| Book security                          | \$53,000.00 ***                                |  | \$0.00                                   | \$53,000.00           |
| MOVE (includes technical move costs)   | \$100,000.00                                   |  | \$0.00                                   | \$100,000.00          |
| Subtotal                               | \$2,111,130.00                                 |  | \$836,740.00                             | \$2,947,870.00        |
| Contingency (5%)                       | \$114,081.50                                   |  |  |                       |
| <b>TOTAL FOR CURRENT</b>               | <b>\$2,395,711.50</b>                          |  |  |                       |
| <b>TOTAL PROJECT COST</b>              |  |  |  | <b>\$3,118,370.00</b> |

### Computers / IT / Electrical breakdown

|                   |                  |  |              |              |
|-------------------|------------------|--|--------------|--------------|
| Electrical Hookup | \$50,000.00 **   |  | \$0.00       | \$50,000.00  |
| IT Cable Hookup   | \$25,000.00      |  | \$0.00       | \$25,000.00  |
| Computer room     | \$35,000.00 ***  |  | \$0.00       | \$35,000.00  |
| Data network      | \$36,000.00 ***  |  | \$0.00       | \$36,000.00  |
| PC's              | \$100,000.00 *** |  | \$400,000.00 | \$500,000.00 |
| Subtotal          | \$246,000.00     |  | \$400,000.00 | \$646,000.00 |

# Des Plaines Public Library

## Projected Revenue

|                                      |                |      |
|--------------------------------------|----------------|------|
| Sale of building to city             | \$1,800,000.00 |      |
| State of Illinois Grant              | \$250,000.00   |      |
| Brick sale / Donations               | \$100,000.00   | **** |
| Poss. signage allow. in base contrac | \$20,000.00    | **** |
| DPL Operating Revenue                |                |      |
| -Professional consulting 1998        | \$10,000.00    |      |
| -Professional consulting 1999        | \$15,000.00    |      |
| -Professional consulting 2000        | \$15,000.00    |      |
| -Computers 1999                      | \$50,000.00    |      |
| -Computers 2000                      | \$100,000.00   |      |
| Per Capita Expense 2000              | \$65,000.00    |      |

**TOTAL REVENUE**                      **\$2,425,000.00**

**TOTAL CURRENT EXPENS**      **\$2,395,711.50**

**NET DIFFERENCE**                      **\$29,288.50**

### Foot Notes

- \* Actual contracted cost not an estimated expense
- \*\* From Lohan Furniture Estimate
- \*\*\* From ESD C/TAT report
- \*\*\*\* Projected Revenue - not yet determined

## MATERIAL SELECTION POLICY

### GENERAL STATEMENT

Library materials are selected to implement the Library's mission statement. The needs and interests of the community and the funds available shall be the determining factors in satisfying these goals.

~~Selection~~ Library materials ~~shall be predicated on the idea that a public library exists~~ are selected to provide material and information that communicates experience and ideas from one person or group to another. The function of a library is to assemble, organize, preserve and make available, easily and freely, to all patrons, the print and nonprint materials that will assist them to:

- Educate themselves continuously.
- Learn about the past.
- Keep pace with current developments.
- Form an opinion on controversial subjects.
- Fulfill political, social, occupational and family obligations.
- Develop individual skills and talents.
- Stimulate spiritual and creative capacities.
- Enjoy leisure time.
- Develop aesthetic and cultural appreciation.

The library cooperates with other libraries and institutions in order to ~~minimize unnecessary duplication of services and materials~~ maximize access to services and materials.

An up-to-date and attractive collection is maintained through a continual discarding of ~~obsolete and or worn~~ material that no longer meets the needs of the community.

Ultimate responsibility for material selection rests with the Administrator who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. The Administrator may call upon other members of the staff for assistance.

Approved 11/21/89  
Reviewed and Approved \_\_\_\_\_

### MATERIAL SELECTION POLICY PRINCIPLES

Materials are selected on the basis of literary and artistic quality, accuracy, timeliness, significance of content, and specific value for the library's collection. To achieve these principles, the library supports the Freedom to Read Statement\* ~~adopted by the Council of The American Library Association, June 25, 1953~~ adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. [Whenever the term "book" is used, it encompasses a broad variety of print and non-print materials.] (~~"Freedom to Read," *Library Journal*, August, 1953, pp. 1727-1274.~~)

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, or to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudice of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as the guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression.

\*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Approved 11/21/89  
 Reviewed and Approved 04/18/95  
 Revised and Approved 01/15/97  
 Revised and Approved \_\_\_\_\_

### GIFTS AND ENDOWMENTS

Gifts of monies, real property, library or other materials, equipment, or services to the Des Plaines Public Library may be accepted by the library when such a gift or its acceptance:

1. Contributes to the achievement of the library's adopted goals and objectives,
2. Does not result in a conflict with the library materials selection or other adopted policy or regulation,
3. Does not impose a restriction on the library as a condition of the gift, unless such restriction is formally accepted by the Library Board of Trustees,
4. Is not likely to be perceived as an endorsement of an individual, a product, or a service, and
5. May be used or disposed of at the discretion of the library, unless otherwise mutually agreed by the donor and by the Library Board of Trustees at the time of the gift.

Gifts made to the library in accordance with this policy and without restriction by the donor may be accepted by the Library Administrator. However, gifts of a value of \$1,000 or more will be reported to the Library's Board of Trustees and the acceptance by the library of gifts of this value will not be final until such report has been made to the Board.

Unless otherwise provided, arrangements for and the cost of an appraisal of a gift in the interest of a donor will be the donor's responsibility prior to the conveyance of the gift to the library.

All gifts of significance will be appropriately acknowledged and recognized.

Approved 11/21/89  
Reviewed and Approved April 18, 1995  
Revised and Approved \_\_\_\_\_

GIFTS AND ENDOWMENTS  
DONOR FORM

I hereby make the following gift to the Des Plaines Public Library:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Des Plaines Public Library Policy on Gifts and Endowments, and make this gift in accordance with this policy.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

I accept the gift herein described on behalf of the Des Plaines Public Library Board of Trustees and in accordance with the Library's Policy on Gifts and Endowments.

\_\_\_\_\_  
Signature

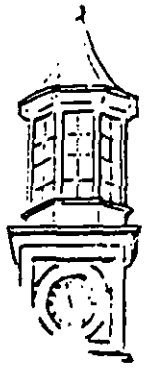
\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Reviewed and Approved \_\_\_\_\_



*Delite*



DES PLAINES  
PUBLIC LIBRARY  
841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-0472

DONATIONS

*Guidelines for the acceptance and recognition of major donations to the Des Plaines Public Library Building Fund.*

*A Donation of \$2,000,000 and above, the Library Board will consider naming the building after the donor or family, or at the donor's discretion.*

*A Donation of \$1,000,000 - \$1,999,999, the Library Board will consider naming major department or service (i.e. children's room, main reading room) after the donor or family, or at the donor's discretion.*

*A Donation of \$500,000 - \$999,999, the Library board will consider naming a section of the building, room and furnishings (i.e. large meeting room, storyhour room, computer room, homework/young adult center) after the donor or family, or at the donor's discretion.*

*A Donation of \$100,000 - \$499,999, the Library Board will consider naming a special use area (i.e. group study rooms, small meeting room, clock tower, garden courtyard, business reference room) after the donor or family, or at the donor's discretion.*

*A Donation of \$10,000 - \$99,000, the Library Board will consider naming a permanent art and/or display area (i.e. sculpture, wall hangings, tapestries, mobile, display gallery) in honor of the donor, or at the donor's discretion.*

*All decisions are subject to the approval of the Des Plaines Public Library Board of Trustees.*

*Delite*

Approved 10/17/95

## SUGGESTED Goals of the Strategic Plan

**GOAL 1:** A collection responsive to the diverse and changing needs of the community.  
[Retained from existing goal #1]

**GOAL 2:** A staff actively engaged in continuous learning.  
[Replacement of existing goal #2]

**GOAL 3:** An effective and efficient transition from the old to the new building.  
[Replacement of existing goal #3]

**GOAL 4:** A community services department that meets the needs of all Des Plaines residents.  
[Amendment of existing goal #4]

**GOAL 5:** A high level of public awareness of the library's services and programs.  
[Amendment of existing goal #7]

**GOAL 6:** Expanded opportunities for community members to support the library.  
[Combination and amendment of existing goals # 8 and 9]

**GOAL 7:** A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.  
[Retained from existing goal #10]

**GOAL 8:** Adequate funds for major and multi-year expenditures.  
[Retained from existing goal #13]

☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆



**GOALS #5, #6, #11, and #12** from the **existing Strategic Plan** have been eliminated since they have since been incorporated as regular and ongoing procedures.

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**EXISTING  
Goals of the Strategic Plan**

**GOAL 1:** *A collection responsive to the diverse and changing needs of the community.*

**GOAL 2:** *A staff professionally competent in collection development and collection management.*

**GOAL 3:** *Reference and advisory services supporting the information needs of patrons.*

**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.*

**GOAL 5:** *Stimulating and educational programs and services that support the mission of the library.*

**GOAL 6:** *Library employees skilled in interpersonal relationships.*

**GOAL 7:** *Public perception of the library as an essential community service.*

**GOAL 8:** *An effective and mutually supportive relationship with the Friends of the Library.*

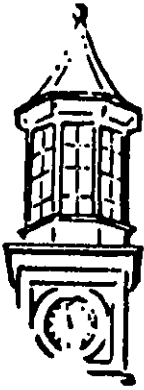
**GOAL 9:** *Opportunities for volunteer involvement in the operation of the library.*

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

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

**GOAL 12:** *Facilities sufficient for the library's requirements for the next five years.*

**GOAL 13:** *Adequate funds for major and multi-year expenditures.*



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## VISITOR REGISTRATION

Please sign in

1. Molly VanWees
2. Stuart A. Davis
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## UNITED FEDERATION OF DOLL CLUBS

- ◆ Lease commencing March 1, 1996 and continuing for THREE (3) years hence (February 28, 1999).
- ◆ Lease can be terminated by either party upon SIXTY (60) days prior written notice.
- ◆ Rent is ONE dollar (\$1.00) per year.
- ◆ Use is for storage of UFDC archives, ephemera and research materials. Also, inventory and cataloging of Special Collections (UFDC dolls and related items).  
Display of Special Collections (UFDC dolls and related items).
- ◆ Library furnishes utility services including heat, air conditioning, custodial service, water, lights, electricity, and trash removal.
- ◆ Lessee maintains comprehensive general liability insurance.

**LEASE**

**THIS LEASE** is made on this 28th day of FEBRUARY, 1996, between the City of Des Plaines Public Library, hereinafter Lessor, and UNITED FEDERATION OF DOLL CLUBS, hereinafter Lessee, for the use of Balcony (and office attached thereto) located in the Southeast corner of the City of Des Plaines Public Library building, 841 Graceland Ave., Des Plaines, Illinois.

Said lease shall commence on MARCH 1, 1996, and shall continue for THREE (3) years hence. Each party shall have the right to terminate the Lease upon SIXTY (60) days prior written notice.

1. **RENT:** As rent, Lessee agrees to pay Lessor the sum of ONE Dollar (\$1.00) per year. Rent shall be due on the first of the year. Rent shall be paid at the Lessor's office or at such other place as may be designated by the Lessor.

2. **USE:** It is specifically understood and agreed that Lessee represents that the premises are to be used for:

Storage of UFDC archives, ephemera and research materials. Inventory and cataloging of Special Collections (UFDC dolls and related items). Display of Special Collections (UFDC dolls and related items).

Lessee will occupy and use the premises during the term of this Lease as a UFDC Research Center and to provide information and the display of UFDC Special Collections and for no other purpose. Lessee will not allow the premises to be used for any purpose other than that previously specified, or to be occupied in whole or in part by any other person, and will not sublet nor assign this Lease, without the written consent of Lessor, and will not permit any transfer of the interest in the premises acquired through this Lease; and will not permit the premises to be used for any unlawful purpose.

Lessee will comply with all written regulations made by Lessor that are made known to Lessee by written notice.

Lessee shall not operate or permit to be operated a radio, television, or audio/visual device that might, in any manner, disturb the patrons or employees of Lessor.

3. **ACCEPTANCE:** Lessee has examined and knows and understands the condition of the premises, has received them in good order and repair, and upon termination of this Lease, for any

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reason, he will yield the premises to Lessor in as good condition as when entered upon by Lessee; ordinary wear and tear excepted.

4. **UTILITIES:** Lessor shall furnish heat, air conditioning, custodial service, water, lights, electricity, and trash removal. However, nothing in this Lease shall obligate the Lessor to provide additional or greater utility service to these premises than existed prior to the execution of this Lease.

Lessee shall furnish his own telephone and shall pay all expenses incurred with telephone service, installation and removal.

5. **MAINTENANCE:** Lessor shall keep the premises including the walls, ceilings, floors, woodwork, paint, plaster, light fixtures, hardware, glassware, and all other fixtures and equipment on the premises in good order, condition and repair and in a clean and sanitary condition. However, nothing in this Lease shall obligate the Lessor to provide additional or greater maintenance to the premises than was provided prior to the execution of this Lease.

Lessee shall not install or remove lights, or other fixtures, or carpeting in or from this complex without the Lessor's prior written consent.

Lessee shall not do nor have done any painting or decorating of the premises without the prior written consent of Lessor or its agent.

Lessee shall not make any alterations in or additions to the premises.

6. **SECURITY:** Lessee shall not install any security device without the written consent of Lessor or its agents.

7. **RIGHT OF ENTRY:** Lessor reserves the right of free access to the premises for the purpose of examining or exhibiting them, to make any repairs or alterations of the premises, and to enter the premises any time during the term of this Lease, if during that period Lessee vacates the premises, to decorate, remodel, repair, alter, or otherwise prepare the premises for reoccupancy, and constantly to retain and use pass keys to the premises. The exercise of reserved rights by Lessor shall never be deemed an eviction or disturbance of Lessee's use and possession of the premises and shall never render Lessor liable in any manner to Lessee or to any person in the premises.

8. **LESSOR'S LIABILITY:** Lessor shall not be liable to Lessee for any damage from plumbing, gas, water, steam or other pipes or sewerage or waste pipe, in, above, on, or about premises, nor from any damage from water, snow, or ice being on or coming through the roof, skylight, trap door or otherwise, nor for any damage from fire, unless any such damage is caused by the willful or grossly negligent act or omission of Lessor, its employees agents or

patrons. Lessee shall be responsible for its own insurance for the protection of Lessee's personal property on the premises.

9. **LESSEE'S LIABILITY INSURANCE AND INDEMNITY:** Lessee, at its own cost and expense, shall maintain comprehensive general liability insurance protecting and indemnifying Lessee and Lessor (as additional insured) against any and all claims and liabilities for injury or damage to person or property, or for loss of life or property, occurring upon, in or about the lease premises, caused by or resulting from any act or omission of Lessee,, its employees, agents, contractors, customers, guests, licensees or invitees, such insurance to afford minimum protection during the term of this Lease in amounts not less than \$250,000 in respect of bodily injury or death to any one person, \$500,000 in respect of any one occurrence or accident, and not less than \$100,000 for property damage. Lessor, at its own cost and expense, shall maintain comparable comprehensive insurance for the building during the term of the Lease. Lessee shall indemnify, defend and hold harmless Lessor, its employees and agents from damages sustained by person or property, and against all claims of third persons, for damages arising out of Lessee's use of the demised premises, except as may be caused by Lessor's willful a conduct or gross negligence.

10. **ABANDONMENT:** In the event Lessee vacates or abandons the premises before the end of the term or fails to pay the rent promptly when due, the premises or any part of it may be repossessed by Lessor and relet upon satisfactory terms to it, and Lessee shall be held liable for the resulting deficiency. Lessee shall pay an additional FIVE Dollars (\$5.00) processing fee for such abandonment or any subletting, in addition to any rent owing by the Lessee.

11. **LESSOR'S REMEDIES ON DEFAULT:** If there is default in the payment of the rent, or any part of it, or in the observance or performance of any of the terms, conditions, or agreements contained in this Lease, Lessor shall have the following remedies, provided that he has first given Lessee written notice specifying such default and Lessee has failed to cure the default within ten (10) days after receiving such notice.

a. Lessor may, at his option, immediately terminate this Lease as fully as though the term had expired, by mailing a written notice addressed to Lessee at the premises, which shall be immediately binding upon Lessee; and Lessor, or his agents, may re-enter the premises, and Lessee shall not be released from the rent past due or future rent, or from payment of damages for the breach of this Lease by Lessee, and Lessor shall have the right to recover damages and rent.

b. Lessor may use such other remedies as are available at law or in equity.

12. **HOLDOVER:** If Lessee occupies the premises with the consent of Lessor after the expiration of this Lease, such

*extension month to month  
w/ 60 days notice for  
termination of the lease*



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occupancy shall be considered as an extension of this Lease on a month-to-month basis under the same terms and conditions, except that Lessee shall agree to pay Lessor ONE Dollar (\$1.00) per month, unless the terms of such extension are endorsed in writing. In consideration for such month-to-month tenancy, Lessee agrees to give Lessor sixty (60) days' written notice from the 1st of any one month period to the vacant date of the premises by Lessee. Upon failure of Lessee to give such written notice to Lessor, Lessee agrees to be liable to Lessor for an additional one month's extension of the terms of the tenancy and to be liable for the rent.

WITNESS our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Witness:

By: James M. Conroy  
 Agent  
United Federation of Dull Clubs, Inc.  
 Lessee  
 February 28, 1996  
 President

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

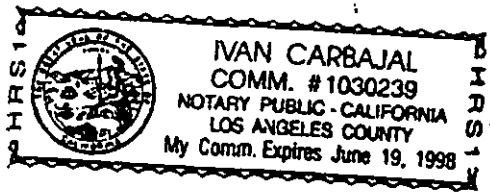
State of California

County of Los Angeles

On 2-28-96 before me, "Ivan Carbajal Notary Public"  
DATE NAME, TITLE OF OFFICER - E.G., JANE DOE, NOTARY PUBLIC

personally appeared Patricia Ann East  
NAME(S) OF SIGNER(S)

personally known to me - OR -  proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Ivan Carbajal  
SIGNATURE OF NOTARY

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

**CAPACITY CLAIMED BY SIGNER**

- INDIVIDUAL
- CORPORATE OFFICER
- \_\_\_\_\_ TITLE(S)
- PARTNER(S)       LIMITED
- GENERAL
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: lessee

**DESCRIPTION OF ATTACHED DOCUMENT**

Lease agreement  
TITLE OR TYPE OF DOCUMENT

1  
NUMBER OF PAGES

2-28-96  
DATE OF DOCUMENT

**SIGNER IS REPRESENTING:**  
NAME OF PERSON(S) OR ENTITY(IES)  
\_\_\_\_\_

\_\_\_\_\_  
SIGNER(S) OTHER THAN NAMED ABOVE

**AGORD. CERTIFICATE OF INSURANCE** ISSUE DATE (MM/DD/YY)  02/20/96

**AGORD**  
**JOHN P SLADE INS AGENCY**  
**199 PLEASANT ST.**  
**FALL RIVER MA 02721**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

- COMPANY LETTER **A ITT HARTFORD**
- COMPANY LETTER **B**
- COMPANY LETTER **C**
- COMPANY LETTER **D**
- COMPANY LETTER **E**

**INSURED**  
**UNITED FEDERATION**  
**GOLF CLUBS**  
**10920 N. AMBASSADOR DR.**  
**KANSAS CITY, MO 64153**

**COVERAGE**  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| TYPE OF INSURANCE   | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS   |
|---|---------------|----------------------------------|-----------------------------------|--|
| <input checked="" type="checkbox"/> GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> OWNERS & CONTRACTORS PROT.  | 008UENZK2188  | 08/17/95                         | 08/17/96                          | GENERAL AGGREGATE \$ 1,000,000<br>PRODUCTS-COMP/OP AGG. \$<br>PERSONAL & ADV. INJURY \$ 1,000,000<br>EACH OCCURRENCE \$ 1,000,000<br>FIRE DAMAGE (Any one fire) \$ 300,000<br>MED. EXP. (Any one person) \$ 10,000 |
| <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/> GARAGE LIABILITY |               |                                  |                                   | COMBINED SINGLE LIMIT \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE \$   |
| <input type="checkbox"/> EXCESS LIABILITY<br><input type="checkbox"/> UMBRELLA FORM<br><input type="checkbox"/> OTHER THAN UMBRELLA FORM  |               |                                  |                                   | EACH OCCURRENCE \$<br>AGGREGATE \$   |
| <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |               |                                  |                                   | STATUTORY LIMITS<br>EACH ACCIDENT \$<br>DISEASE-POLICY LIMIT \$<br>DISEASE-EACH EMPLOYEE \$  |
| OTHER   |               |                                  |                                   |  |

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

**ADDITIONAL INSURED: DES PLAINES PUBLIC LIBRARY, 841 GRACELAND AVE., DES PLAINES, IL.**

**DES PLAINES**  
**PUBLIC LIBRARY**  
**841 GRACELAND AVE.**  
**DES PLAINES IL 60016**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**AUTHORIZED REPRESENTATIVE**

*Rosemary Frederico*

## MATERIAL SELECTION POLICY

### GENERAL STATEMENT

Library materials are selected to implement the Library's mission statement. The needs and interests of the community and the funds available shall be the determining factors in satisfying these goals.

Library materials are selected to provide material and information that communicates experience and ideas from one person or group to another. The function of a library is to assemble, organize, preserve and make available, easily and freely, to all patrons, the print and nonprint materials that will assist them to:

- Educate themselves continuously.
- Learn about the past.
- Keep pace with current developments.
- Form an opinion on controversial subjects.
- Fulfill political, social, occupational and family obligations.
- Develop individual skills and talents.
- Stimulate spiritual and creative capacities.
- Enjoy leisure time.
- Develop aesthetic and cultural appreciation.

The library cooperates with other libraries and institutions in order to maximize access to services and materials.

An up-to-date and attractive collection is maintained through a continual discarding of material that no longer meets the needs of the community.

Ultimate responsibility for material selection rests with the Administrator who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. The Administrator may call upon other members of the staff for assistance.

Approved 11/21/89  
Reviewed and Approved 04/20/99

## MATERIAL SELECTION PRINCIPLES

Materials are selected on the basis of literary and artistic quality, accuracy, timeliness, significance of content, and specific value for the library's collection. To achieve these principles, the library supports the Freedom to Read Statement\* adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. [Whenever the term "book" is used, it encompasses a broad variety of print and non-print materials.]

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, or to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as the guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression.

\*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Approved 11/21/89  
Reviewed and Approved 04/18/95  
Revised and Approved 01/15/97  
Revised and Approved 04/20/99

### GIFTS AND ENDOWMENTS

Gifts of monies, real property, library or other materials, equipment, or services to the Des Plaines Public Library may be accepted by the library when such a gift or its acceptance:

1. Contributes to the achievement of the library's adopted goals and objectives,
2. Does not result in a conflict with the library materials selection or other adopted policy or regulation,
3. Does not impose a restriction on the library as a condition of the gift, unless such restriction is formally accepted by the Library Board of Trustees,
4. Is not likely to be perceived as an endorsement of an individual, a product, or a service, and
5. May be used or disposed of at the discretion of the library, unless otherwise mutually agreed by the donor and by the Library Board of Trustees at the time of the gift.

Gifts made to the library in accordance with this policy and without restriction by the donor may be accepted by the Library Administrator. However, gifts of a value of \$1,000 or more will be reported to the Library's Board of Trustees and the acceptance by the library of gifts of this value will not be final until such report has been made to the Board.

Unless otherwise provided, arrangements for and the cost of an appraisal of a gift in the interest of a donor will be the donor's responsibility prior to the conveyance of the gift to the library.

All gifts of significance will be appropriately acknowledged and recognized.

Approved 11/21/89  
Reviewed and Approved April 18, 1995  
Revised and Approved 04/20/99

### DONOR FORM

I hereby make the following gift to the Des Plaines Public Library:

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I have read and understand the Des Plaines Public Library Policy on Gifts and Endowments, and make this gift in accordance with this policy.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

I accept the gift herein described on behalf of the Des Plaines Public Library Board of Trustees and in accordance with the Library's Policy on Gifts and Endowments.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# Des Plaines Public Library Board of Trustees Goals of the Strategic Plan

**GOAL 1:** A collection responsive to the diverse and changing needs of the community.

**GOAL 2:** A staff actively engaged in continuous learning.

**GOAL 3:** An effective and efficient transition from the old to the new building.

**GOAL 4:** A community services department that meets the needs of all Des Plaines residents.

**GOAL 5:** A high level of public awareness of the library's services and programs.

**GOAL 6:** Expanded opportunities for community members to support the library.

**GOAL 7:** A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.

**GOAL 8:** Adequate funds for major and multi-year expenditures.



# ***DPL***

## **Project Status Report**

Period: April 1999

---

- Project Start date: March 15, 1999. Anticipated and contractual Project Completion Date: May 30, 1999.
- Currently the Project is on Schedule and on Budget. No official Change Orders to date.
- Current work: Form work for caisson caps and excavation of grade beams.
- All caissons completed on 4/1/99. Some obstructions removed but cost for such contained within GC bid.
- A meeting to discuss telephone and cable drops to the new building are scheduled for Wednesday April 21, 1999.
- Final base contract negotiations are complete. Signing of contract expected Monday April 19, 1999.
- Final FF&E Budget development was completed on April 1, 1999. Budget amount for current expenses is \$2,395,711.00. Projected revenue to cover the expenses is \$2,425,000.00. The net difference is \$29,288.00. A 5% contingency amounting to \$114,081.00 is planned for in the projected expenses.
- Presentation of the final FF&E design development is scheduled for April 27, 1999 at a special DPL board meeting.
- ESD is currently preparing a contract to provide services to develop specifications for bid for a telephone system and CT/IT hook up of furniture. Proposed costs for these services are a not-to-exceed stipulated amount for the sum \$6500.00

# SUGGESTED Goals of the Strategic Plan

**GOAL 1:** A collection responsive to the diverse and changing needs of the community.  
[Retained from existing goal #1]

**GOAL 2:** A staff actively engaged in continuous learning.  
[Replacement of existing goal #2]

**GOAL 3:** An effective and efficient transition from the old to the new building.  
[Replacement of existing goal #3]

**GOAL 4:** A community services department that meets the needs of all Des Plaines residents.  
[Amendment of existing goal #4]

**GOAL 5:** A high level of public awareness of the library's services and programs.  
[Amendment of existing goal #7]

**GOAL 6:** Expanded opportunities for community members to support the library.  
[Combination and amendment of existing goals # 8 and 9]

**GOAL 7:** A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.  
[Retained from existing goal #10]

**GOAL 8:** Adequate funds for major and multi-year expenditures.  
[Retained from existing goal #13]

☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆



**GOALS #5, #6, #11, and #12** from the existing Strategic Plan have been eliminated since they have since been incorporated as regular and ongoing procedures.

|  |
|--|
| <p style="text-align: center;"><b>EXISTING<br/>Goals of the Strategic Plan</b></p> |
|--|

- GOAL 1:** *A collection responsive to the diverse and changing needs of the community.*
- GOAL 2:** *A staff professionally competent in collection development and collection management.*
- GOAL 3:** *Reference and advisory services supporting the information needs of patrons.*
- 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.*
- GOAL 5:** *Stimulating and educational programs and services that support the mission of the library.*
- GOAL 6:** *Library employees skilled in interpersonal relationships.*
- GOAL 7:** *Public perception of the library as an essential community service.*
- GOAL 8:** *An effective and mutually supportive relationship with the Friends of the Library.*
- GOAL 9:** *Opportunities for volunteer involvement in the operation of the library.*
- GOAL 10:** *A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.*
- GOAL 11:** *Meeting room facilities available for both the general public and the library staff.*
- GOAL 12:** *Facilities sufficient for the library's requirements for the next five years.*
- GOAL 13:** *Adequate funds for major and multi-year expenditures.*

To: Sandra Norlin  
 From: John Haliotis  
 Date: 4/19/1999  
 Subject: Grant/Network Proposals

I have received 3 proposals for the network upgrade plan that earned an Educate and Automate Grant from the Illinois State Library. In seeking these proposals, I only asked companies that had done business with us previously and were familiar with our facilities and configuration. These companies were: Tower Computer Systems, who installed our last network upgrade, Digitek Graphics, run by Michael Rezotko (who was the lead network installer for Tower when they did our last upgrade), and Action Computer Service, who handle our terminal repair and have done numerous small jobs at the library, including some cabling.

I have attached the summary pages of the 3 proposals, but here is the gist: we will install a new server to replace our aging file server, upgrading to the newest version of Novell Netware in the process. At the same time, we will upgrade the network infrastructure and workstations to 100 megabit-per-second speed instead of the current 10 megabit-per-second speed. We will also increase the size of our infrastructure to allow the installation of new workstations to replace the terminals we currently use, and further workstations as the need requires. In summation, the plan requires new server, network operating system, hubs, network cards, and cabling, as well as installation for all of the above.

Of the 3 proposals, the one from Action was found to be clearly superior by Tony Siciliano and myself. Not only is it the lowest in price, but it also suggests some modifications that will increase the efficiency and speed of the entire network. I was pleased when Action's network installer and account representative came to the library after they received a copy of our plan to inspect the facilities and examine the requirements. I was pleased with the effort they put forth, and, frankly, surprised that the final figure was as low as it was.

The figures were as follows:

|                                |             |
|--------------------------------|-------------|
| <u>Original plan estimate:</u> | \$25,076.00 |
| Action Computer Service        | \$25,288.59 |
| Digitek Graphics*              | \$25,955.25 |
| Tower Computer Systems         | \$26,770.37 |

\* The Digitek proposal only included pricing for 4 of the 7 runs required. The numbers were modified to bring it up to the correct amount.

Note that all of the proposals exceeded our estimate in price. However, they all include a much better server than was listed in the original plan, due to market fluctuations. Also, because we are working with grant money, we could not spend less than the plan estimate.

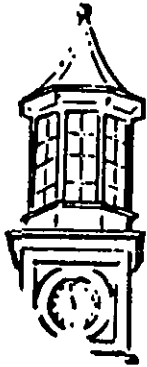
I recommend we proceed with the Action proposal. They have been in the computer business for a long time (comparatively) and have a large customer base and good references. They are Novell certified and Compaq authorized. They provide good support to us currently and should continue to do so.



AVERY



May



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 18, 1999

7:30 PM

Agenda:

- Appointment of Nominating Committee
- Building Project Status Report
- Finance Committee Report
- Management Committee Report
- Executive Session - To Discuss
  - Purchase or lease of real property
  - Pending or probable litigation

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  
May 18, 1999 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, April 20, 1999. (Action Item)  
Approval of Minutes of the Special Board Meeting, April 27, 1999. (Action Item)  
Approval of Minutes of the Special Board Meeting, May 6, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee -- Alderman Brookman.
- VI. Finance Report -- Susan Burrows. (Action Item)(7:50 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. Finance Committee Meeting, May 10, 1999.
    - 1. Long-Term Capital Project - Report.
    - 2. Position Reclassifications - Report.
    - 3. 1999 Capital Projects Fund Budget. (Action Item)
    - 4. Staffing for New Building - Report.
- VII. Building and Grounds Committee -- Betty Ritter. (8:20 PM)
  - A. Building Project Status Report -- Ken Hutson, OSG.

- VIII. Management Committee - Ellen Yearwood. (8:50 PM)
- A. Meeting May 12, 1999.
    - 1. Policy Review - Section C - Report.
    - 2. Position Reclassification. (Action Item)
    - 3. Staffing for New Building - Report.
- IX. Planning Committee - John Burke.
- A. Reschedule Meeting.
- X. System Membership -- John Ciborowski.
- XI. Friends of the Library - Inara Brubaker.
- XII. Administrator's Report - Sandra Norlin.
- XIII. New Business. (9:20 PM)
- A. Appointment of Nominating Committee.
  - B. Communication with City Council Members.
- XIV. Unfinished Business. (9:30 PM)
- XV. Announcements.
- XVI. Executive Session. (9:40 PM)
- A. Sale or Purchase of Real Property.
  - B. Pending or Probable Litigation.
- XVII. Adjournment. (10:00 PM)





## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

III

### BOARD OF TRUSTEES Minutes of the Regular Meeting April 20, 1999

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, April 20, 1999. President Eldon Burk called the meeting to order at 7:31 PM.

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

Also Present: Administrator Sandra Norlin, Martha Sloan, Tony Siciliano, Leslie Steiner, Carol Kidd, Ken Hutson, John Walker, Molly VanWees, Stuart A. Travis.

MOTION by Inara Brubaker, seconded by John Burke, to accept the agenda as amended by adding under VII. Building and Grounds. E. Lohan Contract. XIII. New Business. C. Network Upgrade Proposals. XV. Announcements. D. Council Attendance Assignments. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Burke, to approve the Minutes of the regular Board Meeting of March 16, 1999 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Betty Ritter entered the meeting at 7:35 PM.

#### PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman  
Brookman.

Alderman Brookman reported that Library Board appointments would be ratified at the May 3, 1999 City Council meeting. Brookman asked the Board their opinion of a City Alderman being appointed to the Library Board. The consensus of the Board was that the Library Board consists of advocates of the Library who are committed to devoting time and attention to the library and that an Alderman appointed to the Board may have difficulty, time wise, being on both the Board and the City Council.

Alderman Brookman requested information on library districts be sent to the Aldermen. Sandra Norlin responded that she has offered to assist City Staff in preparing this information for the Council.

President Eldon Burk presented a memorial clock to John Walker for his service to the Board.

#### FINANCE COMMITTEE - Susan Burrows.

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

|                                  |               |
|----------------------------------|---------------|
| 1. Over the Counter Receipts     | \$ 9,417.21   |
| 2. Petty Cash Expenditures       | \$ 192.72     |
| 3. Budget Expenditures for March | \$ 76,362.04  |
| 4. Expenditures Year to Date     | \$ 726,224.26 |
| 5. Revenue for March             | \$ 2,483.67   |
| 6. Revenue Year to Date          | \$ 466,582.92 |

MOTION by Susan Burrows, 2<sup>ND</sup> by Ellen Yearwood, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

|                |                  |
|----------------|------------------|
| March 01, 1999 | \$ 42,004.98     |
| March 15, 1999 | <u>39,761.99</u> |
| Total          | \$ 81,766.97     |

ROLL CALL VOTE AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, 2<sup>ND</sup> by Ellen Yearwood, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

|                        |                  |
|------------------------|------------------|
| PAYROLL March 11, 1999 | \$ 59,257.41     |
| March 26, 1999         | <u>60,927.03</u> |
| Total                  | \$ 120,184.44    |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter,

Yearwood. NAYS: None. MOTION CARRIED.

MOTION BY Susan Burrows, 2<sup>ND</sup> by John Burke, to approve, subject to audit, transfer entries to the Library account in March, 1999 by the City of Des Plaines as follows:

|                                  |                 |
|----------------------------------|-----------------|
| Gasoline and Diesel Fuel (March) | <u>\$366.90</u> |
| Total                            | \$366.90        |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

The Board discussed establishing a Library Capital Projects Fund for revenue directed to the new library. Eldon Burk reported that the revenue will be in an account that will draw interest.

MOTION by Susan Burrows, seconded by Betty Ritter to direct Sandra Norlin, Library Administrator, to request that Jim Egeberg, Director of Finance and Administrative Services, establish a Library Capital Projects Fund for the purpose of receiving and dispersing funds for planned, ongoing capital improvements and that fund be established in this year and that Sandra Norlin be directed to inform Mayor Jung, the City Council, and Wally Douthwaite, City Manager. Vote: Ayes: All. Nays: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Ken Hutson distributed a Project Status Report for April 1999 and the FF&E Budget for April 1, 1999. Hutson stated that currently the project is on schedule and on budget. Presentation of the final FF&E design development is scheduled for April 27, 1999 at a Special Board Meeting.

John Ciborowski questioned Hutson about options for other manufacturers to go out for bid for the furniture. Hutson suggested that Ciborowski speak with Lohan Associates about the bid process at the Special Board Meeting on April 27, 1999.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the Environmental Systems Design, Inc. proposal for Furniture System Wiring and PBX/Network Equipment with the hourly "Not to Exceed" fee of \$2,000.00 (Estimated 25 hours at \$80.00/hour) and \$4,500.00 (Estimated 50 hours at \$90.00/hour). ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Betty Ritter, seconded by Inara Brubaker to approve Lohan Associates contract for \$89,000 and to approve President Eldon Burk to sign the agreement. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Betty Ritter, seconded by Ellen Yearwood, to approve Anderson Elevator of Cicero to install an infra-red detector screen on the library elevator for \$1,300.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Sandra distributed copies of the UFDC lease and reported that this lease expired on February 28, 1999. Ellen Yearwood advised that the library continue the lease on a month to month basis until the library moves to the new building. Susan Burrows reported that the UFDC plans to move and will not be occupying space in the new building.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

MOTION by Committee to approve the revised Material Selection Policies, B-1, B-2, B-4, B-4A and to delete the Donations policy. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PLANNING COMMITTEE - John Burke, Chairman.

John Burke reported that the Planning Committee met on March 23, 1999 to discuss revisions in the Strategic Plan. Goals 5, 6, 11, and 12 have been eliminated since they have been incorporated as regular and ongoing procedures. John advised that the Planning Committee would meet on a regular basis for review of the plan.

MOTION by Committee to approve the revised Strategic Plan. Vote: Ayes: All. Nays: None. MOTION CARRIED.

SYSTEM MEMBERSHIP - John Ciborowski

No report.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara Brubaker reported that \$3,791.00 was raised at the Friends book sale. The annual meeting will be held on May 25, 1999.

ADMINISTRATOR'S REPORT

New employees are Bruce Zwirtz, who has accepted a temporary position as Library Assistant I/Clerk for the Mobile Library in the Community Services Department, and Plamena Petrova as Page I in the Circulation Department.

On April 19, 1999, two full-time employees joined the Children's Services

Department. Veronica Schwartz is Librarian I and Catherine Rank is Library Assistant II.

The library has received notice that the State Library has awarded NSLS a grant for the second phase of the Learning Organization project. Warren-Newport (Gurnee) and Cary will join with Des Plaines and Ela for this project. Martha Sloan attended a planning session on April 20, 1999.

The Management Team-building grant continues and a session was held with Sharon Colby on April 7, 1999. All Department Heads attended a workshop on Effective Communication on April 14, 1999. Several staff members and one Board Member, Susan Burrows, will attend the Reaching Forward Conference for Library Assistants on April 23, 1999. Two of our staff members, Pat Horn and Barbara Saletnik are giving presentations.

Circulation figures continue their climb up after the January dip. Jaye Domecq pointed out that March '98 was the all-time record high circulation for the library, so a 2.92% decrease should be considered in that context. There is a new format for video, the DVD. A small (30) collection was ready for circulation mid-month.

Program attendance remains healthy. The March attendance figures for the Nordstrom program and the Friends Family Circus Boy were especially high. (over 200 at Circus Boy)

Sandra participated in four public speaking events on the new library with Eldon Burk, John Burke, and Susan Burrows. Speaking engagements included Wards 4 and 8, Rotary Club of Des Plaines, the Special Events Committee and Kiwanis.

On April 6, 1999 the library hosted the official presentation of a check for \$1 million dollars from Mrs. Eva Frisbie to the Senior Center for the purchase/establishment of the library building for the Frisbie Community Center.

Sandra met with Ken and Shelby Reese, Carol Kidd, and Charlotte Storer to coordinate the activities and responsibilities of the Buy A Brick Program.

Sandra was interviewed by Anna Marie McCall for a community services survey for the Suburban Area Agency on Aging.

Two other events that are noteworthy are the Official Groundbreaking Ceremony on April 15, 1999 and the Building Expo on April 17, 1999. Both events were very successful, thanks to the hard work and careful planning of many people at the library including Martha Sloan, Leslie Steiner, Gail Bradley, Pat Horn, Mary Ann Brown, Holly Richards Sorensen, Chris Posinger, Gary Valente, John Haliotis and Nicholas Pluta and many staff members who worked extra duty on Saturday to act as hosts and

hostesses. Coordinating all of these activities with aplomb was our Secretary, Carol Kidd, who deserves praise everyday, but especially during National Secretary's Week.

#### NEW BUSINESS

MOTION by Inara Brubaker, seconded by John Ciborowski, to participate in the annual Independence Day Parade sponsored by the Des Plaines Area Jaycees and to donate \$50.00 to the Jaycees. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood to co-sponsor with the Des Plaines Chamber of Commerce and Industry Santa's Arrival 1999 on November 27, 1999 at 10 AM. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra reported that three proposals for the network upgrade plan have been obtained. A written report from Tony Siciliano and John Haliotis recommend Action Computer Service at a cost of \$25,288.59, which is both the lowest cost and most thorough proposal submitted in the best interest of the library.

MOTION by Susan Burrows, seconded by Inara Brubaker to purchase the network upgrade from Action Computer Service at a cost of \$25,288.59, which is both the lowest cost and most thorough proposal submitted in the best interest of the library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED

#### ANNOUNCEMENTS

Eldon Burk reported that at the City Council meeting on May 3, 1999, Inara Brubaker, John Ciborowski, and Eldon Burk will be reappointed to the Library Board of Trustees and William Grice will be appointed as a new Trustee.

A Special Board Meeting will be held on Tuesday, April 27, 1999 at 6:00 PM to review and approve the interior design for the new library building.

John Ciborowski agreed to attend the May 3 City Council meeting, Susan Burrows the May 17 meeting, John Burke the June 7 meeting and Eldon Burk the June 21 meeting.

MOTION by, Inara Brubaker, seconded by Ellen Yearwood, to enter into an Executive Session at 9:45 PM to discuss the purchase or lease of real property, and pending or probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:17 PM and was called to order by President Eldon Burk.

President Burk called for a Special Board Meeting to be held on May 6, 1999 at 8:30 PM.

The meeting adjourned at 10:17 PM.

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 April 27, 1999

The special meeting of the Des Plaines Public Library Board of Trustees was held in the large meeting room on Tuesday, April 27, 1999. President Eldon Burk called the meeting to order at 6:08 PM.

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

Also present: Administrator Sandra Norlin, Martha Sloan, Tony Siciliano, Carol Kidd, Leslie Steiner, Michael Barnes, Floyd Anderson, Carol Stolt, Dawn Brightfield, Ken Hutson, Rev. Dr. William Grice, Ralph Minnis, Mary Minnis, Lila Small, Anna Marie McCall.

Eldon Burk introduced and turned the presentation of palette and interior design concepts to Lohan Associates' Dawn Brightfield and Carol Stolt.

Stolt and Brightfield presented the overall plan for interior design including a computer slide presentation. All furniture will be wire ready and Knoll is recommended because it will extend GSA pricing to the library.

A river theme will be present throughout the building with a wave design being prevalent in furniture and carrels. Different colors will be used on each floor and used as an informational device for patrons. Upholstered furniture will be Teflon coated and vinyl backed for wearability and odor control.

John Ciborowski recommended that Lohan Associates pursue other manufacturers for GSA pricing and stated that he was not so strongly in favor of the wave design for carrels. Ciborowski also stated that the design of the furniture would limit the ability of some manufacturers to bid on the furnishings.



Floyd Anderson of Lohan Associates reported that the furnishings being recommended conformed to the design of the building and that Lohan has worked with the library staff on the design.

Anna Marie McCall recommended to the Board that furniture selected be both aesthetically pleasing and user friendly for both the physically challenged and for persons with special limitations.

MOTION by Susan Burrows, seconded by Inara Brubaker, to authorize Lohan Associates to proceed with furniture specifications to be developed into a bid package, and to prepare a mock-up of the carrels for a future presentation to the Board and to negotiate a discount for future purchases with the furnishings supplier. Vote: Ayes: Burrows, Brubaker, Burk, Burke, Ritter, Yearwood. Nays: Ciborowski. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by Susan Burrows, to approve spec Chair A and the upholstered bench design. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by Susan Burrows, to authorize Sandra Norlin to enter into negotiations with Environmental Systems Design, Inc. for Furniture-Electrical Wiring at a cost not to exceed \$2,000.00 for services. Vote: Ayes: All. Nays: None. MOTION CARRIED.

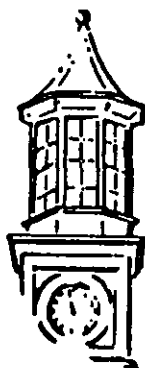
MOTION by John Burke, seconded by Susan Burrows, to enter into Executive Session at 8:15 PM to discuss sale or purchase of real property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 8:54 PM and was called to order by President Eldon Burke.

President Eldon Burk called for a Special Board Meeting to be held on May 6, 1999 at 8:30 PM.

Meeting adjourned at 8:55 PM.

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  
May 6, 1999

The special meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Thursday, May 6, 1999. President Eldon Burk called the meeting to order at 8:30 PM.

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

Members Absent: Betty Ritter.

Also present: Administrator Sandra Norlin, William Grice, Gerard Dempsey.

MOTION by Susan Burrows, seconded by John Burke, to accept the agenda as amended by adding Oath of Office for William G. Grice. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

Rev. Dr. William G. Grice III took the Oath for Office of Trustee.

MOTION by Inara Brubaker, seconded by William Grice, to enter into Executive Session at 8:33 PM to discuss sale or purchase of real property. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

The regular session reconvened at 9:56 PM and was called to order by President Eldon Burk.

Meeting adjourned at 9:57 PM.

Minutes prepared by Sandra Norlin.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF APRIL 1999

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

|                                  |                 |
|----------------------------------|-----------------|
| 1. Over the Counter Receipts     | \$ 8,768.63     |
| 2. Petty Cash Expenditures       | \$ 48.84        |
| 3. Budget Expenditures for April | \$ 109,358.27   |
| 4. Expenditures Year to Date     | \$ 1,032,979.78 |
| 5. Revenue for April             | \$ 122,539.61   |
| 6. Revenue Year to Date          | \$ 1,562,806.41 |

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

|                |                  |
|----------------|------------------|
| April 05, 1999 | \$ 74,267.52     |
| April 19, 1999 | <u>55,801.60</u> |
| Total          | \$ 130,069.12    |

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

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

|         |                |                  |
|---------|----------------|------------------|
| PAYROLL | April 08, 1999 | \$ 60,419.58     |
|         | April 22, 1999 | <u>59,129.37</u> |
|         | Total          | \$ 119,548.95    |

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in April, 1999 by the City of Des Plaines as follows:

|                                  |                 |
|----------------------------------|-----------------|
| Gasoline and Diesel Fuel (April) | <u>\$288.91</u> |
| Total                            | \$288.91        |

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

## VI

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - APRIL 1999

|                | April 1998 | April 1999  | 1998 to Date | 1999 to Date |
|----------------|------------|-------------|--------------|--------------|
| Lost Materials | \$ 364.84  | \$ 356.56   | \$ 1,384.06  | \$ 1,837.74  |
| Fines          | 6,631.27   | 6,091.38    | 24,413.63    | 23,845.16    |
| Damage         | 10.00      | 71.75       | 230.17       | 272.48       |
| Fees           | 561.14     | 240.64      | 2,056.10     | 2,250.92     |
| Copies         | 2,199.95   | 1,978.35    | 8,145.74     | 7,751.25     |
| Miscellaneous  | 35.55      | 29.95       | 129.16       | 99.44        |
| Totals         | \$9,802.78 | \$ 8,768.63 | \$36,358.86  | \$ 36,056.99 |

## PETTY CASH EXPENDITURES - April

|        |                            |         |
|--------|----------------------------|---------|
| 960070 | Auto/Travel Expenses       | 6.04    |
| 960070 | Auto/Travel Expenses       | 10.00   |
| 960070 | Auto/Travel Expenses       | 3.10    |
| 970260 | Postage                    | 3.20    |
| 970110 | Meals                      | 17.39   |
| 960210 | Special Events Programming | 5.05    |
| 970100 | Supplies                   | 4.06    |
|        | Total                      | \$48.84 |

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

| ACCOUNT | TITLE                       | DEBITS       | CREDITS      |
|---------|-----------------------------|--------------|--------------|
| 101000  | PETTY CASH                  | 500.00       |              |
| 102007  | CASH PB PAYROLL 276529401   |              | 75,272.14    |
| 102008  | CASH PB DISBRST 276502401   |              | 295,229.75   |
| 102012  | CASH IPTIP/FOA 7139200161   | 1,104,513.70 |              |
| 102026  | CASH FIRST BANK ACCUMULTN   | .00          |              |
| 102051  | CASH PLAINSBANK ACCUMULTN   | .00          |              |
|         | TOTAL CASH                  | 1,105,013.70 | 370,501.89   |
| 104003  | INVESTMENTS-US TREASURIES   | .00          |              |
| 104006  | INVESTMENTS-CERTIF OF DEP   | .00          |              |
| 104030  | INVESTMENTS-ACCUMULATION    | .00          |              |
| 104031  | INVESTMENTS-EARLE           | 2,537.97     |              |
| 104032  | INVESTMENTS-DUNCAN          | 1,708.09     |              |
| 104033  | INVESTMENTS-DOWNING         | 34,997.25    |              |
|         | TOTAL INVESTMENTS           | 39,243.31    | .00          |
| 115400  | RECEIVABLE-ACCRUED INTAST   | .00          |              |
| 119000  | RECEIVABLE-PROPERTY TAXES   | 3,029,919.00 |              |
| 119200  | RECEIVABLE-MISC             | .00          |              |
|         | TOTAL ACCOUNTS RECEIVABLE   | 3,029,919.00 | .00          |
|         | TOTAL ASSETS                | 4,174,176.01 | 370,501.89   |
| 401000  | ACCOUNTS PAYABLE            |              | 24,816.05    |
| 410020  | ESCROW DEPOSITS             |              | .00          |
|         | TOTAL DEPOSITS              | .00          | .00          |
| 430010  | DUE TO-CORPORATE GENL       |              | .00          |
| 430080  | DUE TO-EMPL RETRMTN TRUST   |              | .00          |
|         | TOTAL DUE TO-OTHER FUNDS    | .00          | .00          |
| 450040  | ACCRUED PAYROLL             | 7,015.36     |              |
|         | TOTAL ACCRUED LIABILITIES   | 7,015.36     | .00          |
| 470000  | DEFERRED REV-PROPERTY TAX   |              | 3,029,919.00 |
| 471000  | DEFERRED REV-OTHER          |              | 66,153.24    |
|         | TOTAL CURRENT LIABILITIES   | 7,015.36     | 3,120,888.29 |
|         | TOTAL LIABILITIES           | 7,015.36     | 3,120,888.29 |
|         | TOTAL SYSTEM CONTROL        | 4,399,685.65 | 4,947,179.41 |
| 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              | 4,399,685.65 | 3,089,486.84 |

05/06/99

CITY OF DES PLAINES  
BALANCE SHEET

PAGE 2

ACCOUNTING PERIOD: 5/99

SELECTION CRITERIA: genledgr.fund='201'

FUND --201 - PUBLIC LIBRARY FUND

| ACCOUNT - - - - -         | TITLE - - - - - | DEBITS       | CREDITS      |
|---------------------------|-----------------|--------------|--------------|
| TOTAL PUBLIC LIBRARY FUND |                 | 8,580,877.02 | 8,580,877.02 |
| TOTAL REPORT              |                 | 8,580,877.02 | 8,580,877.02 |

ACCOUNTING PERIOD: 4/99

SELECTION CRITERIA: revledgr.fund='201'

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

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>REVENUE | BALANCE      | YTD/<br>BUD |
|--------------|---------------------------|--------------|--------------------|-------------|-------------------------|--------------|-------------|
| 810010       | PROPERTY TAXES 1993       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810011       | PROPERTY TAXES 1994       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810012       | PROPERTY TAXES 1995       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810013       | PROPERTY TAXES 1996       | .00          | .00                | .00         | .00                     | .00          | .00         |
| 810014       | PROPERTY TAXES 1997       | 40,000.00    | .00                | .00         | 1,377.40                | 39,400.60    | .04         |
| 810015       | PROPERTY TAXES 1998       | 2,941,569.00 | .00                | .00         | 1,284,049.29            | 1,657,619.71 | .44         |
| TOTAL        | PROPERTY TAXES            | 2,981,669.00 | .00                | .00         | 1,285,648.69            | 1,696,020.31 | .43         |
| 810800       | PERSONAL PROP REPL TAX    | 92,988.00    | 92,988.00          | .00         | 92,988.00               | .00          | 1.00        |
| TOTAL        | TAXES                     | 3,074,657.00 | 92,988.00          | .00         | 1,378,636.69            | 1,696,020.31 | .45         |
| 822040       | STATE GRANT:PER CAPITA    | 66,768.00    | .00                | .00         | .00                     | 66,768.00    | .00         |
| 822080       | STATE GRANT:LIB TECH      | 12,500.00    | 12,538.00          | .00         | 12,538.00               | -38.00       | 1.00        |
| 822090       | STATE GRANT:LIB CONSTRUCT | .00          | .00                | .00         | 112,500.00              | -112,500.00  | .00         |
| TOTAL        | STATE GRANTS              | 79,268.00    | 12,538.00          | .00         | 125,038.00              | -45,770.00   | 1.58        |
| TOTAL        | INTERGOVERNMENTAL REVENUE | 79,268.00    | 12,538.00          | .00         | 125,038.00              | -45,770.00   | 1.58        |
| 830102       | LIBRARY FINES             | 90,000.00    | 6,076.75           | .00         | 25,797.75               | 64,202.25    | .29         |
| TOTAL        | FINES                     | 90,000.00    | 6,076.75           | .00         | 25,797.75               | 64,202.25    | .29         |
| 830201       | COPYING FEE               | 25,000.00    | 1,571.94           | .00         | 6,968.03                | 18,031.97    | .28         |
| 830215       | SPECIAL PROGRAMS & EVENTS | 18,000.00    | 1,000.00           | .00         | 1,835.00                | 16,165.00    | .10         |
| TOTAL        | FEES AND SERVICES         | 43,000.00    | 2,571.94           | .00         | 8,803.03                | 34,196.97    | .20         |
| TOTAL        | FINES, FEES, AND SERVICES | 133,000.00   | 8,648.69           | .00         | 34,600.78               | 98,399.22    | .26         |
| 890010       | INTEREST INCOME           | 5,000.00     | .00                | .00         | 6,282.94                | -1,282.94    | 1.26        |
| 890050       | SALE OF FIXED ASSETS      | .00          | .00                | .00         | .00                     | .00          | .00         |
| 898900       | TRANSFER FROM OTHER FUNDS | .00          | .00                | .00         | .00                     | .00          | .00         |
| 899900       | MISCELLANEOUS REVENUE     | 11,000.00    | 8,364.92           | .00         | 18,248.00               | -7,248.00    | 1.66        |
| TOTAL        | OTHER REVENUE             | 16,000.00    | 8,364.92           | .00         | 24,530.94               | -8,530.94    | 1.53        |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,392,925.00 | 122,539.61         | .00         | 1,562,806.41            | 1,740,118.59 | .47         |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,392,925.00 | 122,539.61         | .00         | 1,562,806.41            | 1,740,118.59 | .47         |
| TOTAL REPORT |                           | 3,392,925.00 | 122,539.61         | .00         | 1,562,806.41            | 1,740,118.59 | .47         |

SELECTION CRITERIA: expledgr.fund='201'

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

| ACCOUNT | TITLE                     | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE ENC + EXP | AVAILABLE BALANCE | YTD/ BUD |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 910100  | SALARIES                  | 1,213,478.00 | 42,465.83           | .00                      | 338,313.69             | 885,164.31        | .28      |
| 910200  | TEMPORARY WAGES           | 442,767.00   | 17,945.52           | .00                      | 161,260.97             | 281,506.03        | .36      |
| 910300  | SUPERVISORY OVERTIME      | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 910400  | NON-SUPERVISORY OVERTIME  | 500.00       | .00                 | .00                      | 66.57                  | 433.43            | .13      |
| 910500  | VACATION PAY              | .00          | 1,213.29            | .00                      | 24,170.21              | -24,170.21        | .00      |
| 910600  | SICK PAY                  | .00          | 1,243.27            | .00                      | 5,859.20               | -5,859.20         | .00      |
| 910700  | HOLIDAY PAY               | .00          | .00                 | .00                      | 8,030.58               | -8,030.58         | .00      |
| 910900  | ACT/OUT OF CLASS/PREMIUM  | 1,000.00     | .00                 | .00                      | .00                    | 1,000.00          | .00      |
| 910950  | EXCESS SICK HRS PAY OUT   | 18,100.00    | .00                 | .00                      | 14,429.11              | 3,670.89          | .80      |
| 918010  | UNEMPLOYMENT COMPENSATION | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 918020  | EMPLOYER CONTR-F.I.C.A.   | 126,950.00   | 4,747.32            | .00                      | 41,664.74              | 85,285.26         | .33      |
| 918021  | EMPLOYER CONTR-I.M.R.F.   | 116,459.00   | 3,860.35            | .00                      | 32,115.23              | 84,343.77         | .28      |
| 918040  | LIFE INS PREMIUMS         | 4,738.00     | .00                 | .00                      | 1,171.65               | 3,566.35          | .25      |
| 918050  | MEDICAL INS PREMIUMS      | 164,735.00   | 3,674.33            | .00                      | 32,737.97              | 131,997.03        | .20      |
| 918060  | TUITION REIMBURSEMENTS    | 2,000.00     | .00                 | .00                      | 1,755.50               | 244.50            | .88      |
| 918070  | WORKERS COMPENSATION      | 3,800.00     | 117.23              | .00                      | 1,043.20               | 2,756.80          | .27      |
| TOTAL   | PERSONAL SERVICES         | 2,101,527.00 | 75,272.14           | .00                      | 662,668.62             | 1,438,858.38      | .32      |
| 920110  | PROFESSIONAL CONSULTING   | 20,000.00    | 1,826.75            | .00                      | 24,888.99              | -4,888.99         | 1.24     |
| 920120  | COMMUNICATION SERVICES    | 25,000.00    | .00                 | .00                      | 2,834.79               | 22,165.21         | .11      |
| 920130  | DATA PROCESSING SERVICES  | 55,000.00    | 3,871.95            | .00                      | 14,887.96              | 40,112.04         | .27      |
| 920202  | CONFERENCES               | 3,000.00     | .00                 | .00                      | 315.00                 | 2,685.00          | .11      |
| 920204  | TRAINING                  | 2,000.00     | 425.00              | .00                      | 4,517.50               | -2,517.50         | 2.26     |
| 920206  | SEMINARS                  | 2,000.00     | .00                 | .00                      | 1,251.00               | 749.00            | .63      |
| 920210  | IN-SERVICE TRAINING       | 3,000.00     | 13.50               | .00                      | 31.37                  | 2,968.63          | .01      |
| 920220  | MEMBERSHIP DUES           | 3,000.00     | .00                 | .00                      | 896.00                 | 2,104.00          | .30      |
| 920230  | PUBLICATION OF NOTICES    | 1,000.00     | 91.88               | .00                      | 184.72                 | 815.28            | .18      |
| 920341  | INSURANCE PREMIUMS (LIAB) | .00          | .00                 | .00                      | 1,096.00               | -1,096.00         | .00      |
| 920850  | SUBSIDY:1994 E.R.P. TRANS | 25,600.00    | 746.14              | .00                      | 4,045.55               | 21,554.45         | .16      |
| TOTAL   | SUBSIDIES,REBATES,CONTRIB | 25,600.00    | 746.14              | .00                      | 4,045.55               | 21,554.45         | .16      |
| 920900  | PROPERTY/LIAB CONTRIBUTIO | 42,000.00    | .00                 | .00                      | 10,500.00              | 31,500.00         | .25      |
| 930010  | R & M EQUIPMENT           | 42,600.00    | 1,935.86            | .00                      | 16,124.48              | 26,475.52         | .38      |
| 930020  | R & M BLDGS & STRUCTURES  | 45,000.00    | 305.00              | .00                      | 4,833.25               | 40,166.75         | .11      |
| 930030  | R & M VEHICLES            | 1,500.00     | .00                 | .00                      | 2.97                   | 1,497.03          | .00      |
| 930195  | BOOK BINDING & REPAIR     | 6,000.00     | .00                 | .00                      | .00                    | 6,000.00          | .00      |
| 930210  | RENTAL OF EQUIPMENT       | 2,900.00     | .00                 | .00                      | .00                    | 2,900.00          | .00      |
| 930320  | CLEANING:CUSTODIAL SERV   | 25,000.00    | 1,700.00            | .00                      | 5,630.50               | 19,369.50         | .23      |
| 960070  | AUTO/TRAVEL EXPENSES      | 3,000.00     | 65.43               | .00                      | 167.41                 | 2,832.59          | .06      |
| 960210  | SPECIAL EVENT PROGRAMMING | 15,000.00    | 665.19              | .00                      | 4,276.58               | 10,723.42         | .29      |
| 960990  | MISC CONTRACTUAL SUCS     | 70,000.00    | 1,418.43            | .00                      | 19,226.27              | 50,773.73         | .27      |
| TOTAL   | CONTRACTUAL SERVICES      | 392,600.00   | 13,065.13           | .00                      | 115,710.34             | 276,889.66        | .29      |
| 970100  | SUPPLIES                  | 42,000.00    | 1,401.43            | .00                      | 17,592.42              | 24,407.58         | .42      |



SELECTION CRITERIA: expledgr.fund='201'

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

| ACCOUNT | TITLE                     | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE ENC + EXP | AVAILABLE BALANCE | YTD/ BUD |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 970110  | MEALS (PRSNRS/WRKRS/VOLS) | .00          | 338.79              | .00                      | 768.99                 | -768.99           | .00      |
| 970170  | JANITORIAL                | 15,000.00    | 762.19              | .00                      | 3,177.01               | 11,922.99         | .21      |
| 970200  | COPYING/FAX SUPPLIES      | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 970260  | POSTAGE AND PARCEL        | 13,200.00    | 680.00              | .00                      | 6,363.73               | 6,836.27          | .48      |
| 970270  | PRINTING-REPROD-BINDING   | 10,300.00    | .00                 | .00                      | 22.50                  | 10,277.50         | .00      |
| 970330  | SUPPLIES: VEHICLE S/M     | .00          | 4.89                | .00                      | 4.89                   | -4.89             | .00      |
| 970600  | BOOKS                     | 400,000.00   | 12,507.18           | .00                      | 104,392.18             | 295,607.82        | .26      |
| 970610  | AUDIO MATERIALS           | 45,500.00    | 3,036.77            | .00                      | 14,325.37              | 31,174.63         | .31      |
| 970620  | SUBSCRIPTIONS & BOOKS     | 62,000.00    | 208.06              | .00                      | 16,589.56              | 45,410.44         | .27      |
| 970630  | VISUAL MATERIALS          | 42,500.00    | 580.51              | .00                      | 11,239.18              | 31,260.82         | .26      |
| 970640  | AUTOMATED REFERENCE MAT'L | 62,100.00    | .00                 | .00                      | 38,994.90              | 23,105.10         | .63      |
| 970810  | NATURAL GAS               | 14,000.00    | .00                 | .00                      | 6,510.22               | 7,489.78          | .47      |
| 970820  | ELECTRICITY               | 500.00       | .00                 | .00                      | .00                    | 500.00            | .00      |
| 970840  | DIESEL                    | .00          | 29.02               | .00                      | 161.87                 | -161.87           | .00      |
| 970850  | GASOLINE                  | 2,000.00     | 259.89              | .00                      | 1,019.27               | 980.73            | .51      |
| TOTAL   | COMMODITIES               | 711,100.00   | 19,808.75           | .00                      | 221,162.09             | 489,937.91        | .31      |
| 980300  | IMPROVEMENTS              | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980400  | EQUIPMENT                 | 97,450.00    | 152.25              | .00                      | 152.25                 | 97,297.75         | .00      |
| 980400  | COMPUTER HARDWARE         | .00          | .00                 | .00                      | 3,632.56               | -3,632.56         | .00      |
| 980400  | COMPUTER SOFTWARE         | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980500  | VEHICLES                  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980600  | FURNITURE & FIXTURES      | 2,700.00     | .00                 | .00                      | 1,435.32               | 1,264.68          | .53      |
| TOTAL   | CAPITAL EXPENDITURES      | 100,150.00   | 152.25              | .00                      | 5,220.13               | 94,929.87         | .05      |
| 990300  | BANK/TRUST/AGENCY FEES    | 150.00       | .00                 | .00                      | 40.00                  | 110.00            | .27      |
| 990900  | TRANSFER TO DEBT SERVICE  | 12,078.00    | .00                 | .00                      | .00                    | 12,078.00         | .00      |
| TOTAL   | DEBT SERVICE              | 12,228.00    | .00                 | .00                      | 40.00                  | 12,188.00         | .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          | 3,317,603.00 | 108,298.27          | .00                      | 1,004,301.18           | 2,312,803.82      | .30      |

ACCOUNTING PERIOD: 5/99

SELECTION CRITERIA: expledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND  
FUN - 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/ SUB |
|---------|--------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 920110  | PROFESSIONAL CONSULTING  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 920120  | COMMUNICATION SERVICES   | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 920202  | CONFERENCES              | .00          | 100.00              | .00                      | 100.00                 | -100.00           | .00      |
| 960070  | AUTO/TRAVEL EXPENSES     | 5,000.00     | 326.00              | .00                      | 361.00                 | 4,139.00          | .17      |
| 960990  | MISC CONTRACTUAL SVCS    | 41,768.00    | .00                 | .00                      | 4,349.25               | 37,418.75         | .10      |
| TOTAL   | CONTRACTUAL SERVICES     | 46,768.00    | 926.00              | .00                      | 5,310.25               | 41,457.75         | .11      |
| 980400  | EQUIPMENT                | 20,000.00    | 134.00              | .00                      | 19,269.50              | 730.50            | .96      |
| 980410  | COMPUTER HARDWARE        | .00          | .00                 | .00                      | 3,202.00               | -3,202.00         | .00      |
| 980420  | COMPUTER SOFTWARE        | .00          | .00                 | .00                      | 396.85                 | -396.85           | .00      |
| 980500  | VEHICLES                 | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| TOTAL   | CAPITAL EXPENDITURES     | 20,000.00    | 134.00              | .00                      | 22,868.35              | -2,868.35         | 1.14     |
| TOTAL   | IL LIBRARY PER CAP GRANT | 66,768.00    | 1,060.00            | .00                      | 28,178.60              | 38,589.40         | .42      |
| TOTAL   | CIVIC & CULTURE          | 3,384,373.00 | 109,358.27          | .00                      | 1,032,979.78           | 2,351,393.22      | .31      |
| TOTAL   | PUBLIC LIBRARY FUND      | 3,384,373.00 | 109,358.27          | .00                      | 1,032,979.78           | 2,351,393.22      | .31      |
| TOTAL   | REPORT                   | 3,384,373.00 | 109,358.27          | .00                      | 1,032,979.78           | 2,351,393.22      | .31      |

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04/14/99  
ACCOUNTING PERIOD: 4/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='04/19/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR                          | PURCHASE OR INVOICE | AMOUNT   |
|--------------|---------|---------------------------|---------------------------------|---------------------|----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 04640 CCS OWNER SERVICES        | 4473                | 1,600.00 |
| 2110         | 920120  | COMMUNICATION SERVICES    | 05851 SPRINT                    | 844318621           | 71.32    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153 AMERITECH                 | 8478275551          | 438.92   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153 AMERITECH                 | 8478033977          | 228.97   |
| 2110         | 920204  | TRAINING                  | 09421 PCDC                      | 8587701             | 1,595.00 |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | HALIOTIS            | 15.00    |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | SLOAN               | 95.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 05179 ADULT READING ROUND TABLE | ATTACH              | 8.00     |
| 2110         | 920230  | PUBLICATION OF NOTICES    | 76126 DAILY HERALD              | 8478275551          | 92.84    |
| 2110         | 920341  | INSURANCE PREMIUMS (LIAB) | 09675 ARTHUR J. GALLAGHER RISK  | 29558               | 1,096.00 |
| 2110         | 930010  | R & M EQUIPMENT           | 09643 ABM/PRO SERVICE, INC.     | 1171                | 118.45   |
| 2110         | 930010  | R & M EQUIPMENT           | 09690 ULTRATEC INC.             | 169694              | 85.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 19659 OTIS ELEVATOR             | CY07369V499         | 302.47   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 06463 SECURITY LINK FROM AMERIT | 32307789            | 135.00   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 09684 1ST CHOICE CARPET CARE, I | 38319               | 65.00    |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 09685 PINTO CONSTRUCTION GROUP, | 4018                | 725.00   |
| 2110         | 930030  | R & M VEHICLES            | 02474 OAKTON AUTO PARTS         | 570383              | 2.22     |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09683 SAM GENTILI               | 5-8-99              | 175.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 79025 THE CHICAGO BOTANIC GARDE | 5-24-99             | 175.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 79025 THE CHICAGO BOTANIC GARDE | 6-16-99             | 175.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535 EXPRESS PERSONNEL SERVICE | 41472584            | 398.44   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003909365          | 26.60    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003880622          | 17.45    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003909987          | 20.35    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003896631          | 14.45    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003899496          | 28.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003891664          | 12.55    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003880149          | 27.10    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003874623          | 28.50    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003909252          | 34.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003919676          | 19.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003914511          | 30.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003916965          | 12.85    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 25701 MIDCO INC                 | 81930               | 659.28   |
| 2110         | 970100  | SUPPLIES                  | 02747 RELIABLE OFFICE SUPPLY    | NYC68100            | 89.79    |
| 2110         | 970100  | SUPPLIES                  | 07906 DON'T SHOOT THE MESSENGER | 20331169            | 16.55    |
| 2110         | 970100  | SUPPLIES                  | 09537 COSTAR CORPORATION        | 1006741             | 200.20   |
| 2110         | 970100  | SUPPLIES                  | 09682 KAREN WALLACE             | REIMB               | 92.10    |
| 2110         | 970100  | SUPPLIES                  | 14465 INSTY PRINTS              | 203808              | 127.02   |
| 2110         | 970100  | SUPPLIES                  | 19714 GAYLORD BROS              | OF48211000          | 51.91    |
| 2110         | 970100  | SUPPLIES                  | 22577 CHILDREN'S BOOK COUNCIL   | 0032311             | 61.60    |
| 2110         | 970170  | JANITORIAL                | 08666 IDEAL UNIFORM SERVICE     | 593549              | 15.15    |
| 2110         | 970170  | JANITORIAL                | 08666 IDEAL UNIFORM SERVICE     | 590502              | 15.15    |
| 2110         | 970170  | JANITORIAL                | 09689 RADIOSHACK                | 016414              | 32.16    |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933 POSTMASTER                | 4-05-99             | 2,000.00 |
| 2110         | 970600  | BOOKS                     | 02191 BOOK WHOLESALERS, INC.    | 802874              | 260.97   |
| 2110         | 970600  | BOOKS                     | 04361 BUSINESS COMMUNICATIONS,  |                     | 214.80   |
| 2110         | 970600  | BOOKS                     | 04964 WHEELER PUBLISHING, INC.  | 107398              | 152.70   |
| 2110         | 970600  | BOOKS                     | 07439 THE GALE GROUP            | 8861776             | 105.08   |
| 2110         | 970600  | BOOKS                     | 07439 THE GALE GROUP            | 8869480             | 251.54   |
| 2110         | 970600  | BOOKS                     | 07439 THE GALE GROUP            | 8862932             | 134.98   |

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04/14/99

ACCOUNTING PERIOD: 4/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due\_date='04/19/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                 | VENDOR | PURCHASE OR INVOICE        | AMOUNT       |          |
|--------------|---------|-----------------------|--------|----------------------------|--------------|----------|
| 2110         | 970600  | BOOKS                 | 07527  | STAGE & SCREEN             | 09002165448  | 27.69    |
| 2110         | 970600  | BOOKS                 | 07569  | RUSSIAN HOUSE LTD.         | 139369       | 314.85   |
| 2110         | 970600  | BOOKS                 | 07977  | MITCHELL REPAIR INFORMATI  | 2550368      | 258.40   |
| 2110         | 970600  | BOOKS                 | 07980  | ENCYCLOPAEDIA BRITANNICA,  | 1521583RR    | 48.90    |
| 2110         | 970600  | BOOKS                 | 09494  | FINANCIAL INFORMATION SER  | 00849918     | 1,985.00 |
| 2110         | 970600  | BOOKS                 | 09494  | FINANCIAL INFORMATION SER  | 006498C9     | 246.68   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003891663   | 307.46   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003909986   | 421.18   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003909364   | 432.38   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003896630   | 335.12   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003914510   | 626.12   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 3002538757   | 17.92    |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003919675   | 575.34   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003899495   | 879.09   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003880148   | 745.97   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003874622   | 563.87   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003916964   | 237.36   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003909251   | 806.10   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 2003880621   | 407.03   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 3002557495   | 242.40   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 3002506983   | 154.08   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.       | 3002524445   | 60.04    |
| 2110         | 970600  | BOOKS                 | 20361  | BERNAN ASSOCIATES          | 1955818      | 14.00    |
| 2110         | 970600  | BOOKS                 | 20361  | BERNAN ASSOCIATES          | 1956075      | 75.00    |
| 2110         | 970600  | BOOKS                 | 82668  | POLONIA BOOK STORES        | 006473       | 98.15    |
| 2110         | 970600  | BOOKS                 | 95926  | LEISURE ARTS               | 97082461731  | 1.01     |
| 2110         | 970610  | AUDIO MATERIALS       | 02482  | CHIVERS NORTH AMERICA      | 172101       | 6.50     |
| 2110         | 970610  | AUDIO MATERIALS       | 07337  | LIVE OAK MEDIA             | 2762B0       | 115.75   |
| 2110         | 970610  | AUDIO MATERIALS       | 07975  | BAKER & TAYLOR ENTERTAINM  | 235877730    | 12.70    |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS          | 3-23-99-1    | 118.32   |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS          | 3-23-99-2    | 11.98    |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS          | 3-29-99-1    | 24.71    |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS          | 3-29-99-3    | 116.84   |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS          | 3-29-99-3    | 113.77   |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE              | 3449894M     | 15.00    |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE              | 3458451M     | 23.95    |
| 2110         | 970610  | AUDIO MATERIALS       | 58875  | INGRAM                     | 05917148     | 44.93    |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC         | 840027       | 5.95     |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 71360  | MORNINGSTAR                | ATTACH       | 89.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 02077  | LAKE SHORE LEARNING MATERI | 2-414173     | 29.20    |
| 2110         | 970630  | VISUAL MATERIALS      | 05884  | LIBRARY VIDEO COMPANY      | 000920300001 | 3,454.11 |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI  | 229295       | 38.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI  | 229293       | 75.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI  | 229294       | 37.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 07975  | BAKER & TAYLOR ENTERTAINM  | 235954510    | 48.79    |
| 2110         | 970630  | VISUAL MATERIALS      | 07975  | BAKER & TAYLOR ENTERTAINM  | 235794380    | 52.28    |
| 2110         | 970630  | VISUAL MATERIALS      | 07975  | BAKER & TAYLOR ENTERTAINM  | 235794390    | 31.35    |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                     | 05879007     | 146.01   |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                     | 05858418     | 46.91    |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                     | 05878143     | 555.47   |
| 2110         | 970630  | VISUAL MATERIALS      | 58875  | INGRAM                     | 05954942     | 37.44    |

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CITY OF DES PLAINES  
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SECTION CRITERIA: payable.due\_date='04/19/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION                   | ACCOUNT | TITLE                 | VENDOR                          | PURCHASE OR INVOICE | AMOUNT    |
|--------------------------------|---------|-----------------------|---------------------------------|---------------------|-----------|
| 2110                           | 970810  | NATURAL GAS           | 08089 NICOR ENERGY              | 54026               | 2,092.30  |
| 2110                           | 980410  | COMPUTER HARDWARE     | 05124 CDW GOVERNMENT, INC.      | AD87436             | 3,300.99  |
| TOTAL LIBRARY SERVICES         |         |                       |                                 |                     | 32,877.10 |
| 2130                           | 960070  | AUTO/TRAVEL EXPENSES  | 09309 ROBERTA S. JOHNSON        | REIMB               | 35.00     |
| 2130                           | 960990  | MISC CONTRACTUAL SVCS | 05076 NORB & SONS ELECTRIC, INC | 3-31-99             | 484.00    |
| 2130                           | 960990  | MISC CONTRACTUAL SVCS | 07170 GRAPHIC SOLUTIONS         | 6317                | 1,253.00  |
| 2130                           | 960990  | MISC CONTRACTUAL SVCS | 09602 CANON USA, INC.           | 40747625            | 2,017.00  |
| 2130                           | 980400  | EQUIPMENT             | 07090 ACCOUNTOR SYSTEMS         | 15047               | 3,590.00  |
| 2130                           | 980400  | EQUIPMENT             | 09602 CANON USA, INC.           | 40779819            | 15,545.50 |
| TOTAL IL LIBRARY PER CAP GRANT |         |                       |                                 |                     | 22,924.50 |
| TOTAL FUND                     |         |                       |                                 |                     | 55,801.60 |

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01/11/99  
ACCOUNTING PERIOD: 1/99CITY OF DES PLAINES  
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ACTION CRITERIA: payable.due\_date='04/05/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT      |          |
|--------------|---------|---------------------------|--------|---------------------------|-------------|----------|
| 2110         | 918060  | TUITION REIMBURSEMENTS    | 08665  | GAIL BRADLEY              | REIMB       | 375.50   |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 06070  | LOHAN ASSOCIATES          | 99159       | 222.57   |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 06070  | LOHAN ASSOCIATES          | 99158       | 7,565.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 09367  | SHARON A. COLBY, MA       | 3-18-99     | 1,500.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 25529  | KLEIN, THORPE & JENKINS   | 80484       | 1,495.00 |
| 2110         | 920120  | COMMUNICATION SERVICES    | 05851  | SPRINT                    | 844318621   | 78.02    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06827  | CELLULAR ONE              | 49682107    | 35.97    |
| 2110         | 920120  | COMMUNICATION SERVICES    | 71279  | AMERITECH-ILLINOIS CABS   | HO73356545  | 204.12   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 07007  | PSINET, INC.              | 2206762     | 762.14   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 19776  | BAKER & TAYLOR, INC.      | CO8NS6546M  | 656.00   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106  | COOPERATIVE COMPUTER SERV | FEBRUARY 99 | 2,285.99 |
| 2110         | 920202  | CONFERENCES               | 04365  | SANDRA NORLIN             | REIMB       | 195.00   |
| 2110         | 920202  | CONFERENCES               | 09310  | MARY ANN BROWN            | REIMB       | 120.00   |
| 2110         | 920204  | TRAINING                  | 09046  | CHRISTINE POSINGER        | REIMB       | 17.50    |
| 2110         | 920204  | TRAINING                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 25.00    |
| 2110         | 920204  | TRAINING                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 25.00    |
| 2110         | 920206  | SEMINARS                  | 05165  | SKILLPATH INC.            | ATTACH      | 149.00   |
| 2110         | 920206  | SEMINARS                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 10.00    |
| 2110         | 920206  | SEMINARS                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 95.00    |
| 2110         | 920206  | SEMINARS                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 240.00   |
| 2110         | 920206  | SEMINARS                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 25.00    |
| 2110         | 920206  | SEMINARS                  | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH      | 15.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | 0256083     | 95.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | 0256081     | 95.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | 0059249     | 95.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | 0256084     | 95.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 21432  | AMERICAN LIBRARY ASSOCIAT | 0256085     | 95.00    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 324.02   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 60.24    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135  | CITY OF DES PLAINES EMPLO | APRIL 1999  | 60.24    |
| 2110         | 930010  | R & M EQUIPMENT           | 06789  | AMBASSADOR BUSINESS SOLUT | 6394581     | 111.75   |
| 2110         | 930010  | R & M EQUIPMENT           | 09600  | RMC INC.                  | 054915      | 765.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 09643  | ABM/PRO SERVICE, INC.     | 1119        | 92.50    |
| 2110         | 930010  | R & M EQUIPMENT           | 09643  | ABM/PRO SERVICE, INC.     | 1117        | 85.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 09643  | ABM/PRO SERVICE, INC.     | 1118        | 85.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 09643  | ABM/PRO SERVICE, INC.     | 1120        | 85.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 09643  | ABM/PRO SERVICE, INC.     | 1121        | 85.00    |
| 2110         | 930010  | R & M EQUIPMENT           | 25701  | MIDCO INC                 | 81656       | 358.41   |
| 2110         | 930010  | R & M EQUIPMENT           | 25701  | MIDCO INC                 | 102544      | 2,309.46 |
| 2110         | 930010  | R & M EQUIPMENT           | 46602  | ILLINI POWER PRODUCTS     | 71930       | 239.39   |
| 2110         | 930010  | R & M EQUIPMENT           | 72106  | COOPERATIVE COMPUTER SERV | FEBRUARY 99 | 398.61   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 06463  | SECURITY LINK FROM AMERIT | 31564716    | 240.00   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 08995  | AIR FILTER ENGINEERS INC. | 1/591170    | 601.00   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 09533  | DOR-O-MATIC               | 54315       | 121.75   |
| 2110         | 930020  | CLEANING:CUSTODIAL SERV   | 09536  | CRYSTAL MGMT. & MAINT. SE | 6939        | 75.00    |

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03/11/99  
ACCOUNTING PERIOD: 1/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='04/05/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT     |          |
|--------------|---------|---------------------------|--------|---------------------------|------------|----------|
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 09645  | ANNETTE BALDWIN KOLASINSK | 4-21-99    | 190.00   |
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 09646  | KARSEN GLOBAL CONSULTANTS | 4-28-99    | 100.00   |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 08950  | HORTENCIA G. WALKER       | REIMB      | 19.50    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 00355  | POONJA LEE CHO            | REIMB      | 100.36   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09644  | MONIQUE HOOKER            | 4-14-99    | 200.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43806  | NORTH SUBURBAN LIBRARY SY | ATTACH     | 180.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 58875  | INGRAM                    | 28989127   | 116.32   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 58875  | INGRAM                    | 28842403   | 115.65   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 87319  | MID AMERICA CHARTER LINES | 87195      | 331.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 41379451   | 362.87   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 41269900   | 455.36   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09535  | EXPRESS PERSONNEL SERVICE | 41163449   | 355.75   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003810997 | 14.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003803749 | 13.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003779552 | 10.40    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003790766 | 24.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003795218 | 10.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003828204 | 13.45    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003869747 | 37.55    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003886989 | 13.95    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003830292 | 18.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003799242 | 14.55    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003770738 | 39.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003841415 | 20.15    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003860317 | 21.15    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003850726 | 26.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003831360 | 14.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003810854 | 30.30    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003836064 | 14.20    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003814836 | 32.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003860887 | 11.10    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003821995 | 13.10    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003856018 | 17.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003844845 | 40.40    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003818537 | 12.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003855822 | 50.20    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003851217 | 14.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003850226 | 13.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003860492 | 11.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003866863 | 11.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 73978  | CANON FINANCIAL SERVICES, | 1752933    | 2,191.20 |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2721       | 4.43     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2734       | 86.40    |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2707       | 4.85     |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2699       | 8.72     |
| 2110         | 970100  | SUPPLIES                  | 00118  | MARILYN'S FLOWERS AND THI | 03805      | 31.00    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | ZGG39598   | -1.79    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | ZGG40900   | 3.58     |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | JV756101   | 28.88    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NXD60400   | 149.44   |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NW590700   | 65.70    |

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01/11/99  
ACCOUNTING PERIOD: 1/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='04/05/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT             |
|--------------|---------|---------------------------|--------|---------------------------|--------------------|
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NW587900 7.48      |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NVQ38800 320.41    |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NW587901 31.29     |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | JWG39798 -28.98    |
| 2110         | 970100  | SUPPLIES                  | 04501  | THREE M BUSINESS PROD     | UM62543 5,826.83   |
| 2110         | 970100  | SUPPLIES                  | 04832  | BRUDNO ART SUPPLY         | BL113832 58.46     |
| 2110         | 970100  | SUPPLIES                  | 05337  | SIGN A RAMA, USA          | 9101 7.95          |
| 2110         | 970100  | SUPPLIES                  | 05337  | SIGN A RAMA, USA          | 9064 11.90         |
| 2110         | 970100  | SUPPLIES                  | 05855  | AMERICAN LIBRARY ASSOCIAT | 8330848 43.00      |
| 2110         | 970100  | SUPPLIES                  | 07906  | DON'T SHOOT THE MESSENGER | 455824 16.55       |
| 2110         | 970100  | SUPPLIES                  | 07975  | BAKER & TAYLOR ENTERTAINM | 234585780 285.00   |
| 2110         | 970100  | SUPPLIES                  | 08273  | G.B.O.S., INC.            | 11254 189.00       |
| 2110         | 970100  | SUPPLIES                  | 08490  | PATRICIA HORN             | REIMB 17.19        |
| 2110         | 970100  | SUPPLIES                  | 08793  | DATA MEDIA PRODUCTS, INC. | A1765 54.16        |
| 2110         | 970100  | SUPPLIES                  | 08991  | SKOKIE PAPER POINT        | 00374341 7.19      |
| 2110         | 970100  | SUPPLIES                  | 09656  | HOLLY RICHARDS SORENSEN   | REIMB 274.98       |
| 2110         | 970100  | SUPPLIES                  | 12675  | REBEL TROPHIES            | 49896 64.20        |
| 2110         | 970100  | SUPPLIES                  | 13942  | RUBBER STAMP MAN          | 279096 9.96        |
| 2110         | 970100  | SUPPLIES                  | 14465  | INSTY PRINTS              | 203727 180.00      |
| 2110         | 970100  | SUPPLIES                  | 14465  | INSTY PRINTS              | 203737 219.53      |
| 2110         | 970100  | SUPPLIES                  | 14465  | INSTY PRINTS              | 203699 84.32       |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 506370 279.37      |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 501582 351.56      |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 487659 352.53      |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 490955 80.08       |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 498919 94.64       |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 43765  | DOMINICKS FINER FOODS     | 1720692 33.20      |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 063940-00 252.45   |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 063940-01 32.25    |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 064532-00 158.40   |
| 2110         | 970170  | JANITORIAL                | 01250  | W.W. GRAINGER, INC.       | 9372189309 63.12   |
| 2110         | 970170  | JANITORIAL                | 01250  | W.W. GRAINGER, INC.       | 5845828259 22.87   |
| 2110         | 970170  | JANITORIAL                | 01638  | KINDER INDUSTRIAL SUPPLY  | 001274 25.48       |
| 2110         | 970170  | JANITORIAL                | 05407  | THE HOME DEPOT/GECF       | 121222 94.50       |
| 2110         | 970170  | JANITORIAL                | 07553  | LEE AUTO PARTS INC        | D896130 25.40      |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 587731 15.15       |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 584826 15.15       |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 578732 22.00       |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 587731 15.15       |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 021501-0047 13.78  |
| 2110         | 970170  | JANITORIAL                | 32170  | ENGINEERED LIGHTING       | 064043 340.00      |
| 2110         | 970170  | JANITORIAL                | 85309  | ACE DES PLAINES, INC      | 970646-18 20.72    |
| 2110         | 970170  | JANITORIAL                | 85309  | ACE DES PLAINES, INC      | 967611-17 11.58    |
| 2110         | 970170  | JANITORIAL                | 85309  | ACE DES PLAINES, INC      | 968205-17 26.79    |
| 2110         | 970260  | POSTAGE AND PARCEL        | 40311  | FEDERAL EXPRESS CORP.     | 7-566-82310 54.50  |
| 2110         | 970600  | BOOKS                     | 02191  | BOOK WHOLESALERS, INC.    | 793723 195.30      |
| 2110         | 970600  | BOOKS                     | 02953  | BUSINESS REFERENCE SERVIC | 0118036-99 438.25  |
| 2110         | 970600  | BOOKS                     | 02953  | BUSINESS REFERENCE SERVIC | 0100080-99 898.25  |
| 2110         | 970600  | BOOKS                     | 03363  | WEST GROUP                | 748-441-028 127.93 |
| 2110         | 970600  | BOOKS                     | 03878  | SORKINS' DIRECTORIES, INC | 41514 1,461.95     |
| 2110         | 970600  | BOOKS                     | 04058  | N. LATHROP ENTERPRISES    | 24619 36.84        |



03/31/99  
ACCOUNTING PERIOD: 3/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='04/05/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE | VENDOR | PURCHASE OR INVOICE       | AMOUNT       |          |
|--------------|---------|-------|--------|---------------------------|--------------|----------|
| 2110         | 970600  | BOOKS | 05317  | GROLIER PUBLISHING CO     | 10245599     | 756.69   |
| 2110         | 970600  | BOOKS | 05479  | HOUCHEM BINDERY LTD       | 064541       | 385.72   |
| 2110         | 970600  | BOOKS | 05871  | HARRIS INFOSOURCE INTL    | 418275       | 201.50   |
| 2110         | 970600  | BOOKS | 05997  | BORDERS                   | 20315        | 71.55    |
| 2110         | 970600  | BOOKS | 06253  | TIME LIFE EDUCATION INC   | 050589650010 | 59.84    |
| 2110         | 970600  | BOOKS | 06253  | TIME LIFE EDUCATION INC   | 050589650011 | 59.84    |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3692997      | 116.76   |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3727810      | 68.84    |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3722260      | 129.51   |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3732841      | 107.80   |
| 2110         | 970600  | BOOKS | 06423  | SIMON & SCHUSTER          | 3692549      | 78.59    |
| 2110         | 970600  | BOOKS | 07439  | GALE RESEARCH             | 8764665      | 106.18   |
| 2110         | 970600  | BOOKS | 07439  | GALE RESEARCH             | 8760470      | 144.22   |
| 2110         | 970600  | BOOKS | 07530  | MAINE TOWNSHIP            | ATTACH       | 10.00    |
| 2110         | 970600  | BOOKS | 07977  | MITCHELL REPAIR INFORMATI | B02529289    | 338.30   |
| 2110         | 970600  | BOOKS | 08557  | NP/CHILTON                | 46138        | 89.52    |
| 2110         | 970600  | BOOKS | 09641  | GREY HOUSE PUBLISHING     | 147277       | 197.50   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003850725   | 403.93   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003795217   | 237.72   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003831359   | 398.75   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003844844   | 589.05   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003814835   | 908.67   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003856017   | 489.35   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003818536   | 335.53   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003828203   | 324.43   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003810853   | 610.37   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003821994   | 238.36   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003790765   | 1,822.29 |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003799241   | 371.53   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003830291   | 440.96   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003860316   | 449.15   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003866862   | 287.82   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003855821   | 922.14   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003860886   | 273.29   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003850225   | 442.90   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003860491   | 332.42   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003851216   | 251.11   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 3002473421   | 406.02   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003779551   | 276.62   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 3002489413   | 30.97    |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003841414   | 453.64   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003886988   | 276.03   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003770737   | 1,869.66 |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003836063   | 264.48   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003810996   | 288.62   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003803748   | 399.37   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 3002423462   | 213.77   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 3002441071   | 425.11   |
| 2110         | 970600  | BOOKS | 19776  | BAKER & TAYLOR, INC.      | 2003869746   | 686.38   |
| 2110         | 970600  | BOOKS | 19934  | MANUFACTURERS' NEWS, INC. | 851737-01    | 113.95   |
| 2110         | 970600  | BOOKS | 20232  | REGENT BOOK COMPANY       | 83301        | 11.37    |

1500

01/11/99

ACCOUNTING PERIOD: 3/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='04/05/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT                |
|--------------|---------|---------------------------|--------|---------------------------|-----------------------|
| 2110         | 970600  | BOOKS                     | 20232  | REGENT BOOK COMPANY       | 279096 17.11          |
| 2110         | 970600  | BOOKS                     | 20701  | WORLD BOOK ENCYCLOPEDIA,  | RGRR8102275 29.40     |
| 2110         | 970600  | BOOKS                     | 35225  | MATTHEW BENDER & CO., INC | 76352773 69.68        |
| 2110         | 970600  | BOOKS                     | 58875  | INGRAM                    | 28842404 19.65        |
| 2110         | 970600  | BOOKS                     | 82668  | POLONIA BOOK STORES       | 006298 100.30         |
| 2110         | 970600  | BOOKS                     | 92015  | BOOKMEN INC.              | 844480 610.84         |
| 2110         | 970610  | AUDIO MATERIALS           | 06253  | TIME LIFE EDUCATION INC   | P50908070001 36.95    |
| 2110         | 970610  | AUDIO MATERIALS           | 07337  | LIVE OAK MEDIA            | 2762 1,585.45         |
| 2110         | 970610  | AUDIO MATERIALS           | 07339  | BLACKSTONE AUDIO BOOKS    | 118605 5.00           |
| 2110         | 970610  | AUDIO MATERIALS           | 07475  | KIMBO EDUCATIONAL         | 159854 152.41         |
| 2110         | 970610  | AUDIO MATERIALS           | 07975  | BAKER & TAYLOR ENTERTAINM | Z35302840 19.50       |
| 2110         | 970610  | AUDIO MATERIALS           | 07975  | BAKER & TAYLOR ENTERTAINM | Z35827020 96.43       |
| 2110         | 970610  | AUDIO MATERIALS           | 07975  | BAKER & TAYLOR ENTERTAINM | Z34339330 33.63       |
| 2110         | 970610  | AUDIO MATERIALS           | 08025  | LISTENING LIBRARY INC.    | 311219 221.26         |
| 2110         | 970610  | AUDIO MATERIALS           | 08560  | SPOKEN ARTS               | 991347 536.84         |
| 2110         | 970610  | AUDIO MATERIALS           | 09640  | GATEWAY LEARNING CORPORAT | ATTACH 15.50          |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 3-9-99-3 13.48        |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 3-9-99-1 121.75       |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 3-2-99-3 215.13       |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 2-1-99-1 167.61       |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 3-2-99-1 356.37       |
| 2110         | 970610  | AUDIO MATERIALS           | 21195  | ALGONQUIN RECORDS         | 3-9-99-2 16.76        |
| 2110         | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3440790M 5.00         |
| 2110         | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3449874M 8.95         |
| 2110         | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3424666M 10.00        |
| 2110         | 970610  | AUDIO MATERIALS           | 38057  | BOOKS ON TAPE             | 3403654P 220.00       |
| 2110         | 970610  | AUDIO MATERIALS           | 57041  | EDUCATIONAL RECORD CENTER | 223468-00 2,623.67    |
| 2110         | 970610  | AUDIO MATERIALS           | 65969  | TIME LIFE                 | ATTACH 20.98          |
| 2110         | 970610  | AUDIO MATERIALS           | 80139  | RECORDED BOOKS INC        | 830828 5.95           |
| 2110         | 970610  | AUDIO MATERIALS           | 80139  | RECORDED BOOKS INC        | 830823 5.95           |
| 2110         | 970610  | AUDIO MATERIALS           | 80139  | RECORDED BOOKS INC        | 825824 297.40         |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS     | 21078  | PIERIAN PRESS             | 157742 272.00         |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS     | 70433  | NATIONAL AUTOMOBILE DEALE | ATTACH 52.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 228981 113.00         |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 228627 75.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 228980 37.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 228335 38.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227984 38.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 228334 37.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 06342  | DISTRIBUTION VIDEO & AUDI | 227985 38.00          |
| 2110         | 970630  | VISUAL MATERIALS          | 07337  | LIVE OAK MEDIA            | 2762 963.85           |
| 2110         | 970630  | VISUAL MATERIALS          | 07585  | U.S. TOY CO/CONSTRUCTIVE  | 50240801018 76.84     |
| 2110         | 970630  | VISUAL MATERIALS          | 07975  | BAKER & TAYLOR ENTERTAINM | Z35660630 140.81      |
| 2110         | 970630  | VISUAL MATERIALS          | 57041  | EDUCATIONAL RECORD CENTER | 223468-00 1,328.14    |
| 2110         | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05519907 52.44        |
| 2110         | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05808709 20.24        |
| 2110         | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05583918 183.95       |
| 2110         | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05620467 29.92        |
| 2110         | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05666313 23.94        |
| 2110         | 970630  | VISUAL MATERIALS          | 58875  | INGRAM                    | 05692251 74.75        |
| 2110         | 970640  | AUTOMATED REFERENCE MAT'L | 09647  | INFO USA MARKETING, INC.  | 99-90-115700 1,500.00 |

1500

03/31/99

ACCOUNTING PERIOD: 3/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='04/05/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION           | ACCOUNT | TITLE             | VENDOR | PURCHASE OR INVOICE      | AMOUNT    |
|------------------------|---------|-------------------|--------|--------------------------|-----------|
| 2110                   | 970840  | DIESEL            | 03031  | AVALON PETROLEUM COMPANY | 25.39     |
| 2110                   | 970840  | DIESEL            | 03031  | AVALON PETROLEUM COMPANY | 28.31     |
| 2110                   | 970850  | GASOLINE          | 03031  | AVALON PETROLEUM COMPANY | 206.25    |
| 2110                   | 980410  | COMPUTER HARDWARE | 05124  | CDW GOVERNMENT, INC.     | 331.57    |
| TOTAL LIBRARY SERVICES |         |                   |        |                          | 74,267.52 |
| TOTAL FUND             |         |                   |        |                          | 74,267.52 |

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**April 1999**

|                            |         |                            |         |          |
|----------------------------|---------|----------------------------|---------|----------|
| <b>Total 1998 to Date:</b> | 277,939 | <b>Total 1999 to Date:</b> | 262,197 | % Change |
| <b>April 1998:</b>         | 70,729  | <b>April 1999:</b>         | 65,120  | -5.66%   |
|                            |         |                            |         | -7.93%   |

|                              | <u>MAIN LIBRARY</u> |        | <u>MOBILE LIBRARY</u> |       | <u>TOTAL</u> |        |        |
|------------------------------|---------------------|--------|-----------------------|-------|--------------|--------|--------|
|                              | CHILDREN            | 1998   | 1999                  | 1998  | 1999         | 1998   | 1999   |
| Non Fiction                  |                     | 4,092  | 4,441                 | 993   | 1,045        | 5,085  | 5,486  |
| Fiction                      |                     | 7,150  | 8,695                 | 1,455 | 1,340        | 8,605  | 10,035 |
| Foreign Language Non Fiction |                     | 38     | 38                    | 8     | 4            | 46     | 42     |
| Foreign Language Fiction     |                     | 208    | 180                   | 86    | 79           | 294    | 259    |
| Periodicals                  |                     | 156    | 142                   | 91    | 120          | 247    | 262    |
| Compact Discs                |                     | 159    | 262                   | 17    | 37           | 176    | 299    |
| Audio Cassettes              |                     | 237    | 277                   | 29    | 18           | 266    | 295    |
| Audio Kits                   |                     | 348    | 314                   | 114   | 74           | 462    | 388    |
| Puzzles                      |                     | 255    | 381                   | 77    | 51           | 332    | 432    |
| Games                        |                     | 44     | 76                    | 15    | 27           | 59     | 103    |
| Audio Books                  |                     | 70     | 99                    | 10    | 13           | 80     | 112    |
| Video Fiction                |                     | 1,167  | 2,380                 | 274   | 325          | 1,441  | 2,705  |
| Video Non Fiction            |                     | 613    | 1,054                 | 76    | 72           | 689    | 1,126  |
| DVD                          |                     | 0      | 0                     | 0     | 0            | 0      | 0      |
| CD ROMs                      |                     | 241    | 656                   | 0     | 0            | 241    | 656    |
| <b>SUB TOTAL</b>             |                     | 14,778 | 18,995                | 3,245 | 3,205        | 18,023 | 22,200 |

| <u>ADULT</u>                 |  |        |        |        |       |        |        |
|------------------------------|--|--------|--------|--------|-------|--------|--------|
| Non Fiction                  |  | 11,758 | 11,872 | 199    | 263   | 11,957 | 12,135 |
| Fiction                      |  | 6,425  | 7,329  | 329    | 341   | 6,754  | 7,670  |
| Large Type                   |  | 734    | 868    | 37     | 87    | 771    | 955    |
| Foreign Language Non Fiction |  | 65     | 167    | 2      | 4     | 67     | 171    |
| Foreign Language Fiction     |  | 279    | 303    | 0      | 0     | 279    | 303    |
| High School Collection       |  | 0      | 69     | 0      | 3     | 0      | 72     |
| Periodicals                  |  | 2,344  | 2,375  | 160    | 150   | 2,504  | 2,525  |
| Pamphlets                    |  | 29     | 32     | 0      | 0     | 29     | 32     |
| Compact Discs                |  | 3,516  | 4,544  | 532    | 501   | 4,048  | 5,045  |
| Audio Cassettes              |  | 474    | 489    | 14     | 20    | 488    | 509    |
| Puzzles                      |  | 0      | 17     | 0      | 9     | 0      | 26     |
| Pictures                     |  | 47     | 105    | 0      | 0     | 47     | 105    |
| Audio Books                  |  | 1,231  | 1,557  | 19     | 18    | 1,250  | 1,575  |
| CD ROMs                      |  | 146    | 198    | 0      | 0     | 146    | 198    |
| Video Fiction                |  | 8,604  | 7,613  | 366    | 448   | 8,970  | 8,061  |
| Video Non Fiction            |  | 2,976  | 3,216  | 27     | 44    | 3,003  | 3,260  |
| DVD                          |  | 0      | 217    | 0      | 0     | 0      | 217    |
| Misc. Formats                |  | 4      | 40     | 0      | 2     | 4      | 42     |
|                              |  | 38,632 | 41,011 | 1,685  | 1,890 | 40,317 | 42,901 |
| Supersedes                   |  | 6,948  |        | 5,441  | 19    | 12,389 | 19     |
| <b>GRAND TOTAL</b>           |  | 60,358 | 60,006 | 10,371 | 5,114 | 70,729 | 65,120 |

|            |  |  |       |  |  |  |        |
|------------|--|--|-------|--|--|--|--------|
| Self Check |  |  | 2,365 |  |  |  | 10,514 |
|------------|--|--|-------|--|--|--|--------|

## XII

## REGISTRATION SERVICES REPORT FOR APRIL 1999

## I. LIBRARY CARD REGISTRATION SERVICES

| <u>April 1998</u> | <u>March 1999</u>      | <u>April 1999</u> | <u>Year to Date</u><br><u>1998</u> | <u>Year to Date</u><br><u>1999</u> | <u>% Change</u> |
|-------------------|------------------------|-------------------|------------------------------------|------------------------------------|-----------------|
| 1,222             | 769                    | 812               | 4,315                              | 3,050                              | (-29.3%)        |
| A.                | New Cards              |                   |                                    | 280                                |                 |
| B.                | Renewals               |                   |                                    | 423                                |                 |
| C.                | Non-Resident Cards     |                   |                                    | 17                                 |                 |
| D.                | Off-line Library Cards |                   |                                    | 92                                 |                 |
|                   | Total                  |                   |                                    | 812                                |                 |

## II. OTHER REGISTRATION SERVICES

|    |                                   |     |
|----|-----------------------------------|-----|
| 1. | Patrons Registering for Programs  | 164 |
| 2. | Number of Meeting Room Uses       | 109 |
| 3. | Cab cards and Other Registrations | 8   |
| 4. | LAN Discs Sold                    | 9   |
|    | (Year to Date - 24)               |     |
| 5. | Computer Room                     | 178 |
| 6. | Reading Edge Users                | 1   |
|    | Total                             | 469 |

## III. TOTAL NUMBER OF REGISTERED BORROWERS

|            |        |                       |
|------------|--------|-----------------------|
| April 1998 | 32,762 | (61.3% of Population) |
| April 1999 | 34,010 | (63.6% of Population) |

## CIRCULATION REPORT FOR APRIL 1999

Page 2

## PATRON ATTENDANCE COUNT

| <u>April 1998</u> | <u>March 1999</u> | <u>April 1999</u> | Year to Date<br><u>1998</u> | Year to Date<br><u>1999</u> | <u>% Change</u> |
|-------------------|-------------------|-------------------|-----------------------------|-----------------------------|-----------------|
| 31,926            | 31,905            | 30,464            | 125,120                     | 107,117                     | (-14.4%)        |

## RECIPROCAL BORROWING

(Materials Lent)

|               | April 1998 | April 1999 | <u>% Change</u> |
|---------------|------------|------------|-----------------|
| NSLS          | N/A        | 7,600      | N/A             |
| OTHER SYSTEMS | N/A        | 1,800      | N/A             |
| TOTAL         | N/A        | 9,400      | N/A             |

## INTERLIBRARY LOAN

|          |        |
|----------|--------|
| Sent     | 1,0470 |
| Received | 372    |

N/A = Not Available

## April 1999 Holdings

|                   | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|-------------------|---------------|---------------|--------|-------------------|
| Books             | 178,578       | 179,905       | 1327   | 0.7%              |
| Audio             | 13,982        | 14,189        | 207    | 1.5%              |
| Video             | 9,661         | 9,773         | 112    | 1.2%              |
| Puzzles and Games | 719           | 717           | -2     | -0.3%             |
| Realia            | 235           | 235           | 0      | 0.0%              |
| Pamphlets         | 14,909        | 14,909        | 0      | 0.0%              |
| =====             |               |               |        |                   |
| Total             | 218,084       | 219,728       | 1,644  | 0.8%              |

ACQUISITIONS REPORT FOR  
FOR APRIL 1999

|                     | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|---------------------|---------------|---------------|--------|-------------------|
| Non Fiction         |               |               |        |                   |
| Adult               |               |               |        |                   |
| 000                 | 1,997         | 2,038         | 41     | 2.1%              |
| 100                 | 2,540         | 2,557         | 17     | 0.7%              |
| 200                 | 2,730         | 2,767         | 37     | 1.4%              |
| 300                 | 11,669        | 11,735        | 66     | 0.6%              |
| 400                 | 633           | 645           | 12     | 1.9%              |
| 500                 | 3,015         | 3,043         | 28     | 0.9%              |
| 600                 | 17,416        | 17,573        | 157    | 0.9%              |
| 700                 | 14,968        | 15,055        | 87     | 0.6%              |
| 800                 | 4,948         | 4,971         | 23     | 0.5%              |
| 900                 | 11,520        | 11,558        | 38     | 0.3%              |
| B                   | 4,562         | 4,573         | 11     | 0.2%              |
| Total (Adult)       | 75,998        | 76,515        | 517    | 0.7%              |
| Juvenile (J)        |               |               |        |                   |
| 000                 | 382           | 383           | 1      | 0.3%              |
| 100                 | 202           | 203           | 1      | 0.5%              |
| 200                 | 282           | 283           | 1      | 0.4%              |
| 300                 | 2,268         | 2,279         | 11     | 0.5%              |
| 400                 | 112           | 112           | 0      | 0.0%              |
| 500                 | 3,119         | 3,163         | 44     | 1.4%              |
| 600                 | 2,648         | 2,653         | 5      | 0.2%              |
| 700                 | 3,363         | 3,374         | 11     | 0.3%              |
| 800                 | 807           | 809           | 2      | 0.2%              |
| 900                 | 3,489         | 3,541         | 52     | 1.5%              |
| B                   | 958           | 973           | 15     | 1.6%              |
| YA                  | 880           | 898           | 18     | 2.0%              |
| Total (J)           | 18,510        | 18,671        | 161    | 0.9%              |
| Total (E)           | 7,321         | 7,409         | 88     | 1.2%              |
| Total (Juvenile)    | 25,831        | 26,080        | 249    | 1.0%              |
| Total (Non fiction) | 101,829       | 102,595       | 766    | 0.8%              |
| Fiction             |               |               |        |                   |
| Adult               | 34,139        | 34,080        | -59    | -0.2%             |
| Juvenile            |               |               |        |                   |
| J                   | 8,479         | 8,549         | 70     | 0.8%              |
| YA                  | 1,917         | 1,938         | 21     | 1.1%              |
| E                   | 10,205        | 10,345        | 140    | 1.4%              |
| Picture Books       | 7,290         | 7,384         | 94     | 1.3%              |
| Board Books         | 823           | 881           | 58     | 7.0%              |
| Total (Juvenile)    | 28,714        | 29,097        | 383    | 1.3%              |
| Total (Fiction)     | 62,853        | 63,177        | 324    | 0.5%              |
| High school         | 277           | 294           | 17     | 6.1%              |



|                        |        |        |     |       |
|------------------------|--------|--------|-----|-------|
| Compact discs          |        |        |     |       |
| Adult                  | 5,898  | 5,973  | 75  | 1.3%  |
| Juvenile               | 329    | 359    | 30  | 9.1%  |
| Total (Compact discs)  | 6,227  | 6,332  | 105 | 1.7%  |
| DVDs                   |        |        |     |       |
| Adult                  | 47     | 49     | 2   | 4.3%  |
| Juvenile               | 1      | 1      | 0   | 0.0%  |
| Total (DVDs)           | 48     | 50     | 2   | 4.2%  |
| CD ROMs                |        |        |     |       |
| Adult                  | 168    | 168    | 0   | 0.0%  |
| Juvenile               | 362    | 383    | 21  | 5.8%  |
| Total (CD ROMs)        | 530    | 551    | 21  | 4.0%  |
| Audio Cassettes        |        |        |     |       |
| Adult                  | 2,290  | 2,288  | -2  | -0.1% |
| Juvenile               | 907    | 915    | 8   | 0.9%  |
| Audio Books            |        |        |     |       |
| Adult                  | 2,041  | 2,045  | 4   | 0.2%  |
| Juvenile               | 829    | 884    | 55  | 6.6%  |
| Total (Cassettes)      | 6,067  | 6,132  | 65  | 1.1%  |
| Kits                   | 1,110  | 1,124  | 14  | 1.3%  |
| Videocassettes         |        |        |     |       |
| Adult                  | 7,746  | 7,759  | 13  | 0.2%  |
| Juvenile               | 1,915  | 2,014  | 99  | 5.2%  |
| Total (Videocassettes) | 9,661  | 9,773  | 112 | 1.2%  |
| Total (Audio Visual)   | 23,643 | 23,962 | 319 | 1.3%  |
| Reference              |        |        |     |       |
| Adult                  | 5,776  | 5,868  | 92  | 1.6%  |
| Juvenile               | 1,112  | 1,120  | 8   | 0.7%  |
| Total (Reference)      | 6,888  | 6,988  | 100 | 1.5%  |
| Puzzles                |        |        |     |       |
| Adult                  | 87     | 87     | 0   | 0.0%  |
| Juvenile               | 550    | 549    | -1  | -0.2% |
| Total (Puzzles)        | 637    | 636    | -1  | -0.2% |
| Games (Juvenile)       | 82     | 81     | -1  | -1.2% |

|                           |         |         |       |       |
|---------------------------|---------|---------|-------|-------|
| Japanese                  |         |         |       |       |
| Adult                     | 0       | 0       | 0     | 0.0%  |
| Juvenile                  | 1       | 1       | 0     | 0.0%  |
| Total (Japanese language) | 1       | 1       | 0     | 0.0%  |
| Latin                     |         |         |       |       |
| Adult                     | 0       | 0       | 0     | 0.0%  |
| Juvenile                  | 2       | 2       | 0     | 0.0%  |
| Total (Latin language)    | 2       | 2       | 0     | 0.0%  |
| Polish                    |         |         |       |       |
| Adult                     | 578     | 586     | 8     | 1.4%  |
| Juvenile                  | 41      | 41      | 0     | 0.0%  |
| Total (Polish language)   | 619     | 627     | 8     | 1.3%  |
| Russian                   |         |         |       |       |
| Adult                     | 197     | 251     | 54    | 27.4% |
| Juvenile                  | 2       | 2       | 0     | 0.0%  |
| Total (Russian language)  | 199     | 253     | 54    | 27.1% |
| Slovak                    |         |         |       |       |
| Adult                     | 1       | 1       | 0     | 0.0%  |
| Juvenile                  | 0       | 0       | 0     | 0.0%  |
| Total (Slovak language)   | 1       | 1       | 0     | 0.0%  |
| Spanish                   |         |         |       |       |
| Adult                     | 585     | 609     | 24    | 4.1%  |
| Juvenile                  | 819     | 816     | -3    | -0.4% |
| Total (Spanish language)  | 1,404   | 1,425   | 21    | 1.5%  |
| Total (Adult)             | 1,561   | 1,646   | 85    | 5.4%  |
| Total (Juvenile)          | 895     | 892     | -3    | -0.3% |
| Total (Foreign languages) | 2,456   | 2,538   | 82    | 3.3%  |
| <hr/>                     |         |         |       |       |
| TOTAL                     | 218,084 | 219,728 | 1,644 | 0.8%  |

|                            |        |        |    |       |
|----------------------------|--------|--------|----|-------|
| Realia                     |        |        |    |       |
| Paintings                  | 233    | 233    | 0  | 0.0%  |
| CC decoders                | 2      | 2      | 0  | 0.0%  |
| Total (Realia)             | 235    | 235    | 0  | 0.0%  |
| Large Type                 |        |        |    |       |
| Adult                      | 3,223  | 3,260  | 37 | 1.1%  |
| Juvenile                   | 27     | 27     | 0  | 0.0%  |
| Total (Large Type)         | 3,250  | 3,287  | 37 | 1.1%  |
| Pamphlets                  | 14,909 | 14,909 | 0  | 0.0%  |
| Easy Reading               | 1,025  | 1,026  | 1  | 0.1%  |
| Foreign language           |        |        |    |       |
| Afrikaans                  |        |        |    |       |
| Adult                      | 0      | 0      | 0  | 0.0%  |
| Juvenile                   | 1      | 1      | 0  | 0.0%  |
| Total (Afrikaans language) | 1      | 1      | 0  | 0.0%  |
| French                     |        |        |    |       |
| Adult                      | 86     | 85     | -1 | -1.2% |
| Juvenile                   | 18     | 18     | 0  | 0.0%  |
| Total (French language)    | 104    | 103    | -1 | -1.0% |
| German                     |        |        |    |       |
| Adult                      | 92     | 92     | 0  | 0.0%  |
| Juvenile                   | 5      | 5      | 0  | 0.0%  |
| Total (German language)    | 97     | 97     | 0  | 0.0%  |
| Greek                      |        |        |    |       |
| Adult                      | 1      | 1      | 0  | 0.0%  |
| Juvenile                   | 0      | 0      | 0  | 0.0%  |
| Total (Greek language)     | 1      | 1      | 0  | 0.0%  |
| Gujarti                    |        |        |    |       |
| Adult                      | 0      | 0      | 0  | 0.0%  |
| Juvenile                   | 4      | 4      | 0  | 0.0%  |
| Total (Gujarti language)   | 4      | 4      | 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%  |

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
APRIL 1999

| Assistance                         | <u>Number</u> | <u>Total</u> |
|------------------------------------|---------------|--------------|
| 1. Equipment repair and assistance | 255           |              |
| 2. Tax forms                       | 240           |              |
| 3. Directional questions           | 190           |              |
| 4. Item retrieval by library pages | 163           |              |
| 5. Audio visual inquiries          | 626           |              |
| <br>Total                          |               | <br>1,474    |
| <br>Reference Services             |               |              |
| 1. Specific item request           | 962           |              |
| 2. Ready reference                 | 765           |              |
| 3. Material searching              | 413           |              |
| 4. Referrals to other libraries    | 37            |              |
| 5. Reader's Advisory               | 30            |              |
| <br>Total                          |               | <br>2,207    |
| <br>GRAND TOTAL                    |               | <br>3,681    |

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
APRIL 1999

| <u>Reference Services</u>          | <u>Number</u> |
|------------------------------------|---------------|
| 1. Equipment, repair, & assistance | 439           |
| 2. Computer sign-ups & help        | 831           |
| 3. Storytime & program sign-ups    | 212           |
| 4. Reference questions             | 800           |
| 5. Ready reference                 | 388           |
| 6. Referrals to other libraries    | 13            |
| 7. Miscellaneous inquiries         | 390           |
| 8. Handout & change                | 934           |
| TOTAL                              | 4,007         |

Number of individuals using the Local Computer Network = 1,900

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM APRIL 1999

| Outside Community Groups                | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Coupon Club                             | 1                 | 4                 |
| Des Plaines Art Guild                   | 1                 | 20                |
| Des Plaines Woman's Club                | 1                 | 10                |
| Des Plaines Youth Baseball              | 1                 | 12                |
| DuPage Figure Skaters                   | 1                 | 8                 |
| Foreign Affairs Organizational Meeting  | 1                 | 12                |
| Girl Scout Troup 1420                   | 1                 | 6                 |
| Goldcoast Kennel Club                   | 1                 | 8                 |
| Great Decisions                         | 3                 | 40                |
| Junior Woman's Club of Des Plaines      | 1                 | 12                |
| Living Trust Seminar                    | 2                 | 50                |
| Loose Threads                           | 1                 | 3                 |
| Maine West Investment Meeting           | 1                 | 9                 |
| Maine West Parent Meeting               | 1                 | 22                |
| Medicare Update Seminar                 | 1                 | 20                |
| Romance Writers                         | 1                 | 30                |
| Senior Seminar                          | 2                 | 95                |
| Toastmasters                            | 1                 | 12                |
| <b>Total</b>                            | <b>22</b>         | <b>373</b>        |
| <b>Library Sponsored Adult Programs</b> |                   |                   |
| Adult Book Discussion                   | 1                 | 25                |
| Adult Services Department               | 2                 | 14                |
| Circulation Managers Meeting            | 1                 | 31                |
| Coco Chanel - Dramatic Portrait         | 1                 | 42                |
| International Cultural Business Group   | 1                 | 10                |
| District 207 Grant Meeting              | 1                 | 7                 |
| Feature Film - Parent Trap              | 1                 | 56                |
| Friends of the Library                  | 1                 | 15                |
| Inside Writing & Publishing             | 1                 | 14                |
| Iroquois Family Night                   | 1                 | 35                |
| Oakton Guitar Ensemble                  | 1                 | 23                |
| Page Meeting                            | 2                 | 20                |
| Passion for Paris                       | 1                 | 49                |
| Pebasco/ICMA                            | 1                 | 10                |
| Special Storytime                       | 1                 | 20                |
| Taste of France                         | 1                 | 29                |
| <b>Other</b>                            |                   |                   |
| Library Board Meeting                   | 2                 | 37                |

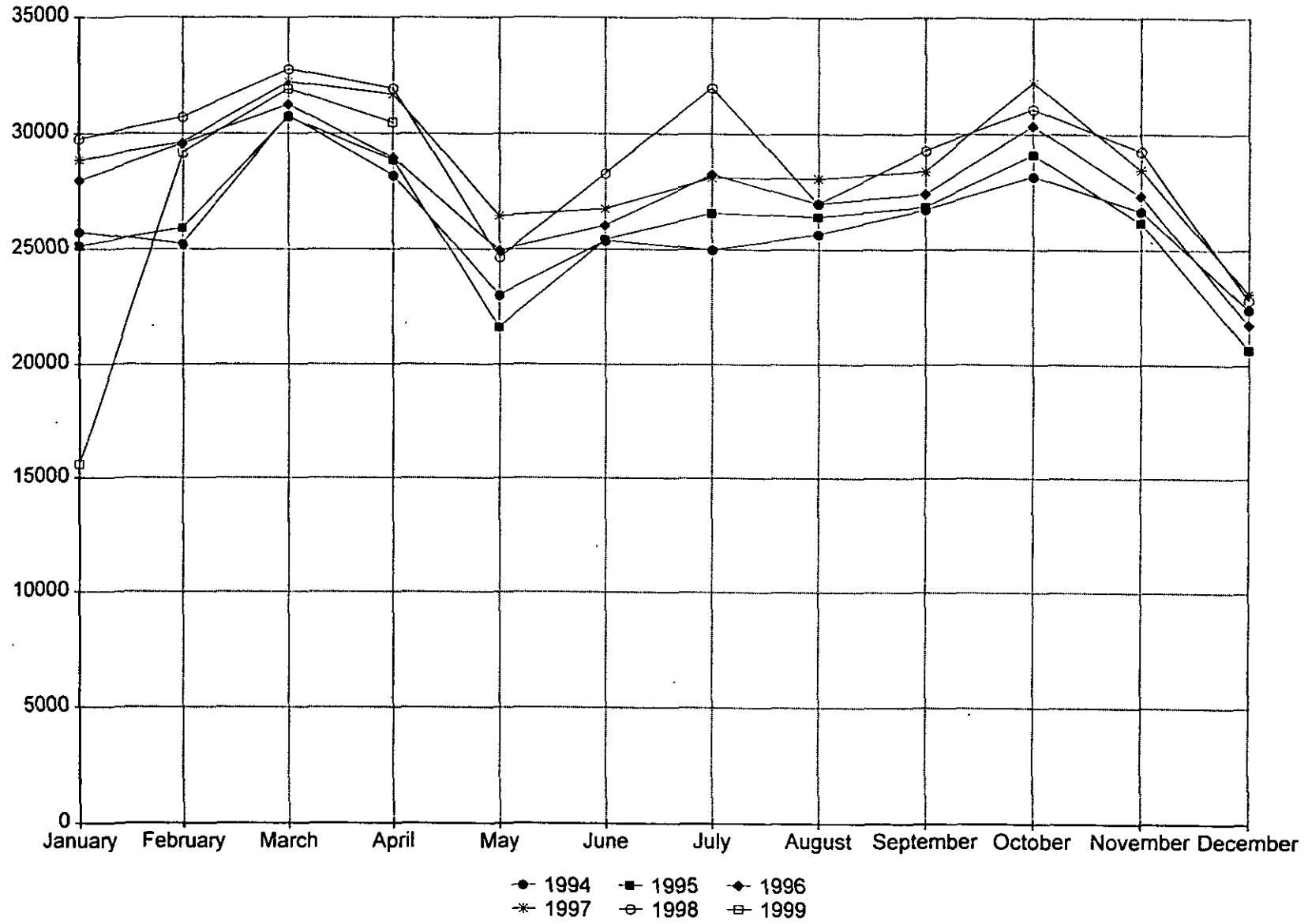
431

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - APRIL 1999  
Page 2

| Library Sponsored Children's Programs   | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Babysitting Clinic                      | 3                 | 48                |
| Bright Start Baby Book Times Birth-2yrs | 12                | 235               |
| Central School Kindergarten             | 1                 | 15                |
| Lego Expo                               | 1                 | 100               |
| Family Evening Storytime                | 1                 | 40                |
| Madeline Drop-in Craft                  | 1                 | 94                |
| Methodist Church Preschool              | 1                 | 24                |
| Mother's Day Craft                      | 1                 | 58                |
| Spring Drop-in Craft                    | 1                 | 40                |
| Storytime 2 Year Olds                   | 9                 | 111               |
| Storytime 3-5 Year Olds                 | 30                | 219               |
| Trinity Church Preschool                | 1                 | 21                |
| <b>Total</b>                            | <b>62</b>         | <b>1,005</b>      |
| <b>Literacy Program</b>                 |                   |                   |
| Learn to Read                           | 20                | 894               |
| <b>Grand Total</b>                      | <b>124</b>        | <b>2,709</b>      |

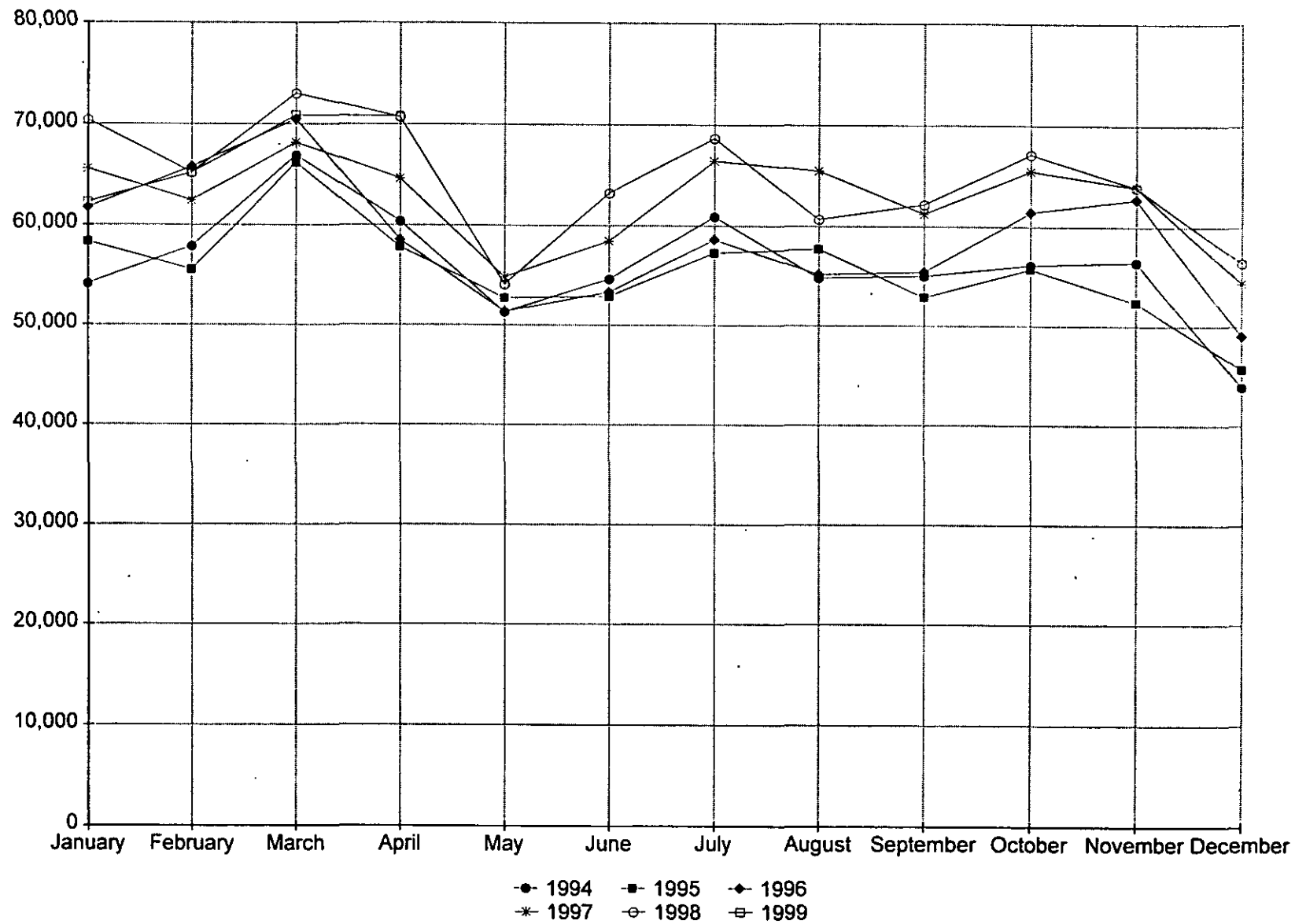
April Total = 124 groups involving 2,709 people.  
1999 Year to Date Total 364 groups involving 9,237 people.

### Patron Attendance April 1999



### Circulation Statistics

Items Circulated Per Month By Year







# OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

April 12, 1999

Dear Library Friends:

As Illinois libraries celebrate National Library Week, I would like to take this opportunity to applaud the librarians, library staffs and governing boards on the outstanding service they provide the people of Illinois.

I have always held libraries and the persons who staff them in high regard. In my new position as Secretary of State and State Librarian, I am quickly learning the profound impact that libraries have on the daily lives of our residents. I am impressed by the professionalism, the care giving and the efficiency with which this is accomplished.

I extend my sincere congratulations to you and your staff on providing your patrons with quality library programs and services, and I wish you continued success in your future endeavors. Let us celebrate these accomplishments during National Library Week.

Sincerely,

*Jesse White*

JESSE WHITE  
Secretary of State  
and State Librarian

JW:ldg

# *DPL*

## Project Status Report

Period: April - May 1999

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- The project is approximately 5 working days behind schedule. OS and PTC have requested a recovery schedule from LCI showing how LCI will bring the project back on Schedule. It is anticipated that LCI can recover time in the framing and pouring of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floor structure. The anticipated completion date is still on or before May 30, 1999.
- Currently the base project is within budget. No official Change Orders to date. One Change Order Request for additional underground conduits to supply cable connections to the library is being reviewed for accuracy and cost.
- Current work: Construction of grade beams and fabrication of column reinforcing cages. Grading of sub-base to correct elevation for the first floor slab.
- Site sewer work by LR Construction is on-going but not interfering with the base library work.
- FF&E Budget finalization is on going. Pending is the determination of the amount to hold for electrical wiring of the following:
  - Information Desk
  - 2 Charging Desks
  - Administrative Assistant Desk
  - 3 Reference Desks

It is anticipated that the \$50, 000.00 for electrical hookup of furniture currently being indicated on the FF&E budget proforma can be reduced. The exact amount is being determined by defining the exact scope and then estimating the cost.

Also, it has been confirmed that the ESD base building documents and specifications call for and provide for virtually all of the CT/IT wire up of the furniture even though this was requested by PTC to not occur. Most of the CT/IT wire up budget line item can be eliminated. OS and ESD will determine the exact work scope and OS will finalize the CT/IT wire up budget within the next week

- We are currently holding further preparation of a contract with ESD to provide services to develop specifications for bid for the telephone system, electrical and CT/IT hook up of furniture until the full scope of work and the need for engineering services is determined. However, based upon the above item if engineering services to complete the power and CT/IT wire up is required, OS anticipation is that the ESD service fee will be the same or less than the amount quoted to the DPL board last month.
- Lohan submitted DPL on May 17, 1999 a proposal to provide special interior design services including the Boat, crows nest, ceiling banners, murals and atrium sculpture for the amount of \$18,000.00.



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Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE  
Secretary of State  
and State Librarian

JW:ldg

Position Description

JOB TITLE: Computer Network Administrator  
DEPARTMENT: Technical Services  
CLASSIFICATION: Library Assistant IV  
STATUS: Non-exempt

## GENERAL STATEMENT:

Under the general supervision of the Coordinator of Computer and Technical Services the Computer Network Administrator performs and directs activities in management of library-wide computer resources; provides technical assistance to library departments in acquisition, installation and maintenance of technology-based products. The Computer Network Administrator will help train both staff and public in the use of library computer software applications. Duties require complex, technical, and professional work of considerable difficulty.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Acts as LAN administrator.
4. Responsible for day to day operation of the library's local area network and manages LAN installation, configuration and use.
5. Prepares specifications for computer hardware and software purchases; solicits bids, quotes, and/or proposals; analyzes responses; makes recommendations for purchases.
6. Maintains awareness of current technologies in hardware and software; makes recommendations as appropriate.
7. Prepares reports as requested.
8. Installs, upgrades and maintains CD ROM products.
9. Upgrades skill levels as necessary.
10. Acts as GEAC/CCS liaison.
11. Maintains communication with GEAC/CCS concerning computer system problems and trouble shooting.
12. Coordinates computer system repair and maintenance, backup and virus protection.
13. Coordinates distribution of GEAC/CCS user documentation.
14. Represents the library on systemwide committees.
15. Acts as coordinator of library personal computers.
16. Coordinates preventive maintenance and repair activities.

17. Installs equipment and software.
18. Acts as training coordinator for computer activities.
19. Provides documentation for required maintenance procedures.
20. Prepares and maintains procedures manuals and trains other personnel in backup activities.
21. Provides instruction and training opportunities to staff and patrons.
22. Provides hands on assistance to patrons using public computers.
23. Trains and supervises technology assistants.
24. Conducts classes for the public of all ages on the use of the LAN, the Internet and the catalog.
25. Acts as library computer equipment coordinator.
26. Monitors equipment maintenance contracts and acts as contact with vendors.
27. Repairs or recommends contracts for repair of equipment.
28. Trains staff on use of equipment.
29. Acts as coordinator of library Internet applications and services.
30. Develops and maintains the library home page.
31. Coordinates library and other local agencies' activities in providing local information through NorthStarNet.

#### PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Minimum of a four year degree in computer sciences or related field and three years of computer systems experience or equivalent combination of training and experience. Minimum rating of Novell CNA. Valid Illinois drivers license.
4. Some library experience is preferred.
5. Considerable skill in communicating with vendors and suppliers as well as with patrons and staff.
6. Considerable knowledge of current releases of computer technology and applications.
7. Considerable ability to provide staff and public training for computer software applications

Position Description

JOB TITLE: Head of Public Information Services  
DEPARTMENT: Administration  
CLASSIFICATION: Library Assistant IV  
STATUS: Non-exempt

GENERAL STATEMENT:

Under general direction of the Library Administrator, the Head of Public Information Services performs complex technical and professional work of considerable difficulty to promote the library within the community and to communicate the library's policies, programs and services to the public; supervises the work of Public Information assistants and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Originates and coordinates the development and distribution of information regarding programs, services, activities, issues, policies, and procedures of the library.
4. Supervises and coordinates the work of the Public Information Assistant(s) and volunteer(s).
5. Participates in Department Head meetings and team training activities.
6. Initiates and maintains ongoing partnerships with other institutions, organizations, community groups, and City departments.
7. Serves as a library spokesperson and liaison to community organizations and other public forums and serves on joint committees.
8. Creates public relations plans for general and special purposes.
9. Participates in special events planning, and serves on library committees.
10. Maintains contact with library staff and administrators, and attends numerous meetings, events, and functions in order to clarify information, verify facts, and create materials for publication.
11. Originates and executes, or supervises preparation of news releases, newsletters, special brochures, flyers, bookmarks, booklists, annual reports and other materials.
12. Attends Library Board meetings and originates and disseminates information from meetings to media.
13. Supervises creation of consistent, attractive, and appropriate library signage and displays.

14. Supervises preparation and acquisition of graphic and photographic images for production of pictures, and illustrations for library materials.
15. Compiles and provides information to the administration for budget preparation and uses considerable discretion in administering budget for department activities.
16. Initiates contact with media to suggest special features, articles, and coverage of library events, and responds in a timely fashion to media requests for information.
17. Originates, develops, and supervises creative and innovative means of communicating the mission of the library to the public.
18. Coordinates with other staff members research and collection of data for preparation of reports and other written or visual materials needed for public presentations, articles, editorials, grant applications, and special projects.
19. Takes full responsibility for meeting publication deadlines and coordinates publicity with other departments to assure the timely production of all promotional materials.
20. Researches and implements methods for improving internal staff communication, such as bulletin boards, staff surveys, employee handbook, and Intranet.
21. Contacts and maintains relationships with outside suppliers and vendors when appropriate for preparation of newsletters, promotional pieces, and special materials.
22. Prepares specifications and solicits bids from outside vendors, seeks comparative pricing, and monitors production and associated costs.
23. Edits, reviews, and proofreads for errors of style, fact, and form all printed library materials for public use.
24. Supervises maintenance of archival records and files of library activities and events.
25. Attends public relations, marketing, grant writing, and fund-raising workshops and seminars.
26. Maintains cordial working relationship with trustees, media and Friends of the Library.

#### PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment, including still, digital, video camera, and microphones.



## PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

## MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. High school graduation or equivalent and graduation from an accredited four-year college or university with a degree in journalism, communications, public administration or a closely related field.
4. Two years of progressively responsible work in public relations activities or a field of public communications. Library experience is preferred.
5. Considerable working knowledge of public programs and series; of communications and publications techniques and practices.
6. Considerable knowledge of journalistic writing, expository writing and public relations.
7. Considerable knowledge of word processing, desktop publishing and graphic applications.
8. Skill in operating the listed tools and equipment.
9. Ability to analyze and interpret complex information.
10. Ability to communicate complex issues effectively both orally and in writing.
11. Ability to present a diverse range of materials using a variety of media.
12. Working ability to manage a variety of projects and to coordinate activities in order to meet deadlines.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Management Committee Meeting May 12, 1999

Chair: Ellen Yearwood  
Present: Inara Brubaker, Ellen Yearwood, Sandra Norlin, Martha Sloan.

Call to Order: 7:05 PM by Ellen Yearwood.

The Committee suggested revisions to library policies Section C-1, C-3 through C-12 and to delete Section C-14, Database Search Policy.

The Committee will recommend upgrades to two positions to be presented at the June board meeting, which if approved, will become effective June 1, 1999.

Sandra presented staffing needs for the new library, which included cost analysis and a description of needs for the new building.

The next meeting is scheduled for July 14, 1999 at 7 PM.

Meeting adjourned at 9:05 PM.

Minutes prepared by Sandra K. Norlin.

**DES PLAINES PUBLIC LIBRARY****SECTION A – GENERAL POLICIES**

- A-1 General Policy
- A-2 Confidentiality
- A-3 Complaints Concerning Library Service
- A-4 Complaints Concerning Library Materials
- A-4A Citizens Opinion Concerning Specific Library Material
- A-4B Guidelines for Hearing Concerning Library Materials
- A-4C Materials Reconsideration Hearing Registration Form
- A-5 North Suburban Library System Membership
- A-6 Mission Statement
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9 Bylaws of the Board of Trustees
- A-9A Ethics Statement for Public Library Trustees
- A-10 Organization and Operation
- A-11 Public Participation at Board Meetings
- A-11A Visitor Registration
- A-11B Display Policy

**SECTION B – MATERIAL SELECTION POLICY**

- B-1 General Statement
- B-2 Material Selection Principles
- B-3 Collection Development Policy
- B-4 Gifts and Endowments
- B-4A Donor Form

**SECTION C – GENERAL REGULATIONS**

- C-1 Registration Eligibility
- C-2 Lost or Damaged Materials
- C-3 Material Loan Periods
- C-4 Fees
- C-5 Displays and Exhibits
- C-5A Waiver Form
- C-5B Letter of Acceptance
- C-5C Exhibit Proposal
- C-6 Use of Public Notice Bulletin Board
- C-7A Meeting Room Request Sheet
- C-7B Record of Meeting Room Use
- C-7C Use of Library Piano
- C-8 Rules of Conduct
- C-9 Library Hours
- C-10 Lower Level Restroom Security
- C-11 Disposition of Materials
- C-12 Americans with Disabilities Act Grievance Procedure
- C-12A Grievance Form
- C-13 Pass-through Costs

## REGISTRATION ELIGIBILITY

### Residents

Every person whose residence is within the ~~corporate~~ city limits of Des Plaines is entitled to a library card issued for a period of three years.

Each applicant must sign an application form using his/her legal signature. Each adult applicant must show photo identification and proof of legal residence in the city limits of Des Plaines. Without proof of address, the applicant may receive a temporary (one-day) card. A permanent (three-year) card will be mailed to the patron at the address listed on the application form for address verification. If the address is incorrect, the patron must reapply in person and show proof of identity and address.

Applications by patrons under 14 years of age must be signed also by a parent or guardian, who must show proof of identity and address.

All outstanding fines, fees, and overdue materials must be cleared by the patron before a card is issued or renewed.

### Non-Residents

#### Property Owners

A person who owns taxable property in Des Plaines as an individual or partner, principal stockholder, or other joint owner, or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, upon presentation of the most recent tax bill upon that taxable property, may be issued a library card, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property (75ILCS 5/4-7)

#### Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity ~~providing a library service~~ located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. The card is issued for the circulation of work-related materials only.

### Other Non-Residents

Persons who live in an area that does not support a public library through local taxes may obtain a library card by paying annual fees at least equal to the cost paid by residents of Des Plaines. The fee is determined annually in July by the Des Plaines Library Board of Trustees, in accordance with Public Act 88-253 (75ILCS 5/4-7).

Non-resident cards shall allow for borrowing privileges only at the library where the card is issued, except non-resident system wide cards will be honored. \*By Board Action 02/16/99.

If a non-resident fee card holder moves away from the area or becomes a resident of Des Plaines, the card holder may receive a partial refund of the fee, pro-rated by the expiration date of the patron's card.

### LIBRARY CARD RESPONSIBILITY

The card owner is responsible for all items checked out on that card until the card is reported as lost or stolen to the Des Plaines Public Library.

Reviewed and Approved 05/16/95

Revised and Approved 02/16/99

## Cardholders may:

- Renew all items except videos and framed art in person or by telephone if they are not on reserve.
- Use their cards at many other Illinois libraries.
- Borrow items from other libraries through inter-library loan.
- Arrange vacation loans.

## Des Plaines businesses may:

- Apply for a company card.

## Non-Residents may:

- Purchase a card for an annual fee.

**Des Plaines Public Library**  
841 Graceland Avenue • 847-827-5551

MATERIAL LOAN PERIODS**FOUR WEEKS**

General library books  
 Selected newly acquired books  
 Puzzles

**TWO WEEKS**

New books  
 Periodicals  
 Vertical file materials  
 Compact Disks  
 Audio Cassettes  
 Instructional Videocassettes  
 Phonograph Records  
 Games  
 Flashcards

**EIGHT WEEKS**

Cameras  
 Smoke Alarms  
 Framed Art

**THREE DAYS ONE WEEK**

Videocassettes

Vacation loans are available throughout the year if requested at the time of checkout. Materials on vacation loan will be due seven days after the indicated period of vacation. Vacation loans are not available for new books, books on reserve for other patrons, or videocassettes.

~~Framed art will be loaned only to Des Plaines residents and businesses and non-residents who have purchased their cards from the Des Plaines Public Library. Children under age 14 must be accompanied by their parents or guardians when checking out framed art.~~

~~Reference materials may circulate for limited time periods (one hour to overnight) at the discretion of the senior reference librarian on duty. These loans will be limited to patrons with valid library cards. A security deposit equal to the replacement cost of the material will be required.~~

Reviewed and Approved 05/16/95



FEESOVERDUE FEES:

Fees will be charged for overdue library materials as follows:

|                                    |                          |
|------------------------------------|--------------------------|
| Videocassettes, per title, per day | <del>\$2.00</del> \$1.00 |
| All other materials, per day       | \$0.15                   |

When fees or other charges accumulate to \$5, the patron's borrowing privileges will be suspended.

A payment plan may be arranged to clear the amount owed, with regular payments to be at least monthly.

Circulation Clerks are authorized to waive or decrease fines at their discretion. They are expected to exercise good judgment and treat each case in the spirit of fairness and understanding.

Reviewed and Approved 05/16/95

## DISPLAYS AND EXHIBITS

The Des Plaines Public Library encourages displays of cultural and educational interest in its showcases.

### 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.

Reviewed and Approved 05/16/95

Reviewed and Approved 10/20/98

Waiver Form

The Library encourages displays of cultural and educational interest in its showcases. When material is at the library on temporary display, the library will endeavor to protect the materials, 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.

---

Signature

---

Date

Reviewed and Approved 10/20/98

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,

Reviewed and Approved 10/20/98

1625

# 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):

\_\_\_\_\_ 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:



USE OF PUBLIC NOTICE BULLETIN BOARD

~~Items may be posted for~~ Library staff may post notices of events or activities of tax-supported and/or not-for-profit governmental, social, educational, arts, or service organizations and for activities whose proceeds go to charity as space allows.

~~Items~~ Notices will be posted for a period of up to four weeks.

Reviewed and Approved 05/16/95

DES PLAINES PUBLIC LIBRARY  
PUBLIC MEETING ROOM USE POLICY

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

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

Reviewed and Approved 10/15/96



MEETING ROOM REQUEST SHEET

NAME OF ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

(NAME)

(STREET)

(CITY) (ZIP CODE)

(PHONE NUMBER)

EQUIPMENT REQUEST: \_\_\_\_\_

ROOM REQUEST: \_\_\_\_\_ LARGE MEETING ROOM (91 CAPACITY)  
\_\_\_\_\_ FRIENDS MEETING ROOM (30 CAPACITY)

APPROXIMATELY HOW MANY PEOPLE ATTEND EACH MEETING: \_\_\_\_\_

DAYS AND TIMES YOU MEET: \_\_\_\_\_

OTHER INFORMATION YOU FEEL THE LIBRARY NEEDS TO KNOW ABOUT YOUR ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*NOTE\*\*\* PLEASE FILL OUT THE RECORD SHEET OF THE MEETING ROOM USE EVERY MEETING!

I, \_\_\_\_\_, as representative of \_\_\_\_\_ group, agree that the group will abide by the above rules in our use of the meeting room.

Dated: \_\_\_\_\_

Record of Meeting Room Use

Date of Use \_\_\_\_\_ Starting Time \_\_\_\_\_ a.m.  
 \_\_\_\_\_ p.m.  
 Use by Community Group \_\_\_\_\_ Use by Library Group \_\_\_\_\_  
 Name of Group \_\_\_\_\_  
 Number of People Attending Meeting (approximately) \_\_\_\_\_  
 Name of Person in Charge \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Comments or Suggestions \_\_\_\_\_  
 \_\_\_\_\_

Thank you for your cooperation in filling out this form. Please leave it on a table in the meeting room.

Sandra K. Norlin  
Library Administrator

Reviewed and Approved 05/16/95  
Revised and Approved 10/20/98

DES PLAINES PUBLIC LIBRARYRULES OF CONDUCT

The Board of Trustees of the Des Plaines Public Library believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment. The following Rules of Conduct have been established to maintain these rights:

1. All behavior that is disruptive or hinders the use of the Library for another person is prohibited. This includes, but is not limited to, extended loud or unusual noises, indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment.
2. Smoking is prohibited in all areas of the Library building.
3. Eating and drinking are prohibited in public areas, except for meeting rooms.
4. Animals, except those used to aid persons with disabilities, are not permitted in the Library.
5. Selling products or services and soliciting donations are prohibited on Library property unless authorized by the Library Administrator.
6. Taking surveys, photographs, distributing leaflets, brochures or other literature, and petitioning are prohibited on Library property unless authorized by the Library Administrator.
7. Parents are responsible for the behavior of their children while they are on Library property. Children under six years of age shall not be in the Library without an adult who is responsible for their safety and actions. ~~For the safety of young children, the Library Board recommends that parents accompany their children to the Library.~~
8. The violation of federal or state laws and local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses that will be prosecuted. The Library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when staff members have cause to believe that this rule has been violated.

Reviewed and Approved 5/16/95

LIBRARY HOURS

The Des Plaines Public Library is open to the public:

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

The Library will be closed on ~~designated holidays~~ days approved by the Board of Trustees.

Reviewed and Approved 05/16/95

LOWER LEVEL PUBLIC RESTROOM SECURITY

For safety, the public restrooms located on the lower level of the Library will be kept locked.  
~~for the protection of the user.~~ Keys are available upon request.

Reviewed and Approved 05/16/95

DISPOSITION OF MATERIALS

~~Materials of the library ascertained to be out of date, in poor condition or for other reasons are to be discarded, shall be placed~~ All discarded library materials shall be placed in the Friends Used Book Sale, offered to other libraries, or destroyed. These materials shall not be sold or given to private individuals.

Reviewed and Approved 05/16/95

AMERICANS WITH DISABILITIES ACT  
GRIEVANCE PROCEDURE

To comply with the regulations of the Americans with Disabilities of 1990 (ADA), the Board of Trustees ~~have~~ has adopted the following resolutions:

- A. The Des Plaines Public Library Board of Trustees will comply with the rules and regulations governing the Americans with Disabilities Act of 1990.
- B. The Library Administrator is designated as the staff member who will be responsible for coordinating the Library's efforts to comply with and carry out the Library's responsibilities in regard to the ADA including the investigation of all complaints.
- C. Grievance procedure.
  1. Complaints concerning the Des Plaines Public Library's compliance with the Americans with Disabilities Act of 1990 may be filed by any member of the community with the Library Administrator. Grievance forms are available for this purpose.
  2. The party alleging a complaint must file a grievance in writing, unless the nature of the party's disability necessitates a verbal filing. The written complaint, using the designated "Grievance Form" (Attachment C12A) may be filed by mail or in person; a verbal complaint may be filed over the telephone or in person. The complaint is to be filed with the Disability Compliance Coordinator's office within ten (10) working days of the alleged incident of discrimination.

Disability Compliance Coordinator: Sandra Norlin  
Library Administrator  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016

3. The Disability Compliance Coordinator will promptly conduct an investigation into the noncompliance complaint, utilizing the technical expertise of Library departments and employees as required. The Compliance Coordinator will contact the complainant at regular intervals to report on the progress of the investigation until such time as a preliminary decision is reached.

Within five (5) working days after the determination of the preliminary decision on the complaint, the Disability Compliance Coordinator will meet with the complainant to discuss the grievance and seek a remedy. Within five (5) working days following the meeting, a written summary of the meeting and proposed remedy will be sent to the complainant. If noncompliance is determined a schedule for correcting the action or feature

will be established.

4. The complainant has the right to appeal the resolution proposed by the Disability Compliance Coordinator. The appeal is to be filed within five (5) working days of the complainant's receipt of the proposed remedy. The appeal is to be filed in writing, unless the nature of the complaint's disability necessitates a verbal filing. A written appeal may be filed by mail or in person. A verbal appeal may be filed over the telephone or in person. The appeal is to be filed with the Mayor's office. In addition to a copy of side one of the initial complaint form, the appeal will also contain the following:
- Recommended remedy of the Disability Compliance Coordinator.
  - Complainant's response to the recommended remedy.
  - Resolution sought by the complainant.

The Library Grievance Committee, appointed by the Mayor of Des Plaines, shall be comprised of the Disability Compliance Coordinator, City Manager and the Chairperson of Special People, Inc. The purpose of the Grievance Committee is to provide a fair hearing of those complaints unable to be resolved at the Compliance Coordinator level.

Within fifteen (15) working days of receipt of the appeal, the Disability Compliance Coordinator will convene a meeting of the Grievance Committee unless extenuating circumstances make it necessary to extend the time period until such time as the committee is able to convene. The complainant and the individual/department involved will each have the opportunity to present their view.

The Grievance Committee will then reach a decision to either uphold the original remedy or present an alternate resolution. The Disability Compliance Coordinator will then inform the complainant, in writing, of the committee's decision, within five (5) working days of the committee meeting.

The appeal meeting and decision will conclude the grievance procedure. The preceding grievance procedure does not preclude the complainant from pursuing other remedies, nor is the grievance procedure a prerequisite for pursuing other courses of action.

5. A Complaint Register Log shall be kept by the office of the Disability Compliance Coordinator. Complaint form reports shall be retained for two (2) years from the date of the original complaint. Those complaints deemed "unfounded", "not pursued", etc. will be destroyed at the conclusion of the two (2) year period. Those complaints upheld and assigned a specific remedy shall be retained by the Disability Compliance Coordinator indefinitely.



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

**DISABLED DISCRIMINATION COMPLIANCE**

**Complaint Form**

Complainant Information

NAME: \_\_\_\_\_ Home Phone: \_\_\_\_\_

ADDRESS \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ Zip Code: \_\_\_\_\_

COMPLAINT

NATURE OF COMPLAINT: \_\_\_ City Policy, \_\_\_ City Services, \_\_\_ City Program/Activity  
\_\_\_ Employment Practices, \_\_\_ Contractual Arrangement, \_\_\_ Other.

Specific Department \_\_\_\_\_

Date Occurred: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Complaint Forwarded By: \_\_\_ Telephone, \_\_\_ In Person, \_\_\_ Mail:

Depts/Individuals Involved: \_\_\_\_\_  
\_\_\_\_\_

Witnesses, If Any: \_\_\_\_\_  
\_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution Sought by Complainant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

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

Disabled Discrimination Compliance  
Page 2

Complaint Investigation (dates, persons contacted, results of contact, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigated by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Recommendation of Investigator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complaint Final Disposition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Compliance

\_\_\_\_\_

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_

USE OF LIBRARY PIANO

The piano located in the large meeting room of the library is available for meetings and concerts. [Concert performers may practice on the piano for one session within two weeks of the concert to familiarize themselves with the piano.]

The piano may not be used as a practice instrument ~~for the general public.~~

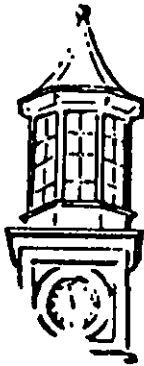
Reviewed and Approved 05/16/95

June



ARMY





**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

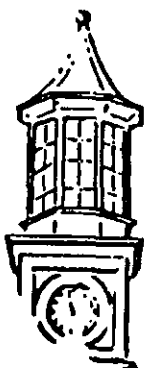
**TUESDAY, JUNE 15, 1999**

**7:30 PM**

**Agenda:**

- Board Officers Nomination
- Per Capita Grant Application
- Building Project Status Report
- Gift Ban Act
- Executive Session - To Discuss
  - Purchase or lease of real property
  - Pending or probable litigation
  - Compensation of specific employees

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

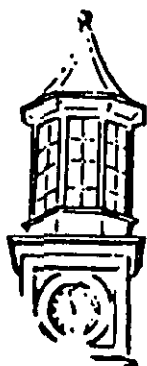
## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting June 15, 1999 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, May 18, 1999. (Action Item) Approval of Minutes of the Special Board Meeting, June 1, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Sayad.
- VI. Finance Report – Susan Burrows. (Action Item)(7:50 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. Report of June 1, 1999 Meeting.
    1. Tuition Reimbursement. (Action Item)
    2. Per Capita Application. (Action Item)
    3. Payroll 2000.
- VII. Building and Grounds Committee – Betty Ritter. (8:20 PM)
  - A. Building Project Status Report – Ken Hutson, OSG.

- VIII. Management Committee - Ellen Yearwood. (8:50 PM)
  - A. Library Policy Review - Section C. (Action Item)
  - B. Job Descriptions Review. (Action Item)
  
- IX. Planning Committee - John Burke.
  - A. Report of June 8, 1999 Meeting
  
- X. Nominating Committee - Betty Ritter.
  - A. Recommendation for Board Officers, 1999-2000.
  - B. Committee Appointments.
  
- XI. System Membership - John Ciborowski.
  
- XII. Friends of the Library - Inara Brubaker.
  
- XIII. Administrator's Report - Sandra Norlin.
  
- XIV. New Business. (9:20 PM)
  - A. Fourth of July Parade.
  - B. Schedule Foundation Meeting.
  - C. Gift Ban Act. (Action Item)
  - D. Attendance at City Council Meetings - July 6, 19 and August 2, 16.
  
- XV. Unfinished Business. (9:30 PM)
  
- XVI. Announcements.
  
- XVII. Executive Session. (9:40 PM)
  - A. Sale or Purchase of Real Property.
  - B. Compensation of Specific Employees.
  - C. Pending or Probable Litigation.
  - D. Semi-Annual Review of Minutes of Executive Session.
  
- XVIII. Adjournment. (10:00 PM)



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

III

### BOARD OF TRUSTEES Minutes of the Regular Meeting May 18, 1999

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, May 18, 1999. President Eldon Burk called the meeting to order at 7:33 PM.

Members Present: Susan Burrows, Inara Brubaker, Eldon Burk, William Grice, Betty Ritter, Ellen Yearwood.

Members Absent: John Burke, John Ciborowski.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Kimbrielle Granderson.

MOTION by Inara Brubaker, seconded by Betty Ritter, to accept the agenda as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by William Grice, to approve the Minutes of the regular Board Meeting of April 20, 1999 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by William Grice, to approve the Minutes of the Special Board Meeting of April 27, 1999 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by William Grice, to approve the Minutes of the Special Board Meeting of May 6, 1999 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.



PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Brookman.

Alderman Brookman absent. No report.

FINANCE COMMITTEE - Susan Burrows.

Susan Burrows presented the following monthly reports to be reviewed and placed on file for audit:

|                                  |                 |
|----------------------------------|-----------------|
| 1. Over the Counter Receipts     | \$ 8,768.63     |
| 2. Petty Cash Expenditures       | \$ 48.84        |
| 3. Budget Expenditures for April | \$ 109,358.27   |
| 4. Expenditures Year to Date     | \$ 1,032,979.78 |
| 5. Revenue for April             | \$ 122,539.61   |
| 6. Revenue Year to Date          | \$ 1,562,806.41 |

MOTION by Susan Burrows, 2<sup>ND</sup> by Betty Ritter, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

|                |                  |
|----------------|------------------|
| April 05, 1999 | \$ 74,267.52     |
| April 19, 1999 | <u>55,801.60</u> |
|                | \$130,069.12     |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, 2<sup>ND</sup> by Inara Brubaker, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

|         |                |                  |
|---------|----------------|------------------|
| PAYROLL | April 08, 1999 | \$ 60,419.58     |
|         | April 22, 1999 | <u>59,129.37</u> |
|         | Total          | \$ 119,548.95    |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION BY Inara Brubaker, 2<sup>ND</sup> by William Grice, to approve, subject to audit, transfer entries to the Library account in April, 1999 by the City of Des Plaines as follows:

|                                  |                 |
|----------------------------------|-----------------|
| Gasoline and Diesel Fuel (April) | <u>\$288.91</u> |
| Total                            | \$288.91        |

ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Grice, Ritter. NAYS: None.  
MOTION CARRIED.

Susan Burrows distributed minutes from the Finance Committee Meeting held on May 10, 1999 and reported on the Capital Projects Fund 1999 and Long-Term Capital Projects Funding which included Short-term (1-3 years) and Long-Term (4-5, ongoing) expenditures.

Ellen Yearwood entered the meeting at 7:50 PM.

The Board asked Sandra Norlin to contact Ken Hutson of OSG regarding the brick pavers for the plaza, to determine if the library would receive credit for all bricks purchased through the Buy-A-Brick fundraiser.

MOTION by Committee to adopt the Capital Projects Fund 1999. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reported on Job Reclassification Upgrades for Technology Specialist and Public Information Specialist. Sandra reported that upgrading these two positions effective July 1, 1999 would be covered by the 1999 Budget, since the position of Coordinator of Computer and Technical Services has not been filled yet.

MOTION by Susan Burrows, seconded by Betty Ritter, to upgrade Technology Specialist from Library Assistant III to Library Assistant IV and Public Information Specialist from Library Assistant III to Library Assistant IV to begin July 1, 1999. ROLL CALL VOTE: Ayes: Brubaker, Burrows, Burk, Grice, Ritter, Yearwood. Nays: None. MOTION CARRIED.

Sandra Norlin reported on staffing requirements for the new library and distributed a listing of the additional positions that are being proposed with budget costs. Further discussion of staffing requirements will take place at the Finance Committee Meeting to be held on June 1, 1999.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Betty Ritter reported that Gary Valente contacted RMC to repair a gas leak in the

boiler system and that RMC replaced the pilot light and the pilot safety stat. Gary advised that the problem is known as delayed ignition and is an inherent problem of this particular boiler design.

The overhead garage door has been repaired. Relamping of the parking lot and the exterior building lighting has been completed with two lamps being replaced.

Betty reported that Gary Valente is working on updating a disaster recovery plan for use in the event that a tornado, flood or fire occurs and damages the library collection.

Betty Ritter distributed and reported on the Project Status Report from Ken Hutson of Owner Services Group, Inc. The project is still on time and on budget.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

Ellen Yearwood distributed minutes from the Management Committee Meeting of May 12, 1999 and copies of the Library Policy Manual with suggested revisions. Ellen asked that the Board review these proposed changes so that they can be discussed and voted on at the June 15, 1999 Board Meeting.

PLANNING COMMITTEE - John Burke, Chairman.

No report.

SYSTEM MEMBERSHIP - John Ciborowski

No report.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara Brubaker reported that the annual Friends meeting will be held on May 25, 1999 at 7 PM. Inara also reported that information about the Buy-A-Brick fundraiser will be included with the next water bill

ADMINISTRATOR'S REPORT

There have been no new hires since the last report. Tony Siciliano, Dana Tuchman, and Paula Sennett have resigned from their positions.

Kathleen Barnes and Gail Bradley are mourning the death of their husband and father, Clyde Barnes, who passed away on May 17, 1999.

Department Heads and supervisors met with Mary Jane Kepner on April 28, 1999 to review the procedures and progress of the new performance evaluation system.

The annual Employee Health Fair was offered by the City Human Resources and Services Department on April 22, 1999.

The library was well represented at the Reaching Forward Conference for Library Assistants on April 23, 1999. Barb Saletnik presented a program on the Learning Organization and Pat Horn presented a program on Bright Start Baby Book Times. Barb Saletnik and Arlene Steiner served on the organizing committee for this popular event.

Sharon Colby met with Department Heads on May 5, 1999 to conduct one of our ongoing Team Building sessions. The topic for the day was "Stating the Obvious: How to talk about the things we need to but don't want to talk about."

The annual staff inservice day was held on May 13, 1999. Sharon Colby and Mary Jane Kepner led the activities, which addressed the skills we need to handle change in our work anticipated with the move to the new facility.

Circulation of materials continues its puzzling decrease from last year's figures. Book circulation is up in both adult and children's departments. The complicating factor is the number of "supercedes" that were recorded in the aftermath of last year's downtime from CCS. These figures represent items (not just books) that were processed more than once using the back-up system. The library receives reports of these transactions as "supercedes" and counts them as one circulation, but cannot identify the format of the item. Since most of these supercedes were recorded for April last year, their impact will be greatest in April this year.

The number of registered borrowers continues to rise. In April the library's two meeting rooms were used 124 times by 2,709 people.

Sandra attended two workshops in April, both at NSLS. One workshop provided information on working successfully with boards and the other addressed the topic of identifying and keeping one's personal and professional values in harmony. Sandra also attended two special board meetings and two board committee meetings. Sandra was taped by Corcoran Productions for the city cable network.

#### NEW BUSINESS

President Eldon Burk appointed to the nominating committee Betty Ritter, (Chairman), Susan Burrows and John Burke.

President Burk requested that lines of communication be kept open with the City of Des Plaines and that each Board member chose an Alderman to communicate with on a regular basis. Inara Brubaker chose Tom Becker, Susan Burrows chose Patricia

Beauvais, Betty Ritter chose Wayne Elstner, William Grice chose Dick Sayad, Ellen Yearwood chose Don Smith and Eldon Burk chose Tom Christiansen. Eldon Burk will talk to both John Burke and John Ciborowski about council representation.

Sandra Norlin advised the Board that a vote must be taken before July 1, 1999 regarding the Gift Ban Act. David Wiltse will prepare this document for the City.

MOTION by, Inara Brubaker, seconded by Susan Burrows, to enter into an Executive Session at 9:35 PM to discuss the purchase or lease of real property, and pending or probable litigation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:00 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 February 16, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the Executive Session of March 16, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the Executive Session of April 20, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the Minutes of the Executive Session of April 27, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the minutes of the Executive Session of May 6, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:00 PM.

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  
June 1, 1999

The special meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, June 1, 1999. President Eldon Burk called the meeting to order at 6:02 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Betty Ritter, Ellen Yearwood.

Also present: Administrator Sandra Norlin, Martha Sloan.

MOTION by Susan Burrows, seconded by Betty Ritter, to accept the agenda as written.  
Vote: Ayes: All. Nays: None. MOTION CARRIED.

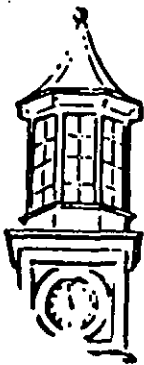
MOTION by Susan Burrows, seconded by Betty Ritter, to enter into Executive Session at 6:03 PM to discuss sale or purchase of real property and pending or probable litigation.  
Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 6:57 PM and was called to order by President Eldon Burk.

MOTION by William Grice, seconded by Inara Brubaker, to authorize President Eldon Burk to negotiate pursuant to discussion in executive session the sale and lease of current library property (841 Graceland Avenue). ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter Yearwood. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:03 PM.

Minutes prepared by Sandra Norlin.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
June 1, 1999

Chair: Susan Burrows.  
Present: Eldon Burk, Susan Burrows, John Burke, Sandra Norlin, Martha Sloan.  
Call to Order: 7:31 PM by Susan Burrows.

Sandra Norlin reported that \$100,000 of state funds will be given to the library by State Representative Rosemary Mulligan who asked that the money be used for equipment.

The North Suburban Library System has discussed the discontinuation of payment for net lenders and will discuss this again at their next meeting.

Ken Hutson of OSG, Inc. will negotiate the Lohan contract further for added services and the design of a Quiet Room.

Carol Stolt of Lohan Associates has sent copies of a questionnaire distributed to furniture dealers for a preliminary pricing package for furniture.

The Committee discussed the concept of reorganization of the Foundation and will discuss further at the June 15, 1999 Board Meeting.

The Committee reviewed the Additional Staffing Requirements Report and noted that the Library Assistant II/Webmaster position should be changed from Adult Services to Public Information.

Sandra distributed a report on Tuition Reimbursement, and the Committee will recommend that \$2,500.00 be transferred from 910950 (Excess Sick Hours Payout) to Tuition Reimbursement (918060).

Sandra reported that the Per Capita Grant Application is due by July 15, 1999 and will be presented at the June 15, 1999 Board Meeting. The Committee discussed the ways in which the Per Capita Grant (\$68,000) could be spent, with the following recommendations:

- |    |                       |          |
|----|-----------------------|----------|
| 1. | Adaptive Technology   | \$29,000 |
| 2. | Newsletter            | \$14,000 |
| 3. | Library Cable Network | \$24,000 |
| 4. | Staff Training        | \$ 1,000 |

The Committee discussed a bonus for Maintenance Supervisor, Gary Valente. This will be reported on at the June 15, 1999 Board Meeting. Sandra was asked to determine if the bonus amount could be discussed in closed session.

Sandra distributed to the Committee information on the City of Des Plaines staff salaries for 2000.

Meeting adjourned at 8:30 PM.

Minutes prepared by Martha Sloan.



**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MAY 1999**

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

|                                |                 |
|--------------------------------|-----------------|
| 1. Over the Counter Receipts   | \$ 7,983.56     |
| 2. Petty Cash Expenditures     | \$ 146.05       |
| 3. Budget Expenditures for May | \$ 228,293.13   |
| 4. Expenditures Year to Date   | \$ 1,159,138.60 |
| 5. Revenue for May             | \$ 69,838.12    |
| 6. Revenue Year to Date        | \$ 1,636,228.58 |

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

|              |                  |
|--------------|------------------|
| May 03, 1999 | \$ 34,095.87     |
| May 17, 1999 | <u>43,332.92</u> |
| Total        | \$ 77,428.79     |

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

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

|              |                     |
|--------------|---------------------|
| May 06, 1999 | \$ 62,872.91        |
| May 20, 1999 | <u>\$ 62,854.90</u> |
| Total        | \$ 125,727.81       |

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in May, 1999 by the City of Des Plaines as follows:

|                                |                 |
|--------------------------------|-----------------|
| Gasoline and Diesel Fuel (May) | <u>\$288.91</u> |
| Total                          | \$288.91        |

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

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - MAY 1999

|                | May 1998    | May 1999   | 1998 to Date | 1999 to Date |
|----------------|-------------|------------|--------------|--------------|
| Lost Materials | \$ 199.31   | \$ 451.18  | \$ 1,218.06  | \$ 1,669.71  |
| Fines          | 9,819.50    | 5,459.70   | 24,413.63    | 33,061.56    |
| Damage         | 16.20       | 64.99      | 230.17       | 301.36       |
| Fees           | 203.79      | 502.19     | 2,056.10     | 2,200.94     |
| Copies         | 1,703.62    | 1,493.20   | 8,145.74     | 9,142.61     |
| Miscellaneous  | 26.10       | 12.30      | 129.16       | 132.01       |
| Totals         | \$11,968.52 | \$7,983.56 | \$36,358.86  | \$ 46,508.19 |

## PETTY CASH EXPENDITURES - April

|        |                      |          |
|--------|----------------------|----------|
| 960070 | Auto/Travel Expenses | 8.68     |
| 960070 | Auto/Travel Expenses | 5.70     |
| 960070 | Auto/Travel Expenses | 13.00    |
| 960070 | Auto/Travel Expenses | 5.70     |
| 960070 | Auto/Travel Expenses | 26.26    |
| 960070 | Auto/Travel Expenses | 15.40    |
| 960070 | Auto/Travel Expenses | 5.08     |
| 960070 | Auto/Travel Expenses | 5.08     |
| 920202 | Conferences          | 10.00    |
| 970110 | Meals                | 3.98     |
| 970260 | Postage              | 25.00    |
| 970260 | Postage              | 1.73     |
| 970260 | Postage              | 18.45    |
| 970100 | Supplies             | 1.99     |
|        | Total                | \$146.05 |

CITY OF DES PLAINES  
 BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

| ACCOUNT | TITLE                       | DEBITS       | CREDITS      |
|---------|-----------------------------|--------------|--------------|
| 101000  | PETTY CASH                  | 300.00       |              |
| 102007  | CASH PB PAYROLL 276529401   |              | 75,592.20    |
| 102008  | CASH PB DISBRST 276502401   |              | 140,358.53   |
| 102012  | CASH IPTIP/FOA 7139200161   | 838,097.75   |              |
|         | TOTAL CASH                  | 838,597.75   | 215,950.73   |
| 104031  | INVESTMENTS-EARLE           | 2,537.97     |              |
| 104032  | INVESTMENTS-DUNCAN          | 1,708.09     |              |
| 104033  | INVESTMENTS-DOWNING         | 34,997.25    |              |
|         | TOTAL INVESTMENTS           | 39,243.31    | .00          |
| 118000  | RECEIVABLE-PROPERTY TAXES   | 3,029,919.00 |              |
|         | TOTAL ACCOUNTS RECEIVABLE   | 3,029,919.00 | .00          |
|         | TOTAL ASSETS                | 3,907,760.06 | 215,950.73   |
| 401000  | ACCOUNTS PAYABLE            |              | 24,823.79    |
| 470000  | DEFERRED REV-PROPERTY TAX   |              | 3,029,919.00 |
|         | TOTAL CURRENT LIABILITIES   | .00          | 3,054,744.79 |
|         | TOTAL LIABILITIES           | .00          | 3,054,744.79 |
| 700110  | EXPENDITURE CONTROL         | 1,159,138.60 |              |
| 700120  | REVENUE CONTROL             |              | 1,636,228.58 |
| 700150  | EXP. BUDGET CONTROL         |              | 3,384,373.00 |
| 700160  | REV. BUDGET CONTROL         | 3,302,925.00 |              |
| 700170  | BUDGET FUND BALANCE         | 63,780.87    |              |
|         | TOTAL SYSTEM CONTROL        | 4,525,844.47 | 5,020,601.58 |
| 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              | 4,525,844.47 | 5,162,909.01 |
|         | TOTAL PUBLIC LIBRARY FUND   | 8,433,604.53 | 8,433,604.53 |
|         | TOTAL REPORT                | 8,433,604.53 | 8,433,604.53 |

03/26/99  
ACCOUNTING PERIOD: 5/99

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund='201'

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

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE REVENUE | BALANCE      | YTD/ BUD |
|--------------|---------------------------|--------------|-----------------|-------------|----------------------|--------------|----------|
| 810014       | PROPERTY TAXES 1997       | 40,000.00    | .00             | .00         | 1,599.40             | 38,400.60    | .04      |
| 810015       | PROPERTY TAXES 1998       | 2,941,669.00 | .00             | .00         | 1,284,049.29         | 1,657,619.71 | .44      |
| TOTAL        | PROPERTY TAXES            | 2,981,669.00 | .00             | .00         | 1,285,648.69         | 1,696,020.31 | .43      |
| 810800       | PERSONAL PROP REPL TAX    | 92,988.00    | .00             | .00         | 92,988.00            | .00          | 1.00     |
| TOTAL        | TAXES                     | 3,074,657.00 | .00             | .00         | 1,378,636.69         | 1,696,020.31 | .45      |
| 822040       | STATE GRANT:PER CAPITA    | 66,768.00    | 66,153.24       | .00         | 66,153.24            | 614.76       | .99      |
| 822080       | STATE GRANT:LIB TECH      | 12,500.00    | .00             | .00         | 12,538.00            | -38.00       | 1.00     |
| 822090       | STATE GRANT:LIB CONSTRUCT | .00          | .00             | .00         | 112,500.00           | -112,500.00  | .00      |
| TOTAL        | STATE GRANTS              | 79,268.00    | 66,153.24       | .00         | 191,191.24           | -111,923.24  | 2.41     |
| TOTAL        | INTERGOVERNMENTAL REVENUE | 79,268.00    | 66,153.24       | .00         | 191,191.24           | -111,923.24  | 2.41     |
| 850102       | LIBRARY FINES             | 90,000.00    | 4,619.38        | .00         | 30,417.13            | 59,582.87    | .34      |
| TOTAL        | FINES                     | 90,000.00    | 4,619.38        | .00         | 30,417.13            | 59,582.87    | .34      |
| 850201       | COPYING FEE               | 25,000.00    | 1,150.50        | .00         | 8,118.53             | 16,881.47    | .32      |
| 850202       | SPECIAL PROGRAMS & EVENTS | 18,000.00    | .00             | .00         | 1,835.00             | 16,165.00    | .10      |
| TOTAL        | FEES AND SERVICES         | 43,000.00    | 1,150.50        | .00         | 9,953.53             | 33,046.47    | .23      |
| TOTAL        | FINES, FEES, AND SERVICES | 133,000.00   | 5,769.88        | .00         | 40,370.66            | 92,629.34    | .30      |
| 890010       | INTEREST INCOME           | 5,000.00     | .00             | .00         | 9,866.99             | -4,866.99    | 1.97     |
| 899900       | MISCELLANEOUS REVENUE     | 11,000.00    | -2,085.00       | .00         | 16,163.00            | -5,163.00    | 1.47     |
| TOTAL        | OTHER REVENUE             | 16,000.00    | -2,085.00       | .00         | 26,029.99            | -10,029.99   | 1.63     |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,923.00 | 69,838.12       | .00         | 1,636,228.58         | 1,666,696.42 | .50      |
| TOTAL        | PUBLIC LIBRARY FUND       | 3,302,923.00 | 69,838.12       | .00         | 1,636,228.58         | 1,666,696.42 | .50      |
| TOTAL REPORT |                           | 3,302,923.00 | 69,838.12       | .00         | 1,636,228.58         | 1,666,696.42 | .50      |

03/26/99  
 ACCOUNTING PERIOD: 5/99

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.fund='201'

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

| ACCOUNT | TITLE                     | BUDGET       | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EMC + EXP | AVAILABLE BALANCE | YTD/ BUD |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 910100  | SALARIES                  | 1,218,478.00 | 80,549.73           | .00                      | 376,397.61             | 842,080.39        | .31      |
| 910200  | TEMPORARY WAGES           | 442,767.00   | 37,479.57           | .00                      | 180,795.02             | 261,971.98        | .41      |
| 910300  | SUPERVISORY OVERTIME      | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 910400  | NON-SUPERVISORY OVERTIME  | 500.00       | .00                 | .00                      | 66.57                  | 433.43            | .13      |
| 910500  | VACATION PAY              | .00          | 4,037.12            | .00                      | 26,989.04              | -26,989.04        | .00      |
| 910600  | SICK PAY                  | .00          | 3,466.06            | .00                      | 8,081.99               | -8,081.99         | .00      |
| 910700  | HOLIDAY PAY               | .00          | 195.31              | .00                      | 15,291.25              | -15,291.25        | .00      |
| 910900  | ACT/OUT OF CLASS/PREMIUM  | 1,000.00     | .00                 | .00                      | .00                    | 1,000.00          | .00      |
| 910950  | EXCESS SICK HRS PAY OUT   | 18,100.00    | .00                 | .00                      | 14,429.11              | 3,670.89          | .80      |
| 918010  | UNEMPLOYMENT COMPENSATION | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 918020  | EMPLOYER CONTR-F.I.C.A.   | 126,950.00   | 9,490.23            | .00                      | 46,407.65              | 80,542.35         | .37      |
| 918021  | EMPLOYER CONTR-I.N.R.F.   | 116,459.00   | 7,560.19            | .00                      | 35,815.07              | 80,643.93         | .31      |
| 918040  | LIFE INS PREMIUMS         | 4,738.00     | 313.60              | .00                      | 1,485.25               | 3,252.75          | .31      |
| 918050  | MEDICAL INS PREMIUMS      | 164,735.00   | 7,537.55            | .00                      | 36,601.19              | 128,133.81        | .22      |
| 918060  | TUITION REIMBURSEMENTS    | 2,000.00     | .00                 | .00                      | 1,755.50               | 244.50            | .88      |
| 918070  | WORKERS COMPENSATION      | 3,800.00     | 234.96              | .00                      | 1,160.93               | 2,639.07          | .31      |
| TOTAL   | PERSONAL SERVICES         | 2,101,527.00 | 150,864.34          | .00                      | 745,276.18             | 1,356,250.82      | .35      |
| 920100  | PROFESSIONAL CONSULTING   | 20,000.00    | 9,115.93            | .00                      | 32,178.19              | -12,178.19        | 1.61     |
| 920120  | COMMUNICATION SERVICES    | 25,000.00    | 1,587.98            | .00                      | 4,422.77               | 20,577.23         | .18      |
| 920140  | DATA PROCESSING SERVICES  | 55,000.00    | 5,870.40            | .00                      | 16,886.41              | 38,113.59         | .31      |
| 920202  | CONFERENCES               | 3,000.00     | .00                 | .00                      | 315.00                 | 2,685.00          | .11      |
| 920204  | TRAINING                  | 2,000.00     | 475.00              | .00                      | 4,567.50               | -2,567.50         | 2.28     |
| 920206  | SEMINARS                  | 2,000.00     | .00                 | .00                      | 1,251.00               | 749.00            | .63      |
| 920210  | IN-SERVICE TRAINING       | 3,000.00     | 13.50               | .00                      | 31.37                  | 2,968.63          | .01      |
| 920220  | MEMBERSHIP DUES           | 3,000.00     | 28.00               | .00                      | 924.00                 | 2,076.00          | .31      |
| 920230  | PUBLICATION OF NOTICES    | 1,000.00     | 1,261.88            | .00                      | 1,354.72               | -354.72           | 1.35     |
| 920341  | INSURANCE PREMIUMS (LIAB) | .00          | .00                 | .00                      | 1,096.00               | -1,096.00         | .00      |
| 920850  | SUBSIDY:1994 E.R.P. TRANS | 25,600.00    | 746.14              | .00                      | 4,045.55               | 21,554.45         | .16      |
| TOTAL   | SUBSIDIES,REBATES,CONTRIB | 25,600.00    | 746.14              | .00                      | 4,045.55               | 21,554.45         | .16      |
| 920900  | PROPERTY/LIAB CONTRIBUTIO | 42,000.00    | .00                 | .00                      | 10,300.00              | 31,500.00         | .25      |
| 930010  | R & M EQUIPMENT           | 42,600.00    | 2,238.33            | .00                      | 16,426.95              | 26,173.05         | .39      |
| 930020  | R & M BLDGS & STRUCTURES  | 45,000.00    | 305.00              | .00                      | 4,833.25               | 40,166.75         | .11      |
| 930030  | R & M VEHICLES            | 1,500.00     | .00                 | .00                      | 2.97                   | 1,497.03          | .00      |
| 930195  | BOOK BINDING & REPAIR     | 6,000.00     | .00                 | .00                      | .00                    | 6,000.00          | .00      |
| 930210  | RENTAL OF EQUIPMENT       | 2,900.00     | .00                 | .00                      | .00                    | 2,900.00          | .00      |
| 930320  | CLEANING:CUSTODIAL SERV   | 25,000.00    | 1,780.00            | .00                      | 5,710.50               | 19,289.50         | .23      |
| 960070  | AUTO/TRAVEL EXPENSES      | 3,000.00     | 65.43               | .00                      | 167.41                 | 2,832.59          | .06      |
| 960210  | SPECIAL EVENT PROGRAMMING | 15,000.00    | 1,230.19            | .00                      | 4,841.58               | 10,158.42         | .32      |
| 960990  | MISC CONTRACTUAL SUCS     | 70,000.00    | 4,154.13            | .00                      | 21,961.97              | 48,038.03         | .31      |
| TOTAL   | CONTRACTUAL SERVICES      | 392,600.00   | 28,871.93           | .00                      | 131,517.14             | 261,082.86        | .33      |
| 970100  | SUPPLIES                  | 42,000.00    | 3,499.78            | .00                      | 19,690.73              | 22,309.23         | .47      |

05/26/99  
 ACCOUNTING PERIOD: 5/99

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund="Z01"

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 |
|---------|---------------------------|--------------|---------------------|--------------------------|------------------------|-------------------|----------|
| 970110  | NEALS (PRSMRS/WRKRS/VOLS) | .00          | 103.79              | .00                      | 333.99                 | -333.99           | .00      |
| 970170  | JANITORIAL                | 13,000.00    | 887.09              | .00                      | 3,301.91               | 11,698.09         | .22      |
| 970200  | COPYING/FAX SUPPLIES      | 2,000.00     | .00                 | .00                      | .00                    | 2,000.00          | .00      |
| 970260  | POSTAGE AND PARCEL        | 13,200.00    | 750.25              | .00                      | 6,433.98               | 6,766.02          | .49      |
| 970270  | PRINTING-REPROD-BINDING   | 10,300.00    | .00                 | .00                      | 22.50                  | 10,277.50         | .00      |
| 970330  | SUPPLIES: VEHICLE R/M     | .00          | 4.89                | .00                      | 4.89                   | -4.89             | .00      |
| 970600  | BOOKS                     | 400,000.00   | 23,536.27           | .00                      | 115,441.27             | 284,558.73        | .29      |
| 970610  | AUDIO MATERIALS           | 45,500.00    | 4,080.08            | .00                      | 15,368.68              | 30,131.32         | .34      |
| 970620  | SUBSCRIPTIONS & BOOKS     | 62,000.00    | 217.91              | .00                      | 16,599.41              | 45,400.59         | .27      |
| 970630  | VISUAL MATERIALS          | 42,500.00    | 4,303.44            | .00                      | 14,962.11              | 27,537.89         | .35      |
| 970640  | AUTOMATED REFERENCE MAT'L | 62,100.00    | .00                 | .00                      | 38,994.90              | 23,105.10         | .63      |
| 970810  | NATURAL GAS               | 14,000.00    | 1,728.68            | .00                      | 8,238.90               | 5,761.10          | .59      |
| 970820  | ELECTRICITY               | 500.00       | .00                 | .00                      | .00                    | 500.00            | .00      |
| 970840  | DIESEL                    | .00          | 29.02               | .00                      | 186.93                 | -186.93           | .00      |
| 970850  | GASOLINE                  | 2,000.00     | 519.78              | .00                      | 1,462.70               | 537.30            | .73      |
| TOTAL   | COMMODITIES               | 711,100.00   | 39,680.98           | .00                      | 241,242.92             | 469,857.08        | .34      |
| 980300  | IMPROVEMENTS              | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980400  | EQUIPMENT                 | 97,450.00    | 152.23              | .00                      | 152.23                 | 97,297.73         | .00      |
| 980410  | COMPUTER HARDWARE         | .00          | 3,744.00            | .00                      | 7,376.56               | -7,376.56         | .00      |
| 980420  | COMPUTER SOFTWARE         | .00          | 775.00              | .00                      | 775.00                 | -775.00           | .00      |
| 980500  | VEHICLES                  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 980600  | FURNITURE & FIXTURES      | 2,700.00     | .00                 | .00                      | 1,435.32               | 1,264.68          | .53      |
| TOTAL   | CAPITAL EXPENDITURES      | 100,150.00   | 4,671.25            | .00                      | 9,739.13               | 90,410.87         | .10      |
| 990300  | BANK/TRUST/AGENCY FEES    | 130.00       | .00                 | .00                      | 40.00                  | 110.00            | .27      |
| 990900  | TRANSFER TO DEBT SERVICE  | 12,078.00    | .00                 | .00                      | .00                    | 12,078.00         | .00      |
| TOTAL   | DEBT SERVICE              | 12,228.00    | .00                 | .00                      | 40.00                  | 12,188.00         | .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          | 3,317,605.00 | 224,088.50          | .00                      | 1,127,815.37           | 2,189,789.63      | .34      |

05/26/99  
 ACCOUNTING PERIOD: 5/99

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

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  | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 920120  | COMMUNICATION SERVICES   | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| 920202  | CONFERENCES              | .00          | 100.00              | .00                      | 100.00                 | -100.00           | .00      |
| 960070  | AUTO/TRAVEL EXPENSES     | 5,000.00     | 826.00              | .00                      | 861.00                 | 4,139.00          | .17      |
| 960990  | MISC CONTRACTUAL SUCS    | 41,768.00    | 3,144.63            | .00                      | 7,493.88               | 34,274.12         | .18      |
| TOTAL   | CONTRACTUAL SERVICES     | 46,768.00    | 4,070.63            | .00                      | 8,454.88               | 38,313.12         | .18      |
| 980400  | EQUIPMENT                | 20,000.00    | 134.00              | .00                      | 19,269.50              | 730.50            | .96      |
| 980410  | COMPUTER HARDWARE        | .00          | .00                 | .00                      | 3,202.00               | -3,202.00         | .00      |
| 980420  | COMPUTER SOFTWARE        | .00          | .00                 | .00                      | 396.85                 | -396.85           | .00      |
| 980500  | VEHICLES                 | .00          | .00                 | .00                      | .00                    | .00               | .00      |
| TOTAL   | CAPITAL EXPENDITURES     | 20,000.00    | 134.00              | .00                      | 22,868.35              | -2,868.35         | 1.14     |
| TOTAL   | IL LIBRARY PER CAP GRANT | 66,768.00    | 4,204.63            | .00                      | 31,323.23              | 35,444.77         | .47      |
| TOTAL   | CIVIC & CULTURE          | 3,384,373.00 | 228,293.13          | .00                      | 1,159,138.60           | 2,225,234.40      | .34      |
| TOTAL   | PUBLIC LIBRARY FUND      | 3,384,373.00 | 228,293.13          | .00                      | 1,159,138.60           | 2,225,234.40      | .34      |
| TOTAL   | REPORT                   | 3,384,373.00 | 228,293.13          | .00                      | 1,159,138.60           | 2,225,234.40      | .34      |

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8/28/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='05/03/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR                          | PURCHASE OR INVOICE | AMOUNT   |
|--------------|---------|---------------------------|---------------------------------|---------------------|----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 08123 MARY JANE KEPNER          | 108                 | 300.00   |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 25529 KLEIN, THORPE & JENKINS   | 80945               | 1,526.75 |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 43806 NORTH SUBURBAN LIBRARY SY | APRIL 1999          | 75.00    |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106 COOPERATIVE COMPUTER SERV | 3-10-99             | 1,344.27 |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106 COOPERATIVE COMPUTER SERV | MARCH 1999          | 2,452.68 |
| 2110         | 920204  | TRAINING                  | 06036 MARTHA SLOAN              | REIMB               | 75.00    |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | LEE CHO             | 95.00    |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | BROWN               | 95.00    |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | HOLSTROM            | 150.00   |
| 2110         | 920204  | TRAINING                  | 43806 NORTH SUBURBAN LIBRARY SY | STEINER             | 10.00    |
| 2110         | 920210  | IN-SERVICE TRAINING       | 21092 DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 13.50    |
| 2110         | 920230  | PUBLICATION OF NOTICES    | 01597 JOURNAL AND TOPICS NEWSPA | 59874               | 91.88    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829 CITY OF DES PLAINES EMPLO | MAY 1999            | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829 CITY OF DES PLAINES EMPLO | MAY 1999            | 162.01   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 04829 CITY OF DES PLAINES EMPLO | MAY 1999            | 324.02   |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135 CITY OF DES PLAINES EMPLO | MAY 1999            | 18.93    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135 CITY OF DES PLAINES EMPLO | MAY 1999            | 60.24    |
| 2110         | 920850  | SUBSIDY:1994 E.R.P. TRANS | 06135 CITY OF DES PLAINES EMPLO | MAY 1999            | 18.93    |
| 2110         | 930010  | R & M EQUIPMENT           | 06789 AMBASSADOR BUSINESS SOLUT | 6400168             | 119.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 06967 HENRICHSEN'S FIRE & SAFET | 22190               | 134.25   |
| 2110         | 930010  | R & M EQUIPMENT           | 09600 RMC INC.                  | 055155              | 765.00   |
| 2110         | 930010  | R & M EQUIPMENT           | 53253 DISTINCTIVE BUSINESS PROD | 321765              | 527.25   |
| 2110         | 930010  | R & M EQUIPMENT           | 72106 COOPERATIVE COMPUTER SERV | MARCH 1999          | 390.36   |
| 2110         | 930020  | R & M BLDGS & STRUCTURES  | 09471 OLYMPIC SIGN              | 0045346             | 305.00   |
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 09536 CRYSTAL MGMT. & MAINT. SE | 7067                | 1,700.00 |
| 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          | 6.30     |
| 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          | 7.00     |
| 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          | 10.66    |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092 DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 2.44     |
| 2110         | 960070  | AUTO/TRAVEL EXPENSES      | 21092 DES PLAINES PUBLIC LIBRAR | PETTY CASH          | 13.70    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 05337 SIGN A RAMA, USA          | 9237                | 284.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09712 ADAIR PERFORMANCE         | 6-06-99             | 100.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09712 ADAIR PERFORMANCE         | 6-06-99             | 150.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 43765 DOMINICKS FINER FOODS     | 1716420             | 131.19   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 03260 VITAL RECORD BANC, INC.   | 202                 | 1,023.88 |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003933894          | 20.90    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003948768          | 31.00    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003944079          | 40.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003934818          | 19.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003940343          | 43.25    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003963505          | 68.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003969034          | 37.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003953622          | 17.80    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003979380          | 8.75     |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003949575          | 38.50    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003924978          | 17.50    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003930886          | 22.75    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776 BAKER & TAYLOR, INC.      | 2003949242          | 17.15    |



04/28/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 4/99

SELECTION CRITERIA: payable.due\_date='05/03/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT       |        |
|--------------|---------|---------------------------|--------|---------------------------|--------------|--------|
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 10.00  |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2804         | 7.47   |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2810         | 4.29   |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2773         | 8.48   |
| 2110         | 970100  | SUPPLIES                  | 00098  | ALPINE CAMERA COMPANY     | 2788         | 8.58   |
| 2110         | 970100  | SUPPLIES                  | 00189  | ANDERSON LOCK CO LTD      | 158696       | 14.70  |
| 2110         | 970100  | SUPPLIES                  | 02551  | MOTT OFFICE SUPPLY CO.    | 2115-0       | 22.43  |
| 2110         | 970100  | SUPPLIES                  | 02551  | MOTT OFFICE SUPPLY CO.    | 2116-0       | 101.21 |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NRP98300     | 81.49  |
| 2110         | 970100  | SUPPLIES                  | 02747  | RELIABLE OFFICE SUPPLY    | NRT46200     | 67.44  |
| 2110         | 970100  | SUPPLIES                  | 04832  | BRUDNO ART SUPPLY         | BL114256     | 18.60  |
| 2110         | 970100  | SUPPLIES                  | 05337  | SIGN A RAMA, USA          | 9145         | 11.90  |
| 2110         | 970100  | SUPPLIES                  | 07090  | ACCOUNTOR SYSTEMS         | 15186        | 515.00 |
| 2110         | 970100  | SUPPLIES                  | 08365  | DOWNTOWN BOOK CENTER      | 00064893     | 186.49 |
| 2110         | 970100  | SUPPLIES                  | 09537  | COSTAR CORPORATION        | 1008361      | 45.65  |
| 2110         | 970100  | SUPPLIES                  | 09710  | MOTOROLA, INC. ROOM DC266 | ATTACH       | 38.30  |
| 2110         | 970100  | SUPPLIES                  | 19764  | BRO-DART INC              | 865077       | 3.61   |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 527243       | 78.28  |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 518101       | 44.54  |
| 2110         | 970100  | SUPPLIES                  | 66846  | DANKA OMNIFAX             | 087549       | 157.62 |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 06036  | MARTHA SLOAN              | REIMB        | 235.00 |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 29.30  |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 28.17  |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 18.34  |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 19.48  |
| 2110         | 970110  | MEALS (PRSNRS/WRKRS/VOLS) | 21092  | DES PLAINES PUBLIC LIBRAR | PETTY CASH   | 8.50   |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 065522-00    | 240.91 |
| 2110         | 970170  | JANITORIAL                | 01250  | W.W. GRAINGER, INC.       | 937-329334-0 | 103.10 |
| 2110         | 970170  | JANITORIAL                | 05407  | THE HOME DEPOT/GEFC       | 79016170999  | 105.82 |
| 2110         | 970170  | JANITORIAL                | 08281  | EMED COMPANY INC.         | 414172-00    | 153.30 |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 596316       | 15.15  |
| 2110         | 970170  | JANITORIAL                | 09711  | GRIMM METAL FABRICATORS,  | 1375         | 120.00 |
| 2110         | 970170  | JANITORIAL                | 29379  | HANSEN TRUE VALUE HDWE    | 031601-0085  | 23.91  |
| 2110         | 970260  | POSTAGE AND PARCEL        | 00933  | POSTMASTER                | 4-9-99       | 680.00 |
| 2110         | 970600  | BOOKS                     | 02045  | EDUCATORS PROGRESS SERVIC | 92L14-670C   | 43.90  |
| 2110         | 970600  | BOOKS                     | 02564  | STATE OF ILLINOIS, TREASU | ATTACH       | 20.00  |
| 2110         | 970600  | BOOKS                     | 02806  | WORLD BOOK SCHOOL AND LIB | 000011933    | 725.00 |
| 2110         | 970600  | BOOKS                     | 03363  | WEST GROUP                | 748-441-028  | 148.18 |
| 2110         | 970600  | BOOKS                     | 05968  | TRAFALGAR SQUARE          | 468436       | 14.37  |
| 2110         | 970600  | BOOKS                     | 06253  | TIME LIFE EDUCATION INC   | 050589650012 | 59.84  |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3810801      | 129.51 |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3810163      | 107.80 |
| 2110         | 970600  | BOOKS                     | 06423  | SIMON & SCHUSTER          | 3810618      | 68.84  |
| 2110         | 970600  | BOOKS                     | 07439  | THE GALE GROUP            | 8880682      | 135.43 |
| 2110         | 970600  | BOOKS                     | 07527  | STAGE & SCREEN            | 09002165448  | 31.74  |
| 2110         | 970600  | BOOKS                     | 09713  | KENT DISTRICT LIBRARY     | 1360         | 28.00  |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003933893   | 514.94 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003934817   | 311.65 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003949574   | 877.05 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003953621   | 148.59 |
| 2110         | 970600  | BOOKS                     | 19776  | BAKER & TAYLOR, INC.      | 2003944078   | 800.90 |

01/24/99  
 ACCOUNTING PERIOD: 4/99

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/03/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION           | ACCOUNT | TITLE                 | VENDOR                          | PURCHASE OR INVOICE | AMOUNT    |
|------------------------|---------|-----------------------|---------------------------------|---------------------|-----------|
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003948767          | 1,078.16  |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003949241          | 426.83    |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003979379          | 400.43    |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003969033          | 837.36    |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 3002574569          | 373.46    |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003963504          | 1,499.49  |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003940342          | 982.40    |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003924977          | 441.53    |
| 2110                   | 970600  | BOOKS                 | 19776 BAKER & TAYLOR, INC.      | 2003930885          | 582.62    |
| 2110                   | 970600  | BOOKS                 | 20232 REGENT BOOK COMPANY       | 83923               | 10.87     |
| 2110                   | 970600  | BOOKS                 | 20359 STANDARD & POOR'S         | DM118539            | 1,114.60  |
| 2110                   | 970600  | BOOKS                 | 20359 STANDARD & POOR'S         | 421087              | 42.00     |
| 2110                   | 970600  | BOOKS                 | 58875 INGRAM                    | 29549643            | 15.68     |
| 2110                   | 970600  | BOOKS                 | 58875 INGRAM                    | 29488953            | 26.79     |
| 2110                   | 970600  | BOOKS                 | 58875 INGRAM                    | 06130950            | 47.15     |
| 2110                   | 970600  | BOOKS                 | 68820 MARSHALL CAVENDISH CORP.  | R458274             | 142.81    |
| 2110                   | 970600  | BOOKS                 | 82668 POLONIA BOOK STORES       | 006535              | 119.26    |
| 2110                   | 970610  | AUDIO MATERIALS       | 02482 CHIVERS NORTH AMERICA     | 172387              | 12.13     |
| 2110                   | 970610  | AUDIO MATERIALS       | 05466 CAROL PHILLIPS            | REIMB               | 27.96     |
| 2110                   | 970610  | AUDIO MATERIALS       | 07975 BAKER & TAYLOR ENTERTAINM | Z36254830           | 40.78     |
| 2110                   | 970610  | AUDIO MATERIALS       | 08025 LISTENING LIBRARY INC.    | 313009              | 462.84    |
| 2110                   | 970610  | AUDIO MATERIALS       | 08950 HORTENCIA G. WALKER       | REIMB               | 13.99     |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195 ALGONQUIN RECORDS         | 4-6-99-3            | 10.38     |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195 ALGONQUIN RECORDS         | 4-6-99-1            | 252.12    |
| 2110                   | 970610  | AUDIO MATERIALS       | 21195 ALGONQUIN RECORDS         | 4-13-99-1           | 198.79    |
| 2110                   | 970610  | AUDIO MATERIALS       | 38057 BOOKS ON TAPE             | 3469594M            | 5.00      |
| 2110                   | 970610  | AUDIO MATERIALS       | 38057 BOOKS ON TAPE             | 3475984M            | 5.00      |
| 2110                   | 970610  | AUDIO MATERIALS       | 57041 EDUCATIONAL RECORD CENTER | 223468-01           | 60.88     |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139 RECORDED BOOKS INC        | 827630              | 1,247.20  |
| 2110                   | 970610  | AUDIO MATERIALS       | 80139 RECORDED BOOKS INC        | 838407              | 699.70    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS | 74130 EBSCO SUBSCRIPTION SVC    | 0300670             | 181.51    |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS | 74130 EBSCO SUBSCRIPTION SVC    | 0301535             | 14.55     |
| 2110                   | 970620  | SUBSCRIPTIONS & BOOKS | 89927 COUNCIL OF BETTER BUSINES | ATTACH              | 12.00     |
| 2110                   | 970630  | VISUAL MATERIALS      | 06342 DISTRIBUTION VIDEO & AUDI | 229993              | 37.00     |
| 2110                   | 970630  | VISUAL MATERIALS      | 07975 BAKER & TAYLOR ENTERTAINM | Z36254830           | 129.69    |
| 2110                   | 970630  | VISUAL MATERIALS      | 07975 BAKER & TAYLOR ENTERTAINM | Z36090290           | 52.28     |
| 2110                   | 970630  | VISUAL MATERIALS      | 07975 BAKER & TAYLOR ENTERTAINM | P28350490           | 41.81     |
| 2110                   | 970630  | VISUAL MATERIALS      | 09714 SCHOOL SPECIALTY INC.     | 10516953            | 80.58     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875 INGRAM                    | 06013199            | 110.22    |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875 INGRAM                    | 06031711            | 65.35     |
| 2110                   | 970630  | VISUAL MATERIALS      | 58875 INGRAM                    | 06098874            | 63.58     |
| 2110                   | 970840  | DIESEL                | 03031 AVALON PETROLEUM COMPANY  | 018801              | 29.02     |
| 2110                   | 970850  | GASOLINE              | 03031 AVALON PETROLEUM COMPANY  | 859495              | 259.89    |
| 2110                   | 980400  | EQUIPMENT             | 04838 ELLISON EDUCATIONAL       | 437760              | 152.25    |
| TOTAL LIBRARY SERVICES |         |                       |                                 |                     | 33,035.87 |
| 2110                   | 920202  | CONFERENCES           | 91968 SUZANNE PIRIE             | REIMB               | 100.00    |
| 2110                   | 960070  | AUTO/TRAVEL EXPENSES  | 44850 FIRST MAINE TRAVEL        | 0310636             | 288.50    |
| 2110                   | 960070  | AUTO/TRAVEL EXPENSES  | 44850 FIRST MAINE TRAVEL        | 0310596             | 265.00    |
| 2110                   | 960070  | AUTO/TRAVEL EXPENSES  | 44850 FIRST MAINE TRAVEL        | 0310650             | 272.50    |

07  
07  
07  
07/29/99  
ACCOUNTING PERIOD: 4/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/03/1999'.

201 - PUBLIC LIBRARY FUND

| ORGANIZATION                   | ACCOUNT | TITLE     | VENDOR                   | PURCHASE OR INVOICE | AMOUNT    |
|--------------------------------|---------|-----------|--------------------------|---------------------|-----------|
| 2130                           | 980400  | EQUIPMENT | 48624 ABT TV & APPLIANCE | 0101265273          | 134.00    |
| TOTAL IL LIBRARY PER CAP GRANT |         |           |                          |                     | 1,060.00  |
| TOTAL FUND                     |         |           |                          |                     | 34,095.87 |

1553

05/12/99  
ACCOUNTING PERIOD: 5/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/17/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                     | VENDOR | PURCHASE OR INVOICE       | AMOUNT      |          |
|--------------|---------|---------------------------|--------|---------------------------|-------------|----------|
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 04640  | CCS OWNER SERVICES        | 4480        | 2,200.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 06070  | LOHAN ASSOCIATES          | 99244       | 459.20   |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 06070  | LOHAN ASSOCIATES          | 99243       | 4,450.00 |
| 2110         | 920110  | PROFESSIONAL CONSULTING   | 08123  | MARY JANE KEPNER          | 111         | 180.00   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 05851  | SPRINT                    | 844318621   | 138.17   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 8478275551  | 626.43   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 2177329478  | 528.00   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06153  | AMERITECH                 | 8478033977  | 271.25   |
| 2110         | 920120  | COMMUNICATION SERVICES    | 06827  | CELLULAR ONE              | 49682107    | 24.13    |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 09737  | BAKER & TAYLOR            | DI4NS6960M  | 656.00   |
| 2110         | 920140  | DATA PROCESSING SERVICES  | 72106  | COOPERATIVE COMPUTER SERV | 4-22-99     | 1,342.45 |
| 2110         | 920204  | TRAINING                  | 09739  | THE DANCE BUILDING        | ATTACH      | 50.00    |
| 2110         | 920220  | MEMBERSHIP DUES           | 09738  | UNITED FEDERATION OF DOLL | ATTACH      | 28.00    |
| 2110         | 920230  | PUBLICATION OF NOTICES    | 07450  | CHICAGO TRIBUNE           | 833939001   | 1,170.00 |
| 2110         | 930010  | R & M EQUIPMENT           | 19659  | OTIS ELEVATOR             | CY07369V599 | 302.47   |
| 2110         | 930320  | CLEANING:CUSTODIAL SERV   | 09536  | CRYSTAL MGMT. & MAINT. SE | 7129        | 80.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 08459  | PATRICIA E. SHERMAN       | DP99004     | 50.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 08459  | PATRICIA E. SHERMAN       | 5-10-99     | 100.00   |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09732  | PLEASANT COMPANY PUBLICAT | 509735      | 30.00    |
| 2110         | 960210  | SPECIAL EVENT PROGRAMMING | 09734  | JEFF MISHUR               | 6-20-99     | 150.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 05720  | MARIO GAMBINO & SONS LAND | 4-22-99     | 375.00   |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 09602  | CANON USA, INC.           | 1784637     | 2,089.85 |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2004013700  | 31.10    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2004004035  | 32.30    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003978441  | 68.65    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2004016864  | 39.55    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2004027001  | 24.70    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003997517  | 27.45    |
| 2110         | 960990  | MISC CONTRACTUAL SVCS     | 19776  | BAKER & TAYLOR, INC.      | 2003992316  | 47.10    |
| 2110         | 970100  | SUPPLIES                  | 09046  | CHRISTINE POSINGER        | REIMB       | 65.23    |
| 2110         | 970100  | SUPPLIES                  | 09171  | UNITED AD LABEL           | IN477980    | 11.57    |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 067868744   | 4.63     |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 067895493   | 2.60     |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 067966863   | 47.80    |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 068370093   | 40.33    |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 068370375   | 41.73    |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 067513269   | 146.74   |
| 2110         | 970100  | SUPPLIES                  | 09638  | OFFICE DEPOT              | 68190440    | -14.63   |
| 2110         | 970100  | SUPPLIES                  | 09733  | ORIENTAL TRADING COMPANY, | 247450612   | 126.80   |
| 2110         | 970100  | SUPPLIES                  | 09736  | CUSTOM DATA PRODUCTS, INC | 75432       | 164.82   |
| 2110         | 970100  | SUPPLIES                  | 09742  | H. DERMER AND ASSOCIATES  | 805010      | 130.40   |
| 2110         | 970100  | SUPPLIES                  | 12675  | REBEL TROPHIES            | 50070       | 63.60    |
| 2110         | 970100  | SUPPLIES                  | 19714  | GAYLORD BROS              | 0F48849007  | 4.08     |
| 2110         | 970100  | SUPPLIES                  | 20177  | DEMCO EDUCATIONAL CORP    | 538477      | 1,153.60 |
| 2110         | 970100  | SUPPLIES                  | 24056  | THE HIGHSMITH CO., INC.   | 5607680-001 | 50.91    |
| 2110         | 970100  | SUPPLIES                  | 45933  | BT OFFICE PRODUCTS INT'L. | 141286      | 10.99    |
| 2110         | 970100  | SUPPLIES                  | 89575  | RIVERSHORE READING STORE  | 99-5408     | 32.50    |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 065522-01   | 55.00    |
| 2110         | 970170  | JANITORIAL                | 00282  | BADE PAPER PRODUCTS       | 065522-02   | 39.60    |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 599112      | 15.15    |
| 2110         | 970170  | JANITORIAL                | 08666  | IDEAL UNIFORM SERVICE     | 602214      | 15.15    |

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05/12/99

ACCOUNTING PERIOD: 5/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/17/1999'

FUND - 201 - PUBLIC LIBRARY FUND

| ORGANIZATION | ACCOUNT | TITLE                 | VENDOR | PURCHASE OR INVOICE       | AMOUNT       |          |
|--------------|---------|-----------------------|--------|---------------------------|--------------|----------|
| 2110         | 970260  | POSTAGE AND PARCEL    | 40311  | FEDERAL EXPRESS CORP.     | 756682310    | 54.50    |
| 2110         | 970260  | POSTAGE AND PARCEL    | 40311  | FEDERAL EXPRESS CORP.     | 756792422    | 15.75    |
| 2110         | 970330  | SUPPLIES: VEHICLE R/M | 02474  | OAKTON AUTO PARTS         | 576173       | 4.89     |
| 2110         | 970600  | BOOKS                 | 02191  | BOOK WHOLESALERS, INC.    | 813943       | 715.81   |
| 2110         | 970600  | BOOKS                 | 02953  | BUSINESS REFERENCE SERVIC | 5063049-99   | 508.25   |
| 2110         | 970600  | BOOKS                 | 04964  | WHEELER PUBLISHING, INC.  | 109281       | 152.70   |
| 2110         | 970600  | BOOKS                 | 05479  | HOUCHEM BINDERY LTD       | 065364       | 427.25   |
| 2110         | 970600  | BOOKS                 | 05527  | QUALITY BOOKS INC         | 496754       | 108.13   |
| 2110         | 970600  | BOOKS                 | 06174  | BUILDING OFFICIALS AND CO | 0464034IN    | 183.00   |
| 2110         | 970600  | BOOKS                 | 07439  | THE GALE GROUP            | 8884744      | 144.22   |
| 2110         | 970600  | BOOKS                 | 07527  | STAGE & SCREEN            | 09002165448  | 36.39    |
| 2110         | 970600  | BOOKS                 | 07975  | BAKER & TAYLOR ENTERTAINM | N62307660    | 51.44    |
| 2110         | 970600  | BOOKS                 | 07977  | MITCHELL REPAIR INFORMATI | 2550439      | 97.75    |
| 2110         | 970600  | BOOKS                 | 08285  | R.R. BOWKER               | 338804       | 230.05   |
| 2110         | 970600  | BOOKS                 | 09735  | THE ILLINOIS ETHNIC COALI | ATTACH       | 128.85   |
| 2110         | 970600  | BOOKS                 | 09741  | ALGONQUIN AREA PUBLIC LIB | ATTACH       | 16.95    |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2004013699   | 792.14   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002608327   | 50.07    |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003992315   | 1,253.72 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003978440   | 1,473.90 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2004004034   | 831.68   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2003997516   | 781.04   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2004027000   | 736.27   |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 2004016863   | 1,098.25 |
| 2110         | 970600  | BOOKS                 | 19776  | BAKER & TAYLOR, INC.      | 3002591750   | 59.23    |
| 2110         | 970600  | BOOKS                 | 21494  | A.M. BEST CO.             | 1284220      | 571.95   |
| 2110         | 970600  | BOOKS                 | 21494  | A.M. BEST CO.             | 1282105      | 571.95   |
| 2110         | 970600  | BOOKS                 | 58875  | INGRAM                    | 29827423     | 17.25    |
| 2110         | 970600  | BOOKS                 | 58875  | INGRAM                    | 29845888     | 10.85    |
| 2110         | 970610  | AUDIO MATERIALS       | 02482  | CHIVERS NORTH AMERICA     | 173164       | 6.50     |
| 2110         | 970610  | AUDIO MATERIALS       | 02482  | CHIVERS NORTH AMERICA     | 172767       | 6.50     |
| 2110         | 970610  | AUDIO MATERIALS       | 07975  | BAKER & TAYLOR ENTERTAINM | 236605330    | 126.30   |
| 2110         | 970610  | AUDIO MATERIALS       | 21195  | ALGONQUIN RECORDS         | 4-27-99-1    | 208.05   |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3483178      | 73.70    |
| 2110         | 970610  | AUDIO MATERIALS       | 38057  | BOOKS ON TAPE             | 3479472      | 5.00     |
| 2110         | 970610  | AUDIO MATERIALS       | 57041  | EDUCATIONAL RECORD CENTER | 226798-00    | 176.11   |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 852166       | 42.40    |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 852163       | 168.00   |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 840455       | 224.80   |
| 2110         | 970610  | AUDIO MATERIALS       | 80139  | RECORDED BOOKS INC        | 852077       | 5.95     |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 74130  | EBSCO SUBSCRIPTION SVC    | 0301994      | 14.97    |
| 2110         | 970620  | SUBSCRIPTIONS & BOOKS | 74130  | EBSCO SUBSCRIPTION SVC    | 001036       | -5.12    |
| 2110         | 970630  | VISUAL MATERIALS      | 03592  | UNITED ART & EDUCATION SU | 352023       | 202.32   |
| 2110         | 970630  | VISUAL MATERIALS      | 05884  | LIBRARY VIDEO COMPANY     | 000941910001 | 1,826.62 |
| 2110         | 970630  | VISUAL MATERIALS      | 05884  | LIBRARY VIDEO COMPANY     | 000941910001 | 1,032.93 |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 230358       | 38.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 230617       | 38.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 230359       | 37.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 06342  | DISTRIBUTION VIDEO & AUDI | 230618       | 75.00    |
| 2110         | 970630  | VISUAL MATERIALS      | 07975  | BAKER & TAYLOR ENTERTAINM | 236343600    | 106.88   |
| 2110         | 970630  | VISUAL MATERIALS      | 07975  | BAKER & TAYLOR ENTERTAINM | 236254850    | 66.92    |



JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

CITY: Des Plaines

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: June 15, 1999

Mr.  Mrs.  Ms. \_\_\_\_\_ Eldon Burk  
SIGNATURE: *President, Board of Directors/Trustees* Name (typed)

Mr.  Mrs.  Ms. \_\_\_\_\_ Carol Kidd  
SIGNATURE: *Secretary, Board of Directors/ Trustees* Name (typed)

Mr.  Mrs.  Ms. \_\_\_\_\_ Sandra K. Norlin  
SIGNATURE: *Librarian* Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for your library's files, send one (1) copy to your regional library system, and submit two (2) copies (one with original ink signatures and documentation) postmarked no later than **July 15, 1999** to:

State Grants for Illinois Public Libraries  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant.

LIBRARY NAME: Des Plaines Public Library

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for a Per Capita Grant and/or an Equalization Aid Grant to be used for library purposes.

1. Legal name of library: Des Plaines Public Library  
 \* Note any name changes made between June 30, 1998 and July 15, 1999 due to mergers, conversion or other reasons should be reported on line 1.

Formerly: \_\_\_\_\_

2. Address: 841 Graceland Avenue  
 Street Address Box #  
60016-6472 Cook  
 Zip + Four County

3. Name of corporate authority that levies the tax supporting the library: City of Des Plaines

4. Type of library applying (check one):  City  County  District  Park  
 Town  Village  Township  Other \_\_\_\_\_

5. What county or counties does the library's primary service area include: Cook

6. Date library was legally established: 1907

7. Library system: North Suburban Library System

8. Federal Tax Identification Number (FEIN#): 36-600-5849

9. The library's non-resident fee as calculated using the Illinois State Library formula would be: \$ 123.86 for FY99

10. The library's actual non-resident fee for FY99 is: \$ 125.00

NOTE: If #13 is less than #12, please check the appropriate explanation:  system average  tax bill method  Other (explain) \_\_\_\_\_

11. Name and title of the person preparing this application:  
 Mr.  Mrs.  Ms. Sandra K. Norlin Library Administrator  
 Name Title

Library Phone Number: 847-827-5551 Library FAX Number: 847-827-7974

E-Mail Address: dpplinfo@desplaines.lib.il.us

Main Library Hours: Monday 9AM - 9PM Tuesday 9AM - 9PM  
 Wednesday 9AM - 9PM Thursday 9AM - 9PM  
 Friday 9AM - 9PM Saturday 9AM - 5PM  
 Sunday 1PM - 5PM

Des Plaines

LIBRARY NAME: Des Plaines Public Library



1667

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

CITY: Des Plaines LIBRARY NAME: Des Plaines Public Library

12. Calculation of Equalization Aid Grant:

(NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if you are not applying for an equalization aid grant.)

- a) Value of all taxable property within the library's service area as of January 1, 1998, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see page 11)..... \$ 1,325,491,227.00 a)
- b) Said valuation multiplied by 0.0013 yields..... \$ 1,723,138.95 b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ 32.26 c)
- d) Population served multiplied by \$4.25 equals..... \$ \_\_\_\_\_ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ \_\_\_\_\_ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ \_\_\_\_\_ f)

13. Calculation of Per Capita Grant:

Population Served 53,414

ONLY THE OFFICIAL 1990 CENSUS (INCLUDING, CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF JULY 15, 1999 FOR THE AREA WILL BE ACCEPTED.

14. Attachments and Certifications Check Off:

NOTE: Omit 14. a) if the library received a per capita grant last year and the population served (#13.) has not changed since July 15, 1998.

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes as officially on file with the Secretary of State's Office as of July 15, 1999 (such as a special census or U.S. Census corrections). Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original copy from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1998, or the most recent year available.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on that basis, attach the most recent year available documentation. Please check if applicable.
- d) Please check the box if the library has filed a current annual report with the Illinois State Library.

PUBLIC LIBRARIES APPLYING FOR PER CAPITA FOR THE FIRST TIME MUST FILE:

- e) Drug free certification: If the library has not submitted a Drug Free Workplace Certificate to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.
- f) Disaster Plan: Please check if the library has attached its disaster plan to the FY2000 per capita application.
- g) ADA Self-Evaluation Form: Please check if the library has attached the ADA Self-Evaluation form to the the FY2000 per capita application.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

PUBLIC RELATIONS AND MARKETING

15. Librarians are frequently heard commenting, "we need to get out our stories, we must talk about the wonderful services and programs we offer, and we need to get our success stories told." Please use the following list to show how the library informs its service population about the collections and services available in and through the library. Check all that apply to your library. (Chapter VIII, Public Relations and Marketing, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition.)

- Provides information on issues or topics for radio call-in shows.
- Has Friends of the Library or trustees give talks in the community or arranges for staff to give talks at key agencies or group meetings.
- Prepares and submits radio public service announcements.
- Prepares and submits television public service announcements.
- Writes and submits news articles and press releases based on library services.
- Writes and submits news articles on library success stories.
- Prepares exhibits and/or displays that tell the library story.
- Prepares bookmarks and/or bibliographies and distributes them inside and outside the library.
- Talks about the library's activities with friends and neighbors and other informal occasions.
- Plans and co-sponsors events with other agencies and organizations.
- Talks with business people and business organizations.
- Creates photo opportunities with local officials and administrators.
- Prepares materials for distribution to schools, students, and teachers.
- Has a library website.
- Features electronic library success stories on the community webpage or the library's webpage.
- Publicizes the library's website
- Links community agencies and organizations to library's webpage.
- Distributes annual reports to the library community.
- Offers programs to celebrate various ethnic holidays.
- Offers day care and school visits to the library.
- Promotes summer reading programs.
- Offers and promotes children's story hours.
- Prepares an awareness piece on the problems facing the library.
- Implements special fundraising campaign(s) or ongoing fundraising program(s).
- Publicizes donations to the library or the Friends.
- Promotes book fairs or book sales.
- Creates promotional materials for a lobbying effort.
- Promotes the library to special populations (aged, blind and physically handicapped, ethnic minorities, religious groups, etc.)
- Other (please specify) \_\_\_\_\_

16.  The library has attached an example of its "best public relations/publicity campaign" to the FY2000 Illinois Public Library Per Capita and Equalization Aid Grants application. Examples of public relations campaigns/programs include: building programs, fundraising campaigns, a new service or library program, a referendum, or a general promotional campaign. The library may submit pictures, copy of a webpage, newspaper articles or sample printed pieces.

CTR Des Plaines

LIBRARY NAME: Des Plaines Public Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID

CTRY: Des Plaines

17. Use the space provided to describe the number of items distributed and the media used in the "best public relations/publicity campaign."

Newsletter - 23,000 homes/businesses in Des Plaines four times a year.  
 Flyers - Chamber of Commerce newsletter insert - 700 copies.  
 Construction Updates - In-library distribution (hard copy) 300 copies and posted on our website.  
 Water Bill Message - July/August 15,500 homes/businesses.

TECHNOLOGY PLANS

18. Illinois public libraries are encouraged to take advantage of the E-rate telecommunications discounts and other grants in bringing affordable access to the Internet and other electronic information. Illinois libraries and schools received roughly \$80 million through wave 10 of the 1998 discounts from the Schools and Libraries Division of the Universal Service Administrative Company. The amount received by the Illinois library community under the funding commitment letters varied from \$80 to \$253,583.

Please check appropriate option for your library:

- a)  The library certifies that a technology plan has been submitted and approved by the Illinois State Library for E-rate purposes. The technology plan includes clear goals and strategies; professional development plans; assessment of telecommunications services, hardware and software; provision of a sufficient budget for technology and an evaluation process. The plan covers July 1999 through June 2000, at a minimum. The library also has an Internet access policy, this policy is attached.
- b)  The library certifies that the technology plan and Internet access policy are attached. A copy of the plan has also been sent to the library system in the first step of the certification process for technology plans as part of the 1999/2000 E-rate application process.
- c)  The library certifies that the technology plan and Internet access policy are attached. The library is not applying for an E-rate for 1999/2000, or is applying for basic voice telephone services only.

PLANNED USE OF FY2000 GRANT MONIES

19. In order to meet standards in SERVING OUR PUBLIC, we plan to use FY2000 grant monies in the following way(s). Use general categories in identifying actual planned expenditures (see #21 and #23). Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.

|  |                 |
|--|-----------------|
| Continuing Education                         | \$10,000        |
| Equipment                                    | \$20,000        |
| Public Relations                             | \$14,000        |
| Contractual Services (Library Cable Network) | <u>\$24,000</u> |
|  | \$68,000        |

LIBRARY NAME: Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY99) PER CAPITA GRANT

20. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**, revised edition.

Per Capita Grant monies were used to provide upgraded computer network hardware and software for our LAN, to purchase PCs to migrate from dumb terminals to client-server online public access, to communicate with our residents through our quarterly newsletter, and to provide staff training for the skills to facilitate the changes necessary for a successful move to a new library building in 2000.

EXPENDITURE OF LAST YEAR'S (FY99) PER CAPITA GRANT

21. Total FY99 Per Capita Grant received: 66,153.24

*NOTE: List expenditures/obligations by general category and provide the obligation dates. Funds must be obligated by June 30, 1999.*

| CATEGORY                              | AMOUNT              | DATE OF OBLIGATION<br>(July 1, 1998 - June 30, 1999) |
|---------------------------------------|---------------------|--|
| Children's Materials                  | \$ _____            | _____  |
| Adult Materials                       | \$ _____            | _____  |
| Programs                              | \$ _____            | _____  |
| Personnel                             | \$ _____            | _____  |
| Continuing Education                  | \$ 1,195.00         | 06/21/99   |
| Supplies                              | \$ _____            | _____  |
| Equipment                             | \$ 49,638.27        | 06/30/99   |
| Travel                                | \$ 1,037.27         | 06/21/99   |
| Public Relations                      | \$ 10,593.00        | 06/30/99   |
| Contractual Services (please specify) | \$ 3,690.00         | 06/07/99   |
| Other (please specify)                | \$ _____            | _____  |
| <b>TOTAL</b>                          | <b>\$ 66,153.54</b> |  |

*(Total must be equal to or more than FY99 Per Capita Grant)*

CITY: Des Plaines

LIBRARY NAME: Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY99) EQUALIZATION AID GRANT

22. If a Equalization Aid Grant was received last year, describe how the Equalization Aid Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition.

EXPENDITURE OF LAST YEAR'S (FY99) EQUALIZATION AID GRANT

23. Total FY99 Equalization Aid Grant received: \_\_\_\_\_

NOTE: List expenditures/obligations by general category and provide the obligation dates. Funds must be obligated by June 30, 1999.

| CATEGORY                              | AMOUNT   | DATE OF OBLIGATION<br>(July 1, 1998 - June 30, 1999) |
|---------------------------------------|----------|--|
| Children's Materials                  | \$ _____ | _____  |
| Adult Materials                       | \$ _____ | _____  |
| Programs                              | \$ _____ | _____  |
| Personnel                             | \$ _____ | _____  |
| Continuing Education                  | \$ _____ | _____  |
| Supplies                              | \$ _____ | _____  |
| Equipment                             | \$ _____ | _____  |
| Travel                                | \$ _____ | _____  |
| Public Relations                      | \$ _____ | _____  |
| Contractual Services (please specify) | \$ _____ | _____  |
| _____                                 | \$ _____ | _____  |
| Other (please specify)                | \$ _____ | _____  |
| _____                                 | \$ _____ | _____  |
| <b>TOTAL</b>                          | \$ _____ | _____  |

(must be equal to or more than FY99 Equalization Aid Grant)

CITY: Des Plaines

LIBRARY NAME: Des Plaines Public Library

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

CITY: Des Plaines

I, \_\_\_\_\_ Clerk of the County of \_\_\_\_\_

in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all property as equalized by the Department of Revenue, Property Tax Administration Bureau for the most recent year available in \_\_\_\_\_ is:

(Library Corporate entity)

|                   |    |       |
|-------------------|----|-------|
| Real Estate       | \$ | _____ |
| Pollution Control | \$ | _____ |
| Railroad Property | \$ | _____ |
| All Other         | \$ | _____ |
| TOTAL             | \$ | _____ |

LIBRARY NAME: Des Plaines Public Library

All of which appears from the records and files in my office.

The \_\_\_\_\_ library tax rate is \_\_\_\_\_  
(Name of library)

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF \_\_\_\_\_, IN  
THE CITY OF \_\_\_\_\_  
IN SAID COUNTY.

(County Seal)

\_\_\_\_\_  
(County Clerk Signature)

\_\_\_\_\_  
(Date)

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, David Orr Clerk of the County of Cook  
in the State of Illinois, and keeper of the records and files of said county, do hereby certify that  
the assessed value of all property as equalized by the Department of Revenue,  
Property Tax Administration Bureau for the most recent year available in  
City of Des Plaines - Library Fund is:  
*(Library Corporate entity)*

|                   |    |                      |
|-------------------|----|----------------------|
| Real Estate       | \$ | <u>1,325,491,227</u> |
| Pollution Control | \$ | <u>1,524</u>         |
| Railroad Property | \$ | <u>791,783</u>       |
| All Other         | \$ | <u>0</u>             |
| TOTAL             | \$ | <u>1,326,284,534</u> |

All of which appears from the records and files in my office.

The 0371-5 City of Des Plaines - Library Fund library tax rate is 0.202

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF COOK, IN  
THE CITY OF CHICAGO  
IN SAID COUNTY

*David N. Orr*

(County Seal)

*(County Clerk Signature)*

5/3/99  
*(Date)*

1671

# Des Plaines Public Library



**Library  
Information**



**Library  
Services**



**Internet  
Resources**



**Library  
Contacts**

[\[Library Information\]](#)[\[Library Services\]](#)[\[Internet Resources\]](#)[\[Library Contacts\]](#)

**Welcome to the Des Plaines Public Library home page.**

You are the 36857th viewer of this page since August 1, 1996.

**Buy a Brick for the new library plaza.  
Click [here](#) for details.**



Visit the [Library Cable Network](#) for a guide to library programs on cable.



Visit the [Des Plaines home page](#) for Des Plaines community information.



Visit [Digital Cities Des Plaines](#) for more information on Des Plaines.

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This page last updated 6/10/1999



This site is part of the [NorthStarNet Project](#).



# BUY A BRICK

Buy a brick for the new library plaza to honor loved ones or promote your business.

The Buy A Brick fundraising program sponsored by Friends of the Des Plaines Public Library offers a unique opportunity to honor your loved ones or promote your business and to be a part of the future.

By purchasing an inscribed brick for the new library plaza, you will also be helping to furnish the Children's Department in the new library.

You may have your brick inscribed with names, dates or other information, or your company's logo.

Prices range from \$50.00 for a 4" by 8" brick to \$175.00 for an 8" by 8" brick with an inscribed logo or graphic.

Contributions are tax deductible to the extent of the law.

Orders must be submitted by October 1, 1999.

For more information, please call 847/827-5551, extension 110.

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This page last updated 5/12/99



# New Library Update

Des Plaines Public Library

March 22, 1999

## Interior Design Moves Forward

Interior schematic drawings are the first step toward completion of the interior design plan for the new library.

The building includes an enclosed first floor walkway from the parking garage to the library. As patrons enter the building, they are greeted by a light, airy atrium which continues through all four floors. The first floor includes areas for checking out, returning, and renewing materials, as well as large, flexible meeting rooms.

A river theme is carried throughout the building. The Youth Services Department on the second floor will

feature an aquarium, along with a boat in which youngsters may play. Also included are seating and shelving especially scaled to toddlers, a poetry corner, a gathering area for grade schoolers, a special area for young adults, and children's computers.

As patrons move upstairs through the building, they will also be moving towards quieter areas of the library. New books, large type books, fiction, audiovisual materials, current periodicals, and public computers will be housed on the third floor, which will have wide aisles and allow comfortable browsing of popular materials. Some group study rooms,

a high school collection, a special seating/study area for teens, and a quiet reading room are also planned for the third floor.

Reference and research materials will be located on the fourth floor, which also includes a computer lab with word processing and other software, public computers with Internet access, additional group study rooms, and open stacks with back issues of periodicals. The fourth floor includes an outdoor terrace, and the Board is exploring the possibility of using the terrace as a reading area for patrons and as a location for special events hosted by the library and other groups, weather permitting.

## Award-Winning Architect Designs New Library

Lohan Associates, architect for the new library, was founded in 1939 and has been based in Chicago for the past 30 years. The firm is noted for its work locally and throughout the world and has won numerous awards from the American Institute of Architects and other organizations. In the Chicago area, Lohan Associates has provided design services for the Adler Planetarium, Blue Cross Blue Shield of Illinois, DePaul University, the Illinois Institute of Technology, the University of Illinois at Chicago, the University of Chicago, Safety-Kleen Corporation, the John G. Shedd Oceanarium, McDonald's Corporation, and Dean Witter Financial Service Group.

### Trustees Available to Discuss New Library

Library Board trustees are available to offer presentations on the new library to community groups and to answer any questions about the library building project. For more information, please contact the administrative office at 847/827-5551, ext. 110.

### Buy A Brick

Here's your chance to be a part of the future. Buy an inscribed brick for the plaza in front of the new library. Honor or remember a loved one, celebrate a special event, or spotlight your business or organization. Proceeds will help furnish the Children's Department. For details, please phone 847/827-5551, ext. 110.

**New Library Expo . . . Saturday, April 17, 2-4 p.m. . . . Large Meeting Room**



# New Library Update

## Des Plaines Public Library

April 16, 1999

### SCHOOL CHILDREN BREAK GROUND FOR NEW LIBRARY BUILDING

Rain didn't dampen the spirits of the crowd as children representing 21 area schools broke ground for the new Des Plaines Public Library during a special ceremony held at noon on Thursday, April 15. Des Plaines Mayor Paul W. Jung and Library Board President Eldon Burk hosted the groundbreaking at the site of the new building on Ellinwood between Pearson and Lee Streets.

The Mayor said it was fitting that children, who represent the future, break ground for the new library.

Eldon Burk cited the Mayor and Library Board Trustee John Burke as key figures in moving the project forward.

Noting that April is National Poetry Month, Library Administrator Sandra Norlin,

aided by school children who held word cards, presented a poem that invited everyone to "Listen. You will hear us work, learn, sing, dance, play with words in this lovely place."

The new library was designed by Lohan Associates of Chicago. The general

contractor for the project is Leopardo Companies, Inc., of Glendale Heights. The 80,000-square foot, four-story building is the centerpiece of the city's downtown redevelopment project. It is expected to open in early summer of the year 2000.



Listen. You will hear us  
work learn sing dance play  
with words in this lovely place.

### Top General Contractor Selected for New Library

Leopardo Companies, Inc. of Glendale Heights has been selected as the general contractor for the new library. Jim Leopardo, who holds a degree in construction engineering, founded the company in 1979. He has hands-on experience in architectural design, estimating, field work, and supervision. The company has done work for G.D. Searle, Juno Lighting, Schwak Corporation, Northwest Community Hospital, NutraSweet, Ameritech, and the Chicago Public Library. Consistently recognized as one of the top 20 contractors in *Crain's Chicago Business*, Leopardo was also cited by *Inc. Magazine* as one of the country's 500 fastest growing companies for three consecutive years. The company recently opened an office in downtown Chicago in order to better serve its Chicago clients.



The new library is the centerpiece of the downtown redevelopment, which also includes retail space and a residential complex.

### BUY A BRICK FOR NEW LIBRARY PLAZA

The Buy A Brick fundraising program sponsored by Friends of the Library offers a unique opportunity to honor your loved ones or promote your business. Purchase an inscribed brick for the new library plaza and help furnish the new Children's Department. Prices range from \$50 for a 4-inch by 8-inch brick to \$175 for an 8-inch by 8-inch brick with a logo or graphic. Orders must be submitted by October 1, 1999. Phone 847/827-5551, extension 110 for information.



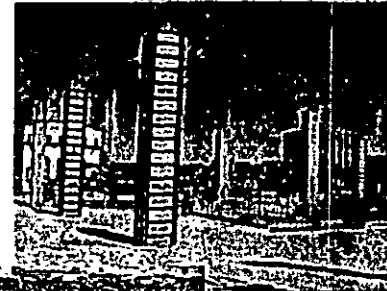
# New Library Update

## Des Plaines Public Library

June 3, 1999

### New Library Taking Shape

The new Des Plaines Public Library is beginning to take shape above ground. Passersby can now see support columns rising from the site on Ellinwood between Lee and Pearson Streets. The columns and the building are made of reinforced concrete which is poured in place. Workers have also begun putting the scaffolding up for the second floor. The floor thickness will be 11 inches. Drilling rigs have begun work on the areas where the elevators will be located. The drilling sleeves for the elevators go down 48 feet below the surface.



### New Library Project within Budget

The new library construction project is within budget, with completion expected on or before May 30, 1999. Lohan Associates has submitted a proposal to the Board of Trustees to provide special interior design services for murals, an atrium sculpture, and unique features for the Children's Department, including ceiling banners and a boat/play area with a crow's nest. These design services are not included in the base contract for interior design and will be reviewed by the Board and Owner Services Group at the June 15th Board meeting. Both the Finance and Management Committees of the Board have reviewed projected staffing requirements for the new library, which include one additional librarian, five library assistants, several part-time technology pages, a cataloger, and a custodial assistant.

#### Buy A Brick

Here's your chance to be a part of the future. Buy an inscribed brick for the plaza in front of the new library. Honor or remember a loved one, celebrate a special event, or spotlight your business or organization. Proceeds will help furnish the Children's Department. For details, please phone 847/827-5551, ext. 110.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### Technology Plan Des Plaines Public Library

#### Abstract

The Des Plaines Public Library serves 53,000 residents of the City of Des Plaines. The use of technology is an integral part of the library's mission to provide free and open access to information in a welcoming environment.

#### Vision

The Des Plaines Public Library is an essential cultural and educational service so vital that all residents of the community use its resources to realize their hopes and to enrich their lives.

#### Technology Needs Assessment

Des Plaines Public Library patrons need access to on-line catalogs and reference sources, prompt, accurate service, and workstations for personal use. To provide the former, library patrons need workstations with printers that access the computer catalog and the Internet. To provide service away from the library building, a mobile library necessitates the use of a portable PC and laser scanner for circulation purposes. Remote service is also provided through the use of dial-up access, providing reference products and catalogs to patrons in homes and businesses 24 hours a day. Patrons also require PCs with printers for their personal use.

Des Plaines Public Library staff require workstations with laser scanners for circulation, reference and cataloging purposes. They also require workstations for research, office work, production of printed materials, electronic communication, and electronic invoicing. Workstations require access to the catalog system and the Internet.

Technology Assessment

Equipment and connections at the library can be separated into three categories: computer catalog, Local Area Network, and standalone. A breakdown of each of these is provided below:

Computer Catalog

56K line to connect to Cooperative Computer Services, our catalog provider  
29 terminals for public and staff (will be replaced by workstations in FY '99)  
2 terminal servers for terminal connections  
CSU/DSU for router  
10 laser scanners  
9 dot-matrix and inkjet printers  
1 3M Self-Check machine  
1 workstation for backup circulation

Local Area Network

file server  
CD-ROM server  
communications server  
3 modems for dial-up use  
fractional T-1 (256K) for Internet access  
router  
CSU/DSU for router  
2 ethernet hubs  
42 desktop PCs (will increase to 79 in FY '99)  
1 Mac  
1 color laser printer  
1 laser printer  
4 inkjet printers  
1 copier/printer  
4 debit card readers  
4 dot-matrix printers  
1 photographic scanner

Standalone

3 PCs for patron use  
2 Macs for patron use (3 by end of year)  
2 laser printers  
4 inkjet printers  
1 Mac for staff use  
2 laptop PCs  
3 debit card readers

### Library's Plan to Address Technology Needs

During 1999, the library will eliminate the use of terminals, except in emergency cases, replacing them with workstations. 37 additional workstations will be added, 16 to replace terminals in public areas, 13 to replace terminals in staff areas, and 8 to replace outdated workstations or as additional workstations. Additionally, 3 new iMacs will replace the current 2 Macintosh computers. A new server, including a NOS upgrade will also replace the library's aging file server.

During 2000, the library will be moving to a new, larger facility, prompting a need for a greater number of workstations. At least 60 new workstations will be required, as well as at least 10 new printers. A debit card system will be used, augmenting or replacing our current system. The network infrastructure will be increased as required.

Staff will provide training for the board and patrons. Staff will be trained at North Suburban Library System and other sources.

Potential partners include North Suburban Library System, Cooperative Computer Services, our ISP, and local community organizations through NorthStarNet.

### Evaluation

The Library will continue to evaluate existing services for response time, ease of use, accuracy, and obsolescence. Staff and patron comments, as well as surveys, reviews, and professional seminars will be used in the evaluation process.

Position Description

JOB TITLE: Computer Network Administrator  
DEPARTMENT: Technical Services  
CLASSIFICATION: Library Assistant IV  
STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Coordinator of Computer and Technical Services the Computer Network Administrator performs and directs activities in management of library-wide computer resources; provides technical assistance to library departments in acquisition, installation and maintenance of technology-based products. The Computer Network Administrator will help train both staff and public in the use of library computer software applications. Duties require complex, technical, and professional work of considerable difficulty.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Acts as LAN administrator.
4. Responsible for day to day operation of the library's local area network and manages LAN installation, configuration and use.
5. Prepares specifications for computer hardware and software purchases; solicits bids, quotes, and/or proposals; analyzes responses; makes recommendations for purchases.
6. Maintains awareness of current technologies in hardware and software; makes recommendations as appropriate.
7. Prepares reports as requested.
8. Installs, upgrades and maintains CD ROM products.
9. Upgrades skill levels as necessary.
10. Acts as GEAC/CCS liaison.
11. Maintains communication with GEAC/CCS concerning computer system problems and trouble shooting.
12. Coordinates computer system repair and maintenance, backup and virus protection.



13. Coordinates distribution of GEAC/CCS user documentation.
14. Represents the library on systemwide committees.
15. Acts as coordinator of library personal computers.
16. Coordinates preventive maintenance and repair activities.
17. Installs equipment and software.
18. Acts as training coordinator for computer activities.
19. Provides documentation for required maintenance procedures.
20. Prepares and maintains procedures manuals and trains other personnel in backup activities.
21. Provides instruction and training opportunities to staff and patrons.
22. Provides hands on assistance to patrons using public computers.
23. Trains and supervises technology assistants.
24. Conducts classes for the public of all ages on the use of the LAN, the Internet and the catalog.
25. Acts as library computer equipment coordinator.
26. Monitors equipment maintenance contracts and acts as contact with vendors.
27. Repairs or recommends contracts for repair of equipment.
28. Trains staff on use of equipment.
29. Acts as coordinator of library Internet applications and services.
30. Develops and maintains the library home page.
31. Coordinates library and other local agencies' activities in providing local information through NorthStarNet.

#### PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

#### MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Minimum of a four year degree in computer sciences or related field and three years of computer systems experience or equivalent combination of training and experience. Minimum rating of Novell CNA. Valid Illinois drivers license.
4. Some library experience is preferred.
5. Considerable skill in communicating with vendors and suppliers as well as with patrons and staff.
6. Considerable knowledge of current releases of computer technology and applications.
7. Considerable ability to provide staff and public training for computer software applications

Revised and Approved \_\_\_\_\_

Position Description

JOB TITLE: Head of Public Information Services  
DEPARTMENT: Administration  
CLASSIFICATION: Library Assistant IV  
STATUS: Non-exempt

## GENERAL STATEMENT:

Under general direction of the Library Administrator, the Head of Public Information Services performs complex technical and professional work of considerable difficulty to promote the library within the community and to communicate the library's policies, programs and services to the public; supervises the work of Public Information assistants and volunteers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Originates and coordinates the development and distribution of information regarding programs, services, activities, issues, policies, and procedures of the library.
4. Supervises and coordinates the work of the Public Information Assistant(s) and volunteer(s).
5. Participates in Department Head meetings and team training activities.
6. Initiates and maintains ongoing partnerships with other institutions, organizations, community groups, and City departments.
7. Serves as a library spokesperson and liaison to community organizations and other public forums and serves on joint committees.
8. Creates public relations plans for general and special purposes.
9. Participates in special events planning, and serves on library committees.
10. Maintains contact with library staff and administrators, and attends numerous meetings, events, and functions in order to clarify information, verify facts, and create materials for publication.
11. Originates and executes, or supervises preparation of news releases, newsletters, special brochures, flyers, bookmarks, booklists, annual reports and other materials.

12. Attends Library Board meetings and originates and disseminates information from meetings to media.
13. Supervises creation of consistent, attractive, and appropriate library signage and displays.
14. Supervises preparation and acquisition of graphic and photographic images for production of pictures, and illustrations for library materials.
15. Compiles and provides information to the administration for budget preparation and uses considerable discretion in administering budget for department activities.
16. Initiates contact with media to suggest special features, articles, and coverage of library events, and responds in a timely fashion to media requests for information.
17. Originates, develops, and supervises creative and innovative means of communicating the mission of the library to the public.
18. Coordinates with other staff members research and collection of data for preparation of reports and other written or visual materials needed for public presentations, articles, editorials, grant applications, and special projects.
19. Takes full responsibility for meeting publication deadlines and coordinates publicity with other departments to assure the timely production of all promotional materials.
20. Researches and implements methods for improving internal staff communication, such as bulletin boards, staff surveys, employee handbook, and Intranet.
21. Contacts and maintains relationships with outside suppliers and vendors when appropriate for preparation of newsletters, promotional pieces, and special materials.
22. Prepares specifications and solicits bids from outside vendors, seeks comparative pricing, and monitors production and associated costs.
23. Edits, reviews, and proofreads for errors of style, fact, and form all printed library materials for public use.
24. Supervises maintenance of archival records and files of library activities and events.
25. Attends public relations, marketing, grant writing, and fund-raising workshops and seminars.
26. Maintains cordial working relationship with trustees, media and Friends of the Library.

#### PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment, including still, digital, video camera, and microphones.

### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

### MINIMUM QUALIFICATIONS:

1. Ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to public.
3. High school graduation or equivalent and graduation from an accredited four-year college or university with a degree in journalism, communications, English, public administration or a closely related field.
4. Five years of progressively responsible work in public relations activities or a field of public communications; library experience is preferred.
5. Supervisory experience.
6. Good understanding of broad concepts of public relations.
7. Working ability to manage a variety of projects and to coordinate a variety of activities simultaneously.
8. Ability to comprehend and meet a variety of deadlines.
9. Considerable professional experience in communications and publications techniques and practices; comprehensive understanding of public programs and series.
10. Considerable knowledge of journalistic and expository writing.
11. Considerable knowledge of word processing, desktop publishing, and graphic applications; ability and willingness to learn new technology.

12. Skill in operating the listed tools and equipment.
13. Ability to analyze and interpret complex information.
14. Ability to communicate complex issues effectively both orally and in writing.
15. Ability to present a diverse range of materials using a variety of media.

Revised and Approved \_\_\_\_\_

Position Description

JOB TITLE: Community Services Assistant

DEPARTMENT: Community Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

**GENERAL STATEMENT:**

Under the general supervision of the Head of the Community Services Department, the Community Services Assistant performs work of moderate difficulty relating to the operations of the department. With the assistance of the department head, this employee will be responsible for developing a plan for expanding the library's community outreach. The work requires the ability to plan presentations and programs for community groups and to conduct informal research to determine community needs. This employee will also be responsible for expanding and implementing the library's volunteer program. This position requires excellent customer services skill, independent thinking, general knowledge of library operations, general computer skills, and the ability to learn how to use and to teach others to use assistive technologies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Initiates and maintains contact with community organizations to ensure responsive library services
4. Plans and presents programs for community groups, including the promotion of library services, programs and materials
5. Coordinates volunteer program, bringing volunteers of various ages into the Library to work on special projects and/or on a regular basis in various Library departments
6. Recruits and orients volunteers, matching their skills and interests to the needs in various Library departments
7. Helps provide services to patrons who are disabled, including helping to acquire assistive technologies, publicize their availability, and train patrons in their use.
8. Participates in services to patrons who are homebound and to nursing homes and similar institutions

**PERIPHERAL DUTIES:**

1. May assist patrons on the Mobile Library.
2. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned.

**TOOLS/EQUIPMENT USED:**

A variety of office machines, assistive technologies, computers and library equipment.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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

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

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

The work requires being subject to varying weather conditions.

**MINIMUM QUALIFICATIONS:**

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Bachelors degree or an equivalent combination of training and experience. Working ability to communicate effectively, both orally and in writing.
4. Working ability to speak before a group.
5. Ability to type and enter data into a computer, to read information on computer monitors, and to use word processing and database programs.
6. Ability to operate computerized circulation systems.
7. Working ability to exercise initiative, tact, leadership and independent judgment in both providing customer service and planning work.
8. Possession of or ability to obtain a valid driver's license.

Revised and Approved \_\_\_\_\_



**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**

**May 1999**

1688

|                            |         |                            |         |                 |
|----------------------------|---------|----------------------------|---------|-----------------|
| <b>Total 1998 to Date:</b> | 332,000 | <b>Total 1999 to Date:</b> | 316,747 | <b>% Change</b> |
| <b>May 1998:</b>           | 54,061  | <b>May 1999:</b>           | 54,550  | -4.59%          |
|                            |         |                            | 54,550  | 0.09%           |

|                              | <u>MAIN LIBRARY</u> |        | <u>MOBILE LIBRARY</u> |       | <u>TOTAL</u> |        |
|------------------------------|---------------------|--------|-----------------------|-------|--------------|--------|
| <u>CHILDREN</u>              | 1998                | 1999   | 1998                  | 1999  | 1998         | 1999   |
| Non Fiction                  | 3,447               | 3,237  | 1,141                 | 819   | 4,588        | 4,056  |
| Fiction                      | 6,616               | 7,570  | 1,343                 | 1,199 | 7,959        | 8,769  |
| Foreign Language Non Fiction | 23                  | 21     | 11                    | 8     | 34           | 29     |
| Foreign Language Fiction     | 158                 | 119    | 80                    | 96    | 238          | 215    |
| Periodicals                  | 112                 | 141    | 85                    | 100   | 197          | 241    |
| Compact Discs                | 103                 | 198    | 24                    | 49    | 127          | 247    |
| Audio Cassettes              | 125                 | 242    | 25                    | 15    | 150          | 257    |
| Audio Kits                   | 269                 | 220    | 88                    | 76    | 357          | 296    |
| Puzzles                      | 227                 | 288    | 70                    | 49    | 297          | 337    |
| Games                        | 39                  | 52     | 11                    | 22    | 50           | 74     |
| Audio Books                  | 94                  | 114    | 5                     | 9     | 99           | 123    |
| Video Fiction                | 610                 | 1,901  | 255                   | 265   | 865          | 2,166  |
| Video Non Fiction            | 404                 | 853    | 75                    | 67    | 479          | 920    |
| DVD                          | 0                   | 4      | 0                     | 0     | 0            | 4      |
| CD ROMs                      | 201                 | 547    | 0                     | 0     | 201          | 547    |
| <b>SUB TOTAL</b>             | 12,428              | 15,507 | 3,213                 | 2,774 | 15,641       | 18,281 |

| <u>ADULT</u>                 | 1998   | 1999   | 1998  | 1999  | 1998   | 1999   |
|------------------------------|--------|--------|-------|-------|--------|--------|
| Non Fiction                  | 9,658  | 9,921  | 165   | 253   | 9,823  | 10,174 |
| Fiction                      | 5,567  | 6,558  | 231   | 349   | 5,798  | 6,907  |
| Large Type                   | 672    | 733    | 23    | 74    | 695    | 807    |
| Foreign Language Non Fiction | 59     | 131    | 12    | 7     | 71     | 138    |
| Foreign Language Fiction     | 295    | 285    | 0     | 0     | 295    | 285    |
| High School Collection       | 0      | 52     | 0     | 3     | 0      | 55     |
| Periodicals                  | 1,685  | 2,047  | 120   | 128   | 1,805  | 2,175  |
| Pamphlets                    | 25     | 38     | 0     | 0     | 25     | 38     |
| Compact Discs                | 2,323  | 3,588  | 486   | 428   | 2,809  | 4,016  |
| Audio Cassettes              | 365    | 435    | 4     | 11    | 369    | 446    |
| Puzzles                      | 7      | 11     | 0     | 11    | 7      | 22     |
| Pictures                     | 63     | 55     | 0     | 0     | 63     | 55     |
| Audio Books                  | 1,079  | 1,537  | 26    | 7     | 1,105  | 1,544  |
| CD ROMs                      | 122    | 162    | 0     | 0     | 122    | 162    |
| Video Fiction                | 4,761  | 6,096  | 315   | 396   | 5,076  | 6,492  |
| Video Non Fiction            | 1,990  | 2,673  | 29    | 41    | 2,019  | 2,714  |
| DVD                          | 0      | 205    | 0     | 0     | 0      | 205    |
| Misc. Formats                | 0      | 30     | 0     | 1     | 0      | 31     |
|                              | 28,671 | 34,557 | 1,411 | 1,709 | 30,082 | 36,266 |
| Supersedes                   | 6,000  |        | 2,338 | 3     | 8,338  | 3      |
| <b>GRAND TOTAL</b>           | 47,099 | 50,064 | 6,962 | 4,486 | 54,061 | 54,550 |

Self Check 1,897 12,411

## XII

## REGISTRATION SERVICES REPORT FOR MAY 1999

## I. LIBRARY CARD REGISTRATION SERVICES

| <u>May 1998</u> | <u>April 1999</u>      | <u>May 1999</u> | <u>Year to Date</u><br><u>1998</u> | <u>Year to Date</u><br><u>1999</u> | <u>% Change</u> |
|-----------------|------------------------|-----------------|------------------------------------|------------------------------------|-----------------|
| 853             | 812                    | 998             | 5,168                              | 4,048                              | (-21.7%)        |
| A.              | New Cards              |                 |                                    | 186                                |                 |
| B.              | Renewals               |                 |                                    | 293                                |                 |
| C.              | Non-Resident Cards     |                 |                                    | 10                                 |                 |
| D.              | Off-line Library Cards |                 |                                    | 43                                 |                 |
|                 | Total                  |                 |                                    | 532                                |                 |

## II. OTHER REGISTRATION SERVICES

|    |                                       |     |
|----|---------------------------------------|-----|
| 1. | Patrons Registering for Programs      | 280 |
| 2. | Number of Meeting Room Uses           | 84  |
| 3. | Cab cards and Other Registrations     | 2   |
| 4. | LAN Discs Sold<br>(Year to Date - 25) | 1   |
| 5. | Computer Room                         | 160 |
| 6. | Reading Edge Users                    | 1   |
|    | Total                                 | 528 |

## III. TOTAL NUMBER OF REGISTERED BORROWERS

|          |        |                       |
|----------|--------|-----------------------|
| May 1998 | 32,953 | (61.7% of Population) |
| May 1999 | 34,196 | (64.0% of Population) |

## CIRCULATION REPORT FOR MAY 1999

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## PATRON ATTENDANCE COUNT

| <u>May 1998</u> | <u>April 1999</u> | <u>May 1999</u> | Year to Date<br><u>1998</u> | Year to Date<br><u>1999</u> | <u>% Change</u> |
|-----------------|-------------------|-----------------|-----------------------------|-----------------------------|-----------------|
| 24,617          | 30,464            | 25,169          | 149,737                     | 132,286                     | (-11.7%)        |

## RECIPROCAL BORROWING

(Materials Lent)

|               | May 1998 | May 1999 | <u>% Change</u> |
|---------------|----------|----------|-----------------|
| NSLS          | 4,838    | 6,736    | 28.2%           |
| OTHER SYSTEMS | 1,021    | 1,294    | 21.1%           |
| TOTAL         | 5,859    | 8,030    | 27.0%           |

## INTERLIBRARY LOAN

|          |     |
|----------|-----|
| Sent     | 937 |
| Received | 311 |

## May 1999 Holdings

|                   | Last<br>Month | This<br>Month | Change | Percent<br>Change |
|-------------------|---------------|---------------|--------|-------------------|
| Books             | 179,905       | 179,964       | 59     | 0.0%              |
| Audio             | 14,189        | 14,401        | 212    | 1.5%              |
| Video             | 9,773         | 9,825         | 52     | 0.5%              |
| Puzzles and Games | 717           | 783           | 66     | 9.2%              |
| Realia            | 235           | 235           | 0      | 0.0%              |
| Pamphlets         | 14,909        | 14,861        | -48    | -0.3%             |
| -----             |               |               |        |                   |
| Total             | 219,728       | 220,069       | 341    | 0.2%              |

ACQUISITIONS REPORT FOR  
FOR MAY 1999

|                            | Last<br>Month  | This<br>Month  | Change      | Percent<br>Change |
|----------------------------|----------------|----------------|-------------|-------------------|
| <b>Non Fiction</b>         |                |                |             |                   |
| <b>Adult</b>               |                |                |             |                   |
| 000                        | 2,038          | 2,042          | 4           | 0.2%              |
| 100                        | 2,557          | 2,560          | 3           | 0.1%              |
| 200                        | 2,767          | 2,768          | 1           | 0.0%              |
| 300                        | 11,735         | 11,715         | -20         | -0.2%             |
| 400                        | 645            | 644            | -1          | -0.2%             |
| 500                        | 3,043          | 3,047          | 4           | 0.1%              |
| 600                        | 17,573         | 17,598         | 25          | 0.1%              |
| 700                        | 15,055         | 15,059         | 4           | 0.0%              |
| 800                        | 4,971          | 4,985          | 14          | 0.3%              |
| 900                        | 11,558         | 11,590         | 32          | 0.3%              |
| B                          | 4,573          | 4,581          | 8           | 0.2%              |
| <b>Total (Adult)</b>       | <b>76,515</b>  | <b>76,589</b>  | <b>74</b>   | <b>0.1%</b>       |
| <b>Juvenile (J)</b>        |                |                |             |                   |
| 000                        | 383            | 383            | 0           | 0.0%              |
| 100                        | 203            | 203            | 0           | 0.0%              |
| 200                        | 283            | 283            | 0           | 0.0%              |
| 300                        | 2,279          | 2,281          | 2           | 0.1%              |
| 400                        | 112            | 112            | 0           | 0.0%              |
| 500                        | 3,163          | 3,159          | -4          | -0.1%             |
| 600                        | 2,653          | 2,511          | -142        | -5.4%             |
| 700                        | 3,374          | 3,376          | 2           | 0.1%              |
| 800                        | 809            | 809            | 0           | 0.0%              |
| 900                        | 3,541          | 3,572          | 31          | 0.9%              |
| B                          | 973            | 974            | 1           | 0.1%              |
| YA                         | 898            | 896            | -2          | -0.2%             |
| <b>Total (J)</b>           | <b>18,671</b>  | <b>18,559</b>  | <b>-112</b> | <b>-0.6%</b>      |
| <b>Total (E)</b>           | <b>7,409</b>   | <b>7,486</b>   | <b>77</b>   | <b>1.0%</b>       |
| <b>Total (Juvenile)</b>    | <b>26,080</b>  | <b>26,045</b>  | <b>-35</b>  | <b>-0.1%</b>      |
| <b>Total (Non fiction)</b> | <b>102,595</b> | <b>102,634</b> | <b>39</b>   | <b>0.0%</b>       |
| <b>Fiction</b>             |                |                |             |                   |
| <b>Adult</b>               | <b>34,080</b>  | <b>33,788</b>  | <b>-292</b> | <b>-0.9%</b>      |
| <b>Juvenile</b>            |                |                |             |                   |
| J                          | 8,549          | 8,613          | 64          | 0.7%              |
| YA                         | 1,938          | 1,961          | 23          | 1.2%              |
| E                          | 10,345         | 10,376         | 31          | 0.3%              |
| Picture Books              | 7,384          | 7,384          | 0           | 0.0%              |
| Board Books                | 881            | 911            | 30          | 3.4%              |
| <b>Total (Juvenile)</b>    | <b>29,097</b>  | <b>29,245</b>  | <b>148</b>  | <b>0.5%</b>       |
| <b>Total (Fiction)</b>     | <b>63,177</b>  | <b>63,033</b>  | <b>-144</b> | <b>-0.2%</b>      |
| <b>High school</b>         | <b>294</b>     | <b>347</b>     | <b>53</b>   | <b>18.0%</b>      |

|                        |        |        |     |       |
|------------------------|--------|--------|-----|-------|
| Compact discs          |        |        |     |       |
| Adult                  | 5,973  | 6,024  | 51  | 0.9%  |
| Juvenile               | 359    | 421    | 62  | 17.3% |
| Total (Compact discs)  | 6,332  | 6,445  | 113 | 1.8%  |
| DVDs                   |        |        |     |       |
| Adult                  | 49     | 67     | 18  | 36.7% |
| Juvenile               | 1      | 2      | 1   | 0.0%  |
| Total (DVDs)           | 50     | 69     | 19  | 38.0% |
| CD ROMs                |        |        |     |       |
| Adult                  | 168    | 169    | 1   | 0.6%  |
| Juvenile               | 383    | 390    | 7   | 1.8%  |
| Total (CD ROMs)        | 551    | 559    | 8   | 1.5%  |
| Audio Cassettes        |        |        |     |       |
| Adult                  | 2,288  | 2,285  | -3  | -0.1% |
| Juvenile               | 915    | 945    | 30  | 3.3%  |
| Audio Books            |        |        |     |       |
| Adult                  | 2,045  | 2,085  | 40  | 2.0%  |
| Juvenile               | 884    | 892    | 8   | 0.9%  |
| Total (Cassettes)      | 6,132  | 6,207  | 75  | 1.2%  |
| Kits                   | 1,124  | 1,121  | -3  | -0.3% |
| Videocassettes         |        |        |     |       |
| Adult                  | 7,759  | 7,787  | 28  | 0.4%  |
| Juvenile               | 2,014  | 2,038  | 24  | 1.2%  |
| Total (Videocassettes) | 9,773  | 9,825  | 52  | 0.5%  |
| Total (Audio Visual)   | 23,962 | 24,226 | 264 | 1.1%  |
| Reference              |        |        |     |       |
| Adult                  | 5,868  | 5,916  | 48  | 0.8%  |
| Juvenile               | 1,120  | 1,127  | 7   | 0.6%  |
| Total (Reference)      | 6,988  | 7,043  | 55  | 0.8%  |
| Puzzles                |        |        |     |       |
| Adult                  | 87     | 87     | 0   | 0.0%  |
| Juvenile               | 549    | 615    | 66  | 12.0% |
| Total (Puzzles)        | 636    | 702    | 66  | 10.4% |
| Games (Juvenile)       | 81     | 81     | 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                      | 3,260  | 3,285  | 25  | 0.8%  |
| Juvenile                   | 27     | 27     | 0   | 0.0%  |
| Total (Large Type)         | 3,287  | 3,312  | 25  | 0.8%  |
| Pamphlets                  | 14,909 | 14,861 | -48 | -0.3% |
| Easy Reading               | 1,026  | 1,026  | 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                      | 85     | 85     | 0   | 0.0%  |
| Juvenile                   | 18     | 18     | 0   | 0.0%  |
| Total (French language)    | 103    | 103    | 0   | 0.0%  |
| German                     |        |        |     |       |
| Adult                      | 92     | 92     | 0   | 0.0%  |
| Juvenile                   | 5      | 5      | 0   | 0.0%  |
| Total (German language)    | 97     | 97     | 0   | 0.0%  |
| Greek                      |        |        |     |       |
| Adult                      | 1      | 1      | 0   | 0.0%  |
| Juvenile                   | 0      | 0      | 0   | 0.0%  |
| Total (Greek language)     | 1      | 1      | 0   | 0.0%  |
| Gujarti                    |        |        |     |       |
| Adult                      | 0      | 0      | 0   | 0.0%  |
| Juvenile                   | 4      | 4      | 0   | 0.0%  |
| Total (Gujarti language)   | 4      | 4      | 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                     | 586     | 601     | 15  | 2.6% |
| Juvenile                  | 41      | 43      | 2   | 4.9% |
| Total (Polish language)   | 627     | 644     | 17  | 2.7% |
| Russian                   |         |         |     |      |
| Adult                     | 251     | 251     | 0   | 0.0% |
| Juvenile                  | 2       | 2       | 0   | 0.0% |
| Total (Russian language)  | 253     | 253     | 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                     | 609     | 614     | 5   | 0.8% |
| Juvenile                  | 816     | 825     | 9   | 1.1% |
| Total (Spanish language)  | 1,425   | 1,439   | 14  | 1.0% |
|                           |         |         |     |      |
| Total (Adult)             | 1,646   | 1,666   | 20  | 1.2% |
| Total (Juvenile)          | 892     | 903     | 11  | 1.2% |
| Total (Foreign languages) | 2,538   | 2,569   | 31  | 1.2% |
| =====                     |         |         |     |      |
| TOTAL                     | 219,728 | 220,069 | 341 | 0.2% |



**DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE STATISTICAL REPORT  
MAY 1999**

| <u>Assistance</u>                  | <u>Number</u> | <u>Total</u> |
|------------------------------------|---------------|--------------|
| 1. Equipment repair and assistance | 228           |              |
| 2. Tax forms                       | 24            |              |
| 3. Directional questions           | 142           |              |
| 4. Item retrieval by library pages | 78            |              |
| 5. Audio visual inquiries          | 488           |              |
| <br>Total                          |               | <br>960      |
| <br>Reference Services             |               |              |
| 1. Specific item request           | 814           |              |
| 2. Ready reference                 | 487           |              |
| 3. Material searching              | 315           |              |
| 4. Referrals to other libraries    | 17            |              |
| 5. Reader's Advisory               | 20            |              |
| <br>Total                          |               | <br>1,653    |
| <br>GRAND TOTAL                    |               | <br>2,613    |

**CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT  
MAY 1999**

| <u>Reference Services</u>          | <u>Number</u> |
|------------------------------------|---------------|
| 1. Equipment, repair, & assistance | 330           |
| 2. Computer sign-ups & help        | 684           |
| 3. Storytime & program sign-ups    | 183           |
| 4. Reference questions             | 592           |
| 5. Ready reference                 | 266           |
| 6. Referrals to other libraries    | 11            |
| 7. Miscellaneous inquiries         | 300           |
| 8. Handout & change                | 610           |
| <br>TOTAL                          | <br>2,976     |

Number of individuals using the Local Computer Network = 1,832

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM MAY 1999**

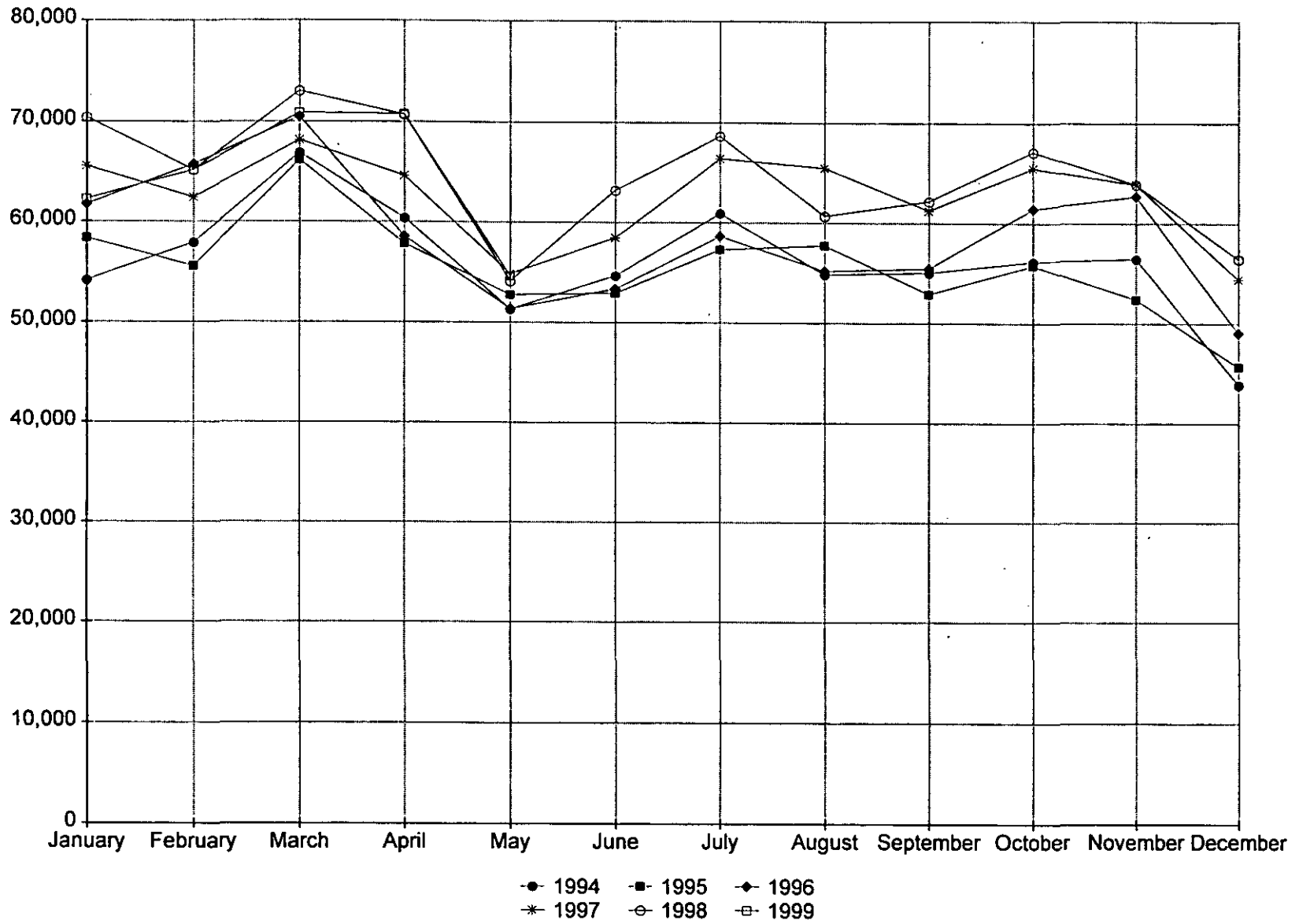
| <b>Outside Community Groups</b>             | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| AAUW  | 1                 | 6                 |
| Coupon Club                                 | 1                 | 4                 |
| Des Plaines Art Guild                       | 1                 | 15                |
| DuPage Figure Skaters                       | 1                 | 8                 |
| Foreign Affairs Organizational Meeting      | 1                 | 10                |
| Junior Woman's Club of Des Plaines          | 1                 | 1                 |
| Living Trust Seminar                        | 2                 | 50                |
| Loose Threads                               | 1                 | 3                 |
| Options                                     | 3                 | 78                |
| Primerica                                   | 1                 | 20                |
| Romance Writers                             | 1                 | 30                |
| Toastmasters                                | 2                 | 18                |
| Young Artist Concert                        | 1                 | 95                |
| <b>Total</b>                                | <b>17</b>         | <b>338</b>        |
| <br><b>Library Sponsored Adult Programs</b> |                   |                   |
| Adult Book Discussion                       | 1                 | 15                |
| Cardiac Risk Factors                        | 1                 | 25                |
| Feature Film - Waking Ned Devine            | 1                 | 80                |
| Friends of the Library                      | 1                 | 20                |
| Get Thousands of Dollars (Education)        | 1                 | 14                |
| Holy Family Hospital (Arthritis)            | 1                 | 80                |
| Lunchtime Stories                           | 1                 | 9                 |
| Medicare and Medicaid Fraud                 | 1                 | 3                 |
| Medicare Update Seminar                     | 1                 | 27                |
| Oh My Aching Back                           | 1                 | 30                |
| Plainfield School                           | 1                 | 120               |
| Reference Department Meeting                | 2                 | 13                |
| Skin Cancer                                 | 1                 | 25                |
| Your Place in the Sun                       | 1                 | 30                |
| <br><b>Other</b>                            |                   |                   |
| Library Board Meeting                       | 2                 | 22                |
| <b>Total</b>                                | <b>17</b>         | <b>513</b>        |

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM - MAY 1999  
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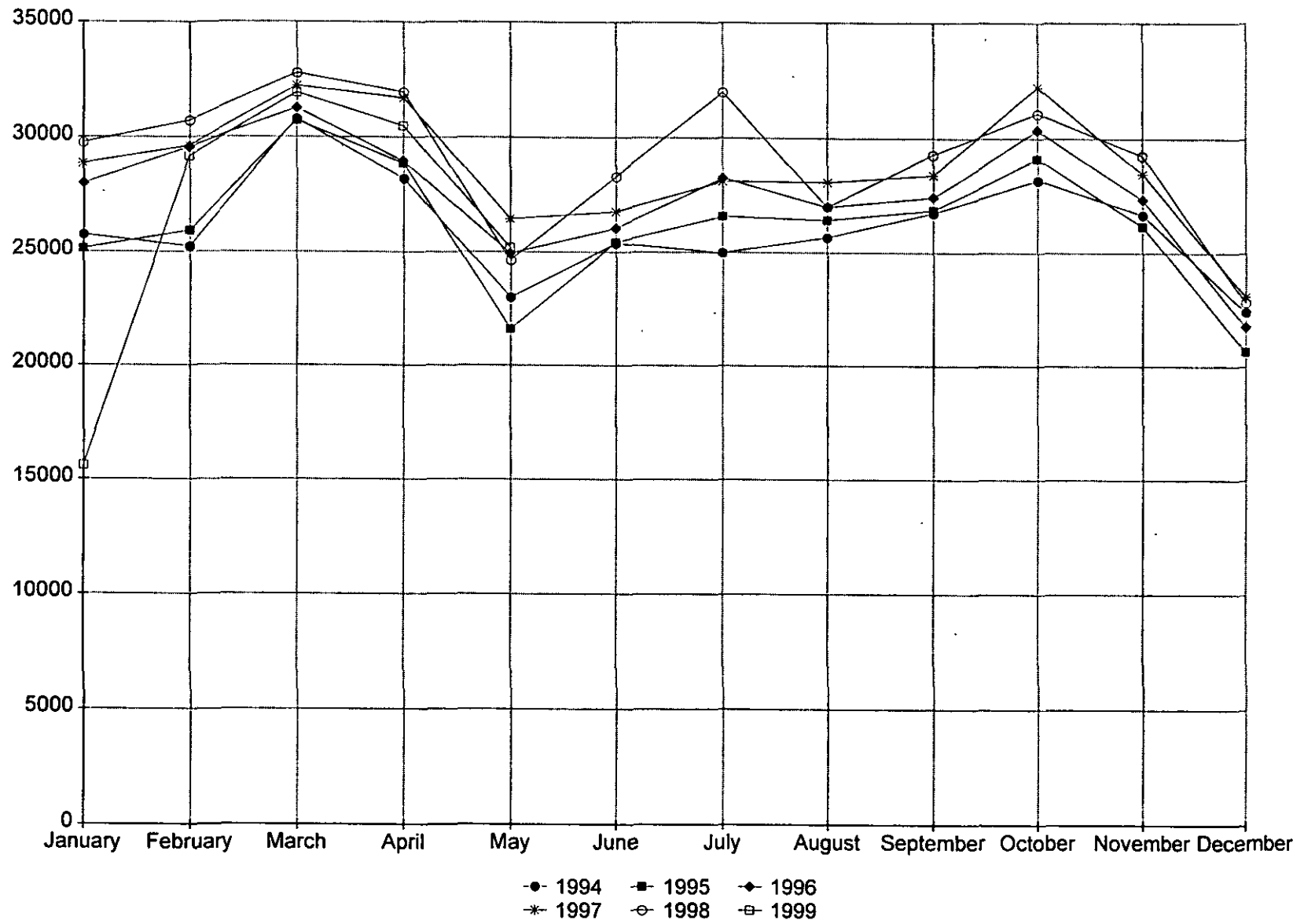
| Library Sponsored Children's Programs   | <u>Times Used</u> | <u>Attendance</u> |
|---|-------------------|-------------------|
| Babysitting Clinic                      | 1                 | 35                |
| Bright Start Baby Book Times Birth-2yrs | 12                | 221               |
| Family Evening Storytime                | 1                 | 60                |
| Josefina Program                        | 1                 | 54                |
| Mother's Day Craft                      | 1                 | 58                |
| Plainfield School Family Night          | 1                 | 54                |
| Total                                   | 17                | 482               |
| <b>Literacy Program</b>                 |                   |                   |
| Learn to Read                           | 20                | 905               |
| Grand Total                             | 71                | 2,238             |

May Total = 71 groups involving 2,238 people.  
1999 Year to Date Total 435 groups involving 11,475 people.

### Circulation Statistics Items Circulated Per Month By Year



### Patron Attendance May 1999





Rev. Dr. William G. Grice III  
SENIOR MINISTER  
Rev. David P. Lauser  
ASSOCIATE MINISTER

**First Congregational Church**  
United Church of Christ

May 12, 1999

The Des Plaines Public Library  
% Mrs. Sandra Norlin  
841 Graceland Avenue  
Des Plaines, Illinois 60016

Dear Mrs. Norlin:

Thank you for permitting our church members to park their vehicles in your lot during our annual Second Time Around Rummage Sale on Saturday, April 24. Your kindness is deeply appreciated.

The 1999 Sale netted over \$17,000. In addition to raising funds for the charitable endeavors, ministries, and mission projects of the congregation, two special gifts of \$1,000 each will be presented to the Des Plaines Senior Center and the Self-Help Closet and Food Pantry of Des Plaines.

Once again, thank you for your support and allowing us to use your parking lot. Next year's Second Time Around Sale is scheduled for Saturday, April 29, 2000. I hope we can count on your neighborly support and use your parking lot again.

With kind regards and best wishes, I remain

Faithfully yours,

Rev. Dr. William G. Grice, III  
Senior Minister





## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

June 1, 1999

Ms. Holly Sorenson  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Ms. Sorenson

Congratulations! It is with great pleasure that I award your library a FY99 Library Services and Technology Act **Bring In An Expert** grant totaling \$3,500.00. These grants are administered by the Illinois State Library, a division of the Secretary of State's office, using federal funds awarded by the Institute for Museums and Library Services.

The response to the **Bring In An Expert** grant was overwhelming. Over 660 applications were received requesting an Illinois expert to do everything from storytelling to long range planning. Your library's proposal was judged to be outstanding. I am confident that through projects such as yours, Illinois libraries will continue to be leaders in service to their communities.

Again, my sincere congratulations to you and best wishes for the continued growth and success of your library.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE  
Secretary of State  
and State Librarian

JW:isl

Dear Ms. Norlin,

This is a small thank you for you and your staff.

I am currently enrolled in Dominican University's MLIS program. Last week I finished my first semester. I would not have been able to complete my work without the help of librarians at the Des Plaines Public Library. They have been unfailingly patient and helpful. They would show me what steps to take and then check back with me to make sure I was going in the right direction. If the library did not have what I needed, they would get on the computer and phone and find a library that did.

Whereas everyone I met was helpful, I would like to mention Roberta (who helped me decide this career path), Penny, Sue, and Steven. They, and others, went out of their way many times to help me.

As I progress in my studies I hope to be less of a burden, but it is nice to know friendly, positive people are available when I need them.

Thank you all so much.

Sincerely,

*Tally Lenart*

Tally Lenart