

BOARD MINUTES
JULY 1999 - DECEMBER 1999

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JULY 1999

0469



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JULY 20, 1999

*7:30 PM

**"Library Voices" Video 7:00 PM

Agenda:

- Y2K Status Report
- Election of Officers for 1999 - 2000
- Building Project Status Report
- Finance Committee Report
- Management Committee Report
- Illinois Public Library Association Report
- Establishment of Library Calendar for 1999 - 2000
- Determination of Non-Resident Fee for 1999 - 2000
- North Suburban Library Foundation
- Executive Session - To Discuss
 - Purchase or lease of real property
 - Pending or probable litigation
 - Compensation of specific employees

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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
July 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, June 15, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee -- Alderman Sayad.
- VI. Y2K Status Report - John Haliotis.
- VII. 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, July 19, 1999.
 1. Budget for Expanded Facilities.
 2. North Suburban Library Foundation. (Action Item)
 3. Administrator Evaluation. (Action Item)

- VIII. Building and Grounds Committee - Betty Ritter. (8:30 PM)
A. Building Project Status Report - Ken Hutson, OSG.
- IX. Management Committee - Ellen Yearwood. (9:00 PM)
A. Management Committee Meeting, July 14, 1999.
B. Policy Review - Section A (A2) and Section D (D1 - D7) - Report.
- X. Planning Committee - John Burke.
- XI. Nominating Committee - Betty Ritter.
A. Election of Officers.
B. Oath of Office.
- XII. System Membership - John Ciborowski.
- XIII. Friends of the Library - Inara Brubaker.
- XIV. Administrator's Report - Sandra Norlin.
- XV. New Business. (9:30 PM)
A. Approval of Board Meeting Dates. (Action Item)
B. Illinois Public Library Association Report.
C. Approval of Library Closings. (Action Item)
D. Determination of Non-Resident Fee July 1, 1999 - June 20, 2000.
- XVI. Unfinished Business. (9:40 PM)
- XVII. Announcements.
- XVIII. Executive Session. (9:50 PM)
A. Sale or Purchase of Real Property.
B. Pending or Probable Litigation.
C. Compensation of Specific Employees.
- XIX. Adjournment. (10:10 PM)



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III

BOARD OF TRUSTEES Minutes of the Regular Meeting June 15, 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, June 15, 1999. President Eldon Burk called the meeting to order at 7:30 PM.

Members Present: Inara Brubaker, John Burke, Eldon Burk, Susan Burrows, John Ciborowski, William Grice, Betty Ritter, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Ken Hutson, Alderman Sayad.

MOTION by John Burke, seconded by John Ciborowski, to accept the agenda as amended by adding under XIV. New Business. E. All Staff Meeting 09/16/99, 8:00 AM - 10:00 AM (delayed library opening). Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of May 18, 1999 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the Special Board Meeting of June 1, 1999 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Sayad.

Alderman Sayad reported concern about adequate parking for the library at the new building. Ken Hutson of Owner Services Group, Inc. stated that parking spaces for the new building exceed the City Code.

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	\$ 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 Susan Burrows, seconded by Inara Brubaker, to be approved, subject to audit, expenditures authorized by the Library Administrator for the library Warrant Register as follows:

May 03, 1999	\$ 34,095.87
May 17, 1999	<u>43,332.92</u>
Total	\$ 77,428.79

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

MOTION by Susan Burrows, seconded by Ellen Yearwood, 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: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by William Grice, 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: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Sandra Norlin reported on Tuition Reimbursement and stated that the program has been so successful that a transfer of \$2,500 would be required to continue the program this year. The Board agreed to the transfer of funds from line item 910950 (Excess Sick Hours Payout) to line item 918060 (Tuition Reimbursement).

MOTION by Committee, to authorize Library Administrator, Sandra Norlin, to request Director of Finance, Jim Egeberg, to transfer \$2,500 from line item 910950 (Excess Sick Hours Payout) to line item 918060 (Tuition Reimbursement). Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Committee recommends the Per Capita Grant (\$68,000) be spent on the following:

1.	Adaptive Technology	\$29,000
2.	Newsletter	\$14,000
3.	Library Cable Network	\$24,000
4.	Staff Training	<u>\$ 1,000</u>
	Total	\$68,000

MOTION by Committee, to approve the FY00 Illinois State Library Per Capita Grant Application. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reported that the library would receive \$100,000 from the State of Illinois for the "Build Illinois Program". Alderman Sayad questioned Norlin about appropriations for these funds. Norlin responded that the money would be used for equipment for the new building.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Ken Hutson of Owner Services Group, Inc. distributed the Project Status Report for the period May - June 1999 and reported that the project is ahead of schedule and that no major problems have been reported. Ken also distributed the FF&E Budget dated June 15, 1999 and a prebid cost analysis for systems furniture from Lohan Associates illustrating discounts available to the Des Plaines Public Library.

Sandra Norlin reported on the Buy-A-Brick program and advised that over \$10,000 in bricks had been sold to date.

Ken Hutson will facilitate tours of the construction site for the Board and staff on the first and third Thursdays of each month. Hutson distributed information on the safety precautions that must be adhered to.

Betty Ritter reported that Gary Valente has obtained bids for the elevator contract and will award the contract to Anderson at \$1,440.

William Grice distributed a handout for fund raising for the new library and explained the concepts involved.

Eldon Burk asked that a committee of Board Members be formed for a fund raising campaign. Eldon and John Burke will discuss plans for forming the committee.

MANAGEMENT COMMITTEE - Ellen Yearwood, Chairman.

The Board reviewed and discussed library policy revisions.

MOTION by Committee, to approve revision to library policies Section C-1, C-3 through C-12 and to delete Section C-14, Database Search Policy. Vote: Ayes: All. Nays: None. MOTION CARRIED.

New job descriptions for Computer Network Administrator, Head of Public Information Services and Community Services Assistant were reviewed and discussed.

MOTION by Committee, to approve the new positions of Computer Network Administrator, Head of Public Information Services, and Community Services Assistant. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PLANNING COMMITTEE - John Burke, Chairman.

John Burke distributed minutes of the June 8, 1999 Planning Committee meeting, as well as Goals of the Strategic Plan. Burke reported that committee and staff agreed on the new objectives for Goals 1 - 3 of the Strategic Plan.

Alderman Sayad questioned the lack of computers in the library and asked if adequate computers were being provided for in the new building. President Burk responded that the new building would have 67 public computers, whereas the library now has only 17 computers due to the lack of space.

NOMINATING COMMITTEE - Betty Ritter, Chairman.

Betty Ritter reported that the Committee nominates Eldon Burk as President, Inara Brubaker as Vice-President and Carol Kidd as Secretary for a twelve-month term, beginning with the July Board Meeting.

SYSTEM MEMBERSHIP - John Ciborowski

No report.

FRIENDS OF THE LIBRARY - Inara Brubaker

Inara Brubaker reported that the Friends would now begin accepting donations for the September book sale. The Friends elected new officers for 1999 at their May meeting.

President Eldon Burk reminded the Board that Sandra Norlin celebrated her fifth anniversary as Library Administrator on June 1, 1999

ADMINISTRATOR'S REPORT

New employees are Anthony Gagliano, Part-time Monitor, Venancio Luz, Jr., Full-time Library Assistant I, Circulation, and Regina Kennedy-Boe, Part-time, temporary Cataloger, Technical Services.

Martha Sloan and Sandra have conducted interviews with four candidates for Coordinator of Computer and Technical Services and have scheduled one final interview from the current applicants. Lunch with the candidates, Department Heads and Technical Services staff has been a part of the interview process.

The Learning Organization II series has begun and thirteen staff members have attended the first two sessions, May 26 and June 9. Topics covered were Team Learning and Mental Models.

Sharon Colby and Mary Jane Kepner conducted the final meeting in the Team Building program for Department Heads on May 25, 1999. Progress since February was discussed and plans were made for continuing growth as a team.

Circulation is recovering from our early winter setback. Areas of increase over last year's circulation are Fiction (Children's), Non-Fiction (Adult) and CDs, Audio Books, CD ROMs, and Videos in both Adult and Children's.

The Summer Reading Program was launched on June 6, 1999. Thus far, over 500 children and 100 adults have registered. Another exciting development is that eighteen children signed up for Junior Great Books Discussions this summer. Mary Ann Brown is working with Joann Bramm to find leaders from among the people trained through the District 62 program. Some programs will be combined and the library will offer three to four groups if leaders can be found.

The collection is growing slowly, not because ordering has not been kept up, but because efforts have been redoubled to weed duplicates and other "move unworthy"

items from the collection before the plans for moving begin.

Sandra reported that revenues will be supplemented this year thanks to a \$3,500 grant from the State Library to "Hire An Illinois Expert" to help with web page design and a \$100,000 equipment grant from the recently passed "Build Illinois" state spending bill.

Sandra reported attending a meeting of Library Cable Network on May 20, 1999, the Chamber of Commerce Reception for city officials and staff on May 20, 1999, the Chamber Advisory Committee breakfast on May 25, 1999, the Friends of the Library Annual meeting on May 25, 1999, two Board Committee meetings, a meeting of the Homeless Task Force with downtown merchants on June 2, 1999, and the American Theological Library Association Annual Conference on June 10, 1999.

Sandra will be out of town to attend the ALA Annual Conference in New Orleans from June 25, 1999 through July 1, 1999. Mary Ann Brown and Margie Borris will also attend this conference.

NEW BUSINESS

Alderman Sayad requested that Library Board Minutes be distributed monthly to every Alderman. The Board discussed this and responded that after the minutes have been approved at the regular Board Meeting, they will be distributed to the City Aldermen. The Board also advised that a cover memo would be included with the minutes for May requesting the Aldermen to contact the library if they did not wish to receive the monthly minutes.

MOTION by William Grice, seconded by Inara Brubaker, to approve the distribution of Library Board Minutes to the City of Des Plaines Aldermen each month after the minutes have been approved at the regular Board Meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra invited the Board to march in the Fourth of July Parade with the library staff and Friends.

Sandra reported that the Des Plaines Public Library can become a part of the North Suburban Library System Foundation. This would allow the library to receive funds from donors who could take advantage of the 501(C)3 tax-exempt status. Sandra suggested that at the next Finance Committee meeting a speaker from NSLS be invited to attend. Sandra will coordinate this and contact members of the committee.

Sandra distributed a handout from City Attorney, Dave Wiltse regarding the State Gift Ban Act.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, that the library Board of

Trustees and library staff adopt as part of its by-laws compliance with the spirit of the City of Des Plaines Code of Ethics as it hereafter is adopted. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Ciborowski agreed to attend the July 6 City Council meeting, Betty Ritter the July 19 meeting, Inara Brubaker the August 2 meeting and Susan Burrows the August 16 meeting.

Sandra reported that the All-Staff Meeting is scheduled for September 16 between 8:00 AM and 10:00 AM. Sandra requests that the library delay opening until 10:00 AM so that all staff can attend the entire meeting.

MOTION by Susan Burrows, seconded by Inara Brubaker, to delay the opening of the library on September 16, 1999 until 10:00 AM. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by, Inara Brubaker, seconded by Betty Ritter, to enter into an Executive Session at 10:24 PM to discuss the purchase or lease of real property, and pending or probable litigation and compensation to a specific employee. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:40 PM and was called to order by President Eldon Burk.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to award a one-time bonus to Maintenance Supervisor, Gary Valente in the amount agreed to by the Board in Executive Session. 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 18, 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 June 1, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 10:45 PM.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Finance Committee Meeting July 19, 1999

Chair: Susan Burrows.
Present: Eldon Burk, Susan Burrows, William Grice, Sandra Norlin, Martha Sloan.
Call to Order: 4:10 PM by Susan Burrows.

Susan Burrows presented the results of the discussion held on July 2, 1999 with the North Suburban Library Foundation concerning their services and fees as an umbrella community foundation. North Suburban Library Foundation provides administrative services, including acknowledgments, invests funds through the Harris Bank and maintains accounts. The charge is 1.5%, with the first year fee waived. William Grice responded that this is a good opportunity to begin a foundation with the funds we have available (\$40,000). The Committee will recommend that the Board move ahead to enter into a fund agreement with the North Suburban Library Foundation.

Sandra Norlin presented the Lohan Association contract for additional services to design the interiors for the Heritage Reading Room for the new library building. Their fee for this design work is \$4,800. This will be presented for Board approval at the July 20, 1999 Board Meeting.

Sandra discussed the budget timetable for the FY2000 Budget. Sandra will request from the City Manager, F. Wallace Douthwaite, an amended schedule for the library as follows:

09/01/99	First draft (following August 17, 1999 Board Meeting).
09/15/99	First review
09/24/99	Second draft (following September 21, 1999 Board Meeting).
10/21/99	Final draft (following October 19, 1999 Board Meeting).

Sandra distributed Public Library Annual Report comparisons. The Committee recommends distributing this document to City Council members with a cover memo

during the Budget hearings. The Committee also recommends sending this information to the press and the aldermen at the same time.

Sandra distributed information on the recently completed position evaluation and the market study of administrative positions of the City of Des Plaines along with information on comparative salaries and job evaluation of the library director position.

Sandra asked for guidance in preparing the FY2000 budget. The Committee suggested getting information from Niles, Barrington, Schaumburg, Palatine, and Warren-Newport to determine "ballpark" of increases in operating expenditures for new buildings and/or building additions. The Committee discussed the approach that should be taken to add staff to the new library. The consensus is that sufficient staffing levels be projected for the FY2000 budget.

The next meeting is scheduled for August 6, 1999 at 9 AM.

Minutes prepared by Sandra Norlin.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JUNE 1999**

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

1. Over the Counter Receipts	\$ 7,352.67
2. Petty Cash Expenditures	\$ 90.12
3. Budget Expenditures for June	\$ 238,268.14
4. Expenditures Year to Date	\$ 1,397,340.19
5. Revenue for June	\$ 13,319.33
6. Revenue Year to Date	\$ 1,650,730.33

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

June 07, 1999	\$ 62,273.98
June 21, 1999	<u>42,467.21</u>
Total	\$104,741.19

ROLL CALL VOTE AYES: _____ NAYS: _____

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

June 03, 1999	\$ 62,872.91
June 17, 1999	<u>\$ 62,854.90</u>
Total	\$ 125,727.81

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject
to audit, transfer entries to the Library account in June, 1999 by the City of Des Plaines as
follows:

Gasoline and Diesel Fuel (June)	<u>\$289.76</u>
Total	\$289.76

ROLL CALL VOTE
AYES: _____ NAYS: _____

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - JUNE 1999

	June 1998	June 1999	1998 to Date	1999 to Date
Lost Materials	\$ 250.31	\$ 233.52	\$ 1,468.84	\$ 1,903.23
Fines	5,796.05	5,221.91	33,397.91	38,283.47
Damage	32.00	106.90	268.37	408.26
Fees	825.94	450.39	2,524.69	2,651.33
Copies	1,648.15	1,331.85	9,297.56	10,474.46
Miscellaneous	31.48	8.10	151.19	140.11
Totals	\$ 8,583.93	\$7,352.67	\$47,108.56	\$ 53,967.76

PETTY CASH EXPENDITURES - June

960070	Auto/Travel Expenses	2.80
960070	Auto/Travel Expenses	3.87
960070	Auto/Travel Expenses	10.54
960070	Auto/Travel Expenses	5.10
970260	Postage	2.98
970260	Postage	2.17
970110	Meals	5.17
960210	Special Events Programming	11.37
960210	Special Events Programming	19.27
960210	Special Events Programming	23.21
970100	Supplies	3.64
	Total	\$90.12

017
06/28/99
ACCOUNTING PERIOD: 6/99

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genLedgr.fund# '201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DISBRST 276502401		224,898.81
102012	CASH IPTIP/FOA 7139200161	623,345.99	
TOTAL CASH		623,845.99	224,898.81
104031	INVESTMENTS-EARLE	2,537.97	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWKING	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		3,693,008.30	224,898.81
401000	ACCOUNTS PAYABLE		24,825.79
470000	DEFERRED REV-PROPERTY TAX		3,029,919.00
TOTAL CURRENT LIABILITIES		.00	3,054,744.79
TOTAL LIABILITIES		.00	3,054,744.79
TOTAL SYSTEM CONTROL		4,806,538.98	3,035,103.33
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
TOTAL FUND BALANCE-RESERVED		.00	28,185.67
730000	FUND BALANCE-UNRESERVED		156,614.68
TOTAL FUND EQUITY		.00	184,800.35
TOTAL EQUITIES		4,806,538.98	3,219,903.68
TOTAL PUBLIC LIBRARY FUND		8,499,547.28	8,499,547.28
TOTAL REPORT		8,499,547.28	8,499,547.28

047
06/28/99

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 6/99

SELECTION CRITERIA: revldgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.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	1,599.40	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	.00	.00	66,133.24	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	.00	.00	191,191.24	-111,923.24	2.41
TOT	INTERGOVERNMENTAL REVENUE	79,268.00	.00	.00	191,191.24	-111,923.24	2.41
850102	LIBRARY FINES	90,000.00	3,307.38	.00	36,491.34	53,508.66	.41
TOTAL	FINES	90,000.00	3,307.38	.00	36,491.34	53,508.66	.41
850201	COPYING FEE	25,000.00	739.10	.00	9,507.68	15,492.32	.38
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	5,604.00	.00	7,439.00	10,561.00	.41
TOTAL	FEES AND SERVICES	43,000.00	6,363.10	.00	16,946.68	26,053.32	.39
TOTAL	FINES, FEES, AND SERVICES	133,000.00	9,670.48	.00	53,438.02	79,561.98	.40
890010	INTEREST INCOME	5,000.00	.00	.00	12,652.53	-7,652.53	2.53
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	3,648.85	.00	14,811.85	-3,811.85	1.35
TOTAL	OTHER REVENUE	16,000.00	3,648.85	.00	27,464.38	-11,464.38	1.72
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	13,319.33	.00	1,650,730.33	1,632,194.67	.50
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	13,319.33	.00	1,650,730.33	1,632,194.67	.50
TOTAL REPORT		3,302,925.00	13,319.33	.00	1,650,730.33	1,632,194.67	.50

06/28/99
 ACCOUNTING PERIOD: 6/99

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 ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,218,478.00	75,692.87	.00	432,090.48	766,387.52	.37
910200	TEMPORARY WAGES	442,767.00	36,428.62	.00	217,223.64	225,543.36	.49
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	1,395.87	.00	28,584.91	-28,584.91	.00
910600	SICK PAY	.00	3,573.03	.00	11,655.02	-11,655.02	.00
910700	HOLIDAY PAY	.00	4,256.36	.00	19,547.61	-19,547.61	.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	9,164.81	.00	55,572.46	71,377.54	.44
918021	EMPLOYER CONTR-I.N.R.F.	116,459.00	7,489.36	.00	43,304.43	73,154.57	.37
918040	LIFE INS PREMIUMS	4,738.00	313.60	.00	1,798.85	2,939.15	.38
918050	MEDICAL INS PREMIUMS	164,735.00	7,514.16	.00	44,115.35	120,619.65	.27
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	1,755.50	244.50	.88
918070	WORKERS COMPENSATION	3,800.00	216.40	.00	1,377.33	2,422.67	.36
TOTAL	PERSONAL SERVICES	2,101,527.00	146,245.88	.00	891,521.26	1,210,005.74	.42
920110	PROFESSIONAL CONSULTING	20,000.00	-7,944.80	.00	24,233.39	-4,233.39	1.21
920120	COMMUNICATION SERVICES	25,000.00	793.08	.00	5,215.85	19,784.15	.21
920140	DATA PROCESSING SERVICES	55,000.00	10,771.96	.00	27,658.37	27,341.63	.50
920202	CONFERENCES	3,000.00	1,095.00	.00	1,410.00	1,590.00	.47
920204	TRAINING	2,000.00	50.00	.00	4,567.50	-2,567.50	2.28
920206	SEMINARS	2,000.00	240.00	.00	1,491.00	509.00	.75
920210	IN-SERVICE TRAINING	3,000.00	973.20	.00	1,004.57	1,995.43	.33
920220	MEMBERSHIP DUES	3,000.00	40.00	.00	964.00	2,036.00	.32
920230	PUBLICATION OF NOTICES	1,000.00	294.00	.00	1,648.72	-648.72	1.65
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	1,096.00	-1,096.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	442.12	.00	4,487.67	21,112.33	.18
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	442.12	.00	4,487.67	21,112.33	.18
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	10,500.00	.00	21,000.00	21,000.00	.50
930010	R & M EQUIPMENT	42,600.00	7,012.09	.00	23,439.04	19,160.96	.55
930020	R & M BLDGS & STRUCTURES	45,000.00	-2,521.89	.00	2,311.36	42,688.64	.05
930030	R & M VEHICLES	1,500.00	.00	.00	2.97	1,497.03	.00
930195	BOOK BINDING & REPAIR	6,000.00	1,627.19	.00	1,627.19	4,372.81	.27
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	7,410.50	17,589.50	.30
960070	AUTO/TRAVEL EXPENSES	3,000.00	41.74	.00	209.15	2,790.85	.07
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,916.10	.00	6,757.68	8,242.32	.45
960990	MISC CONTRACTUAL SVCS	70,000.00	2,262.08	.00	24,224.05	45,775.95	.35
TOTAL	CONTRACTUAL SERVICES	392,600.00	29,291.87	.00	160,759.01	231,840.99	.41
970100	SUPPLIES	42,000.00	3,671.95	.00	23,346.15	18,653.85	.56

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 ACCOUNTING PERIOD: 6/99

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 EMC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	MEALS (PRSNRS/WRKRS/VOLS)	.00	296.08	.00	830.07	-830.07	.00
970170	JANITORIAL	15,000.00	709.18	.00	4,011.09	10,988.91	.27
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	40.95	.00	6,474.93	6,725.07	.49
970270	PRINTING-REPROD-BINDING	10,300.00	2,003.33	.00	2,025.83	8,274.17	.20
970330	SUPPLIES: VEHICLE R/H	.00	.00	.00	4.89	-4.89	.00
970600	BOOKS	400,000.00	28,596.70	.00	144,037.97	255,962.03	.36
970610	AUDIO MATERIALS	45,500.00	5,119.02	.00	20,487.70	25,012.30	.45
970620	SUBSCRIPTIONS & BOOKS	62,000.00	612.00	.00	17,211.41	44,788.59	.28
970630	VISUAL MATERIALS	42,500.00	7,037.26	.00	21,999.37	20,500.63	.52
970640	AUTOMATED REFERENCE MAT'L	62,100.00	600.00	.00	39,594.90	22,505.10	.64
970810	NATURAL GAS	14,000.00	887.96	.00	9,126.86	4,873.14	.65
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	29.87	.00	216.80	-216.80	.00
970850	GASOLINE	2,000.00	259.89	.00	1,722.59	277.41	.86
TOTAL	COMMODITIES	711,100.00	49,864.19	.00	291,090.56	420,009.44	.41
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	97,450.00	5,106.00	.00	5,258.25	92,191.75	.05
980410	COMPUTER HARDWARE	.00	.00	.00	7,376.56	-7,376.56	.00
980420	COMPUTER SOFTWARE	.00	28.00	.00	803.00	-803.00	.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	5,134.00	.00	14,873.13	85,276.87	.15
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	3,317,609.00	230,535.14	.00	1,358,283.96	1,959,321.04	.41

06/28/99
 ACCOUNTING PERIOD: 6/99

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	.00	.00	100.00	-100.00	.00
960070	AUTO/TRAVEL EXPENSES	5,000.00	.00	.00	861.00	4,139.00	.17
960990	MISC CONTRACTUAL SUCS	41,768.00	2,740.00	.00	10,233.88	31,534.12	.25
TOTAL	CONTRACTUAL SERVICES	46,768.00	2,740.00	.00	11,194.88	35,573.12	.24
980400	EQUIPMENT	20,000.00	4,993.00	.00	24,262.50	-4,262.50	1.21
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	4,993.00	.00	27,861.35	-7,861.35	1.39
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	7,733.00	.00	39,056.23	27,711.77	.58
TOTAL	CIVIC & CULTURE	3,384,373.00	238,268.14	.00	1,397,340.19	1,987,032.81	.41
TOTAL	PUBLIC LIBRARY FUND	3,384,373.00	238,268.14	.00	1,397,340.19	1,987,032.81	.41
TOTAL REPORT		3,384,373.00	238,268.14	.00	1,397,340.19	1,987,032.81	.41

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

UNTING PERIOD: 5/99

SELECTION CRITERIA: payable due_date='06/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING 06070	LOHAN ASSOCIATES	99112	511.54
2110	920110	PROFESSIONAL CONSULTING 06070	LOHAN ASSOCIATES	99111	10,012.50
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	JANUARY 1998	3,008.54
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	OCTOBER 1998	1,344.69
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	FEBRUARY 99	1,345.23
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	APRIL 1999	3,072.21
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	JANUARY 1999	1,345.29
2110	920202	CONFERENCES 43806	NORTH SUBURBAN LIBRARY SY	REGISTER	1,095.00
2110	920206	SEMINARS 08480	SKOKIE PUBLIC LIBRARY	ATTACH	100.00
2110	920206	SEMINARS 43806	NORTH SUBURBAN LIBRARY SY	ATTACH	50.00
2110	920210	IN-SERVICE TRAINING 09776	ADDI'S UNIQUE CATERING	00002750	278.50
2110	920210	IN-SERVICE TRAINING 09776	ADDI'S UNIQUE CATERING	00002751	694.70
2110	920230	PUBLICATION OF NOTICES 03966	CAHNER'S PUBLISHING CO.	01020286	294.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JUNE 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JUNE 1999	20.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JUNE 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JUNE 1999	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JUNE 1999	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JUNE 1999	60.24
2110	930010	R & M EQUIPMENT 05076	NORB & SONS ELECTRIC, INC	5-3-99	120.00
2110	930010	R & M EQUIPMENT 09600	RMC INC.	055223	765.00
2110	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	JANUARY 1998	3,514.52
2110	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	APRIL 1999	2,094.10
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	10.00
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	3.10
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	6.04
2110	960070	AUTO/TRAVEL EXPENSES 98667	MARGARET BORRIS	REIMB	6.30
2110	960210	SPECIAL EVENT PROGRAMMING 04605	DES PLAINES JAYCEES	ATTACH	50.00
2110	960210	SPECIAL EVENT PROGRAMMING 08459	PATRICIA E. SHERMAN	DP99005	50.00
2110	960210	SPECIAL EVENT PROGRAMMING 21092	PETTY CASH	PETTY CASH	5.05
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1720625	38.54
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1720647	18.54
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1720630	20.55
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1720629	12.56
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	37462558	-120.30
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1720623	12.37
2110	960210	SPECIAL EVENT PROGRAMMING 93485	RAVANIA FESTIVAL	3023	840.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004086613	28.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004016472	14.40
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004060576	24.05
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004021090	29.95
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004081457	9.95
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004063555	22.45
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004067866	23.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004051389	45.15
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004080860	31.80
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004072518	14.95
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004036706	44.45
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004011445	17.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004042776	19.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004048030	14.80

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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COUNTING PERIOD: 5/99

SELECTION CRITERIA: payable_due_date='06/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004055060	13.00
2110	970100	SUPPLIES	00098 ALPINE CAMERA COMPANY	2866	86.40
2110	970100	SUPPLIES	00098 ALPINE CAMERA COMPANY	2845	6.39
2110	970100	SUPPLIES	00098 ALPINE CAMERA COMPANY	2852	17.72
2110	970100	SUPPLIES	00098 ALPINE CAMERA COMPANY	2819	4.57
2110	970100	SUPPLIES	00098 ALPINE CAMERA COMPANY	2838	12.87
2110	970100	SUPPLIES	00098 ALPINE CAMERA COMPANY	2857	4.15
2110	970100	SUPPLIES	00118 MARILYN'S FLOWERS AND THI	04009	32.00
2110	970100	SUPPLIES	05407 THE HOME DEPOT/GECP	79016170999	180.72
2110	970100	SUPPLIES	07424 NEOPOST	P185403501	62.00
2110	970100	SUPPLIES	07975 BAKER & TAYLOR ENTERTAINM	Z37098130	8.55
2110	970100	SUPPLIES	09638 OFFICE DEPOT	068583508	105.45
2110	970100	SUPPLIES	09638 OFFICE DEPOT	069192948	132.15
2110	970100	SUPPLIES	09836 GENERAL BINDING CORP	10856504	72.00
2110	970100	SUPPLIES	14465 INSTY PRINTS	203991	238.31
2110	970100	SUPPLIES	14465 INSTY PRINTS	203929	432.82
2110	970100	SUPPLIES	19714 GAYLORD BROS	0F56834008	207.93
2110	970100	SUPPLIES	19714 GAYLORD BROS	0F48211018	829.96
2110	970100	SUPPLIES	21092 PETTY CASH	PETTY CASH	4.06
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092 PETTY CASH	PETTY CASH	17.39
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765 DOMINICKS FINER FOODS	1720651	68.92
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765 DOMINICKS FINER FOODS	1720682	12.95
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	066425-01	52.00
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	066425-00	360.85
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	605101	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	607815	15.15
2110	970170	JANITORIAL	85309 ACE DES PLAINES, INC	00989892	21.64
2110	970170	JANITORIAL	85309 ACE DES PLAINES, INC	00985289	12.57
2110	970170	JANITORIAL	85309 ACE DES PLAINES, INC	00984851	5.67
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	PETTY CASH	3.20
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	7-568-13629	16.75
2110	970600	BOOKS	02088 CHELSEA HOUSE PUBLISHERS	566266 11	479.32
2110	970600	BOOKS	03363 WEST GROUP	748-441-028	442.93
2110	970600	BOOKS	06423 SIMON & SCHUSTER	3905620	123.51
2110	970600	BOOKS	06423 SIMON & SCHUSTER	3919235	129.51
2110	970600	BOOKS	06912 THE TAX FORM LIBRARY	DES20911	260.40
2110	970600	BOOKS	07439 THE GALE GROUP	8912691	105.08
2110	970600	BOOKS	07439 THE GALE GROUP	8910817	63.73
2110	970600	BOOKS	07439 THE GALE GROUP	8915920	144.22
2110	970600	BOOKS	07439 THE GALE GROUP	8902856	150.54
2110	970600	BOOKS	07439 THE GALE GROUP	8897918	875.97
2110	970600	BOOKS	07982 AMERICAN CHAMBER OF COMME	127746	291.00
2110	970600	BOOKS	08753 HAINES & COMPANY, INC.	78847	524.00
2110	970600	BOOKS	09431 LEXIS LAW PUBLISHING	844857	102.40
2110	970600	BOOKS	09770 RMA	1000028896	129.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004063554	528.39
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004072517	438.81
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004051388	973.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004036705	728.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3002626344	226.69
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004086612	646.21

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CITY OF DES PLAINES

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COUNTING PERIOD 5/99

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA. payable due_date='06/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004023089	673.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004081456	308.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004048029	545.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004055059	325.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004080859	1,887.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004067865	568.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004016471	497.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004060575	531.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004042775	561.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004031444	815.37
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	251498	124.63
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	84471	10.37
2110	970600	BOOKS	58875	INGRAM	20013990	31.36
2110	970600	BOOKS	58875	INGRAM	20103903	44.80
2110	970600	BOOKS	58875	INGRAM	20092745	143.69
2110	970600	BOOKS	58875	INGRAM	20217458	41.04
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	173490	6.50
2110	970610	AUDIO MATERIALS	07038	BORDERS	22272	473.71
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	236669390	11.15
2110	970610	AUDIO MATERIALS	09364	CHARLES CLARK, CO., INC.	495267	975.70
2110	970610	AUDIO MATERIALS	09364	CHARLES CLARK, CO., INC.	495266	133.43
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-99-1	90.56
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-4-99-3	114.22
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-99-4	30.34
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-99-3	103.24
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-4-99-1	201.98
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-6-99-3	272.61
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-5-99-4	171.22
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-6-99-4	412.86
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-11-99-3	158.60
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-99-2	338.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-11-99-1	25.46
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3515684	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3505214	18.95
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3510929	13.95
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3499067	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	855271	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	862934	8.25
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	856856	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	07712	PROMOTION, INC.	41040	180.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	000941930002	19.95
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	000941910002	104.85
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231364	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231011	76.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231366	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231365	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231012	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231013	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231653	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	231652	37.00
2110	970610	VISUAL MATERIALS	07038	BORDERS	21164	54.33

RUN DATE 05/27/99 TIME 09:50:34

PEI-GOVERNMENT SYSTEMS OI - FUND ACCOUNTANT

5/17/99

COUNTING PERIOD: 5/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07585	U.S. TOY CO/CONSTRUCTIVE	59.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	144.29
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	52.22
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	674.91
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	185.47
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	23.70
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	125.42
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	111.47
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	85.19
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	52.27
2110	970630	VISUAL MATERIALS	09364	CHARLES CLARK, CO., INC.	134.43
2110	970630	VISUAL MATERIALS	58875	INGRAM	22.38
2110	970630	VISUAL MATERIALS	58875	INGRAM	906.14
2110	970630	VISUAL MATERIALS	58875	INGRAM	72.02
2110	970630	VISUAL MATERIALS	58875	INGRAM	34.20
2110	970630	VISUAL MATERIALS	58875	INGRAM	140.83
2110	970630	VISUAL MATERIALS	58875	INGRAM	80.17
2110	970630	VISUAL MATERIALS	58875	INGRAM	227.92
2110	970810	NATURAL GAS	08089	NICOR ENERGY	887.96
0	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	29.87
J	980400	EQUIPMENT	19764	BRO-DART INC	1,063.00
2110	980420	COMPUTER SOFTWARE	03662	LIBERTY COMPUTER CENTRE	28.00
TOTAL LIBRARY SERVICES					58,583.98
2130	960990	MISC CONTRACTUAL SVCS	08123	MARY JANE KEPNER	1,340.00
2130	960990	MISC CONTRACTUAL SVCS	09367	SHARON A. COLBY, MA	1,400.00
2130	980400	EQUIPMENT	00098	ALPINE CAMERA COMPANY	950.00
TOTAL IL LIBRARY PER CAP GRANT					3,690.00
TOTAL FUND					62,273.98

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06/11/99

ACCOUNTING PERIOD: 6/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable_due_date='06/21/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	25529	KLEIN, THORPE & JENKINS	81698	777.40
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	58.91
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478275551	472.42
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	8478033977	245.24
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	16.51
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	E10NS7362M	656.00
2110	920206	SEMINARS	08707	CENTRE EAST SHOWCASE	ATTACH	45.00
2110	920206	SEMINARS	08707	CENTRE EAST SHOWCASE	ATTACH	45.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	ELDON BURK	40.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6405868	151.00
2110	930010	R & M EQUIPMENT	09789	M.G. GHAZARIAN	5-18-99	65.00
2110	930010	R & M EQUIPMENT	19659	OTIS ELEVATOR	CY07369V699	302.47
2110	930020	R & M BLDGS & STRUCTURES	05076	NORB & SONS ELECTRIC, INC	5-24-99	310.00
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	5-20-99	300.00
2110	930020	R & M BLDGS & STRUCTURES	67814	DOOR SYSTEMS INC	421211	890.00
2110	930320	CLEANING: CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	7167	1,700.00
2110	960070	AUTO/TRAVEL EXPENSES	98667	MARGARET BORRIS	REIMB	10.00
2110	960070	AUTO/TRAVEL EXPENSES	98667	MARGARET BORRIS	REIMB	6.30
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1720644	18.11
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1678991	10.68
2110	960210	SPECIAL EVENT PROGRAMMING	93485	RAVINIA FESTIVAL	3027	960.00
2110	960990	MISC CONTRACTUAL SVCS	09790	TODD GUSTAFSON	0392	550.00
2110	960990	MISC CONTRACTUAL SVCS	09796	CAROL BEUCHER	5-7-99	25.50
2110	960990	MISC CONTRACTUAL SVCS	09797	KIM MCGING	5-7-99	17.00
2110	960990	MISC CONTRACTUAL SVCS	09798	TANYA ENGLERTH	5-7-99	19.83
2110	960990	MISC CONTRACTUAL SVCS	09799	MARY C. GARDUNO	5-7-99	42.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004134026	27.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004130020	12.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004110468	55.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004106252	33.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004091550	30.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004122274	16.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004096541	35.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004143876	35.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004115349	32.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004137177	26.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004151726	58.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004124966	29.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004101198	11.05
2110	960990	MISC CONTRACTUAL SVCS	73978	CANON FINANCIAL SERVICES,	1816762	848.80
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	PJY16500	154.00
2110	970100	SUPPLIES	05235	UPSTART	5640389-001	64.58
2110	970100	SUPPLIES	07585	U.S. TOY CO/CONSTRUCTIVE	8036807601	154.85
2110	970100	SUPPLIES	08490	PATRICIA HORN	REIMB	54.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	069705256	22.04
2110	970100	SUPPLIES	09638	OFFICE DEPOT	069706186	81.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	070046292	234.70
2110	970100	SUPPLIES	09638	OFFICE DEPOT	069988794	11.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	069704468	166.80
2110	970100	SUPPLIES	09638	OFFICE DEPOT	069704846	167.56
2110	970100	SUPPLIES	13942	RUBBER STAMP MAN	279933	40.65

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06/11/99

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 6/99

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable_due_date='06/21/1999'

FUND : 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	19714	GAYLORD BROS	OF70023000	43.25
2110	970100	SUPPLIES	19764	BRO-DART INC	873843	38.94
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	1971	165.10
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	1678992	31.72
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	165213	19.60
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	067212-00	161.10
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	610853	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	616453	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	613464	15.15
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	756907119	21.00
2110	970270	PRINTING-REPROD-BINDING	08577	THE JOHN CHARLES CORP.	119002	1,928.33
2110	970270	PRINTING-REPROD-BINDING	37429	DES PLAINES CHAMBER OF CO	00112	75.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	815512	74.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	813944	137.24
2110	970600	BOOKS	02482	CHIVERS NORTH AMERICA	8073003	22.50
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	076980	299.87
2110	970600	BOOKS	03363	WEST GROUP	83033	97.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	111058	154.20
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10285871	321.32
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10287211	267.07
2110	970600	BOOKS	05479	HOUCHEM BINDERY LTD	066186	505.46
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8343246	32.20
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3919045	68.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	3926605	107.80
2110	970600	BOOKS	07975	BAKER & TAYLOR ENTERTAINM	237426480	76.70
2110	970600	BOOKS	07975	BAKER & TAYLOR ENTERTAINM	237351440	52.31
2110	970600	BOOKS	07975	BAKER & TAYLOR ENTERTAINM	236867650	33.46
2110	970600	BOOKS	09733	ORIENTAL TRADING COMPANY,	249866047	102.60
2110	970600	BOOKS	09791	CHINA BOOKS	873027	150.27
2110	970600	BOOKS	09792	PETERSON'S	01751110	37.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002660741	409.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004091549	1,081.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004130019	334.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004134025	366.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002680027	849.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004106251	646.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004115348	1,023.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004096540	938.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004110467	1,142.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004101197	216.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004137176	739.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004143875	859.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004124965	1,344.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002643779	83.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004151725	1,212.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004122273	367.79
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	918002-00	145.95
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	918004-00	504.95
2110	970600	BOOKS	20177	DEMCO EDUCATIONAL CORP	551771	82.57
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	253970	21.56
2110	970600	BOOKS	58875	INGRAM	20520764	26.79

04/11/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 6/99

SECTION CRITERIA: payable_due_date='06/21/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	58875 INGRAM	20398901	15.97
2110	970600	BOOKS	58875 INGRAM	20269312	60.61
2110	970600	BOOKS	58875 INGRAM	20421776	12.54
2110	970600	BOOKS	58875 INGRAM	20285096	94.67
2110	970600	BOOKS	58875 INGRAM	20461743	27.36
2110	970600	BOOKS	82668 POLONIA BOOK STORES	006859	98.77
2110	970600	BOOKS	82668 POLONIA BOOK STORES	006715	97.70
2110	970600	BOOKS	92015 BOOKMEN INC.	866175	405.30
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	174305	13.00
2110	970610	AUDIO MATERIALS	07337 LIVE OAK MEDIA	2762B01	24.95
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237424080	79.97
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237335110	10.50
2110	970610	AUDIO MATERIALS	09364 CHARLES CLARK, CO., INC.	495438	198.92
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-18-99-3	47.33
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-18-99-2	26.21
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-18-99-1	145.41
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3518930M	13.95
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3528039M	15.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3521315M	13.95
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3531772M	5.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	862572	918.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	861168	11.90
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	864188	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	867058	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	02485 NEW CAR COST GUIDE	ATTACH	85.00
2110	970620	SUBSCRIPTIONS & BOOKS	09075 UMI	8362767	105.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	S-80470	21.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	0-71928	221.00
2110	970630	VISUAL MATERIALS	05884 LIBRARY VIDEO COMPANY	000920300003	29.90
2110	970630	VISUAL MATERIALS	05884 LIBRARY VIDEO COMPANY	000920300002	61.85
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	227630	37.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	232359	149.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	232015	37.00
2110	970630	VISUAL MATERIALS	07527 STAGE & SCREEN	09002165448	28.44
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237389200	115.01
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237389190	538.23
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237389140	139.48
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237389170	94.12
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	182437	733.37
2110	970630	VISUAL MATERIALS	58875 INGRAM	06694327	37.46
2110	970630	VISUAL MATERIALS	58875 INGRAM	06717098	41.19
2110	970630	VISUAL MATERIALS	58875 INGRAM	06711609	72.51
2110	970630	VISUAL MATERIALS	58875 INGRAM	06676667	663.72
2110	970630	VISUAL MATERIALS	58875 INGRAM	06540376	44.84
2110	970630	VISUAL MATERIALS	58875 INGRAM	06617847	88.39
2110	970630	VISUAL MATERIALS	58875 INGRAM	06623373	156.11
2110	970630	VISUAL MATERIALS	58875 INGRAM	14043	-11.21
2110	970630	VISUAL MATERIALS	58875 INGRAM	06548064	14.98
2110	970630	VISUAL MATERIALS	58875 INGRAM	06555770	60.71
2110	970640	AUTOMATED REFERENCE MAT'L	08746 INFONAUTICS CORPORATION	0002664443	600.00
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	328680	259.89

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06/11/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 6/99

SECTION CRITERIA: payable.due_date='06/21/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	980400	EQUIPMENT	06866	ACTION COMPUTER SERVICE,	111436A 4,043.00
TOTAL LIBRARY SERVICES					38,424.21
2130	980400	EQUIPMENT	06866	ACTION COMPUTER SERVICE,	111436A 4,043.00
TOTAL IL LIBRARY PER CAP GRANT					4,043.00
TOTAL FUND					42,467.21

FUND AGREEMENT

This Fund Agreement ("Agreement") is made by and between The North Suburban Library Foundation ("Foundation"), an Illinois non-profit corporation, and the other undersigned parties hereto (collectively, "Founders").

The Founders, in furtherance of the charitable purposes and functions of the Foundation, have determined that it would serve the interests of the North Suburban Library System community to have a charitable fund of the type herein created (the "Fund").

The North Suburban Library Foundation is an Illinois corporation exempt from federal income taxation pursuant to Sections 501(c)(3) and 170(b)(1)(A)(vi) of the Internal Revenue Code of 1986, as amended (the "Code"), and is an appropriate community foundation within which to establish such a charitable and civic fund for the purpose of serving the needs and interests of the North Suburban Library System community and promoting the interests of North Suburban Library System member libraries, Illinois libraries, and their patrons.

The North Suburban Library Foundation is willing and able to accept the Fund, subject to the terms and conditions of this Agreement; therefore, in consideration of the premises and the mutual covenants contained herein, the parties agree as follows.

1. NAME OF FUND. The name of the Fund created hereby is the _____ Library Fund (the "Fund").
2. INCORPORATION OF GOVERNING INSTRUMENTS OF THE FOUNDATION. The Foundation agrees to hold, manage, invest, reinvest and administer all contributions to the Fund under this Agreement, on the terms and subject to the conditions set forth in the Foundation's governing instruments, including its articles of incorporation and bylaws, as amended from time to time, and any resolutions and procedures from time to time in effect. All provisions of such governing instruments of the Foundation and such resolutions and procedures are incorporated into this Agreement and by this reference made a part hereof.
3. ADVISORY COMMITTEE. For purposes of this agreement, a committee of no less than three persons shall be nominated by the Founder of the Fund, and approved by the Board of Trustees of the North Suburban Library Foundation. This committee will be referred to as "*Name of Fund Advisory Committee.*" The Advisory Committee shall be solely responsible for recommending disbursements from the Fund.

4. CONTRIBUTIONS. The initial Fund contribution must be in the amount of \$5,000 or more. Any person or organization may make a contribution to the Foundation for the purposes of the Fund by a transfer of cash or other assets to the Foundation for additions, in whole or in part, to the assets of the Fund. After the Fund is established, contributions may be made at any time and in any amount. All contributions to the Fund shall be irrevocable and shall be in furtherance of the purposes of the Fund.

5. USE OF THE FUND. The principal and interest earned by the Fund, from time to time, shall be committed, granted or expended for, or in furtherance of, the purpose of the Fund, namely:

6. DISTRIBUTIONS. Distributions from the principal and net income of the Fund, for furtherance of the purposes of the Fund, shall be made by request of the Advisory Committee, in writing, accompanied by the signatures of two members of that committee, to the Board of Trustees of the Foundation. Distributions from the Fund shall require a 30-day advance notice. Fund Distributions may be requested four times per fiscal year (July 1 to June 30) and may not be for amounts of less than 5% of the total value of the Fund at the time of the Distribution Request, or \$250, whichever is greater.

7. TERMINATION. If (a) the Foundation should determine (in its sole discretion) that continued compliance with the terms and provisions of this Agreement would be impossible or impractical or would be inconsistent with the charitable purposes of the Foundation, or (b) for any reason the Foundation dissolves, ceases to exist or ceases to hold or administer the Fund or otherwise function under this Agreement, then the net assets of the Fund shall be distributed to one or more entities selected by the Foundation, under the advisement of that Fund's Advisory Committee, which is (i) in furtherance of the stated purpose of the Fund or (ii) an organization exempt from taxation under Section 501(c)(3) of the Code, and (iii) not a private foundation under Section 509(a) of the Code. If on the 30th of every June, a fund has maintained a balance of \$1000 or less for the preceding six months, it will be terminated.

8. SEPARATE ACCOUNTING. The Fund shall be accounted for separately and apart from other funds of the North Suburban Library Foundation.

9. NORTH SUBURBAN LIBRARY FOUNDATION AS OWNER OF THE FUND. The Fund shall be the property of the Foundation and shall be owned by it in its normal corporate capacity.

10. EXPENSES. The Fund shall pay (a) its proportionate share of the fees of any trustee, custodian or agent administering assets of the Fund, (b) all expenses, taxes or other charges incurred by the

Foundation in connection with the Fund, and (c) an annual administrative fee equal to one and one-half percent (1.5%) of the Fund's assets in a calendar year to be paid to the Foundation. If the net assets of the fund meet or exceed \$100,000, the annual administrative fee will be one percent (1%). The administrative fee, with the approval of the Advisory Committee, may be deducted annually from the interest earnings on the Fund. All fees will be assessed at the end of the North Suburban Library Foundation's fiscal year.

For the period through June 30, 2000, there will be no administrative fees assessed by the Foundation on any Fund.

11. LIABILITY OF NORTH SUBURBAN LIBRARY FOUNDATION. The Foundation shall incur no liability to the Founders for anything done, or omitted, by the Foundation in connection with the Foundation's duties hereunder, except for loss occasioned by the gross negligence or bad faith of the Foundation. The duties of the Foundation shall be only those specifically set forth herein, or hereafter agreed to by it in writing. The Foundation is not acting as a trustee and there are no attributes of a trust inherent in the relationship between the Founders and the Foundation.

12. DEFINITIONS. For purposes of this Agreement, "charitable purposes" include charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Code, contributions for which are deductible under Section 170(c)(2) of the Code. All references in this Agreement to the Code include all applicable regulations promulgated by the Internal Revenue Service under the Code.

IN WITNESS WHEREOF, North Suburban Library Foundation and the Founders have caused this Agreement to be executed as of the ____ day of _____, _____.

NORTH SUBURBAN LIBRARY FOUNDATION

By: _____
Name: _____
Title: _____

FOUNDERS

By: _____
Name: _____

By: _____
Name: _____

REGISTRATION SERVICES REPORT FOR JUNE 1999

I. LIBRARY CARD REGISTRATION SERVICES

<u>June 1998</u>	<u>May 1999</u>	<u>June 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
884	998	753	6,052	4,801	(-20.7%)
A.	New Cards			263	
B.	Renewals			408	
C.	Non-Resident Cards			3	
D.	Off-line Library Cards			79	
	Total			753	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	168
2.	Number of Meeting Room Uses	82
3.	Cab cards and Other Registrations	7
4.	LAN Discs Sold	3
	(Year to Date - 28)	
5.	Computer Room	182
6.	Reading Edge Users	0
	Total	442

III. TOTAL NUMBER OF REGISTERED BORROWERS

June 1998	32,953	(62.1% of Population)
June 1999	34,397	(64.4% of Population)

CIRCULATION REPORT FOR JUNE 1999

Page 2

PATRON ATTENDANCE COUNT

<u>June 1998</u>	<u>May 1999</u>	<u>June 1999</u>	Year to Date <u>1998</u>	Year to Date <u>1999</u>	<u>% Change</u>
28,283	25,169	29,348	178,020	161,634	(-9.2%)

 RECIPROCAL BORROWING
 (Materials Lent)

	June 1998	June 1999	<u>% Change</u>
NSLS	7,469	7,375	(-.01%)
OTHER SYSTEMS	1,506	1,421	(-.06%)
TOTAL	8,975	8,796	(-.02%)

INTERLIBRARY LOAN

Sent	1,074
Received	395

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 1999

Total 1998 to Date:	395,124	Total 1999 to Date:	378,056	% Change
June 1998:	63,194	June 1999:	61,309	-4.32%
				-2.98%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	1998	1999	1998	1999	1998	1999
Non Fiction	3,552	3,000	523	277	4,075	3,277
Fiction	10,277	10,569	944	552	11,221	11,121
Foreign Language Non Fiction	25	16	0	3	25	19
Foreign Language Fiction	142	91	37	48	179	139
Periodicals	171	170	53	43	224	213
Compact Discs	281	286	18	23	299	309
Audio Cassettes	285	304	12	12	297	316
Audio Kits	396	374	41	37	437	411
Puzzles	364	324	33	17	397	341
Games	80	62	14	5	94	67
Audio Books	142	244	2	5	144	249
Video Fiction	1,680	2,345	177	139	1,857	2,484
Video Non Fiction	832	1,073	49	15	881	1,088
DVD	0	5	0	0	0	5
CD ROMs	365	644	0	0	365	644
SUB TOTAL	18,592	19,507	1,903	1,176	20,495	20,683
ADULT						
Non Fiction	11,153	10,045	147	109	11,300	10,154
Fiction	7,690	8,161	325	215	8,015	8,376
Large Type	834	936	55	90	889	1,026
Foreign Language Non Fiction	54	153	4	3	58	156
Foreign Language Fiction	286	322	0	1	286	323
High School Collection	0	109	0	8	0	117
Periodicals	2,561	2,285	129	74	2,690	2,359
Pamphlets	60	16	0	0	60	16
Compact Discs	4,050	4,126	375	238	4,425	4,364
Audio Cassettes	454	369	4	8	458	377
Puzzles	4	11	0	2	4	13
Pictures	70	95	0	0	70	95
Audio Books	1,486	1,804	22	8	1,508	1,812
CD ROMs	189	226	0	0	189	226
Video Fiction	9,398	7,527	269	230	9,667	7,757
Video Non Fiction	3,065	3,009	15	10	3,080	3,019
DVD	0	268	0	0	0	268
Misc. Formats	0	39	0	1	0	40
	41,354	39,501	1,345	997	42,699	40,498
Supercedes				128		128
GRAND TOTAL	59,946	59,008	3,248	2,301 *	63,194	61,309
Self Check	2,378	1,298 **			2,378	13,709

*Mobile Library out of service 5 days.

**Self Check figures reflect only June 1-17. CCS reported figures will not be available for June 18-30.

June 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	179,964	179,511	-453	-0.3%
Audio	14,401	14,632	231	1.6%
Video	9,825	9,913	88	0.9%
Puzzles and Games	783	846	63	8.0%
Realia	235	235	0	0.0%
Pamphlets	14,861	14,861	0	0.0%
=====				
Total	220,069	219,998	-71	-0.0%

ACQUISITIONS REPORT FOR
FOR JUNE 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,042	2,042	0	0.0%
100	2,560	2,565	5	0.2%
200	2,768	2,775	7	0.3%
300	11,715	11,668	-47	-0.4%
400	644	642	-2	-0.3%
500	3,047	3,056	9	0.3%
600	17,598	16,986	-612	-3.5%
700	15,059	15,059	0	0.0%
800	4,985	5,002	17	0.3%
900	11,590	11,417	-173	-1.5%
B	4,581	4,600	19	0.4%
Total (Adult)	76,589	75,812	-777	-1.0%
Juvenile (J)				
000	383	384	1	0.3%
100	203	205	2	1.0%
200	283	284	1	0.4%
300	2,281	2,286	5	0.2%
400	112	113	1	0.9%
500	3,159	3,150	-9	-0.3%
600	2,511	2,504	-7	-0.3%
700	3,376	3,379	3	0.1%
800	809	810	1	0.1%
900	3,572	3,577	5	0.1%
B	974	979	5	0.5%
YA	896	897	1	0.1%
Total (J)	18,559	18,568	9	0.0%
Total (E)	7,486	7,506	20	0.3%
Total (Juvenile)	26,045	26,074	29	0.1%
Total (Non fiction)	102,634	101,886	-748	-0.7%
Fiction				
Adult	33,788	33,795	7	0.0%
Juvenile				
J	8,613	8,673	60	0.7%
YA	1,961	1,992	31	1.6%
E	10,376	10,441	65	0.6%
Picture Books	7,384	7,339	-45	-0.6%
Board Books	911	978	67	7.4%
Total (Juvenile)	29,245	29,423	178	0.6%
Total (Fiction)	63,033	63,218	185	0.3%
High school	347	387	40	11.5%

Compact discs				
Adult	6,024	6,066	42	0.7%
Juvenile	421	469	48	11.4%
Total (Compact discs)	6,445	6,535	90	1.4%
DVDs				
Adult	67	74	7	10.4%
Juvenile	2	2	0	0.0%
Total (DVDs)	69	76	7	10.1%
CD ROMs				
Adult	169	189	20	11.8%
Juvenile	390	391	1	0.3%
Total (CD ROMs)	559	580	21	3.8%
Audio Cassettes				
Adult	2,285	2,278	-7	-0.3%
Juvenile	945	962	17	1.8%
Audio Books				
Adult	2,085	2,147	62	3.0%
Juvenile	892	907	15	1.7%
Total (Cassettes)	6,207	6,294	87	1.4%
Kits	1,121	1,147	26	2.3%
Videocassettes				
Adult	7,787	7,838	51	0.7%
Juvenile	2,038	2,075	37	1.8%
Total (Videocassettes)	9,825	9,913	88	0.9%
Total (Audio Visual)	24,226	24,545	319	1.3%
Reference				
Adult	5,916	5,906	-10	-0.2%
Juvenile	1,127	1,131	4	0.4%
Total (Reference)	7,043	7,037	-6	-0.1%
Puzzles				
Adult	87	87	0	0.0%
Juvenile	615	649	34	5.5%
Total (Puzzles)	702	736	34	4.8%
Games (Juvenile)	81	110	29	35.8%

Realia				
Paintings	233	233	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	235	235	0	0.0%
Large Type				
Adult	3,285	3,334	49	1.5%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,312	3,361	49	1.5%
Pamphlets	14,861	14,861	0	0.0%
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	601	618	17	2.8%
Juvenile	43	43	0	0.0%
Total (Polish language)	644	661	17	2.6%
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	614	616	2	0.3%
Juvenile	825	833	8	1.0%
Total (Spanish language)	1,439	1,449	10	0.7%
Total (Adult)	1,666	1,685	19	1.1%
Total (Juvenile)	903	911	8	0.9%
Total (Foreign languages)	2,569	2,596	27	1.1%

TOTAL	220,069	219,998	-71	-0.0%

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
JUNE 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	214	
2. Tax forms	12	
3. Directional questions	177	
4. Item retrieval by library pages	79	
5. Audio visual inquiries	594	
 Total		 1,076
 Reference Services		
1. Specific item request	964	
2. Ready reference	595	
3. Material searching	290	
4. Referrals to other libraries	17	
5. Reader's Advisory	22	
 Total		 1,888
 GRAND TOTAL		 2,964

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
JUNE 1999

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	353
2. Computer sign-ups & help	763
3. Storytime & program sign-ups	1,232
4. Reference questions	685
5. Ready reference	567
6. Referrals to other libraries	1
7. Miscellaneous inquiries	625
8. Handout & change	882
 TOTAL	 5,108

Number of individuals using the Local Computer Network = 1,919

DES PLAINES PUBLIC LIBRARY
MEETING ROOM JUNE 1999

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
AAUW	1	8
Medicare Seminar	1	7
Romance Writers	1	30
Sahaja Yoga	1	25
Senior Education Seminar	1	75
Teacher Testing	1	3
Toastmasters	2	22
Total	8	170
Library Sponsored Adult Programs		
Adult Book Discussion	1	25
Artist Reception	1	50
Feature Film	1	75
Friends of the Library	1	15
Internet Travel Resources	1	14
Junior Great Books Grade 2 & 3	1	7
Library Cable Network	1	8
Lunchtime Stories	2	23
My Five Year Old Could Do That	1	12
Page Meeting	1	17
Play It Again With Perennials	1	70
Student Summer Program	1	7
Y2K Meltdown	1	20
Other		
Library Board Meeting	2	24
Total	16	367

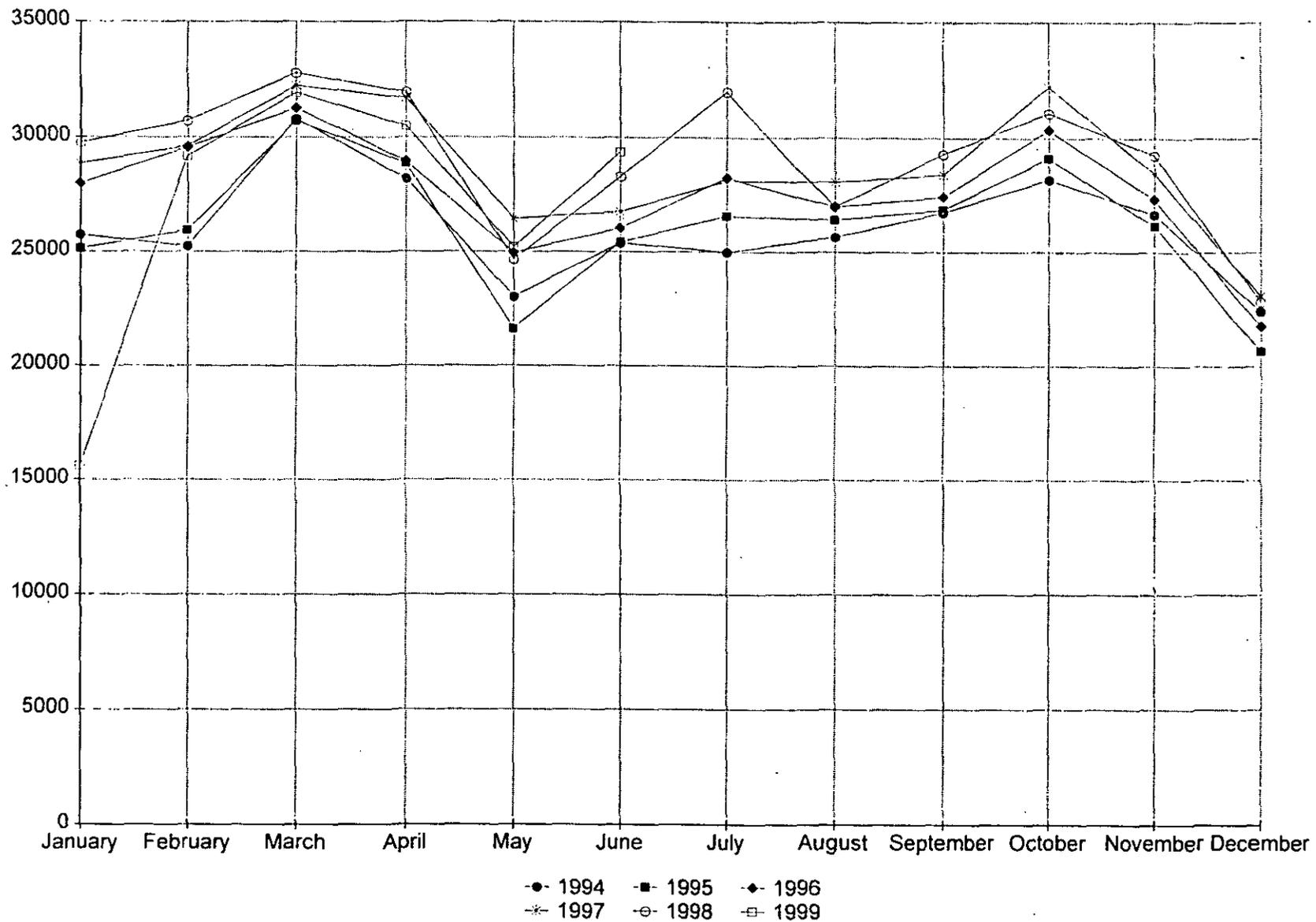
DES PLAINES PUBLIC LIBRARY
MEETING ROOM - JUNE 1999

Page 2

Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Bright Start Baby Book Times Birth-2yrs	6	142
Build It	1	77
Family Evening Storytime	1	35
Hobby Show	1	110
Preschool Craft Open House	1	105
Storytime 2 yr olds	3	35
Storytime 3-5 yr olds	8	70
Summer Reading Kick Off	1	210
YA Bingo Party	1	3
Total	23	787
Literacy Program		
Learn to Read	16	200
Grand Total	63	1,524

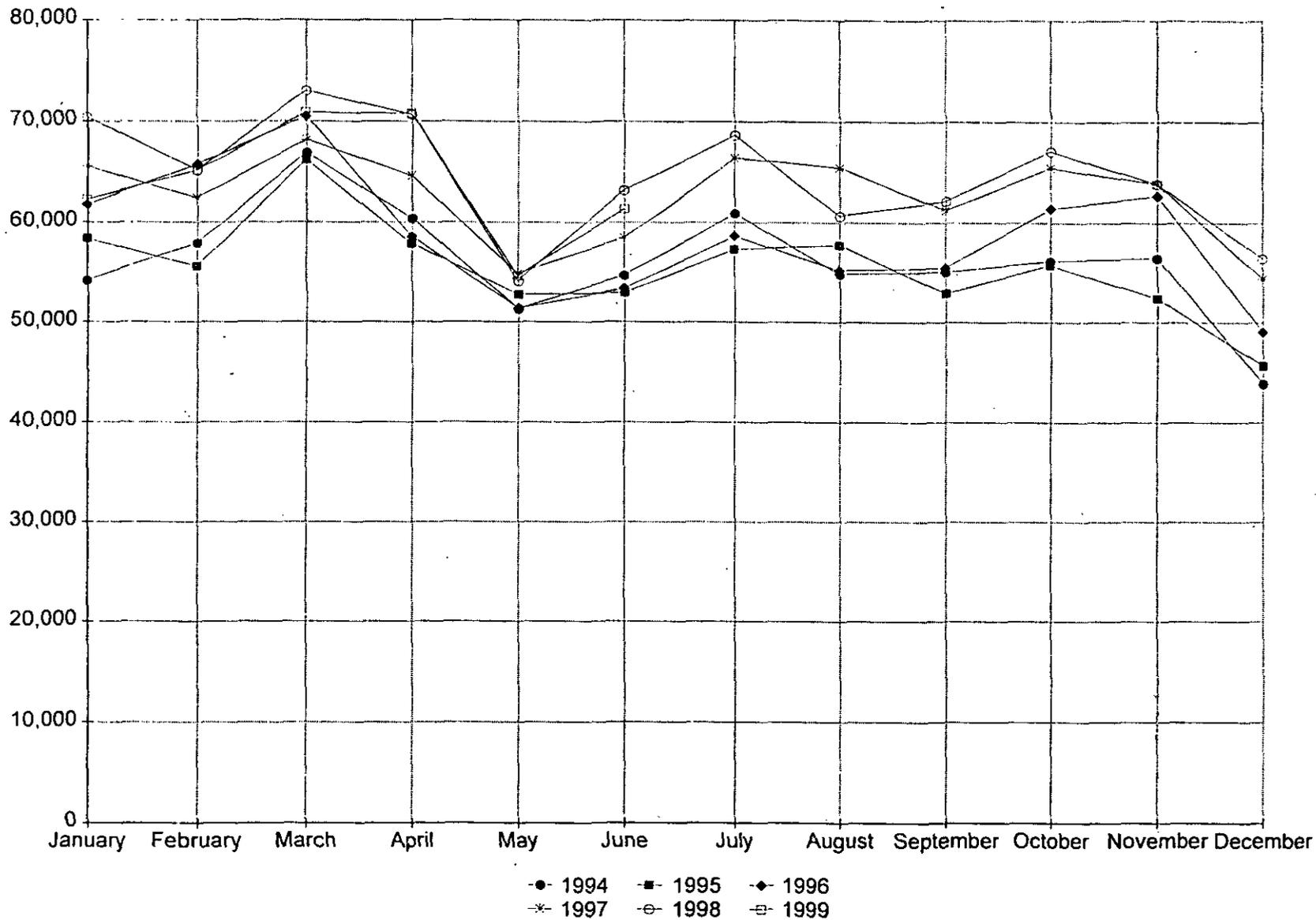
June Total = 63 groups involving 1,524 people.
1999 Year to Date Total 498 groups involving 12,999 people.

Patron Attendance June 1999



Circulation Statistics

Items Circulated Per Month By Year



The Board of Library Trustees of the Des Plaines Public Library will hold its regular monthly meeting for the period of August 1999 through July 2000 on the third Tuesday of each month at 7:30 PM in the "Friends of the Library Meeting Room".* The dates are as follows:

Month	Day	Year
August	17	1999
September	21	1999
October	19	1999
November	16	1999
December	21	1999
January	18	2000
February	15	2000
March	21	2000
April	18	2000
May	16	2000
*June	20	2000
*July	18	2000

Sandra K. Norlin
Library Administrator

Approved _____

*June, July, 2000 meetings may be held in the new library building at 1501 Ellinwood, Des Plaines, IL.

1999-2000 LIBRARY CLOSINGS

Sunday, September 5, 1999	Labor Day Holiday
Monday, September 6, 1999	Labor Day
Thursday, November 25, 1999	Thanksgiving
Friday, December 24, 1999	Christmas Eve
Saturday, December 25, 1999	Christmas Day
Friday, December 31, 1999	New Year's Eve
Saturday, January 1, 2000	New Year's Day
Sunday, April 23, 2000	Easter
Thursday, May 11, 2000	Staff Inservice Workshop
Sunday, May 28, 2000	Memorial Day Holiday
Monday, May 29, 2000	Memorial Day
Tuesday, July 4, 2000	Independence Day

Sandra K. Norlin
Library Administrator

Approved and revised _____

FORMULA FOR DETERMINING NON-RESIDENT FEE

1 = LIBRARY INCOME FROM LOCAL GOVERNMENT SOURCES

2 = POPULATION

3 = SIZE OF AVERAGE HOUSEHOLD

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

$$\begin{array}{r}
 \text{'98) } \$2,724,816 \\
 \text{-----} \\
 \text{'90) } \quad 53,414
 \end{array}
 \times 2.61 = \$133.14$$

<u>Non-Resident Fees 1998</u>	
Niles	\$117.00
Park Ridge	\$180.00
Arlington Heights	\$260.00
Mount Prospect	\$140.00
Des Plaines	\$125.00

<u>Non-Resident Fees 1999</u>	
Niles	\$150.00
Park Ridge	\$180.00
Arlington Heights	\$286.00
Mount Prospect	\$145.00
Des Plaines	\$_____

IDENTIFICATION

- 1. Location Des Plaines
- 2. Librarian Sandra K. Norlin
Title Library Administrator
- 3. Legal name of library Des Plaines Public Library
- 4. Library telephone number (847)827-5551
- 5. Library fax number (847)827-7974
- 6. Internet address:
Library Director's E-mail snorlin@desplaines.lib.il.us
Automated System ccs.nslsilus.org
WWW Home Page http:// www.desplaines.lib.il.us

- 7a. Address of Library
841 Graceland Avenue
Number and Street
Des Plaines IL
City State
60016-6472
Zip Code
- 7b. Mailing address, if different:
Same
Number and Street or PO Box
City State
-
Zip Code

- 8. Library system. NSLS
- 9. Type of library C

10. Population residing in tax base. 53414

- 11. Does your library contract with another library to RECEIVE ALL your library service? (Y)es/(N)o N
IF YES, list the name(s) of the library(s) with whom you contract:
1. _____
2. _____

12. Is your library a combined public and school library?. . . . (Y)es/(N)o N

SERVICE HOURS

13a. Report the time the central library opened and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

	Opening Time	Hrs Open/Day		Opening Time	Hrs Open/Day
Monday	<u>09:00am</u>	<u>12.0</u>	Friday	<u>09:00am</u>	<u>12.0</u>
Tuesday	<u>09:00am</u>	<u>12.0</u>	Saturday	<u>09:00am</u>	<u>08.0</u>
Wednesday	<u>09:00am</u>	<u>12.0</u>	Sunday	<u>01:00pm</u>	<u>04.0</u>
Thursday	<u>09:00am</u>	<u>12.0</u>			

0508

- 13b. Number of DAYS per week the central library was open past 6 pm 5
- 13c. Number of HOURS per week the central library was open past 6 pm . . 15.0
- 14. Total scheduled public service hours in a typical week last October for ALL service outlets 89.0

SERVICE OUTLETS AND ATTENDANCE

- 15a. Total annual attendance in library 349366
- 15b. Did your library use an automated counter to collect the above attendance figure? (Y)es/(N)o Y
- 16. Total number of bookmobiles. 1
- 17a. Total number of branch libraries 0

17b. List branch libraries:

Name _____
 Telephone () - _____
 Street Address _____
 City _____ State _____ Zip Code _____ -

REGISTERED BORROWERS

- 18. Total number of resident borrower's cards in force as of the last day of the fiscal year 34969
- 19. Non-resident LOCAL (for use in this library) borrower's cards:
 - Family fee (for use in this library) \$ 125.00
 - Number of family fees paid 84
 - Student fee (for use in this library) \$.00
 - Number of student fees paid. 00
- 20. Total number of non-resident borrower's cards purchased. 198
- 21. Total amount of fees collected for non-resident borrower's cards \$ 10500

CHILDREN

- 22. Children's Program Attendance 12049
- 23. Children's Holdings 61492
- 24. Children's Materials Expenditures \$ 94602

REFERENCE QUESTIONS

25. Number of reference questions asked by . . .

	Adults	Children	Total
a. For the Year	36208	43178	79386
b. For any one week in October	_____	_____	_____
c. For any one week in April	_____	_____	_____

Electronic IPLAR FY 1998-99 Illinois State Library

Des Plaines Public Library

RESOURCES OWNED	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	167714	5515	14707	176906
27. Serials: Newspapers	169	0	4	173
28. Serials: Periodicals	2800	0	500	3300
29. Videos/Films	7763	1047	2793	9509
30. Audio recordings	11884	1255	3347	13976
31. Number of subscriptions currently received				526
32. Number of microforms held				5266
Computer-Readable Materials:				
33. CD-ROM	134	10	274	398
34. Other computer-readable materials	0			0

USE OF RESOURCES (Report for your entire fiscal year)

35. Number of adult materials loaned	522329
36. Number of children's materials loaned	254543
37. Total number of materials loaned (sum of lines 35 and 36)	776872
38. Does your library participate in reciprocal borrowing? . . . (Y)es/(N)o Y IF YES, report the number of materials loaned	98902
39. Number of interlibrary loans lent to other libraries	10391
40. Number of interlibrary loans borrowed from other libraries	4324

LIBRARY RECEIPTS BY SOURCE

EXCLUDE funds spent by others "on behalf of" the library, the balance from the previous year, and income from tax anticipation warrants.

41. Local government	
a. Local government (except capital income bond sales)	\$ 2782909
b. Capital income from bond sales	\$
42. State government	
a. Per capita grants	\$ 66768
b. Equalization aid	\$
c. Corporate replacement tax	\$
d. Educate and automate grants	\$
e. Other	\$
43. Federal government	
a. LSCA funds received	\$
b. LSTA funds received	\$
c. Other federal funds received	\$
44. All other receipts	\$ 142096
45. TOTAL receipts (sum of lines 41 to 44)	\$ 2991773

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)
 INCLUDE expenditures paid by other taxing agencies "on behalf of" your library
 if the information is available to your library and the expenditures are
 supported by documents (such as invoices, contracts, payroll records, etc.),
 not estimated, at the point of disbursement.

46. Salaries and wages for all library staff.	\$	1361120
47. Fringe benefits for all library staff	\$	<u>446611</u>
48. Printed materials	\$	355071
49. Nonprint materials.	\$	143950
50. All other operating expenditures not entered above.	\$	<u>526976</u>
51. Capital outlay for building construction	\$	
52. Capital outlay for all other fixed assets.	\$	<u>88559</u>
53. TOTAL expenditures (sum of lines 46 to 52)	\$	<u>2922287</u>

PERSONNEL

Include all positions funded in the library's budget whether those positions
 are filled or not.

54. STAFF DATA (Report status as of the last day of the fiscal year)

Group A: Professional librarians, media and audiovisual specialists, etc.

Position Title HEAD LIBRARIAN
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 36.58

Position Title Head of Technical Services
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 26.60
 Assignment 1: Work Area Code CAT Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Head of Children's Services
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 21.35
 Assignment 1: Work Area Code CHI Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Head of Adult Services
 Education Code MLS
 Sex M
 Total Hours Per Week 37.5
 Hourly Rate \$ 24.29
 Assignment 1: Work Area Code REF Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Coordinator of Public Services
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 28.92
 Assignment 1: Work Area Code ADIR Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Head of Outreach Services
 Education Code BAC
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 20.11
 Assignment 1: Work Area Code BKMB Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Head of Circulation Services
 Education Code BAC
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 18.98
 Assignment 1: Work Area Code CIR Hours per week 37.5
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 22.01
 Assignment 1: Work Area Code REF Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 21.03
 Assignment 1: Work Area Code REF Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 16.51
 Assignment 1: Work Area Code REF Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 16.51
 Assignment 1: Work Area Code REF Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 20.0
 Hourly Rate \$ 19.91
 Assignment 1: Work Area Code REF Hours per week 20.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 17.08
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 13.13
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Reference Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code REF Hours per week 3.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Catalog Librarian
 Education Code MLS
 Sex M
 Total Hours Per Week 37.5
 Hourly Rate \$ 22.30
 Assignment 1: Work Area Code CAT Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Children's Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 37.5
 Hourly Rate \$ 22.49
 Assignment 1: Work Area Code CHI Hours per week 30.0
 Assignment 2: Work Area Code COL Hours per week 7.5
 Assignment 3: Work Area Code Hours per week .0

Position Title Children's Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 2.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code CHI Hours per week 2.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Children's Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 3.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code CHI Hours per week 3.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title Children's Librarian
 Education Code MLS
 Sex F
 Total Hours Per Week 2.0
 Hourly Rate \$ 16.50
 Assignment 1: Work Area Code CHI Hours per week 2.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title _____
 Education Code _____
 Sex _____
 Total Hours Per Week .0
 Hourly Rate \$.00
 Assignment 1: Work Area Code _____ Hours per week .0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Group B: Full-time/part-time technical and clerical employees
 Total hours worked in a typical week by all Group B employees . . . 941.3
 Minimum hourly rate actually paid. \$ 10.64
 Maximum hourly rate actually paid. \$ 16.47

Group C: Full-time/part-time pages or shelvers
 Total hours worked in a typical week by all Group C employees . . . 445.0
 Minimum hourly rate actually paid. \$ 5.90
 Maximum hourly rate actually paid. \$ 9.94

Group D: Full-time/part-time building maintenance, security, or plant
 operation employees
 Total hours worked in a typical week by all Group D employees . . . 74.5
 Minimum hourly rate actually paid. \$ 13.71
 Maximum hourly rate actually paid. \$ 16.74

55a. Librarian Vacancies

Position Title None
 Hours Per Week .0
 Work Area _____
 Education Required _____
 Number of Weeks Vacant _____
 Minimum Annual Salary \$ _____
 Maximum Annual Salary \$ _____

Position Title _____
 Hours Per Week .0
 Work Area _____
 Education Required _____
 Number of Weeks Vacant _____
 Minimum Annual Salary \$ _____
 Maximum Annual Salary \$ _____

55b. Newly Created Librarian Positions

Position Title None
 Hours Per Week .0
 Work Area _____
 Education Required _____
 (F)illed or (U)nfilled _____
 Date Filled / /

55c. Eliminated Librarian Positions

Position Title None
 Hours Per Week .0
 Work Area _____
 Education Required _____
 Date Eliminated / /
 Last Annual Salary Paid \$ _____
 Reason Eliminated _____

AUTOMATION

56. How many of the following does your library have?	Number in Library	Number for Public Use
IBM Compatible Microcomputers: 386 or lower	<u>1</u>	<u>0</u>
486.	<u>4</u>	<u>0</u>
Pentium.	<u>31</u>	<u>10</u>
Macintosh Microcomputers	<u>5</u>	<u>3</u>
Printers: Dot Matrix.	<u>9</u>	<u>2</u>
Ink Jet	<u>12</u>	<u>5</u>
Laser	<u>6</u>	<u>2</u>
Computer Modems.	<u>7</u>	<u>0</u>
Highest Baud Rate <u>56K</u>		

(Y)es/(N)o

- 57. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Y
- 58. Does your library have a local area network (LAN)? Y
- 59. Are your catalog records part of an online public access catalog (OPAC)? Y
IF YES, can patrons access this OPAC from within the library? . . . Y
- 60. Does your library provide patron access to electronic services? . . . Y

(Y)es/(N)o

- 61. Does your library have telephone devices for the deaf (TDD)? Y
(IF YES) a. Report the number of TDDs in your library. 1
b. Are any TDDs available for public use? N

62. Operating Expenditures for library materials in electronic format.	\$	<u>66983</u>
63. Operating Expenditures for electronic access.	\$	<u>72824</u>
64. Telecommunications Expenditures	\$	<u>15669</u>

INTERNET

- 65. Does your library have access to the Internet? (Y)es/(N)o Y
IF YES, enter the code (1 to 3) for who can use the Internet. 3
Library staff only (1)
Patrons through a staff intermediary only (2)
Patrons and staff directly (3)

	Dedicated	Not
	(Internet Only)	Dedicated
For Staff Use Only.	<u>0</u>	<u>27</u>
For Public Use.	<u>0</u>	<u>7</u>

- 67. Does your library allow patrons to make printouts of materials obtained from the Internet? (Y)es/(N)o Y
- 68. Does your library provide the public with modem access to the Internet from outside the library? (Y)es/(N)o Y
IF YES, what is the maximum number of modem connections available for public use? 3

69. What Internet connection provider(s) does your library use?
- a. Local/state government organization. _____
 - b. Local educational organization. _____
 - c. Community Information Network (Free-Net):
 - Heartland Regional Network. _____
 - LincolnNet. _____
 - NorthStarNet. _____
 - Prairienet. _____
 - Sinnissippi Valley Network. _____
 - Other _____
 - d. Your library system network. _____
 - e. Commercial provider. X
 - f. Other _____

70. What type of Internet services are available to the library's staff and/or patrons?
- | | Available to
Staff Directly | Available to
Patrons Directly |
|---|--------------------------------|----------------------------------|
| a. Electronic Mail Accounts | <u>X</u> | _____ |
| b. Newsgroup/Usenet Services. | <u>X</u> | _____ |
| c. Graphical Web Browsing | <u>X</u> | <u>X</u> |
| d. Text-based Web Browsing. | <u>X</u> | <u>X</u> |
| e. FTP (File Transfer Protocol) | <u>X</u> | <u>X</u> |
| f. Telnet/Remote Login. | <u>X</u> | <u>X</u> |
| g. Other _____ | _____ | _____ |

71. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? (Y)es/(N)o Y

72. Has your library board adopted a policy for public access to electronic information networks? (Y)es/(N)o Y

REFERENDA

73. Was your library involved in a referendum in FY1998/99?. . . (Y)es/(N)o N

74. Report each referendum presented to the voters:

	Date of Referendum	(P)assed/ (F)ailed	Effective Date
Annexation.	/ /	_____	/ /
Bond Issue.	/ /	_____	/ /
Conversion.	/ /	_____	/ /
District Establishment.	/ /	_____	/ /
Maintenance Tax	/ /	_____	/ /
Public Library Establishment.	/ /	_____	/ /
Tax Increase.	/ /	_____	/ /
Restoration Fund Tax.	/ /	_____	/ /
Mortgage Tax.	/ /	_____	/ /
Working Cash.	/ /	_____	/ /
Other _____	/ /	_____	/ /

75. If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under P.A.86-346 and P.A.86-713); your district library annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8); or your district library took any other action by backdoor referendum, indicate the EFFECTIVE DATE of the action.

Conversion / /
Annexation / /
Other _____ / /
Other _____ / /

CURRENT LIBRARY BOARD

76. President

Name Eldon Burk Present Term Ends 06/01
Telephone (847)827-6176
Home Address 661 Walnut Court
City Des Plaines State IL Zip Code 60016-6472

77. Vice President

Name Inara Brubaker Present Term Ends 06/01
Telephone (847)827-5096
Home Address 126 Ardmore Road
City Des Plaines State IL Zip Code 60016-6472

78. Treasurer

Name _____ Present Term Ends /
Telephone () -
Home Address _____
City _____ State _____ Zip Code -

79. Secretary

Name Carol Kidd Present Term Ends /
Telephone (847)639-2905
Home Address 24 Forest Lane
City Cary State IL Zip Code 60013-

80. Other Members:

Name John Burke Present Term Ends 06/99
Telephone (847)297-4395
Home Address 1351 Evergreen Avenue
City Des Plaines State IL Zip Code 60016-

Name Susan Burrows Present Term Ends 06/00
Telephone (847)297-2632
Home Address 1739 Sherwood Road
City Des Plaines State IL Zip Code 60016-

Name John Ciborowski Present Term Ends 06/01
 Telephone (847)298-0529
 Home Address 1026 Alfini Drive
 City Des Plaines State IL Zip Code 60016-

Name William Grice Present Term Ends 06/02
 Telephone (847)298-2018
 Home Address 766 Graceland Avenue
 City Des Plaines State IL Zip Code 60016-

Name Betty Ritter Present Term Ends 06/99
 Telephone (847)297-8219
 Home Address 822 Thacker
 City Des Plaines State IL Zip Code 60016-

Name Ellen Yearwood Present Term Ends 06/99
 Telephone (847)824-2986
 Home Address 380 Cambridge Road
 City Des Plaines State IL Zip Code 60016-

- 81. Amount of surety bond. \$ 1500000
- 82. Amount of construction surety bond, if applicable \$ 313000
- 83. Space (square footage) of the main library building 42000 square feet
- 84. Total amount of major contributions. \$ _____
- 85. This annual report is filed for the fiscal year commencing 01/01/98
and ending 12/31/98
- 86. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)

PUBLIC LIBRARY DISTRICT SUPPLEMENT (Only District Libraries must complete)

- 1. During the last fiscal year, were there any changes in the limits or boundaries of your district? (Y)es/(N)o _____
 (IF YES) a. How did this change occur (ex. referendum)? _____
 b. Describe the changes by county, township, and/or municipality giving the area and population for each: _____

2. During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)?(Y)es/(N)o _____
 (IF YES) a. How was the property acquired? Enter "x" after all that apply.
 Purchase _____ Legacy _____ Gift _____ Other _____
 b. General description of the property acquired: _____

3. Does your library have any outstanding liabilities?(Y)es/(N)o _____
 (IF YES) a. Amount of outstanding liabilities \$ _____
 b. Description of all outstanding liabilities: _____

(End of the Public Library District Supplement)

If you experienced any problems with the Electronic IPLAR software (such as printing, saving, installing, etc.), please explain below:

0522

SANDRA NOLIN

CITY OF DES PLAINES

ORDINANCE M - 29 - 99

AN ORDINANCE OF THE CITY OF DES PLAINES AMENDING TITLE I, "ADMINISTRATIVE", TO ADD A NEW SUBSECTION, SECTION 26, "STATE GIFT BAN ACT", PROHIBITING THE SOLICITATION AND ACCEPTANCE OF GIFTS AND ADOPTING THE STATE GIFT BAN ACT (5 ILCS 425/1 ET SEQ., P.A. 90-737)

WHEREAS, the General Assembly has enacted the State Gift Ban Act (P.A. 90-737; House Bill 672; 5 ILCS 425/1 et seq.), which became effective on January 1, 1999; and

WHEREAS, Section 83 of the Act (5 ILCS 425/83) provides in pertinent part:

Within six (6) months after the effective date of this Act, units of local government, home rule units, and school districts shall prohibit the solicitation and acceptance of gifts, and shall enforce those prohibitions, in a manner substantially in accordance with the requirements of this Act and shall adopt provisions no less restrictive than the provisions of this Act.

WHEREAS, in preparing to meet the mandatory July 1, 1999, deadline, imposed by the Act, the Mayor and City Council of the City of Des Plaines have determined that the Act contains several procedural and substantive defects and several ambiguities and inconsistencies which make compliance with the dictates of Section 83 of the Act difficult and perhaps impossible; and

WHEREAS, while the Illinois Municipal League has requested the General Assembly to amend and clarify the Act so Illinois municipalities may have clear guidance in bringing themselves into compliance with the Act, it has become apparent that a legislative response will not be provided prior to the deadline imposed by Section 83; and

WHEREAS, the corporate authorities of the City of Des Plaines, in an effort to comply with the action required by Section 83, hereby pass and approve this Ordinance to bring the City of Des Plaines in compliance with the dictates of the Act; and

WHEREAS, the corporate authorities of the City of Des Plaines strongly encourage the General Assembly to take immediate action to clarify the procedural and substantive provisions of the Act so elected and appointed officials and the employees of Illinois municipalities will have clear and unequivocal ethical procedures and rules that will control their conduct.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Des Plaines, Illinois, as follows:

SECTION 1: The City Code of the City of Des Plaines is hereby amended with the addition of the following provisions:

0523

TITLE I

SECTION 1-26: STATE GIFT BAN ACT

- 1-26-1: Adoption of Act
- 1-26-2: Ethics Officer
- 1-26-3: State Legislative Ethics Commission; Complaints
- 1-26-4: Existing Ethics Ordinance or Gift Ban Ordinance
- 1-26-5: Future Amendments to State Gift Ban Act
- 1-26-6: Future Declaration of Unconstitutionality of State Gift Ban Act

1-26-1: Adoption of the Act

- (a) The State Gift Ban Act (5 ILCS 425 et seq.) is hereby adopted as required by Section 83 of the Act (5 ILCS 425/83).
- (b) The solicitation or the acceptance of gifts prohibited to be solicited or accepted under the Act is prohibited by any elected or appointed official or any employee of the City.

1-26-2: Ethics Officer

To the extent authorized by law and to the extent required by Section 35 of the ACT (5 ILCS 425/35), Drake Mertes is appointed to serve as the "Ethics Officer" of the City. The Ethics Officer's duties shall be as provided in Section 35.

1-26-3: State Legislative Ethics Commission

All complaints for violations of the Act and this Ordinance shall be filed with the State legislative Ethics Commission (created by Section 45(a)(6) of the Act).

1-26-4: Existing Ethics Ordinance or Gift Ban Ordinance

This Ordinance does not repeal or otherwise amend or modify Ordinance M-14-95 et seq., which regulates the conduct of City officials and employees. To the extent that Ordinance M-15-95 is less restrictive than the State Gift Ban Act and this Ordinance, then the provisions and this Ordinance shall prevail in accordance with the provisions of Section 95 of the Act (5 ILCS 425/95).

1-26-5: Future Amendments to State Gift Ban Act

Any amendment to the State Gift Ban Act (5 ILCS 425/1 et seq.) that becomes effective after the passage of this Ordinance shall be incorporated into this Ordinance by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this Ordinance by reference without formal action by the corporate authorities of the City.

1-26-6: Future Declaration of Unconstitutionality of State Gift Ban Act

- (a) If the Illinois Supreme Court declares the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional in its entirety, then this Ordinance shall be repealed as of the date that the Supreme Court's decision becomes final and not subject to any further appeals or rehearings. The Ordinance shall be deemed repealed without further action by the corporate authorities of the City if the Act is found unconstitutional by the Illinois Supreme Court.
- (b) If the Illinois Supreme Court declares part of the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional but upholds the constitutionality of the remainder of the Act or does not address the remainder of the Act, then the remainder of the Act as adopted by this Ordinance shall remain in full force and effect; however, that part of this Ordinance relating to the part of

0524

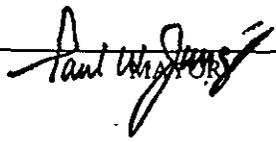
the Act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the City of Des Plaines.

SECTION 2: That this Ordinance be shall be in full force and effect from and after its passage, approval and publication in pamphlet form according to law.

PASSED this 21 day of June, 1999

APPROVED this 24 day of June, 1999

VOTE: AYES 8 NAYS 0 ABSENT 0



ATTEST:


CITY CLERK

Published in pamphlet form this

24 day of June, 1999.


CITY CLERK

Approved as to form:


David R. Wiltse, City Attorney

d\ordinances deb\state gift ban act

FORMULA FOR DETERMINING NON-RESIDENT FEE

1 = LIBRARY INCOME FROM LOCAL GOVERNMENT SOURCES

2 = POPULATION

3 = SIZE OF AVERAGE HOUSEHOLD

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

('98)	\$2,724,816		
	-----	x	2.61 = \$133.14
('90)	53,414		

<u>Non-Resident Fees 1998</u>	
Niles	\$117.00
Park Ridge	\$180.00
Arlington Heights	\$260.00
Mount Prospect	\$140.00
Des Plaines	\$125.00

<u>Non-Resident Fees 1999</u>	
Niles	\$150.00
Park Ridge	\$180.00
Arlington Heights	\$286.00
Mount Prospect	\$145.00
Des Plaines	\$135.00

**Library Comparisons based on 1998 Annual Reports
(Niles-54,338; Des Plaines-53,414; Mount Prospect-53,168;
Park Ridge-37,075; Elk Grove Village-33,429)**

<u>Budget</u>	<u>1998</u>
Niles	\$9,518,011
Park Ridge	\$3,044,226
Mount Prospect	\$3,030,813
Des Plaines	\$2,746,558
Elk Grove Village	\$2,724,387

<u>Collection Size</u>	<u>1998</u>
Mount Prospect	349,709
Park Ridge	243,176
Elk Grove Village	228,728
Niles	200,892
Des Plaines	186,821

<u>Levy Rate</u>	<u>1998</u>
Park Ridge	0.3210
Niles	0.3180
Mount Prospect	0.2810
Des Plaines	0.1870
Elk Grove Village	0.1730

<u>Circulation</u>	<u>1998</u>
Des Plaines	720,606
Mount Prospect	706,847
Park Ridge	687,534
Niles	599,359
Elk Grove Village	595,390

<u>Cost Per Capita</u>	<u>1998</u>
Niles	\$175.16
Park Ridge	\$82.11
Elk Grove Village	\$81.50
Mount Prospect	\$57.00
Des Plaines	\$51.42

<u>Cost Per Item Circulated</u>	<u>1998</u>
Niles	\$13.47
Park Ridge	\$4.43
Elk Grove Village	\$4.58
Mount Prospect	\$4.21
Des Plaines	\$3.81

<u>Circulation per Capita</u>	<u>1998</u>
Park Ridge	18.5
Elk Grove Village	17.8
Des Plaines	13.5
Mount Prospect	13.3
Niles	11.0

<u>Borrowers as % of Population</u>	<u>1998</u>
Elk Grove Village	96.7%
Mount Prospect	84.6%
Park Ridge	84.3%
Niles	68.9%
Des Plaines	68.5%

<u>Staff (FTE)</u>	<u>1998</u>
Mount Prospect	59.9
Niles	58.1
Park Ridge	51.1
Des Plaines	44.6
Elk Grove Village	32.9

<u>Items Circulated per FTE</u>	<u>1998</u>
Elk Grove Village	18,097
Des Plaines	16,157
Park Ridge	13,455
Mount Prospect	11,800
Niles	10,316

<u>Materials Expenditures</u>	<u>1998</u>
Niles	\$594,740
Mount Prospect	\$461,968
Park Ridge	\$461,435
Des Plaines	\$441,761
Elk Grove Village	\$424,522

<u>Materials as % of Budget</u>	<u>1998</u>
Des Plaines	16%
Elk Grove Village	16%
Mount Prospect	15%
Park Ridge	15%
Niles	6%

Library Comparisons based on 1996/1997/1998 Annual Reports
(Niles-54,338; Des Plaines-53,414; Mount Prospect-53,168;
Park Ridge-37,075; Elk Grove Village-33,429)

Budget	1996	1997	1998
Niles	\$2,902,383	\$4,490,651	\$9,518,011
Park Ridge	\$2,630,522	\$2,899,365	\$3,044,226
Mount Prospect	\$3,150,100	\$3,380,651	\$3,030,813
Des Plaines	\$2,422,889	\$2,611,941	\$2,746,558
Elk Grove Villag	\$2,368,713	\$2,671,391	\$2,724,387

Levy Rate	1996	1997	1998
Park Ridge	0.2960	0.3060	0.3210
Niles	0.2610	0.3110	0.3180
Mount Prospect	0.2910	0.2920	0.2810
Des Plaines	0.1860	0.1780	0.1870
Elk Grove Villag	0.1905	0.1730	0.1730

Cost Per Capita	1996	1997	1998
Niles	\$53.41	\$82.64	\$175.16
Park Ridge	\$70.95	\$78.20	\$82.11
Elk Grove Villag	\$70.86	\$79.91	\$81.50
Mount Prospect	\$59.25	\$63.58	\$57.00
Des Plaines	\$45.36	\$48.90	\$51.42

Circulation per Capita	1996	1997	1998
Park Ridge	18.2	18.2	18.5
Elk Grove Villag	17.6	17.8	17.8
Des Plaines	12.5	13.2	13.5
Mount Prospect	12.8	12.8	13.3
Niles	15.2	12.5	11.0

Staff (FTE)	1996	1997	1998
Mount Prospect	54.9	57.7	59.9
Niles	50.3	55.3	58.1
Park Ridge	49.0	49.0	51.1
Des Plaines	41.9	41.8	44.6
Elk Grove Villag	31.9	40.2	32.9

Materials Expenditures	1996	1997	1998
Niles	\$433,412	\$338,153	\$594,740
Mount Prospect	\$469,500	\$516,087	\$461,968
Park Ridge	\$397,296	\$403,382	\$461,435
Des Plaines	\$442,017	\$515,001	\$441,761
Elk Grove Villag	\$396,441	\$423,850	\$424,522

Collection Size	1996	1997	1998
Mount Prospect	321,713	338,196	349,709
Park Ridge	232,359	236,532	243,176
Elk Grove Village	200,649	215,387	228,728
Niles	192,336	190,900	200,892
Des Plaines	205,370	178,775	186,821

Circulation	1996	1997	1998
Des Plaines	666,666	703,240	720,606
Mount Prospect	677,918	679,918	706,847
Park Ridge	674,934	673,866	687,534
Niles	827,531	677,175	599,359
Elk Grove Village	589,975	596,172	595,390

Cost Per Item Circulated	1996	1997	1998
Niles	\$4.28	\$6.60	\$13.47
Park Ridge	\$3.90	\$4.30	\$4.43
Elk Grove Village	\$4.01	\$4.48	\$4.58
Mount Prospect	\$4.73	\$4.81	\$4.21
Des Plaines	\$3.63	\$3.71	\$3.81

Borrowers as % of Population	1996	1997	1998
Elk Grove Village	90%	91.5%	96.7%
Mount Prospect	82%	89.5%	84.6%
Park Ridge	77%	83.5%	84.3%
Niles	52%	50.9%	68.9%
Des Plaines	70%	68.0%	68.5%

Items Circulated per FTE	1996	1997	1998
Elk Grove Village	18,495	14,830	18,097
Des Plaines	15,911	16,824	16,157
Park Ridge	13,774	13,752	13,455
Mount Prospect	12,348	11,784	11,800
Niles	16,452	12,245	10,316

Materials as % of Budget	1996	1997	1998
Des Plaines	18%	20%	16%
Elk Grove Village	17%	16%	16%
Mount Prospect	15%	15%	15%
Park Ridge	15%	14%	15%
Niles	15%	8%	6%

Des Plaines Public Library

841 Graceland Avenue, Des Plaines, IL 60016

Contact: Leslie Steiner 847/827-5551

FOR IMMEDIATE RELEASE

July 20, 1999

**DES PLAINES PUBLIC LIBRARY HIGHEST IN CIRCULATION,
LOW IN COST TO TAXPAYERS IN COMPARATIVE STUDY**

The Des Plaines Public Library ranks highest in circulation (720,606) for 1998 among five comparable northwest suburban Illinois libraries according to a report prepared for the Illinois State Library by the Library Research Center at Urbana, IL. For the year 1998, Des Plaines also has the lowest cost per capita (\$51.42) and the lowest cost per library item circulated (\$3.81) of the comparison group.

The figures are based on the annual reports of five area libraries, two from communities with approximately the same population as Des Plaines, and two from slightly smaller communities. Des Plaines has the smallest materials collection of the five libraries (186,821).

In the categories of levy rate, budget, and materials expenditures, the Des Plaines Public Library ranks fourth, with a levy rate of 0.1870, a budget of \$2,746,558, and materials expenditures of \$441,761 for 1998. Des Plaines shares first place in the percentage of the budget that is spent on materials (16%).

Commenting on the findings, Library Administrator Sandra Norlin said, "We work hard to provide our customers with the materials they want, and I think this report presents a very concrete example of how efficiently we are operating. In the new library, we will have the space for a collection the size recommended to adequately serve the needs of a community the size of Des Plaines. Our collection development policy and our Board's commitment to fiscal responsibility will serve as guidelines as we expand to meet the growing needs of our customers in the years ahead."

###

LAW OFFICES
KLEIN, THORPE AND JENKINS, LTD.

SUITE 1660

20 NORTH WACKER DRIVE
 CHICAGO, ILLINOIS 60606-2903

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 FACSIMILE (312) 606-7077

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July 7, 1999

Via Facsimile

No. of Pages: 2
and US MAIL

Ms. Jan Hayes
NORTH SUBURBAN LIBRARY SYSTEM
 200 W. Dundee Road
 Wheeling, IL 60090-2799

Re: State Gift Ban Act

Dear Jan:

On June 30, 1999, the Illinois Attorney General issued an opinion construing the State Gift Ban Act (hereinafter the "Act"). With the mailed copy of this letter I enclose a copy of that legal opinion.

In relevant part, the Attorney General ruled that all the units of local government and school districts are required to adopt their own policies prohibiting the solicitation or acceptance of gifts by July 1, 1999, which policies must be "substantially in accordance with the requirements of" the Act and "no less restrictive than the provisions of" the Act. In addition, the Attorney General stated that units of local government and school districts are *not* required to appoint ethics officers but are required to create a *local* ethics commission similar in function to the State ethics commission provided for in Section 45 of the Act. Unfortunately, the Attorney General noted that the Act provides no guidance regarding the necessity for creating a local ethics commission, the duties and powers of any local ethics commission, and the composition of any local ethics commission so created, other than to state that enforcement of the local prohibition against gifts must be "... in a manner substantially in accordance with the requirements of this Act"

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Page 2
Ms. Jan Hayes
July 7, 1999

Further, the Attorney General opined that units of local government and school districts are *not* required to adopt the complaint procedures set forth in Section 60 of the Act if they develop alternative procedures substantially in accordance with Section 60 of the Act.

In many ways, Jan, the Attorney General's opinion is helpful in that it exposes some of the significant problems and deficiencies in the Act. I hope that the Attorney General's opinion will help persuade the General Assembly to complete its work on the proposed Local Government Gift Ban Act when the legislative session resumes this Fall.

This letter can be shared with the System's member libraries.

As always, please call if there are any questions.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.

Gerard E. Dempsey

GED:cap

Enclosure (w/mailed copy of this letter)

cap:msj / Ms. Jan Hayes 7/7/99

Year 2000 Initial Readiness Report Des Plaines Public Library

Prepared by John Haliotis
7/21/99

This is the first of two reports addressing the Year 2000 problem. The second, around October, should be a short report indicating that all problems are solved.

I. The Problem

The whole problem between computers and the year 2000 (Y2K) would not exist if programmers had better foresight and early computers had been cheaper. Early programmers and computer makers noticed that there were many points in their software that called for the use of dates, such as file creation markings, transaction dates, and others. Because file space was expensive, and because the year 2000 seemed far away, programmers and builders decided to use 2 digits for the date, rather than 4, a perceived 50% savings in file space, at least as far as dates were concerned. At the time, with hard drives at about 10-50 times what they cost now, that was an important factor. Besides, the creators rationalized, by the time 2000 rolls around, we'll all be flying around in spaceships and the computers will all be updated. Well, here we are, still driving our cars, and the computers have not really been updated.

By using 2 number dates instead of 4, programmers were able to save space and processing, but created a problem. The computer keeps track of the date using 2 digits each for month, day and year, hence 072099 would be July 20, 1999. The 2 digits for the year automatically have 1900 added to them to provide the full year. Unfortunately, that means that on January 1, 2000, the computer will show the date as 010100, which will be read as January 1, 1900.

There are really two issues here: one of hardware and one of software. Both need to be Y2K-compliant for the computer to work properly after December 31, 1999. Hardware problems are very simple: either the computer is or it isn't. If it isn't, sometimes a simple download can make it compliant. In other cases, the computer cannot be made compliant. Unfortunately, if your hardware doesn't recognize the date, your software will not. If your hardware does recognize the date correctly, your software will get the correct date from the computer, but it may not be able to deal with it properly if it uses 2 digits instead of 4 for the year, and each piece of software (operating system, applications, utilities) may handle it differently, so each piece needs to be tested separately.

A separate but related problem occurs because of leap years. Not all computers had the correct leap years programmed into them for the years following 1996. In fact, many manufacturers didn't realize that 2000 was a leap year, because 1900 was not.

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For the Des Plaines Public Library, we have 5 basic areas of concern: building controls, computers/workstations, network hardware, software and external vendors. Each of these is addressed below.

II. Building controls

The building controls separate into 4 areas: electrical, HVAC, security, and elevators. I have also included the fax machine in this area.

A. Electrical

The electrical system does not have any computerized components, and should therefore be Year 2000 compliant.

B. HVAC

In consultation with Gary Valente, we are unable to identify any computerized components of the HVAC systems, and they should therefore be Year 2000 compliant.

C. Security

Ameritech has informed us that our security system is Year 2000 compliant.

D. Elevators

Otis has informed us that the main elevator is Year 2000 compliant. The dumbwaiter does not appear to use any computerized system, and should be Year 2000 compliant.

E. Fax Machine

The fax machine is Year 2000 compliant.

III. Computers/Workstations

We have 10 different configurations of PC and several Macintosh computers currently installed at the library. We will address each of these individually.

- A. Compaq Prolinea 466 (2 installed)
These machines are not Year 2000 capable. They will be replaced by 8/31/1999.
- B. Tower Computer Systems P-100 (9 installed)
These machines test Year 2000 compliant.
- C. DTK P-120 (3 installed)
These machines are Year 2000 capable. They require a BIOS upgrade to become Year 2000 compliant. The upgrade will be completed by 8/31/1999.
- D. Liberty Systems P-166 (2 installed)
These machines test Year 2000 compliant.
- E. Compaq Deskpro 2000 (10 installed)
These machines test Year 2000 compliant.
- F. Dell/OCLC Optiplex Gxi (1 installed)
This machine tests Year 2000 compliant.
- G. Compaq Presario 4640 (1 installed)
This machine tests Year 2000 compliant.
- H. Dell Optiplex GX1 (1 installed)
This machine tests Year 2000 compliant.
- I. Liberty Systems PII-400 (4 installed)
These machines are Year 2000 capable. They require a BIOS upgrade to become Year 2000 compliant. The upgrade will be completed by 8/31/1999.
- J. Compaq DeskPro EP (5 installed, 32 pending)
These machines test Year 2000 compliant.
- K. Apple Macintosh computers (4 installed)
Every Macintosh computer tests Year 2000 compliant.

IV. Network Hardware

The library uses 4 servers and 1 router to handle network services. These are addressed individually.

- A. SciNet CD-Server (CD-server)
This machine tests Year 2000 compliant.
- B. Compaq Prosignia 5/75 (file server)
This machine tests Year 2000 compliant.
- C. Compaq Prosignia 5/120 (communications server)
This machine tests Year 2000 compliant.
- D. Compaq Proliant 3000 (new file server)
This machine tests Year 2000 compliant.
- E. Cisco 2501 Router
This machine is Year 2000 capable. It requires an operating system upgrade to become Year 2000 compliant. Pricing and installation are currently being investigated and installation is expected by 9/30/1999.

V. Software

In most cases, this is the area of most concern for computer professionals, because of the wide differences between different versions of like-named software (e.g. Microsoft Word, Netscape Navigator, etc.) This is the area where we are likely to find non-compliance. I have broken this category into 4 areas: Network Operating Systems (NOS), Network Support Software, PC Operating Systems (OS), and PC Software.

A. Network Operating Systems

We currently run 3 different NOS versions.

1. Novell Netware 3.12

This NOS is not certified Year 2000 compliant. There are upgrades available for most of its modules, but some are not planned for upgrade. We will be installing a new version, certified Year 2000 compliant, tomorrow (7/21/1999).

2. Citrix Winframe 1.6

This NOS is not certified Year 2000 compliant. An upgrade is necessary to become Year 2000 compliant. Pricing and installation are currently being investigated and installation is expected by 9/30/1999.

3. SciNet CD-Manager 3.02H

This NOS is not certified Year 2000 compliant. An upgrade is necessary to become Year 2000 compliant. Pricing and installation are currently being investigated and installation is expected by 9/30/1999.

B. Network Support Software

There are 2 major software packages used for Network Support:

1. MDI SCSI Express version 3.30

This version of SCSI Express is not certified Year 2000 compliant. An upgrade is available. Pricing and installation are currently being investigated and installation is expected by 9/30/1999.

2. Computer Associates Arcserve version 5.01g

This version of Arcserve is not certified Year 2000 compliant. An upgrade will be installed tomorrow (7/21/1999).

C. PC Operating Systems

There are 3 operating systems currently in use at the library.

1. Windows for Workgroups 3.11 (2 machines)

This version of Windows is not Year 2000 capable. The machines running this version of Windows will be replaced by 8/31/1999.

2. Windows 95

This version of Windows is Year 2000 capable. It requires an update to become Year 2000 compliant. The update will be installed by 8/31/1999.

3. Mac OS (3 versions)

All versions of the Mac OS are Year 2000 compliant.

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D. PC Software

There are 11 software packages in common use throughout the library.

1. Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Publisher, FrontPage)
This software suite is Year 2000 capable. It requires an update to become Year 2000 compliant. The update will be installed by 8/31/1999.
2. NetTerm
This product is Year 2000 compliant.
3. Netscape Navigator & Communicator
All versions of Netscape client software are Year 2000 compliant.
4. Pegasus Mail
This product is Year 2000 compliant.
5. Contemporary Authors
This product is Year 2000 compliant.
6. Electric Library
We are unable to verify the compliance of this product. We have contacted Infonautics, the software producer, and are waiting for their reply.
7. LIBRIS 2020
Baker & Taylor indicate that those products not already Year 2000 compliant will be made so before December 31, 1999. No further information was available.
8. McGraw-Hill Encyclopedia of Science & Technology
We are unable to verify the compliance of this product. We have contacted McGraw-Hill, the software producer, and are waiting for their reply.
9. PowerFinder (PhoneDisc)
We are unable to verify the compliance of this product. We have contacted InfoUSA, the software producer, and are waiting for their reply.
10. SIRS Researcher
This product is Year 2000 compliant.
11. World Book Encyclopedia
This product is Year 2000 compliant.

VI. External Vendors

External vendors maintain many of our current computer products, including our catalog and Internet service. Except for CCS, we have not received Year 2000 Compliance Reports from these vendors.

A. Computerized Card Catalog (CCS)

CCS reports that nearly all their systems are Year 2000 compliant, and that those remaining products should be made compliant or replaced with compliant products before December 31, 1999.

B. PSINet, Inc. (Internet service)

C. NorthStarNet (NSLS)

D. LIAison (Auto-Graphics)

E. FirstSearch (OCLC)

F. Encyclopedia Britannica Online

G. ReferenceUSA (InfoUSA)

H. Chicago Tribune Online (NewsBank)

I. CollegeSource Online

J. InfoTrac (IAC)

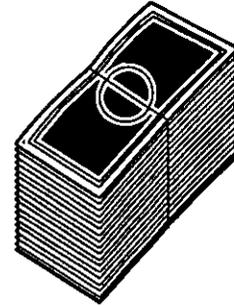
K. Novelist (Carl)

OATH OF OFFICE OF TRUSTEE

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

BUY-A-BRICK 07/20/99

4 x 8 Bricks	8 x 8 Bricks	8 x 8 Bricks w/logo	
<u>115 @ \$50.00</u>	<u>88 @ \$100.00</u>	<u>5 @ \$175.00</u>	
\$5,750.00	\$8,800.00	\$875.00	Total \$15,425





DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

1999-2000 LIBRARY CLOSINGS

Sunday, September 5, 1999	Labor Day Holiday
Monday, September 6, 1999	Labor Day
Thursday, November 25, 1999	Thanksgiving
Friday, December 24, 1999	Christmas Eve
Saturday, December 25, 1999	Christmas Day
Friday, December 31, 1999	New Year's Eve
Saturday, January 1, 2000	New Year's Day
Sunday, April 23, 2000	Easter
Thursday, May 11, 2000	Staff Inservice Workshop
Sunday, May 28, 2000	Memorial Day Holiday
Monday, May 29, 2000	Memorial Day
Tuesday, July 4, 2000	Independence Day

Sandra K. Norlin
Library Administrator

Approved and revised 07/20/99

DPL

Project Status Report

Period: June - July 1999

- The base construction project is currently 3 days behind schedule due to reinforcing changes and weather delays. 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. 10 Change Order Requests have been or are being reviewed by OS, LA and PTC for accuracy.
- Current work: Steel reinforcing placement and formwork for the East half of the fourth floor.
- PTC is currently preparing the retail site pads for construction. Leopardo Construction Incorporated will provide the construction services.
- Site visits are occurring. Eldon, Betty, Sandra and other staff have visited the site. The site visit scheduled for August 5th has been cancelled.
- Final FF&E Budget development is complete and ready for DPL board review.
- FF&E design development and installation specification is on going. Date of the release of the specification for bidding purposes is yet to be determined.
- ESD contract to perform services to design the LAN and Telephone systems for the amount of \$4500.00 is ready for approval by Sandra.

OWNER SERVICES GROUP, INC.

Objectively Managing the Building Process

Des Plaines Public Library

FF&E Budget

July 20, 1999

Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense	Total
Professional Service Costs				
FF&E Designer	\$89,000.00	a	\$0.00	\$89,000.00
Owner Representative	\$30,000.00	a	\$0.00	\$30,000.00
Specialty Interior Designer	\$18,000.00	a	\$0.00	\$18,000.00
Specialty Interior Designer - Heritage Rm	\$4,800.00	a	\$0.00	\$4,800.00
Auction Consultant	\$45,000.00	a	\$0.00	\$45,000.00
CT Consultant	\$4,500.00	a	\$0.00	\$4,500.00
Reimbursables	\$15,000.00		\$0.00	\$15,000.00
Subtotal	\$206,300.00		\$0.00	\$206,300.00

Equipment & Furnishings

Furniture	\$1,465,480.00	b	\$248,740.00	\$1,714,220.00
Reference Desks	\$60,000.00	b	\$0.00	\$60,000.00
Misc. Furniture Items	\$3,900.00	b	\$40,500.00	\$44,400.00
Specialty Int. (see page 2)	\$96,000.00		\$105,000.00	\$201,000.00
Book Drops	\$11,000.00		\$0.00	\$11,000.00
Signage	\$35,000.00		\$0.00	\$35,000.00
Computers / IT/ Electrical (see page 2)	\$171,000.00	c	\$400,000.00	\$571,000.00
Telecommunications	\$0.00	c	\$50,000.00	\$50,000.00
Meeting Rms. / Audio Visual	\$43,000.00	c	\$0.00	\$43,000.00
Graphics Dept Work Stations	\$0.00	c	\$12,500.00	\$12,500.00
Self Checkout Stations	\$55,000.00	c	\$0.00	\$55,000.00
Library card /Debit card	\$0.00	c	\$85,000.00	\$85,000.00
Misc. Kitchen Equip.	\$5,000.00		\$0.00	\$5,000.00
Artwork (State grant requirement)	\$1,250.00	a	\$0.00	\$1,250.00
Book security	\$53,000.00	c	\$0.00	\$53,000.00
MOVE (includes technical move costs)	\$100,000.00		\$0.00	\$100,000.00
Subtotal	\$2,099,630.00		\$941,740.00	\$3,041,370.00

Contingency (5%)	\$115,296.50	\$162,383.50
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TOTAL FOR CURRENT \$2,421,226.50

TOTAL OVERALL PROJECT COST \$3,410,053.50

05/12

Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense		Total
--	--	--	--	-------

Special Interiors breakdown

Fish Tank	\$8,500.00	\$0.00		\$8,500.00
Boat	\$15,500.00	\$0.00		\$15,500.00
Display/Posters	\$8,000.00	\$0.00		\$8,000.00
Poetry Corner	\$4,000.00	\$0.00		\$4,000.00
Banners	\$10,000.00	\$0.00		\$10,000.00
Murals firs. 2,3&4	\$0.00	\$75,000.00		\$75,000.00
Kinetic Sculpture	\$0.00	\$30,000.00		\$30,000.00
Heritage Room	\$50,000.00	\$0.00		\$50,000.00
Subtotal	\$96,000.00	\$105,000.00		\$201,000.00

Computers / IT / Electrical breakdown

Electrical Hookup	\$0.00	e		\$0.00
IT Cable Hookup	\$0.00	e		\$0.00
Computer room	\$35,000.00	c		\$35,000.00
Data network	\$36,000.00	c		\$36,000.00
PC's	\$100,000.00	c		\$500,000.00
Subtotal	\$171,000.00		\$400,000.00	\$571,000.00

Des Plaines Public Library

Projected Revenue for Current Expenses

Sale of building to city	\$1,800,000.00
State of Illinois Grant	\$250,000.00
Special Grant	\$100,000.00
Brick sale / Donations	
-Brick Sales to date (7/16/99)	\$15,425.00
-Anticipated Brick Sales	\$34,575.00 d
-Donations to date (7/20/99)	\$8,500.00
-Anticipated Donations	\$41,500.00 d
-Anticipated Heritage Room Donation	\$50,000.00 d
Poss. sign allow. in base contract	\$20,000.00 d
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 Grant 2000	\$20,000.00
TOTAL REVENUE	\$2,530,000.00
TOTAL CURRENT EXPENSES	\$2,421,226.50
NET DIFFERENCE	\$108,773.50

Foot Notes

- a Actual contracted cost not an estimated expense
- b From Lohan Furniture Estimate
- c From ESD CT/IT report
- d Projected Revenue - not yet determined
- e In base construction contract

NIGHT OWL
REFERENCE SERVICE

Date: July, 1999

To: Night Owl Subscribers

From: Kathleen Balcom, President
Night Owl Reference Services, Inc.

Re: **RENEWAL FOR 1999-2000**

Night Owl is completing another successful year, providing its unique after-hours reference service to your library's patrons. You have received your renewal notice but I want to share some useful information with you as well.

- This year, Night Owl answered over 10,000 questions for members. Questions have become increasingly complex as patrons explore the new world of electronic information.
- The Night Owl Reference Service Policy has been updated, expanding options for electronic services.
- Night Owl staff will now fax information to your patrons.
- When possible, Night Owl will access your web site and web-based catalog to check holdings and local information for your callers.
- Night Owl staff will advise your patrons on Internet-based searches and recommend appropriate sources for the types of information they seek.

Your Night Owl service has increased, but the subscription price hasn't! Night Owl continues to be a top-rated reference service at an economical price. As a not-for-profit library organization, Night Owl's goal is to operate "in the black" through careful financial planning, inter-agency cooperation and low overhead costs. The savings are passed on to all Night Owl members.

At subscription renewal time, please consider a new round of promotion to raise awareness of the after-hours service you provide for your community. Included is camera-ready artwork to assist you in your Night Owl publicity. We ask that you update and return the enclosed Local Library Fact Sheet as soon as possible to Marilyn Uselmann, Night Owl Coordinator, so the information we give your patrons is up to date.

Your Night Owl staff looks forward to serving you in the coming year.

LOCAL LIBRARY FACT SHEET
NIGHT OWL REFERENCE SERVICE, INC.

DATE _____

LIBRARY _____

ADDRESS _____

CITY/ZIP _____

TELEPHONE _____ NIGHT OWL NUMBER _____

Number to reach staff after hours (opt) _____

DIRECTOR _____ E-mail _____

CONTACT PERSON _____ E-mail _____

HOURS OF SERVICE _____

FINE SCHEDULE _____

POLICY FOR RETURNING NON-PRINT ITEMS AFTER HOURS _____

REMOTE ACCESS TO CATALOG _____

AFTER HOURS RENEWAL _____

WWW ADDRESS (IF APPLICABLE) _____

PC'S, CD/ROMS, INTERNET AVAILABLE TO PUBLIC _____

PLEASE GIVE DIRECTIONS TO YOUR LIBRARY FROM NEAREST MAJOR
INTERSECTION _____

PLEASE INDICATE COMMUNITIES INCLUDED IN RESIDENT BOUNDARIES _____

PLEASE RETURN COMPLETED FORM TO:

Marilyn Uselmann, Coordinator
Night Owl Reference Service, Inc.
500 N. Dunton Ave.
Arlington Heights, IL 60004
FAX: 847-506-2636

NIGHT OWL
REFERENCE SERVICE



NIGHT OWL
REFERENCE SERVICE



NIGHT OWL
REFERENCE SERVICE

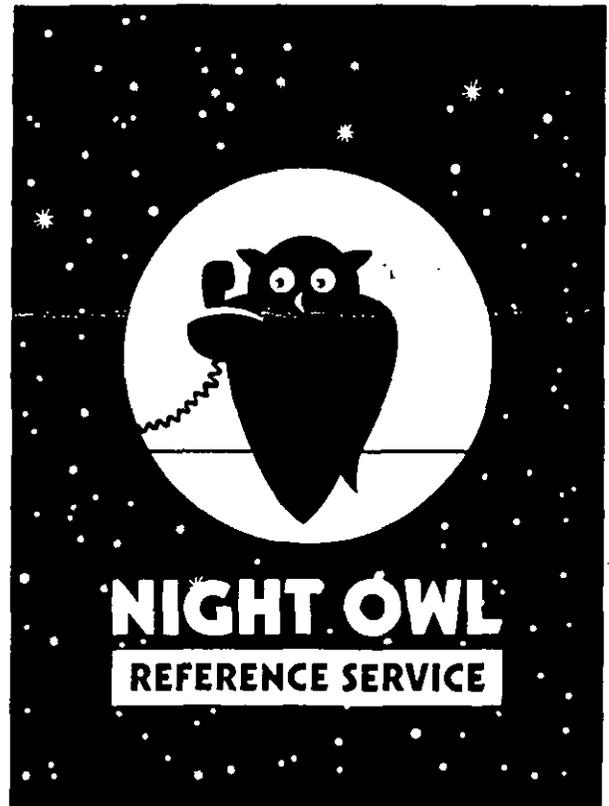
NIGHT OWL
REFERENCE SERVICE

who — **WOULD KNOW ?**

who — **WOULD BE UP ?**

who — **COULD BE CALLED ?**

who indeed ?



The Status of Y2K -- Readiness of Night Owl Reference Service

As you are aware, Night Owl Reference Service operates in the Arlington Heights Memorial Library. Night Owl's Y2K readiness relies on the Library's readiness.

You can be assured that the Library is addressing Y2K issues. With the help of a consultant, the Library began in 1998 to assess critical systems, applications, intelligent devices in use, and the Library's suppliers' and vendors' products and their internal Y2K compliance plans.

The Library replaced PCs in 1999 with Y2K compliant machines. In March 1999, the Library replaced its telephone system with a system that has been certified as Y2K compliant as a requirement of the bid.

The Library continues to request compliance information from suppliers and vendors, with particular emphasis on critical vendors. The impact of any vendor noncompliance will be assessed and contingency plans will be based on this information.

Two key components for Night Owl Service within the Library's control -- the telephone system and the computers -- have been addressed. While the Library believes it is taking reasonable steps to prepare for Year 2000, there can be no assurances or warranties that adverse consequences from the Year 2000 issue will not arise despite the Library's efforts.

Security for Night Owl Staff

It is important for Night Owl subscribers to know that the service is operated in a library with strong collections and excellent access to electronic resources. The Night Owl staff -- the "Owls" as they call themselves -- ask, however, that you do not divulge their location to the public for security reasons. Please advise your publicity staff of this request. Thanks!

DISTRICT OFFICE:
932 LEE ST., SUITE 201
DES PLAINES, ILLINOIS 60016
847/297-6533
FAX: 847/297-2978
e-mail: repnulligan@usa.net

STATE CAPITOL:
2133-O STRATTON BUILDING
SPRINGFIELD, ILLINOIS 62706
217/782-8007



ROSEMARY MULLIGAN
STATE REPRESENTATIVE - 55TH DISTRICT

COMMITTEES:

HUMAN SERVICES APPROPRIATIONS
MINORITY SPOKESMAN

REGISTRATION & REGULATION
VICE SPOKESMAN

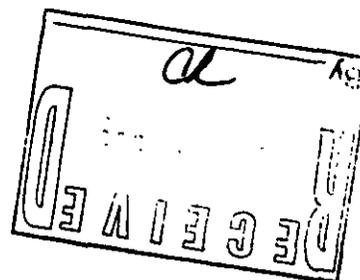
HEALTH CARE AVAILABILITY & ACCESS

ELEMENTARY & SECONDARY EDUCATION

TOBACCO SETTLEMENT PROCEEDS

June 24, 1999

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



Subject: Release of funds for community initiatives

Dear Ms. Norlin:

Information regarding funding for community initiatives arrived in my district office this week. **Funds for projects included in the FY 2000 budget will not be available until after the beginning of the new fiscal year on July 1.**

Because of the number of projects covered by Illinois FIRST, a more formal process has been established for releasing funds. **Either the agency involved or the Bureau of the Budget will process a release form which must be approved by the Comptroller before bond funds may be used.** My office will be working with staff in Springfield to complete the necessary paperwork and secure the release of funds.

The following project is included for the Des Plaines Public Library:

Des Plaines Public Library Equipment	\$ 100,000
--------------------------------------	------------

If you have any questions about this process, please feel free to call my district office. It is my pleasure to work with you in obtaining these funds for the community.

Sincerely yours,


Rosemary Mulligan

RM:sb

SANDRA NOLIN

CITY OF DES PLAINES

ORDINANCE M - 29 - 99

AN ORDINANCE OF THE CITY OF DES PLAINES
 AMENDING TITLE I, "ADMINISTRATIVE", TO
 ADD A NEW SUBSECTION, SECTION 26, "STATE
 GIFT BAN ACT", PROHIBITING THE
 SOLICITATION AND ACCEPTANCE OF GIFTS
 AND ADOPTING THE STATE GIFT BAN ACT (5
ILCS 425/1 ET SEQ., P.A. 90-737)

WHEREAS, the General Assembly has enacted the State Gift Ban Act (P.A. 90-737; House Bill 672; 5 ILCS 425/1 et seq.), which became effective on January 1, 1999; and

WHEREAS, Section 83 of the Act (5 ILCS 425/83) provides in pertinent part:

Within six (6) months after the effective date of this Act, units of local government, home rule units, and school districts shall prohibit the solicitation and acceptance of gifts, and shall enforce those prohibitions, in a manner substantially in accordance with the requirements of this Act and shall adopt provisions no less restrictive than the provisions of this Act.

WHEREAS, in preparing to meet the mandatory July 1, 1999, deadline, imposed by the Act, the Mayor and City Council of the City of Des Plaines have determined that the Act contains several procedural and substantive defects and several ambiguities and inconsistencies which make compliance with the dictates of Section 83 of the Act difficult and perhaps impossible; and

WHEREAS, while the Illinois Municipal League has requested the General Assembly to amend and clarify the Act so Illinois municipalities may have clear guidance in bringing themselves into compliance with the Act, it has become apparent that a legislative response will not be provided prior to the deadline imposed by Section 83; and

WHEREAS, the corporate authorities of the City of Des Plaines, in an effort to comply with the action required by Section 83, hereby pass and approve this Ordinance to bring the City of Des Plaines in compliance with the dictates of the Act; and

WHEREAS, the corporate authorities of the City of Des Plaines strongly encourage the General Assembly to take immediate action to clarify the procedural and substantive provisions of the Act so elected and appointed officials and the employees of Illinois municipalities will have clear and unequivocal ethical procedures and rules that will control their conduct.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Des Plaines, Illinois, as follows:

SECTION 1: The City Code of the City of Des Plaines is hereby amended with the addition of the following provisions:

TITLE I

SECTION 1-26: STATE GIFT BAN ACT

- 1-26-1: Adoption of Act
- 1-26-2: Ethics Officer
- 1-26-3: State Legislative Ethics Commission; Complaints
- 1-26-4: Existing Ethics Ordinance or Gift Ban Ordinance
- 1-26-5: Future Amendments to State Gift Ban Act
- 1-26-6: Future Declaration of Unconstitutionality of State Gift Ban Act

1-26-1: Adoption of the Act

- (a) The State Gift Ban Act (5 ILCS 425 et seq.) is hereby adopted as required by Section 83 of the Act (5 ILCS 425/83).
- (b) The solicitation or the acceptance of gifts prohibited to be solicited or accepted under the Act is prohibited by any elected or appointed official or any employee of the City.

1-26-2: Ethics Officer

To the extent authorized by law and to the extent required by Section 35 of the ACT (5 ILCS 425/35), Drake Mertes is appointed to serve as the "Ethics Officer" of the City. The Ethics Officer's duties shall be as provided in Section 35.

1-26-3: State Legislative Ethics Commission

All complaints for violations of the Act and this Ordinance shall be filed with the State legislative Ethics Commission (created by Section 45(a)(6) of the Act).

1-26-4: Existing Ethics Ordinance or Gift Ban Ordinance

This Ordinance does not repeal or otherwise amend or modify Ordinance M-14-95 et seq., which regulates the conduct of City officials and employees. To the extent that Ordinance M-15-95 is less restrictive than the State Gift Ban Act and this Ordinance, then the provisions and this Ordinance shall prevail in accordance with the provisions of Section 95 of the Act (5 ILCS 425/95).

1-26-5: Future Amendments to State Gift Ban Act

Any amendment to the State Gift Ban Act (5 ILCS 425/1 et seq.) that becomes effective after the passage of this Ordinance shall be incorporated into this Ordinance by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this Ordinance by reference without formal action by the corporate authorities of the City.

1-26-6: Future Declaration of Unconstitutionality of State Gift Ban Act

- (a) If the Illinois Supreme Court declares the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional in its entirety, then this Ordinance shall be repealed as of the date that the Supreme Court's decision becomes final and not subject to any further appeals or rehearings. The Ordinance shall be deemed repealed without further action by the corporate authorities of the City if the Act is found unconstitutional by the Illinois Supreme Court.
- (b) If the Illinois Supreme Court declares part of the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional but upholds the constitutionality of the remainder of the Act or does not address the remainder of the Act, then the remainder of the Act as adopted by this Ordinance shall remain in full force and effect; however, that part of this Ordinance relating to the part of

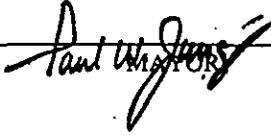
the Act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the City of Des Plaines.

SECTION 2: That this Ordinance be shall be in full force and effect from and after its passage, approval and publication in pamphlet form according to law.

PASSED this 21 day of June, 1999

APPROVED this 24 day of June, 1999

VOTE: AYES 8 NAYS 0 ABSENT 0



FOR

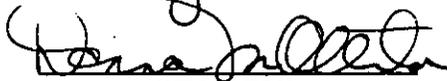
ATTEST:



CITY CLERK

Published in pamphlet form this

24 day of June, 1999.



CITY CLERK

Approved as to form:



David R. Wiltse, City Attorney

d:\ordinances deb\state gift ban act

Board Packet



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

TO: Public Library Directors
FROM: Jan Hayes
DATE: July 9, 1999
RE: State Gift Ban Act

This is a letter I received from our attorney Jerry Dempsey. He set me a copy of the opinion issued by the Illinois Attorney General. If you would like a copy, please contact Eileen Ceisel at 847/459-1300, ext. 120 or eileenc@nslsilus.org.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

The North Suburban Library System is an organization of 880 academic, public, school and special libraries in northern Cook County, and parts of McHenry and Kane Counties. It is one of twelve library systems funded by yearly grants from the Illinois General Assembly and the office of Jesse White, the Secretary of State and State Librarian.

LAW OFFICES
KLEIN, THORPE AND JENKINS, LTD.

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 JANET N. PETSCH
 RINDA Y. ALLISON
 JAMES V. FERROLO

July 7, 1999

Via Facsimile
No. of Pages: 2
and US MAIL

Ms. Jan Hayes
NORTH SUBURBAN LIBRARY SYSTEM
 200 W. Dundee Road
 Wheeling, IL 60090-2799

Re: State Gift Ban Act

Dear Jan:

On June 30, 1999, the Illinois Attorney General issued an opinion construing the State Gift Ban Act (hereinafter the "Act"). With the mailed copy of this letter I enclose a copy of that legal opinion.

In relevant part, the Attorney General ruled that all the units of local government and school districts are required to adopt their own policies prohibiting the solicitation or acceptance of gifts by July 1, 1999, which policies must be "substantially in accordance with the requirements of" the Act and "no less restrictive than the provisions of" the Act. In addition, the Attorney General stated that units of local government and school districts are *not* required to appoint ethics officers but are required to create a *local* ethics commission similar in function to the State ethics commission provided for in Section 45 of the Act. Unfortunately, the Attorney General noted that the Act provides no guidance regarding the necessity for creating a local ethics commission, the duties and powers of any local ethics commission, and the composition of any local ethics commission so created, other than to state that enforcement of the local prohibition against gifts must be "... in a manner substantially in accordance with the requirements of this Act"

Page 2

Ms. Jan Hayes

July 7, 1999

Further, the Attorney General opined that units of local government and school districts are *not* required to adopt the complaint procedures set forth in Section 60 of the Act if they develop alternative procedures substantially in accordance with Section 60 of the Act.

In many ways, Jan, the Attorney General's opinion is helpful in that it exposes some of the significant problems and deficiencies in the Act. I hope that the Attorney General's opinion will help persuade the General Assembly to complete its work on the proposed Local Government Gift Ban Act when the legislative session resumes this Fall.

This letter can be shared with the System's member libraries.

As always, please call if there are any questions.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.

Gerard E. Dempsey

GED:cap

Enclosure (w/mailed copy of this letter)

cap:mailed / J / write to hayes J. lit

ILLINOIS
Library Association

DATE: June 10, 1999
TO: Illinois Library System Directors
FROM: Jane Rowland
ILTA Vice President/President Elect
SUBJECT: TRUSTEE DAY - ILA ANNUAL CONFERENCE

We would appreciate your help in promoting the Trustee Day to be held during this fall's ILA Annual Conference. Please mail copies of the enclosed flyer to all the Public Library Board Presidents in your System so they in turn can insure that the Trustees in your System will have the opportunity to take advantage of the early bird fees.

If you have any questions, please call me at 708-868-4349.

Thank you for your continuing support.

Best regards,

Jane

CC: Ms. Rose E. Mosley
ILTA President

Executive Offices
Suite 301
33 W. Grand Ave.
Chicago, Illinois
60610-4306

312-644-1896
Fax: 312-644-1899

0556

**TRUSTEE DAY
ILA ANNUAL CONFERENCE
CHICAGO NAVY PIER
SATURDAY, OCTOBER 16, 1999
9:00 A.M. – 5:00 P.M.**

DEVELOP YOUR TRUSTEE TOOLKIT

Public library trustees are learning why the ancient Chinese considered "May you live in interesting times" to be a curse. This is certainly an interesting - and challenging - time for the trustees who work with public libraries. This program will provide trustees with the tools they need to make library board meetings more effective, to develop appropriate and enforceable library policies, and to interact successfully with both library staff members and community leaders. The program will be presented by Sandra Nelson, a trainer and consultant who has been presenting training programs for library trustees since 1980.

Rose Mosley, Illinois Library Trustee Association President, will conduct a business meeting during lunch, at which time the Trustee of the Year award will be presented.

For additional information, please contact Jane Rowland -- 708-868-4349.

Mail your completed registration form to: ILA Annual Conference, 33 W. Grand St., Ste. 301, Chicago, IL 60610-4306

Or, fax with credit card payment to: 312-664-1899 (Do NOT send a duplicate by mail)

We cannot accept telephone or e-mail registrations or process registrations submitted without payment. All deadlines refer to date of postmark or fax. *Please print clearly.*

Last Name	First Name	
Institution	Address	
City	State	Zip
Phone ()	Fax ()	e-mail address

TRUSTEE DAY	Early Bird (by 8/20)	Advance (by 10/2)	On-Site (after 10/2)
Trustee Day*	\$70	\$90	\$105

(*includes Saturday program, luncheon and business meeting. Trustees who plan to attend conference on Sunday, Monday or Tuesday should also register for full conference.

FULL CONFERENCE (member)	\$110	\$135	\$150
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SINGLE DAY (Circle one: Sunday ILA Member	Monday \$65	Tuesday \$85	\$105
--	-----------------------	------------------------	-------

AUGUST 1999

0557



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, AUGUST 17, 1999

7:30 PM

Friends of the Library Meeting Room

Agenda:

- Review Contents of Safety Deposit Box
- Building Project Status Report
- Finance Committee Report
- Review First Draft of 2000 Budget
- Art Purchase Report
- Executive Session - To Discuss
Compensation of specific employee
Sale or purchase 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

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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
August 17, 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, July 20, 1999. (Action Item) Approval of Minutes of the Special Board Meeting, August 9, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Sayad.
- VI. Building and Grounds Committee – Betty Ritter.
 - A. Building Project Status Report – Ken Hutson, OSG.
- VII. Finance Report – Susan Burrows. (Action Item)(8:10 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, August 6, 1999.
 - G. 2000 Budget – First Draft.
- VIII. Management Committee – Ellen Yearwood. (8:45 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)
- XIV. Unfinished Business.
- XV. Announcements.
- XVI. Executive Session. (9:30 PM)
 - A. Compensation of Specific Employee.
 - B. Sale or Purchase of Real Property.
- XVII. Adjournment. (10:00 PM)



DES PLAINES PUBLIC LIBRARY

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III

BOARD OF TRUSTEES Minutes of the Regular Meeting July 20, 1999

A preview of the "Library Voices" video was presented at 7:00 PM. Leslie Steiner, Head of Public Information Services, worked on this project for over one year and explained that the video featured patrons telling why they love the Des Plaines Public Library. Library Cable Network will present this program on September 1, 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, July 20, 1999. President Eldon Burk called the meeting to order at 7:32 PM.

Members Present: Inara Brubaker, Eldon Burk, Susan Burrows, John Ciborowski, William Grice, Betty Ritter, Ellen Yearwood.

Members Absent: John Burke.

Also Present: Administrator Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Ken Hutson, Alderman Sayad.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the agenda as amended by adding under VII. Finance Report. F. Finance Committee Meeting, July 19, 1999. 4. Lohan Contract. XVII. Announcements. A. Correspondence. 1. State Gift Ban Act/Jerry Dempsey. 2. Des Plaines Art Purchase. 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 June 15, 1999, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Sayad.

Alderman Sayad reported that he polled his constituents and they have responded positively to the library, with no complaints. Sayad also reported that City Aldermen are reviewing the purchase contract for the library and have been asked to vote on the contract at the August 2, 1999 City Council Meeting.

Sayad questioned the Board about the library accumulation fund. President Burk responded that the accumulation fund is used for emergencies and special purchases, such as the mobile library, which eliminates the need for increased levies for these purposes. Burk also explained the procedures the Board follows when reviewing the library budget. Sayad responded that the library budget should be explained in more detail to the City Council during the budget hearings. Alderman Sayad concluded by saying that he wants the library to be successful and will assist in anyway he can.

Y2K STATUS REPORT – John Haliotis

John Haliotis, Computer Network Administrator, reported on the contingency plan for the Year 2000. Haliotis distributed a detailed report of possible hardware and software problems, as well as equipment problems. Haliotis indicated that by the October, 1999 Board Meeting all problems should be solved and he would update the Board at that time.

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	\$ 7,352.67
2. Petty Cash Expenditures	\$ 90.12
3. Budget Expenditures for June	\$ 238,268.14
4. Expenditures Year to Date	\$ 1,397,340.19
5. Revenue for June	\$ 13,319.33
6. Revenue Year to Date	\$ 1,650,730.33

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

June 07, 1999	\$ 62,273.98
June 21, 1999	<u>42,467.21</u>
Total	\$104,741.19

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

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

June 03, 1999	\$ 62,872.91
June 17, 1999	<u>\$ 62,854.90</u>
Total	\$ 125,727.81

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

MOTION by Susan Burrows, seconded by Betty Ritter, to approve, subject to audit, transfer entries to the Library account in June, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (June)	<u>\$289.76</u>
Total	\$289.76

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

Susan Burrows distributed minutes from the Finance Committee Meeting held on July 19, 1999. Susan reported that the FY2000 Budget timetable was discussed and an amended budget schedule would be sent to F. Wallace Douthwaite, City Manager.

Susan Burrows, Eldon Burk, and Sandra Norlin met with a representative from North Suburban Library Foundation on July 2, 1999. Susan reported that the Foundation provides administrative services and invests funds through the Harris Bank. The charge for participation is 1.5%, with the first year fee waived. The Board agreed to enter into a fund agreement with North Suburban Library Foundation.

MOTION by Betty Ritter, seconded by Inara Brubaker, to authorize the Finance Committee to enter into a fund agreement with the North Suburban Library Foundation.
Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows stated that the Library Administrator's position is being reevaluated. A recently completed market study of administrative positions in the City of Des Plaines along with information on comparative salaries and job evaluations of the library director position have been completed.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Ken Hutson presented the Project Status Report for the period June – July 1999 and reported that the base construction project is currently only 3 days behind schedule. The anticipated completion date remains on or before May 30, 2000. Ken also presented the FF&E Budget dated July 20, 1999.

The Board discussed the proposed design contract from Lohan Associates for the interior design of the Heritage Room for the new library.

John Ciborowski entered the meeting 8:57 PM.

MOTION by Committee to approve the Lohan Associates design contract for the Interior Design of the Heritage Room with a cost not to exceed \$4,800.00 (not including reimbursable expenses). Vote: Ayes: Brubaker, Burk, Burrows, Grice, Ritter, Yearwood. Nays: None. John Ciborowski abstained.

MOTION by William Grice, seconded by Susan Burrows, to support the working budget for FF&E (furniture, fixtures, and equipment) prepared by Ken Hutson of Owner Services Group, Inc. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Betty Ritter reported that a dispute over the repair of the clock tower has ensued between the library and The Timepiece. The Timepiece repaired the clock mechanism without authorization from the library. The matter has been referred to City Attorney, Dave Wiltse.

Sandra Norlin reported on the Buy-A-Brick program and advised that over \$15,000 in bricks have been sold to date.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood apologized for missing the management committee meeting on July 14, 1999 and asked that library policies A and D be discussed at the next scheduled meeting on September 1, 1999.

PLANNING COMMITTEE – John Burke, Chairman.

John Burke absent. No report.

NOMINATING COMMITTEE – Betty Ritter, Chairman.

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

The new officers took the Oath of Office.

SYSTEM MEMBERSHIP – John Ciborowski

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported that the Friends are accepting donations for the September book sale. The next meeting is scheduled for August 24, 1999.

ADMINISTRATOR'S REPORT

Carmen Gray has been hired as a consultant to the Children's Department through an LSTA Grant through August 5, 1999.

Martha Sloan and Karen Wallace are interviewing candidates for the new Community Services Assistant position. An offer is pending for the Coordinator of Computer and Technical Services.

Learning Organization team members met at North Suburban Library System on July 13, 1999 to discuss Systems Thinking.

Sandra Norlin, Mary Ann Brown, and Margie Borris attended the ALA Annual Conference in New Orleans, June 25 – 30, 1999. Sandra heard speeches by Colin Powell, Terri Gross, and Andre Codrescu; attended meetings on library confidentiality policies and usage statistics for electronic services, and a program conducted by Margaret Wheatley, a leader in organizational management theory. Sandra also attended the inaugural banquet for Sarah Long, President of ALA.

The decrease in monthly circulation can be attributed to the Mobile Library's downtime and to the loss of information on self-check circulations. The Department Heads have formed a subcommittee to address service statistics in the new electronic environment and a consistent method of counting and reporting statistics. Sandra asked the Board to offer suggestions for information they would like to receive in the monthly Board packet.

The library has had remarkable success in adult programming recently. There have been many successes and favorable comments about many of the programs the library has presented, but one stands out. Last week Sandra received a voicemail message from a

patron regarding the program "High Flying Broadway," presented by the Ravinia Festival and planned by Chris Posinger of the Adult Services Staff. The caller said that this was the best thing ever in Des Plaines and that she hoped that a bigger, newer, grander library would mean more of this level of programming.

The Summer Reading Program is enjoying record enrollment. To date, 57 children and 16 adults have enrolled through the mobile library and 1002 children and 151 adults have enrolled through the main library, for a grand total of 1226 enrolled in Summer Reading. The end of summer picnic on the lawn will be held on Sunday, August 1, 1999.

A new program at the library is the Summer Fun at the Library program for grades 2 through 5 of Plainfield School. Carmen Gray is the coordinator of the project, which is funded by a grant through the state library. The program combines activities and projects that encourage reading for fun.

Sandra has served on a task force of librarians who have interviewed the directors and staff of the four libraries that have recently announced that they are withdrawing from the CCS computer consortium. The report will be presented on July 28, 1999 when the Governing Board will wrestle with difficult questions that lie ahead for our shared computer network. Migration to a new or upgraded system is likely within the next 12 - 18 month, so this big change for the library and public will mean a big challenge to the staff.

NEW BUSINESS

MOTION by Betty Ritter, seconded by Ellen Yearwood, to approve the regular monthly Board of Library Trustees meeting dates for the period August 1999 through July 2000. Vote: Ayes: All. Nays: None. Inara Brubaker not present for vote. MOTION CARRIED.

Ellen Yearwood left meeting at 10:25 PM.

MOTION by William Grice, seconded by Betty Ritter, to approve the Illinois Public Library Association Report. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin distributed a report of Library Comparisons based on the 1998 Illinois Public Library Association Report.

MOTION by William Grice, seconded by Betty Ritter, to approve the Library Closings for the period August 1999 through July 2000. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin distributed a comparison report for non-resident fees and the Board agreed to raise the fee to \$135.00 per family per year.

MOTION by William Grice, seconded by Inara Brubaker, to increase the Non-Resident Fee from \$125.00 per family per year to \$135.00 per family per year for the period July 1, 1999 through June 30, 2000. Vote : Ayes: All. Nays: None. MOTION CARRIED.

ANNOUNCEMENTS

Sandra distributed copies of a letter received by the North Suburban Library System from Gerard Dempsey of Klein, Thorpe and Jenkins, LTD. regarding the State Gift Ban Act and the City of Des Plaines Ordinance M-29-99 (Gift Ban Act).

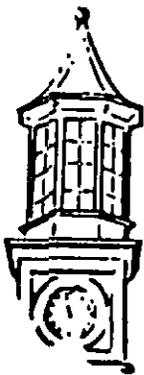
Sandra received a letter from the Des Plaines Art Guild inquiring about the library's future art purchases. Sandra was asked to report on whether the library intends to continue loaning art to patrons at the new building.

The Board did not go into Executive Session.

MOTION by Inara Brubaker, seconded by William Grice to adjourn the regular meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:37 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 August 9, 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, August 9, 1999. Vice-President Inara Brubaker called the meeting to order at 6:02 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, John Ciborowski, William Grice, Betty Ritter, Ellen Yearwood.

Also present: Administrator Sandra Norlin, Martha Sloan.

MOTION by John Ciborowski, seconded by Ellen Yearwood, to accept the agenda as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

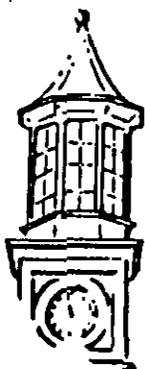
MOTION by William Grice, seconded by John Burke, to enter into Executive Session at 6:03 PM to discuss sale or purchase of real property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 6:42 PM and was called to order by President Eldon Burk.

MOTION by William Grice, seconded by Inara Brubaker, to authorize President Eldon Burk to sign the Agreement of Sale for current library property (841 Graceland Avenue) pursuant to discussion in executive session with the provision that a Letter of Agreement be requested from the City of Des Plaines stipulating that the City of Des Plaines will not require an ALTA survey. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Ciborowski, Grice, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:50 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 August 6, 1999

Chair: Susan Burrows.
Present: Eldon Burk, Susan Burrows, William Grice, Sandra Norlin, Martha Sloan.
Absent: John Burke.
Call to Order: 9:00 AM by Susan Burrows.

1. Review of budget schedule:

09/01/99 First Draft due in City Manager's office
09/15/99 Budget discussion meeting with City Manager, which may require a
Special Board Meeting between 09/15/99 and 09/22/99
09/22/99 Final Budget due in the City Manager's office.

The Committee discussed ways to present the information to the City Aldermen before the August 17, 1999 Library Board Meeting. Sandra was asked to obtain information about the effect of the increase in the Library budget on the total tax increase to homeowners.

2. Library Foundation – The Finance Committee has been authorized to prepare the fund agreement for presentation to the North Suburban Library Foundation Board at their September 7, 1999 meeting.
3. Review of FY2000 Budget – The Committee reviewed line items of the first draft of the budget prepared by library staff. The Committee voted to present the budget with corrections and additions proposed by the Committee (additions to personnel budget for upgrades, inquire about liability insurance, binding, contingency and Capital Projects) to the full Board for approval August 17, 1999.

The Committee asked for reports on costs associated with the new building and costs of materials.

The Committee asked Sandra Norlin and Eldon Burk to send a memo to Library Board Members asking for their suggestions on the budget before they contact their City Aldermen.

Meeting adjourned at 11:01 AM.

Minutes prepared by Sandra Norlin.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JULY 1999**

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

1. Over the Counter Receipts	\$ 8,482.39
2. Petty Cash Expenditures	\$ 70.01
3. Budget Expenditures for July	\$ 251,515.69
4. Expenditures Year to Date	\$ 1,745,332.44
5. Revenue for July	\$ 13,771.28
6. Revenue Year to Date	\$ 1,678,465.03

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

July 06, 1999	\$ 38,169.60
July 19, 1999	<u>70,214.01</u>
Total	\$ 108,383.61

ROLL CALL VOTE AYES: _____ NAYS: _____

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

July 15, 1999	\$ 61,458.07
July 29, 1999	<u>\$ 63,298.04</u>
Total	\$ 124,756.11

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in July, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	<u>\$332.67</u>
Total	\$332.67

ROLL CALL VOTE

AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JULY 1999**

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

1. Over the Counter Receipts	\$ 8,482.39
2. Petty Cash Expenditures	\$ 70.01
3. Budget Expenditures for July	\$ 253,089.69
4. Expenditures Year to Date	\$ 1,726,660.20
5. Revenue for July	\$ -98,898.84*
6. Revenue Year to Date	\$ 1,557,794.91

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

July 06, 1999	\$ 36,419.60
July 19, 1999	<u>70,214.01</u>
Total	\$ 106,633.61

ROLL CALL VOTE AYES: _____ NAYS: _____

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

July 15, 1999	\$ 61,458.07
July 29, 1999	<u>\$ 63,298.04</u>
Total	\$ 124,756.11

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in July, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	<u>\$332.67</u>
Total	\$332.67

ROLL CALL VOTE
AYES: _____ NAYS: _____

*Funds transferred to Capital Project Fund (Fund #202)

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - JULY 1999

	July 1998	July 1999	1998 to Date	1999 to Date
Lost Materials	\$ 550.27	\$ 671.78	\$ 2,019.11	\$ 2,575.01
Fines	6,737.61	5,811.17	40,135.52	44,094.64
Damage	21.19	52.95	289.56	461.21
Fees	661.09	592.19	3,185.78	3,243.52
Copies	1,557.17	1,326.80	10,854.73	11,801.26
Miscellaneous	29.90	27.50	181.09	167.61
Totals	\$ 9,557.23	\$ 8,482.39	\$56,665.79	\$ 62,343.25

PETTY CASH EXPENDITURES - July

960070	Auto/Travel Expenses	14.00
960070	Auto/Travel Expenses	13.64
960070	Auto/Travel Expenses	21.08
970110	Meals	12.30
970110	Meals	7.78
960210	Special Events Programming	1.21
	Total	\$70.01

SELECTION CRITERIA: genLedgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DISBRST 276502401		469,727.29
102012	CASH IPTIP/FOA 7139200161	445,919.04	
	TOTAL CASH	446,419.04	469,727.29
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	3,515,581.35	469,727.29
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	1,726,660.20	
700120	REVENUE CONTROL		1,557,794.91
700150	EXP. BUDGET CONTROL		3,384,373.00
700160	REV. BUDGET CONTROL	3,302,925.00	
700170	BUDGET FUND BALANCE	106,273.79	
	TOTAL SYSTEM CONTROL	5,135,858.99	4,942,167.91
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
	TOTAL FUND BALANCE-RESERVED	.00	28,185.67
730000	FUND BALANCE-UNRESERVED		156,614.68
	TOTAL FUND EQUITY	.00	184,800.35
	TOTAL EQUITIES	5,135,858.99	5,126,968.26
	TOTAL PUBLIC LIBRARY FUND	8,651,440.34	8,651,440.34
	TOTAL REPORT	8,651,440.34	8,651,440.34

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund='201'

FUND 01 - PUBLIC LIBRARY FUND
 FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	VTD/ BUD
810014	PROPERTY TAXES 1997	40,000.00	.00	.00	1,399.40	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
310800	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	.00	.00	66,133.24	614.76	.99
822080	STATE GRANT:LIB TECH	12,500.00	3,500.00	.00	16,038.00	-3,538.00	1.28
822090	STATE GRANT:LIB CONSTRUCT	.00	-112,500.00	.00	.00	.00	.00
822095	STATE GRANT: LIBRARY	.00	105.00	.00	105.00	-105.00	.00
TOTAL	STATE GRANTS	79,268.00	-108,895.00	.00	82,296.24	-3,028.24	1.04
TOTAL	INTERGOVERNMENTAL REVENUE	79,268.00	-108,895.00	.00	82,296.24	-3,028.24	1.04
850102	LIBRARY FINES	90,000.00	7,465.49	.00	46,760.85	43,239.15	.52
TOTAL	FINES	90,000.00	7,465.49	.00	46,760.85	43,239.15	.52
8502	COPYING FEE	25,000.00	1,271.40	.00	11,365.43	13,634.57	.45
8507	SPECIAL PROGRAMS & EVENTS	18,000.00	539.00	.00	7,978.00	10,022.00	.44
TOTAL	FEES AND SERVICES	43,000.00	1,810.40	.00	19,343.43	23,656.57	.45
TOTAL	FINES, FEES, AND SERVICES	133,000.00	9,275.89	.00	66,104.28	66,895.72	.50
890010	INTEREST INCOME	5,000.00	.00	.00	15,225.58	-10,225.58	3.05
899900	MISCELLANEOUS REVENUE	11,000.00	720.27	.00	15,532.12	-4,532.12	1.41
TOTAL	OTHER REVENUE	16,000.00	720.27	.00	30,757.70	-14,757.70	1.92
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	-98,898.84	.00	1,557,794.91	1,745,130.09	.47
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	-98,898.84	.00	1,557,794.91	1,745,130.09	.47
TOTAL REPORT		3,302,925.00	-98,898.84	.00	1,557,794.91	1,745,130.09	.47

SELECTION CRITERIA: expledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND
 FUN - 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	75,359.83	.00	367,316.78	650,961.22	.47
910200	TEMPORARY WAGES	442,767.00	36,992.50	.00	273,880.26	168,886.74	.62
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	66.57	433.43	.13
910500	VACATION PAY	.00	6,700.08	.00	37,955.81	-37,955.81	.00
910600	SICK PAY	.00	769.99	.00	13,610.56	-13,610.56	.00
910700	HOLIDAY PAY	.00	4,733.71	.00	24,281.32	-24,281.32	.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	9,459.45	.00	69,809.66	57,140.34	.55
918021	EMPLOYER CONTR-I.N.R.F.	116,459.00	7,591.50	.00	54,723.02	61,735.98	.47
918040	LIFE INS PREMIUMS	4,738.00	320.95	.00	2,119.80	2,618.20	.45
918050	MEDICAL INS PREMIUMS	164,735.00	4,108.89	.00	52,333.13	112,401.87	.32
918060	TUITION REIMBURSEMENTS	2,000.00	2,174.00	.00	3,929.50	-1,929.50	1.96
918070	WORKERS COMPENSATION	3,800.00	219.18	.00	1,726.14	2,073.86	.45
TOTAL	PERSONAL SERVICES	2,101,527.00	148,630.08	.00	1,116,381.66	985,145.34	.53
920110	PROFESSIONAL CONSULTING	20,000.00	10,781.13	.00	33,014.32	-13,014.32	1.73
920120	COMMUNICATION SERVICES	25,000.00	1,356.48	.00	6,572.33	18,427.67	.26
9201	DATA PROCESSING SERVICES	55,000.00	3,967.53	.00	31,625.90	23,374.10	.58
9202	CONFERENCES	3,000.00	736.00	.00	2,146.00	854.00	.72
920204	TRAINING	2,000.00	.00	.00	4,567.50	-2,567.50	2.28
920206	SEMINARS	2,000.00	.00	.00	1,491.00	509.00	.75
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,004.57	1,995.43	.33
920220	MEMBERSHIP DUES	3,000.00	.00	.00	964.00	2,036.00	.32
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	1,648.72	-648.72	1.65
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	1,096.00	-1,096.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	442.12	.00	4,929.79	20,670.21	.19
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	442.12	.00	4,929.79	20,670.21	.19
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	21,000.00	21,000.00	.50
930010	R & M EQUIPMENT	42,600.00	2,231.51	.00	24,150.55	18,449.45	.57
930020	R & M BLDGS & STRUCTURES	45,000.00	1,605.00	.00	3,916.36	41,083.64	.09
930030	R & M VEHICLES	1,500.00	787.38	.00	790.35	709.65	.53
930195	BOOK BINDING & REPAIR	6,000.00	.00	.00	1,627.19	4,372.81	.27
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	9,110.50	15,889.50	.36
960070	AUTO/TRAVEL EXPENSES	3,000.00	100.40	.00	309.55	2,690.45	.10
960210	SPECIAL EVENT PROGRAMMING	15,000.00	6,413.72	.00	13,171.40	1,828.60	.88
960990	MISC CONTRACTUAL SVCS	70,000.00	4,803.56	.00	30,547.61	39,452.39	.44
TOTAL	CONTRACTUAL SERVICES	392,600.00	34,924.83	.00	195,683.84	196,916.16	.50
970100	SUPPLIES	42,000.00	1,928.73	.00	23,274.88	16,725.12	.60

ACCOUNTING PERIOD: 7/99

SELECTION CRITERIA: expledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND
FUN - 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	262.88	.00	1,092.95	-1,092.95	.00
970170	JANITORIAL	15,000.00	1,100.84	.00	5,111.93	9,888.07	.34
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	2,097.63	.00	8,572.56	4,627.44	.65
970270	PRINTING-REPROD-BINDING	10,300.00	621.92	.00	2,647.75	7,652.25	.26
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	4.89	-4.89	.00
970600	BOOKS	400,000.00	28,411.80	.00	172,449.77	227,550.23	.43
970610	AUDIO MATERIALS	45,500.00	5,009.23	.00	25,496.93	20,003.07	.56
970620	SUBSCRIPTIONS & BOOKS	62,000.00	582.89	.00	17,794.30	44,205.70	.29
970630	VISUAL MATERIALS	42,500.00	1,981.70	.00	23,981.07	18,518.93	.56
970640	AUTOMATED REFERENCE MAT'L	62,100.00	.00	.00	39,594.90	22,505.10	.64
970810	NATURAL GAS	14,000.00	745.49	.00	9,872.35	4,127.65	.71
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	59.87	.00	276.67	-276.67	.00
970850	GASOLINE	2,000.00	272.80	.00	1,995.39	4.61	1.00
TOTAL	COMMODITIES	711,100.00	43,075.78	.00	334,166.34	376,933.66	.47
980400	EQUIPMENT	97,430.00	427.65	.00	3,685.90	91,764.10	.06
980410	COMPUTER HARDWARE	.00	4,487.00	.00	11,863.56	-11,863.56	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	803.00	-803.00	.00
980430	FURNITURE & FIXTURES	2,700.00	.00	.00	1,435.32	1,264.68	.53
TOTAL	CAPITAL EXPENDITURES	100,130.00	4,914.65	.00	19,787.78	80,362.22	.20
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
TOTAL	LIBRARY SERVICES	3,317,605.00	231,545.34	.00	1,666,059.62	1,651,545.38	.50

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
920202	CONFERENCES	.00	176.27	.00	276.27	-276.27	.00
960070	AUTO/TRAVEL EXPENSES	5,000.00	.00	.00	861.00	4,139.00	.17
960990	MISC CONTRACTUAL SUCS	41,768.00	7,260.50	.00	17,494.38	24,273.62	.42
TOTAL	CONTRACTUAL SERVICES	46,768.00	7,436.77	.00	18,631.65	28,136.35	.40
980400	EQUIPMENT	20,000.00	4,280.47	.00	28,342.97	-8,342.97	1.43
980410	COMPUTER HARDWARE	.00	9,827.11	.00	13,029.11	-13,029.11	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	396.85	-396.85	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	14,107.58	.00	41,968.93	-21,968.93	2.10
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	21,344.35	.00	60,600.38	6,167.42	.91
TOTAL	CIVIC & CULTURE	3,384,373.00	253,089.69	.00	1,726,660.20	1,657,712.80	.51
TOTAL	PUBLIC LIBRARY FUND	3,384,373.00	253,089.69	.00	1,726,660.20	1,657,712.80	.51
TOTAL REPORT		3,384,373.00	253,089.69	.00	1,726,660.20	1,657,712.80	.51

0579

06/24/99

ACCOUNTING PERIOD: 6/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='07/06/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES 06153	AMERITECH	217T329478	535.92
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	MAY 1999	2,156.88
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	5-18-99	1,344.40
2110	920202	CONFERENCES 21092	PETTY CASH	PETTY CASH	10.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JULY 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JULY 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	JULY 1999	20.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JULY 1999	60.24
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JULY 1999	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	JULY 1999	18.93
2110	930010	R & M EQUIPMENT 06463	SECURITY LINK FROM AMERIT	33614492	235.00
2110	930010	R & M EQUIPMENT 06463	SECURITY LINK FROM AMERIT	33614497	246.47
2110	930010	R & M EQUIPMENT 06789	AMBASSADOR BUSINESS SOLUT	6411315	93.75
2110	930010	R & M EQUIPMENT 09600	RMC INC.	055486	765.00
2110	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	MAY 1999	401.82
2110	930020	R & M BLDGS & STRUCTURES 08561	GROSSE MECHANICAL CONTRAC	99 1252	585.00
2110	960070	AUTO/TRAVEL EXPENSES 09823	BERNADETTE FISHMAN	REIMB	15.50
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	5.70
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	26.26
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	8.68
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	15.40
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	5.70
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	5.08
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	5.08
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	13.00
2110	960210	SPECIAL EVENT PROGRAMMING 05235	UPSTART	5669115-001	1,295.00
2110	960210	SPECIAL EVENT PROGRAMMING 05466	CAROL PHILLIPS	REIMB	25.98
2110	960210	SPECIAL EVENT PROGRAMMING 08459	PATRICIA E. SHERMAN	DP99006	50.00
2110	960210	SPECIAL EVENT PROGRAMMING 09821	JANSCO INC	520676	235.12
2110	960210	SPECIAL EVENT PROGRAMMING 09824	LINDA GORHAM	7-16-99	300.00
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1715568	7.42
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1744108	53.91
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1744122	25.44
2110	960210	SPECIAL EVENT PROGRAMMING 61884	SEPTRAN INC	8678	92.70
2110	960210	SPECIAL EVENT PROGRAMMING 95603	LYRIC OPERA OF CHICAGO	183328	3,264.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004170363	29.20
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004156284	9.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004200282	37.35
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004196638	25.30
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004205686	40.45
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004238044	16.10
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004193595	26.40
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004224565	51.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004217493	15.90
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004167937	20.25
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004196088	24.75
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004178602	65.05
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004183548	16.30
2110	960990	MISC CONTRACTUAL SVCS 70067	NORBERT SOLARZ	164860	74.46
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2869	4.57
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2902	4.43

RUN DATE 06/24/99 TIME 15:53:42

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

05/24/99

ACCOUNTING PERIOD: 6/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='07/06/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2903	8.09
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2892	39.95
2110	970100	SUPPLIES	00118	MARILYN'S FLOWERS AND THI	04102	35.00
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	166576	17.20
2110	970100	SUPPLIES	05124	CDW GOVERNMENT, INC.	AK69023	81.36
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	9498	17.85
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	9458	29.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	070376043	130.84
2110	970100	SUPPLIES	09825	DUPAGE LIBRARY SYSTEM	008474	102.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	572338	38.49
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	566654	251.94
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	1.99
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5669160-001	10.44
2110	970100	SUPPLIES	85048	G.NEIL COMPANIES	4610243	126.96
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	1975	93.80
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422	GOURMET EXPRESS, INC	1978	86.30
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	3.98
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	067373-00	170.00
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	79016170999	501.65
2110	970170	JANITORIAL	07553	LEE AUTO PARTS INC	D160381	27.29
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	619314	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	622186	15.15
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	00998540	71.48
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	01004710	33.43
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	20555030	18.95
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.73
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	25.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	18.45
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	756946296	16.75
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-56927420	16.75
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204045	218.10
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204030	328.18
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	569730 11	126.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	823231	11.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	823230	775.48
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	50464	307.00
2110	970600	BOOKS	02482	CHIVERS NORTH AMERICA	B073611	45.00
2110	970600	BOOKS	02482	CHIVERS NORTH AMERICA	B073263	23.40
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5078215-99	648.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5070118-99	1,421.25
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	389.62
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	413472	34.02
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4012835	116.76
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4035018	68.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4027926	107.80
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4028424	129.51
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4005495	78.59
2110	970600	BOOKS	07439	THE GALE GROUP	8994577	119.79
2110	970600	BOOKS	07439	THE GALE GROUP	8999829	138.89
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	40.49
2110	970600	BOOKS	08285	R.R. BOWKER	357123	188.05

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06/24/99

ACCOUNTING PERIOD: 6/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 19

SELECTION CRITERIA: payable.due_date='07/06/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z37498250	55.75
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	184480	34.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	183124	81.92
2110	970630	VISUAL MATERIALS	58875 INGRAM	06938376	85.34
2110	970630	VISUAL MATERIALS	58875 INGRAM	06909761	65.16
2110	970630	VISUAL MATERIALS	58875 INGRAM	06743318	68.96
2110	970630	VISUAL MATERIALS	58875 INGRAM	06882730	217.06
2110	970630	VISUAL MATERIALS	58875 INGRAM	06796037	22.42
2110	970630	VISUAL MATERIALS	58875 INGRAM	06746663	11.21
2110	970630	VISUAL MATERIALS	58875 INGRAM	06765203	7.49
2110	970630	VISUAL MATERIALS	58875 INGRAM	06790471	26.20
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	18996	29.41
TOTAL LIBRARY SERVICES					36,243.33
2130	920202	CONFERENCES	44850 FIRST MAINE TRAVEL	0311478	176.27
TOTAL IL LIBRARY PER CAP GRANT					176.27
TOTAL FUND					36,419.60

0582

07/09/99
ACCOUNTING PERIOD

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA payable due_date=07/10/1999

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	913060	TUITION REIMBURSEMENTS	08665 GAIL BRADLEY	REIMB	794.00
2110	913060	TUITION REIMBURSEMENTS	09574 STEVEN JABLONSKI	6-2-99	1,380.00
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	99430	9,122.50
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	99431	164.53
2110	920110	PROFESSIONAL CONSULTING	09882 CARMEN GRAY	6-29-99	1,125.00
2110	920110	PROFESSIONAL CONSULTING	25529 KLEIN, THORPE & JENKINS	1657-2	369.10
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	TJ294780848	8.04
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	8478033977	259.39
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	8478275551	429.51
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	22.85
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H073356545	100.67
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	F07NS7811M	466.25
2110	920202	CONFERENCES	04365 SANDRA NORLIN	REIMB	725.00
2110	930010	R & M EQUIPMENT	19659 OTIS ELEVATOR	CY07369V799	302.47
2110	930010	R & M EQUIPMENT	32170 ENGINEERED LIGHTING	065811	187.00
2110	930020	R & M BLDGS & STRUCTURES	05076 NORB & SONS ELECTRIC, INC	6-17-99	720.00
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	6-17-99	300.00
2110	930030	R & M VEHICLES	06955 CHICAGO BUS SALES, INC.	0002173	737.33
2110	930320	CLEANING/CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	7277	1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING	05916 FALICIA TOURS	3-21-99	60.00
2110	960210	SPECIAL EVENT PROGRAMMING	05916 FALICIA TOURS	6-23-99	560.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217 NATALIE B. NEWBERGER	6-15-99	190.00
2110	960210	SPECIAL EVENT PROGRAMMING	09310 MARY ANN BROWN	REIMB	76.56
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1744123	32.24
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1741038	20.45
2110	960210	SPECIAL EVENT PROGRAMMING	93485 RAVINIA FESTIVAL	3023	35.00
2110	960990	MISC CONTRACTUAL SVCS	07450 CHICAGO TRIBUNE	929158001	630.00
2110	960990	MISC CONTRACTUAL SVCS	07605 NIGHT OWL REFERENCE SERVI	RENEWAL	2,910.00
2110	960990	MISC CONTRACTUAL SVCS	08023 SMITHEREEN EXTERMINATING	148461	50.00
2110	960990	MISC CONTRACTUAL SVCS	09859 SUSAN FOLEY	OVER PMT	54.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004248363	59.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004228271	43.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004253783	29.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004252695	49.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004249478	112.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004245048	50.25
2110	960990	MISC CONTRACTUAL SVCS	73978 CANON FINANCIAL SERVICES,	1848962	352.95
2110	970100	SUPPLIES	02339 WORLD CHAMBER OF COMMERCE	109706	30.00
2110	970100	SUPPLIES	05279 PARK RIDGE PUBLIC LIBRARY	6-14-99	25.43
2110	970100	SUPPLIES	07975 BAKER & TAYLOR ENTERTAINM	236989600	157.01
2110	970100	SUPPLIES	09638 OFFICE DEPOT	071711639	100.46
2110	970100	SUPPLIES	09638 OFFICE DEPOT	071645127	21.20
2110	970100	SUPPLIES	09638 OFFICE DEPOT	071154869	14.26
2110	970100	SUPPLIES	09638 OFFICE DEPOT	071193951	41.99
2110	970100	SUPPLIES	09638 OFFICE DEPOT	071711521	69.88
2110	970100	SUPPLIES	13942 RUBBER STAMP MAN	280253	23.03
2110	970100	SUPPLIES	19714 GAYLORD BROS	0F80217006	52.38
2110	970100	SUPPLIES	19764 BRO-DART INC	883393	6.14
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	578766	472.12
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03422 GOURMET EXPRESS, INC	1986	73.90
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	068122-00	179.23

0503

3/99
FISCAL PERIOD 1/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA. payable_due_date='07/13/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	067171-01 46.00
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	623116 15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	623213 15.15
2110	970170	JANITORIAL	09689	RADIOSHACK	021988 -24.33
2110	970170	JANITORIAL	09689	RADIOSHACK	020198 35.15
2110	970263	POSTAGE AND PARCEL	00311	POSTMASTER	5/29/99 2,000.00
2110	970270	PRINTING-REPROD-BINDING	14455	INSTY PRINTS	204091 75.54
2110	970600	BOOKS	03361	WEST GROUP	56722 45.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	112861 157.20
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4016583 507.34
2110	970600	BOOKS	07439	THE GALE GROUP	9007248 108.83
2110	970600	BOOKS	07439	THE GALE GROUP	9007876 63.73
2110	970600	BOOKS	07439	THE GALE GROUP	9000206 139.79
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165443 37.65
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	2160552 363.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	2160553 363.95
2110	970600	BOOKS	09355	WEISS RATINGS, INC.	2160554 363.95
2110	970600	BOOKS	09355	WEISS RATINGS, INC.	2160551 363.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004245047 1,145.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004248162 998.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004249477 2,636.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004228270 946.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002731002 48.23
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002743696 893.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004253782 1,133.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004252694 914.65
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	255314 21.56
2110	970600	BOOKS	20579	SALEM PRESS	0278872-1V 72.50
2110	970600	BOOKS	58875	INGRAM	21067303 17.07
2110	970600	BOOKS	58875	INGRAM	21062958 40.92
2110	970600	BOOKS	58875	INGRAM	21067304 10.15
2110	970600	BOOKS	58875	INGRAM	21067302 17.07
2110	970600	BOOKS	58875	INGRAM	21062959 22.77
2110	970600	BOOKS	58875	INGRAM	21045680 12.79
2110	970600	BOOKS	58875	INGRAM	21045679 13.08
2110	970600	BOOKS	58875	INGRAM	21062957 40.95
2110	970610	AUDIO MATERIALS	05884	LIBRARY VIDEO COMPANY	00977650001 1,150.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-15-99-1 113.65
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	1503044P 140.42
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3553374M 10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	1562306M 10.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	878757 5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	876623 228.80
2110	970620	SUBSCRIPTIONS & BOOKS	09881	SUBSCRIPTION SERVICES	FW69065326D 17.94
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	RENEWAL 495.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	237774350 71.21
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	236591870 114.41
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	185357 81.94
2110	970630	VISUAL MATERIALS	58875	INGRAM	07025273 73.09
2110	970630	VISUAL MATERIALS	58875	INGRAM	07022860 732.92
2110	970630	VISUAL MATERIALS	58875	INGRAM	06975939 13.94

0584

07/09/99
ACCOUNTING PERIOD 7/99

CITY OF QES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable due_date='07/19/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970810	NATURAL GAS	08089 NICOR ENERGY	60185	745.40
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	019090	30.40
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	330047	272.90
2110	980400	EQUIPMENT	09689 RADIOSHACK	023611	427.50
2110	980410	COMPUTER HARDWARE	09856 COMPAQ COMPUTER CORPORATI	4100130636	4,487.00
TOTAL LIBRARY SERVICES					48,345.90
2130	960990	MISC CONTRACTUAL SVCS	07170 GRAPHIC SOLUTIONS	6345	1,118.00
2130	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	00-010	6,142.50
2130	980400	EQUIPMENT	07581 ARLINGTON HEIGHTS MEMORIA	00-022	1,780.47
2130	980400	EQUIPMENT	07581 ARLINGTON HEIGHTS MEMORIA	00-017	2,500.00
2130	980410	COMPUTER HARDWARE	05124 CDW GOVERNMENT, INC.	AM28358	295.24
2130	980410	COMPUTER HARDWARE	05124 CDW GOVERNMENT, INC.	AM41618	135.54
2130	980410	COMPUTER HARDWARE	05124 CDW GOVERNMENT, INC.	AL76787	4,809.23
2130	980410	COMPUTER HARDWARE	09856 COMPAQ COMPUTER CORPORATI	4100130686	4,487.00
TOTAL IL LIBRARY PER CAP GRANT					21,363.28
TOTAL FUND					70,214.00



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Management Committee Meeting July 14, 1999

Chair: Ellen Yearwood
Present: Inara Brubaker, Sandra Norlin.
Members Absent: Ellen Yearwood, William Grice, Eldon Burk.

The meeting was not called to order due to the absence of Ellen Yearwood, William Grice, and Eldon Burk. Inara Brubaker and Sandra Norlin discussed items they had noted of concern in the Library Personnel Policy, Section D.

Notes prepared by Sandra K. Norlin.

July 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	179,211	179,497	286	0.2%
Audio	14,632	14,823	191	1.3%
Video	9,913	9,964	51	0.5%
Puzzles and Games	846	844	-2	-0.2%
Realia	235	235	0	0.0%
Pamphlets	14,861	14,861	0	0.0%
=====				
Total	219,698	220,224	526	0.2%

ACQUISITIONS REPORT FOR
FOR JULY 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,042	1,974	-68	-3.3%
100	2,565	2,566	1	0.0%
200	2,775	2,791	16	0.6%
300	11,668	11,720	52	0.4%
400	642	643	1	0.2%
500	3,056	3,064	8	0.3%
600	16,686	16,366	-320	-1.9%
700	15,059	15,089	30	0.2%
800	5,002	5,076	74	1.5%
900	11,417	11,439	22	0.2%
B	4,600	4,582	-18	-0.4%
Total (Adult)	75,512	75,310	-202	-0.3%
Juvenile (J)				
000	384	384	0	0.0%
100	205	206	1	0.5%
200	284	285	1	0.4%
300	2,286	2,298	12	0.5%
400	113	114	1	0.9%
500	3,150	3,176	26	0.8%
600	2,504	2,503	-1	-0.0%
700	3,379	3,386	7	0.2%
800	810	718	-92	-11.4%
900	3,577	3,543	-34	-1.0%
B	979	984	5	0.5%
YA	897	901	4	0.4%
Total (J)	18,568	18,498	-70	-0.4%
Total (E)	7,506	7,539	33	0.4%
Total (Juvenile)	26,074	26,037	-37	-0.1%
Total (Non fiction)	101,586	101,347	-239	-0.2%
Fiction				
Adult	33,795	34,010	215	0.6%
Juvenile				
J	8,673	8,735	62	0.7%
YA	1,992	2,057	65	3.3%
E	10,441	10,502	61	0.6%
Picture Books	7,339	7,384	45	0.6%
Board Books	978	984	6	0.6%
Total (Juvenile)	29,423	29,662	239	0.8%
Total (Fiction)	63,218	63,672	454	0.7%
High schoool	387	410	23	5.9%

Compact discs				
Adult	6,066	6,122	56	0.9%
Juvenile	469	473	4	0.9%
Total (Compact discs)	6,535	6,595	60	0.9%
DVDs				
Adult	74	105	31	41.9%
Juvenile	2	2	0	0.0%
Total (DVDs)	76	107	31	40.8%
CD ROMs				
Adult	189	198	9	4.8%
Juvenile	391	403	12	3.1%
Total (CD ROMs)	580	601	21	3.6%
Audio Cassettes				
Adult	2,278	2,283	5	0.2%
Juvenile	962	979	17	1.8%
Audio Books				
Adult	2,147	2,189	42	2.0%
Juvenile	907	917	10	1.1%
Total (Cassettes)	6,294	6,368	74	1.2%
Kits	1,147	1,152	5	0.4%
Videocassettes				
Adult	7,838	7,893	55	0.7%
Juvenile	2,075	2,071	-4	-0.2%
Total (Videocassettes)	9,913	9,964	51	0.5%
Total (Audio Visual)	24,545	24,787	242	1.0%
Reference				
Adult	5,906	5,909	3	0.1%
Juvenile	1,131	1,136	5	0.4%
Total (Reference)	7,037	7,045	8	0.1%
Puzzles				
Adult	87	87	0	0.0%
Juvenile	649	647	-2	-0.3%
Total (Puzzles)	736	734	-2	-0.3%
Games (Juvenile)	110	110	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	3,334	3,360	26	0.8%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,361	3,387	26	0.8%
Pamphlets	14,861	14,861	0	0.0%
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	17	-1	-5.6%
Total (French language)	103	102	-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%

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	618	618	0	0.0%
Juvenile	43	46	3	7.0%
Total (Polish language)	661	664	3	0.5%
Russian				
Adult	251	250	-1	-0.4%
Juvenile	2	2	0	0.0%
Total (Russian language)	253	252	-1	-0.4%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	616	630	14	2.3%
Juvenile	833	832	-1	-0.1%
Total (Spanish language)	1,449	1,462	13	0.9%
Total (Adult)	1,685	1,698	13	0.8%
Total (Juvenile)	911	912	1	0.1%
Total (Foreign languages)	2,596	2,610	14	0.5%
<hr/>				
TOTAL	219,698	220,224	526	0.2%

XII

REGISTRATION SERVICES REPORT FOR JULY 1999

I. LIBRARY CARD REGISTRATION SERVICES

<u>July 1998</u>	<u>June 1999</u>	<u>July 1999</u>	Year to Date <u>1998</u>	Year to Date <u>1999</u>	<u>% Change</u>
968	753	700	7,020	5,501	(-21.6%)
A.	New Cards			253	
B.	Renewals			389	
C.	Non-Resident Cards			7	
D.	Off-line Library Cards			51	
	Total			700	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	123
2.	Number of Meeting Room Uses	106
3.	Cab cards and Other Registrations	4
4.	LAN Discs Sold	6
	(Year to Date - 34)	
5.	Computer Room	169
6.	Reading Edge Users	2
	Total	410

III. TOTAL NUMBER OF REGISTERED BORROWERS

July 1998	33,410	(62.5% of Population)
July 1999	34,397	(64.4% of Population)

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
JULY 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	253	
2. Tax forms	15	
3. Directional questions	181	
4. Item retrieval by library pages	93	
5. Audio visual inquiries	505	
 Total		 1,047
 Reference Services		
1. Specific item request	935	
2. Ready reference	462	
3. Material searching	311	
4. Referrals to other libraries	17	
5. Reader's Advisory	18	
 Total		 1,743
 GRAND TOTAL		 2,790

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
JULY 1999

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	353
2. Computer sign-ups & help	763
3. Storytime & program sign-ups	1,232
4. Reference questions	685
5. Ready reference	567
6. Referrals to other libraries	1
7. Miscellaneous inquiries	625
8. Handout & change	882
 TOTAL	 5,108

Number of individuals using the Local Computer Network = 1,904

CIRCULATION REPORT FOR JULY 1999

Page 2

PATRON ATTENDANCE COUNT

<u>July 1998</u>	<u>June 1999</u>	<u>July 1999</u>	<u>Year to Date</u> <u>1998</u>	<u>Year to Date</u> <u>1999</u>	<u>% Change</u>
31,962	29,348	29,108	209,982	190,108	(-9.5%)

 RECIPROCAL BORROWING
 (Materials Lent)

	<u>July 1998</u>	<u>July 1999</u>	<u>% Change</u>
NLS	8,055	7,857	(-2.5%)
OTHER SYSTEMS	1,785	1,577	(-11.6%)
TOTAL	9,840	9,434	(-4.1%)

INTERLIBRARY LOAN

Sent	1,070
Received	405

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

July 1999

Total 1998 to Date:	463,840	Total 1999 to Date:	443,824	% Change
July 1998:	68,646	July 1999:	65,768	-4.32%
				-4.19%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	3,665	3,132	555	504	4,220	3,636
Fiction	10,591	10,604	834	802	11,425	11,406
Foreign Language Non Fiction	27	28	4	6	31	34
Foreign Language Fiction	95	160	31	42	126	202
Periodicals	185	156	76	66	261	222
Compact Discs	231	330	11	42	242	372
Audio Cassettes	287	352	22	16	309	368
Audio Kits	481	420	56	64	537	484
Puzzles	331	365	43	35	374	400
Games	59	111	3	14	62	125
Audio Books	275	218	7	13	282	231
Video Fiction	1,794	2,548	174	240	1,968	2,788
Video Non Fiction	864	1,146	42	29	906	1,175
DVD	0	7	0	0	0	7
CD ROMs	419	657	0	0	419	657
SUB TOTAL	19,304	20,234	1,858	1,873	21,162	22,107
ADULT						
Non Fiction	12,648	10,740	164	179	12,812	10,919
Fiction	8,702	8,544	350	352	9,052	8,896
Large Type	914	966	95	104	1,009	1,070
Foreign Language Non Fiction	63	136	3	5	66	141
Foreign Language Fiction	248	336	0	1	248	337
High School Collection	0	101	0	4	0	105
Periodicals	2,664	2,192	125	132	2,789	2,324
Pamphlets	92	11	0	0	92	11
Compact Discs	3,905	4,192	275	352	4,180	4,544
Audio Cassettes	610	408	2	10	612	418
Puzzles	8	10	0	11	8	21
Pictures	59	46	0	0	59	46
Audio Books	1,666	1,712	34	23	1,700	1,735
CD ROMs	232	203	0	0	232	203
Video Fiction	11,135	8,511	224	340	11,359	8,851
Video Non Fiction	3,241	3,409	24	21	3,265	3,430
DVD	0	402	0	0	0	402
Misc. Formats	1	35	0	1	1	36
	46,188	41,954	1,296	1,535	47,484	43,489
Supercedes				172		172
GRAND TOTAL	65,492	62,188	3,154	3,580	68,646	65,768
Self Check	2,907	2,454			2,907	2,454

*Mobile Library out of service for two 1/2 days.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 1999

Total 1998 to Date:	395,194	Total 1999 to Date:	378,056	% Change
June 1998:	63,194	June 1999:	61,309	-4.33%
				-2.98%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	3,552	3,000	523	277	4,075	3,277
Fiction	10,277	10,569	944	552	11,221	11,121
Foreign Language Non Fiction	25	16	0	3	25	19
Foreign Language Fiction	142	91	37	48	179	139
Periodicals	171	170	53	43	224	213
Compact Discs	281	286	18	23	299	309
Audio Cassettes	285	304	12	12	297	316
Audio Kits	396	374	41	37	437	411
Puzzles	364	324	33	17	397	341
Games	80	62	14	5	94	67
Audio Books	142	244	2	5	144	249
Video Fiction	1,680	2,345	177	139	1,857	2,484
Video Non Fiction	832	1,073	49	15	881	1,088
DVD	0	5	0	0	0	5
CD ROMs	365	644	0	0	365	644
SUB TOTAL	18,592	19,507	1,903	1,176	20,495	20,683
<u>ADULT</u>						
Non Fiction	11,153	10,045	147	109	11,300	10,154
Fiction	7,690	8,161	325	215	8,015	8,376
Large Type	834	936	55	90	889	1,026
Foreign Language Non Fiction	54	153	4	3	58	156
Foreign Language Fiction	286	322	0	1	286	323
High School Collection	0	109	0	8	0	117
Periodicals	2,561	2,285	129	74	2,690	2,359
Pamphlets	60	16	0	0	60	16
Compact Discs	4,050	4,126	375	238	4,425	4,364
Audio Cassettes	454	369	4	8	458	377
Puzzles	4	11	0	2	4	13
Pictures	70	95	0	0	70	95
Audio Books	1,486	1,804	22	8	1,508	1,812
CD ROMs	189	226	0	0	189	226
Video Fiction	9,398	7,527	269	230	9,667	7,757
Video Non Fiction	3,065	3,009	15	10	3,080	3,019
DVD	0	268	0	0	0	268
Misc. Formats	0	39	0	1	0	40
	41,354	39,501	1,345	997	42,699	40,498
Supercedes				128		128
GRAND TOTAL	59,946	59,008	3,248	2,301 *	63,194	61,309
Self Check	2,378	1,298 **			2,378	1,298

*Mobile Library out of service 5 days.

**Self Check figures reflect only June 1-17. CCS reported figures will not be available for June 18-30.

DES PLAINES PUBLIC LIBRARY
MEETING ROOM JULY 1999

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
Coupon Club	1	6
Gold Coast Kennel Club	1	7
Romance Writers	1	30
Toastmasters	1	10
Yoga Class	4	27
Total	8	80
Library Sponsored Adult Programs		
Adult Book Discussion	1	18
Community Services Interview	1	3
Foreign Affairs	1	7
Feature Film	1	80
High Flying Broadway	1	75
How to Realize Your Retirement Dream	1	18
Junior Great Books	8	56
Maine Township Summer School Program	1	80
Picnic Meeting	1	7
Plainfield School	12	221
Safety on the Internet	1	2
Selectors Meeting	1	8
Other		
Library Board Meeting	1	15
Total	31	590
Mobile Library Sponsored Children's Programs		
Algonquin ESL Summer School Tour	1	29
Devonshire Story Stop	1	4
Tomahawk Park Story Stop	1	4
Elmdale Apartments Story Stop	1	10
Linda Gorham Storytelling/Apache Park	1	40
All American Daycare/Mobile Library Visit and Storytime	1	15
Total	6	102

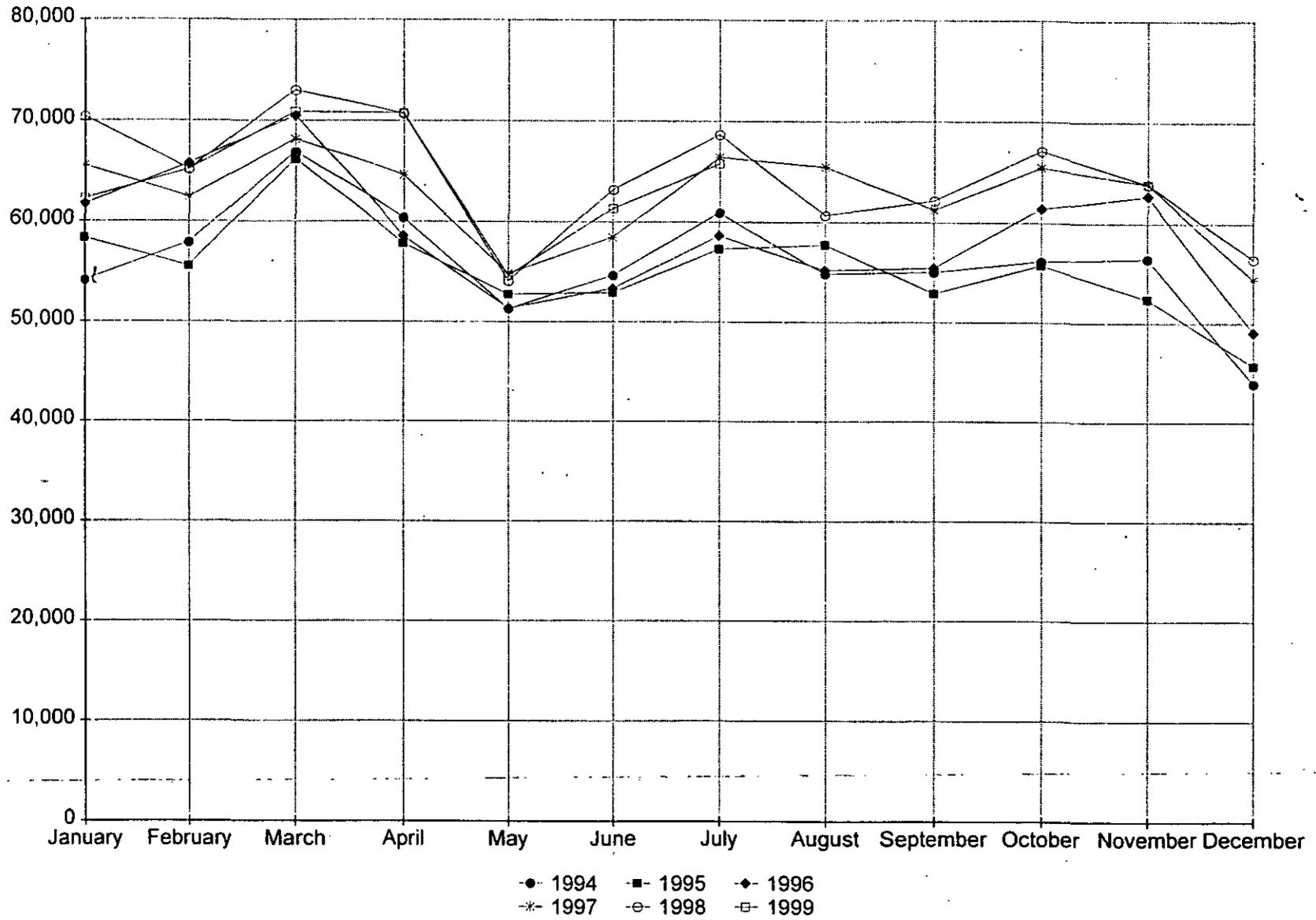
DES PLAINES PUBLIC LIBRARY
MEETING ROOM - JULY 1999

Page 2

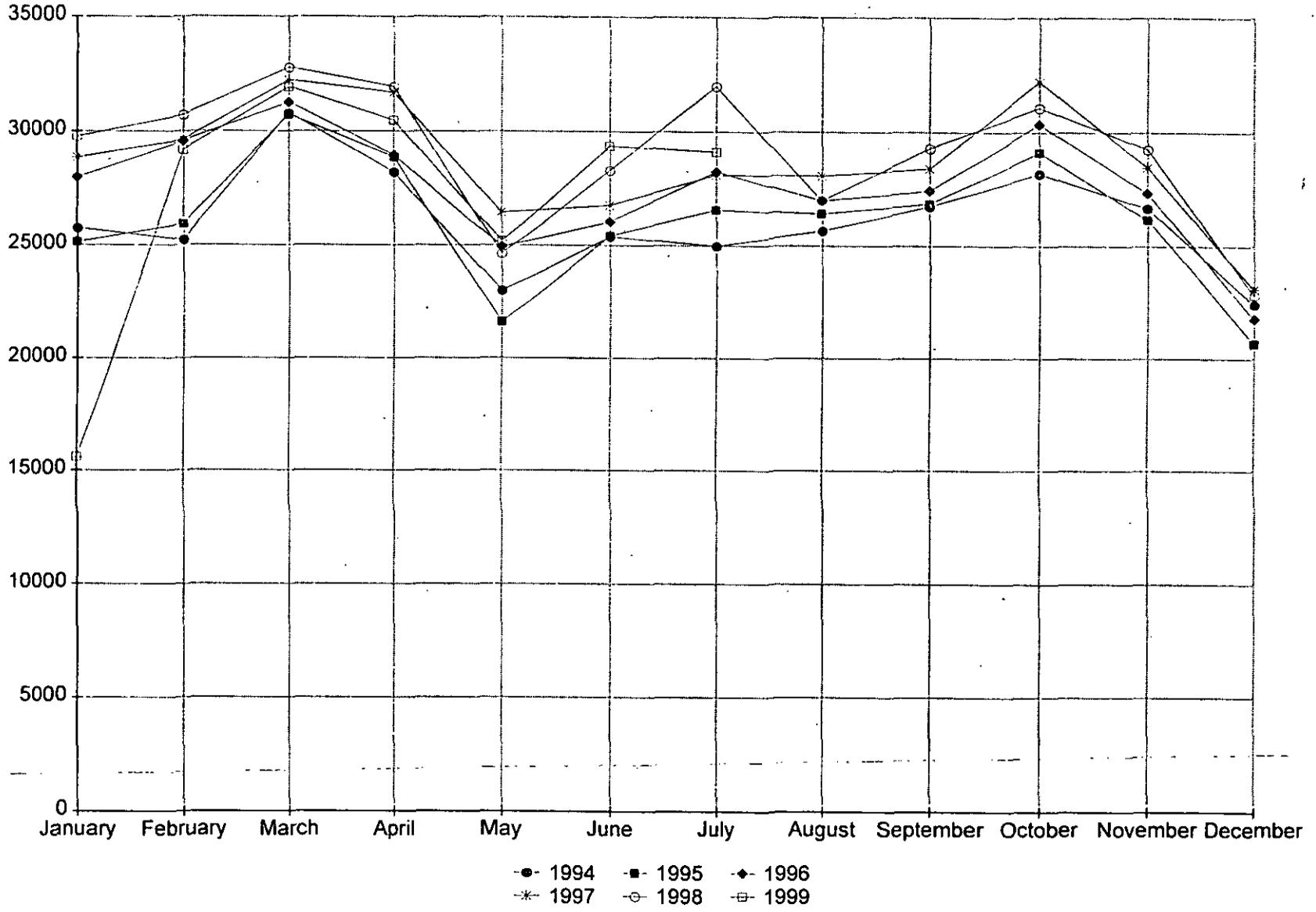
Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Bright Start Baby Book Times Birth-2yrs	12	253
Family Evening Storytime	1	58
Flea Market	1	300
Lazy Day Picnic	1	849
Pet Show	1	110
Storytime 2 yr. olds	8	59
Storytime 3-5 yr. olds	23	193
Walking Tour to the New Library	1	92
Total	48	1,914
Literacy Program		
Learn to Read	16	300
Grand Total	109	2,986

July Total = 172 groups involving 4,986 people.
1999 Year to Date Total 607 groups involving 15,985 people.

Circulation Statistics
Items Circulated Per Month By Year



Patron Attendance July 1999



DPL

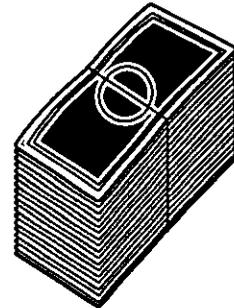
Project Status Report

Period: July - August 1999

- The base construction project is currently 3 to 5 days behind schedule. (To date LCI has had difficulty in updating the master schedule as required by the contract for construction. Because of this, it is difficult to determine the exact schedule. However, in my experience and estimation at this time the project is not significantly behind schedule. Discussions regarding the critical path for construction of the project will occur on Wednesday morning August 18th at the next Owner, Architect, Contractor meeting. I will be asking for information to assist in determining the exact schedule of construction. If significant changes in schedule occur I will inform both Sandra and Betty.) The anticipated completion date is still on or before May 30, 1999.
- Currently the base project is within budget. Two official Change Orders comprising 6 Change Order Requests have been approved to date totaling \$71,407.00 (one change order is for the clock tower in the amount of \$63,285.00. PTC has transferred budgeted moneys for this item to the library budget to cover this cost). 5 Additional Change Order Requests have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
 - Steel reinforcing placement and formwork for the roof.
 - Masonry block work has started on the first floor South, East and North.
 - Underground plumbing rough in has started on the ground floor.
 - Shoring on the first floor has been removed. The second floor is scheduled to be removed in the next week.
- PTC has commenced the site work rough in.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests.
- FF&E contract documents and specification preparation is on going. Date of the release of the specification for bidding purposes is anticipated for September 15th with bids due on October 6th. Review of the Bid Package by the library prior to release for bidding is anticipated to occur the week of September 7th.

BUY-A-BRICK 08/17/99

4 x 8 Bricks	8 x 8 Bricks	8 x 8 Bricks w/logo	
<u>176 @ \$50.00</u>	<u>124 @ \$100.00</u>	<u>14 @ \$175.00</u>	
\$8,800.00	\$12,400.00	\$2,450.00	Total \$23,650



0602

8/17/99

DRAFT

**PUBLIC LIBRARY
FUND**

**CITY OF DES PLAINES
2000 BUDGET**

FUND 201 DIVISION 2110

	1997 ACTUAL	1998 ACTUAL	1999 BUDGET	1999 PROJECTED	2000 BUDGET
PERSONAL SERVICES					
Salaries	867,925	900,539	1,218,478	1,023,758	1,449,614
Temporary Wages	418,138	460,581	442,767	434,448	618,933
Non-Supervisory Overtime	0	0	500	125	500
Vacation Pay	61,426	73,527	0		0
Sick Pay	31,849	22,729	0		0
Holiday Pay	34,226	23,290	0		0
Act/Out of Class/Premium Pay	19	557	1,000		500
Excess Sick Hours Payout	4,560	4,985	18,100	14,500	8,000
TOTAL DIRECT SALARY & WAGES	1,418,143	1,486,207	1,680,845	1,472,831	2,077,547
Unemployment Compensation	2,000	2,000	2,000	2,000	2,000
Employer Contribution-F.I.C.A.	106,263	115,147	126,950	126,950	157,937
Employer Contribution-I.M.R.F.	100,190	100,869	116,459	116,459	123,453
Life Insurance Premiums	3,828	3,796	4,738	4,738	4,747
Medical Insurance Premiums	90,039	89,178	164,735	164,735	182,625
Workers Compensation	2,839	3,100	3,800	3,800	4,000
Tuition Reimbursement	0	419	2,000	4,000	4,000
Bonus Award	0	0	0	0	2,000
TOTAL EMPLOYEE BENEFITS	305,159	314,509	420,682	422,682	480,762
TOTAL PERSONAL SERVICES	1,723,302	1,800,716	2,101,527	1,895,513	2,558,309
CONTRACTUAL SERVICES					
Professional Consulting	43,684	34,579	20,000	15,000	15,000
Communication Services	23,811	21,806	25,000	15,000	25,000
Data-Processing Services	52,101	53,398	55,000	55,000	85,000
Training-Seminars-Meetings	4,230	0	0		0
Conferences	0	1,808	3,000	2000	3,500
Seminars	0	3,007	2,000	2000	2,000
Training	0	2,046	2,000	5000	2,000
In-Service Training	1,325	1,576	3,000	1,500	2,000
Membership Dues	2,635	3,433	3,000	3,500	4,000
Property/Liability Insurance	42,000	42,000	42,000	42,000	51,367
Publishing of Notices	1,062	6,759	1,000	1,700	2,000
E.R.P. Transfer to Medical Fund	8,299	9,007	25,600	25,600	25,600
Repair/Maintenance of Equipment	49,036	62,120	42,600	42,600	42,600
Repair/Maintenance of Building	117,586	25,570	45,000	10,000	20,000
Repair/Maintenance of Vehicles	958	743	1,500	3,000	3,000
Book Binding and Repair	0	5,910	6,000	6,000	6,000
Rental of Equipment	963	883	2,900	1,000	1,000
Custodial Services	30,745	24,072	25,000	16,000	33,000
Auto/Travel Expenses	4,261	4,188	3,000	3,000	3,000
Special Program Services	19,488	19,727	15,000	15,000	15,000
Misc. Contractual Services	47,626	117,450	70,000	70,000	75,000
Contingency Reserve					50,000

6090

8/17/99

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TOTAL CONTRACTUAL SERVICES

449,810

440,082

386,600

334,900

~~416,067~~
466,067

1090

8/17/99

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**PUBLIC LIBRARY
FUND**

**CITY OF DES PLAINES
2000 BUDGET**

FUND 201 DIVISION 2110

	1997 ACTUAL	1998 ACTUAL	1999 BUDGET	1999 PROJECTED	2000 BUDGET
COMMODITIES					
Library Supplies	35,493	41,935	42,000	42,000	50,000
Meals (Prsmrs/Wrks/Vols)	0	767	0	1,000	2,000
Janitorial Supplies	12,638	11,864	15,000	10,000	12,000
Copying/Fax Supplies	25,569	2,189	2,000	500	1,000
Postage & Parcel	9,810	13,278	13,200	13,200	13,200
Printing/Reproduction	20,044	5,228	10,300	9,000	15,000
Books	282,258	305,677	400,000	390,000	440,000
Audio Materials	33,242	40,351	45,500	45,500	56,700
Periodicals	46,159	54,025	62,000	62,000	74,200
Visual/Multi-Media Materials	26,141	37,772	42,500	42,500	53,000
Automated Reference Material	56,116	66,983	62,100	72,000	87,000
Natural Gas/Electricity	17,361	13,997	14,000	14,000	14,400
Electricity	0	0	500	500	500
Diesel	0	436	0	500	500
Gasoline	1,246	3,054	2,000	3,500	3,500
TOTAL COMMODITIES	566,077	597,555	717,100	706,200	823,000
CAPITAL OUTLAY					
Improvements	0	15,575	0		0
Equipment	25,237	9,441	97,450	97,450	80,000
Furniture & Fixtures	9,382	8,968	2,700	2,700	5,000
TOTAL CAPITAL OUTLAY	34,619	33,984	100,150	100,150	85,000
DEBT SERVICE					
Abatement of 1993 G.O. Bond	12,078	12,039	12,078	12,078	12,078
Trust/Agency Fees	0	0	150	150	150
TOTAL DEBT SERVICE	12,078	12,039	12,228	12,228	12,228
TOTAL DEPARTMENT REQUEST	2,785,886	2,884,377	3,317,605	3,048,991	3,944,604 3,894,604

8/17/99

DRAFT**PUBLIC LIBRARY
ACCUMULATION FUND****CITY OF DES PLAINES
2000 BUDGET****FUND 201 DIVISION 2120**

	1997 ACTUAL	1998 ACTUAL	1999 BUDGET	1999 PROJECTED	2000 BUDGET
CONTRACTUAL SERVICES					
Repair/Maintenance of Building	93,973		0		0
Professional Consulting	595		0		0
TOTAL CONTRACTUAL SERVICES	94,568	0	0	0	0
CAPITAL OUTLAY					
Equipment	6,814		0		0
Vehicles	0		0		0
Furniture & Fixtures	7,485		0		0
TOTAL CAPITAL OUTLAY	14,299	0	0	0	0
TOTAL ACCUMULATION FUND	108,867	0	0	0	0

8/17/99

DRAFT**PUBLIC LIBRARY
PER CAPITA GRANT DIVISION****CITY OF DES PLAINES
2000 BUDGET****FUND 201 DIVISION 2130**

	1997 ACTUAL	1998 ACTUAL	1999 BUDGET	1999 PROJECTED	2000 BUDGET
CONTRACTUAL SERVICES					
Communications	0	4,835	0	1,000	0
Conferences	0	0	0	0	5,000
Professional Consulting	0	8,555	0		3,500
Travel	0	1,499	5,000	1,040	1,500
Misc. Contractual Services and Programs	6,954	3,657	41,768	14,113	38,000
TOTAL CONTRACTUAL SERVICES	6,954	18,546	46,768	16,153	48,000
COMMODITIES					
Automated Reference Materials	48,431	0	0		0
TOTAL COMMODITIES	48,431	0	0	0	0
CAPITAL OUTLAY					
Equipment	11,383	28,995	20,000	50,000	20,000
Vehicles	0	19,227	0		0
TOTAL CAPITAL OUTLAY	11,383	48,222	20,000	50,000	20,000
TOTAL PER CAPITA FUND	66,768	66,768	66,768	66,153	68,000
TRANSFER TO LIBRARY CAPITAL PROJECTS FUND					150,000
TOTAL LIBRARY FUNDS	2,961,521	2,951,145	3,384,373	3,115,144	3,962,604 4,162,604

8/17/99

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Public Library Fund

City of Des Plaines
2000 Budget

Fund 202 Division 2110

Revenues

Construction Grant	\$250,000
Other Grants	\$100,000
Buy-a-Brick	\$50,000
Sale of Fixed Assets	\$10,000
Donations	\$130,000
Interest	\$30,000
Transfer from 12/31/99 Fund Balance	\$150,000

Total **\$720,000**

Expenditures

Professional Consulting	\$100,000
Furniture & Fixtures	\$500,000
Supplies (Bricks)	\$10,000
Improvements	\$100,000

Total **\$710,000**

8/17/99

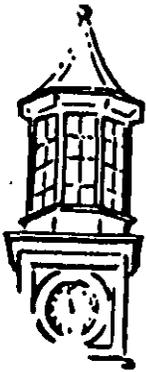
REVENUE 2000

	1999 (Budget)	1999 Projected	2000 Budget
Previous Yrs Taxes	\$40,000	\$40,000	\$40,000
Property Taxes	\$2,941,669	\$3,029,919	\$3,591,616
Personal Property Replacement Tax	\$92,988	\$92,988	\$92,988
Grants	\$79,268	\$82,297	\$88,000
Fines	\$90,000	\$90,000	\$90,000
Copy Fees	\$25,000	\$25,000	\$25,000
Special Programs	\$18,000	\$10,000	\$10,000
Interest	\$5,000	\$20,000	\$10,000
Miscellaneous Revenue	\$11,000	\$20,000	\$15,000
Fund Balance	\$163,948	12/31/98 \$184,800	12/31/99 \$200,000
Fund Balance 12/31/98	\$3,466,873	\$3,595,004	\$4,162,604

Current cost (Canon) \$ 18,240/year

<u>VENDOR</u>	<u>EQUIPMENT</u>	<u>SERVICES & SUPPLIES</u>	<u>PRICE</u>	<u>OTHER</u>	<u>REMARKS</u>	<u>COST</u>
U.S. Office Equipment Inc. Northbrook, IL	Brand: <i>Panasonic</i> 4 copiers 1 Network printer	Included: Toner, developer & paper. Coin & debit card dispenser. Weekly maintenance, and money collection	12,000/\$ 0.025 p/copy. First 6 months. After the first 6 months: \$ 0.095	Use by several local libraries.	After one year equipment can be upgraded to digital & color with no penalty or buyout.	\$ 8,640/year
Ambassador Business Solutions Inc. Schaumburg, IL	Brand: <i>Canon</i> 3 copiers Copier/printer combination.	Included: Toner and developer. Coin & debit card dispenser. Excluded: Paper, and money collection.	14,000/ \$ 0.08 p/copy	Currently use.	75 % of monies paid on renewal will be applied to a new contract.	\$ 13,440/year
Ikon Office Solutions Vernon Hills, IL	Brand: <i>Ricoh</i> 1 Copier. Printer is optional.	Included: Toner and developer. Coin & debit card dispenser. Excluded: Paper and money collection. \$ 75 delivery charges for dispenser.	15,000/ \$ 0.0846 p/copy	Minimum 2 years lease.	3 months warranty	\$ 3300/yr/per copier. \$ 2772/yr/per dispenser \$ 852/yr/per maintenance Tot.\$ 6,924
Speciality Office Services, Inc. Glenview, IL	Brand: <i>Mita</i> 1 Copier. Pinter is optional.	Included: Toner and developer. Coin dispenser Excluded: Paper, shipping charges, and money collection.	14,000/ \$ 0.009 per copy	Base Monthly rental charge \$ 150.00		\$ 1,800/year per copier. \$ 7,200/year per (4) copiers.

JULY



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

VISITOR REGISTRATION

Please sign in

1. Wayne R. Serbon
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

0611

DOWNING CHARITABLE TRUST FUND

Spoke to Dave McKenna at US Bank 1-800-420-2050
Account # 79-006400

Balance of Trust 07/09/99 \$36,665.00

GERTRUDE G. DUNCAN TRUST FUND

Spoke to Karen at Covest Banc 847-294-6500
Account # 0469077066

Balance of Account 06/30/99 \$ 4,360.31

DPL

Project Status Report

Period: July - August 1999

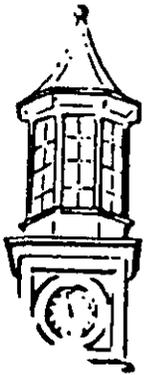
- The base construction project is currently 3 to 5 days behind schedule. (To date LCI has had difficulty in updating the master schedule as required by the contract for construction. Because of this, it is difficult to determine the exact schedule. However, in my experience and estimation at this time the project is not significantly behind schedule. Discussions regarding the critical path for construction of the project will occur on Wednesday morning August 18th at the next Owner, Architect, Contractor meeting. I will be asking for information to assist in determining the exact schedule of construction. If significant changes in schedule occur I will inform both Sandra and Betty.) The anticipated completion date is still on or before May 30, 1999.
- Currently the base project is within budget. Two official Change Orders comprising 6 Change Order Requests have been approved to date totaling \$71,407.00 (one change order is for the clock tower in the amount of \$63,285.00. PTC has transferred budgeted moneys for this item to the library budget to cover this cost). 5 Additional Change Order Requests have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
 - Steel reinforcing placement and formwork for the roof.
 - Masonry block work has started on the first floor South, East and North.
 - Underground plumbing rough in has started on the ground floor.
 - Shoring on the first floor has been removed. The second floor is scheduled to be removed in the next week.
- PTC has commenced the site work rough in.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests.
- FF&E contract documents and specification preparation is on going. Date of the release of the specification for bidding purposes is anticipated for September 15th with bids due on October 6th. Review of the Bid Package by the library prior to release for bidding is anticipated to occur the week of September 7th.

OWNER SERVICES GROUP, INC.

Objectively Managing the Building Process

SEPTEMBER 1999

0613



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, SEPTEMBER 21, 1999

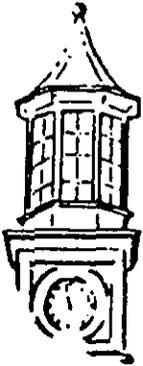
7:30 PM

Friends of the Library Meeting Room

Agenda:

- Review Contents of Safety Deposit Box
- Building Project Status Report
- Management Committee Report
- Review of Job Descriptions

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 60016-0472

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
September 21, 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, August 17, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee -- Alderman Sayad.
- VI. Building and Grounds Committee -- Betty Ritter.
 - A. Building Project Status Report -- Ken Hutson, OSG.
- VII. Finance Report -- Susan Burrows. (Action Item)(8:10 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. Set Meeting Dates
 - G. Report of Budget Meetings

- VIII. Management Committee - Ellen Yearwood. (8:45 PM)
 - A. Report of September 1, 1999 Meeting.
 - B. Review of Job Descriptions. (Action Item)
 - C. Review of Library Policies. (Action Item)

- IX. Planning Committee - John Burke.
 - A. Strategic Plan - Set Meeting Dates.

- 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. Representation by City Attorney for Title Transfer of Library.
 - B. Administrator Evaluation Committee - Set Meeting Dates.
 - C. Review of Contents of Safety Deposit Box

- XIV. Unfinished Business.

- XV. Announcements.
 - A. Status of Library Foundation

- XVII. Adjournment. (9:45 PM)



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

III

BOARD OF TRUSTEES Minutes of the Regular Meeting August 17, 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, August 17, 1999. President Eldon Burk called the meeting to order at 7:31 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, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Arredia, Wayne Serbin.

MOTION by Inara Brubaker, seconded by Susan Burrows, to accept the agenda as amended by adding after XIII. New Business. A. City Council Meeting Attendance. 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 July 20, 1999, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Burke, to approve the Minutes of the Special Board Meeting, August 9, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Sayad.

Alderman Sayad absent.

Alderman Arredia reported that the City Council will meet on September 8, 1999 and will discuss the sale of the library property. Alderman Arredia stated that he is in favor of the Senior Center acquiring the library and his constituents concur. Arredia also stated that he is recommending more open meetings regarding the sale of the library property.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter reported on the Project Status Report for the period July – August 1999 prepared by Ken Hutson of Owner Services Group, Inc. The base construction project is currently 3 to 5 days behind schedule, but the anticipated completion date is still on or before May 30, 2000. At this time the base project is within budget and Lohan Associates continue to review shop drawings, product submittals and answer information requests. Bids for FFF&E (fees, furniture, fixtures and equipment) are anticipated for September 15, 1999 with bids due on October 6, 1999.

The Board questioned the change order for the clock tower and Sandra Norlin stated that the change order does not affect the FF&E (furniture, fixtures, and equipment) budget because it is part of the Plains Town Center budget.

Eldon Burk requested a change of dates for the bidding process. Ken Hutson was not in attendance at the meeting to comment on this request. John Ciborowski asked that the promised mock-up of a workstation be presented to the Board before the bid process begins.

Betty Ritter reported that Anderson Elevator installed the infrared safety edge sensor on the elevator door. A dispute between the library and Timepiece over repair of the clock tower mechanism has resulted in the matter being turned over to City Attorney, David Wiltse.

Betty also reported that Americast Cable has installed a cable to the library at no charge. A television will be placed near the check out desk where patrons can view programming by the Library Cable Network.

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	\$ 8,482.39
2. Petty Cash Expenditures	\$ 70.01
3. Budget Expenditures for July	\$ 253,089.69
4. Expenditures Year to Date	\$ 1,726,660.20

0619

5. Revenue for July	\$ -98,898.84*
6. Revenue Year to Date	\$ 1,557,794.91

*Funds transferred to Capital Project Fund (Fund #202)

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

July 06, 1999	\$ 36,419.60
July 19, 1999	<u>70,214.01</u>
Total	\$ 106,633.61

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

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

July 15, 1999	\$ 61,458.07
July 29, 1999	<u>\$ 63,298.04</u>
Total	\$ 124,756.11

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

MOTION by Susan Burrows, seconded by John Burke, to approve, subject to audit, transfer entries to the Library account in July, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	<u>\$332.67</u>
Total	\$332.67

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

Susan Burrows reported that the Finance Committee met on August 6, 1999. Sandra Norlin was asked to investigate the possibility of transferring funds from the Downing Charitable Trust Fund and the Gertrude G. Duncan Trust Fund to the new North Suburban Library Foundation account.

Susan reported that the Finance Committee has reviewed the first draft of the FY2000 budget. Priorities include funds for additional personnel to staff the new library, an anticipated 3.5% general wage increase for personnel, an increase in tuition reimbursement and a line item for bonus awards.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the draft of the FY2000 Budget papers dated August 17, 1999 as prepared by the Finance Committee. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood reported that the Management Committee would meet on September 1, 1999 at 7:30 PM.

PLANNING COMMITTEE – John Burke, Chairman.

No report.

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski reported that Sarah Long has been inaugurated as President of ALA.

FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported that the Friends would hold their Used Book Sale from September 10, 1999 through September 12, 1999. Donations are now being accepted at the library.

ADMINISTRATOR'S REPORT

Darian Flurkey, Page II, resigned effective August 13, 1999. Bruce Zwirtz, Community Services, Library Assistant I was dismissed effective August 9, 1999.

New employees are Hector Marino, Coordinator of Computer and Technical Services, Debra Mitts, part-time Librarian I and Kathryn Davy, Library Assistant II, Community Services.

The recovery in circulation from the early winter decrease has not been realized. Other area libraries have reported similar decreases. It is not known whether some of the decrease can be attributed to the use of library computer services, which are reported as Computer Room and LAN uses (2073). The summer reading program concluded on August 1, 1999 at the Lazy Days Picnic and was attended by over 800 people. The library celebrated a record participation by 1066 children and 177 adults this summer. Local and area merchants were very generous in supporting this program with prizes for our readers. The Chamber of Commerce Foundation donated \$500.00 to support the program, and the Friends of the Library donated \$1,000.00 to support the picnic. The Junior Women's Club of Des Plaines once again volunteered to furnish and serve lemonade.

The activities of the Community Services department show the results of our expanded services to the whole community. The staff has made contact with the staff of The Harbour, presented a program at the Summer School ESL class, and presented four Mobile Library "Story Stops".

Sandra participated in several meetings to help understand and determine the best course of action for the CCS Consortium, in the wake of four recent (and one pending) library departures from the system. Sandra attended the monthly City-Chamber Advisory breakfast and met the new Executive Director, Sherrie Traficano. Sandra also attended the Library Cable Network Board Meeting and a meeting with Dawn Brightfield and Carol Stolt regarding shelving specifications for the new library.

Sandra reported on the library's policy on original art purchases and recommended that the library retain the collection at a maximum of 200 pieces, make a minimum purchase this year (one painting), and try the new system in the new library for a year before making other changes.

MOTION by William Grice, seconded by Susan Burrows, to retain the art collection at a maximum of 200 pieces, make a minimum purchase this year (one painting), and try the new system in the new library for a year before making other changes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

NEW BUSINESS

Wayne Serbin asked for the opening date of the new library and questioned whether the library was prepared for Y2K. Library Administrator, Sandra Norlin, informed Mr. Serbin that John Haliotis reported on Y2K at the July Board Meeting and that the library will be Y2K compliant by October.

Ellen Yearwood agreed to attend the September 7 City Council Meeting, Inara Brubaker the September 20 meeting, John Burke the October 4 meeting and John Ciborowski the October 18 meeting.

Eldon Burk asked that the Board form a moving committee to discuss community involvement in the upcoming move. The Building and Grounds Committee will take part in this new committee.

ANNOUNCEMENTS

MOTION by Inara Brubaker, seconded by Susan Burrows, to enter into an Executive Session at 9:38 PM to discuss the sale or purchase of real property, and compensation of a specific employee. -Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 10:15 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 of June 15, 1999, as written. Vote: Ayes: All. Nays: None.
MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the Minutes of the Executive Session of August 9, 1999, as written. Vote: Ayes: All. Nays: None.
MOTION CARRIED.

Susan Burrows prepared the following minutes:

MOTION by Susan Burrows, seconded by William Grice, to affirm the consensus in executive session regarding the salary adjustment as discussed. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to adjourn the regular meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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 Management Committee Meeting September 1, 1999

Chair: Ellen Yearwood
Present: Inara Brubaker, Ellen Yearwood, William Grice, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

Call to Order: 7:34 PM by Ellen Yearwood.

The Committee will recommend revisions to library policies Section A-2 and Section D at the September 21, 1999 Board Meeting.

The Committee will also recommend an upgrade to one position and the approval of three new job descriptions.

The next meeting is scheduled for November 9, 1999 at 7:00 PM to discuss Collection Development and the Reference Policy.

Meeting adjourned at 10:45 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF AUGUST 1999**

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

1. Over the Counter Receipts	\$ 8,059.53
2. Petty Cash Expenditures	\$ 6.02
3. Budget Expenditures for August	\$ 241,647.14
4. Expenditures Year to Date	\$ 1,986,979.58
5. Revenue for August	\$ 1,864,962.52
6. Revenue Year to Date	\$ 3,543,427.55

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

August 02, 1999	\$ 51,030.07
August 16, 1999	<u>44,238.63</u>
Total	\$ 95,268.70

ROLL CALL VOTE AYES: _____ NAYS: _____

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

August 12, 1999	\$ 64,819.03
August 26, 1999	<u>\$ 64,393.74</u>
Total	\$ 129,212.77

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in August, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	\$290.17
Total	\$290.17

ROLL CALL VOTE
AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF AUGUST 1999**

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

1. Over the Counter Receipts	\$ 8,059.53
2. Petty Cash Expenditures	\$ 6.02
3. Budget Expenditures for August	\$ 212,005.58
4. Expenditures Year to Date	\$ 1,939,605.78
5. Revenue for August	\$ 7,497.57
6. Revenue Year to Date	\$ 1,565,462.60

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

August 02, 1999	\$ 51,030.07
August 16, 1999	<u>41,216.89</u>
Total	\$ 92,246.96

ROLL CALL VOTE AYES: _____ NAYS: _____

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

August 12, 1999	\$ 64,819.03
August 26, 1999	<u>\$ 64,393.74</u>
Total	\$ 129,212.77

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in August, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	<u>\$290.17</u>
Total	\$290.17

ROLL CALL VOTE
AYES: _____ NAYS: _____

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - AUGUST 1999

	August 1998	August 1999	1998 to Date	1999 to Date
Lost Materials	\$ 233.80	\$ 511.19	\$ 2,252.91	\$ 3,086.20
Fines	7,317.72	5,388.17	47,453.24	49,482.81
Damage	2,305.93	147.39	2,595.49	608.60
Fees	258.09	737.10	3,443.87	3,980.62
Copies	1,392.88	1,249.18	12,247.61	13,050.44
Miscellaneous	26.10	26.50	249.77	194.11
Totals	\$11,534.52	\$ 8,059.53	\$68,242.89	\$ 70,402.78

PETTY CASH EXPENDITURES - August

970100	Supplies	\$6.02
	Total	\$6.02

SELECTION CRITERIA: genLedgr.Fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102008	CASH PB DISBRST 276502401		282,052.80
102012	CASH IPTIP/FOA 7139200161	46,089.16	
	TOTAL CASH	46,589.16	282,052.80
104031	INVESTMENTS-EARLE	2,337.97	
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	3,115,751.47	282,052.80
401000	ACCOUNTS PAYABLE		17,948.29
470000	DEFERRED REV-PROPERTY TAX		3,029,919.00
	TOTAL CURRENT LIABILITIES	.00	3,047,867.29
	TOTAL LIABILITIES	.00	3,047,867.29
700110	EXPENDITURE CONTROL	1,939,605.78	
700120	REVENUE CONTROL		1,565,462.60
700150	EXP. BUDGET CONTROL		3,384,373.00
700160	REV. BUDGET CONTROL	3,302,925.00	
700170	BUDGET FUND BALANCE	106,273.79	
	TOTAL SYSTEM CONTROL	5,348,804.57	4,949,835.60
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
	TOTAL FUND BALANCE-RESERVED	.00	28,185.67
730000	FUND BALANCE-UNRESERVED		136,614.68
	TOTAL FUND EQUITY	.00	184,800.35
	TOTAL EQUITIES	3,348,804.57	5,134,635.95
	TOTAL PUBLIC LIBRARY FUND	8,464,556.04	8,464,556.04
	TOTAL REPORT	8,464,556.04	8,464,556.04

SELECTION CRITERIA: revledgr.fund='201'

FUND 01 - 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	.00	.00	66,133.24	614.76	.99
822080	STATE GRANT:LIB TECH	12,500.00	.00	.00	16,038.00	-3,538.00	1.28
822095	STATE GRANT: LIBRARY	.00	.00	.00	105.00	-105.00	.00
TOTAL	STATE GRANTS	79,268.00	.00	.00	82,296.24	-3,028.24	1.04
TOTAL	INTERGOVERNMENTAL REVENUE	79,268.00	.00	.00	82,296.24	-3,028.24	1.04
830102	LIBRARY FINES	90,000.00	6,037.84	.00	52,798.69	37,201.31	.59
TOTAL	FINES	90,000.00	6,037.84	.00	52,798.69	37,201.31	.59
830201	COPYING FEE	23,000.00	1,034.73	.00	12,420.16	12,579.84	.50
850201	SPECIAL PROGRAMS & EVENTS	18,000.00	30.00	.00	8,008.00	9,992.00	.44
TOTAL	FEES AND SERVICES	43,000.00	1,084.73	.00	20,428.16	22,571.84	.48
TOTAL	FINES, FEES, AND SERVICES	133,000.00	7,122.57	.00	73,226.85	59,773.15	.55
890010	INTEREST INCOME	5,000.00	.00	.00	15,395.70	-10,395.70	3.08
899900	MISCELLANEOUS REVENUE	11,000.00	375.00	.00	15,907.12	-4,907.12	1.45
TOTAL	OTHER REVENUE	16,000.00	375.00	.00	31,302.82	-15,302.82	1.96
TOTAL	PUBLIC LIBRARY FUND	3,302,923.00	7,497.37	.00	1,365,462.60	1,737,462.40	.47
TOTAL	PUBLIC LIBRARY FUND	3,302,923.00	7,497.37	.00	1,365,462.60	1,737,462.40	.47
TOTAL REPORT		3,302,923.00	7,497.37	.00	1,365,462.60	1,737,462.40	.47

SELECTION CRITERIA: expledgr.fund='201'

FUND 001 - PUBLIC LIBRARY FUND
 FUNCTION - 400 - CIVIC & CULTURE
 DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	VTD/ BUD
910100	SALARIES	1,218,478.00	82,416.98	.00	649,933.76	568,544.24	.53
910200	TEMPORARY WAGES	442,767.00	37,737.61	.00	311,617.87	131,149.13	.70
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	66.57	433.43	.13
910500	VACATION PAY	.00	8,230.48	.00	46,186.29	-46,186.29	.00
910600	SICK PAY	.00	827.70	.00	14,438.26	-14,438.26	.00
910700	HOLIDAY PAY	.00	.00	.00	24,281.32	-24,281.32	.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	1,000.00	1,000.00	.50
918020	EMPLOYER CONTR-F.I.C.A.	126,950.00	9,744.69	.00	79,554.35	47,395.65	.63
918021	EMPLOYER CONTR-I.M.R.F.	116,459.00	7,918.15	.00	62,641.17	53,817.83	.54
918040	LIFE INS PREMIUMS	4,738.00	333.20	.00	2,453.00	2,285.00	.52
918050	MEDICAL INS PREMIUMS	164,735.00	8,217.78	.00	60,550.91	104,184.09	.37
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	3,929.50	-1,929.50	1.96
918070	WORKERS COMPENSATION	3,800.00	227.65	.00	1,953.79	1,846.21	.51
TOTAL	PERSONAL SERVICES	2,101,527.00	155,654.24	.00	1,273,035.90	828,491.10	.61
920110	PROFESSIONAL CONSULTING	20,000.00	-21,591.02	.00	14,571.03	5,428.97	.73
920120	COMMUNICATION SERVICES	25,000.00	-5,280.20	.00	1,292.13	23,707.87	.05
920140	DATA PROCESSING SERVICES	55,000.00	6,402.30	.00	38,028.20	16,971.80	.69
920202	CONFERENCES	3,000.00	628.30	.00	2,774.30	225.70	.92
920204	TRAINING	2,000.00	.00	.00	4,567.50	-2,567.50	2.28
920206	SEMINARS	2,000.00	.00	.00	1,491.00	509.00	.75
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,004.57	1,995.43	.33
920220	MEMBERSHIP DUES	3,000.00	12.00	.00	976.00	2,024.00	.33
920230	PUBLICATION OF NOTICES	1,000.00	210.00	.00	1,858.72	-858.72	1.86
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	1,096.00	-1,096.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	442.12	.00	5,371.91	20,228.09	.21
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	442.12	.00	5,371.91	20,228.09	.21
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	21,000.00	21,000.00	.50
930010	R & M EQUIPMENT	42,600.00	5,399.75	.00	29,550.30	13,049.70	.69
930020	R & M BLDGS & STRUCTURES	45,000.00	398.35	.00	4,314.71	40,685.29	.10
930030	R & M VEHICLES	1,500.00	1,026.53	.00	1,816.88	-316.88	1.21
930195	BOOK BINDING & REPAIR	6,000.00	595.99	.00	2,223.18	3,776.82	.37
930210	RENTAL OF EQUIPMENT	2,900.00	.00	.00	.00	2,900.00	.00
930320	CLEANING:CUSTODIAL SERU	25,000.00	3,400.00	.00	12,510.50	12,489.50	.50
960070	AUTO/TRAVEL EXPENSES	3,000.00	22.31	.00	331.86	2,668.14	.11
960210	SPECIAL EVENT PROGRAMMING	15,000.00	2,268.14	.00	15,379.54	-379.54	1.03
960990	MISC CONTRACTUAL SUCS	70,000.00	2,004.23	.00	32,551.84	37,448.16	.47
TOTAL	CONTRACTUAL SERVICES	392,600.00	-4,061.20	.00	192,710.17	199,889.83	.49
970100	SUPPLIES	42,000.00	4,806.42	.00	30,081.30	11,918.70	.72

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	MEALS (PRSMRS/WKRS/VOLS)	.00	71.87	.00	1,164.82	-1,164.82	.00
970170	JANITORIAL	15,000.00	664.51	.00	5,776.44	9,223.56	.39
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	1,191.85	.00	9,764.41	3,435.59	.74
970270	PRINTING-REPROD-BINDING	10,300.00	547.04	.00	3,194.79	7,105.21	.31
970320	SUPPLIES: BLDG R/M	.00	94.00	.00	94.00	-94.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	4.89	-4.89	.00
970600	BOOKS	400,000.00	32,639.00	.00	203,088.77	194,911.23	.51
970610	AUDIO MATERIALS	45,500.00	2,733.26	.00	28,230.19	17,269.81	.62
970620	SUBSCRIPTIONS & BOOKS	62,000.00	90.44	.00	17,884.74	44,115.26	.29
970630	VISUAL MATERIALS	42,500.00	2,479.58	.00	26,460.65	16,039.35	.62
970640	AUTOMATED REFERENCE MAT'L	62,100.00	3,385.00	.00	42,979.90	19,120.10	.69
970810	NATURAL GAS	14,000.00	623.44	.00	10,495.79	3,504.21	.75
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	32.40	.00	309.07	-309.07	.00
970850	GASOLINE	2,000.00	257.77	.00	2,253.16	-253.16	1.13
TOTAL	COMMODITIES	711,100.00	49,616.58	.00	383,782.92	327,317.08	.54
9804	EQUIPMENT	97,450.00	2,426.00	.00	8,111.90	89,338.10	.08
9804	COMPUTER HARDWARE	.00	.00	.00	11,863.56	-11,863.56	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	803.00	-803.00	.00
980600	FURNITURE & FIXTURES	2,700.00	1,669.77	.00	3,105.09	-405.09	1.15
TOTAL	CAPITAL EXPENDITURES	100,150.00	4,095.77	.00	23,883.55	76,266.45	.24
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
TOTAL	LIBRARY SERVICES	3,317,605.00	205,303.39	.00	1,873,432.54	1,444,132.46	.56

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
920202	CONFERENCES	.00	.00	.00	276.27	-276.27	.00
960070	AUTO/TRAVEL EXPENSES	5,000.00	.00	.00	861.00	4,139.00	.17
960990	MISC CONTRACTUAL SUCS	41,768.00	.00	.00	16,346.85	25,421.15	.39
TOTAL	CONTRACTUAL SERVICES	46,768.00	.00	.00	17,484.12	29,283.88	.37
980400	EQUIPMENT	20,000.00	2,426.00	.00	30,968.97	-10,968.97	1.53
980410	COMPUTER HARDWARE	.00	4,274.19	.00	17,303.30	-17,303.30	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	396.85	-396.85	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	6,700.19	.00	48,669.12	-28,669.12	2.43
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	6,700.19	.00	66,153.24	614.76	.99
TOTAL	CIVIC & CULTURE	3,384,373.00	212,005.58	.00	1,939,605.78	1,444,767.22	.57
TOTAL	PUBLIC LIBRARY FUND	3,384,373.00	212,005.58	.00	1,939,605.78	1,444,767.22	.57
TOTAL REPORT		3,384,373.00	212,005.58	.00	1,939,605.78	1,444,767.22	.57

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING 04640	CCS OWNER SERVICES	4492	1,950.00
2110	920110	PROFESSIONAL CONSULTING 09882	CARMEN GRAY	7-16-99	1,500.00
2110	920110	PROFESSIONAL CONSULTING 25529	KLEIN, THORPE & JENKINS	82560	1,578.80
2110	920120	COMMUNICATION SERVICES 06827	CELLULAR ONE	7/5/99	28.25
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	6-16-99	1,094.12
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	JUNE 1999	4,790.69
2110	920220	MEMBERSHIP DUES 05082	ONLINE AUDIOVISUAL CATALO	ATTACH	12.00
2110	920230	PUBLICATION OF NOTICES 01597	JOURNAL AND TOPICS NEWSPA	61474	210.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	AUGUST 1999	20.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	AUGUST 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	AUGUST 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	AUGUST 1999	60.24
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	AUGUST 1999	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	AUGUST 1999	18.93
2110	930010	R & M EQUIPMENT 06789	AMBASSADOR BUSINESS SOLUT	6416341	149.75
2110	930010	R & M EQUIPMENT 09600	RMC INC.	055783	765.00
2110	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	6-16-99	251.00
2110	930020	R & M BLDGS & STRUCTURES 09533	DOR-0-MATIC	C54605	50.35
2110	930030	R & M VEHICLES 09682	KAREN WALLACE	REIMB	1,026.53
2110	930195	BOOK BINDING & REPAIR 05479	HOUCHEM BINDERY LTD	067076	292.29
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	5.10
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	3.87
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	10.54
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	2.80
2110	960210	SPECIAL EVENT PROGRAMMING 08459	PATRICIA E. SHERMAN	8-1-99	100.00
2110	960210	SPECIAL EVENT PROGRAMMING 08490	PATRICIA HORN	REIMB	25.58
2110	960210	SPECIAL EVENT PROGRAMMING 09916	ERIC SWANSON SIGNS	871	70.00
2110	960210	SPECIAL EVENT PROGRAMMING 09917	JIM NARDIELLO	8-1-99	250.00
2110	960210	SPECIAL EVENT PROGRAMMING 09918	JANWAY COMPANY	7141	460.00
2110	960210	SPECIAL EVENT PROGRAMMING 09919	MICHAELS #8625	0519	356.80
2110	960210	SPECIAL EVENT PROGRAMMING 21092	PETTY CASH	PETTY CASH	11.37
2110	960210	SPECIAL EVENT PROGRAMMING 21092	PETTY CASH	PETTY CASH	19.27
2110	960210	SPECIAL EVENT PROGRAMMING 21092	PETTY CASH	PETTY CASH	23.21
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1744193	15.74
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1744192	22.79
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1744182	126.03
2110	960210	SPECIAL EVENT PROGRAMMING 58875	INGRAM	21296327	331.84
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004293762	168.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004285643	28.75
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	0000511252	-17.51
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	0000511203	-7.71
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004264319	6.95
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004280458	35.25
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004313404	44.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004323015	55.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004323369	17.70
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004302714	21.15
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004318486	55.45
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004311847	21.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004297890	17.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004302311	37.90

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004263221 64.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004269067 27.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004262220 12.55
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164861 10.00
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	3000 9.14
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1094 6.89
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	2980 15.78
2110	970100	SUPPLIES	00098	ALPINE CAMERA COMPANY	1084 8.58
2110	970100	SUPPLIES	07316	CHICAGO SUN TIMES, INC.	2037 75.00
2110	970100	SUPPLIES	08793	DATA MEDIA PRODUCTS, INC.	A3587 54.72
2110	970100	SUPPLIES	09638	OFFICE DEPOT	072202814 488.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	072454067 84.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	072375065 44.04
2110	970100	SUPPLIES	09920	BLOCK AND COMPANY, INC.	I1294099 422.96
2110	970100	SUPPLIES	19714	GAYLORD BROS	OF80217014 50.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	586158 81.57
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	591962 259.73
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH 3.64
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH 5.17
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	4070993 97.55
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	4070993 110.95
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	4070993 56.86
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	630885 15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	633710 15.15
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	060101-0073 31.15
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	7-14-99 1,130.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH 2.17
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH 2.98
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	765823596 21.00
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204183 376.22
2110	970600	BOOKS	05997	BORDERS	14310 267.28
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	050589650013 59.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4134838 74.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4134206 68.84
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4123553 130.26
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4133734 107.80
2110	970600	BOOKS	08285	R.R. BOWKER	365840 264.24
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	72636 300.00
2110	970600	BOOKS	08557	NP/CHILTON	57352 89.52
2110	970600	BOOKS	09308	M.E. SHARPE, INC.	234025 497.78
2110	970600	BOOKS	09921	UNIVERSITY OF OTTAWA	F038886 10.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004302713 707.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004269066 870.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004263220 1,369.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004297889 347.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004323368 495.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004318485 1,848.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004302310 901.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004323014 966.30
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004311846 541.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004264318 181.48

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004262219	351.01
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004280457	988.57
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004293761	3,758.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004285642	694.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004313403	1,233.31
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3002758344	272.30
2110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	173601	1,138.43
2110	970600	BOOKS	20737 COUNCIL OF STATE GOVT	101790	53.49
2110	970600	BOOKS	21030 CONGRESSIONAL QUARTERLY	39346	120.97
2110	970600	BOOKS	22527 THE H.W. WILSON COMPANY	52268292	305.00
2110	970600	BOOKS	43569 ICMA	MYB14301799	89.45
2110	970600	BOOKS	58875 INGRAM	21296327	15.93
2110	970600	BOOKS	58875 INGRAM	21291285	10.24
2110	970600	BOOKS	58875 INGRAM	21296326	28.50
2110	970600	BOOKS	82668 POLONIA BOOK STORES	007183	98.71
2110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	612474	209.75
2110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	613548	155.25
2110	970610	AUDIO MATERIALS	03882 BOOKCASSETTE SALES	0027728-IN	293.46
2110	970610	AUDIO MATERIALS	05997 BORDERS	18076	60.72
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	238588720	8.24
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	238052340	118.06
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-8-99-1	248.50
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-22-99-1	113.67
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-22-99-3	364.49
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-1-99-1	240.56
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-1-99-3	159.53
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-8-99-4	12.73
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-8-99-3	78.79
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-7-99-3	13.48
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3573521M	18.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	885169	162.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	888536	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	885170	40.80
2110	970630	VISUAL MATERIALS	05884 LIBRARY VIDEO COMPANY	977650002	24.95
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	233675	38.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	233863	38.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	233676	38.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	233677	37.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237870530	73.20
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	237909900	72.50
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	187293	38.98
2110	970630	VISUAL MATERIALS	58875 INGRAM	07110283	73.29
2110	970630	VISUAL MATERIALS	58875 INGRAM	07060242	66.73
2110	970630	VISUAL MATERIALS	58875 INGRAM	07219292	234.67
2110	970630	VISUAL MATERIALS	58875 INGRAM	07057687	346.81
2110	970630	VISUAL MATERIALS	58875 INGRAM	07091351	82.72
2110	970630	VISUAL MATERIALS	58875 INGRAM	07141312	150.58
2110	970630	VISUAL MATERIALS	58875 INGRAM	07223418	188.34
2110	970640	AUTOMATED REFERENCE MAT'L	09647 INFO USA MARKETING, INC.	9924256087	3,385.00
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	331642	236.18
2110	970850	GASOLINE	83674 SUPERAMERICA	ATTACH	21.59

RUN DATE 07/22/99 TIME 14:57:57

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0995

07/22/99
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SELECTION CRITERIA: payable.due_date='08/02/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					46,755.88
2130	980410	COMPUTER HARDWARE	05124 CDW GOVERNMENT, INC.	AM77507	4,274.19
TOTAL IL LIBRARY PER CAP GRANT					4,274.19
TOTAL FUND					51,030.07

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ACCOUNTING PERIOD: 8/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/16/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	8478033977	258.24
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	8478275551	370.33
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H073356545	205.48
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2233318	586.85
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2249298	1,270.23
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2203258	762.14
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2218863	762.14
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2262704	1,270.23
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2012013	-4,604.52
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	GO7NS8242M	470.42
2110	920202	CONFERENCES	98667 MARGARET BORRIS	REIMB	453.30
2110	920202	CONFERENCES	98667 MARGARET BORRIS	REIMB	175.00
2110	930010	R & M EQUIPMENT	04501 THREE M BUSINESS PROD	ES64073	2,850.00
2110	930010	R & M EQUIPMENT	09943 NOLAN BOILER & TANK SERVI	4567	1,384.00
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	7-15-99	348.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	068510	303.70
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	6976	1,700.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	7178	1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	DP99007	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	09644 MONIQUE HOOKER	9-15-99	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1744176	13.89
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1744177	39.30
2110	960210	SPECIAL EVENT PROGRAMMING	58875 INGRAM	21667081	152.32
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004361780	25.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004335988	11.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004350308	40.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004328218	55.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004361375	11.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004342391	19.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004346175	32.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004345702	33.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004361105	37.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004342035	26.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004370205	40.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004354295	10.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004338022	26.50
2110	960990	MISC CONTRACTUAL SVCS	73978 CANON FINANCIAL SERVICES,	1881996	1,034.15
2110	970100	SUPPLIES	02747 RELIABLE OFFICE SUPPLY	PTG91500	66.29
2110	970100	SUPPLIES	08490 PATRICIA HORN	REIMB	2.70
2110	970100	SUPPLIES	09638 OFFICE DEPOT	072816943	213.08
2110	970100	SUPPLIES	09638 OFFICE DEPOT	073304807	261.68
2110	970100	SUPPLIES	09638 OFFICE DEPOT	066996172	281.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	067397782	64.36
2110	970100	SUPPLIES	09638 OFFICE DEPOT	073490246	-49.89
2110	970100	SUPPLIES	09638 OFFICE DEPOT	072819503	9.86
2110	970100	SUPPLIES	09638 OFFICE DEPOT	066924918	383.27
2110	970100	SUPPLIES	09638 OFFICE DEPOT	067329359	26.20
2110	970100	SUPPLIES	09638 OFFICE DEPOT	073490033	-4.93
2110	970100	SUPPLIES	09638 OFFICE DEPOT	073307948	64.48
2110	970100	SUPPLIES	09638 OFFICE DEPOT	066703555	452.19
2110	970100	SUPPLIES	09638 OFFICE DEPOT	072117726	43.89

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	072819265	5.88
2110	970100	SUPPLIES	09638	OFFICE DEPOT	073307948	7.33
2110	970100	SUPPLIES	09919	MICHAELS #8625	0539	220.78
2110	970100	SUPPLIES	14465	INSTY PRINTS	204178	195.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	601376	271.18
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9907231	95.96
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	80528-1010	428.09
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	80594-1010	156.90
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	98667	MARGARET BORRIS	REIMB	66.70
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	068871-00	187.35
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	639439	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	636720	15.15
2110	970170	JANITORIAL	09638	OFFICE DEPOT	067357000	-31.73
2110	970170	JANITORIAL	09638	OFFICE DEPOT	066925540	151.78
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	20606717	18.95
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-658-72439	16.75
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204202	170.82
2110	970320	SUPPLIES: BLDG R/M	09940	GEMINI MOULDING, INC.	1-22229	94.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	832127	654.48
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	088012	527.65
2110	970600	BOOKS	03363	WEST GROUPO	ATTACH	261.90
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	114448	155.70
2110	970600	BOOKS	07439	THE GALE GROUP	9024701	150.01
2110	970600	BOOKS	07439	THE GALE GROUP	9043283	92.68
2110	970600	BOOKS	07439	THE GALE GROUP	9041682	154.00
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	29.65
2110	970600	BOOKS	08174	LEAGUE OF WOMEN VOTERS OF	7-7-99	18.00
2110	970600	BOOKS	09309	ROBERTA S. JOHNSON	REIMB	33.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004361779	421.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004354294	398.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004328217	926.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004370204	1,156.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004335987	386.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004361104	1,066.16
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004350307	1,217.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004342034	699.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004342390	1,125.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	B00000	130.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	203324	125.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	C021493	37.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004345701	1,098.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004338021	501.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004346174	825.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004361374	398.20
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	85541	10.37
2110	970600	BOOKS	58875	INGRAM	21667082	40.96
2110	970600	BOOKS	58875	INGRAM	21667080	27.36
2110	970600	BOOKS	58875	INGRAM	21450973	129.22
2110	970600	BOOKS	58875	INGRAM	21457758	61.13
2110	970600	BOOKS	58875	INGRAM	21528054	36.42
2110	970600	BOOKS	82668	POLONIA BOOK STORES	007144	116.15

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	176782	6.50
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	176640	6.50
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-22-99-1	142.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-24-99-1	51.60
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3597881M	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3570961P	376.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3589458M	10.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	991996	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	885169	162.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	889807	8.25
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	883324	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	889800	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	06036 MARTHA SLOAN	REIMB	44.45
2110	970620	SUBSCRIPTIONS & BOOKS	09574 STEVEN JABLONSKI	REIMB	45.99
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	234214	38.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	234120	157.88
2110	970630	VISUAL MATERIALS	07585 U.S. TOY CO/CONSTRUCTIVE	5025180201	1,084.72
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	238430200	38.37
2110	970630	VISUAL MATERIALS	58875 INGRAM	07342605	104.74
2110	970630	VISUAL MATERIALS	58875 INGRAM	07297180	164.16
2110	970630	VISUAL MATERIALS	58875 INGRAM	07271539	69.48
2110	970630	VISUAL MATERIALS	58875 INGRAM	07372485	18.98
2110	970630	VISUAL MATERIALS	58875 INGRAM	07297091	34.48
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	419179	32.40
2110	980400	EQUIPMENT	06866 ACTION COMPUTER SERVICE,	111436-A	2,426.00
2110	980600	FURNITURE & FIXTURES	09638 OFFICE DEPOT	067443977	1,669.77
TOTAL LIBRARY SERVICES					35,769.15
2130	980400	EQUIPMENT	06866 ACTION COMPUTER SERVICE,	111436-A	2,426.00
TOTAL IL LIBRARY PER CAP GRANT					2,426.00
TOTAL FUND					38,195.15

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CITY OF DES PLAINES
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SELECTION CRITERIA: payable.due_date='08/16/1999'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	99513	2,670.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	99514	351.74
TOTAL LIBRARY CAPITAL PROJ FUND					3,021.74
TOTAL FUND					3,021.74

August 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	179,498	178,378	-1120	-0.6%
Audio	14,801	14,849	48	0.3%
Video	9,964	9,851	-113	-1.1%
Puzzles and Games	844	837	-7	-0.8%
Realia	235	235	0	0.0%
Pamphlets	14,861	14,861	0	0.0%
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Total	220,203	219,011	-1192	-0.5%

ACQUISITIONS REPORT FOR
FOR AUGUST 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	1,974	1,989	15	0.8%
100	2,566	2,609	43	1.7%
200	2,791	2,826	35	1.3%
300	11,720	11,853	133	1.1%
400	643	642	-1	-0.2%
500	3,064	2,820	-244	-8.0%
600	16,366	16,106	-260	-1.6%
700	15,089	15,147	58	0.4%
800	5,076	5,131	55	1.1%
900	11,439	11,382	-57	-0.5%
B	4,582	4,598	16	0.3%
Total (Adult)	75,310	75,103	-207	-0.3%
Juvenile (J)				
000	384	369	-15	-3.9%
100	206	190	-16	-7.8%
200	285	275	-10	-3.5%
300	2,298	2,150	-148	-6.4%
400	114	115	1	0.9%
500	3,176	3,211	35	1.1%
600	2,503	2,352	-151	-6.0%
700	3,386	3,246	-140	-4.1%
800	718	727	9	1.3%
900	3,543	3,565	22	0.6%
B	984	967	-17	-1.7%
YA	901	926	25	2.8%
Total (J)	18,498	18,093	-405	-2.2%
Total (E)	7,539	7,542	3	0.0%
Total (Juvenile)	26,037	25,635	-402	-1.5%
Total (Non fiction)	101,347	100,738	-609	-0.6%
Fiction				
Adult	34,010	33,836	-174	-0.5%
Juvenile				
J	8,735	8,339	-396	-4.5%
YA	2,057	1,956	-101	-4.9%
E	10,502	10,217	-285	-2.7%
Picture Books	7,384	7,628	244	3.3%
Board Books	984	922	-62	-6.3%
Total (Juvenile)	29,662	29,062	-600	-2.0%
Total (Fiction)	63,672	62,898	-774	-1.2%
High schoool	410	533	123	30.0%

Compact discs				
Adult	6,122	6,170	48	0.8%
Juvenile	473	478	5	1.1%
Total (Compact discs)	6,595	6,648	53	0.8%
DVDs				
Adult	105	107	2	1.9%
Juvenile	2	2	0	0.0%
Total (DVDs)	107	109	2	1.9%
CD ROMs				
Adult	198	195	-3	-1.5%
Juvenile	403	422	19	4.7%
Total (CD ROMs)	601	617	16	2.7%
Audio Cassettes				
Adult	2,278	2,278	0	0.0%
Juvenile	962	988	26	2.7%
Audio Books				
Adult	2,189	2,199	10	0.5%
Juvenile	917	912	-5	-0.5%
Total (Cassettes)	6,346	6,377	31	0.5%
Kits	1,152	1,098	-54	-4.7%
Videocassettes				
Adult	7,893	7,761	-132	-1.7%
Juvenile	2,071	2,090	19	0.9%
Total (Videocassettes)	9,964	9,851	-113	-1.1%
Total (Audio Visual)	24,765	24,700	-65	-0.3%
Reference				
Adult	5,909	5,950	41	0.7%
Juvenile	1,136	1,153	17	1.5%
Total (Reference)	7,045	7,103	58	0.8%
Puzzles				
Adult	87	87	0	0.0%
Juvenile	647	641	-6	-0.9%
Total (Puzzles)	734	728	-6	-0.8%
Games (Juvenile)	110	109	-1	-0.9%

Realia				
Paintings	233	233	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	235	235	0	0.0%
Large Type				
Adult	3,360	3,367	7	0.2%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,387	3,394	7	0.2%
Pamphlets	14,861	14,861	0	0.0%
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	17	18	1	5.9%
Total (French language)	102	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%

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	618	634	16	2.6%
Juvenile	46	67	21	45.7%
Total (Polish language)	664	701	37	5.6%
Russian				
Adult	250	279	29	11.6%
Juvenile	2	2	0	0.0%
Total (Russian language)	252	281	29	11.5%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	630	634	4	0.6%
Juvenile	832	836	4	0.5%
Total (Spanish language)	1,462	1,470	8	0.5%
Swahili				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Swahili language)	1	1	0	0.0%
Total (Adult)	1,699	1,748	49	2.9%
Total (Juvenile)	912	938	26	2.9%
Total (Foreign languages)	2,611	2,686	75	2.9%

TOTAL	220,203	219,011	-1192	-0.5%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
August 1999

Total 1998 to Date:	526,081	Total 1999 to Date:	507,514	% Change
August 1998:	62,241	August 1999:	63,690	-3.53%
				2.33%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	3,510	3,092	287	320	3,797	3,412
Fiction	9,476	9,561	375	657	9,851	10,218
Foreign Language Non Fiction	37	27	2	2	39	29
Foreign Language Fiction	96	104	24	32	120	136
Periodicals	194	189	31	77	225	266
Compact Discs	236	397	9	30	245	427
Audio Cassettes	280	300	13	23	293	323
Audio Kits	339	412	24	33	363	445
Puzzles	390	323	11	25	401	348
Games	46	89	0	8	46	97
Audio Books	198	179	1	5	199	184
Video Fiction	1,846	2,586	99	194	1,945	2,780
Video Non Fiction	795	1,220	19	26	814	1,246
DVD	0	9	0	0	0	9
CD ROMs	390	665	0	0	390	665
SUB TOTAL	17,833	19,153	895	1,432	18,728	20,585
<u>ADULT</u>	1998	1999	1998	1999	1998	1999
Non Fiction	11,198	10,153	93	161	11,291	10,314
Fiction	7,794	8,401	157	298	7,951	8,699
Large Type	899	985	73	76	972	1,061
Foreign Language Non Fiction	59	148	1	6	60	154
Foreign Language Fiction	283	409	0	12	283	421
High School Collection	0	129	0	1	0	130
Periodicals	2,677	2,151	60	133	2,737	2,284
Pamphlets	42	32	0	0	42	32
Compact Discs	3,790	4,500	135	323	3,925	4,823
Audio Cassettes	599	418	2	12	601	430
Puzzles	11	16	0	8	11	24
Pictures	62	85	0	0	62	85
Audio Books	1,433	1,845	24	17	1,457	1,862
CD ROMs	220	213	0	0	220	213
Video Fiction	10,407	8,105	138	296	10,545	8,401
Video Non Fiction	3,347	3,656	3	16	3,350	3,672
DVD	0	428	0	0	0	428
Misc. Formats	6	64	0	0	6	64
	42,827	41,738	686	1,359	43,513	43,097
Supercedes				8		
GRAND TOTAL	60,660	60,891	1,581	2,799 *	62,241	63,690
Self Check	2,520	2,501	0	0	2,520	2,501

*Mobile Library down six days for servicing.

XII

REGISTRATION SERVICES REPORT FOR AUGUST 1999

I. LIBRARY CARD REGISTRATION SERVICES

<u>August 1998</u>	<u>July 1999</u>	<u>August 1999</u>	Year to Date <u>1998</u>	Year to Date <u>1999</u>	<u>% Change</u>
809	700	756	7,829	6,257	(-20.1%)
A.	New Cards			280	
B.	Renewals			422	
C.	Non-Resident Cards			3	
D.	Off-line Library Cards			51	
	Total			756	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	45
2.	Number of Meeting Room Uses	48
3.	Cab cards and Other Registrations	8
4.	LAN Discs Sold	2
	(Year to Date - 36)	
5.	Computer Room	157
6.	Reading Edge Users	2
	Total	262

III. TOTAL NUMBER OF REGISTERED BORROWERS

August 1998	33,641	(62.9% of Population)
August 1999	34,658	(64.8% of Population)

CIRCULATION REPORT FOR AUGUST 1999

Page 2

PATRON ATTENDANCE COUNT

<u>August 1998</u>	<u>July 1999</u>	<u>August 1999</u>	Year to Date <u>1998</u>	Year to Date <u>1999</u>	<u>% Change</u>
26,982	29,108	28,926	236,964	219,034	(-7.6%)

RECIPROCAL BORROWING

(Materials Lent)

	August 1998	August 1999	<u>% Change</u>
NLS	7,337	8,089	9.2%
OTHER SYSTEMS	1,523	1,398	(-8.2%)
TOTAL	8,860	9,487	(-6.6%)

INTERLIBRARY LOAN

Sent	941
Received	481

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
AUGUST 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	238	
2. Tax forms	14	
3. Directional questions	145	
4. Item retrieval by library pages	95	
5. Audio visual inquiries	753	
 Total		 1,245
 Reference Services		
1. Specific item request	986	
2. Ready reference	621	
3. Material searching	297	
4. Referrals to other libraries	24	
5. Reader's Advisory	20	
 Total		 1,948
 GRAND TOTAL		 3,193

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
AUGUST 1999

<u>Reference Services</u>	<u>Number</u>
1. Equipment, repair, & assistance	357
2. Computer sign-ups & help	788
3. Storytime & program sign-ups	142
4. Reference questions	524
5. Ready reference	425
6. Referrals to other libraries	5
7. Miscellaneous inquiries	425
8. Handout & change	795
 TOTAL	 3,461

Number of individuals using the Local Computer Network = 2,024

USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
AUGUST 1999

We have begun to gather usage statistics for the following sources:

Britannica Online	2,713
College Source Online	28
Electric Library	135
Info Trac	1,518
Newsbank (Chicago Tribune)	80
Reference USA (American Business Disc)	602
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	32
Total Searches & Queries	5,108

In the months to come additional usage statistics will be added for these products.

DES PLAINES PUBLIC LIBRARY
MEETING ROOM AUGUST 1999

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
Coupon Club	1	4
DuPage Figure Skaters	1	12
Gold Coast Kennel Club	1	8
Options	1	8
Romance Writers	1	35
Toastmasters	2	19
Yoga Class	4	22
Total	11	108
Library Sponsored Adult Programs		
Foreign Affairs	1	18
Friends of the Library	3	108
Group Health Insurance	1	11
Learning Organization	1	50
Moving Committee	1	10
Page Meeting	1	16
Plainfield School	4	129
Selectors Meeting	1	9
Wealth Building	1	25
Other		
Library Board Meeting	1	12
Special Board Meeting	1	8
Total	16	396
Mobile Library Sponsored Children's Programs		
Kiwanis Club Presentation	1	22
Senior Center Booktalk	1	2
Total	2	24

DES PLAINES PUBLIC LIBRARY
MEETING ROOM - AUGUST 1999

Page 2

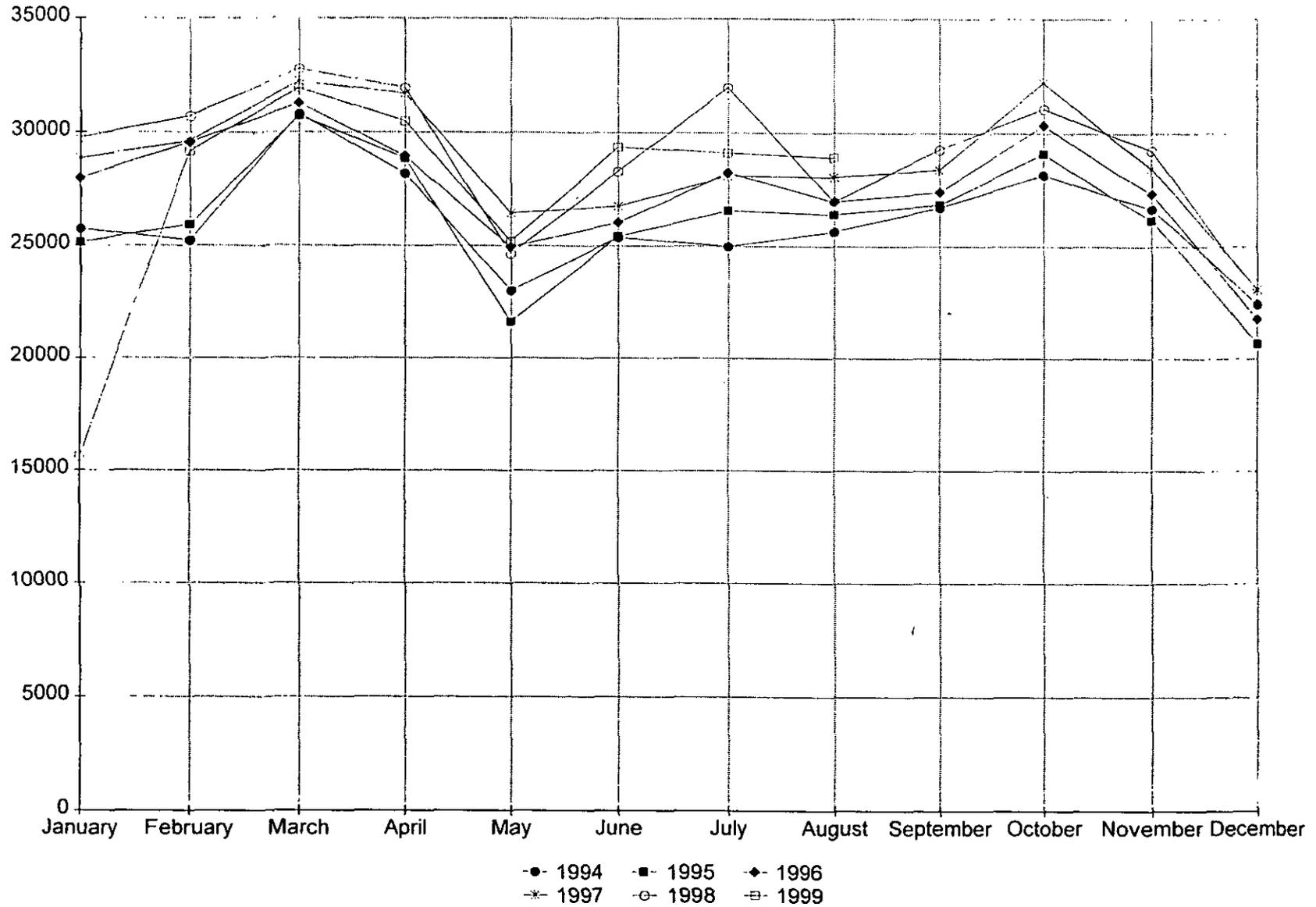
Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
YA Advisory	1	10
Total	1	10
Literacy Program		
Learn to Read	8	160
Grand Total	38	698

August Total = 38 groups involving 698 people.

1999 Year to Date Total 645 groups involving 16,683 people.

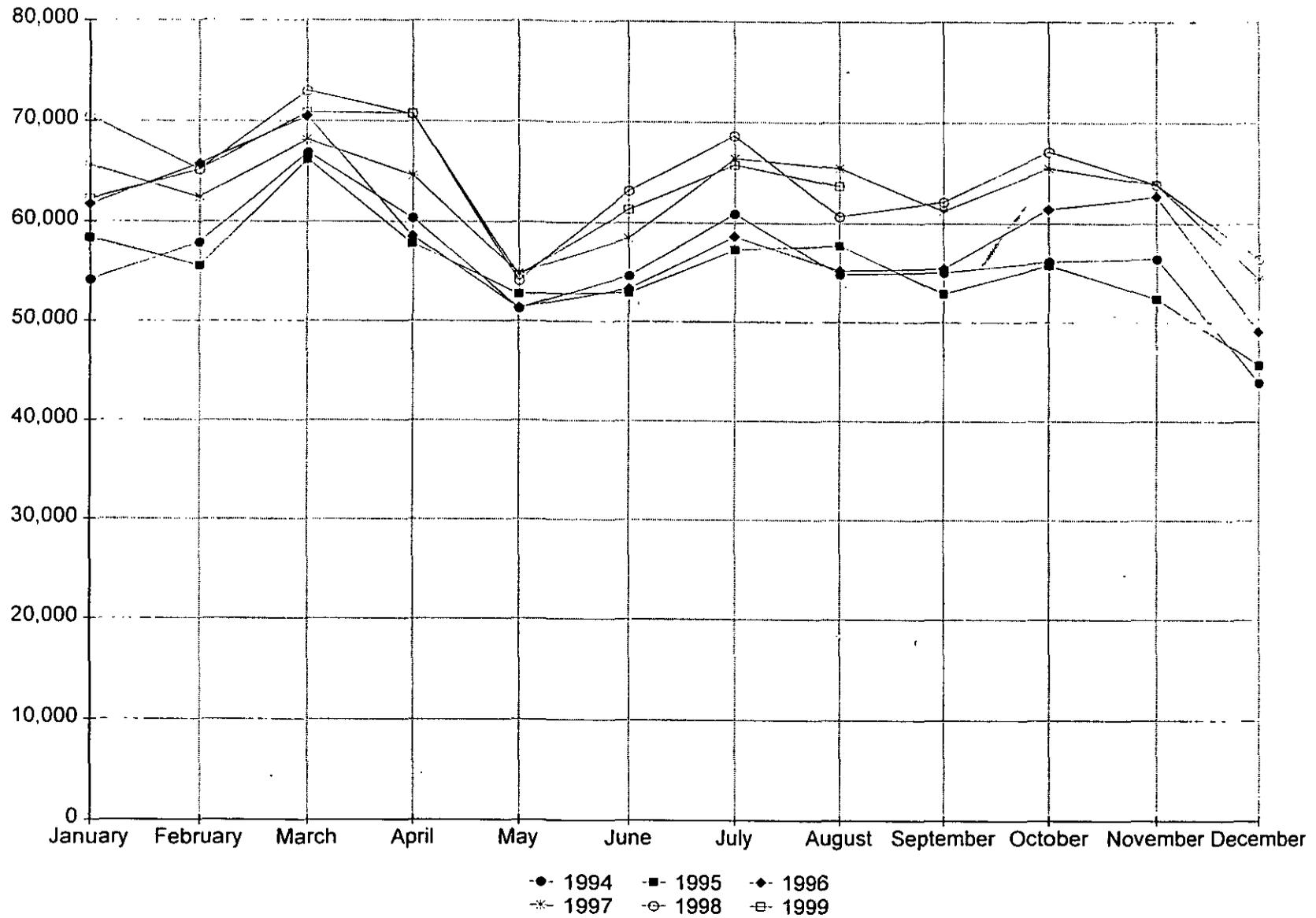
Patron Attendance

August 1999



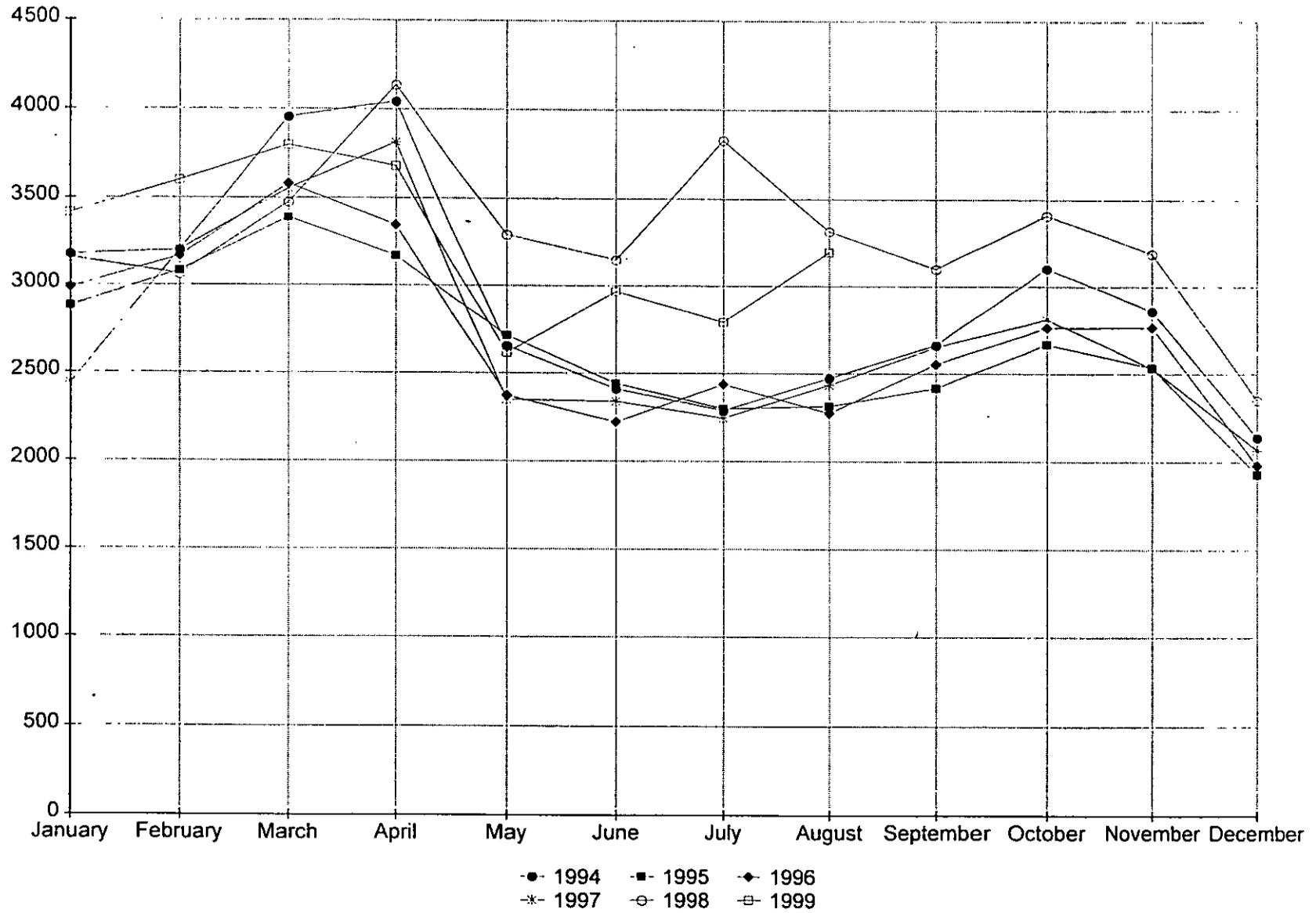
Circulation Statistics

Items Circulated Per Month By Year



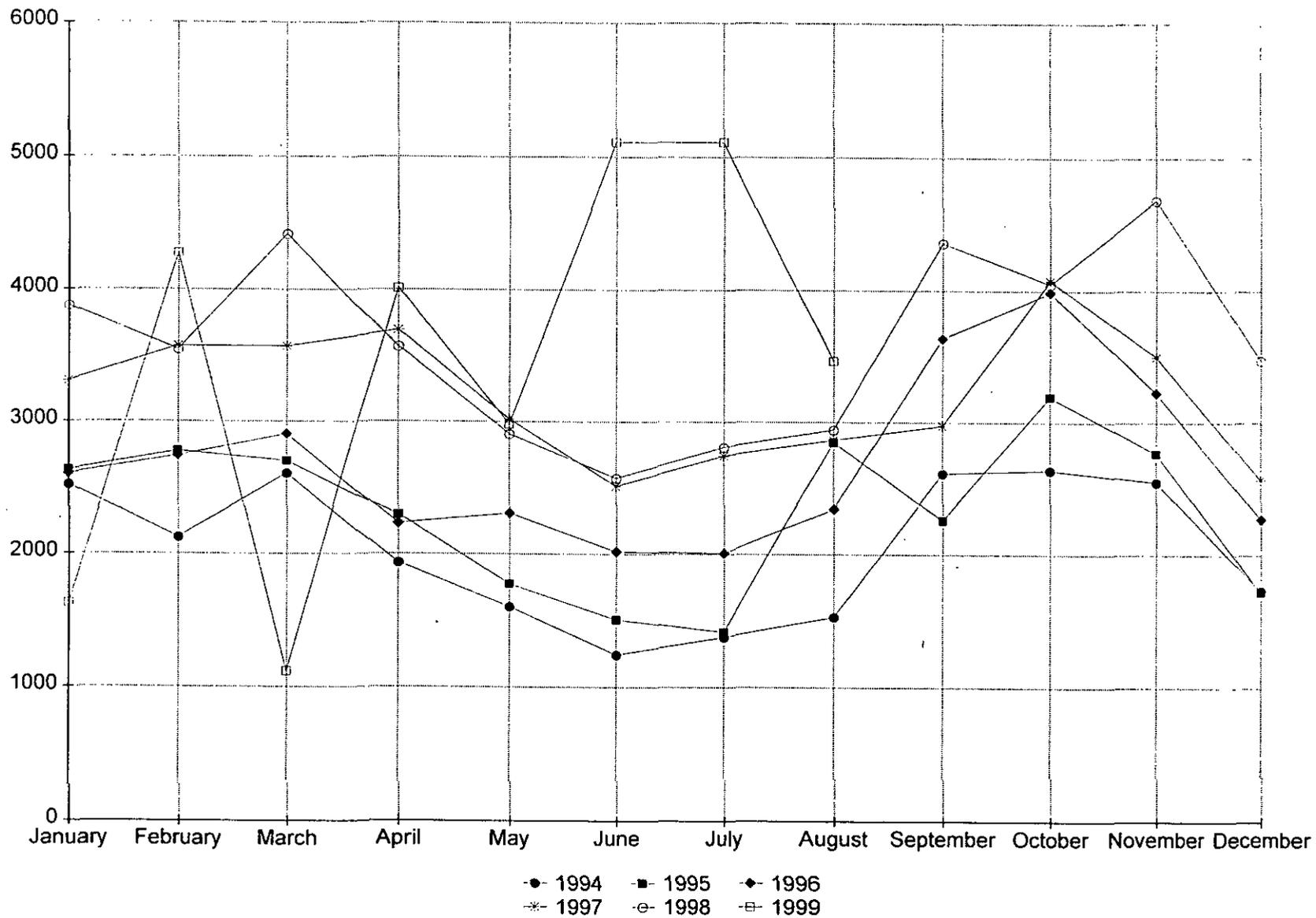
Adult Patron Assistance Statistics

August 1999



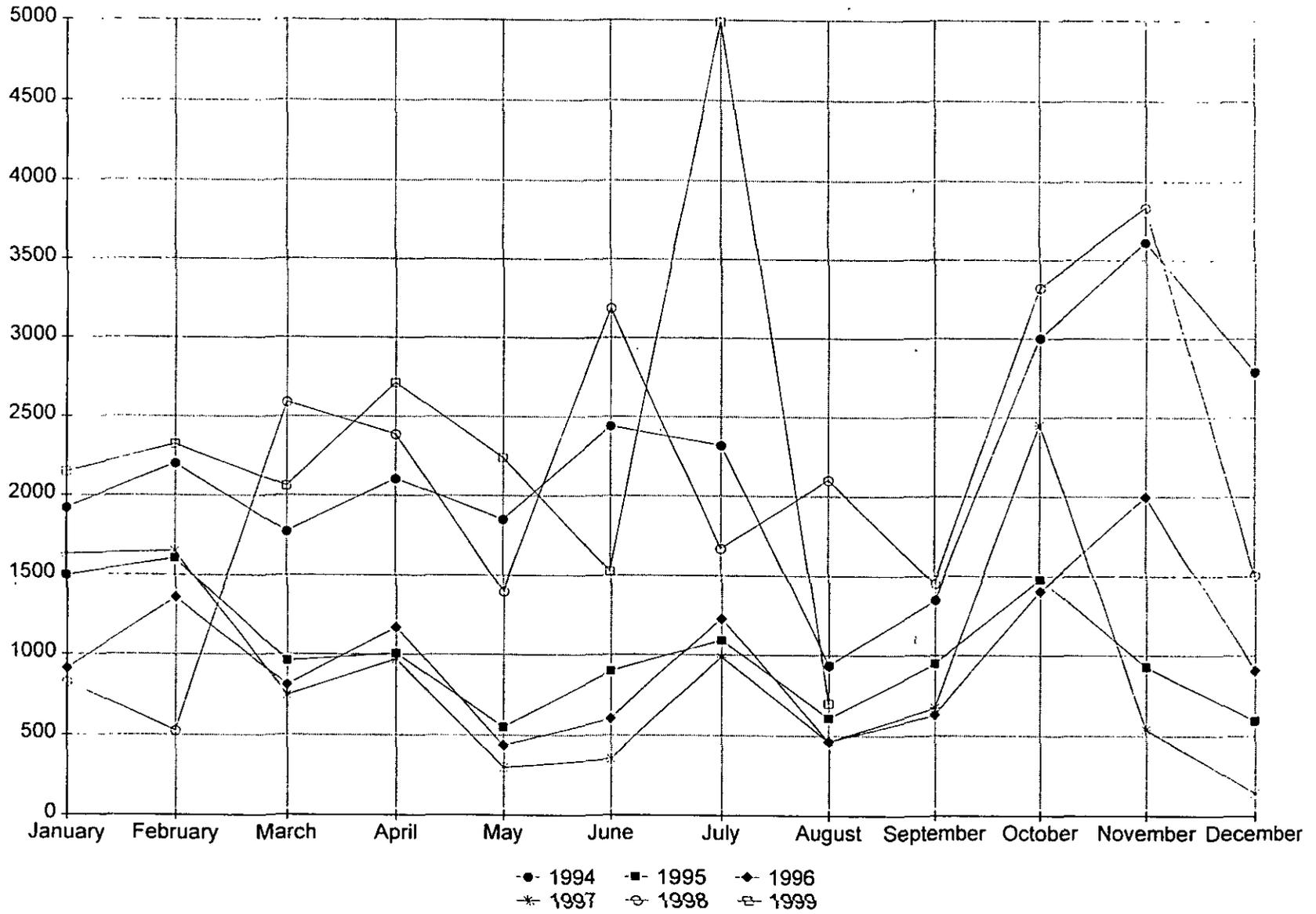
Children's Patron Assistance Statistics

August 1999



Meeting Room Attendance Statistics

August 1999



Position Description

JOB TITLE: Webmaster
DEPARTMENT: Public Information
CLASSIFICATION: Library Assistant II
STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of Public Information, the Webmaster utilizes considerable technical skill to develop and maintain the library's Web site, the staff Intranet, the LAN menu, and the Des Plaines Community home page.

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 services to all users.
3. Works with library Web site team to coordinate, develop, and maintain the library's Web site.
4. Works with library administration, department heads, and staff to develop, coordinate, and maintain a comprehensive staff Intranet.
5. Maintains the Des Plaines Community home page and all of its components on NorthStarNet.
6. Maintains an attractive, consistent, and user-friendly LAN menu for accessing the library's CD ROM products and other resources on the library's public computers.
7. Acts as technical liaison between community information providers and NorthStarNet.
8. Monitors content of library Web site for format, style, accuracy, timeliness, and consistency, and makes corrections to content and updates links as necessary.
9. Assists Technical Services Department in development of templates and/or other appropriate methods for cataloging Internet sites related to the library's collections.
10. Creates graphics for library Web site as needed.
11. Develops templates and/or appropriate methods for staff to input information to library Web site and Intranet.
12. Develops new uses for Intranet.
13. Trains library staff in use of Intranet.
14. Performs other related duties as assigned.

PERIPHERAL DUTIES:

Maintains neatness of public areas including desks, counters, shelves, tables, and personal space visible to the public.

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 public.
2. Bachelor's degree or equivalent and previous experience developing Web based programs.
3. Ability to program Web based applications.
4. Working knowledge of Windows environment.
5. Ability to develop and implement appropriate training programs.
6. Excellent written and verbal communication skills.
7. Aptitude for and willingness to learn new technologies.

Position Description

JOB TITLE: Administrative Secretary

DEPARTMENT: Administration

CLASSIFICATION: Secretary

STATUS: Non-exempt

GENERAL STATEMENT:

Under the immediate supervision of the Library Administrator, the Administrative Secretary performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Library Board, Administration, and Staff, and assisting in the administration of the standard operating policies and procedures of the Library.

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. Performs confidential routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.
4. Answers in-coming calls and provides information or routes callers as requires.
5. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
6. Serves as Secretary to the Library Board of Trustees.
7. Attends and records minutes of regular and special board meetings, maintains records of board meetings and transactions.
8. Prepares resolutions; prepares monthly and annual statistical reports.
9. Assists in the procurement of department materials and supplies.
10. Receives, stamps and distributes incoming mail, processes outgoing mail.
11. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
12. Processes claims and voucher for payment; verifies account codes.
13. Prepares bi-weekly payrolls.
14. Coordinates payroll changes and employee benefits; verifies records and forwards information to City Departments for processing; maintains personnel records.

- 0550
15. Inputs data to standard office and department forms; compiles data for various reports.
 16. Prepares records such as notices, minutes, and resolutions.
 17. Acts as custodian of departmental documents and records.
 18. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
 19. Maintains inventories and orders office supplies and materials, maintains departmental personnel records.
 20. Schedules appointments, and performs other administrative and clerical duties as assigned by the Library Administrator.

PERIPHERAL DUTIES:

1. Makes service calls for office equipment repair and maintenance.
2. Distributes building keys according to office procedures and policies.
3. Maintains records of key distribution.
4. Coordinates and maintains schedule for use of library vehicle.
5. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
6. 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. High school graduation or equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two years of increasingly responsible related experience, or any equivalent combination of related education and experience.
4. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
5. Comprehensive knowledge of business letter formatting, business letter terminology and business English.
6. Comprehensive ability to provide a full range of secretarial services, including use of discretionary judgment following procedures of privacy and confidentiality in dispensing information; considerable ability to establish and maintain records and files; considerable ability to work independently without specific instructions; considerable ability to deal effectively with the public, both in person and by telephone.

Position Description

JOB TITLE: Technology Page
DEPARTMENT: Technical Services
CLASSIFICATION: Assistant Clerk
STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Coordinator of Computer and Technical Services, the Technology Page facilitates patron utilization of public use computers, printers, copiers, and other related technologies. The Technology Page also cooperates with staff at the public desks in assisting patrons in public areas with basic techniques for the use of the Internet and Online Public Access Catalog (OPAC).

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. Assists patrons in using basic functions of public use computers, printers, copiers, debit card dispensers and readers.
4. Boots, reboots, clears frozen computers and paper jams, loads paper, helps with printing, copying and downloading processes. Performs basic equipment troubleshooting, refers maintenance and repair problems to appropriate staff and oversees "out of order" signage procedures.
5. Helps to develop all of the library webpages.
6. Assists patrons with techniques for the use of Internet.
7. Assists in the training other staff or volunteers in the use of various technologies.
8. Helps to install new equipment and software.

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.

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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. Some knowledge of current technology use in the library – PCs, printers, copiers.
4. Familiarity with webpage construction and maintenance
5. Working ability to handle detail and a wide variety of tasks.
6. Ability to work regularly scheduled hours.
7. Working ability to perform duties without direct supervision.
8. Familiarity with or the ability to develop familiarity with automated library computer systems including LAN and Intranet.

Position Description

JOB TITLE: Readers Services Librarian
DEPARTMENT: Adult Services
CLASSIFICATION: Librarian II
STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Head of Adult Services, the Readers Services Librarian performs professional and supervisory duties. The work involves developing and managing the Popular Materials collection, training staff to provide patron services, providing reference and readers' advisory services, scheduling and assigning work for the Popular Materials area, and planning and implementing library programs. In the absence of the Head of Adult Services, this person may be responsible for the operation of the Adult Services Department.

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. Understands and enforces the library's policies and procedures.
4. Trains, supervises, and evaluates personnel assigned to the Popular Materials desk.
5. Maintains the Popular Materials collection (fiction, high school, large print, new books periodicals, and audiovisual materials).
6. Selects material for the collection and participates in collection evaluation and maintenance.
7. Creates and present programs for the public.
8. Develops displays for the Adult Services Department.
9. Develops bibliographic aides for adult readers.
10. Assists patrons at the public services desk and on the telephone by providing answers to reference and readers' advisory questions.
11. Instructs patrons in the use of library resources.
12. Participates in appropriate regional library readers services advisory committees.
13. Attends professional meetings and maintains memberships in professional associations and participates in their activities.
14. Attends appropriate meetings, workshops and conferences.
15. Writes reports and compiles statistics.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
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, 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. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate library policies and procedures to the public.
3. A Masters Degree in Library Science and previous library experience.
4. Considerable knowledge of adult materials in a variety of formats; considerable ability to select appropriate library materials for patrons with diverse interests and varying abilities.
5. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
6. Ability to handle multiple and simultaneous tasks.
7. Considerable skill in written and oral communications.

8. Considerable knowledge of the professional practices, procedures and techniques of library science; good knowledge of the library collection and of reference sources.
9. Knowledge/skill in the use of the computer catalog, in the use of CD ROMs and of the Internet.
10. Working ability to instruct and train library staff in library methods and procedures.

SAFETY DEPOSIT BOX CONTENTS

August 26, 1999

1. 1974 Building Permit
Certificate of Compliance and Occupancy - Removed 08/26/99
2. Safe Instructions and Combination
3. Duncan Trust - 1958
Endowment and Trust Fund Agreement - Removed 08/26/99
4. Lot 16 - Beer Property - 1975
807 Graceland Avenue
Warranty Deed 1975
Certificate of Title - Removed 08/26/99
5. Lot 16 - Preston Property - 1978
799 Graceland Avenue
Warranty Deed
Certificate of Title - Removed 08/26/99
6. Lot 13 - Kein Property [2 envelopes]
843 Graceland Avenue
Quit Claim Deed 1957
Trustees Deed - 1957
Legal Papers regarding Property Deeds
Insurance and Tax
Correspondence
Options Contract - Removed 08/26/99
7. Lot 13 - Crandall Property - 1957
841 Graceland Avenue
Warranty Deed
Memorandum of Insurance
Correspondence
Option Contract
Owners Title Insurance Policy - Removed 08/26/99

8. Lot 14 - VanDyke Property - 1957
Quit Claim Deed - 1972
Warranty Deed - 1957
Certificate of Title
Correspondence - 1956, 1957 - Removed 08/26/99
9. Lot 15 - Quit Claim Deeds - 10-26-72 - 221-22597 [819 Graceland], 221-22598 [813 Graceland] - Removed 08/26/99
10. Lot 17 - Deed - 1985 - Removed 08/26/99
11. CD - 03/80 - 907706-6
12. Computer Backup Tapes - 03/28/96, 06/26/97
13. Mobile Library Certificate of Origin
03/22/96
VIN #1T75N2B23T1142264

SAFETY DEPOSIT BOX CONTENTS
August 26, 1999

1. Safe Instructions and Combination
2. CD - 03/80 - 907706-6
3. Computer Backup Tapes - 03/28/96, 06/26/97
4. Mobile Library Certificate of Origin
03/22/96
VIN #1T75N2B23T1142264

PFS
P R I V A T E F I N A N C I A L S E R V I C E S
BANKING • TRUST • INVESTMENT MANAGEMENT

August 20, 1999

DES PLAINES PUBLIC LIBRARY
ATTN: SANDRA NORLIN
841 GRACELAND
DES PLAINES IL 60016

Re: 79006400 KENNETH W DOWNING CHARITABLE TRUST / Ref# 2115668

Dear Ms. Norlin:

We are in receipt of your letter dated August 17, 1999, in which you request transfer of the above referenced trust to the North Suburban Library Foundation. Please be advised that we are not able to honor your request.

The Kenneth W. Downing Charitable Trust established under the Last Will and Testament of Kenneth W. Downing allows only for distribution of net income to the Des Plaines Library, perpetually, and does not provide for any additional amounts nor for termination or transfer of the assets under any circumstances.

Please feel free to call our office should you have additional questions or concerns.

Sincerely,



Lori A. Smith, Trust Officer
Relationship Manager
U.S. Bank Private Financial Services

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1771

NORTH
SUBURBAN
LIBRARY
FOUNDATION

200 WEST DUNDEE ROAD
WHEELING, ILLINOIS 60090
847-459-1300 x143
FAX 847-459-0380
<http://www.nslsilus.org/Foundation>

9 September 1999

Ms. Sandra Norlin
Library Administrator
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, Illinois 60016-6472

Dear Sandra:

Welcome back from vacation! Hope you had a restful one.

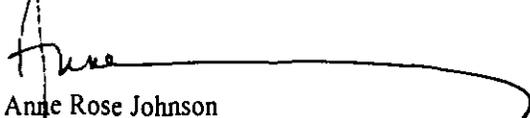
Enclosed is the fully executed Fund Agreement between Des Plaines Public Library and North Suburban Library Foundation.

The Board of Trustees welcomes you as a participant in this community foundation, and looks forward to a long and mutually beneficial relationship. As Des Plaines Public Library plans the initial contribution to the fund, and anticipates the growth of that fund, please call for whatever assistance or insight you feel would be useful.

The fund established for the library is coded "DPL." All contributions to the Des Plaines Public Library Fund will be posted to this fund code.

I look forward to talking with you soon.

Best regards,



Anne Rose Johnson
Foundation Manager

/arj

enclosures

cc: Terry Passaro

Terry Passaro
President
Tom L. Buchta
Vice President
Iris Maiter
Secretary
James M. O'Brien
Treasurer
Mary Anne Diehl
William W. Drucker
Kaye Grabbe
Sarah Long
Richard L. Morris, Ph.D.
William Rauscher
Ronald C. Rodgers, Ph.D.
Anne Rose Johnson
Manager

NORTH
SUBURBAN
LIBRARY
FOUNDATION

Dear Mr. Hayes Public Library, September 8, 1959
and Central Garden, Board of Trustees

On behalf of the North Suburban
Library Foundation, Board of Directors and
Aime Johnson, our managing director, I want
to express our sincere appreciation and
joy in welcoming you as our first
fund member.

All of us in each of our roles have
worked very hard to get to this point
and make it happen. We are
eagerly looking forward to working
with you to make our investments
and our partnership grow. Welcome!

Sincerely,
Tracy G. Smith
Board President



OFFICE OF THE GOVERNOR
207 STATE CAPITOL, SPRINGFIELD, ILLINOIS 62706

GEORGE H. RYAN
GOVERNOR

August 30, 1999

Ms. Sandra K. Norlin
Library Administrator
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, IL 60016-6410

Dear Ms. Norlin:

Congratulations on your grant award from Illinois Arts Council. I appreciate your sharing this good news with me because I recognize the intense competition of the granting process. As Governor, I am proud to see deserving arts organizations rewarded.

The Illinois Arts Council supports high-quality programs and projects that help keep Illinois a leader in the arts, culture and education. The council also creates important partnerships with arts organizations throughout the state. The variety of high quality programs and their ability to involve people throughout the community are vitally important to our state. I commend the tremendous effort and commitment of the many people that make these programs a reality.

Thank you again for taking the time to inform me of your award, and once again congratulations. I will continue to work with the Illinois Arts Council to make certain the arts and culture continue to flourish in Illinois. Best wishes for continued success.

Sincerely,

GEORGE H. RYAN
Governor

GHR/goca/sjr/ads

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0675



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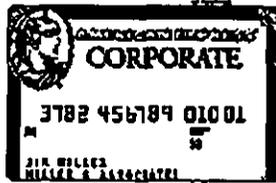
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By eliminating the time-consuming process of

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It's accepted virtually everywhere.

Visa Business is accepted at more than 17 million locations worldwide. Visa Business cardholders have access to more than 531,000 Visa ATMs in 120 countries. And cardholders can get cash at more than 387,000 member offices.



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In addition to the Visa Business card's unmatched worldwide acceptance and easy cash access, business travelers enjoy these indispensable services and benefits:

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- ♦ Liability Waiver Program to Protect Against Card Misuse by Terminated Employees

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Save 10% or more worldwide off the corporate rate at any Choice Hotel when you use your Visa Business card.

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Save up to 50% off hotel rates worldwide with Travel Reservations when you use your Visa Business card.

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Substantial savings on CompuTrace computer-tracking software when you use your Visa Business card.

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Save 20% off the current price of featured IMSI® software products worldwide when you use your Visa Business card.

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Save US\$100 off a Psion Series 5 8MB unit when you use your Visa Business card.

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Save 10% off the regular price of US\$149 for Smith Corona TALK & TYPE™ and receive automatic upgrades through the year 2000 for only US\$100 when you use your Visa Business card.

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DOWNING CHARITABLE TRUST FUND

US Bank 1-800-420-2050
Account # 79-006400

Balance of Trust 07/09/99 \$36,665.00

To transfer funds to the Library Foundation, it will be necessary to make the request in writing to US Bank. The bank will review the account and contact the library in writing to advise whether or not the funds can be transferred. If the trust is irrevocable, the library will be required to go to court to change the trust.

A request was made in writing to US Bank to transfer the funds to the Library Foundation. Lori A. Smith, Trust Officer, responded that the bank could not release the funds per the Last Will and Testament of Kenneth W. Downing. A telephone conversation with Lori on 08/31/99 provided the following information:

To try and obtain the funds, an attorney representing the library would have to petition the Court of Rock Island in Rock Island, Illinois and state factually why the library wants to terminate this trust. This could take months or even a year to complete. This does not guarantee that the court would allow the library to liquidate the funds.

The bank will remain neutral during the proceedings, but would not contest the request. If the court allows the liquidation of the trust, it would only take a day or two for the bank to liquidate the funds.

GERTRUDE G. DUNCAN TRUST FUND

Covest Banc 847-294-6500
Account # 0469077066

Balance of Trust 06/30/99 \$ 4,360.31

This trust is in a 30 month CD that will mature 05/00. If the funds are withdrawn before that date, the penalty is \$106.13. All signers are required to go in person to the bank before funds will be transferred.

PFS
PRIVATE FINANCIAL SERVICES
BANKING • TRUST • INVESTMENT MANAGEMENT

August 20, 1999

DES PLAINES PUBLIC LIBRARY
ATTN: SANDRA NORLIN
841 GRACELAND
DES PLAINES IL 60016

Re: 79006400 KENNETH W DOWNING CHARITABLE TRUST / Ref# 2115668

Dear Ms. Norlin:

We are in receipt of your letter dated August 17, 1999, in which you request transfer of the above referenced trust to the North Suburban Library Foundation. Please be advised that we are not able to honor your request.

The Kenneth W. Downing Charitable Trust established under the Last Will and Testament of Kenneth W. Downing allows only for distribution of net income to the Des Plaines Library, perpetually, and does not provide for any additional amounts nor for termination or transfer of the assets under any circumstances.

Please feel free to call our office should you have additional questions or concerns.

Sincerely,

Lori A. Smith

Lori A. Smith, Trust Officer
Relationship Manager
U.S. Bank Private Financial Services

**FAX TRANSMITTAL**

DATE: September 21, 1999

TO: Carol Kidd

FAX NUMBER: 847-827-7974

FROM: Patrick Handley

COMMENT: Trust Agreement for account 79006400 KENNETH W
DOWNING CHARITABLE TRUST

NUMBER OF PAGES (including cover page): 10

IF ALL PAGES ARE NOT RECEIVED CONTACT:

800-420-2050

STATE OF ILLINOIS }
ROCK ISLAND COUNTY } SS

IN THE CIRCUIT COURT OF THE
FOURTEENTH JUDICIAL CIRCUIT
PROBATE DIVISION

IN THE MATTER OF THE ESTATE)
OF)
KENNETH W. DOWNING, Deceased)

IN PROBATE
NO. 70 P 390

ORDER

This matter coming on to be heard on the Petition of Rock Island Bank and Trust Company for the appointment of a successor trustee, and the Court being advised in the premises does hereby find as follows:

1. That Rock Island Bank and Trust Company is the duly appointed acting and qualified executor of the Last Will and Testament of Kenneth W. Downing by order of this Court.
2. That Kenneth Wentworth Downing by and in his Last Will and Testament did bequeath the sum of \$25,000.00 to be set aside as a trust fund in memory of Blanche, William, and Kenneth Downing with the Des Plaines National Bank, 678 Lee Street, Des Plaines, Illinois, as the trustee of said trust, all as more fully appears from Clause 2 of the Last Will and Testament of the said Kenneth Wentworth Downing on file in this cause.
3. That the Des Plaines National Bank is not authorized to transact a trust business in the State of Illinois.
4. That the First National Bank of Des Plaines, Illinois is qualified to transact a trust business in the State of Illinois, and has indicated its willingness to act as trustee of the said trust.

70-P-390

6889

5. That the Court has jurisdiction of the parties hereto and the subject matter thereof.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that First National Bank of Des Plaines be appointed as successor trustee for the trust fund created by Clause II of the Last Will and Testament of Kenneth Wentworth Downing; said appointment of said successor trustee to be effective on the filing of the acceptance of said trust by the said First National Bank of Des Plaines.

Robert M. Bell
Judge

Enter:

Oct 27 1999

FILED In the CIRCUIT COURT
of ROCK ISLAND COUNTY
PROCLATE DIVISION
OCT 27 1999

William M. Ferris

Clerk of the Circuit Court

70-P-390

LAST WILL AND TESTAMENT OF KENNETH WENTWORTH DOWNING

(Residing at this date at 624 19th St., Rock Island, Illinois)

I Kenneth Wentworth Downing, of the city of Rock Island, Rock Island Co., Illinois, being of sound mind and memory do hereby make, publish, and declare this to be my last Will and Testament, hereby revoking all Wills by me at any time heretofore made. (Being a bachelor without family, brothers or sisters, or parents living, I may die where no one knows me; therefore I will carry about my person at all times instructions to such authorities as will need to know, what to do with the body, and who to notify - my agent hereinafter specified, who will acquaint my cousins of the occurrence, funeral arrangements etc.) These are to be simple. I was baptised a Methodist. I want my remains buried beside my Father and Mother in our family lot in Ridgewood Cemetery near Des Plaines, Illinois. I desire my remains to be buried in a plain cloth covered wood coffin enclosed in a cement vault, (Monarch or equal) as was theirs, and the existing head stone engraved with the year of my decease, by J.S. Warner & Co. of Dundee, Ill. or equal.

FIRST: It is my wish that all my just debts - funeral expenses, Federal and State taxes, brokerage fees for liquidation of securities - be paid by my agent or executor including reasonable fees for discharge of this Trust. My estate of this date consists of stocks and bonds held for me by Merrill Lynch, Pierce, Fenner & Smith, Acct #665 56181, an Investors Stock Fund Acct #013-1595556, plus some funds on deposit with the Rock Island Bank & Trust Co.; a record for a savings account will be found in box 80 in that bank. Added to this a car and some little personal property where I reside.

SECOND: I will that the equivalent of \$25000 dollars be set aside as a Trust Fund, in memory of Elanche, William and Kenneth Downing; the fund to be administered by the Des Plaines National Bank, 678 Lee St., Des Plaines, Illinois, the interest from which, but not the principle or stock dividends, which should there be any to be added to the principle, - to be paid to the Des Plaines Public Library for the purchase of hard bound worth while books, music records or tapes, moving picture reels etc., and identified with the fund. It is my wish that the Trust be vested in moderately conservative securities, and suggest that my telephone stock be part of this, but leave this to the discretion of my executor and/or

13
07
08
08

SEVENTH: The remaining third of the cash remainder, I desire shall be divided share and share alike between seven persons as follows:-

1. Mrs. Ray Loux - - - - -1st cousin
2. Mrs. Louise Arundson - - -1st cousin
3. Miss Kay Downing - - - - -1st cousin
4. Mrs. Leo V. Downing - wife of1st cousin
5. Mrs. James Martin -nee Ann Kirkpatrick - -2nd cousin
6. Mrs Margaret Hoolihan - - -2nd cousin
7. Mr. Robert Downing - - - - -2nd cousin

In the event that any of the aboveare deceased at the execution of this will, the surviving spouse is to take; as in 1. Ray Loux; 2.Edward Arundson; 5. James Martin(also writes his name Paul James Martin); 6. William Hoolihan; and 7. Mrs. Robert Downing. If both husband and wife are deceased I wish that portion to go to increase the total of this section (seventh) but not to be carried to further generations.

EIGHTH: If I was living with or near any of the cousins listed above at the time of my death, I give, will and bequeath all of my personal property to that person to dispose of as she sees fit.

If I am not living with any relative at the time of my death, and am alone at this address, or some other address in the Quad-City area, it will be very inconvenient for my widely dispersed relatives to attend to my personal property. Therefore I give and bequeath to the following, certain items, should I still be possessed of them at the time of my demise as follows:-

- 1.To the Cancer Fund the proceeds of my car
- 2.To the Rock Island Public Library my collection of Hi-Fi records if they desire them.
- 3.To Dale Litsenberger all other personal property to be disposed of as he sees fit, or as arranged by prior agreement, to be sent to various relatives and friends.
4. Items of clothing other than the burial clothes to be given to some protestant charitable institution.

In the event that Mr. Litsenberger is unavailable I appoint Duane R. Light in his stead, and should he also be unavailable I nominate and appoint Richard Allender.

Lastly I hereby nominate and appoint the Rock Island Bank & Trust Co. corner of third and eighteenth st. Rock Island, Illinois, as sole executor of this my last will and testament.

In witness thereof, I have set my hand and seal, this 17th day of February 1970. A.D.

Kenneth Wentworth Downing

Kenneth Wentworth Downing

THE ABOVE AND FOREGOING INSTRUMENT was on the day of this date signed sealed, published and declared by the testator, Kenneth Wentworth Downing as and for his last will and testament, in our presence, and, we in his presence, and at his request, in the presence of each other, have subscribed our names hereto as witnesses, on the day and date last aforesaid.

WITNESS

Linda Lenger
Frederic L. Lousignea
Annelle F. Myers

the Des Plaines National Bank Trust Dept.

THIRD: I give and bequeath to the First Methodist Church, Graceland & Prairie, Des Plaines, Illinois, the sum of \$2000 dollars as a memorial to my Mother who once was a member, to be used for the purchase of some item or items of church furniture at the discretion of the church board.

FOURTH: I give to the Beacon Light Lodge #784A.F.A.M, Norwood Park, Ill. \$500 dollars in remembrance of it's service at my Father's funeral on a stormy December day in 1922.

FIFTH: To my good friends of many years I give and bequeath amounts as follows: -

- 1. To Dale V. Litsenberger - - - - - \$5000
- 2. " Duane R. Light - - - - - \$5000
- 3. " Kenneth W. Bending (Godson)- - \$1000
- 4. " Richard Allender - - - - - \$500
- 5. " Edward Pricket - - - - - \$500
- 6. " George Hewitt - - - - - \$500

SIXTH: Now it is my further wish that the remainder of my assets, if there be any; that said remainder be divided by three, and two thirds be apportioned between three first cousins (on Mother's side of the family, since the greater part of the means of my means began with her inheritance from her family - the Wentworths) share and share alike as follows:-

- 1. Mrs. Claud D. Nobles
- 2. Miss Glendine Grain
- 3. Mrs. Merlin H. Paine

If Mrs. Claud Nobles precedes me in death I wish her share to go to her son Dr. Millard Nobles, and in the event of his demise, to his two children share and share alike. Their names are Frank W. Nobles and Patricia Nobles. Likewise if Mrs. Merlin H. Paine precedes me in death, I wish her share to go to her four daughters, share and share alike, who are:- Mrs. John H. Porchar (nee Judith Paine); Mrs. Charles H. Weymann (nee Janet Paine); Mrs. Robert Clark(nee Cynthia Paine); Mrs. John H. Scott, nee Martha Paine). In the event that Glendine Grain precedes me in death I wish her share to be added to increase this, the two thirds part of section SIXTH.

FAMILY RELATIONSHIP AS OF FEB. 7TH, 1970

Kenneth Wentworth Downing born July 3, 1897 at Antwerp Ohio to Blanche Wentworth Downing and William Edward Downing; both married once and to each other - now deceased. Two children (one died at birth) no adoptions by either parent.

Blanche Wentworth was born to Benjamin L. Wentworth and Susan Myers Wentworth. Both grandparents married once and to each other; no adoptions, both deceased. Four children born of said union; no adoptions; as follows:-

Blanche Wentworth Downing (deceased)
Loe Wentworth Murphy (deceased) married once, one child, no adoptions

* Phyllis Murphy Paine (living)

Bella Wentworth Crain (deceased) one marriage, no adoptions
Donald W. Crain (deceased) never married, had or adopted any
Miss Glendine Crain (living) no children or adoptions

Frank Wentworth (deceased) one marriage, one child, no adoptions
Hazel Wentworth Nobles (living) one marriage, one child, no adopt.
Dr. Millard Nobles (living) two children, one marriage,
Frank W. Nobles no adoptions
Patricia Nobles

* Phyllis Murphy Paine's children.
Donald Paine (deceased)
Judith Paine Porcher (living)
Janet Paine Waymamm "
Cynthia Paine Clark "
Martha Paine Scott "

William Edward Downing born to Thomas J. Downing and Jennie Douglas. Both grandparents married once and to each other, no adoptions, both deceased. Six Children were born to this union:-

William Edward Downing (deceased)
Case Downing (deceased) one marriage, no adoptions; five children.
Katherine Downing Loux. No children or adoptions. (living)
Leo V. Downing (deceased) one marriage, no adopt. 7 children.
John Downing (deceased)
* Mary Downing ? (deceased) one marriage, one child, no adopt.
** Annie Downing ? (deceased) " " " " "

Henry F. Downing (deceased) one marriage, no adoptions, four children.
Louise Downing Arundson, (living) one marriage, no children.
Guy Downing (deceased in infancy)
May Downing (living) never married. no children or adoptions.
Julie Downing Kirkpatrick. One marriage, one child, no adopt.
Ann Kirkpatrick Martin, one marriage, one child (living)

Belle Downing Weyer (deceased) two marriages, one child by this one.
Eleanor Weyer LeBucks (deceased) no children or adoptions.

May Downing Jones (deceased) issue not known.

Jenny Downing. (died in the eighties, do not know her history)

* Margaret Hoolihan is the daughter of Mary noted above.
** Robert Downing is the son of Annie.
both of the above are living at this date.

Uncertainties about the lives of many of the people in the second part of this resume are not important to this will.

0690

Names and addresses of beneficiaries appearing in this will of
Kenneth Wentworth Downing
as of Feb. 21st 1970

- 1c Mrs. M.M.Paine 1760 W. Lewis St., San Diego, California 91203
- 1c Mrs. Claud D. Nobles, 300 A E. 7th Hereford, Texas 79045
- 1c Miss Glendine Crain, 119 N. Main, Paulding, Ohio 45879
- 2c Mrs. Charles P. Weymann (nee Janet Paine) 4933 Almar, La Canada, California 91011
- 2c Mrs. John E. Porcher, (nee Judith Paine) 3128 55th St., San Diego, Calif. 92165
- 2c Mrs. John E. Scott, (nee Martha Paine) 1760 W. Lewis St., San Diego, Calif 91203
- 2c Mrs. Robert Clark, (nee Cynthia Paine) 1760 W. Lewis St., San Diego, Calif 91203
- 2c Doctor Willard Nobles, 111 Sunset Drive, Hereford, Tex. 79045
- 3c Frank Nobles, 111 Sunset Drive, Hereford, Tex. 79045 (son of above)
- 3c Patricia Nobles, 111 Sunset Drive, Hereford, Tex. 79045 (daughter of above)
- 1c Mrs. Ray Loux, 201 1/2 2nd & Central, Washauk, Minn. 55769
- 1c Mrs. Louise Arwindson, 206 Gayley Ave., Coleraine, Minn.
- 1c Miss May Downing, 3701 Pleasant Ave., Minneapolis, Minn.
- Mrs. Leo V. Downing, 1123 58th St., Kenosha, Wisconsin
- 2c Mrs. P. J. Martin (nee Ann Kirkpatrick) 4614th Med Dent. Serv. APO New York 09967
- 2c Mrs. Margaret Hoolihan 811 N. 5th Ave., Grand Rapids, Minn.
- 2c Mr. Robert Downing Grand rapids, Minn.
- Godson Mr. Kenneth W. Bonding, 739 Graceland Ave, DesPlaines, Ill. 60016
- Others Mr. Dale V. Litzberger, 2627 E. Garfield, Davenport, Iowa
- Mr. Duane R. Light, 2207 25th Ave., Rock Island, Ill.
- Mr. Richard Allender, 3731 Fair Ave., Davenport, Iowa
- Mr. Edward Prickett, 2117 NE 64th St., Ft. Lauderdale, Florida
- Mr. George Elwitt, 108 Wolf Rd., Des Plaines, Ill.
- Des Plaines Public Library, Graceland & Thacker, Des Plaines, Ill.
- Des Plaines National Bank, Lee & Ellinwood, Des Plaines, Ill.
- Des Plaines Ist Methodist Church, Prairie & Graceland, Des Plaines, Ill.
- Beacon Light Lodge AF&AM Norwood Park, Illinois.

1c -1st cousin 2c 2nd cousin 3c son or dau. of 2nd cousin

Addendum 2

70P390

0693

STATE OF ILLINOIS }
Rock Island County } ss.

I, WILLIAM M. FERRY, JR., Clerk of the Circuit Court, Probate Division, in and for the Fourteenth Judicial Circuit, Rock Island County in the State aforesaid, and keeper of the Records and Seal thereof, do hereby certify that the above and foregoing is a true and perfect copy of Last Will and Testament, duly admitted to Probate and Record, agreeably to the law and usages of the State of Illinois on the 19th day of August, A. D., 1971. Together with Court Order filed and approved on the 26th day of October, A. D., 1971. In the matter of the Estate of Kenneth Wentworth Downing, deceased.

as fully as the same appears of Record in my office.

And I further certify that the records of the said court are now in my custody and under my control, and that I am the proper officer to make this certificate.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed

the seal of said Court, at my office in Rock Island.

this 26th day of October, A. D. 1971

William M. Ferry, Jr.
Clerk of the Circuit Court, Probate Division



OFFICE OF THE GOVERNOR
207 STATE CAPITOL, SPRINGFIELD, ILLINOIS 62706

GEORGE H. RYAN
GOVERNOR

August 30, 1999

Ms. Sandra K. Norlin
Library Administrator
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, IL 60016-6410

Dear Ms. Norlin:

Congratulations on your grant award from Illinois Arts Council. I appreciate your sharing this good news with me because I recognize the intense competition of the granting process. As Governor, I am proud to see deserving arts organizations rewarded.

The Illinois Arts Council supports high-quality programs and projects that help keep Illinois a leader in the arts, culture and education. The council also creates important partnerships with arts organizations throughout the state. The variety of high quality programs and their ability to involve people throughout the community are vitally important to our state. I commend the tremendous effort and commitment of the many people that make these programs a reality.

Thank you again for taking the time to inform me of your award, and once again congratulations. I will continue to work with the Illinois Arts Council to make certain the arts and culture continue to flourish in Illinois. Best wishes for continued success.

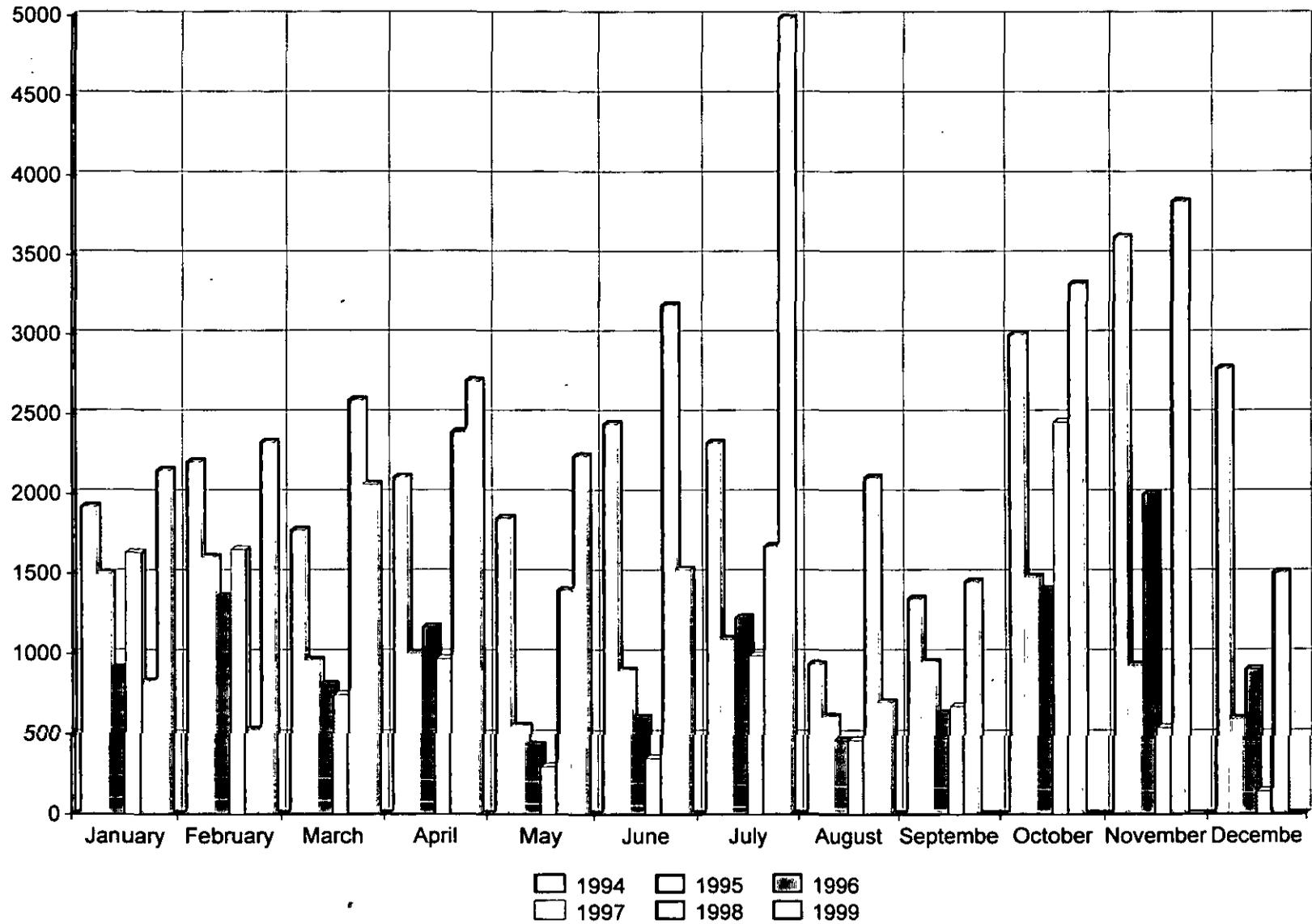
Sincerely,

GEORGE H. RYAN
Governor

GHR/goca/sjr/ads

Meeting Room Attendance

August 1999



OCTOBER 1999

06:96



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, OCTOBER 19, 1999

7:30 PM

Friends of the Library Meeting Room

Agenda:

- Building Project Status Report
- Planning Committee Report

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

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DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
October 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, September 21, 1999.
(Action Item)
- IV. Y2K Report - Hector Marino/John Haliotis.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee - Alderman Sayad.
- VII. Finance Report - Susan Burrows. (Action Item)(8:10 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. Foundation Report
 - G. Purchase of Bar Code Laser Scanners
- VIII. Building and Grounds Committee - Betty Ritter.
 - A. Building Project Status Report.

- IX. Management Committee - Ellen Yearwood. (8:45 PM)
 - A. Management Committee Meeting - November 9, 1999, 7:00 PM.
- X. Planning Committee - John Burke.
 - A. Report of October 5, 1999 Meeting.
- XI. System Membership - John Ciborowski.
- XII. Friends of the Library - Inara Brubaker.
- XIII. Administrator's Report - Sandra Norlin.
 - A. Report on Ethics and Public Policy Seminar.
 - B. Executive Service Corps Proposal.
 - C. HAPLR Report.
- XIV. Unfinished Business.
- XV. New Business. (9:15 PM)
 - A. Administrator Evaluation Committee.
- XVI. Old Business.
- XVII. Other.
- XVIII. Announcements.
 - A. Special Board Meeting - November 9, 1999, 6:00 PM.
 - B. City Council Meeting Attendance.
 - C. City Budget and Hearing Schedule.
- XIX. Adjournment. (9:45 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 21, 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, September 21, 1999. President Eldon Burk called the meeting to order at 7:30 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, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Sayad.

MOTION by Inara Brubaker, seconded by Susan Burrows, to accept the agenda as amended by adding after XIII. New Business. D. Review of Kenneth W. Downing Charitable Trust. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of August 17, 1999, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to amend the agenda by adding under VII. Finance Report. H. Library Credit Card. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Sayad.

Alderman Sayad reported that the City of Des Plaines would sponsor open meetings for the residents to discuss the use of library property.

Sandra Norlin met with Alderman Sayad on September 20 to discuss the library's invoicing and ordering processes. Sayad reported that he was pleased with the cooperation he received from both Sandra Norlin and Martha Sloan. Sayad suggested that the graphed monthly statistical figures be printed in color and that the library use a bar graph instead of a line graph. A bar graph printed in color was distributed to the Board for their recommendation. Alderman Sayad offered to facilitate a donation of several color printers to the library.

Sayad suggested to the Board that the city's public access cable television station should broadcast updates on the new library building. Sayad also suggested that the library promote programming to all age groups, but especially school age children who may have access to other information sources, such as school libraries and the Internet. Susan Burrows extended an invitation to Sayad to attend the Baby Bright Start program on September 22, so he could witness programming involving our youngest patrons.

President Burk thanked Sayad for his suggestions and concern for the library.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter reported on the Project Status Report for the period August – September 1999 prepared by Ken Hutson of Owner Services Group, Inc. The base construction project is currently on schedule. The anticipated completion date remains on or before May 30, 2000. At this time the base project is within budget. Betty also reported that Ken Hutson will answer Change Order questions at the new building site on Wednesday, September 29 at 11:30 AM. The next tour of the new building will be on October 7 at 2:00 PM.

John Ciborowski, Eldon Burk, and Betty Ritter have reviewed the bid package for FF&E (furniture, fixtures and equipment).

Alderman Sayad asked for recommendations from the library regarding the landscaping theme for the downtown area. Sandra responded that she represented the library at the first Streetscape meeting and Susan Burrows volunteered to attend the next meeting and report back to the Board.

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	\$ 8,059.53
2. Petty Cash Expenditures	\$ 6.02
3. Budget Expenditures for August	\$ 212,005.58
4. Expenditures Year to Date	\$ 1,939,605.78
5. Revenue for August	\$ 7,497.57
6. Revenue Year to Date	\$ 1,565,462.60

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

August 02, 1999	\$ 51,030.07
August 16, 1999	<u>41,216.89</u>
Total	\$ 92,246.96

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

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

August 12, 1999	\$ 64,819.03
August 26, 1999	<u>\$ 64,393.74</u>
Total	\$ 129,212.77

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

MOTION by Susan Burrows, seconded by William Grice, to approve, subject to audit, transfer entries to the Library account in August, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	<u>\$290.17</u>
Total	\$290.17

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

Sandra Norlin distributed revised copies of the proposed 2000 Budget which includes the elimination of the Bonus Award line item and an increase in the Abatement of 1993 G.O. Bond. The Bonus Award line item will be combined with Salaries and the 1993 G.O. Bond increased from \$12,078 to \$29,283.

Eldon Burk reported that he and Sandra met with F. Wallace Douthwaite, City Manager, to discuss the library budget. Douthwaite asked about the possibility of a reduction in the library budget, but Burk responded that the library has budgeted carefully and additional staff for the new building will not be hired until needed.

MOTION by Susan Burrows, seconded by William Grice, to adopt the FY2000 Budget as modified. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Susan Burrows recommended to the Board that a major credit card be obtained for library use. Sandra reported that a credit card could be used for travel expenses, seminars requiring immediate payment and library materials that could not be purchased without a credit card. President Burk asked that the Finance Committee research this issue and make a recommendation at the October meeting.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

New job descriptions for Webmaster, Administrative Assistant, Technology Page and Readers Services Librarian were reviewed and discussed.

Sandra reported that the Webmaster position will be part-time, the Readers Services Librarian position will begin April 2000 and the Administrative Assistant will receive either a 5% increase or move to the next step, which ever is greater.

MOTION by Committee, to approve the new positions of Webmaster, Administrative Assistant, Technology Page and Readers Services Librarian. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Board reviewed and discussed library policy revisions.

MOTION by Committee, to approve revisions to library policies A-2 (Confidentiality of Records) and Section D (Personnel Policy). Vote: Ayes: All. Nays: None. MOTION CARRIED.

PLANNING COMMITTEE – John Burke, Chairman.

The next meeting is scheduled for October 5, 1999 at 4:30 PM.

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski reported that no System meeting was held in October. John made available to the Board information on Sister Libraries. The Sister City to Des Plaines is Cremona, Italy. John Ciborowski volunteered to explore the feasibility of a "sister library" program.

FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported that the Friends of the Library book sale was very successful, netting approximately \$4,500.

ADMINISTRATOR'S REPORT

David Whittingham has been hired as a part-time Mobile Library Driver/Clerk and began his employment on 09/16/99.

The quarterly all-staff inservice meeting was held September 16, 1999. The topic was fire safety. A fire drill was held, during which it was discovered that several pull boxes were not operating properly. Gary Valente is working with the Fire Department and Security Link to correct this problem. A videotape concerning proper use of fire extinguishers was shown and a demonstration was given on the various types of fire extinguishers. The session ended with the viewing of "Library Voices" the videotape produced by the Algonquin Middle School team, Leslie Steiner, and Josh Pflueger of Library Cable Network.

Three new charts have been prepared, indicating the patterns of use in terms of patron assistance for adults and children and meeting room attendance covering 1994 through 1999. The first report measuring the use of the online reference products has been included this month, but is not a complete picture of all online usage of our services in and outside the library. The patron registration shows an increase in the total number of registered patrons over last August and the August circulation shows a gain over last August. The difference in circulation year to date is 18,567, which is less than 1/3 of a normal January circulation rate. Sandra stated that in the first two weeks of January 1999, the library experienced a reduction in use that has been very difficult to recover.

One new service that has been added, is a television monitor in the lobby area to take advantage of the free cable service provided by Ameritech. The Library Cable Network programs are played to highlight this service to the patrons who are waiting in line at the checkout desk.

Sandra attended one Learning Organization session on August 18, 1999 and presented a talk on the principles and practices of the Learning Organization at the ILSDO Conference in Allerton, IL on September 1, 1999. Sandra met with Dawn Hallett of the Hallett Moving Company to discuss preliminary estimates of moving expenses and attended the September 1 meeting of the Management Committee. Sandra met with

Hector Marino and Richard Shurman to discuss CCS' services and its future as the organization undertakes a vendor evaluation process. Eldon Burk and Sandra met with the City Manager and other city staff to discuss the library's FY2000 Budget. Sandra also attended the City Streetscape Committee on September 16, the Healthy Community Partners meeting on September 15 and met with Alderman Sayad on September 20 to address questions he had about the library's invoicing and materials accounting systems and other ordering and selection issues.

NEW BUSINESS

Eldon Burk met with Mayor Paul Jung and F. Wallace Douthwaite, City Manager, to discuss the sale of the library property. It was decided that the City Attorney would represent both the City and Library in the sale of the property.

The Administrator Review Committee will meet in early October.

Sandra Norlin reported that US Bank was notified in writing to transfer the funds from the Kenneth W. Downing Charitable Trust to the North Suburban Library Foundation Fund. The bank responded that an attorney representing the library would have to petition the Court of Rock Island to request the termination of the trust. The Board discussed the possibility of hiring an attorney in Rock Island for this matter. Alderman Sayad suggested that the City Attorney be used for the purpose of filing the petition, but the Board asked Ellen Yearwood to review the documents before any decision is made. Ellen will make her recommendations to the Board at the October Board Meeting.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to transfer the funds from the Gertrude Duncan Trust and the remaining referendum funds to the North Suburban Library Foundation Fund. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ANNOUNCEMENTS

Sandra reported to the Board that the Des Plaines Public Library has been accepted as a member of the North Suburban Library Foundation.

MOTION by Inara Brubaker, seconded by William Grice, to adjourn the regular meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:10 PM.

Minutes prepared by Carol Kidd.

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

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

1. Over the Counter Receipts	\$ 8,495.96
2. Petty Cash Expenditures	\$ 21.45
3. Budget Expenditures for September	\$ 312,879.99
4. Expenditures Year to Date	\$ 2,299,859.57
5. Revenue for September	\$ 8,569.11
6. Revenue Year to Date	\$ 3,551,996.66

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

September 07, 1999	\$ 86,192.78
September 20, 1999	<u>52,680.52</u>
Total	\$ 138,873.30

ROLL CALL VOTE AYES: _____ NAYS: _____

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

September 09, 1999	\$ 64,494.62
September 27, 1999	<u>\$ 62,334.35</u>
Total	\$ 126,828.97

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in September, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	<u>\$301.28</u>
Total	\$301.28

ROLL CALL VOTE
AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 8,495.96
2. Petty Cash Expenditures	\$ 21.45
3. Budget Expenditures for September	\$ 266,429.99
4. Expenditures Year to Date	\$ 2,136,618.53
5. Revenue for September	\$ 6,581.46
6. Revenue Year to Date	\$ 1,629,509.01

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

September 07, 1999	\$ 39,742.78
September 20, 1999	<u>51,880.52</u>
Total	\$ 91,623.30

ROLL CALL VOTE AYES: _____ NAYS: _____

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

September 09, 1999	\$ 64,494.62
September 27, 1999	<u>\$ 62,334.35</u>
Total	\$ 126,828.97

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in September, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	<u>\$301.28</u>
Total	\$301.28

ROLL CALL VOTE
AYES: _____ NAYS: _____

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - SEPTEMBER 1999

September 1998 September 1999 1998 to Date 1999 to Date

Lost Materials	\$ 491.16	\$ 500.43	\$ 2,744.07	\$ 3,586.63
Fines	4,972.79	5,259.16	52,426.03	54,741.97
Damage	28.50	36.00	2,623.99	644.60
Fees	671.20	1,099.82	4,115.07	5,080.44
Copies	1,744.15	581.70	13,991.76	13,632.14
Miscellaneous	41.75	1,018.85	291.52	1,212.96
Totals	\$ 7,949.55	\$ 8,495.96	\$76,192.44	\$ 78,898.74

PETTY CASH EXPENDITURES - September

970260	Postage	\$.50
970600	Books	\$ 7.96
960070	Auto/Travel	\$12.99
	Total	\$21.45

ACCOUNTING PERIOD: 9/99

SELECTION CRITERIA: revledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND
SECTION - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	78.17	-78.17	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.41	-.41	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	148.63	-148.63	.00
810014	PROPERTY TAXES 1997	40,000.00	.00	.00	1,628.81	38,371.19	.04
810015	PROPERTY TAXES 1998	2,941,669.00	.00	.00	1,340,041.38	1,601,627.62	.46
TOTAL	PROPERTY TAXES	2,981,669.00	.00	.00	1,341,897.42	1,639,771.58	.45
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,074,657.00	.00	.00	1,434,885.42	1,639,771.58	.47
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	66,133.24	614.76	.99
822080	STATE GRANT:LIB TECH	12,500.00	.00	.00	16,038.00	-3,538.00	1.28
822095	STATE GRANT: LIBRARY	.00	.00	.00	105.00	-105.00	.00
TOTAL	STATE GRANTS	79,268.00	.00	.00	82,296.24	-3,028.24	1.04
TOTAL	INTERGOVERNMENTAL REVENUE	79,268.00	.00	.00	82,296.24	-3,028.24	1.04
850102	LIBRARY FINES	90,000.00	4,740.07	.00	57,538.76	32,461.24	.64
TOTAL	FINES	90,000.00	4,740.07	.00	57,538.76	32,461.24	.64
850215	COPYING FEE	25,000.00	660.80	.00	13,080.96	11,919.04	.52
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	770.00	.00	8,778.00	9,222.00	.49
TOTAL	FEES AND SERVICES	43,000.00	1,430.80	.00	21,858.96	21,141.04	.51
TOTAL	FINES, FEES, AND SERVICES	133,000.00	6,170.87	.00	79,397.72	53,602.28	.60
890010	INTEREST INCOME	3,000.00	.00	.00	16,611.92	-11,611.92	3.32
899900	MISCELLANEOUS REVENUE	11,000.00	410.59	.00	16,317.71	-5,317.71	1.48
TOTAL	OTHER REVENUE	16,000.00	410.59	.00	32,929.63	-16,929.63	2.06
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	6,581.46	.00	1,629,509.01	1,673,415.99	.49
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	6,581.46	.00	1,629,509.01	1,673,415.99	.49
TOTAL REPORT		3,302,925.00	6,581.46	.00	1,629,509.01	1,673,415.99	.49

ACCOUNTING PERIOD: 9/99

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn='2110'

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	79,977.02	.00	729,910.78	488,567.22	.60
910200	TEMPORARY WAGES	442,767.00	34,416.17	.00	346,034.04	96,732.96	.78
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	66.57	433.43	.13
910500	VACATION PAY	.00	6,836.88	.00	53,023.17	-53,023.17	.00
910600	SICK PAY	.00	897.69	.00	15,335.95	-15,335.95	.00
910700	HOLIDAY PAY	.00	4,701.21	.00	28,982.53	-28,982.53	.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	500.00	.00	1,500.00	500.00	.75
918020	EMPLOYER CONTR-F.I.C.A.	126,950.00	9,552.29	.00	89,106.64	37,843.36	.70
918021	EMPLOYER CONTR-I.N.R.F.	116,459.00	8,011.90	.00	70,653.07	45,805.93	.61
918040	LIFE INS PREMIUMS	4,738.00	345.45	.00	2,798.45	1,939.55	.59
918050	MEDICAL INS PREMIUMS	164,735.00	8,787.94	.00	69,338.85	95,396.15	.42
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	3,929.50	-1,929.50	1.96
918070	WORKERS COMPENSATION	3,800.00	238.64	.00	2,192.43	1,607.57	.58
TOTAL	PERSONAL SERVICES	2,101,527.00	154,265.19	.00	1,427,301.09	674,225.91	.68
920110	PROFESSIONAL CONSULTING	20,000.00	2,007.65	.00	16,578.68	3,421.32	.83
920120	COMMUNICATION SERVICES	25,000.00	6,557.52	.00	7,849.65	17,150.35	.31
920140	DATA PROCESSING SERVICES	55,000.00	14,310.51	.00	52,338.71	2,661.29	.95
920150	CONFERENCES	3,000.00	442.00	.00	3,216.30	-216.30	1.07
920204	TRAINING	2,000.00	.00	.00	4,567.50	-2,567.50	2.28
920206	SEMINARS	2,000.00	311.00	.00	1,802.00	198.00	.90
920210	IN-SERVICE TRAINING	3,000.00	35.00	.00	1,039.57	1,960.43	.35
920220	MEMBERSHIP DUES	3,000.00	70.00	.00	1,046.00	1,954.00	.35
920230	PUBLICATION OF NOTICES	1,000.00	548.00	.00	2,406.72	-1,406.72	2.41
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	1,096.00	-1,096.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	490.51	.00	5,862.42	19,737.58	.23
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	490.51	.00	5,862.42	19,737.58	.23
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	10,500.00	.00	31,500.00	10,500.00	.75
930010	R & M EQUIPMENT	42,600.00	2,549.40	.00	32,099.70	10,500.30	.75
930020	R & M BLDGS & STRUCTURES	45,000.00	1,516.00	.00	5,830.71	39,169.29	.13
930030	R & M VEHICLES	1,500.00	256.92	.00	2,073.80	-573.80	1.38
930195	BOOK BINDING & REPAIR	6,000.00	.00	.00	2,223.18	3,776.82	.37
930210	RENTAL OF EQUIPMENT	2,900.00	.00	.00	.00	2,900.00	.00
930320	CLEANING:CUSTODIAL SERU	25,000.00	1,700.00	.00	14,210.50	10,789.50	.57
960070	AUTO/TRAVEL EXPENSES	3,000.00	65.72	.00	397.58	2,602.42	.13
960210	SPECIAL EVENT PROGRAMMING	15,000.00	6,813.72	.00	18,929.26	-3,929.26	1.26
960990	MISC CONTRACTUAL SUCS	70,000.00	8,636.55	.00	41,188.39	28,811.61	.59
TOTAL	CONTRACTUAL SERVICES	392,600.00	56,810.50	.00	246,256.67	146,343.33	.63
970100	SUPPLIES	42,000.00	1,641.08	.00	31,722.38	10,277.62	.76

SELECTION CRITERIA: expledgr.fund="201" and expledgr.key_orgn="2110"

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/ BUD
970110	MEALS (PRSNRS/WRKRS/VOLS)	.00	64.93	.00	1,229.73	-1,229.73	.00
970170	JANITORIAL	15,000.00	631.76	.00	6,408.20	8,591.80	.43
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	54.75	.00	9,819.16	3,380.84	.74
970270	PRINTING-REPROD-BINDING	10,300.00	729.38	.00	3,924.17	6,375.83	.38
970320	SUPPLIES: BLDG R/M	.00	.00	.00	94.00	-94.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	4.89	.00	9.78	-9.78	.00
970600	BOOKS	400,000.00	29,786.46	.00	234,875.23	165,124.77	.59
970610	AUDIO MATERIALS	45,500.00	1,899.42	.00	30,129.61	15,370.39	.66
970620	SUBSCRIPTIONS & BOOKS	62,000.00	11,418.68	.00	29,303.42	32,696.58	.47
970630	VISUAL MATERIALS	42,500.00	1,704.55	.00	28,165.20	14,334.80	.66
970640	AUTOMATED REFERENCE MAT'L	62,100.00	.00	.00	42,979.90	19,120.10	.69
970810	NATURAL GAS	14,000.00	501.21	.00	10,997.00	3,003.00	.79
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	42.96	.00	352.03	-352.03	.00
970850	GASOLINE	2,000.00	258.32	.00	2,511.48	-511.48	1.26
TOTAL	COMMODITIES	711,100.00	48,738.39	.00	432,521.31	278,578.69	.61
980400	EQUIPMENT	97,450.00	1,644.19	.00	9,756.09	87,693.91	.10
980410	COMPUTER HARDWARE	.00	4,896.72	.00	16,760.28	-16,760.28	.00
980420	COMPUTER SOFTWARE	.00	75.00	.00	878.00	-878.00	.00
980600	FURNITURE & FIXTURES	2,700.00	.00	.00	3,105.09	-405.09	1.15
TOTAL	CAPITAL EXPENDITURES	100,150.00	6,615.91	.00	30,499.46	69,650.54	.30
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
TOTAL	LIBRARY SERVICES	3,317,603.00	266,429.99	.00	2,136,618.53	1,180,986.47	.64
TOTAL	CIVIC & CULTURE	3,317,603.00	266,429.99	.00	2,136,618.53	1,180,986.47	.64
TOTAL	PUBLIC LIBRARY FUND	3,317,603.00	266,429.99	.00	2,136,618.53	1,180,986.47	.64
TOTAL REPORT		3,317,603.00	266,429.99	.00	2,136,618.53	1,180,986.47	.64

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SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102007	CASH PB PAYROLL 276529401		75,851.86
102008	CASH PB DISBRST 276502401		352,353.86
TOTAL CASH		500.00	428,205.72
104031	INVESTMENTS-EARLE	2,337.97	
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		3,069,662.31	428,205.72
401000	ACCOUNTS PAYABLE		24,825.79
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	2,202,771.77	
700120	REVENUE CONTROL		1,629,509.01
700150	EXP. BUDGET CONTROL		3,384,373.00
700160	REV. BUDGET CONTROL	3,302,925.00	
700170	BUDGET FUND BALANCE	106,273.79	
TOTAL SYSTEM CONTROL		5,611,970.56	5,013,882.01
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
TOTAL FUND BALANCE-RESERVED		.00	28,185.67
730000	FUND BALANCE-UNRESERVED		156,614.68
TOTAL FUND EQUITY		.00	184,800.35
TOTAL EQUITIES		5,611,970.56	5,198,682.36
TOTAL PUBLIC LIBRARY FUND		8,681,632.87	8,681,632.87
TOTAL REPORT		8,681,632.87	8,681,632.87

10/06/99

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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ACCOUNTING PERIOD: 9/99

SELECTION CRITERIA: revledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND
SECTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	112,500.00	-112,500.00	.00
TOTAL	STATE GRANTS	.00	.00	.00	112,500.00	-112,500.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	.00	.00	.00	112,500.00	-112,500.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	3,000.00	-3,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	3,000.00	-3,000.00	.00
TOTAL	OTHER REVENUE	.00	.00	.00	8,000.00	-8,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	.00	.00	120,500.00	-120,500.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	.00	.00	120,500.00	-120,500.00	.00
TOTAL REPORT		.00	.00	.00	120,500.00	-120,500.00	.00

SELECTION CRITERIA: expledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND
 SECTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	1,450.00	.00	52,087.80	-52,087.80	.00
TOTAL	CONTRACTUAL SERVICES	.00	1,450.00	.00	52,087.80	-52,087.80	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	1,450.00	.00	52,087.80	-52,087.80	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	1,450.00	.00	52,087.80	-52,087.80	.00
TOTAL REPORT		.00	1,450.00	.00	52,087.80	-52,087.80	.00

SELECTION CRITERIA: genledgr fund=202

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PD DISBRST 276302401	68,412.20	
TOTAL CASH		68,412.20	.00
TOTAL ASSETS		68,412.20	.00
790110	EXPENDITURE CONTROL	52,087.80	
700120	REVENUE CONTROL		120,500.00
TOTAL SYSTEM CONTROL		52,087.80	120,500.00
TOTAL EQUITIES		52,087.80	120,500.00
TOTAL LIBRARY CAPITAL PROJ FUND		120,500.00	120,500.00
TOTAL REPORT		120,500.00	120,500.00

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09/10/99
ACCOUNTING PERIOD: 9/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='09/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	* 8/18/99 74.10
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	* 8/5/99 1.59
2110	920120	COMMUNICATION SERVICES	25701	MIDCO INC	85417 128.75
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H073356545 210.58
2110	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	*2279166 1,270.23
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	H11NS87787M 470.42
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	JULY 1999 10,756.96
2110	920206	SEMINARS	04713	LACONI	ATTACH 16.00
2110	920206	SEMINARS	10146	THE AEGIS PROTECTION GROU	8/13/99 295.00
2110	920220	MEMBERSHIP DUES	04713	LACONI	ATTACH 70.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	62446 212.00
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2156420 336.00
2110	930010	R & M EQUIPMENT	09600	RMC INC.	*056063 765.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	JULY 1999 408.65
2110	930020	R & M BLDGS & STRUCTURES	05076	NORB & SONS ELECTRIC, INC	*8/27/99 1,096.00
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	*8/12/99 300.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	*7472 1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING	05466	CAROL PHILLIPS	REIMB 20.65
2110	960210	SPECIAL EVENT PROGRAMMING	05916	FALICIA TOURS	12/01/99 150.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	89517 275.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	89846 275.00
2110	960990	MISC CONTRACTUAL SVCS	07170	GRAPHIC SOLUTIONS	6381 987.00
2110	960990	MISC CONTRACTUAL SVCS	09602	CANON USA, INC.	*1915374 671.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004434853 27.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004433857 45.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004434025 2.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004429337 20.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004452420 8.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004486337 32.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004423330 25.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004424917 16.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004438999 3.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004486337 32.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004438504 25.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004492562 24.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004481129 22.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004473096 20.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004472658 29.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004468867 40.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004459245 26.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004447537 27.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004454396 31.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004454288 23.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004463790 35.70
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164863 20.00
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164862 15.00
2110	970100	SUPPLIES	07712	PROMOTION, INC.	41139 25.00
2110	970100	SUPPLIES	09046	CHRISTINE POSINGER	REIMB 16.23
2110	970100	SUPPLIES	09310	MARY ANN BROWN	REIMB 19.98
2110	970100	SUPPLIES	09310	MARY ANN BROWN	REIMB 16.72
2110	970100	SUPPLIES	09310	MARY ANN BROWN	REIMB 9.78

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ACCOUNTING PERIOD: 9/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable_due_date='09/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 075185418 17.44
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 075014340 54.08
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 073304807 22.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 074857902 81.42
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 075660688 -5.42
2110	970100	SUPPLIES	09836	GENERAL BINDING CORP	11001140 150.12
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	622458 10.74
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5772723-001 40.37
2110	970100	SUPPLIES	88260	RESEARCH TECHNOLOGY, INTL	00109337 76.95
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	9908100 44.85
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	069691-01 39.60
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	069691-00 168.78
2110	970170	JANITORIAL	02213	LAPORT CHEMICAL & SUPPLY	1/014960 41.65
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	650862 15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	653688 15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	647995 15.15
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-659-78785 40.75
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-736-20943 14.00
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204337 69.76
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204306 659.62
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	598979 4.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	844649 38.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	840698 32.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	838576 62.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	842908 32.91
2110	970600	BOOKS	02564	STATE OF ILLINOIS, TREASU	8-11-99 20.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0036510-99 383.25
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	116315 154.20
2110	970600	BOOKS	05997	BORDERS	19657 154.89
2110	970600	BOOKS	07439	THE GALE GROUP	9109396 138.89
2110	970600	BOOKS	07439	THE GALE GROUP	9110897 144.22
2110	970600	BOOKS	07439	THE GALE GROUP	9072689 149.11
2110	970600	BOOKS	07439	THE GALE GROUP	9111522 61.28
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448 38.65
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	139754 359.28
2110	970600	BOOKS	10110	RIVERSIDE PUBLISHING	92212C1A 197.43
2110	970600	BOOKS	10122	NATIONAL RESOURCE DIRECTO	9900418 73.21
2110	970600	BOOKS	10134	LANGENSCHIEDT PUBLISHING	088937 1,136.59
2110	970600	BOOKS	10158	AMERICAN DENTAL ASSOCIATIO	8/11/99 142.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004434852 500.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004472657 815.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004481128 588.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004473095 485.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004468866 947.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002874362 51.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004434024 32.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004486336 756.16
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002877476 28.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004438503 972.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004429336 439.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004424916 613.38

09/10/99
ACCOUNTING PERIOD: 9/99CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='09/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004492561	909.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002888879	151.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004454287	743.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004447536	620.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004452419	293.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004459244	548.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004454395	726.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004438998	80.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004442329	542.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004433856	854.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004463789	569.52
2110	970600	BOOKS	46860	UMI	NS427212	1,685.00
2110	970600	BOOKS	46860	UMI	NS427213	1,496.00
2110	970600	BOOKS	51657	N A D A APPRAISAL GUIDE	592129	210.00
2110	970600	BOOKS	58875	INGRAM	22008116	31.36
2110	970600	BOOKS	73124	SCHOLL CORP GUIDES	28291	65.90
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	177817	6.50
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	177873	6.50
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOKS	133279	12.00
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOKS	132603	6.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	239755550	53.45
2110	970610	AUDIO MATERIALS	09364	CHARLES CLARK, CO., INC.	495437	220.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-19-99-3	130.15
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-99-3	86.32
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-19-99-1	142.28
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-99-1	242.52
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3635374M	20.95
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3622739M	15.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3626066M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3642825M	5.00
2110	970610	AUDIO MATERIALS	65969	TIME LIFE	ATTACH	20.98
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	903877	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	902239	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	905027	5.95
2110	970610	AUDIO MATERIALS	95603	LYRIC OPERA OF CHICAGO	810990001	130.50
2110	970620	SUBSCRIPTIONS & BOOKS	05477	INFORMATION TODAY, INC.	1311185-B1	69.95
2110	970620	SUBSCRIPTIONS & BOOKS	46860	UMI	NS427214	4,142.00
2110	970620	SUBSCRIPTIONS & BOOKS	46860	UMI	NS427211	3,995.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0313435	49.94
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	235567	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	236317	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	235951	112.00
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	194839	14.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	07638544	41.19
2110	970630	VISUAL MATERIALS	58875	INGRAM	07623449	33.63
2110	970630	VISUAL MATERIALS	58875	INGRAM	07780165	22.79
2110	970630	VISUAL MATERIALS	58875	INGRAM	07600010	37.79
2110	970630	VISUAL MATERIALS	58875	INGRAM	07675535	14.99
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	*335089	20.55
2110	980400	EQUIPMENT	09638	OFFICE DEPOT	*075509457	259.99

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09/10/99
ACCOUNTING PERIOD: 9/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='09/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					51,880.52
TOTAL FUND					51,880.52

08/27/99

ACCOUNTING PERIOD: 8/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='09/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING 09080	PEOPLEWORKS	7-27-99	775.00
2110	920110	PROFESSIONAL CONSULTING 25529	KLEIN, THORPE & JENKINS	1657-2	1,232.65
2110	920120	COMMUNICATION SERVICES 07581	ARLINGTON HEIGHTS MEMORIA	*00-011	6,142.50
2110	920140	DATA PROCESSING SERVICES 19776	BAKER & TAYLOR, INC.	F07NS7811N	466.25
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	* 7-22-99	1,346.65
2110	920202	CONFERENCES 09310	MARY ANN BROWN	REIMB	442.00
2110	920210	IN-SERVICE TRAINING 08558	GARY VALENTE	REIMB	35.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	SEPTEMBER 99	90.77
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	SEPTEMBER 99	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	SEPTEMBER 99	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	SEPTEMBER 99	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	SEPTEMBER 99	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	SEPTEMBER 99	18.93
2110	930010	R & M EQUIPMENT 06789	AMBASSADOR BUSINESS SOLUT	6421886	75.75
2110	930010	R & M EQUIPMENT 07143	ANDERSON ELEVATOR CO.	20864	1,300.00
2110	930020	R & M BLDGS & STRUCTURES 07143	ANDERSON ELEVATOR CO.	* 20664	120.00
2110	930030	R & M VEHICLES 09976	EXECUTIVE COACH CORPORATI	000910	256.92
2110	960070	AUTO/TRAVEL EXPENSES 09309	ROBERTA S. JOHNSON	REIMB	17.00
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	14.00
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	13.64
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	21.08
2110	960210	SPECIAL EVENT PROGRAMMING 07829	SYSCO FOODS	907310337	629.15
2110	960210	SPECIAL EVENT PROGRAMMING 08029	EVENTS CHICAGO	0115716104	314.60
2110	960210	SPECIAL EVENT PROGRAMMING 08459	PATRICIA E. SHERMAN	DP99008	100.00
2110	960210	SPECIAL EVENT PROGRAMMING 09172	FREDERICK DOSE' APPRAISAL	9-19-99	125.00
2110	960210	SPECIAL EVENT PROGRAMMING 09977	THE MYSTERY SHOP	10-23-99	200.00
2110	960210	SPECIAL EVENT PROGRAMMING 21092	PETTY CASH	PETTY CASH	1.21
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	9908011	11.90
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	9907300	12.21
2110	960210	SPECIAL EVENT PROGRAMMING 61559	BROWN'S CHICKEN	8-1-99	1,535.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004382128	18.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004398268	8.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004381368	30.80
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004398134	21.35
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004407129	18.90
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004420014	28.05
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004410569	12.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004378706	21.10
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004399001	17.30
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004386096	29.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004395955	21.10
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004385414	51.60
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2936	17.58
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1105	8.44
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1098	4.43
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2941	90.83
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2946	4.15
2110	970100	SUPPLIES 09310	MARY ANN BROWN	REIMB	32.64
2110	970100	SUPPLIES 09638	OFFICE DEPOT	073255133	-14.13
2110	970100	SUPPLIES 09638	OFFICE DEPOT	074893383	-207.79
2110	970100	SUPPLIES 09638	OFFICE DEPOT	074163953	103.20

072

08/27/99

ACCOUNTING PERIOD: 8/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='09/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	072125449	14.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	073914385	38.11
2110	970100	SUPPLIES	09638	OFFICE DEPOT	074170454	4.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	074674140	79.06
2110	970100	SUPPLIES	09638	OFFICE DEPOT	074098109	-18.18
2110	970100	SUPPLIES	09638	OFFICE DEPOT	074515740	87.54
2110	970100	SUPPLIES	09638	OFFICE DEPOT	073724193	18.18
2110	970100	SUPPLIES	09714	SCHOOL SPECIALTY INC.	38243340	70.93
2110	970100	SUPPLIES	09919	MICHAELS #8625	0555	66.52
2110	970100	SUPPLIES	19714	GAYLORD BROS	OF90446009	11.88
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	607327	420.65
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5750326-001	35.96
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9908031	114.50
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9908041	44.73
2110	970100	SUPPLIES	43806	NORTH SUBURBAN LIBRARY SY	4498	10.00
2110	970100	SUPPLIES	71891	RUNCO OFFICE SUPPLY	229660-0	67.88
2110	970110	MEALS (FRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	7.78
2110	970110	MEALS (FRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	12.30
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	4166	1.00
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	79016170999	78.18
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	79016170999	126.43
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	645300	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	642284	15.15
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0701010043	71.47
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	01031162	28.90
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	573946-12	15.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	841278	411.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	829160	893.90
2110	970600	BOOKS	05032	ABINGDON PRESS	PO5077940001	56.72
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8354568	69.00
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4238056	108.55
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4251381	628.32
2110	970600	BOOKS	06423	SIMON & SCHUSTER	4238645	68.84
2110	970600	BOOKS	07439	THE GALE GROUP	9048666	92.68
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	41.65
2110	970600	BOOKS	08975	WALKER'S MANUAL, LLC	13389	91.50
2110	970600	BOOKS	09534	GROVE'S DICTIONARIES, INC	8060GDI	675.00
2110	970600	BOOKS	09825	DUPAGE LIBRARY SYSTEM	008632	50.00
2110	970600	BOOKS	09991	TERRY HUNT		13.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002842638	9.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004420013	628.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002826599	129.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004410568	287.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004386095	421.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004385413	1,289.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004398267	140.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004378705	1,063.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004381367	606.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004382127	378.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004399000	462.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002856739	84.64

RUN DATE 08/27/99 TIME 11:29:01

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0722

08/27/99
ACCOUNTING PERIOD: 8/99CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

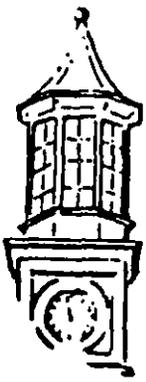
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SELECTION CRITERIA: payable.due_date='09/07/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004407128	418.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004395954	613.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004398133	506.81
2110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	500039	220.53
2110	970600	BOOKS	23806 FACTS ON FILE	19588920	86.67
2110	970600	BOOKS	58875 INGRAM	21783374	5.06
2110	970600	BOOKS	58875 INGRAM	21783375	15.36
2110	970600	BOOKS	58875 INGRAM	21871942	15.68
2110	970600	BOOKS	82668 POLONIA BOOK STORES	007519	101.61
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	177090	6.50
2110	970610	AUDIO MATERIALS	03882 BOOKCASSETTE SALES	0028103IN	116.83
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	239139500	29.16
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-5-99-1	304.55
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-3-99-4	30.34
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-3-99-1	253.59
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3614076M	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3605394M	10.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3619095M	10.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	899881	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	03804 SRDS	ATTACH	3,145.00
2110	970620	SUBSCRIPTIONS & BOOKS	09975 KATHERINE RANK	REIMB	16.79
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	235178	149.00
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	192478	35.98
2110	970630	VISUAL MATERIALS	58875 INGRAM	07376695	48.93
2110	970630	VISUAL MATERIALS	58875 INGRAM	07552122	37.48
2110	970630	VISUAL MATERIALS	58875 INGRAM	07468306	87.85
2110	970630	VISUAL MATERIALS	58875 INGRAM	07520738	127.70
2110	970630	VISUAL MATERIALS	58875 INGRAM	07435743	56.23
2110	970810	NATURAL GAS	08089 NICOR ENERGY	IVC063998	501.21
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	019254	42.96
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	818563	237.77
2110	980400	EQUIPMENT	09638 OFFICE DEPOT	072642719	748.20
2110	980400	EQUIPMENT	09638 OFFICE DEPOT	07413331948	636.00
2110	980400	EQUIPMENT	09638 OFFICE DEPOT	073255063	-517.61
2110	980400	EQUIPMENT	09638 OFFICE DEPOT	072125449	517.61
2110	980410	COMPUTER HARDWARE	05124 CDW GOVERNMENT, INC.	AP95503	4,896.72
2110	980420	COMPUTER SOFTWARE	05124 CDW GOVERNMENT, INC.	AP95503	75.00
TOTAL LIBRARY SERVICES					39,742.78
TOTAL FUND					39,742.78

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DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Planning Committee Meeting October 5, 1999

Chair: John Burke
Present: John Burke, Betty Ritter, Sandra Norlin, Martha Sloan, Hector Marino.
Absent: John Ciborowski

Call to Order: 4:35 PM by John Burke.

Sandra Norlin provided information on her conversations with the Executive Service Corps about providing services in two areas: Board Development and Focus Groups.

Sandra presented a printout of the latest HAPLR (U.S. Public Library Rankings) Report. The Des Plaines Public Library ranks 37 out of 508 in our population category.

The Committee reviewed the Strategic Plan Goals and developed objectives. The Committee agreed that the time period covered by the plan will end in December, 2000.

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

Objectives:

- 1.1 Establish community advisory groups for regularly obtaining information on current collection interests through a variety of communication opportunities. [January 1, 2000]
- 1.2 Establish a program of at least semi-annual, in-person, brief surveys of library users to elicit feedback about the collection. [January 1, 2000]
- 1.3 Spend a minimum of 20% of the FY2000 operating budget for materials for patrons. [December 31, 2000]
- 1.4 Ensure that public service departments establish annual goals for the collection development plan. [November, each year]

- 1.5 Establish a subsection of the collection development plan that addresses the selection of electronic resources. [November 1, 1999]

Goal 2 – A staff actively engaged in continuous learning.

Objectives:

- 2.1 Continue with formal Learning Organization training activities through the auspices of North Suburban Library System. [May, 1999]
- 2.2 Address and ensure adequate funding for continuing education opportunities as appropriate for all library employees. [August 1, 1999]
- 2.3 Maintain a collection of books, tapes, and periodicals for staff use in continuing education. [Ongoing]
- 2.4 Formalize an Orientation Program that emphasizes expectations and opportunities for all staff to engage in continuous learning in order to enthusiastically participate in the vision of the library. [January 1, 2000]

Goal 3 – An effective and efficient transition from the old to the new building. [July 1, 2000]

Objectives:

- 3.1 Establish staff task force to address:
- Project calendars
 - Staff preparation, training, and morale
 - Selection of moving company
 - Learning from other libraries' experience
 - Budget
 - Public Information
 - Pre-move schedule - shutting down functions
 - Security needs.
 - Sale/auction of furniture and equipment

Goal 4 – A community services department that meets the needs of all Des Plaines residents.

Objectives:

- 4.1 Review services and staffing.
- 4.2 Develop a plan and priorities for outreach service programs.
- 4.3 Identify individuals and organizations that can provide information and form partnerships with the library.
- 4.4 Seek grant funds to develop new programs in:
- 4.4.1 Assistive technology.
 - 4.4.2 Foreign language collections.

GOAL 5: A high level of public awareness of the library's services and programs.

Objectives:

- 5.1 Improve usefulness of the library's website.
- 5.2 Develop marketing plan for increasing library card registration in Des Plaines schools.
- 5.3 Develop a personal interest approach to informing community leaders of library programs, services, and materials.

GOAL 6: Expanded opportunities for community members to support the library.

- 6.1 Expand the scope of the volunteer program.
- 6.2 Inform community of library foundation as means of major donations.
- 6.3 Explore a high visibility event to call public attention to the library foundation.
- 6.4 Work with Friends of the Library to show them our appreciation and give public recognition to their efforts.
- 6.5 Develop a welcome and feedback postcard system for newly registered patrons.

GOAL 7: A cooperative and mutually respectful relationship between the Library Board and its staff and the City Government.

Objectives:

- 7.1 Increase trustee – city council communication efforts through personal invitations to aldermen to attend library tours and programs.

GOAL 8: Adequate funds for major and multi-year expenditures.

Objectives:

- 8.1 Establish and review Capital Projects Fund for a three-year period. [Board]
- 8.2 Support the Foundation. [Board]

Meeting adjourned at 6:30 PM.

Minutes prepared by Sandra Norlin.

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REGISTRATION SERVICES REPORT FOR SEPTEMBER 1999

I. LIBRARY CARD REGISTRATION SERVICES

<u>September 1998</u>	<u>August 1999</u>	<u>September 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
910	756	895	8,739	7,152	(-20.4%)
A.	New Cards			406	
B.	Renewals			422	
C.	Non-Resident Cards			13	
D.	Off-line Library Cards			54	
	Total			895	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	185
2.	Number of Meeting Room Uses	88
3.	Cab cards and Other Registrations	2
4.	LAN Discs Sold	5
	(Year to Date - 41)	
5.	Computer Room	176
6.	Reading Edge Users	5
	Total	461

III. TOTAL NUMBER OF REGISTERED BORROWERS

September 1998	34,045	(63.8% of Population)
September 1999	35,064	(65.4% of Population)

CIRCULATION REPORT FOR SEPTEMBER 1999

Page 2

PATRON ATTENDANCE COUNT

<u>September 1998</u>	<u>August 1999</u>	<u>September 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
29,277	28,926	27,670	266,241	246,704	(-7.3%)

RECIPROCAL BORROWING

(Materials Lent)

	<u>September 1998</u>	<u>September 1999</u>	<u>% Change</u>
NSLS	6,411	7,298	12.2%
OTHER SYSTEMS	1,673	1,487	(-10.5%)
TOTAL	8,084	8,785	8.3%

INTERLIBRARY LOAN

Sent	948
Received	398

**USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
SEPTEMBER 1999**

Britannica Online	4,552
College Source Online	19
First Search	392
Info Trac	1,556
Newsbank (Chicago Tribune)	103
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	16
Total Searches & Queries	6,638

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

September 1999

Total 1998 to Date:	588,237	Total 1999 to Date:	568,335	% Change	-3.38%
September 1998:	62,156	September 1999:	60,821		-2.15%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	4,275	3,549	1,099	891	5,374	4,440
Fiction	9,095	9,437	1,245	1,216	10,340	10,653
Foreign Language Non Fiction	26	25	7	10	33	35
Foreign Language Fiction	142	131	53	86	195	217
Periodicals	211	150	80	106	291	256
Compact Discs	255	290	25	58	280	348
Audio Cassettes	278	309	27	17	305	326
Audio Kits	329	422	92	86	421	508
Puzzles	413	306	89	38	502	344
Games	54	76	11	19	65	95
Audio Books	124	114	9	10	133	124
Video Fiction	1,624	2,410	338	378	1,962	2,788
Video Non Fiction	732	1,186	53	61	785	1,247
DVD	0	9	0	0	0	9
CD ROMs	360	600	0	0	360	600
SUB TOTAL	17,918	19,014	3,128	2,976	21,046	21,990
<u>ADULT</u>						
Non Fiction	11,484	9,990	217	264	11,701	10,254
Fiction	7,051	6,927	310	285	7,361	7,212
Large Type	848	870	126	104	974	974
Foreign Language Non Fiction	68	108	5	37	73	145
Foreign Language Fiction	273	346	0	28	273	374
High School Collection	0	109	0	8	0	117
Periodicals	2,221	1,849	102	130	2,323	1,979
Pamphlets	20	32	0	0	20	32
Compact Discs	3,444	4,034	498	588	3,942	4,622
Audio Cassettes	561	348	6	15	567	363
Puzzles	16	17	0	9	16	26
Pictures	67	48	0	0	67	48
Audio Books	1,416	1,556	32	39	1,448	1,595
CD ROMs	194	210	0	0	194	210
Video Fiction	8,503	7,125	468	484	8,971	7,609
Video Non Fiction	2,857	2,774	20	37	2,877	2,811
DVD	0	388	0	0	0	388
Misc. Formats	7	66	0	1	7	67
	39,030	36,797	1,784	2,029	40,814	38,826
Supercedes	296			5	296	5
GRAND TOTAL	57,244	55,811	4,912	5,010 *	62,156	60,821
Self Check	2,335	2,142	0	0	2,335	2,142

*Van replaced Mobile Library for 3 days.

Sept. 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	178,440	178,279	-161	-0.1%
Audio	14,849	14,918	69	0.5%
Video	9,851	10,012	161	1.6%
Puzzles and Games	837	836	-1	-0.1%
Realia	235	236	1	0.4%
Pamphlets	14,861	14,861	0	0.0%

Total	219,073	219,142	69	0.0%

ACQUISITIONS REPORT FOR
FOR SEPTEMBER 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	1,989	2,002	13	0.7%
100	2,609	2,629	20	0.8%
200	2,826	2,824	-2	-0.1%
300	11,853	11,917	64	0.5%
400	642	653	11	1.7%
500	2,820	2,689	-131	-4.6%
600	16,106	16,189	83	0.5%
700	15,147	15,183	36	0.2%
800	5,131	5,146	15	0.3%
900	11,382	11,373	-9	-0.1%
B	4,598	4,613	15	0.3%
Total (Adult)	75,103	75,218	115	0.2%
Juvenile (J)				
000	369	368	-1	-0.3%
100	190	190	0	0.0%
200	275	276	1	0.4%
300	2,150	2,134	-16	-0.7%
400	115	115	0	0.0%
500	3,211	3,249	38	1.2%
600	2,352	2,336	-16	-0.7%
700	3,246	3,206	-40	-1.2%
800	727	735	8	1.1%
900	3,565	3,592	27	0.8%
B	967	968	1	0.1%
YA	926	950	24	2.6%
Total (J)	18,093	18,119	26	0.1%
Total (E)	7,542	7,582	40	0.5%
Total (Juvenile)	25,635	25,701	66	0.3%
Total (Non fiction)	100,738	100,919	181	0.2%
Fiction				
Adult	33,836	33,717	-119	-0.4%
Juvenile				
J	8,339	8,146	-193	-2.3%
YA	1,956	1,960	4	0.2%
E	10,217	9,658	-559	-5.5%
Picture Books	7,628	8,162	534	7.0%
Board Books	984	922	-62	-6.3%
Total (Juvenile)	29,124	28,848	-276	-0.9%
Total (Fiction)	62,960	62,565	-395	-0.6%
High school	533	581	48	9.0%

Compact discs				
Adult	6,170	6,213	43	0.7%
Juvenile	478	483	5	1.0%
Total (Compact discs)	6,648	6,696	48	0.7%
DVDs				
Adult	107	108	1	0.9%
Juvenile	2	3	1	0.0%
Total (DVDs)	109	111	2	1.8%
CD ROMs				
Adult	195	194	-1	-0.5%
Juvenile	422	423	1	0.2%
Total (CD ROMs)	617	617	0	0.0%
Audio Cassettes				
Adult	2,278	2,271	-7	-0.3%
Juvenile	988	992	4	0.4%
Audio Books				
Adult	2,199	2,211	12	0.5%
Juvenile	912	914	2	0.2%
Total (Cassettes)	6,377	6,388	11	0.2%
Kits	1,098	1,106	8	0.7%
Videocassettes				
Adult	7,761	7,884	123	1.6%
Juvenile	2,090	2,128	38	1.8%
Total (Videocassettes)	9,851	10,012	161	1.6%
Total (Audio Visual)	24,700	24,930	230	0.9%
Reference				
Adult	5,950	6,007	57	1.0%
Juvenile	1,153	1,164	11	1.0%
Total (Reference)	7,103	7,171	68	1.0%
Puzzles				
Adult	87	87	0	0.0%
Juvenile	641	640	-1	-0.2%
Total (Puzzles)	728	727	-1	-0.1%
Games (Juvenile)	109	109	0	0.0%

Realia				
Paintings	233	234	1	0.4%
CC decoders	2	2	0	0.0%
Total (Realia)	235	236	1	0.4%
Large Type				
Adult	3,367	3,393	26	0.8%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,394	3,420	26	0.8%
Pamphlets	14,861	14,861	0	0.0%
Easy Reading	1,026	1,023	-3	-0.3%
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	2	-16	-88.9%
Total (French language)	103	87	-16	-15.5%
German				
Adult	92	94	2	2.2%
Juvenile	5	2	-3	-60.0%
Total (German language)	97	96	-1	-1.0%
Greek				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Greek language)	1	1	0	0.0%
Gujarti				
Adult	0	0	0	0.0%
Juvenile	4	2	-2	-50.0%
Total (Gujarti language)	4	2	-2	-50.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	2	1	-1	-50.0%
Total (Hebrew language)	2	1	-1	-50.0%
Italian				
Adult	21	21	0	0.0%
Juvenile	2	0	-2	-100.0%
Total (Italian language)	23	21	-2	-8.7%

Japanese				
Adult	0	0	0	0.0%
Juvenile	1	0	-1	-100.0%
Total (Japanese language)	1	0	-1	-100.0%
Latin				
Adult	0	0	0	0.0%
Juvenile	2	2	0	0.0%
Total (Latin language)	2	2	0	0.0%
Polish				
Adult	634	639	5	0.8%
Juvenile	67	66	-1	-1.5%
Total (Polish language)	701	705	4	0.6%
Russian				
Adult	279	280	1	0.4%
Juvenile	2	0	-2	-100.0%
Total (Russian language)	281	280	-1	-0.4%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	634	636	2	0.3%
Juvenile	836	768	-68	-8.1%
Total (Spanish language)	1,470	1,404	-66	-4.5%
Swahili				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Swahili language)	1	1	0	0.0%
Total (Adult)	1,748	1,758	10	0.6%
Total (Juvenile)	938	842	-96	-10.2%
Total (Foreign languages)	2,686	2,600	-86	-3.2%
=====				
TOTAL	219,073	219,142	69	0.0%

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE STATISTICAL REPORT
SEPTEMBER 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	165	
2. Tax forms	10	
3. Directional questions	167	
4. Item retrieval by library pages	63	
5. Audio visual inquiries	595	
Total.		1,000
Reference Services		
1. Specific item request	864	
2. Ready reference	631	
3. Material searching	415	
4. Referrals to other libraries	42	
5. Reader's Advisory	14	
Total		1,966
GRAND TOTAL		2,966

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
SEPTEMBER 1999

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	696	
2. Program Sign-up	210	
3. Equipment Repair & Assistance	426	
4. Directional Questions	366	
5. ILL & Patron Holds	28	
Total		1,726
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	684	
2. Periodicals	38	
3. Textbooks	3	
4. Reserve Books	51	
Total		776
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	364	
2. Reference	555	
3. Reader's Advisory	99	
4. Referrals to Other Libraries	2	
Total		1,020
GRAND TOTAL		3,522

Number of individuals using the Local Computer Network = 1,808

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

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
Art Guild	1	10
Capitol Choice	1	4
Coupon Club	1	4
Des Plaines Woman's Club	1	5
DuPage Figure Skaters	1	10
Foreign Affairs	1	14
Medicare Update Seminar	1	60
Toastmasters	1	12
Yoga Class	3	22
Total	11	141
Library Sponsored Adult Programs		
Adult Book Discussion	1	19
All Staff	1	52
Antiques Appraisal	1	91
Effective Resume	1	11
Feature Film	1	50
Flavors of Mexico	1	20
Friends of the Library	1	15
School IMC & Principal's Tea	1	26
Lunchtime Stories	3	31
Management Committee Meeting	1	7
Disruptive Behavior Training	6	68
Selectors Meeting	1	8
Other		
Library Board Meeting	1	14
Total	20	412

DES PLAINES PUBLIC LIBRARY
MEETING ROOM SEPTEMBER 1999

Page 2

Library Sponsored Community Programs

Central School Open House	1	200
Devonshire Open House, K-2 and 5 th grade	1	75
Devonshire Open House, 3-4 th grade	1	60
Fiesta Days	1	300
Senior Center Booktalk	1	10
USA Health and Fitness Days Storytime	1	7
Total	6	652

Library Sponsored Children's Programs

	<u>Times Used</u>	<u>Attendance</u>
Bright Start Baby Book Times	12	244
Family Storytime	1	35
Teen 2000 (YA Advisory Group)	1	21
Storytime 2 year olds	5	93
Storytime 3-5 year olds	13	109
Total	32	502

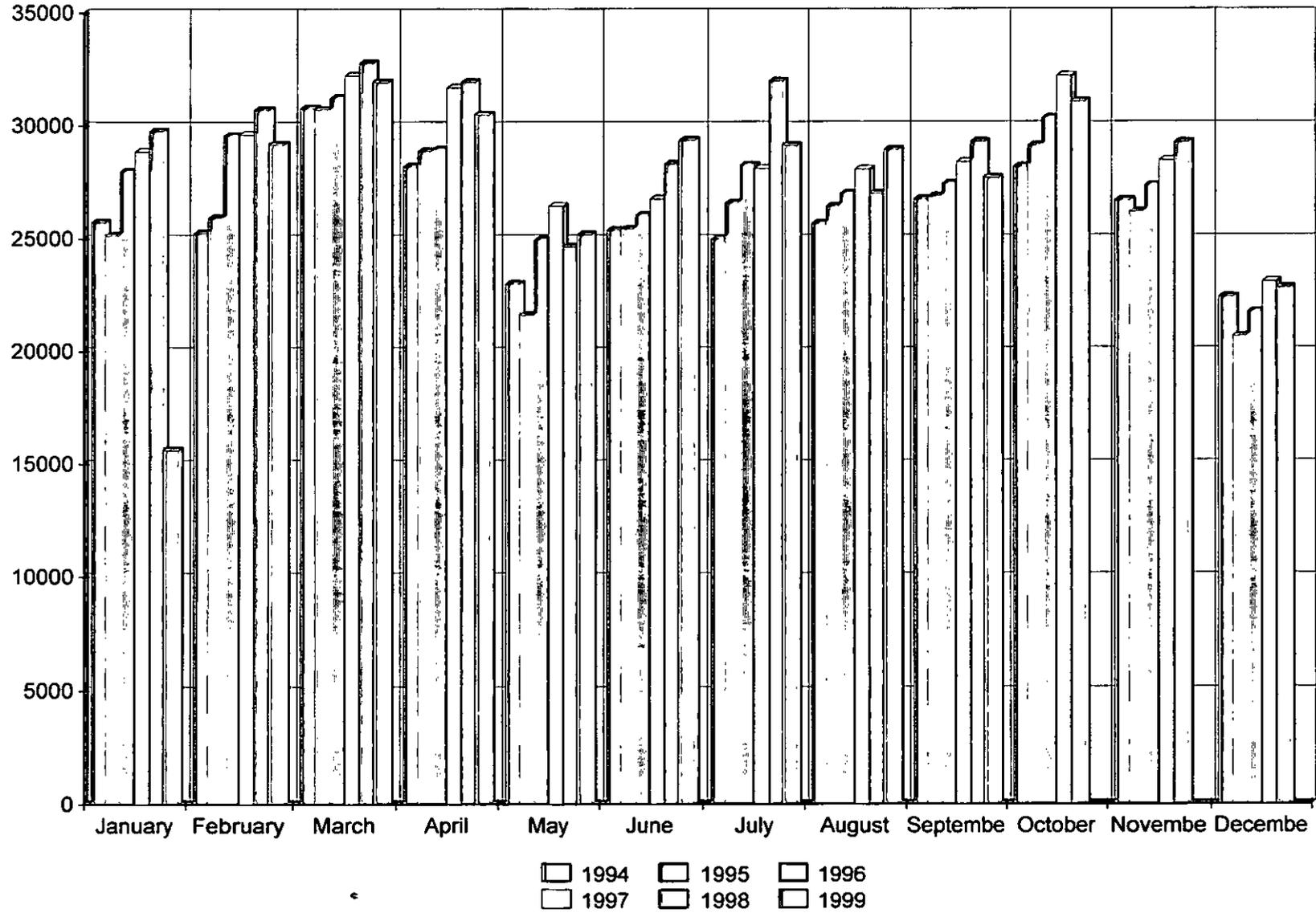
Literacy Program

Learn to Read	16	438
Grand Total	85	2,145

September Total = 85 groups involving 2,145 people.
1999 Year to Date Total 730 groups involving 18,828 people.

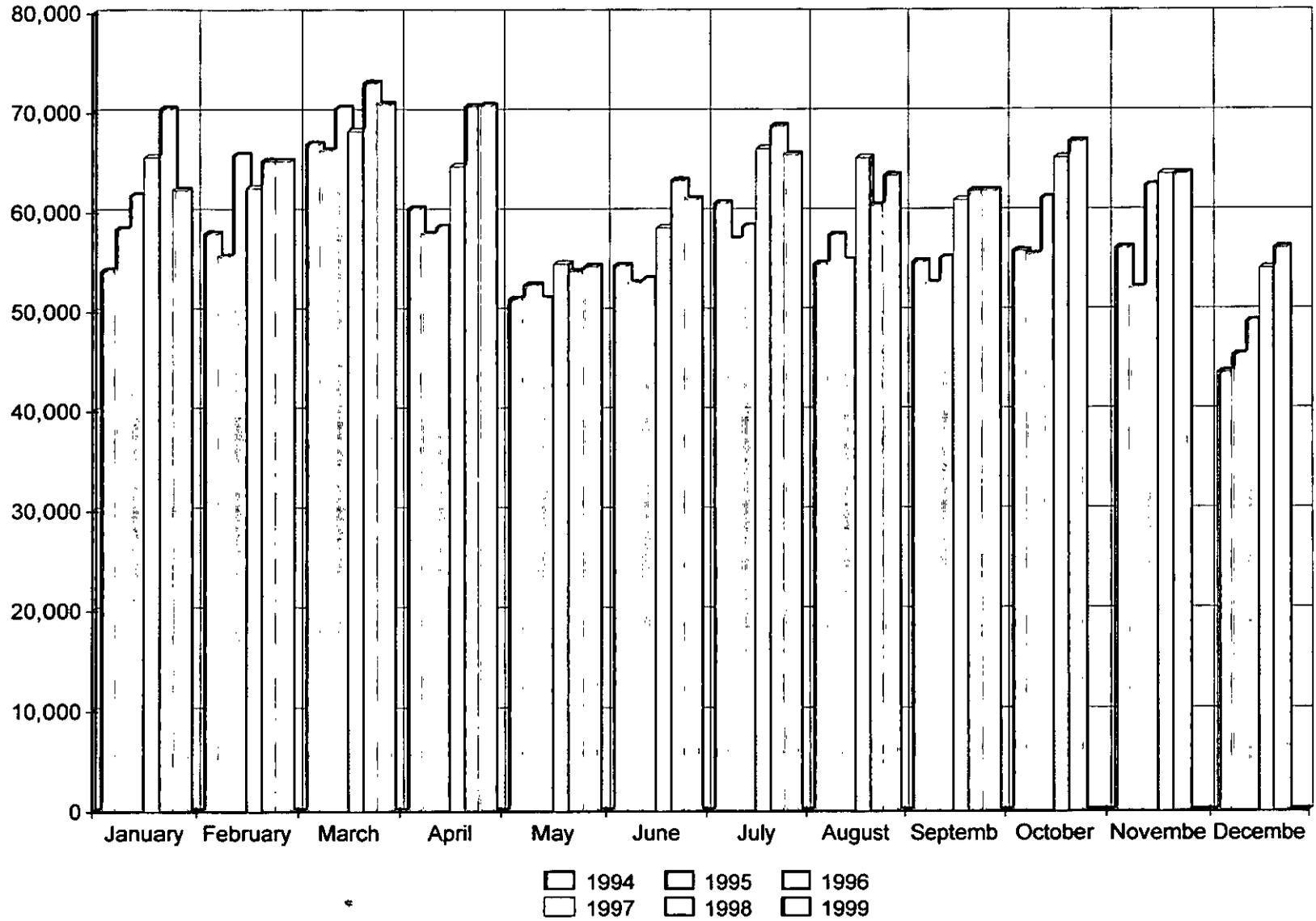
Patron Attendance

September 1999



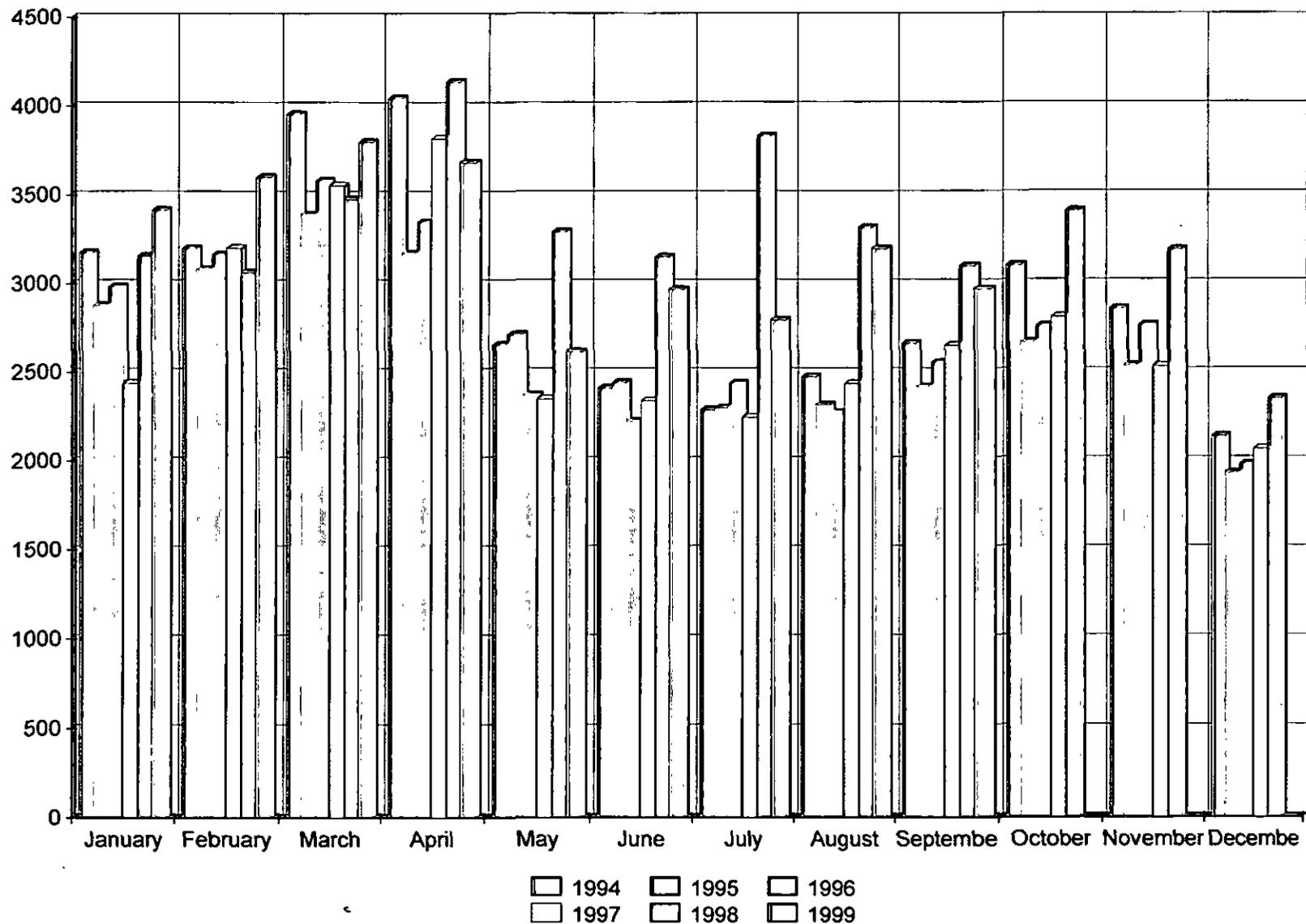
Circulation Statistics

Items Circulated Per Month By Year



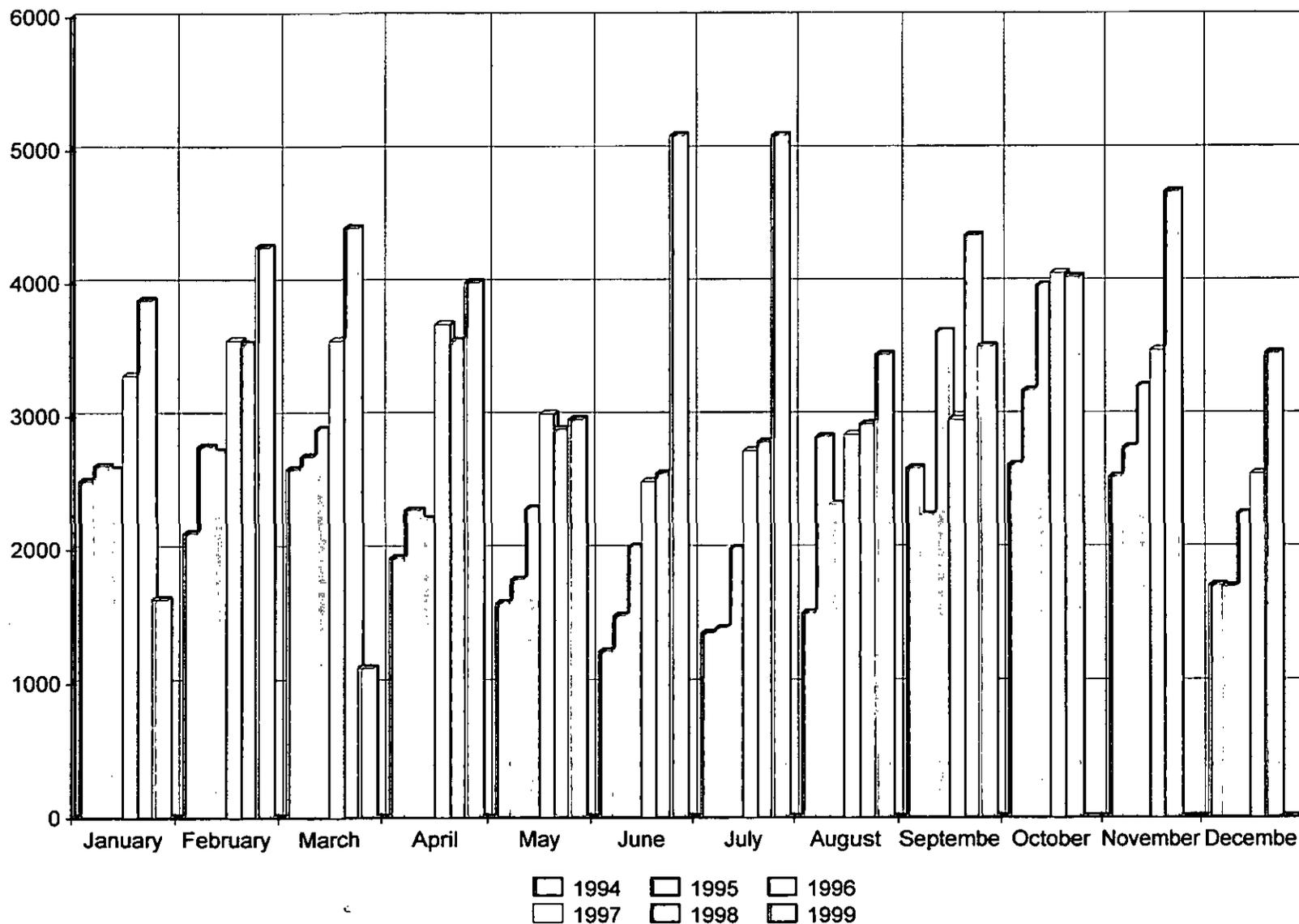
Adult Patron Assistance Statistics

September 1999



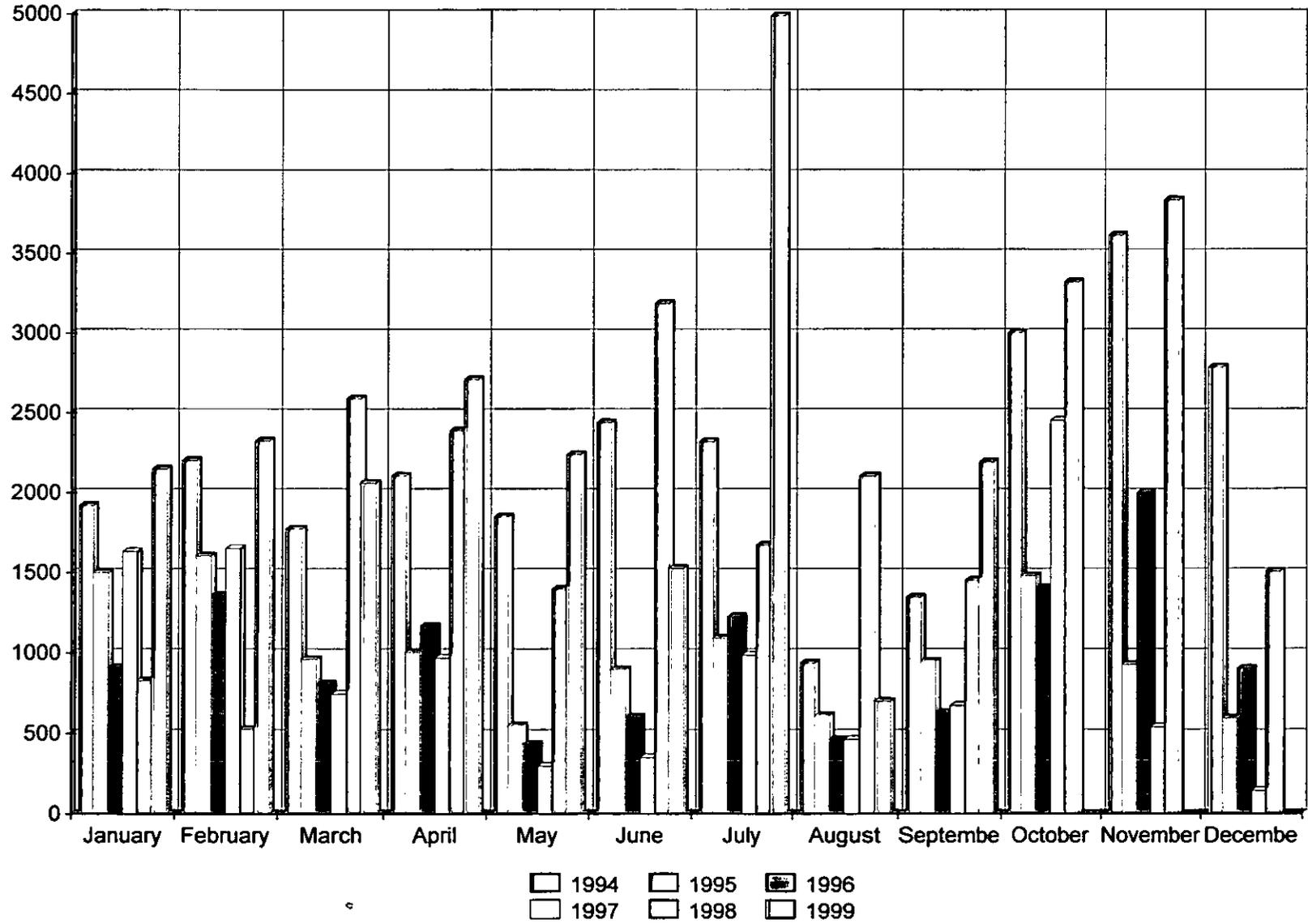
Children's Patron Assistance Statistics

September 1999



Meeting Room Attendance Statistics

September 1999



F R I E N D S



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY • 841 GRACELAND AVE. • DES PLAINES, ILLINOIS 60016

October 7, 1999

Sandra Norlin
Des Plaines Public Library
841 Graceland Avenue
Des Plaines, IL 60018

Dear Sandra,

The members of the Friends of the Library Roundtable saw the video Library Voices at their last meeting.

They have asked me to express their congratulations on a job well done. They enjoyed it immensely.

Please extend our congratulations to Leslie Steiner and any others that were involved in its production. We are also going to extend our congratulations to the students at Algonquin Middle School.

Friends members appreciate how libraries affect lives and it is wonderful that you are telling the community some of the stories.

Respectfully,

Charlotte

Charlotte Storer
President

Hennen's American Public Library Rating Index

The HAPLR Index is based on data from the U.S. Federal-State Cooperative Service, but only the author, Thomas J. Hennen Jr. is responsible for ratings data at this site.

Rating Methods

Population Factors

More detail on HAPLR Index Methodology.

Nationwide public library statistics are collected and disseminated annually through the Federal-State Cooperative System for public library data (FSCS). Statistics are collected from nearly 9,000 public libraries. The FSCS web site is at:
[http://nces.ed.gov/surveys/public.html#contents.](http://nces.ed.gov/surveys/public.html#contents)

The HAPLR Index includes 15 factors. The focus is on circulation, staffing, materials, reference service, and funding levels. The Index does not include data on audio and video collections, or interlibrary loan, among other items that could have been calculated from the FSCS data. Perhaps most prominently absent from the data are any measures of electronic use or Internet service. While such measures would have been desirable, the FSCS data simply are simply not sufficient for such comparisons at this time. Internet, electronic services and audiovisual services are excluded because there is simply not enough data reported by enough libraries to make comparisons meaningful. What remains are fairly traditional data for print services, book checkouts, reference service, funding and staffing. It is likely that in the future, additional measures can be added to the FSCS data to begin to evaluate such other library services as Internet use, electronic services, and non-print services. The FSCS data have only been collected on a consistent national basis since 1981. Since then the data have been refined to be more consistent and to include more information. That trend is likely to accelerate, making the additional comparisons possible soon.

Weighting the Factors

Measurement Category	Weight In HAPLR Index
Expenditure Per capita	3
Percent Budget to materials	2
Materials Expend. Per capita	2
FTE staff per 1,000 population	2
Periodicals per 1000 residents	1
Volumes per Capita	1
Cost/circulation (<i>low to high</i>)	3
Visits per capita	3
Collection turnover	2
Circulation per FTE Staff Hour	2
Circulation per Capita	2
Reference per capita	2
Circulation per hour	2
Visits per hour	1
Circulation per visit	1

Population factors to consider

The FSCS data system had no choice but to ask states to make some rather arbitrary assignments of population. The population served often extends beyond the population of the community that established it and provides its initial support. Left to their own devices, libraries would undoubtedly claim wider service territories, that, when added together, would far exceed the total population. Hence, the FSCS had to insist on states making assignments of population that are arbitrary.

Depending on the demographic makeup of the state, there will be inconsistencies in population assignment. Consolidated county and regional library systems are more prevalent in some states and regions than in others, skewing some population data. Take the author's home state and the 15 largest communities there. One community is assigned 1 additional person for every 100 city resident while another is assigned 75 persons for every 100 city residents. The former community, with fewer additional residents assigned, will fare better than the latter community in any per capita comparison.

Nearly half of the HAPLR Index is sensitive to population as reported in the FSCS data, so this fact should be considered when interpreting the results.

Telephone
414-886-1625 (voice)
414-886-5424 (fax)

Postal address

6014 Spring Street
Racine, Wisconsin 53406

Web site: <http://www.haplr-index.com>

Electronic mail: thennen@haplr-index.com

Thomas J. Hennen 8/24/99

Great American Public Libraries: HAPLR Ratings, Round Two

By Thomas J. Hennen Jr.

A TABULATION OF NEW FEDERAL DATA
SUPPLIES MORE EVIDENCE OF EXCELLENCE



as the weather better before climatologists invented the wind-chill index or does it just seem that way? Does a library-rating index change the value or quality of the service provided, or, like the wind-chill index, does it just seem that way?

Librarianship has always lacked any commonly accepted indicators of what excellence is. Unlike a listing of top-500 corporations that reveal the success of public companies to all, the library and information services industry produces no intelligible reports that likewise inform stakeholders interested in libraries. Hennen's American Public Library Rating (HAPLR) seeks to help change that situation.

Comparisons to the first HAPLR Index

The first edition of the HAPLR Index (*AL*, Jan., 72-76) was based on data submitted by each state to the Federal-State Cooperative System (FSCS) for 1996. This second edition of the index is based on 1997 early-release data from FSCS as published on the World Wide Web in March. The data does not become final until publication by the U.S. Department of Education sometime later this year.

The HAPLR Index uses six input and nine output measures. The measures are calculated from the FSCS. Each factor was weighted and scored. The scores for each library, within a population category, were then added to develop a weighted score. The HAPLR Index is similar to an ACT or SAT score with a theoretical minimum of 1 and a maximum of 1,000. About 90% of libraries in each population group scored between 260 and 730.

Reaction to the First Edition

American Libraries published the first HAPLR Index (*AL*, Jan. 72-76). "Go Ahead Name Them: America's Best Public Libraries" was a first-ever attempt to rate all of America's

public libraries using an index similar to those used for rating cities, colleges, and hospitals. The article received so much publicity in newspapers across the country that *AL* posted the entire article on its Web site for download by journalists and individuals. The HAPLR Index site at www.haplr-index.com received more than 5,000 unique visitors that retrieved tens of thousands of pages in its first three months.

The article and the index engendered more publicity than most *American Libraries* articles. Why the interest? It is probably because newspapers and their readers love rankings and winning. It is also because an index number such as the HAPLR Index encapsulates a good deal of quantitative information in a single number that can be measured against all others.

The HAPLR Index received attention from newspapers, magazines, and TV stations throughout the country.

An Ohio wire service noted that "Ohio libraries sizzle!" In the *Akron Beacon Journal*, the director of the Twinsburg Public Library in Ohio, Karen Tschudy, noted: "You always believe your library is among the best. It's nice to see somebody prove it. We're very proud." Larry Black, director of Columbus Metropolitan Library was quoted in the *Columbus Dispatch* with:

"It's sort of nice to be at the top of one of those. We were very pleased, of course, to have an outside organization validate our efforts."

Bexley Public Library was rated number one in libraries serving between 10,000 and 99,999 people. "Primarily, I think we have some good management, and I'm proud of what we're doing," said Robert Stafford, Bexley's library director.

Stafford credited the General Assembly for providing revenue for public libraries. Ohio sets aside 5.7% of personal income tax receipts for public libraries. Generous state funding helped give Ohio 17 of the top 60 small libraries. Five of the top seven libraries serving populations between 10,000 and 99,999 are in Ohio.

In Virginia the Loudoun County Library's director was happy to be able to lead into a TV interview with their top ranking rather than yet another statement on its Internet filtering lawsuit (*AL*, Jan. p. 14).

Connecticut Lt. Gov. M. Jodi Rell personally presented a proclamation to the Darien Library congratulating the board and staff for its rating. She called the Darien

• **The first HAPLR Index**
• **received attention from**
• **newspapers, magazines,**
• **and TV stations**
• **throughout the country.**

THOMAS J. HENNING JR. is administrator of the Waukesha County Federated Library System in Wisconsin.

Library "a real gem," and the many newspaper articles about the library's rating echoed that theme. Library Director Louise Barry, called the rating, the publicity, and the lieutenant governor's proclamation a real source of civic pride.

Don Napoli, director at St. Joseph County Library in South Bend, Indiana, said to his staff when he got the news, "This is a big deal! What makes it even more exciting is that the 15 factors which the study uses to make the comparison are the very things that we—you and I and the library board—have been working on very hard for the past 21 years."

The December 28, 1998, *St. Louis Post Dispatch* quotes St. Charles County Library Director Carl Sandstedt as saying: "It's not the bricks and mortar, it's the staff and materials that matter." He adds, "The underlying data have been there for years. It's about time they rated libraries."

A smiling Ida Nemeč of the Plum Lake Library in Sayner, Wisconsin, is featured on the front page of the *Lakeland Times*. The article notes that although a friendly smile is considered an important part of a quality library, it could not be measured in the HAPLR Index. The ranking also inspired extensive radio coverage for the library.

The *Champaign-Urbana News-Gazette* reports that Urbana (Ill.) Free Library officials were caught off guard by the article and the library's ranking and, understandably, were giddy about it. "We've always known that the Urbana Free Library's statistics were impressive," library board President Michael Stevenson said. "But it's great to have this confirmed by a national study."

The *Cleveland Plain Dealer* noted that the HAPLR Index ranked 17 Ohio libraries, including five in Northeast Ohio, in the top 20 of their respective population categories. Westlake's Porter Public Library was third and Painesville's Morley Public Library fifth in the 10,000-99,999 category. "This is a real coup for the whole state," said Twinsburg Library Director Karen Tschudy. Medina County Library officials were happy not only to make the list, but also to have been named the 1998 Library of the Year by the *Library Journal*.

The *Cupertino Scene* notes a particularly good year for Santa Clara County (Calif.) Public Library. Susan Fuller was named Librarian of the Year by *Library Journal* and the library made the top 10 in the HAPLR Index.

Writing for *The State* in Columbia, South Carolina, Amanda Mays cites the Richland County Public Library for its 21st rank in the over-100,000 population category. Library Director David Warren compares their traffic count to being in the Atlanta airport on a Sunday afternoon. Since their new building opened in 1993, circulation and visitors have doubled.

The structure of the HAPLR Index

The previous index received many objections and criticisms. Some of the issues are addressed in this article. The new data from FSCS uses a process known as imputation to assign assumed numbers for many performance measures. It would therefore be possible to add more categories to the index. Program attendance, video circulation, and children's circulation are just a few of the measures urged by readers. Measures of electronic use

Average HAPLR Index Ratings by States and District of Columbia

State	HAPLR	Rank
Alabama	386	46
Alaska	512	18
Arizona	501	22
Arkansas	392	45
California	491	24
Colorado	510	19
Connecticut	520	15
Delaware	475	27
District of Columbia	412	42
Florida	469	29
Georgia	344	49
Hawaii	402	43
Idaho	504	21
Illinois	537	14
Indiana	607	3
Iowa	548	11
Kansas	563	6
Kentucky	419	40
Louisiana	386	47
Maine	449	34
Maryland	549	10
Massachusetts	559	9
Michigan	463	30
Minnesota	622	2
Mississippi	292	51
Missouri	505	20
Montana	449	32
Nebraska	519	16
Nevada	477	26
New Hampshire	470	28
New Jersey	497	23
New Mexico	452	31
New York	562	7
North Carolina	446	36
North Dakota	436	38
Ohio	669	1
Oklahoma	449	33
Oregon	538	13
Pennsylvania	414	41
Rhode Island	448	35
South Carolina	351	48
South Dakota	516	17
Tennessee	328	50
Texas	393	44
Utah	562	8
Vermont	446	37
Virginia	482	25
Washington	579	5
West Virginia	421	39
Wisconsin	580	4
Wyoming	539	12

HENNEN'S AMERICAN PUBLIC LIBRARY RATINGS INDEX II

	Library Name	City	State/ZIP	Population	HAPLR
Over 500,000	1. Columbus Metropolitan Library	Columbus	OH 43213	758,012	834
	2. Hennepin County Library	Minnetonka	MN 55305	689,744	820
	3. Montgomery County Dept. of Public Libraries	Rockville	MD 20850	813,100	796
	4. Baltimore County Public Library	Towson	MD 21204	708,500	784
	5. Indianapolis-Marion County Public Library	Indianapolis	IN 46206	770,684	772
	6. Cuyahoga County Public Library	Parma	OH 44134	585,673	735
	7. Salt Lake County Library System	Salt Lake City	UT 84121	590,130	721
	8. Dayton and Montgomery County Public Library	Dayton	OH 45402	508,500	717
	9. St. Louis County Library	Ladue	MO 63131	886,684	692
	10. Fairfax County Public Library	Fairfax	VA 22033	906,300	687
250,000-499,999	1. Johnson County Library	Shawnee Mission	KS 66201	307,634	867
	2. Santa Clara County Free Library	San Jose	CA 95112	380,030	826
	3. Saint Charles City-County Library District	Saint Peters	MO 63376	255,066	809
	4. Dakota County Library	Eagan	MN 55123	287,321	795
	4. Prince William Public Library System	Prince William	VA 22192	276,900	795
	6. Denver Public Library	Denver	CO 80204	497,007	791
	7. Toledo-Lucas County Public Library	Toledo	OH 43624	452,691	781
	8. Richland County Public Library	Columbia	SC 29201	289,839	774
	9. Allen County Public Library	Fort Wayne	IN 46801	300,836	753
	10. Stark County District Library	Canton	OH 44702	253,213	744
100,000-249,999	1. Naperville Public Libraries	Naperville	IL 60540	100,422	889
	2. St. Joseph County Public Library	South Bend	IN 46601	167,477	856
	3. Schaumburg Township District Library	Schaumburg	IL 60194	124,773	844
	4. Loudoun County Public Library	Leesburg	VA 20176	108,300	831
	5. Central Rappahannock Regional Library	Fredericksburg	VA 22401	181,100	821
	6. Boulder Public Library	Boulder	CO 80306	114,712	801
	7. Chesapeake Public Library	Chesapeake	VA 23320	177,900	799
	8. Beaverton City Library	Beaverton	OR 97005	108,351	797
	9. Porter County Public Library System	Valparaiso	IN 46383	113,109	783
	10. Ramsey County Public Library	Shoreview	MN 55126	221,249	778
50,000-99,999	1. Westerville Public Library	Westerville	OH 43081	55,660	896
	2. Newport Beach Public Library	Newport Beach	CA 92660	69,100	886
	3. Lower Merion Library System	Ardmore	PA 19003	58,003	875
	4. Lakewood Public Library	Lakewood	OH 44107	63,433	871
	5. Waukesha Public Library	Waukesha	WI 53186	78,751	857
	6. Iowa City Public Library	Iowa City	IA 52240	78,435	852
	7. Corvallis-Benton County Public Library	Corvallis	OR 97330	75,500	848
	8. Cleveland Heights-University Heights PL	Cleveland Heights	OH 44118	66,956	839
	9. Wheaton Public Library	Wheaton	IL 60187	51,441	839
	10. Carlsbad City Library	Carlsbad	CA 92008	68,200	838
25,000-49,999	1. Washington-Centerville Public Library	Centerville	OH 45459	38,530	929
	2. Morley Library	Painesville	OH 44077	36,175	896
	3. Carmel Clay Public Library	Carmel	IN 46032	43,007	875
	4. James Prendergast Library Association	Jamestown	NY 14701	34,681	869
	5. Cary Memorial Library	Lexington	MA 02173	29,108	864
	6. Urbana Free Library	Urbana	IL 61801	36,383	857
	7. Way Public Library	Perrysburg	OH 43551	25,611	857
	8. Downers Grove Public Library	Downers Grove	IL 60515	46,845	853
	9. Upper Arlington Public Library	Upper Arlington	OH 43221	38,881	848
	10. Crystal Lake Public Library	Crystal Lake	IL 60014	28,016	847

HENNEN'S AMERICAN PUBLIC LIBRARY RATINGS INDEX II

	Library Name	City	State/ZIP	Population	HAPLR
10,000-24,999	1. Bexley Public Library	Bexley	OH 43209	15,636	926
	2. Hays Public Library	Hays	KS 67601	17,363	896
	3. Porter Public Library	Westlake	OH 44145	18,224	888
	4. Ella M. Everhard Public Library	Wadsworth	OH 44281	23,013	876
	5. Dover Public Library	Dover	OH 44622	13,845	875
	6. Orrville Public Library	Orrville	OH 44667	10,768	874
	7. Greenfield Public Library	Greenfield	IN 46140	11,657	872
	8. Staunton Public Library	Staunton	VA 24401	24,500	866
	9. Brown Deer Public Library	Brown Deer	WI 53223	12,526	864
	10. Acton Memorial Library	Acton	MA 01720	15,983	856
5,000-9,999	1. Twinsburg Public Library	Twinsburg	OH 44087	9,021	942
	2. Wright Memorial Public Library	Oakwood	OH 45419	9,150	911
	3. Delphos Public Library	Delphos	OH 45833	9,695	909
	4. Williamson Free Public Library	Williamson	NY 14589	6,540	892
	5. Decatur Public Library	Decatur	IN 46733	8,642	887
	6. Mary Lou Johnson-Hardin County District Library	Kenton	OH 44326	8,216	881
	7. Bridgeport Public Library	Bridgeport	WV 26330	6,739	874
	8. Worch Memorial Public Library	Versailles	OH 45380	5,784	873
	9. Kirtland Public Library	Kirtland	OH 44094	7,815	873
	10. Dorcas Carey Public Library	Carey	OH 43316	5,542	871
2,500-4,999	1. Hagerstown-Jefferson Township Public Library	Hagerstown	IN 47346	3,331	939
	2. East Syracuse Free Library	East Syracuse	NY 13057	3,343	908
	3. New Glarus Public Library	New Glarus	WI 53574	2,731	883
	4. Falconer Public Library	Falconer	NY 14733	2,653	879
	5. Berne Public Library	Berne	IN 46711	3,559	876
	6. Centerburg Public Library	Centerburg	OH 43011	4,468	867
	7. G A R Memorial Library	West Newbury	MA 01985	3,930	866
	8. Desert Foothills Library	Cave Creek	AZ 85331	3,076	863
	9. Haxton Memorial Library	Oakfield	NY 14125	3,312	861
	10. Vineyard Haven Public Library	Vineyard Haven	MA 02568	3,171	859
1,000-2,499	1. Westbank Community Library	Austin	TX 78746	1,726	885
	2. Union Public Library	Union	IA 50258	1,748	876
	3. Jones Memorial Library	Orleans	VT 05860	1,395	876
	4. Boyden Public Library	Boyden	IA 51234	1,790	875
	5. Hazel L. Meyer Memorial Library	De Smet	SD 57231	1,172	867
	6. Whiting Public Library	Whiting	IA 51063	1,207	860
	7. Moose Lake Public Library	Moose Lake	MN 55767	1,605	858
	8. Pelican Rapids Public Library	Pelican Rapids	MN 56572	1,897	857
	9. Odon Winkelpleck Memorial Library	Odon	IN 47562	1,475	854
	10. Perham Area Public Library	Perham	MN 56573	2,204	853
999 and Under	1. Brownsville Public Library	Brownsville	WI 53006	777	891
	2. Lynnville Public Library	Lynnville	IA 50153	393	883
	3. Coin Public Library	Coin	IA 51636	278	874
	4. Poland Public Library	Poland	NY 13431	456	867
	5. Takotna Community Library	Takotna	AK 99675	46	865
	6. Edith B. Ford Memorial Library	Ovid	NY 14521	660	865
	7. Easton Library	Greenwich	NY 12834	230	863
	8. Mill Pond Public Library	Kingston	WI 53939	570	856
	9. Falls City Public Library	Falls City	TX 78113	716	854
	10. Plum Lake Public Library	Sayner	WI 54560	576	845

were also urged but are still not possible with the current FSCS data. In order to retain consistency from one version to the next, these suggestions have been resisted. The weighting of factors and categories chosen remains the same as in the last index.

The data on electronic and Internet access is simply not available at present. Should the index include Internet access, electronic measures, and more up-to-date data? Definitely it should. When the numbers are available, future versions of the HAPLR Index will incorporate them.

Square-footage numbers would be extremely useful for comparison, but the data are not currently included in the FSCS data. When they are, the HAPLR Index will include them.

Weighting the factors

Many measures could be extracted from the available data. The question is how the factors should be weighted. For instance, is the number of volumes per capita more important than periodicals per capita? Collection turnover is important, but is it more or less important than reference? Members of the PubLib listserv on the Internet were queried on this issue. The responses—though limited in number, considering the thousands of subscribers—were useful in deciding on the weights to assign to each factor. The weighting amounts, from three to one, are listed on the HAPLR Web site (see sidebar). When calculating a composite score for each library, the factors were weighted as indicated. Cost per circulation, visits per capita, and revenue per capita were each given three times as much weight as the lowest rated factors. Note that cost per circulation was rated from lowest to highest. All other measures are scored high to low.

It might be said, that for the HAPLR Index, a 95th-percentile score was a "grade" of A, while a fifth-percentile rating was an F. The HAPLR Index score is a composite average that can be compared to the score of all other public libraries.

Population numbers

Population numbers are always problematic. The U.S. Federal-State Cooperative System had no choice but to ask states to make some rather arbitrary assignments of population. The population served by a library often extends beyond the population of the community that established it and provides its initial support. Left to their own devices, libraries would undoubtedly claim wider service territories, that, when added together, would far exceed the total population. Hence, the FSCS had to insist on states making assignments of population that are arbitrary.

Consolidated county and regional library systems are more prevalent in some states and regions than in others, skewing some population data. In some areas libraries may be serving residents that are nominally in the territory of another library. Depending on the demographic makeup of the state, there will be inconsistencies in population assignment. So, a word of caution is in order. Mileage stickers on new cars carry the disclaimer that "your mileage may vary," depending on the driver and driving conditions. Depending on the actual population of your library service area, "your HAPLR Index rating may vary."

Population categories

Four population categories were chosen for the first edition of the HAPLR Index. The categories changed at 2,000, 10,000, and 100,000. This did not correspond to the 10 categories used by the FSCS data collectors for most other reports. The HAPLR Index has been revised to parallel these categories. However, the top two categories, over 500,000 and over 1,000,000, were consolidated into one because the top category did not have enough libraries for meaningful rankings by itself.

Circulation emphasis

One of the more vehement criticisms of the first rankings was their emphasis on circulation. Some argue that a library with a research role should not be compared directly to a popular materials center. But circulation has been used as a rough measure of library use for a century. Eliminating it from a public library rating index would not be a credible step. Only 40% of the HAPLR Index is sensitive to circulation. That does not seem an inordinate amount to this author.

Conclusion

Eventually further research is needed in this area. I hope to query seasoned professionals in all 50 states and ask them to rank libraries in randomly selected counties with no reference to the HAPLR Index rankings. These rankings would then be compared to the results of the HAPLR rankings. This would help to determine whether or not the Index does, in fact, identify excellent public libraries on the basis of statistical data alone. At present there is anecdotal verification from a number of system library personnel and library users that have a good knowledge of libraries in their area, but substantive research would enhance the credibility of the Index.

Some argue that because we have not measured some things, such as electronic use, or because we cannot measure other things, such as excellence in research or true population served, we should compare nothing at all. While the author rejects that position, he adds that numbers alone can no more tell you everything about a truly great library than the wind chill index can tell you about a truly cold day. There is definitely more to the quality of life than just the average wind-chill factor—just ask anyone from northern Wisconsin. There is also more to quality library service than the HAPLR Index rankings; just ask any librarian or library user. ♦

FOR MORE INFORMATION

> Hennen's American Public Library Rating Index Home Page (haplr-index.com). The author has a home page on the World Wide Web with further information on the rankings and scoring for libraries. It also includes ordering information for individualized ratings for public libraries.

> Federal-State Cooperative System (nces.ed.gov/surveys/public.html#contents). Nationwide public library statistics are collected and disseminated annually through the Federal-State Cooperative System for public library data.



VALUES SURVEY

Directions: In the "M" column, put a check mark next to the three values which are most important to your life right now. If you choose "family" as one of your values, pick three additional values.

M O

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Family - close relationships with those you love |
| <input type="checkbox"/> | <input type="checkbox"/> | Accomplishment - make a contribution, produce results, reach goals |
| <input type="checkbox"/> | <input type="checkbox"/> | Altruism - regard highly the interest of others: service to others |
| <input type="checkbox"/> | <input type="checkbox"/> | Belonging - be accepted as a worthwhile member of a group |
| <input type="checkbox"/> | <input type="checkbox"/> | Compassion - caring for others' wants and needs |
| <input type="checkbox"/> | <input type="checkbox"/> | Creative Expression - express ideas in novel and unique ways |
| <input type="checkbox"/> | <input type="checkbox"/> | Diversity - appreciate differences in people, ideas and situations |
| <input type="checkbox"/> | <input type="checkbox"/> | Exciting Life - maintain a stimulating, active life |
| <input type="checkbox"/> | <input type="checkbox"/> | Fairness - distributes benefits and burdens according to consistent criteria |
| <input type="checkbox"/> | <input type="checkbox"/> | Friendship - show preference for intimate relationships and mutual caring |
| <input type="checkbox"/> | <input type="checkbox"/> | Happiness - feeling of joy, emotional well-being |
| <input type="checkbox"/> | <input type="checkbox"/> | Health - maintain soundness of body and mind |
| <input type="checkbox"/> | <input type="checkbox"/> | Independence - set course of action free from control of others, freedom of thought |
| <input type="checkbox"/> | <input type="checkbox"/> | Integrity - honesty, sincerity, standing up for beliefs |
| <input type="checkbox"/> | <input type="checkbox"/> | Knowledge - engage in pursuit of scholarship, truth and understanding |
| <input type="checkbox"/> | <input type="checkbox"/> | Loyalty - duty, allegiance, commitment to obligation |
| <input type="checkbox"/> | <input type="checkbox"/> | Pleasure - seek an enjoyable, leisurely life |
| <input type="checkbox"/> | <input type="checkbox"/> | Power - control, authority, influence over others |
| <input type="checkbox"/> | <input type="checkbox"/> | Respect - acts to preserve the inherent value and worth of each person |
| <input type="checkbox"/> | <input type="checkbox"/> | Security - free from fear, danger, risk: exist in a stable environment |
| <input type="checkbox"/> | <input type="checkbox"/> | Social contribution - work for good of society, common good |
| <input type="checkbox"/> | <input type="checkbox"/> | Spirituality/ Religious Faith - have a religious belief or relationship to God |
| <input type="checkbox"/> | <input type="checkbox"/> | Stewardship - hold oneself accountable for human, financial and ecological resources |
| <input type="checkbox"/> | <input type="checkbox"/> | Wealth - accumulate material possessions |
| <input type="checkbox"/> | <input type="checkbox"/> | Wisdom - understanding of what is true, right, lasting |

HAPLR Index Ratings II (Based on 1997 FSCS Data)

#N/A = Not available because 194 libraries (2% of total) did not supply sufficient

State	County	Library Name
IL	Champaign	Champaign P.L. & Info. Cntr.
IL	Cook	Arlington Heights Mem. Lib.
IL	Cook	Cicero P.L.
IL	Cook	Des Plaines P.L.
IL	Cook	Evanston P.L.
IL	Cook	Indian Trails P.L.D.
IL	Cook	Mt. Prospect P.L.
IL	Cook	Niles P.L.D.
IL	Cook	Oak Lawn P.L.
IL	Cook	Oak Park P.L.
IL	Cook	Palatine P.L.D.
IL	Cook	Skokie P.L.
IL	Douglas	Poplar Creek P.L.D.
IL	Douglas	Wheaton P.L.
IL	Kane	Gail Borden P.L.D.
IL	Lake	Waukegan P.L.
IL	Macon	Decatur P.L.
IL	Madison	Hayner P.L.D.
IL	McLean	Bloomington P.L.
IL	Rock Island	Rock Island P.L.
IL	Will	Fountaindale P.L.D.
IL	Will	Joliet P.L.
IL	Winnebago	North Suburban D.L.

ata to calculate the index

CITY	HAPLR	POPU	Pop categ	Count	Rank	Percentile
Champaign	782	63,502	50K	508	34	93%
Arlington Heights	786	75,462	50K	508	31	94%
Cicero	410	67,436	50K	508	337	34%
Des Plaines	779	53,414	50K	508	37	93%
Evanston	740	73,233	50K	508	58	89%
Wheeling	675	58,789	50K	508	103	80%
Mt. Prospect	708	53,168	50K	508	77	85%
Niles	821	54,338	50K	508	15	97%
Oak Lawn	761	56,182	50K	508	49	90%
Oak Park	686	53,648	50K	508	94	82%
Palatine	835	84,138	50K	508	12	98%
Skokie	792	59,432	50K	508	27	95%
Streamwood	679	57,970	50K	508	173	66%
Wheaton	839	51,441	50K	508	9	98%
Elgin	652	90,471	50K	508	126	75%
Waukegan	536	69,392	50K	508	219	57%
Decatur	683	85,306	50K	508	98	81%
Alton	502	52,567	50K	508	245	52%
Bloomington	652	65,670	50K	508	125	75%
Rock Island	571	51,217	50K	508	183	64%
Bolingbrook	685	63,382	50K	508	97	81%
Joliet	538	82,808	50K	508	213	58%
Loves Park	623	54,322	50K	508	141	72%

NIGHT OWL

REFERENCE SERVICE



AUGUST 1999

Total number calls = 880

12 Antioch Public Library
 57 Arlington Heights Memorial Library
 24 Barrington Area Public Library
 27 Bartlett Public Library
 11 Bedford Park Public Library
 25 Bellwood Public Library
 30 Bridgeview Public Library
 13 Coal City Public Library
 37 Des Plaines Public Library
 30 Elmhurst Public Library
 25 Elk Grove Village Public Library
 36 Elmhurst Public Library
 16 Fossil Ridge Public Library
 13 Fremont Public Library
 47 Glenview Public Library
 37 Highland Park Public Library
 18 Indian Trails Public Library
 25 Lake Forest Public Library
 11 Lincolnwood Public Library

25 Lisle Library District
 20 Mt Prospect Public Library
 10 Nippersink Public Library
 17 Northbrook Public Library
 15 Oswego Public Library
 16 Palatine Public Library
 16 Park Ridge Public Library
 10 Prospect Heights Public Library
 16 Riverside Public Library
 18 Rolling Meadows Public Library
 16 St. Charles Public Library
 30 Schaumburg Township Public Library
 58 Skokie Public Library
 17 Vernon Area Public Library
 17 Villa Park Public Library
 10 Warrenville Public Library
 18 Wauconda Public Library
 21 Westchester Public Library
 10 Wood Dale Public Library
 15 Woodstock Public Library

SAMPLE QUESTIONS

How to get a transcript for 60 Minutes
 How does the Dewey Decimal System work?
 Cost of a Smith & Wesson gun
 How to get a copy of a marriage certificate
 Map of the Pace Bus Route
 Help number for Packard Bell
 Steamship arrivals in NY from Glasgow
 Results of the Iowa straw poll
 Regulation height for a dart board
 Info on architectural tours in Chicago
 Recipe for German Chocolate Cake
 Definition and foods high in triglycerides
 Status of Hurricane Dora
 How long do dishwashers last?
 Dates for SAT test
 How to detect termites

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl Reference

F R I E N D S



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY • 841 GRACELAND AVE. • DES PLAINES, ILLINOIS 60016

Sept. 20, 1999

Dear Sandra:

All of us who worked on the Friends Book Sale want to take a moment to thank you and your entire staff for all your help in making the final sale in this building a huge success.

Gary was especially helpful in so many areas. He willingly stacked cartons of books, moved tables (even carrying them down the stairs) and covered shelves for us. We would have had much more work without his cooperation.

The monitors all were very helpful also handling all the donations and bringing them downstairs. Tony was especially great because he noticed we had sorted some things and tried to keep the books in order.

Martha was wonderful as our liaison- it seems I was always asking her something and she patiently took time for us.

Jay and her staff at the circulation desk had their hands full fielding phone calls about the sale which they handled generously.

Becky was so helpful in scheduling work times for us and keeping the room available.

We are grateful to all. There are too many of you to mention- we even inconvenienced some members of your staff who had to move meetings to other areas of the library.

Sincerely,

Mary Minnis

DPL

Project Status Report

Period: September – October 1999

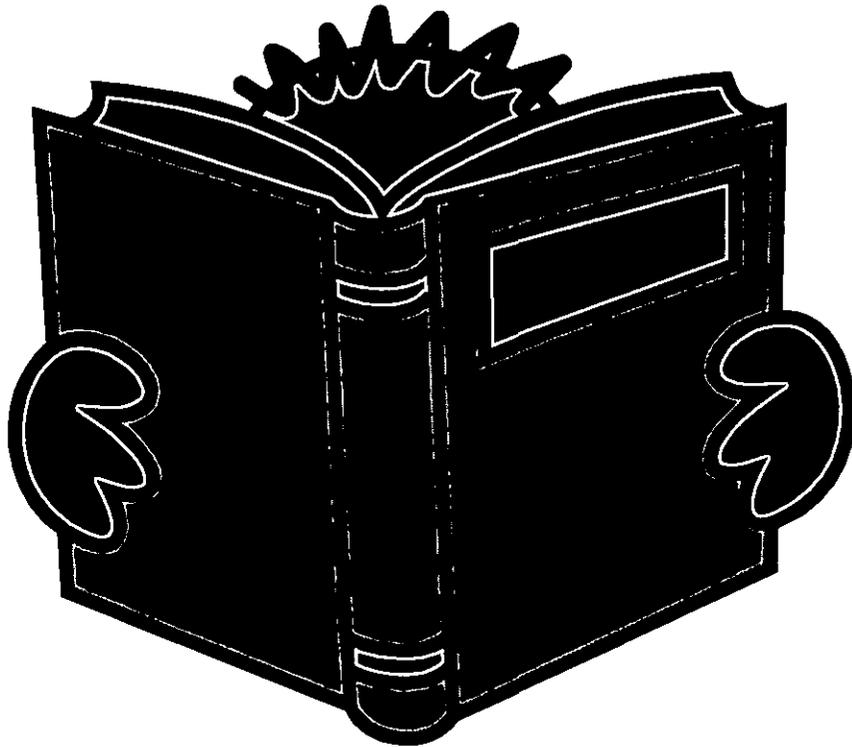
- The base construction project is currently on schedule. The anticipated completion date is still on or before May 30, 1999.
- Currently the base project is within budget. Two official Change Orders comprising 6 Change Order Requests have been approved to date totaling \$71,407.40. 13 Additional Change Order Requests totaling \$144,165.00 have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
 - Exterior masonry block work is essentially complete on all floors.
 - Interior masonry block work is occurring
 - Exterior brick and stone work beginning
 - HVAC air handling and condensing equipment is being set on the 1st and 4th floors.
 - Mechanical ductwork installation is occurring on the second and third floors.
 - Electrical wire pulling is occurring on the second through fourth floors.
 - The main electrical switchgear is being installed on the 1st floor.
 - Studwork for the interior partition walls is occurring on the second floor.
- An average of 45 to 50 construction workers are on site daily.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests.
- The FF&E pre- bid conference occurred on Tuesday October 12th. Two addenda have been released modifying the bid specifications. FF&E bids are due on Wednesday October 20th at noon.

OWNER SERVICES GROUP, INC.

Objectively Managing the Building Process

BUY-A-BRICK 10/19/99

4 x 8 Bricks	8 x 8 Bricks	8 x 8 Bricks w/logo	
<u>493 @ \$50.00</u>	<u>309 @ \$100.00</u>	<u>39 @ \$175.00</u>	
\$24,650.00	\$30,900.00	\$6,825.00	Total \$62,375



Year 2000 Initial Readiness Report

Des Plaines Public Library

Prepared by John Haliotis
10/19/1999

This is the second report addressing the Year 2000 problem. The first, on July 21, showed ongoing progress on Y2K issues.

I. The Problem

...does not need to be rehashed here, so on with the report.

For the Des Plaines Public Library, we have 5 basic areas of concern: building controls, computers/workstations, network hardware, software and external vendors. Each of these is addressed below.

II. Building controls

The building controls separate into 5 areas: electrical, HVAC, security, elevators and telephone system. I have also included the fax machine in this area. All these systems are Year 2000 compliant.

III. Computers/Workstations

We have 11 different configurations of PC and several Macintosh computers currently installed at the library. All are certified Year 2000 compliant.

IV. Network Hardware

The library uses 4 servers and 1 router pair to handle network services. These are addressed individually.

A. SciNet CD-Server (CD-server)

This machine tests Year 2000 compliant.

B. Compaq Prosignia 5/75 (file server)

This machine tests Year 2000 compliant.

C. Compaq Prosignia 5/120 (communications server)

This machine tests Year 2000 compliant.

D. Compaq Proliant 3000 (new file server)

This machine tests Year 2000 compliant.

E. Cisco 2501 Router (2 machines, 1 on-site, 1 at CCS)

These machines are Year 2000 capable. They require an operating system upgrade to become Year 2000 compliant. Pricing and installation are currently being investigated and installation is expected by 10/31/1999.

V. Software

In most cases, this is the area of most concern for computer professionals, because of the wide differences between different versions of like-named software (e.g. Microsoft Word, Netscape Navigator, etc.) This is the area where we are likely to find non-compliance. I have broken this category into 4 areas: Network Operating Systems (NOS), Network Support Software, PC Operating Systems (OS), and PC Software.

A. Network Operating Systems

We currently run 3 different NOS versions.

1. Novell Netware 5.01
This NOS is certified Year 2000 compliant.
2. Citrix Winframe 1.6
This NOS is not certified Year 2000 compliant. An upgrade is necessary to become Year 2000 compliant. The upgrade has been purchased and will be installed by 10/31/99.
3. SciNet CD-Manager 3.02H
This NOS is not certified Year 2000 compliant. An upgrade is necessary to become Year 2000 compliant. Pricing and installation are currently being investigated and installation is expected by 10/31/1999.

B. Network Support Software

There are 2 major software packages used for Network Support:

1. MDI SCSI Express version 3.30
This version of SCSI Express is not certified Year 2000 compliant. An upgrade is available. Pricing and installation are currently being investigated and installation is expected by 10/31/1999.
2. Computer Associates ArcserveIT version 6.1
This version of Arcserve is certified Year 2000 compliant.

C. PC Operating Systems

There are 3 operating systems currently in use at the library.

1. Windows 95
This version of Windows is Year 2000 compliant.
2. Windows 98
This version of Windows is Year 2000 compliant.
3. Mac OS (3 versions)
All versions of the Mac OS are Year 2000 compliant.

0-7-62
2970

D. PC Software

There are 10 software packages in common use throughout the library.

1. Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Publisher, FrontPage)
This software suite is Year 2000 compliant.
2. NetTerm
This product is Year 2000 compliant.
3. Netscape Navigator & Communicator
All versions of Netscape client software are Year 2000 compliant.
4. Pegasus Mail
This product is Year 2000 compliant.
5. Contemporary Authors
This product is Year 2000 compliant.
6. Electric Library
This product is Year 2000 compliant.
7. LIBRIS 2020
This product is Year 2000 compliant.
8. McGraw-Hill Encyclopedia of Science & Technology
This product is Year 2000 compliant.
9. PowerFinder (PhoneDisc)
This product is Year 2000 compliant.
10. World Book Encyclopedia
This product is Year 2000 compliant.

VI. External Vendors

External vendors maintain many of our current computer products, including our catalog and Internet service.

A. Computerized Card Catalog (CCS)

CCS reports that nearly all their systems are Year 2000 compliant, and that those remaining products should be made compliant or replaced with compliant products before December 31, 1999.

B. PSINet, Inc. (Internet service)

This service is Year 2000 compliant.

C. NorthStarNet (NSLS)

No report from this vendor.

D. LIAison (Auto-Graphics)

No report from this vendor.

E. FirstSearch (OCLC)

This product is Year 2000 compliant.

F. Encyclopedia Britannica Online

No report from this vendor.

G. ReferenceUSA (InfoUSA)

This product is Year 2000 compliant.

H. Chicago Tribune Online (NewsBank)

No report from this vendor.

I. CollegeSource Online

This product is Year 2000 compliant.

J. InfoTrac (IAC)

This product is Year 2000 compliant.

K. Novelist (Carl)

This product is Year 2000 compliant.

J. SIRS Researcher

This product is Year 2000 compliant.

FAIFE

Libraries and Intellectual Freedom

FAIFE is an initiative within IFLA (International Federation of Library Association and Institutions) to defend and promote the basic human rights defined in Article 19 of the United Nations Universal Declaration of Human Rights.

The FAIFE Committee and Office furthers free access to information and freedom of expression in all aspects, directly or indirectly, related to libraries and librarianship. FAIFE monitors the state of intellectual freedom within the library community worldwide, supports IFLA policy development and cooperation with other international human rights organisations, and responds to violations of free access to information and freedom of expression.

**Intellectual freedom is the right of every individual
to both hold and express opinions
and to seek and receive information.
Intellectual freedom is the basis of democracy.
Intellectual freedom is the core of the library concept.**

[More on FAIFE, Libraries and Intellectual Freedom...](#)

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The FAIFE Office is sponsored by the Danish Library Commission, the City of Copenhagen and the Danish Ministry of Culture.



Library Bill of Rights



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Links to Other ALA Documents on Intellectual Freedom

| [Top](#) | [ALA Documents on the Internet and Intellectual Freedom](#) | [Code of Ethics](#) | [The Freedom to Read Statement](#) | [Libraries: An American Value](#) | [Other ALA Policies, Procedures, Resolutions, and Guidelines Protecting the Freedom to Read](#) | [Bottom](#) |

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- Inside OIF
- New
 - IFC
 - IFRT
 - FTRF
 - Committee on Prof. Ethics
 - Merritt
 - State IFC Chairs
 - Other IF Groups
 - LBR
 - Interpretations
 - Code of Ethics
 - IF Policies
 - IF Statements
 - Freedom to Read First Amendment
 - IF Awards
 - IF Programs
 - IF Publications
 - IF News
 - Banned Books Week
 - IF Issues
 - About OIF
 - Contact Us
 - OIF Home

- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Return to the [Top of the Page](#)

Refer to [Spanish Language Version of the *Library Bill of Rights*](#)

Refer to [*Declaración de los Derechos de las Bibliotecas*](#)

Refer to [Interpretations of the *Library Bill of Rights*](#)

ALA

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of

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our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 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.**

Creative thought is by definition new, and what is new is

different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians and booksellers 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 a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.**

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature is shocking. But is not

much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

- 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 author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as 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.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

- 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 and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.**

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers

Subsequently Endorsed by:

- American Booksellers Association
- American Booksellers Foundation for Free Expression
- American Civil Liberties Union



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Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**

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- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council

June 28, 1995

See also [Committee on Professional Ethics](#)

See also [ALCTS Statement on Principles and Standards of Acquisitions Practice](#)

See also [Guidelines for ALCTS Members to Supplement the American Library Association Code of Ethics](#)

Return to [OIF HOME PAGE](#)

CORPORATE/BUSINESS CHARGE CARD

1. All companies will provide separate cards for each user.
2. All companies will provide statements that itemize purchases by cardholders.
3. The library will determine credit limits.
4. Library financial statements are required for credit check.
5. No annual fee.

Cards not available at Plainsbank of Illinois or Covest Bank. Capital One Visa only available through their solicitation.

	Late Fee	Interest	Transaction Fee	Credit Check	Mileage Plus	Liability
American Express	None	None	.75 – \$1.50 if late 3 or more times	Financial	Travel & Entertainment Card (see attachment)	Library
G.E. Corporate Plus (Non-Revolving)	\$25.00 or 2.5% whichever is greater	None	None	Financial	Every \$1.00 spent earns 1 credit	Library
Elan Service Center	\$20.00	21.9%	None	Financial	Travel Reward (see attachment)	Library
Banc One	\$29.00	Prime +2.9%	None	Individual & Financial		Individual & Library



Travel Rewards are accumulated by each card holder and cannot be combined.

BANC ONE - VISA

Banc One – Mount Prospect – Joe Stagger 847-394-6474 pager 847-817-4552

1. A separate card for each user with a separate number.
2. Library Administrator could determine credit limit for each cardholder.
3. Library can request specific payment date.
4. Statement cycle is 30 days. Approximately 20 days after statement is received, payment is due.
5. Late fee \$29.00 plus interest (prime plus 2.9%). After two late payments, interest rate would increase. No allowance given for late payments; bank will not extend the time frame for payment.
6. No annual fee.
7. Authorizing agent for the library would have to provide Social Security Number to the bank for credit check. The library would also have a credit check.
8. Liability: Authorizing agent for the library is liable for payment, as well as the library, and the person using the credit card.

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AMERICAN EXPRESS

American Express – Julie R. Morvice 630-933-0072

1. A separate card for each user with a separate number.
2. Library Administrator could determine credit limit for each cardholder.
3. Billing cycle to be determined by American Express.
4. Statements will be sent overnight mail and payment is due in 14 days, no exceptions.
5. No interest if payment is late, but after 3 late payments, American Express reserves the right to charge a transaction fee. The transaction fee (one swipe of the card) varies from .75 to 1.50 per transaction.
6. No annual fee and no fee for individual cards.
7. Credit check on library, not individuals. Library would provide end of year financial statement before approval.
8. Library would be fully liable for all charges.

Travel and Entertainment Card

1. \$55.00 per card for membership.
2. \$75.00 per card for annual fee.
3. Every \$1.00 earns 1 credit.

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G.E. CORPORATE PLUS – VISA

G.E. Corporate Plus – Bernard Canady – 1-800-470-4488 ext. 7732

1. A separate card for each user with a separate number.
2. Library Administrator could determine credit limit for each cardholder.
3. Billing Cycle Dates: 4th, 7th, 10th, 14th, 17th, 20th, 22nd. Library choice.
4. Payment is due 25 days after the due date with a 5 day grace period.
5. Revolving Card - Late fee is \$25.00 plus interest rate is current APR (16.71%).
Payment flexibility – minimum payment or full amount.
6. Non-Revolving Card – Late fee is \$25.00 or 2.5% of charges, whichever is greater.
No APR on non-revolving card. Balance due in full each month.
7. Annual fee - \$45.00, G.E. will waive the first year fee.
8. Three years of financial statements are needed, which will remove liability from the authorizing officer.
9. No credit checks for employees holding cards.

Travel Rewards

1. Included in the above program.

ELAN SERVICE CENTER – VISA

Zorica Stojanovic 1-800-523-5354 x6068

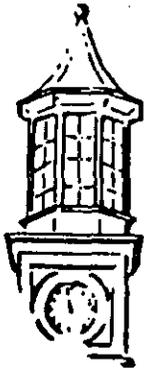
1. A separate card for each user with a separate number.
2. Library Administrator could determine credit limits for each cardholder.
3. Billing cycle to be determined by Elan.
4. Statement cycle – 25 days.
5. Late fee - \$20.00
6. Interest rate – 21.9%
7. No annual fee.
8. Liability – Library only, will need current financial statement for credit check.

Travel Rewards

1. \$55.00 per card for membership.
2. Every \$1.00 spent earns 1 point or travel mile.

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NOTICE

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BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, NOVEMBER 16, 1999

7:30 PM

Friends of the Library Meeting Room

Agenda:

- Building Project Status Report
- Finance Committee Report
- Management Committee Report
- Executive Session
- Administrator Review

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



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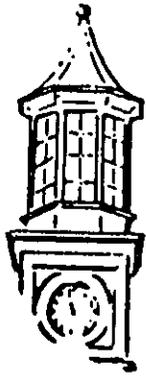
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BOARD OF TRUSTEES

Agenda for the Regular Meeting
November 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, October 19, 1999. (Action Item) Approval of Minutes of the Special Board Meeting, November 9, 1999. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee - Alderman Sayad.
- VI. Finance Report - Susan Burrows. (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. Report of November 8, 1999 Meeting
- VII. Building and Grounds Committee - Betty Ritter.
 - A. Building Project Status Report.
- VIII. Management Committee - Ellen Yearwood. (8:30 PM)
 - A. Report of November 9, 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. Unfinished Business.
- XIV. New Business. (9:00 PM)
 - A. Internet Filter Recommendation.
- XV. Old Business.
- XVI. Other.
 - A. Donor Recognition.
- XVII. Announcements.
 - A. Correspondence.
- XVIII. Executive Session. (9:30 PM)
 - A. Administrator Review Committee Report.
- XIX. Adjournment. (10:00 PM)



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III

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 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, October 19, 1999. President Eldon Burk called the meeting to order at 7:31 PM.

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

Members Absent: William Grice

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Sayad, Jacob Mayfield.

MOTION by Inara Brubaker, seconded by John Burke, to accept the agenda as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by John Ciborowski, to approve the Minutes of the regular Board Meeting of September 21, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Y2K Report – Hector Marino/John Haliotis

John Haliotis reported on the progress that has been made regarding the Year 2000 contingency plan. John distributed a report of all software, hardware and equipment currently used in the library and explained the steps he has taken to insure Y2K compliancy.

Ellen Yearwood and Susan Burrows entered the meeting at 7:40 PM.

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John also reported that there is an unresolved issue with the offline circulation module from GEAC that will cease to function as of December 31, 1999. A replacement part is not currently available, but alternative solutions are being investigated and will be reported to the Board on or before the end of the year.

PUBLIC COMMENTS AND QUESTIONS.

Friend of the Library President, Charlotte Storer, reported that the Buy A Brick program was very successful. Brick sales totaled \$62,375 with 841 bricks being sold. Charlotte presented a letter to Sandra addressed to the library staff thanking everyone for their efforts. At the November 30 Friends meeting, Shelby Reese will be honored for her outstanding contribution in coordinating the Buy A Brick program.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Sayad.

Alderman Sayad reported that the next Streetscape meeting will be held at the City of Des Plaines on November 4 at 4 PM. Susan Burrows will attend the meeting.

Alderman Sayad would like to work with Board members in preparing a presentation on library programming that could be presented to the City Council at a future meeting.

Susan Burrows thanked Mr. Sayad for attending the Baby Bright Start Program. Mr. Sayad responded by congratulating the library for the fine programming it provides and praised the Learn to Read program.

Eldon Burk reported that the city's public access cable television station will broadcast a tour of the new library in about a month. Burk congratulated Sayad on this worthwhile suggestion.

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	\$ 8,495.96
2. Petty Cash Expenditures	\$ 21.45
3. Budget Expenditures for September	\$ 266,429.99
4. Expenditures Year to Date	\$ 2,136,618.53
5. Revenue for September	\$ 6,581.46
6. Revenue Year to Date	\$ 1,629,509.01

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

September 07, 1999	\$ 39,742.78
September 20, 1999	<u>51,880.52</u>
Total	\$ 91,623.30

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

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

September 09, 1999	\$ 64,494.62
September 27, 1999	<u>\$ 62,334.35</u>
Total	\$ 126,828.97

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

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve, subject to audit, transfer entries to the Library account in September, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	<u>\$301.28</u>
Total	\$301.28

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

Sandra reported that the City of Des Plaines Finance Department would prefer not to transfer funds between line items, but rather record the total expenditures as made for the fiscal year. The Board agreed to comply with the current City accounting practices.

Sandra Norlin reported that Bar Code Laser Scanners are necessary to the Circulation Department's operations. Hector Marino, Coordinator of Computer and Technical Services recommends the purchase of 12 Bar Code Scanners at a cost of \$6,345.00, plus shipping and handling. John Haliotis obtained prices from three vendors and the best price and quality was obtained through A-R&B Vendor.

MOTION by Susan Burrows, seconded by John Burke, to purchase 12 Bar Code Laser Scanners from A-R&B Vendor at a cost not to exceed \$6,400.00 plus shipping and handling. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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Sandra reported that budget hearings for the library will be held at City Hall on November 22.

The Finance Committee will meet on November 8 at 5:00 PM and November 16 at 6:00 PM.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter reported on the Project Status Report for the period September – October 1999 prepared by Ken Hutson of Owner Services Group, Inc. The base construction project is on schedule and within budget. The next tour of the new building will be on October 21, 1999.

Betty also reported that the FF&E pre-bid meeting was held at the Des Plaines Public Library on Tuesday, October 12 in the large meeting room. Carol Stolt and Dawn Brightfield of Lohan Associates conducted the meeting and answered questions from potential bidders. Two addenda have been released modifying the bid specifications. The FF&E bids are due by noon on Wednesday, October 20, 1999.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood reported that the next Management Committee Meeting will be held on November 9, 1999 at 7:00 PM in the Staff Lounge following the Special Board Meeting.

PLANNING COMMITTEE – John Burke, Chairman.

The Board reviewed and discussed the new objectives for Goals 4 – 8 of the Strategic Plan. John Burke stated that the Committee will be meeting on a regular basis in the next year.

MOTION by Susan Burrows, seconded by Ellen Yearwood to approve the revised objectives for Goals 4 – 8 of the Strategic Plan. Vote: Ayes: All. Nays: None.
MOTION CARRIED.

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski reported that he is continuing his research on the “sister library” program. Des Plaines has two sister libraries, one in Cremona, Italy and the other in Nailuva, Fiji.

FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported that the new book-shelf program sponsored by the Friends has been very successful and book sales total \$211.00.

The next meeting of the Friends will be held on November 30 at 7:00 PM.

ADMINISTRATOR'S REPORT

Michael Brouillette resigned effective October 2, 1999, to accept a full-time job at the Indian Trails Library District.

Several staff members have attended workshops and conferences. Gary Valente attended at two-day conference on library safety and security in Indianapolis, IN, October 14 and 15. A workshop on Violence in the Workplace was presented through the City's self-insurance program and attended by several staff members. Also presented through the City of Des Plaines is the Spanish for Beginners program and four (4) staff members are in attendance. Sandra attended the Ethics, Policy, and the Library Seminar on September 25. The Illinois Library Association's annual conference in Chicago will be attended by several staff members who will present a program on October 18, 1999. The final full day program for our second phase of Learning Organization training was held on September 30. The wrap up/celebration takes place October 15.

Reciprocal borrowing use for August included 3,632 items borrowed from other libraries by our patrons and 8,089 items lent from our collection to patrons of other libraries. Our circulation continues to lag behind last year's rates. Children's videos, compact discs, CD ROMS, foreign language, and audio books are the types of materials that increased in circulation.

The library outreach efforts are increasing through the efforts of all departments with the guidance of the Community Services Department. In September, the staff participated in eight separate activities that increase our knowledge of other community agencies and opportunities for forming partnerships to improve our ability to plan and deliver services into all areas of our community. Included in these activities are three open houses at elementary schools, participation in the Des Plaines Park District's Fiesta Days, and a booktalk at the Senior Center.

Sandra distributed information pertaining to the HAPLR Report and reported that author, Thomas J. Hennen, Jr. is responsible for ratings data. The Des Plaines Public Library was ranked 37 out of 508 libraries, based on 15 weighted criteria.

Sandra reported on the Executive Service Corps of Chicago and explained to the Board the benefits of the retaining this firm to conduct a series of focus group sessions. The focus group sessions would interpret the community's input into an actionable plan.

MOTION by Inara Brubaker, seconded by Betty Ritter, to retain the Executive Service Corps of Chicago to conduct a series of focus group sessions. Vote: Ayes: All. Nays: None. **MOTION CARRIED.**

Sandra gave a report on the Ethics and Public Policy Seminar she attended at Loyola University on September 25 and distributed a Values Survey to Board members. At the

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November 9 Management meeting, issues involving the internet will be discussed.

NEW BUSINESS

The Administrator Evaluation Committee will meet on Tuesday, November 9 at 5:00 PM.

UNFINISHED BUSINESS

Eldon Burk reported that he has contacted Charlotte Storer, Tom Christiansen, and Anne Evans to form a ceremonial moving committee.

ANNOUNCEMENTS

A Special Board Meeting will be held on Tuesday, November 9 at 6:00 PM to review bids submitted for FF&E.

John Burke will attend the November 1 City Council meeting, John Ciborowski the November 15 meeting, Inara Brubaker the December 6 meeting and Eldon Burk the December 20 meeting.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to adjourn the regular meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:03 PM.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES Minutes of the Special Meeting November 9, 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, November 9, 1999. President Eldon Burk called the meeting to order at 6:07 PM.

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

Also present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Ken Hutson, Carol Stolt, Dawn Brightfield, Mark Jezior.

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

Ken Hutson of Owner Services Group, Inc. distributed FF&E (furniture, fixtures, and equipment) Bid Review packets. Carol Stolt and Dawn Brightfield of Lohan Associates reported on the bid packages and made the following recommendations:

- | | | |
|----|---|--------------|
| 1. | Bid Package 1 – Corporate Concepts (Knoll Furniture) | \$522,752.84 |
| 2. | Bid Package 2 – Library Bureau Steel (Metal Shelving) | \$117,006.93 |
| 3. | Bid Package 3 – Henricksen (Open Shelf Items) | \$447,945.59 |

Stolt and Brightfield reported that a reference check was successfully done on each company. John Ciborowski asked if attic stock was included in the Corporate Concepts bid and Stolt reported that stock was added but Corporate Concepts remained the lowest bidder. Stolt reported that Library Bureau Steel will use floor anchors to secure shelving. The Board questioned whether when shelving is moved the carpet will be damaged and Hutson replied that a change order can be processed as soon as the bid has been accepted if changes in the shelving are required. John Ciborowski suggested that Henricksen be selected for bid packages 1 and 3 for ease in coordination, but Hutson stated that the lowest qualified bidder must be accepted.

0799

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the bid from Corporate Concepts for Bid Package 1 (Knoll Furniture) for \$522,752.84 and to authorize either Sandra Norlin or Eldon Burk to sign the contract document. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Betty Ritter, to accept the bid from Library Bureau Steel for Bid Package 2 (Metal Shelving) for \$117,006.93 and to authorize either Sandra Norlin or Eldon Burk to sign the contract document. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the bid from Henricksen for Bid Package 3 (Open Shelf Items) for \$447,945.59 and to authorize either Sandra Norlin or Eldon Burk to sign the contract document. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Ken Hutson distributed the FF&E Budget dated November 9, 1999 and reported that bids came in under budget. President Burk asked Sandra Norlin to review the library's original FF&E to reinstate items that had been eliminated due to cost restraints. Hutson stated a change order would be processed for added items to FF&E.

Susan Burrows distributed minutes from the Finance Committee Meeting held on November 8, 1999. The Committee recommends prioritizing items for FF&E with items for the Children's Services Department being first. Inara Brubaker asked what theme would be present in the Children's Department and Susan Burrows responded a water/river theme was planned.

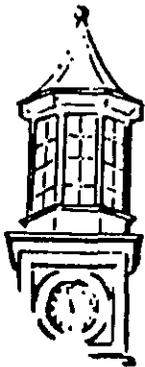
Susan reported that the Director of Finance, Jim Egeberg, has requested a resolution from the Board to prepare a 1999 supplemental appropriation ordinance.

MOTION by Committee to adopt a resolution to authorize Jim Egeberg, Director of Finance, to prepare a 1999 supplemental appropriation ordinance in the amounts of \$100,000 for the Operations Fund (Fund 201), \$85,500 for the Capital Projects Fund (Fund 202), and \$1,800,000 for the FF&E Fund (Fund 415) to be presented to the Des Plaines City Council. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 7:31 PM.

Minutes prepared by Carol Kidd.



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
November 8, 1999

Chair: Susan Burrows.
Present: Eldon Burk, John Burke, Susan Burrows, Sandra Norlin, Martha Sloan.
Call to Order: 5:10 PM by Susan Burrows.

Sandra Norlin distributed information on the possible acquisition of a business credit card for library use. The Committee will recommend to the Board approval of a library credit card and recommend that Sandra further investigate programs to determine the most cost-effective plan for the library, including the options of airline mileage credits.

Sandra presented to the Committee information on the 1999 tax levy. The Committee will recommend that the Board authorize Jim Egeberg, Director of Finance, to prepare a 1999 supplemental appropriation ordinance in the amounts of \$100,000 for the Operations Fund (201), \$185,000 for the Capital Projects Fund (202), and \$1,800,000 for the FF&E Fund, (415). This is a step required for the levy amount requested for FY2000.

The Committee will recommend approval of the 2000 Salary Schedule, which reflects a 3.5% general wage increase for personnel as well as the new range for Library Administrative Assistant.

Guidelines for donations were discussed and priorities include redirecting the funds budgeted for FF&E (furniture, fixtures, and equipment), but not used due to lower bids.

0792

Selected furniture items may be reintroduced to the budget, which will be determined by recommendations from the staff and Building and Grounds Committee. After furniture selections, the Committee felt that the highest priority is the completion of the second floor Children's Services Department. The Committee listed these items in priority order:

1. Boat
2. Banners
3. Grade school areas
4. Second floor mural
5. Atrium sculpture
6. Third and fourth floor murals
7. Poetry corner

Lohan Associates has been asked to provide specifications for the boat and second floor mural.

The next meeting is scheduled for Tuesday, November 16, 1999 at 6:00 PM.

Meeting adjourned at 6:40 PM.

Minutes prepared by Martha Sloan.

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

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

1. Over the Counter Receipts	\$ 12,818.78
2. Petty Cash Expenditures	\$ 47.55
3. Budget Expenditures for October	\$ 226,458.55
4. Expenditures Year to Date	\$ 2,526,318.12
5. Revenue for October	\$ 542,788.13
6. Revenue Year to Date	\$ 4,094,784.79

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

October 04, 1999	\$ 41,434.97
October 18, 1999	<u>25,495.71</u>
Total	\$ 66,839.68

ROLL CALL VOTE AYES: _____ NAYS: _____

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

October 04, 1999	\$ 64,525.27
October 21, 1999	<u>\$ 63,902.52</u>
Total	\$ 128,427.79

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in October, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	<u>\$65.62</u>
Total	\$65.62

ROLL CALL VOTE
AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 12,818.78
2. Petty Cash Expenditures	\$ 47.55
3. Budget Expenditures for October	\$ 217,763.33
4. Expenditures Year to Date	\$ 2,354,381.86
5. Revenue for October	\$ 13,201.80
6. Revenue Year to Date	\$ 1,644,860.86

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

October 04, 1999	\$ 41,343.97
October 18, 1999	<u>19,817.44</u>
Total	\$ 61,161.41

ROLL CALL VOTE AYES: _____ NAYS: _____

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

October 07, 1999	\$ 64,525.27
October 21, 1999	<u>\$ 63,902.52</u>
Total	\$ 128,427.79

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in October, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	<u>\$65.62</u>
Total	\$65.62

ROLL CALL VOTE
AYES: _____ NAYS: _____

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - OCTOBER 1999

	October 1998	October 1999	1998 to Date	1999 to Date
Lost Materials	\$ 540.94	\$ 709.14	\$ 3,285.01	\$ 4,295.77
Fines	6,399.33	10,736.52	58,825.36	65,478.49
Damage	126.82	59.94	2,750.81	704.54
Fees	439.27	819.38	4,554.34	5,899.82
Copies	2,003.10	443.40	15,994.86	14,075.54
Miscellaneous	29.60	50.40	321.12	1,263.36
Totals	\$ 9,539.06	\$12,818.78	\$85,731.50	\$ 91,717.52

PETTY CASH EXPENDITURES - October

960070	Auto/Travel	5.27
960070	Auto/Travel	20.80
970260	Postage	5.85
970260	Postage	1.58
960210	Special Events Programming	5.05
960210	Special Events Programming	9.00
	Total	\$47.55

11/05/99

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DISBRST 276502401		634,384.20
102012	CASH IPTIP/FOA 7139200161	2,150.05	
TOTAL CASH		2,650.05	634,384.20
104031	INVESTMENTS-EARLE	2,537.97	
104032	INVESTMENTS-DUNCAN	1,708.09	
104033	INVESTMENTS-DOWNING	34,997.25	
TOTAL INVESTMENTS		39,243.31	.00
113000	RECEIVABLE-PROPERTY TAXES	3,029,919.00	
TOTAL ACCOUNTS RECEIVABLE		3,029,919.00	.00
TOTAL ASSETS		3,071,812.36	634,384.20
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	2,422,152.03	
700120	REVENUE CONTROL		1,644,860.86
700150	EXP. BUDGET CONTROL		3,384,373.00
700160	REV. BUDGET CONTROL	3,302,925.00	
700170	BUDGET FUND BALANCE	106,273.79	
TOTAL SYSTEM CONTROL		5,831,350.84	5,029,233.86
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
TOTAL FUND BALANCE-RESERVED		.00	28,185.67
730000	FUND BALANCE-UNRESERVED		156,614.88
TOTAL FUND EQUITY		.00	184,800.35
TOTAL EQUITIES		5,831,350.84	5,214,034.21
TOTAL PUBLIC LIBRARY FUND		8,903,163.20	8,903,163.20
TOTAL REPORT		8,903,163.20	8,903,163.20

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	78.17	-78.17	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.41	-.41	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	148.65	-148.65	.00
810014	PROPERTY TAXES 1997	40,000.00	.00	.00	1,628.81	38,371.19	.04
810015	PROPERTY TAXES 1998	2,941,669.00	.00	.00	1,340,041.38	1,601,627.62	.46
TOTAL	PROPERTY TAXES	2,981,669.00	.00	.00	1,341,897.42	1,639,771.58	.45
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,074,657.00	.00	.00	1,434,885.42	1,639,771.58	.47
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	66,153.24	614.76	.99
822080	STATE GRANT:LIBRARY	12,500.00	.00	.00	16,038.00	-3,538.00	1.28
822095	STATE GRANT: LIBRARY	.00	3,293.90	.00	3,398.90	-3,398.90	.00
TOTAL	STATE GRANTS	79,268.00	3,293.90	.00	85,590.14	-6,322.14	1.08
TOTAL	INTERGOVERNMENTAL REVENUE	79,268.00	3,293.90	.00	85,590.14	-6,322.14	1.08
830107	LIBRARY FINES	90,000.00	8,045.60	.00	63,584.36	24,415.64	.73
TOTAL	FINES	90,000.00	8,045.60	.00	63,584.36	24,415.64	.73
830201	COPYING FEE	25,000.00	463.30	.00	13,344.26	11,455.74	.54
830215	SPECIAL PROGRAMS & EVENTS	18,000.00	1,323.00	.00	10,101.00	7,899.00	.56
TOTAL	FEES AND SERVICES	43,000.00	1,786.30	.00	23,645.26	19,354.74	.55
TOTAL	FINES, FEES, AND SERVICES	133,000.00	9,831.90	.00	89,229.62	43,770.38	.67
890010	INTEREST INCOME	3,000.00	.00	.00	18,761.97	-13,761.97	3.75
899900	MISCELLANEOUS REVENUE	11,000.00	76.00	.00	16,393.71	-5,393.71	1.49
TOTAL	OTHER REVENUE	16,000.00	76.00	.00	35,155.68	-19,155.68	2.20
TOTAL	PUBLIC LIBRARY FUND	3,302,923.00	13,201.80	.00	1,644,860.86	1,638,064.14	.50
TOTAL	PUBLIC LIBRARY FUND	3,302,923.00	13,201.80	.00	1,644,860.86	1,638,064.14	.50
TOTAL REPORT		3,302,923.00	13,201.80	.00	1,644,860.86	1,638,064.14	.50

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn='2110'

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	84,489.67	.00	614,400.43	404,077.33	.67
910200	TEMPORARY WAGES	442,767.00	35,482.40	.00	381,516.44	61,250.56	.86
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	66.57	433.43	.13
910500	VACATION PAY	.00	6,702.91	.00	59,726.08	-59,726.08	.00
910600	SICK PAY	.00	1,625.09	.00	16,961.04	-16,961.04	.00
910700	HOLIDAY PAY	.00	127.72	.00	29,110.25	-29,110.25	.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	1,500.00	500.00	.75
918020	EMPLOYER CONTR-F.I.C.A.	126,950.00	9,662.32	.00	98,768.96	28,181.04	.78
918021	EMPLOYER CONTR-I.M.R.F.	116,459.00	8,088.69	.00	78,741.76	37,717.24	.68
918040	LIFE INS PREMIUMS	4,738.00	345.45	.00	3,143.90	1,594.10	.66
918050	MEDICAL INS PREMIUMS	164,735.00	8,813.00	.00	78,151.85	86,583.15	.47
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	3,929.50	-1,929.50	1.96
918070	WORKERS COMPENSATION	3,800.00	306.45	.00	2,498.88	1,301.12	.66
TOTAL	PERSONAL SERVICES	2,101,527.00	155,643.70	.00	1,582,944.79	518,582.21	.75
920110	PROFESSIONAL CONSULTING	20,000.00	1,166.00	.00	17,744.68	2,255.32	.89
920120	COMMUNICATION SERVICES	25,000.00	680.81	.00	8,530.46	16,469.54	.34
920140	DATA PROCESSING SERVICES	55,000.00	3,743.49	.00	56,082.20	-1,082.20	1.02
920202	CONFERENCES	3,000.00	620.00	.00	3,836.30	-836.30	1.28
920204	TRAINING	2,000.00	.00	.00	4,567.50	-2,567.50	2.28
920206	SEMINARS	2,000.00	.00	.00	1,802.00	198.00	.90
920210	IN-SERVICE TRAINING	3,000.00	96.80	.00	1,136.37	1,863.63	.38
920220	MEMBERSHIP DUES	3,000.00	460.00	.00	1,506.00	1,494.00	.50
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	2,406.72	-1,406.72	2.41
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	1,096.00	-1,096.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	6,586.18	19,013.82	.26
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	6,586.18	19,013.82	.26
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	31,300.00	10,300.00	.75
930010	R & M EQUIPMENT	42,600.00	1,880.11	.00	33,979.81	8,620.19	.80
930020	R & M BLDGS & STRUCTURES	45,000.00	348.00	.00	6,178.71	38,821.29	.14
930030	R & M VEHICLES	1,500.00	111.26	.00	2,185.06	-685.06	1.46
930195	BOOK BINDING & REPAIR	6,000.00	395.83	.00	2,619.01	3,380.99	.44
930210	RENTAL OF EQUIPMENT	2,900.00	.00	.00	.00	2,900.00	.00
930320	CLEANING:CUSTODIAL SERU	25,000.00	1,700.00	.00	15,910.50	9,089.50	.64
960070	AUTO/TRAVEL EXPENSES	3,000.00	.00	.00	397.58	2,602.42	.13
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,365.00	.00	20,294.26	-5,294.26	1.35
960990	MISC CONTRACTUAL SUCS	70,000.00	6,876.85	.00	48,065.24	21,934.76	.69
TOTAL	CONTRACTUAL SERVICES	392,600.00	20,167.91	.00	266,424.58	126,175.42	.68
970100	SUPPLIES	42,000.00	4,190.43	.00	33,912.81	6,087.19	.86

11/05/99

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn='2110'

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	35.86	.00	1,265.61	-1,265.61	.00
970170	JANITORIAL	15,000.00	630.75	.00	7,038.95	7,961.05	.47
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	45.00	.00	9,364.16	3,335.34	.75
970270	PRINTING-REPROD-BINDING	10,300.00	555.57	.00	4,479.74	5,320.26	.43
970320	SUPPLIES: BLDG R/M	.00	.00	.00	94.00	-94.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	9.78	-9.78	.00
970600	BOOKS	400,000.00	22,753.39	.00	257,628.62	142,371.38	.64
970610	AUDIO MATERIALS	45,500.00	2,864.58	.00	32,994.19	12,505.81	.73
970620	SUBSCRIPTIONS & BOOKS	62,000.00	1,315.65	.00	30,619.07	31,380.93	.49
970630	VISUAL MATERIALS	42,500.00	5,351.34	.00	33,516.54	8,983.46	.79
970640	AUTOMATED REFERENCE MAT'L	62,100.00	1,010.00	.00	43,989.90	18,110.10	.71
970810	NATURAL GAS	14,000.00	1,409.01	.00	12,406.01	1,593.99	.89
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	44.61	.00	396.64	-396.64	.00
970850	GASOLINE	2,000.00	21.01	.00	2,532.49	-532.49	1.27
TOTAL	COMMODITIES	711,100.00	40,227.20	.00	472,748.51	238,351.49	.66
980	EQUIPMENT	97,450.00	1,616.95	.00	11,373.04	86,076.96	.12
980410	COMPUTER HARDWARE	.00	.00	.00	16,760.28	-16,760.28	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	878.00	-878.00	.00
980600	FURNITURE & FIXTURES	2,700.00	107.37	.00	3,212.66	-912.66	1.19
TOTAL	CAPITAL EXPENDITURES	100,150.00	1,724.52	.00	32,223.98	67,926.02	.32
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
TOTAL	LIBRARY SERVICES	3,317,605.00	217,763.33	.00	2,354,381.86	963,223.14	.71
TOTAL	CIVIC & CULTURE	3,317,605.00	217,763.33	.00	2,354,381.86	963,223.14	.71
TOTAL	PUBLIC LIBRARY FUND	3,317,605.00	217,763.33	.00	2,354,381.86	963,223.14	.71
TOTAL REPORT		3,317,605.00	217,763.33	.00	2,354,381.86	963,223.14	.71

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09/24/99
 ACCOUNTING PERIOD: 9/99

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/04/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING 09080	PEOPLEWORKS	8-27-99	250.00
2110	920110	PROFESSIONAL CONSULTING 25529	KLEIN, THORPE & JENKINS	83485	916.00
2110	920120	COMMUNICATION SERVICES 06827	CELLULAR ONE	* 49682107	24.02
2110	920140	DATA PROCESSING SERVICES 07007	PSINET, INC.	* 2293011	1,270.23
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	* AUGUST 1999	2,469.09
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	* OCTOBER 1999	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	* OCTOBER 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	* OCTOBER 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	* OCTOBER 1999	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	* OCTOBER 1999	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	* OCTOBER 1999	18.93
2110	930010	R & M EQUIPMENT 06789	AMBASSADOR BUSINESS SOLUT	6427482	67.00
2110	930010	R & M EQUIPMENT 07143	ANDERSON ELEVATOR CO.	* 21143	120.00
2110	930010	R & M EQUIPMENT 09600	RMC INC.	056271	765.00
2110	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	* AUGUST 1999	400.86
2110	930020	R & M BLDGS & STRUCTURES 05720	MARIO GAMBINO & SONS LAND	* 9-09-99	348.00
2110	930030	R & M VEHICLES 09976	EXECUTIVE COACH CORPORATI	001089	111.26
2110	930195	BOOK BINDING & REPAIR 05479	HOUCHEM BINDERY LTD	070108	395.83
2110	930320	CLEANING:CUSTODIAL SERV 09536	CRYSTAL MGMT. & MAINT. SE	* 7567	1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING 02637	CENSUS MICROFILM RENTAL P	A9435	15.00
2110	960210	SPECIAL EVENT PROGRAMMING 10536	BRUCE BLOOM	10-18-99	100.00
2110	960210	SPECIAL EVENT PROGRAMMING 10536	BRUCE BLOOM	9-27-99	100.00
2110	960210	SPECIAL EVENT PROGRAMMING 90990	PERFECT IMAGE	0173081-IN	400.00
2110	960990	MISC CONTRACTUAL SVCS 07424	NEOPOST	L110049103	585.00
2110	960990	MISC CONTRACTUAL SVCS 08577	THE JOHN CHARLES CORP.	121367	2,487.75
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004499301	12.70
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004507454	13.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004572702	9.10
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004518669	119.20
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004511514	48.30
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004572361	19.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004567319	16.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004526171	85.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004526758	20.20
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004537595	23.25
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004528080	27.80
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004545768	20.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004555696	27.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004503399	34.60
2110	960990	MISC CONTRACTUAL SVCS 70067	NORBERT SOLARZ	164865	38.00
2110	960990	MISC CONTRACTUAL SVCS 70067	NORBERT SOLARZ	164864	25.00
2110	960990	MISC CONTRACTUAL SVCS 73978	CANON FINANCIAL SERVICES,	1948595	1,157.05
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2952	15.38
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2964	8.86
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1125	8.44
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1133	4.29
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1120	7.69
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	2956	6.40
2110	970100	SUPPLIES 00098	ALPINE CAMERA COMPANY	1126	4.15
2110	970100	SUPPLIES 05337	SIGN A RAMA, USA	9739	13.00
2110	970100	SUPPLIES 05337	SIGN A RAMA, USA	9600	12.00

0801

09/24/99
 ACCOUNTING PERIOD: 9/99

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/04/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 077081317	305.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 077341367	16.97
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 075941568	256.72
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 076205682	38.04
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	639681	94.33
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	645102	59.78
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	638168	859.64
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	6.02
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9909081	2.04
2110	970100	SUPPLIES	66846	DANKA OMNIFAX	2022841	295.00
2110	970100	SUPPLIES	89575	RIVERSHORE READING STORE	99-5785	48.50
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	06036	MARTHA SLOAN	REIMB	18.00
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	9909031	17.86
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	070471-00	174.63
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECP	2062534	24.18
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECP	9130863	61.45
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	656542	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	659280	15.15
2110	970170	JANITORIAL	09689	RADIO SHACK	028694	52.77
2110	970170	JANITORIAL	10093	STANDARD PIPE AND SUPPLY	163241	201.92
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	082001-0005	54.83
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	081301-0038	15.52
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	773669358	45.00
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204385	206.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	849260	1,344.23
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	050589650014	59.84
2110	970600	BOOKS	07089	ADAMS MEDIA CORPORATION	468549	504.95
2110	970600	BOOKS	07439	THE GALE GROUP	9062898	108.88
2110	970600	BOOKS	07439	THE GALE GROUP	9166112	108.88
2110	970600	BOOKS	07439	THE GALE GROUP	9116905	599.50
2110	970600	BOOKS	07439	THE GALE GROUP	9133471	241.98
2110	970600	BOOKS	08948	HIPPOCRENE BOOKS, INC.	53938	76.49
2110	970600	BOOKS	10134	LANGENSCHIEDT PUBLISHING	090800	59.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004572701	204.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004572360	603.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004555695	658.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004507453	508.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004567318	533.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004545767	396.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004528079	488.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004537594	585.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004499300	367.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004511513	664.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004526170	1,360.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004518668	2,032.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004503398	762.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004526757	668.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002904899	301.04
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	86171	10.87
2110	970600	BOOKS	58875	INGRAM	22413864	11.49
2110	970600	BOOKS	70263	DIRPRO	99-15381	24.00

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2007

09/24/99
ACCOUNTING PERIOD: 9/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/04/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	76970 IICLE	ATTACH	109.50
2110	970600	BOOKS	82668 POLONIA BOOK STORES	007746	98.82
2110	970610	AUDIO MATERIALS	07337 LIVE OAK MEDIA	276803	174.98
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	239945680	130.77
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-7-99-1	92.86
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-7-99-3	52.42
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-30-99-2	37.46
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-30-99-3	33.85
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-30-99-1	154.26
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3652208M	10.95
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3655798M	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3659223M	5.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	915611	11.90
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	914117	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	917050	23.80
2110	970620	SUBSCRIPTIONS & BOOKS	05047 NO-LOAD FUND INVESTOR	269306	272.00
2110	970620	SUBSCRIPTIONS & BOOKS	09075 UMI	991982SP	190.65
2110	970620	SUBSCRIPTIONS & BOOKS	10512 FIS	9A011234	853.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	236677	224.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	237384	224.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	237028	37.00
2110	970630	VISUAL MATERIALS	07581 ARLINGTON HEIGHTS MEMORIA	00-024	573.80
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	239886720	854.67
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE.	197169	19.98
2110	970630	VISUAL MATERIALS	10524 COLLEGE EXERCISE VIDEO SP	1012940A	610.20
2110	970630	VISUAL MATERIALS	10548 SELECT VIDEO PUBLISHING	991241	1,887.50
2110	970630	VISUAL MATERIALS	58875 INGRAM	07937723	31.42
2110	970630	VISUAL MATERIALS	58875 INGRAM	07870377	11.21
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	* 019436	44.61
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	* 336495	21.01
2110	980400	EQUIPMENT	06866 ACTION COMPUTER SERVICE,	* 11436-A	1,616.95
2110	980600	FURNITURE & FIXTURES	19714 GAYLORD BROS	OG05386000	107.57
TOTAL LIBRARY SERVICES					39,727.02
2130	980400	EQUIPMENT	06866 ACTION COMPUTER SERVICE,	11436-A	1,616.95
TOTAL IL LIBRARY PER CAP GRANT					1,616.95
TOTAL FUND					41,343.97

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10/08/99
ACCOUNTING PERIOD: 10/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/18/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	HO73356545	110.63
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	J14NS9253M	470.42
2110	920140	DATA PROCESSING SERVICES	19776	BAKER & TAYLOR, INC.	CM4285	-466.25
2110	920210	IN-SERVICE TRAINING	09309	ROBERTA S. JOHNSON	REIMB	25.09
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	9909151	71.71
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACH	40.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACH	105.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	ATTACH	150.00
2110	920220	MEMBERSHIP DUES	21432	AMERICAN LIBRARY ASSOCIAT	ATTACH	145.00
2110	920220	MEMBERSHIP DUES	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	20.00
2110	930010	R & M EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	329495	527.25
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	DP99009	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	10938	LITTLE VILLA RESTURANT	10-23-99	700.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004589757	32.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004589302	27.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004590367	28.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004620781	56.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004604624	49.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004611774	58.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004628099	33.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004634377	19.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004580250	45.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004596179	13.10
2110	960990	MISC CONTRACTUAL SVCS	61884	SEPTRAN INC	9/16/99	1,740.80
2110	970100	SUPPLIES	05235	UPSTART	5817721-001	44.83
2110	970100	SUPPLIES	05871	HARRIS INFOSOURCE INTL	438561	160.10
2110	970100	SUPPLIES	06036	MARTHA SLOAN	REIMB	250.00
2110	970100	SUPPLIES	08273	G.B.O.S., INC.	11772	366.00
2110	970100	SUPPLIES	09151	KINKO'S	053400001225	139.44
2110	970100	SUPPLIES	09309	ROBERTA S. JOHNSON	REIMB	30.00
2110	970100	SUPPLIES	09309	ROBERTA S. JOHNSON	REIMB	29.00
2110	970100	SUPPLIES	09537	DYMO-COSTAR CORPORATION	1025405	85.55
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 078102345	31.88
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 077081317	4.21
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 077501750	392.78
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 078303232	22.48
2110	970100	SUPPLIES	13942	RUBBER STAMP MAN	281267	16.39
2110	970100	SUPPLIES	14465	INSTY PRINTS	204471	502.13
2110	970100	SUPPLIES	21432	AMERICAN LIBRARY ASSOCIAT	2758	37.00
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9909141	4.04
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9909211	11.97
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	662366	15.15
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204476	349.42
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	118172	150.45
2110	970600	BOOKS	06036	MARTHA SLOAN	REIMB	19.37
2110	970600	BOOKS	07038	BORDERS	14307	267.28
2110	970600	BOOKS	07439	THE GALE GROUP	9216305	23.16
2110	970600	BOOKS	07439	THE GALE GROUP	9143590	130.26
2110	970600	BOOKS	07439	THE GALE GROUP	9178836	115.38
2110	970600	BOOKS	07439	THE GALE GROUP	9192531	177.28
2110	970600	BOOKS	07439	THE GALE GROUP	9178106	137.72

10/08/99
 ACCOUNTING PERIOD: 10/99

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/18/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	9189720	86.67
2110	970600	BOOKS	07439 THE GALE GROUP	9190378	76.02
2110	970600	BOOKS	07527 STAGE & SCREEN	09002165448	32.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004596178	550.78
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004620780	1,136.31
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004611773	960.96
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004589301	652.53
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004604623	874.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004580249	1,008.47
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3002942188	173.17
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3002921583	300.23
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004590366	629.88
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004589756	425.56
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004628098	626.38
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004634376	452.95
2110	970600	BOOKS	20127 ILLINOIS LIBRARY ASSOCIAT	3655	51.50
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	1991186	76.00
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	1990469	84.00
2110	970600	BOOKS	58875 INGRAM	22638713	38.30
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-21-99-4	11.18
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-21-99-1	226.20
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3633534P	455.60
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3670675M	21.90
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3678628M	5.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	919987	1,393.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	921539	11.90
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	237849	74.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240210530	154.88
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240145100	149.94
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240145150	127.59
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240145120	213.31
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240145160	73.20
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240268420	69.65
2110	970630	VISUAL MATERIALS	58875 INGRAM	00052287	14.99
2110	970640	AUTOMATED REFERENCE MAT'L	07439 THE GALE GROUP	9186907	1,010.00
TOTAL LIBRARY SERVICES					19,817.44
TOTAL FUND					19,817.44



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
November 9, 1999

Chair: Ellen Yearwood
Present: Inara Brubaker, Eldon Burk, Ellen Yearwood, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

Call to Order: 7:40 PM by Ellen Yearwood.

The Committee will recommend revisions and additions to the Collection Development Policy at the November 16, 1999 Board Meeting, including the addition of the High School policy.

At the November 16, 1999 Board meeting it will be suggested to the Finance Committee that a form of recognition be determined for future donations.

Meeting adjourned at 8:30 PM.

Minutes prepared by Carol Kidd.

XII

REGISTRATION SERVICES REPORT FOR OCTOBER 1999

I. LIBRARY CARD REGISTRATION SERVICES

<u>October 1998</u>	<u>September 1999</u>	<u>October 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
979	895	756	9,718	7,908	(-18.6%)
A.	New Cards			316	
B.	Renewals			389	
C.	Non-Resident Cards			<u>9</u>	
D.	Off-line Library Cards			42	
	Total			756	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	308
2.	Number of Meeting Room Uses	108
3.	Cab cards and Other Registrations	2
4.	LAN Discs Sold (Year to Date - 47)	6
5.	Computer Room	213
6.	Reading Edge Users	9
	Total	646

III. TOTAL NUMBER OF REGISTERED BORROWERS

October 1998	34,470	(64.5% of Population)
October 1999	35,380	(66.2% of Population)

CIRCULATION REPORT FOR OCTOBER 1999

Page 2

PATRON ATTENDANCE COUNT

<u>October 1998</u>	<u>September 1999</u>	<u>October 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
31,058	27,670	28,997	297,299	275,701	(-7.3%)

RECIPROCAL BORROWING

(Materials Lent)

	<u>October 1998</u>	<u>October 1999</u>	<u>% Change</u>
NLS	7,298	6,971	(-4.5%)
OTHER SYSTEMS	1,487	1,429	(-4.0%)
TOTAL	8,785	8,400	(- 4.4%)

INTERLIBRARY LOAN

Sent	974
Received	356

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
October 1999

Total 1998 to Date:	655,351	Total 1999 to Date:	631,121	% Change
October 1998:	67,114	October 1999:	62,786	-3.70%
				-6.45%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	4,998	4,049	1,565	947	6,563	4,996
Fiction	10,289	9,670	1,753	1,629	12,042	11,299
Foreign Language Non Fiction	40	48	13	16	53	64
Foreign Language Fiction	220	131	67	107	287	238
Periodicals	207	161	88	92	295	253
Compact Discs	255	309	25	64	280	373
Audio Cassettes	344	288	36	25	380	313
Audio Kits	491	406	141	91	632	497
Puzzles	413	343	101	53	514	396
Games	65	62	15	30	80	92
Audio Books	137	144	10	17	147	161
Video Fiction	1,845	2,610	450	415	2,295	3,025
Video Non Fiction	830	1,105	105	66	935	1,171
DVD	0	16	0	0	0	16
CD ROMs	387	571	0	1	387	572
SUB TOTAL	20,521	19,913	4,369	3,553	24,890	23,466
ADULT						
Non Fiction	11,673	9,971	283	281	11,956	10,252
Fiction	7,011	6,784	348	329	7,359	7,113
Large Type	835	755	80	81	915	836
Foreign Language Non Fiction	115	119	3	18	118	137
Foreign Language Fiction	265	331	0	7	265	338
High School Collection	0	109	0	7	0	116
Periodicals	2,350	1,904	147	113	2,497	2,017
Pamphlets	36	20	0	0	36	20
Compact Discs	3,881	4,205	494	502	4,375	4,707
Audio Cassettes	674	389	6	20	680	409
Puzzles	11	19	0	10	11	29
Pictures	73	76	0	0	73	76
Audio Books	1,569	1,645	41	28	1,610	1,673
CD ROMs	227	178	0	0	227	178
Video Fiction	8,600	7,338	526	534	9,126	7,872
Video Non Fiction	2,922	2,955	52	42	2,974	2,997
DVD	0	487	0	0	0	487
Misc. Formats	2	62	0	1	2	63
	40,244	37,347	1,980	1,973	42,224	39,320
GRAND TOTAL	60,765	57,260	6,349	5,526	67,114	62,786
Self Check	2,406	2,133	0	0	2,406	2,133

Oct. 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	178,279	179,377	1098	0.6%
Audio	14,918	15,118	200	1.3%
Video	10,012	10,106	94	0.9%
Puzzles and Games	836	834	-2	-0.2%
Realia	236	236	0	0.0%
Pamphlets	14,861	14,861	0	0.0%
<hr/>				
Total	219,142	220,532	1390	0.6%

ACQUISITIONS REPORT FOR
FOR OCTOBER 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,002	2,031	29	1.4%
100	2,629	2,641	12	0.5%
200	2,824	2,844	20	0.7%
300	11,917	11,986	69	0.6%
400	653	665	12	1.8%
500	2,689	2,554	-135	-5.0%
600	16,189	16,140	-49	-0.3%
700	15,183	15,239	56	0.4%
800	5,146	5,152	6	0.1%
900	11,373	11,414	41	0.4%
B	4,613	4,528	-85	-1.8%
Total (Adult)	75,218	75,194	-24	-0.0%
Juvenile (J)				
000	368	370	2	0.5%
100	190	190	0	0.0%
200	276	278	2	0.7%
300	2,134	2,142	8	0.4%
400	115	115	0	0.0%
500	3,249	3,263	14	0.4%
600	2,336	2,337	1	0.0%
700	3,206	3,247	41	1.3%
800	735	739	4	0.5%
900	3,592	3,604	12	0.3%
B	968	972	4	0.4%
YA	950	953	3	0.3%
Total (J)	18,119	18,210	91	0.5%
Total (E)	7,582	7,603	21	0.3%
Total, (Juvenile)	25,701	25,813	112	0.4%
Total (Non fiction)	100,919	101,007	88	0.1%
Fiction				
Adult	33,717	34,016	299	0.9%
Juvenile				
J	8,146	8,294	148	1.8%
YA	1,960	2,019	59	3.0%
E	9,658	9,078	-580	-6.0%
Picture Books	8,162	8,866	704	8.6%
Board Books	922	1,106	184	20.0%
Total (Juvenile)	28,848	29,363	515	1.8%
Total (Fiction)	62,565	63,379	814	1.3%
High schoool	581	672	91	15.7%

Compact discs				
Adult	6,213	6,306	93	1.5%
Juvenile	483	501	18	3.7%
Total (Compact discs)	6,696	6,807	111	1.7%
DVDs				
Adult	108	136	28	25.9%
Juvenile	3	8	5	166.7%
Total (DVDs)	111	144	33	29.7%
CD ROMs				
Adult	194	194	0	0.0%
Juvenile	423	432	9	2.1%
Total (CD ROMs)	617	626	9	1.5%
Audio Cassettes				
Adult	2,271	2,287	16	0.7%
Juvenile	992	992	0	0.0%
Audio Books				
Adult	2,211	2,234	23	1.0%
Juvenile	914	925	11	1.2%
Total (Cassettes)	6,388	6,438	50	0.8%
Kits	1,106	1,103	-3	-0.3%
Videocassettes				
Adult	7,884	7,945	61	0.8%
Juvenile	2,128	2,161	33	1.6%
Total (Videocassettes)	10,012	10,106	94	0.9%
Total (Audio Visual)	24,930	25,224	294	1.2%
Reference				
Adult	6,007	6,084	77	1.3%
Juvenile	1,164	1,163	-1	-0.1%
Total (Reference)	7,171	7,247	76	1.1%
Puzzles				
Adult	87	87	0	0.0%
Juvenile	640	638	-2	-0.3%
Total (Puzzles)	727	725	-2	-0.3%
Games (Juvenile)	109	109	0	0.0%

Realia				
Paintings	234	234	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	236	236	0	0.0%
Large Type				
Adult	3,393	3,417	24	0.7%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,420	3,444	24	0.7%
Pamphlets	14,861	14,861	0	0.0%
Easy Reading	1,023	1,023	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	2	2	0	0.0%
Total (French language)	87	87	0	0.0%
German				
Adult	94	92	-2	-2.1%
Juvenile	2	2	0	0.0%
Total (German language)	96	94	-2	-2.1%
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	2	2	0	0.0%
Total (Gujarti language)	2	2	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Hebrew language)	1	1	0	0.0%
Italian				
Adult	21	21	0	0.0%
Juvenile	0	0	0	0.0%
Total (Italian language)	21	21	0	0.0%
Polish				
Adult	639	645	6	0.9%
Juvenile	66	69	3	4.5%
Total (Polish language)	705	714	9	1.3%
Russian				

Adult	280	280	0	0.0%
Juvenile	0	0	0	0.0%
Total (Russian language)	280	280	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	636	634	-2	-0.3%
Juvenile	768	768	0	0.0%
Total (Spanish language)	1,404	1,402	-2	-0.1%
Swahili				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Swahili language)	1	1	0	0.0%
Total (Adult)	1,758	1,760	2	0.1%
Total (Juvenile)	842	845	3	0.4%
Total (Foreign languages)	2,600	2,605	5	0.2%

TOTAL	219,142	220,532	1390	0.6%
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USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
OCTOBER 1999

Britannica Online	851
Electric Library	34
First Search	94
Info Trac	1,820
Info USA (US company information)	1,460
Newsbank (Chicago Tribune)	115
SIRS (Online database of articles on social issues)	125
Total Searches & Queries	4,499

DES PLAINES PUBLIC LIBRARY
 ADULT PATRON ASSISTANCE STATISTICAL REPORT
 OCTOBER 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	236	
2. Tax forms	11	
3. Directional questions	143	
4. Item retrieval by library pages	94	
5. Audio visual inquiries	557	
Total		1,041
 Reference Services		
1. Specific item request	920	
2. Ready reference	688	
3. Material searching	351	
4. Referrals to other libraries	17	
5. Reader's Advisory	12	
Total		1,988
GRAND TOTAL		3,029

CHILDREN'S PATRON ASSISTANCE STATISTICAL REPORT
OCTOBER 1999

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	947	
2. Program Sign-up	179	
3. Equipment Repair & Assistance	520	
4. Directional Questions	455	
5. ILL & Patron Holds	18	
Total		2,119

<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	893	
2. Periodicals	7	
3. Textbooks	0	
4. Reserve Books	52	
Total		952

<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	522	
2. Reference	699	
3. Reader's Advisory	62	
4. Referrals to Other Libraries	3	
Total		1,286
GRAND TOTAL		4,357

Number of individuals using the Local Computer Network = 1,904

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

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
A.A.U.W.	1	6
Art Guild	1	10
Boy Scout Troop 1618	1	20
Capitol Choice	1	20
Delta Kappa Gamma	1	13
Des Plaines Park District Public Hearing	1	14
Des Plaines Woman's Club	1	6
DuPage Figure Skaters	1	12
Foreign Affairs	1	6
Romance Writers	1	25
Toastmasters	1	20
Yoga Class	4	26
Total	15	178
Library Sponsored Adult Programs		
Adult Book Discussion	1	25
Adult Services Meeting	1	8
Effective Interviewing Skills	1	15
Feature Film	1	60
Friends of the Library	1	15
Mystery Night	1	96
Page Meeting	1	21
Selectors Meeting	1	7
Wellness Series	3	137
Other		
Library Board Meeting	1	15
Total	12	399

DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 1999
Page 2

Library Sponsored Community Programs

Plainfield School Language Arts Night	1	200
Senior Center Booktalk	1	6
Total	2	206

Library Sponsored Children's Programs

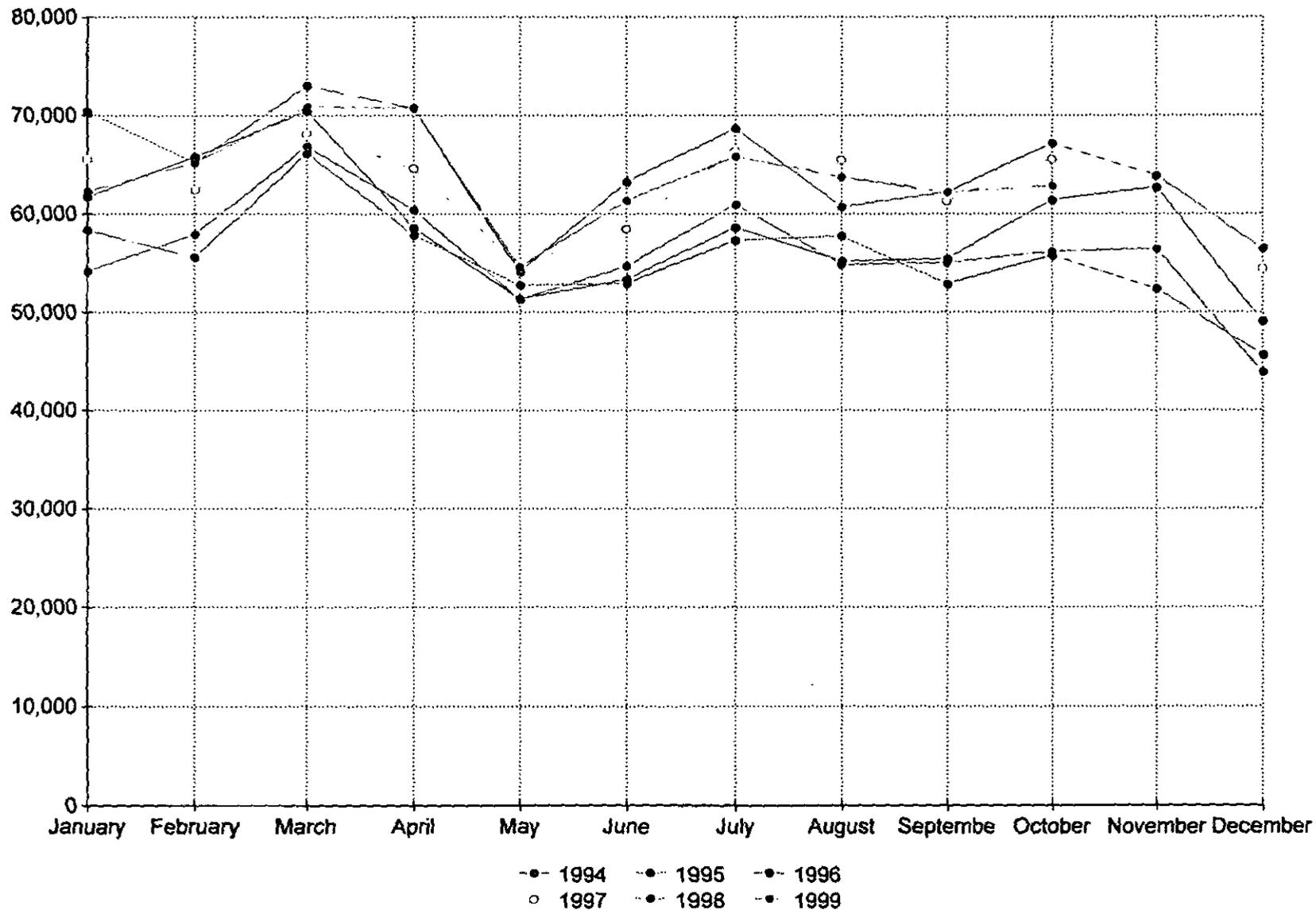
	<u>Times Used</u>	<u>Attendance</u>
Babysitting Clinic	4	111
Bright Start Baby Book Times	18	289
Family Storytime	1	40
Fright Night	1	17
Halloween Drop-in Craft	1	150
Mother/Daughter Book Discussion	1	8
Prime Suspect	1	37
Storytime 2 year olds	9	110
Storytime 3-5 year olds	16	128
Storytime for Lutheran General	1	33
YA Advisory Group	1	27
YA Book Discussion	1	4
Total	55	954

Literacy Program

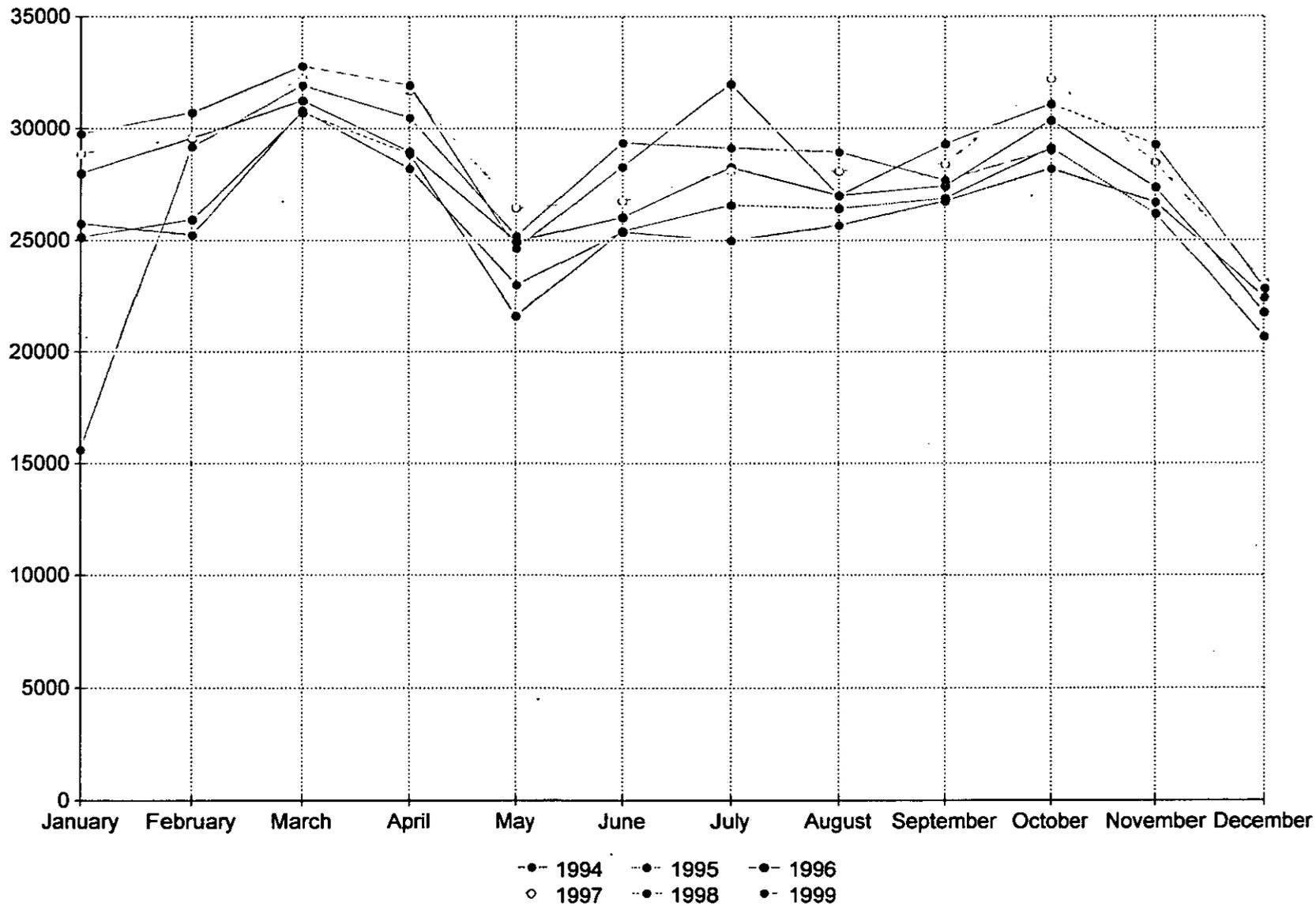
Learn to Read	20	792
Grand Total	104	2,529

October Total = 104 groups involving 2,529 people.
1999 Year to Date Total 834 groups involving 21,357 people.

Circulation Statistics
Items Circulated Per Month By Year

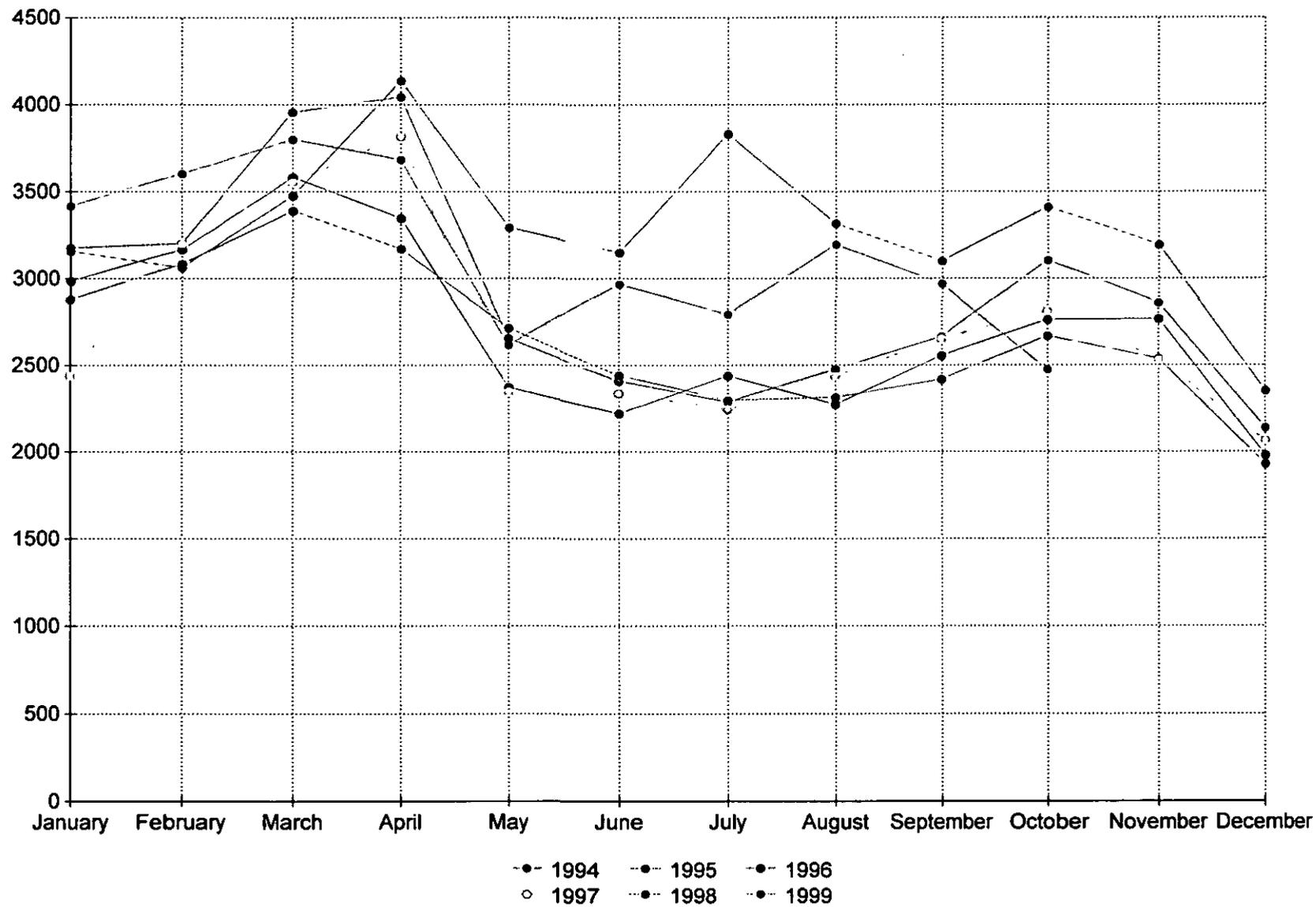


Patron Attendance October 1999



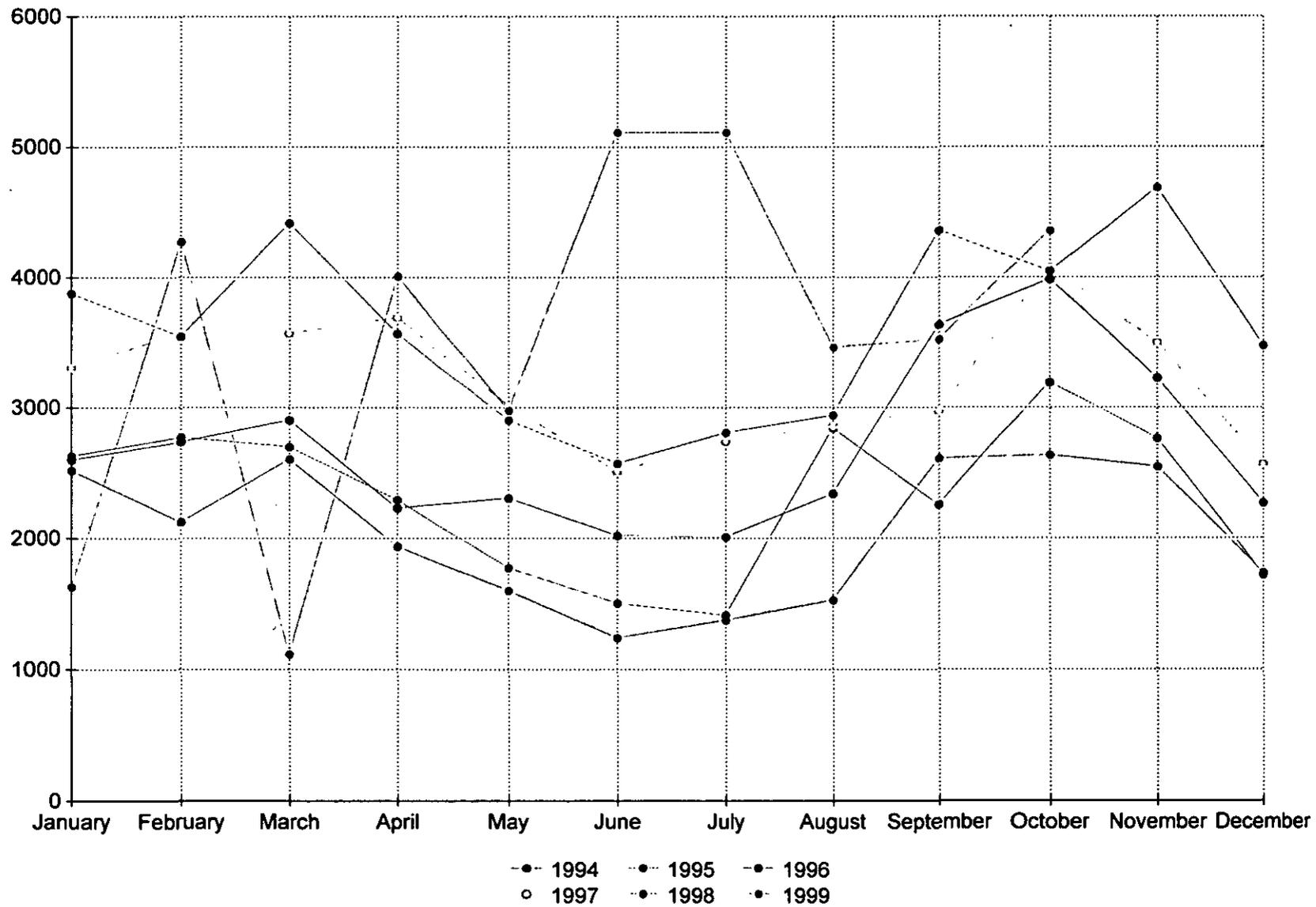
Adult Patron Assistance Statistics

October 1999



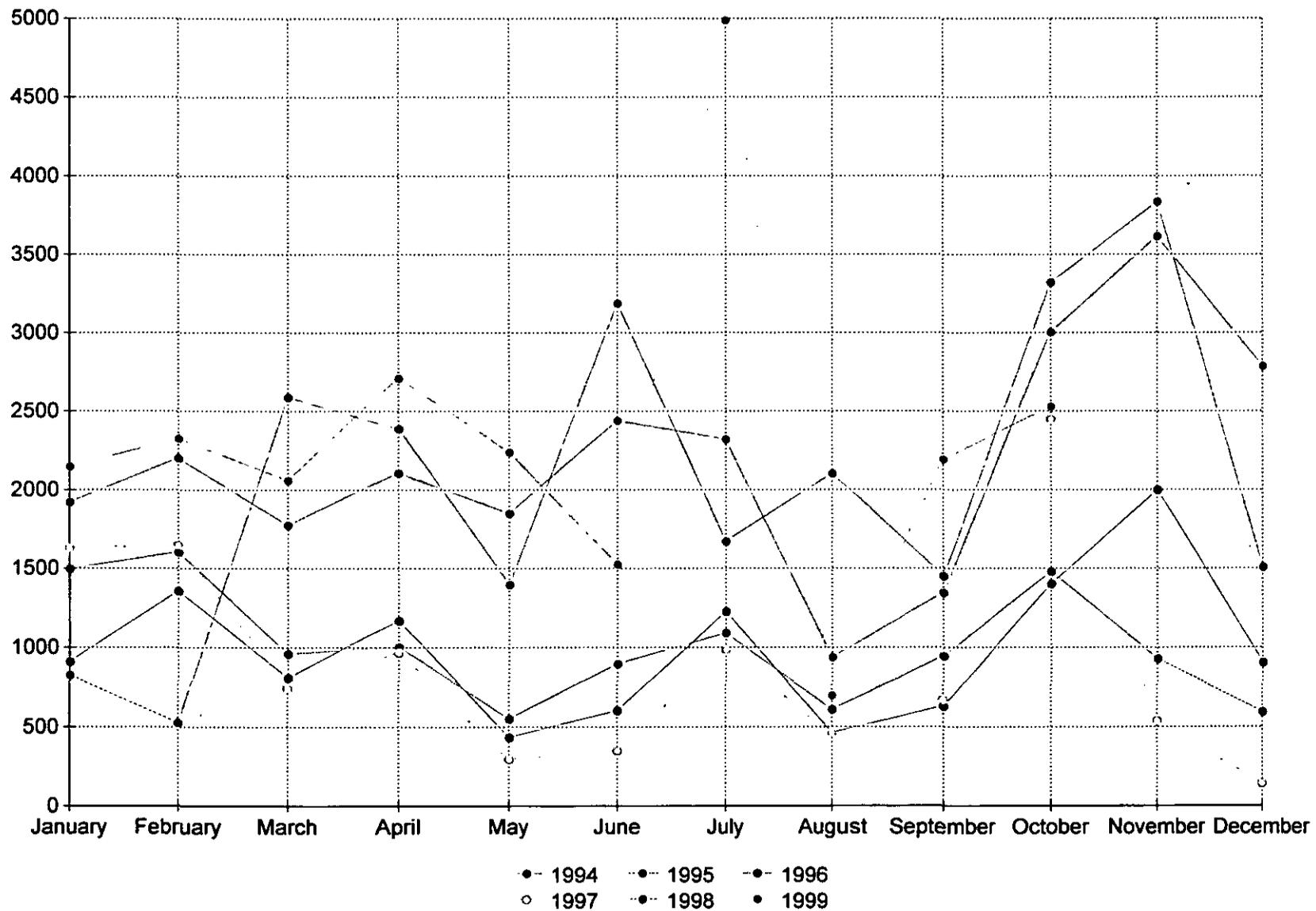
Children's Patron Assistance Statistics

October 1999



Meeting Room Attendance Statistics

October 1999



0824
NORTH
SUBURBAN
LIBRARY
FOUNDATION

WEST DUNDEE ROAD
WHEELING, ILLINOIS 60090
847-459-1300 x143
FAX 847-459-0380
<http://www.nslsilus.org/Foundation>

1 November 1999

Mr. David W. McConnell
Treasurer
Des Plaines Library Referendum Committee
926 West Barry Avenue
Unit 1
Chicago, Illinois 60657

Dear Mr. McConnell,

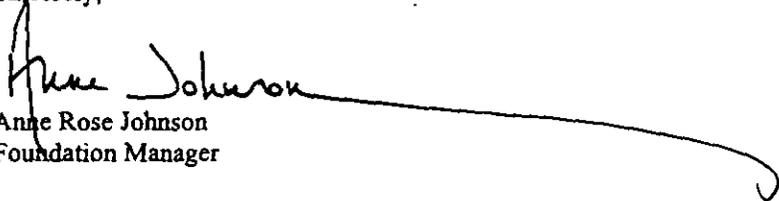
Thank you for the Des Plaines Library Referendum Committee's very generous gift to the *Des Plaines Public Library Fund*.

This letter acknowledges your check number 1052, a tax-deductible donation in the amount of \$2029.00. The North Suburban Library Foundation is a 501(c)(3) organization; for tax purposes our identification number is 5806-588-9.

With your help, the *Des Plaines Public Library Fund* is building upon its commitment to the library's capital project and endowment for collections. We appreciate your partnership in providing funds for these invaluable projects. Des Plaines Public Library is very proud to be an integral piece of the Des Plaines community.

Again, thank you for your generosity.

Sincerely,


Anne Rose Johnson
Foundation Manager

/arj

cc: Sandra K. Norlin ✓

Terry Passaro
President
Tom L. Buchta
Vice President
Iris Maiter
Secretary
James M. O'Brien
Treasurer
Mary Anne Diehl
William W. Drucker
Kaye Grabbe
Sarah Long
Ralph William Morris, Ph.D.
William Rauscher
Ronald Rodgers, Ph.D.
Anne Rose Johnson
Manager

GIFT RECEIPT

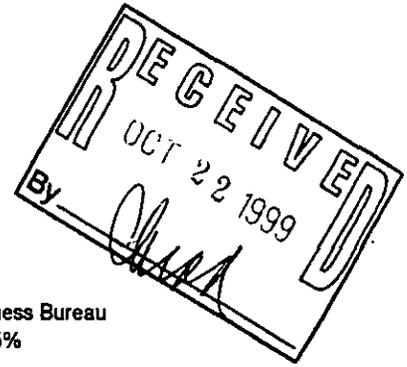
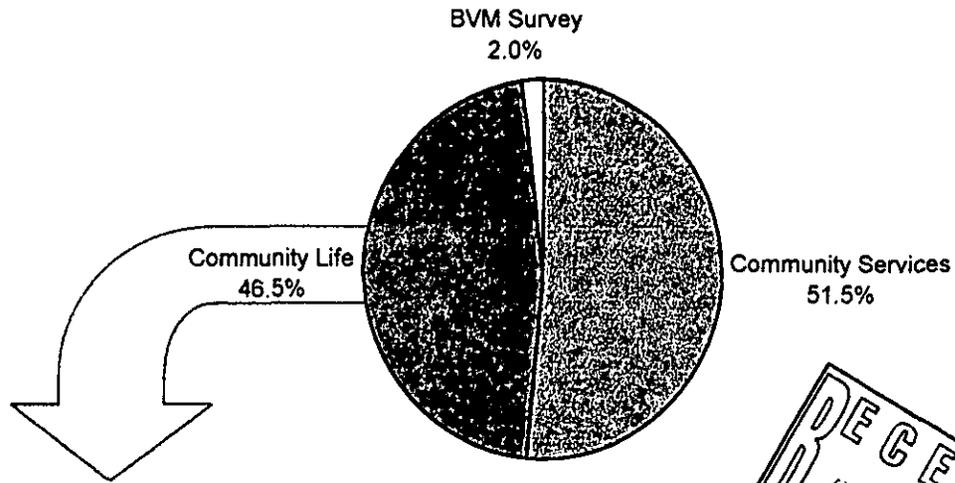
Check Number 1052
Date 11-1-99
Amount \$2029.00

In compliance with IRS Code Section 170(f)(8), this receipt serves as verification that you have received no substantial benefits from the North Suburban Library Foundation, 200 West Dundee, Wheeling, Illinois, in consideration of the above referenced gift.

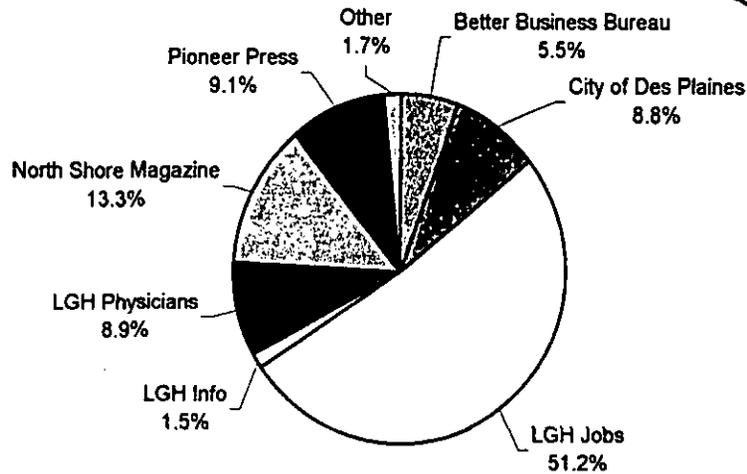
The tax-deductible portion of this gift is: \$2029.00

Des Plaines Library Summary: March 29, 1999 to Sept. 24, 1999

Total BVM Kiosk Usage by Program



Community Life Usage by Program



Kiosk Program Touches	
Community Service	28,376
Community Life	25,645
Survey	1,089

Community Life Touches	
Lutheran General Total	14,161
--LGH Info	342
--LGH Jobs	11,767
--LGH Physicians	2,052
City of Des Plaines	2,014
North Shore Magazine	3,053
Better Business Bureau	1,258
Pioneer Press	2,084
Other	393

Total Touches	55,915
----------------------	---------------

DECEMBER 1999

759

0826

M. H. ...



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, DECEMBER 21, 1999

7:30 PM

Friends of the Library Meeting Room

Agenda:

- Building Project Status Report
- Job Reclassifications
- Management Committee Report
- Annual Budget Resolutions
- Authorization to Advertise for Bids for Moving Service
- Executive Session
- Semi-Annual Review of Minutes

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



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
December 21, 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, November 16, 1999.
(Action Item)
- IV. Public Comments and Questions. .
- V. City Council Community Services Committee - Alderman Sayad.
- VI. Building and Grounds Committee - Betty Ritter.
 - A. Building Project Status Report.
 - B. Interior Furnishings Plans.
 - C. Planning for Interior Artwork.
- VII. Finance Report - Susan Burrows. (Action Item)(8:00 PM)
 - A. Over the Counter Receipts (to be filed)
 - B. Petty Cash Expenditures (to be filed)
 - C. Statement of Cash Receipts
and Disbursements (to be filed)
 - D. Budget Expenditures Report (to be filed)
 - E. Expenditures (to be approved)
- VIII. Management Committee - Ellen Yearwood. (8:30 PM)
 - A. Review and Approval of Collection Development Policy. (Action Item)

- IX. Planning Committee - John Burke.
- X. System Membership - John Ciborowski.
- XI. Friends of the Library - Inara Brubaker.
- XII. Administrator's Report - Sandra Norlin.
- XIII. Unfinished Business.
- XIV. New Business. (9:00 PM)
 - A. Job Reclassifications.
 - B. Authorization to Advertise for Bids for Moving Service. (Action Item)
 - C. Resolutions. (Action Item)
 - 1. Transfer of Funds to Fund Balance.
 - 2. Appropriation and Levy.
 - D. City Council Meeting Attendance: January 3, 17 and February 7, 21.
- XV. Old Business.
- XVI. Other.
- XVII. Announcements.
 - A. Correspondence.
- XVIII. Executive Session. (9:30 PM)
 - A. Semi-Annual Review of Minutes of Executive Session.
- XIX. Adjournment. (10:00 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 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, November 16, 1999. President Eldon Burk called the meeting to order at 7:32 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, William Grice, Betty Ritter, Ellen Yearwood.

Members Absent: John Ciborowski.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd.

MOTION by Inara Brubaker, seconded by William Grice, to accept the agenda as revised. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of October 19, 1999 and the minutes of the Special Board Meeting of November 9, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

William Grice thanked Board members for the plant that was sent to his family on the death of his aunt, Savena Gorsline.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Sayad.

Alderman Sayad 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	\$ 12,818.78
2. Petty Cash Expenditures	\$ 47.55
3. Budget Expenditures for October	\$ 217,763.33
4. Expenditures Year to Date	\$ 2,354,381.86
5. Revenue for October	\$ 13,201.80
6. Revenue Year to Date	\$ 1,644,860.86

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

October 04, 1999	\$ 41,343.97
October 18, 1999	<u>19,817.44</u>
Total	\$ 61,161.41

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

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

October 07, 1999	\$ 64,525.27
October 21, 1999	<u>\$ 63,902.52</u>
Total	\$ 128,427.79

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve, subject to audit, transfer entries to the Library account in October, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	<u>\$65.62</u>
Total	\$65.62

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

Susan reported that the Committee's recommendation for a library credit card is GE Corporate Plus.

The 2000 Salary Schedule was distributed and reflects a 3.5% general wage increase for personnel as well as the new range for Library Administrative Assistant.

MOTION by Committee, to approve the 2000 Salary Schedule. This schedule includes a 3.5% general wage increase and a new range for Library Administrative Assistant.
ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

Ellen Yearwood entered the meeting at 7:45 PM.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter reported on the Project Status Report for the period October – November 1999 prepared by Ken Hutson of Owner Services Group, Inc. The base construction project is currently on schedule and within budget.

The stone deliveries have not conformed to the approved color samples, but the supplier of the Kasota stone stated that oxidization will occur within six months causing the stone to become more uniform in color. If this does not occur, the stone will be replaced per the sale agreement.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood reported that the Management Committee met on November 9, 1999. The Committee discussed various ways that donors of small monetary gifts could be recognized. William Grice suggested a "club" for donors who would be willing to donate a designated amount on a yearly basis.

Eldon Burk asked Sandra Norlin to compile information on various fund raising programs for review by the Finance Committee. Sandra will contact the North Suburban Library Foundation for their suggestions. John Burke suggested that other libraries be contacted for additional ideas. The Finance Committee will make a recommendation to the Board at the January meeting.

Eldon Burk received a letter from Steven Good of Sheldon Good Company in regards to the type of memorial that is being planned to honor his grandmother. The Board discussed naming a reading area in the Children's Department in memory of Mrs. Good.

Ellen distributed copies of the Collection Development Policy with suggested revisions. Ellen thanked Inara Brubaker for reviewing the policy and asked the Board to review the proposed changes so that they can be discussed and voted on at the December 21, 1999 Board Meeting.

PLANNING COMMITTEE – John Burke, Chairman.

No report

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski absent. No report.

FRIENDS OF THE LIBRARY – Inara Brubaker

The next annual meeting of the Friends will be held on November 30 at 7:00 PM. The proceeds from the Book Shelf program total \$396.80 and the Buy A Brick Fundraiser has grossed \$63,975 to date.

ADMINISTRATOR'S REPORT

Amy Czarnecki resigned, effective October 29, 1999 and Michael Kleen resigned, effective October 26, 1999. New employees are Emily Kasmar and Lauren Socha, both Page I. Barbara Saletnik has agreed to take the temporary extra duty of Moving Coordinator. Her duties began November 1, 1999.

Martha Sloan attended a three-day conference in Atlanta, GA, conducted by Pegasus, the Learning Organization association. The Orientation Committee has begun its planning for a new staff training program and the Building Transition Team is planning for the December 9, 1999 All-Staff meeting, which will include a panel of library staff from libraries that have moved recently. The Staff Holiday Party will be held Tuesday, December 14, 1999.

Martha Sloan and Chris Posinger have written an article to be included in a revised edition of a popular book group handbook.

You will notice that the circulation rates continue to fall behind last year's, in all categories of print. Increases are shown in use of audio visual materials and we are beginning to get a picture of our automated reference resource use, which in October was nearly 4,500. We are also holding our increase in numbers of registered borrowers.

Several programs deserve special notice. The Mystery Night – Murder in Three Acts was "sold out", with 100 adults and 40 children registering. They were charged a nominal fee to offset the expenses of the staged event and the catered dinner. Of the respondents to the evaluation form, 87% rated the event "above average to excellent." Chris Posinger planned and organized the event, with assistance from enthusiastic staff volunteers. The Adult services staff prepared a quiz that was an enjoyable way to test the audience's knowledge of murder mystery books. The other enjoyable aspect of this program was the simultaneous inclusion of a children's version of the interactive mystery event. Another

program was a focus group of people whose primary language is not English. This event was conducted by members of our staff, under the leadership of Roberta Johnson. Their purpose was to gather information from the users and potential users of our foreign language collections that would help library staff in selecting the best materials for them.

Leslie Steiner has submitted a copy of the "Library Voices" video for inclusion in the Illinois State Library's contribution to the Bicentennial Project.

Sandra has agreed to serve on the ILA Membership Committee. Sandra recently completed her duties as a grant reviewer for the Library Services and Technology Act grant applications. This was an interesting and educational activity.

UNFINISHED BUSINESS

Ellen Yearwood reported on the possibility of transferring the Kenneth W. Downing Charitable Trust from US Bank to the Des Plaines Public Library Fund through North Suburban Library Foundation. After reviewing the documents, Ellen reported that the principal cannot be withdrawn and must be vested in moderately conservative securities. Carol Kidd was asked to obtain information on which securities are included in this trust for Board review. The board asked if Ellen Yearwood would be willing to contact a probate attorney in Rock Island, Illinois to secure information on the possibility of reforming the trust to increase the possible return on the investments now held. Ellen agreed to volunteer her time.

NEW BUSINESS

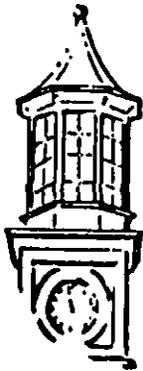
Sandra reported on incidents that have occurred in the Children's Department including children being frightened and/or pursued by anonymous persons through chat room activities and pornographic sites capturing a previously trusted and acceptable site. These incidents have resulted in a recommendation by Children's Department staff to place a filter on the Internet Service in that department. The Board discussed no filtering, filtering only the computers in the Children's Department, and filtering all computers. The Board recommended filtering all computers in the Children's Department, but stressed that it is the responsibility of parents to monitor their own children's use of all library resources, including the Internet.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to filter all computers in the Children's Department. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by John Burke, seconded by Betty Ritter, to adjourn the regular meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:30 PM.

Minutes prepared by Carol Kidd.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Finance Committee Meeting November 16, 1999

Chair: Susan Burrows.
Present: Eldon Burk, John Burke, Susan Burrows, William Grice, Sandra Norlin,
Martha Sloan, Hector Marino.
Call to Order: 6:30 PM by Susan Burrows.

Sandra reported that furniture and specialty interiors expenditures can be acquired with the balance from the initial bid awards. Staff reported that all furniture planned for the future budget could be purchased for approximately \$200,000. All other specialty interior treatments can also be covered if donors who have indicated preferences (aquarium, Heritage Room) cover some of the costs.

The Committee discussed other fund-raising and/or donation requests of local donors. Consensus is that people should be contacted who have indicated that they are approachable and interested in funding the new library. Donors will be asked to contribute to the collection endowment.

Sandra reported that further investigation by Carol Kidd indicates that G.E. Corporate Plus will provide the best combination of low cost and service for a library credit card.

The Committee will recommend approval of the 2000 Salary Schedule as presented during the budget meetings.

The Management Committee began a discussion at their November 9, 1999 meeting on how to continue a small gift program, like buy-a-brick, that gives appropriate recognition to donors. William Grice suggested a "club" to join for an annual fee that would commemorate the donor by placing their name on a plaque or tree.

The Committee discussed appropriate memorial ideas for Paul Jung. Eldon Burk, Charlotte Storer, and, possibly, William Grice, will visit Norma Jung to ask her preferences.

The next meeting is scheduled for January 5, 2000 at 4:00 PM.

Meeting adjourned at 7:25 PM.

Minutes prepared by Sandra Norlin.

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

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

1. Over the Counter Receipts	\$ 7,072.50
2. Petty Cash Expenditures	\$ 113.45
3. Budget Expenditures for November	\$ 264,161.74
4. Expenditures Year to Date	\$ 2,790,479.86
5. Revenue for November	\$ 1,028,868.07
6. Revenue Year to Date	\$ 5,123,652.86

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

November 01, 1999	\$ 38,779.15
November 15, 1999	<u>60,603.12</u>
Total	\$ 99,382.27

ROLL CALL VOTE AYES: _____ NAYS: _____

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

November 04, 1999	\$ 62,175.74
November 17, 1999	<u>\$ 63,041.01</u>
Total	\$ 125,216.75

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in November, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (November)	\$131.10
Total	\$131.10

ROLL CALL VOTE
AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 7,072.50
2. Petty Cash Expenditures	\$ 113.45
3. Budget Expenditures for November	\$ 256,870.74
4. Expenditures Year to Date	\$ 2,679,622.79
5. Revenue for November	\$ 24,451.23
6. Revenue Year to Date	\$ 2,198,736.02

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

November 01, 1999	\$ 37,209.15
November 15, 1999	<u>54,882.12</u>
Total	\$ 92,091.27

ROLL CALL VOTE AYES: _____ NAYS: _____

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

November 04, 1999	\$ 62,175.74
November 17, 1999	<u>\$ 63,041.01</u>
Total	\$ 125,216.75

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in November, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (November)	<u>\$131.10</u>
Total	\$131.10

ROLL CALL VOTE
 AYES: _____ NAYS: _____

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - NOVEMBER 1999

November 1998 November 1999 1998 to Date 1999 to Date

Lost Materials	\$ 518.23	\$ 444.86	\$ 3,803.24	\$ 4,740.63
Fines	5,664.13	5,362.80	64,489.49	70,841.29
Damage	62.00	19.65	2,812.81	724.19
Fees	1,039.20	350.44	5,593.54	6,250.26
Copies	1,811.54	280.00	17,806.40	14,355.54
Miscellaneous	42.70	614.75	363.82	1,878.11
Totals	\$ 9,137.80	\$ 7,072.50	\$94,869.30	\$ 98,790.02

PETTY CASH EXPENDITURES - November

960070	Auto/Travel	13.00
960070	Auto/Travel	6.04
960070	Auto/Travel	2.79
970600	Books	13.90
960210	Special Events Programming	54.29
960210	Special Events Programming	6.05
970100	Supplies	13.34
970100	Supplies	4.04
	Total	\$113.45

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102000	CASH PB DISBURS 276502401		335,829.73
	TOTAL CASH	500.00	335,829.73
104001	INVESTMENTS-EARLE	2,537.97	
104002	INVESTMENTS-DUNCAN	1,700.09	
104003	INVESTMENTS-DOWNING	34,997.25	
	TOTAL INVESTMENTS	39,245.31	.00
118000	RECEIVABLE-PROPERTY TAXES	3,029,919.00	
	TOTAL ACCOUNTS RECEIVABLE	3,029,919.00	.00
	TOTAL ASSETS	3,069,662.31	335,829.73
401000	ACCOUNTS PAYABLE		24,825.79
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	2,679,622.79	
700120	REVENUE CONTROL		2,198,736.02
700150	EXP. BUDGET CONTROL		3,384,373.00
700160	REV. BUDGET CONTROL	3,302,925.00	
700170	BUDGET FUND BALANCE	106,273.79	
	TOTAL SYSTEM CONTROL	6,088,821.58	5,583,109.02
720010	FUND BAL-RESRV-GIFT TRUST		28,185.67
	TOTAL FUND BALANCE-RESERVED	.00	28,185.67
730000	FUND BALANCE-UNRESERVED		156,614.68
	TOTAL FUND EQUITY	.00	184,800.35
	TOTAL EQUITIES	6,088,821.58	5,767,909.37
	TOTAL PUBLIC LIBRARY FUND	9,158,483.89	9,158,483.89
	TOTAL REPORT	9,158,483.89	9,158,483.89

SELECTION CRITERIA: revldgr.fund='201'

FUND 01 - PUBLIC LIBRARY FUND
 FUND 01 - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	78.17	-78.17	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.41	-.41	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	148.65	-148.65	.00
810014	PROPERTY TAXES 1997	40,000.00	.00	.00	1,628.81	38,371.19	.04
810015	PROPERTY TAXES 1998	2,941,669.00	.00	.00	1,869,657.31	1,072,011.69	.64
TOTAL	PROPERTY TAXES	2,981,669.00	.00	.00	1,871,513.35	1,110,155.65	.63
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,074,657.00	.00	.00	1,964,501.35	1,110,155.65	.64
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	66,153.24	614.76	.99
822080	STATE GRANT:LIBRARY TECH	12,500.00	.00	.00	16,038.00	-3,538.00	1.28
822095	STATE GRANT:LIBRARY	.00	15,788.02	.00	19,186.92	-19,186.92	.00
TOTAL	STATE GRANTS	79,268.00	15,788.02	.00	101,378.16	-22,110.16	1.28
TOTAL	INTERGOVERNMENTAL REVENUE	79,268.00	15,788.02	.00	101,378.16	-22,110.16	1.28
830102	LIBRARY FINES	90,000.00	5,726.42	.00	71,281.18	18,718.82	.79
TOTAL	FINES	90,000.00	5,726.42	.00	71,281.18	18,718.82	.79
830201	COPYING FEE	25,000.00	171.15	.00	13,715.41	11,284.59	.55
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	1,403.00	.00	11,504.00	6,496.00	.64
TOTAL	FEES AND SERVICES	43,000.00	1,574.15	.00	25,219.41	17,780.59	.59
TOTAL	FINES, FEES, AND SERVICES	133,000.00	7,300.57	.00	96,500.59	36,499.41	.73
890010	INTEREST INCOME	5,000.00	.00	.00	18,761.97	-13,761.97	3.75
899900	MISCELLANEOUS REVENUE	11,000.00	1,362.64	.00	17,593.95	-6,593.95	1.60
TOTAL	OTHER REVENUE	16,000.00	1,362.64	.00	36,355.92	-20,355.92	2.27
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	24,451.23	.00	2,198,736.02	1,104,188.98	.67
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	24,451.23	.00	2,198,736.02	1,104,188.98	.67
TOTAL REPORT		3,302,925.00	24,451.23	.00	2,198,736.02	1,104,188.98	.67

SELECTION CRITERIA: expledgr.fund='201'

FUND 001 - 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	86,019.52	.00	900,419.97	318,058.03	.74
910200	TEMPORARY WAGES	442,767.00	33,239.20	.00	414,755.64	28,011.36	.94
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	66.57	433.43	.13
910500	VACATION PAY	.00	4,416.53	.00	64,142.61	-64,142.61	.00
910600	SICK PAY	.00	1,541.50	.00	18,502.54	-18,502.54	.00
910700	HOLIDAY PAY	.00	.00	.00	29,110.25	-29,110.25	.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	1,500.00	500.00	.75
918020	EMPLOYER CONTR-F.I.C.A.	126,950.00	9,445.70	.00	108,214.66	18,735.34	.85
918021	EMPLOYER CONTR-I.M.R.F.	116,459.00	8,039.45	.00	86,781.21	29,677.79	.75
918040	LIFE INS PREMIUMS	4,738.00	345.45	.00	3,489.35	1,248.65	.74
918050	MEDICAL INS PREMIUMS	164,735.00	8,813.00	.00	86,964.85	77,770.15	.53
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	3,929.50	-1,929.50	1.96
918070	WORKERS COMPENSATION	3,800.00	301.55	.00	2,800.43	999.57	.74
TOTAL	PERSONAL SERVICES	2,101,527.00	152,161.90	.00	1,735,106.69	366,420.31	.83
920110	PROFESSIONAL CONSULTING	20,000.00	4,490.00	.00	22,234.68	-2,234.68	1.11
920120	COMMUNICATION SERVICES	25,000.00	900.39	.00	9,430.85	15,569.15	.38
920140	DATA PROCESSING SERVICES	55,000.00	6,329.45	.00	62,411.65	-7,411.65	1.13
920202	CONFERENCES	3,000.00	119.87	.00	3,956.17	-956.17	1.32
920204	TRAINING	2,000.00	.00	.00	5,167.50	-3,167.50	2.58
920206	SEMINARS	2,000.00	117.00	.00	1,919.00	81.00	.96
920210	IN-SERVICE TRAINING	3,000.00	100.00	.00	1,236.37	1,763.63	.41
920220	MEMBERSHIP DUES	3,000.00	955.00	.00	2,461.00	539.00	.82
920230	PUBLICATION OF NOTICES	1,000.00	386.12	.00	2,792.84	-1,792.84	2.79
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	1,096.00	-1,096.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	7,309.94	18,290.06	.29
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	7,309.94	18,290.06	.29
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	.00	.00	31,500.00	10,500.00	.75
930010	R & M EQUIPMENT	42,600.00	2,233.22	.00	36,213.03	6,386.97	.85
930020	R & M BLDGS & STRUCTURES	45,000.00	470.00	.00	6,648.71	38,351.29	.15
930030	R & M VEHICLES	1,500.00	.00	.00	2,185.06	-685.06	1.46
930195	BOOK BINDING & REPAIR	6,000.00	380.05	.00	2,999.06	3,000.94	.50
930210	RENTAL OF EQUIPMENT	2,900.00	.00	.00	.00	2,900.00	.00
930320	CLEANING:CUSTODIAL SERU	25,000.00	1,790.00	.00	17,700.50	7,299.50	.71
960070	AUTO/TRAVEL EXPENSES	3,000.00	111.19	.00	508.77	2,491.23	.17
960210	SPECIAL EVENT PROGRAMMING	15,000.00	2,243.05	.00	22,537.31	-7,537.31	1.50
960990	MISC CONTRACTUAL SUCS	70,000.00	1,035.80	.00	49,101.04	20,898.96	.70
TOTAL	CONTRACTUAL SERVICES	392,600.00	22,384.90	.00	289,409.48	103,190.52	.74
70100	SUPPLIES	42,000.00	2,684.79	.00	38,597.60	3,402.40	.92

SELECTION CRITERIA: expldgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	MEALS (PRSNRS/WRKRS/VOLS)	.00	90.14	.00	1,355.75	-1,355.75	.00
970170	JANITORIAL	15,000.00	674.41	.00	7,713.36	7,286.64	.51
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	61.63	.00	9,925.79	3,274.21	.75
970270	PRINTING-REPROD-BINDING	10,300.00	191.15	.00	4,670.89	5,629.11	.45
970320	SUPPLIES: BLDG R/R	.00	.00	.00	94.00	-94.00	.00
970330	SUPPLIES: VEHICLE R/R	.00	.00	.00	9.78	-9.78	.00
970600	BOOKS	400,000.00	38,677.44	.00	296,306.06	103,693.94	.74
970610	AUDIO MATERIALS	45,500.00	2,956.24	.00	35,950.43	9,549.57	.79
970620	SUBSCRIPTIONS & BOOKS	62,000.00	2,437.75	.00	33,056.82	28,943.18	.53
970630	VISUAL MATERIALS	42,500.00	2,904.29	.00	36,420.83	6,079.17	.86
970640	AUTOMATED REFERENCE MAT'L	62,100.00	10,070.00	.00	54,059.90	8,040.10	.87
970810	NATURAL GAS	14,000.00	.00	.00	12,406.01	1,593.99	.99
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	93.07	.00	489.71	-489.71	.00
970850	GASOLINE	2,000.00	38.03	.00	2,570.52	-570.52	1.29
TOTAL	COMMODITIES	711,100.00	60,878.94	.00	533,627.45	177,472.55	.75
980400	EQUIPMENT	97,450.00	5,872.00	.00	17,245.04	80,204.96	.18
980410	COMPUTER HARDWARE	.00	3,620.00	.00	20,380.28	-20,380.28	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	878.00	-878.00	.00
980600	FURNITURE & FIXTURES	2,700.00	.00	.00	3,212.66	-512.66	1.19
TOTAL	CAPITAL EXPENDITURES	100,150.00	9,492.00	.00	41,715.98	58,434.02	.42
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	40.00	110.00	.27
990900	TRANSFER TO DEBT SERVICE	12,078.00	11,953.00	.00	11,953.00	125.00	.99
TOTAL	DEBT SERVICE	12,228.00	11,953.00	.00	11,993.00	235.00	.98
TOTAL	LIBRARY SERVICES	3,317,605.00	256,870.74	.00	2,611,852.60	705,752.40	.79

SELECTION CRITERIA: expledgr.fund='201'

FUND 001 - 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
920202	CONFERENCES	.00	.00	.00	276.27	-276.27	.00
960070	AUTO/TRAVEL EXPENSES	5,000.00	.00	.00	861.00	4,139.00	.17
960990	MISC CONTRACTUAL SUCS	41,768.00	.00	.00	16,346.85	25,421.15	.39
TOTAL	CONTRACTUAL SERVICES	46,768.00	.00	.00	17,484.12	29,283.88	.37
980400	EQUIPMENT	20,000.00	.00	.00	32,585.92	-12,585.92	1.63
980410	COMPUTER HARDWARE	.00	.00	.00	17,303.30	-17,303.30	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	396.85	-396.85	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	50,286.07	-30,286.07	2.31
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	.00	.00	67,770.19	-1,002.19	1.02
TOTAL	CIVIC & CULTURE	3,384,373.00	256,870.74	.00	2,679,622.79	704,750.21	.79
TOTAL	PUBLIC LIBRARY FUND	3,384,373.00	256,870.74	.00	2,679,622.79	704,750.21	.79
TOTAL REPORT		3,384,373.00	256,870.74	.00	2,679,622.79	704,750.21	.79

0845

10/22/99
ACCOUNTING PERIOD: 10/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable_due_date='11/01/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	9/27/99	500.00
2110	920110	PROFESSIONAL CONSULTING	11231	PAUL NEFF	DPPL01	690.00
2110	920120	COMMUNICATION SERVICES	05051	SPRINT	● 9/19/99	85.59
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	● JULY 1999	1,203.88
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	● AUGUST 1999	1,263.57
2110	920202	CONFERENCES	08558	GARY VALENTE	REIMB	119.87
2110	920206	SEMINARS	05179	ADULT READING ROUND TABLE	10/27/99	18.00
2110	920206	SEMINARS	09682	KAREN WALLACE	REIMB	99.00
2110	920210	IN-SERVICE TRAINING	06967	HENRICHSEN'S FIRE & SAFET	24339	100.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	100027	40.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	102847	40.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	100029	40.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	101490	300.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	100415	90.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	107074	105.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	101631	135.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	101492	90.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	102381	40.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	● NOV 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	● NOV 1999	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	● NOV 1999	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	● NOV 1999	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	● NOV 1999	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	● NOV 1999	18.93
2110	930020	R & M BLDGS & STRUCTURES	08750	KLEEN-MASTERS, INC.	9/30/99	50.00
2110	930195	BOOK BINDING & REPAIR	05479	KOUCHEN BINDERY LTD	071396	380.05
2110	960070	AUTO/TRAVEL EXPENSES	08558	GARY VALENTE	REIMB	25.34
2110	960210	SPECIAL EVENT PROGRAMMING	05147	SONYA STAHL	9/29/99	124.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217	NATALIE B. NEWBERGER	10/2/99	180.00
2110	960210	SPECIAL EVENT PROGRAMMING	11229	JIM TRELEASE	11/17/99	1,275.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	110103019910	57.47
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004670479	39.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004681799	38.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004674827	36.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004680027	40.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004658342	67.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004649019	55.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004676691	35.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004687288	37.50
2110	970100	SUPPLIES	02213	LAPORT CHEMICAL & SUPPLY	1/017851	92.65
2110	970100	SUPPLIES	02245	WOLF CAMERA, INC	080125106	45.25
2110	970100	SUPPLIES	02747	RELIABLE OFFICE SUPPLY	QKF90600	163.42
2110	970100	SUPPLIES	03592	UNITED ART & EDUCATION SU	368984	140.54
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	239299110	285.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	● 078789560	59.85
2110	970100	SUPPLIES	09638	OFFICE DEPOT	● 078747110	-3.96
2110	970100	SUPPLIES	11243	MPI SCHOOL & INSTRUCTIONA	0071624-IN	194.78
2110	970100	SUPPLIES	12675	REBEL TROPHIES	50825	55.67
2110	970100	SUPPLIES	19764	BRO-DART INC	912420	4.42
2110	970100	SUPPLIES	20127	ILLINOIS LIBRARY ASSOCIAT		39.00
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	110123004023	4.04

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10/22/99
ACCOUNTING PERIOD: 10/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='11/01/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	08558 GARY VALENTE	REIMB	90.14
2110	970170	JANITORIAL	02213 LAPORT CHEMICAL & SUPPLY	1/017850	157.25
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	665253	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	668289	15.15
2110	970170	JANITORIAL	29379 HANSEN TRUE VALUE HDWE	091001-0025	22.59
2110	970170	JANITORIAL	29379 HANSEN TRUE VALUE HDWE	090301-0053	26.27
2110	970170	JANITORIAL	29379 HANSEN TRUE VALUE HDWE	090701-0113	33.46
2110	970170	JANITORIAL	29379 HANSEN TRUE VALUE HDWE	092001-0023	59.87
2110	970170	JANITORIAL	32170 ENGINEERED LIGHTING	E067420	74.00
2110	970170	JANITORIAL	85309 ACE DES PLAINES, INC	01056474 18	23.10
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	7-737-21470	24.20
2110	970270	PRINTING-REPROD-BINDING	14465 INSTY PRINTS	204468	191.15
2110	970600	BOOKS	02958 MARQUIS WHO'S WHO	103590	279.54
2110	970600	BOOKS	04713 LACONI	99 SURVEY	45.00
2110	970600	BOOKS	05948 BUSINESS & LEGAL REPORTS,	2567839	428.58
2110	970600	BOOKS	07439 THE GALE GROUP	9252838	2,458.08
2110	970600	BOOKS	07439 THE GALE GROUP	9213898	498.39
2110	970600	BOOKS	07439 THE GALE GROUP	9240993	129.51
2110	970600	BOOKS	07439 THE GALE GROUP	9233032	47.96
2110	970600	BOOKS	07527 STAGE & SCREEN	9/24/99	45.65
2110	970600	BOOKS	07977 MITCHELL REPAIR INFORMATI	802542480.1	184.00
2110	970600	BOOKS	07977 MITCHELL REPAIR INFORMATI	2552530	184.00
2110	970600	BOOKS	08285 R.R. BOWKER	852986	447.21
2110	970600	BOOKS	08285 R.R. BOWKER	00187508	285.00
2110	970600	BOOKS	09271 FRANKLIN COVEY	111319PP00	194.00
2110	970600	BOOKS	09647 INFO USA MARKETING, INC.	99-24-404284	725.00
2110	970600	BOOKS	09682 KAREN WALLACE	REIMB	35.01
2110	970600	BOOKS	09713 KENT DISTRICT LIBRARY	1446	28.00
2110	970600	BOOKS	10134 LANGENSCHIEDT PUBLISHING	093776	105.27
2110	970600	BOOKS	11217 MICHAEL FREDERICK	356483	14.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004680026	501.87
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004687287	393.93
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004676690	516.46
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004681798	765.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004670478	1,050.58
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004649018	1,329.71
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004658341	1,360.86
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004698724	46.76
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004674826	609.31
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0000541950	-6.52
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0000541952	-177.40
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0000541951	-29.82
2110	970600	BOOKS	20359 STANDARD & POOR'S	5101754	855.82
2110	970600	BOOKS	43806 NORTH SUBURBAN LIBRARY SY		50.00
2110	970600	BOOKS	58875 INGRAM	23001557	8.29
2110	970600	BOOKS	82668 POLONIA BOOK STORES	008022	100.97
2110	970600	BOOKS	95926 LEISURE ARTS		24.91
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	179283	6.50
2110	970610	AUDIO MATERIALS	07337 LIVE OAK MEDIA	2762804	52.82
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240450040	59.04
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-27-99-1	15.18

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ACCOUNTING PERIOD: 10/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='11/01/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-28-99-1 315.23
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3687912M 15.00
2110	970630	VISUAL MATERIALS	06142	DISTRIBUTION VIDEO & AUDI	238216 76.00
2110	970630	VISUAL MATERIALS	06142	DISTRIBUTION VIDEO & AUDI	238651 17.99
2110	970630	VISUAL MATERIALS	07137	LIVE OAK MEDIA	2762B04 19.42
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	240145140 105.32
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N36270360 48.79
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40239830 135.21
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z40495030 18.14
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40130230 128.28
2110	970630	VISUAL MATERIALS	58875	INGRAM	00236007 387.28
2110	970630	VISUAL MATERIALS	58875	INGRAM	00270777 22.78
2110	970630	VISUAL MATERIALS	58875	INGRAM	00342505 65.77
2110	970640	AUTOMATED REFERENCE MAT'L	05702	NEWSBANK	RN273014 8,720.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	* 019528 46.39
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	* 337885 20.16
2110	980410	COMPUTER HARDWARE	11205	GATEWAY COMPANIES, INC.	56837170 3,620.00
TOTAL LIBRARY SERVICES					37,209.15
TOTAL FUND					37,209.15

LECTION CRITERIA: payable.due_date='11/15/1999'

FUND . 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	11231 PAUL NEFF	DPPL04	425.00
2110	920110	PROFESSIONAL CONSULTING	11231 PAUL NEFF	DPPL02	1,937.50
2110	920110	PROFESSIONAL CONSULTING	11231 PAUL NEFF	DPPL03	937.50
2110	920120	COMMUNICATION SERVICES	05851 SPRINT	844318621	105.80
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	38.45
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H073356545	5.98
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2307568	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	K12ns9739M	470.42
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	SEPTEMBER 99	2,121.35
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	75.00
2110	920230	PUBLICATION OF NOTICES	01597 JOURNAL AND TOPICS NEWSPA	63490	262.08
2110	920230	PUBLICATION OF NOTICES	76126 DAILY HERALD	2207154	124.04
2110	930010	R & M EQUIPMENT	06463 SECURITY LINK FROM AMERIT	36879934	191.67
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6434156	139.50
2110	930010	R & M EQUIPMENT	09600 RMC INC.	056529	765.00
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	401403	740.25
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	SEPTEMBER 99	396.80
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	10-07-99	300.00
2110	930020	R & M BLDGS & STRUCTURES	07143 ANDERSON ELEVATOR CO.	21613	120.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	7696	90.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	7648	1,700.00
2110	960070	AUTO/TRAVEL EXPENSES	04997 JOHN LAVALIE	REIMB	3.90
2110	960070	AUTO/TRAVEL EXPENSES	04997 JOHN LAVALIE	REIMB	6.04
2110	960070	AUTO/TRAVEL EXPENSES	09466 PHYLLIS A. JOHNSON	REIMB	7.75
2110	960070	AUTO/TRAVEL EXPENSES	11619 JAYE DOMEQ	REIMB	29.10
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	20.80
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	5.27
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	12.99
2110	960210	SPECIAL EVENT PROGRAMMING	10938 LITTLE VILLA RESTURANT	10-23-99	179.10
2110	960210	SPECIAL EVENT PROGRAMMING	21092 PETTY CASH	PETTY CASH	5.05
2110	960210	SPECIAL EVENT PROGRAMMING	21092 PETTY CASH	PETTY CASH	9.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	1744169	70.11
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	9910211	9.51
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	9910141	23.81
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	91190	310.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004709341	27.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004698167	27.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004769045	22.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004766314	24.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004770193	21.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	CM4750289486	-32.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004693083	44.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004739296	46.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004750271	48.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004747097	46.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004775134	27.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004761097	62.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004725819	32.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004713588	35.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004750919	21.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004739748	16.90

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ACCOUNTING PERIOD: 11/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='11/15/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004719911	51.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004761272	25.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004687212	31.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004713825	22.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004704592	21.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004733893	25.10
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164866	10.00
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164867	25.00
2110	970100	SUPPLIES	02551	MOTT OFFICE SUPPLY CO.	22030-0	67.88
2110	970100	SUPPLIES	05235	UPSTART	5882900-001	24.50
2110	970100	SUPPLIES	09466	PHYLLIS A. JOHNSON	REIMB	11.00
2110	970100	SUPPLIES	09466	PHYLLIS A. JOHNSON	REIMB	5.99
2110	970100	SUPPLIES	09537	DYMO-COSTAR CORPORATION	1029152	105.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 069704468	40.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 079190089	235.14
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 079248082	166.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 080264814	113.82
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 080039211	.01
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 079550862	68.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 079094746	40.53
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG24065007	84.69
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	681782	621.12
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9910131	7.98
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9910261	11.22
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	071889-00	162.55
2110	970170	JANITORIAL	01250	W.W. GRAINGER, INC.	937159929-2	39.57
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	674024	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	676746	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	670983	15.15
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	5.85
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	.50
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.58
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-737-74613	29.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	858465	551.96
2110	970600	BOOKS	02798	PRENTICE HALL		46.64
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	173.00
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10341587	314.13
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8355825	26.10
2110	970600	BOOKS	06033	THE H.W. WILSON COMPANY	52560449	713.00
2110	970600	BOOKS	07439	THE GALE GROUP	9313687	267.32
2110	970600	BOOKS	07439	THE GALE GROUP	9199361	409.06
2110	970600	BOOKS	07439	THE GALE GROUP	9307572	108.43
2110	970600	BOOKS	07439	THE GALE GROUP	9316696	77.98
2110	970600	BOOKS	07439	THE GALE GROUP	9270616	107.80
2110	970600	BOOKS	07439	THE GALE GROUP	9259069	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	9266860	149.11
2110	970600	BOOKS	07439	THE GALE GROUP	9269410	174.00
2110	970600	BOOKS	07439	THE GALE GROUP	9323422	68.84
2110	970600	BOOKS	07439	THE GALE GROUP	9223923	63.73
2110	970600	BOOKS	07439	THE GALE GROUP	9268926	154.00
2110	970600	BOOKS	08948	HIPPOCREME BOOKS, INC.	56020	27.80

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ACCOUNTING PERIOD: 11/99

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='11/15/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	11592	DIRECTORY ORDERS	ATTACH	23.95
2110	970600	BOOKS	11621	MERGENT FIS	23582	3,403.00
2110	970600	BOOKS	11633	UNIVERSITY OF ILLINOIS C/	200072	15.00
2110	970600	BOOKS	16425	SULLIVANS LAW DIRECTORY	729349	61.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004725818	750.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004739295	612.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002972597	234.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004739747	523.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004766313	712.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004750918	428.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004770192	428.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004805464	29.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004769044	660.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004775133	517.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004761271	1,021.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004747096	1,222.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004750270	849.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002986879	47.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004698166	632.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004687211	671.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004709340	767.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004704591	474.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004719910	1,221.30
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004713824	966.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004713587	959.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004733892	548.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004761096	1,629.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004693082	941.73
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	946893-00	145.95
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	177196	260.26
2110	970600	BOOKS	21092	PETTY CASH	PETTY CASH	7.96
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	.L277700199	116.48
2110	970600	BOOKS	23806	FACTS ON FILE	63621	619.00
2110	970600	BOOKS	58875	INGRAM	23440540	38.10
2110	970600	BOOKS	58875	INGRAM	23422319	28.71
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R477541	142.81
2110	970600	BOOKS	82668	POLONIA BOOK STORES	008115	118.02
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	179999	13.00
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	P51000880001	18.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-21-99-1	131.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-05-99-3	114.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-12-99-1	194.21
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-12-99-3	85.11
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-18-99-1	81.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-19-99-1	287.52
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-19-99-3	48.08
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-05-99-1	150.72
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-21-99-5	175.24
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-21-99-3	48.42
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3698445M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3678387P	157.00

0851

11/04/99
ACCOUNTING PERIOD: 11/99CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due_date='11/15/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	932070	242.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	937707	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	933822	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	933723	696.10
2110	970620	SUBSCRIPTIONS & BOOKS	07270	SCHOOLHOUSE MAGAZINE	94772	6.95
2110	970620	SUBSCRIPTIONS & BOOKS	11607	LIBRARY JOURNAL	ATTACH	94.50
2110	970620	SUBSCRIPTIONS & BOOKS	20359	STANDARD & POOR'S	7001586	2,026.30
2110	970620	SUBSCRIPTIONS & BOOKS	23806	FACTS ON FILE	ATTACH	310.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	239845	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	239405	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	239846	113.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	239070	38.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40423970	242.08
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40622740	10.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40491520	42.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	E27094220	9.07
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40716610	257.27
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	62173544	79.95
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	62174469	813.51
2110	970630	VISUAL MATERIALS	58875	INGRAM	00376087	18.96
2110	970630	VISUAL MATERIALS	58875	INGRAM	00600692	45.58
2110	970630	VISUAL MATERIALS	58875	INGRAM	00486049	22.79
2110	970630	VISUAL MATERIALS	58875	INGRAM	00456799	53.16
2110	970640	AUTOMATED REFERENCE MAT'L	01215	SOCIAL ISSUES RESOURCES S	377586	1,350.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	* 019629	46.68
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	* 353635	17.87
2110	980400	EQUIPMENT	09731	DELL COMPUTERS	282726793	2,936.00
2110	980400	EQUIPMENT	09731	DELL COMPUTERS	282725118	2,936.00
TOTAL LIBRARY SERVICES						54,882.12
TOTAL FUND						54,882.12

XII

REGISTRATION SERVICES REPORT FOR NOVEMBER 1999

I. LIBRARY CARD REGISTRATION SERVICES

<u>November 1998</u>	<u>October 1999</u>	<u>November 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
827	756	763	10,545	8,671	(-17.8%)
A.	New Cards			289	
B.	Renewals			391	
C.	Non-Resident Cards			20	
D.	Off-line Library Cards			63	
	Total			763	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	275
2.	Number of Meeting Room Uses	107
3.	Cab cards and Other Registrations	6
4.	LAN Discs Sold	8
	(Year to Date - 56)	
5.	Computer Room	231
6.	Reading Edge Users	2
	Total	629

III. TOTAL NUMBER OF REGISTERED BORROWERS

November 1998	34,769	(65.1% of Population)
November 1999	36,136	(67.6% of Population)

CIRCULATION REPORT FOR NOVEMBER 1999

Page 2

PATRON ATTENDANCE COUNT

<u>November 1998</u>	<u>October 1999</u>	<u>November 1999</u>	Year to Date <u>1998</u>	Year to Date <u>1999</u>	<u>% Change</u>
29,259	28,997	28,202	326,558	303,903	(-7.0%)

 RECIPROCAL BORROWING
 (Materials Lent)

	November 1998	November 1999	<u>% Change</u>
NSLS	6,916	7,280	5.0%
OTHER SYSTEMS	1,450	1,662	12.8%
TOTAL	8,366	8,942	4.5%

INTERLIBRARY LOAN

Sent	954
Received	325

USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
NOVEMBER 1999

Des Plaines Public Library Homepage	10,392
College Source Online	22
Electric Library	106
First Search	91
Info Trac	1,918
Newsbank (Chicago Tribune)	155
News Illinois	2
SIRS (Online database of articles on social issues)	169
Total Searches & Queries	12,855

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
November 1999

Total 1998 to Date:	720,459	Total 1999 to Date:	694,453	% Change
November 1998:	65,108	November 1999:	63,332	-3.61%
				-2.73%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	4,850	3,996	1,097	813	5,947	4,809
Fiction	10,614	9,948	1,236	1,372	11,850	11,320
Foreign Language Non Fiction	55	45	12	16	67	61
Foreign Language Fiction	178	149	100	104	278	253
Periodicals	218	124	61	79	279	203
Compact Discs	255	459	30	36	285	495
Audio Cassettes	273	334	30	17	303	351
Audio Kits	416	325	87	63	503	388
Puzzles	386	359	76	32	462	391
Games	72	71	20	23	92	94
Audio Books	124	129	7	6	131	135
Video Fiction	1,825	2,774	307	369	2,132	3,143
Video Non Fiction	795	1,068	85	48	880	1,116
DVD	0	30	0	0	0	30
CD ROMs	368	636	0	0	368	636
SUB TOTAL	20,429	20,447	3,148	2,978	23,577	23,425
ADULT						
Non Fiction	11,305	10,002	228	290	11,533	10,292
Fiction	6,617	6,628	263	360	6,880	6,988
Large Type	748	733	74	93	822	826
Foreign Language Non Fiction	89	150	6	19	95	169
Foreign Language Fiction	274	398	0	15	274	413
High School Collection	0	123	0	1	0	124
Periodicals	2,229	1,905	102	123	2,331	2,028
Pamphlets	77	7	0	0	77	7
Compact Discs	4,331	4,689	375	443	4,706	5,132
Audio Cassettes	893	608	8	18	901	626
Puzzles	16	7	0	8	16	15
Pictures	66	60	0	0	66	60
Audio Books	1,412	1,496	39	26	1,451	1,522
CD ROMs	229	166	0	0	229	166
Video Fiction	8,919	7,416	356	458	9,275	7,874
Video Non Fiction	2,815	3,048	51	33	2,866	3,081
DVD	0	530	0	0	0	530
Misc. Formats	9	52	0	2	9	54
	40,029	38,018	1,502	1,889	41,531	39,907
GRAND TOTAL	60,458	58,465	4,650	4,867	65,108	63,332
Self Check	2,603	2,156	0	0	2,603	2,156

Nov. 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	179,377	180,355	978	0.5%
Audio	15,118	15,227	109	0.7%
Video	10,106	10,161	55	0.5%
Puzzles and Games	834	832	-2	-0.2%
Realia	236	236	0	0.0%
Pamphlets	14,861	14,861	0	0.0%
=====				
Total	220,532	221,672	1140	0.5%

ACQUISITIONS REPORT FOR
FOR NOVEMBER 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,031	2,000	-31	-1.5%
100	2,641	2,599	-42	-1.6%
200	2,844	2,880	36	1.3%
300	11,986	12,006	20	0.2%
400	665	671	6	0.9%
500	2,554	2,568	14	0.5%
600	16,140	16,128	-12	-0.1%
700	15,239	15,308	69	0.5%
800	5,152	5,186	34	0.7%
900	11,414	11,336	-78	-0.7%
B	4,528	4,531	3	0.1%
Total (Adult)	75,194	75,213	19	0.0%
Juvenile (J)				
000	370	372	2	0.5%
100	190	192	2	1.1%
200	278	286	8	2.9%
300	2,142	2,166	24	1.1%
400	115	121	6	5.2%
500	3,263	3,283	20	0.6%
600	2,337	2,344	7	0.3%
700	3,247	3,280	33	1.0%
800	739	744	5	0.7%
900	3,604	3,632	28	0.8%
B	972	977	5	0.5%
YA	953	963	10	1.0%
Total (J)	18,210	18,360	150	0.8%
Total (E)	7,603	7,698	95	1.2%
Total (Juvenile)	25,813	26,058	245	0.9%
Total (Non fiction)	101,007	101,271	264	0.3%
Fiction				
Adult	34,016	34,177	161	0.5%
Juvenile				
J	8,294	8,365	71	0.9%
YA	2,019	2,061	42	2.1%
E	9,078	9,013	-65	-0.7%
Picture Books	8,866	8,920	54	0.6%
Board Books	1,106	1,428	322	29.1%
Total (Juvenile)	29,363	29,787	424	1.4%
Total (Fiction)	63,379	63,964	585	0.9%
High school	672	726	54	8.0%

Compact discs				
Adult	6,306	6,399	93	1.5%
Juvenile	501	492	-9	-1.8%
Total (Compact discs)	6,807	6,891	84	1.2%
DVDs				
Adult	136	139	3	2.2%
Juvenile	8	8	0	0.0%
Total (DVDs)	144	147	3	2.1%
CD ROMs				
Adult	194	193	-1	-0.5%
Juvenile	432	432	0	0.0%
Total (CD ROMs)	626	625	-1	-0.2%
Audio Cassettes				
Adult	2,287	2,292	5	0.2%
Juvenile	992	1,000	8	0.8%
Audio Books				
Adult	2,234	2,232	-2	-0.1%
Juvenile	925	943	18	1.9%
Total (Cassettes)	6,438	6,467	29	0.5%
Kits	1,103	1,097	-6	-0.5%
Videocassettes				
Adult	7,945	7,971	26	0.3%
Juvenile	2,161	2,190	29	1.3%
Total (Videocassettes)	10,106	10,161	55	0.5%
Total (Audio Visual)	25,224	25,388	164	0.7%
Reference				
Adult	6,084	6,091	7	0.1%
Juvenile	1,163	1,192	29	2.5%
Total (Reference)	7,247	7,283	36	0.5%
Puzzles				
Adult	87	90	3	3.4%
Juvenile	638	634	-4	-0.6%
Total (Puzzles)	725	724	-1	-0.1%
Games (Juvenile)	109	108	-1	-0.9%

Realia				
Paintings	234	234	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	236	236	0	0.0%
Large Type				
Adult	3,417	3,444	27	0.8%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,444	3,471	27	0.8%
Pamphlets	14,861	14,861	0	0.0%
Easy Reading	1,023	1,023	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	2	2	0	0.0%
Total (French language)	87	87	0	0.0%
German				
Adult	92	92	0	0.0%
Juvenile	2	2	0	0.0%
Total (German language)	94	94	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	2	2	0	0.0%
Total (Gujarti language)	2	2	0	0.0%
Hebrew				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Hebrew language)	1	1	0	0.0%
Italian				
Adult	21	21	0	0.0%
Juvenile	0	0	0	0.0%
Total (Italian language)	21	21	0	0.0%
Polish				
Adult	645	649	4	0.6%
Juvenile	69	74	5	7.2%
Total (Polish language)	714	723	9	1.3%
Russian				

Adult	280	280	0	0.0%
Juvenile	0	0	0	0.0%
Total (Russian language)	280	280	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	634	635	1	0.2%
Juvenile	768	770	2	0.3%
Total (Spanish language)	1,402	1,405	3	0.2%
Swahili				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Swahili language)	1	1	0	0.0%
Total (Adult)	1,760	1,765	5	0.3%
Total (Juvenile)	845	852	7	0.8%
Total (Foreign languages)	2,605	2,617	12	0.5%
=====				
TOTAL	220,532	221,672	1140	0.5%

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
NOVEMBER 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	292	
2. Tax forms	8	
3. Directional questions	120	
4. Item retrieval by library pages	91	
5. Audio visual inquiries	663	
Total		1,174
Reference Services		
1. Specific item request	930	
2. Ready reference	621	
3. Material searching	423	
4. Referrals to other libraries	35	
5. Reader's Advisory	28	
Total		2,037
GRAND TOTAL		3,211

CHILDREN'S PATRON ASSISTANCE
NOVEMBER 1999

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	949	
2. Program Sign-up	209	
3. Equipment Repair & Assistance	409	
4. Directional Questions	389	
5. ILL & Patron Holds	32	
Total		1,988
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	880	
2. Periodicals	2	
3. Textbooks	2	
4. Reserve Books	34	
Total		918
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	436	
2. Reference	697	
3. Reader's Advisory	55	
4. Referrals to Other Libraries	4	
Total		1,192
 GRAND TOTAL		 4,098

Number of individuals using the Local Computer Network = 2,022

0863

DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 1999

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
Art Guild	1	12
Des Plaines Woman's Club	1	6
DuPage Figure Skaters	1	5
Foreign Affairs	1	20
Oakton Community Guitar Ensemble	1	45
Options	1	20
Toastmasters	1	7
Yoga Class	4	31
Total	11	146
Library Sponsored Adult Programs		
Adult Book Discussion	1	18
Adult Services Meeting	1	9
Estate Planning	1	25
Evaluation Committee	1	5
Finance Committee	1	7
Feature Film	1	30
Foreign Language Focus Group	1	8
Friends of the Library	1	35
Mainstay Scarier & Scarier	1	18
Management Meeting	1	7
Wealth Building	2	26
Website Meeting	1	5
Other		
Library Board Meeting	1	12
Special Board Meeting	1	12
Total	15	217

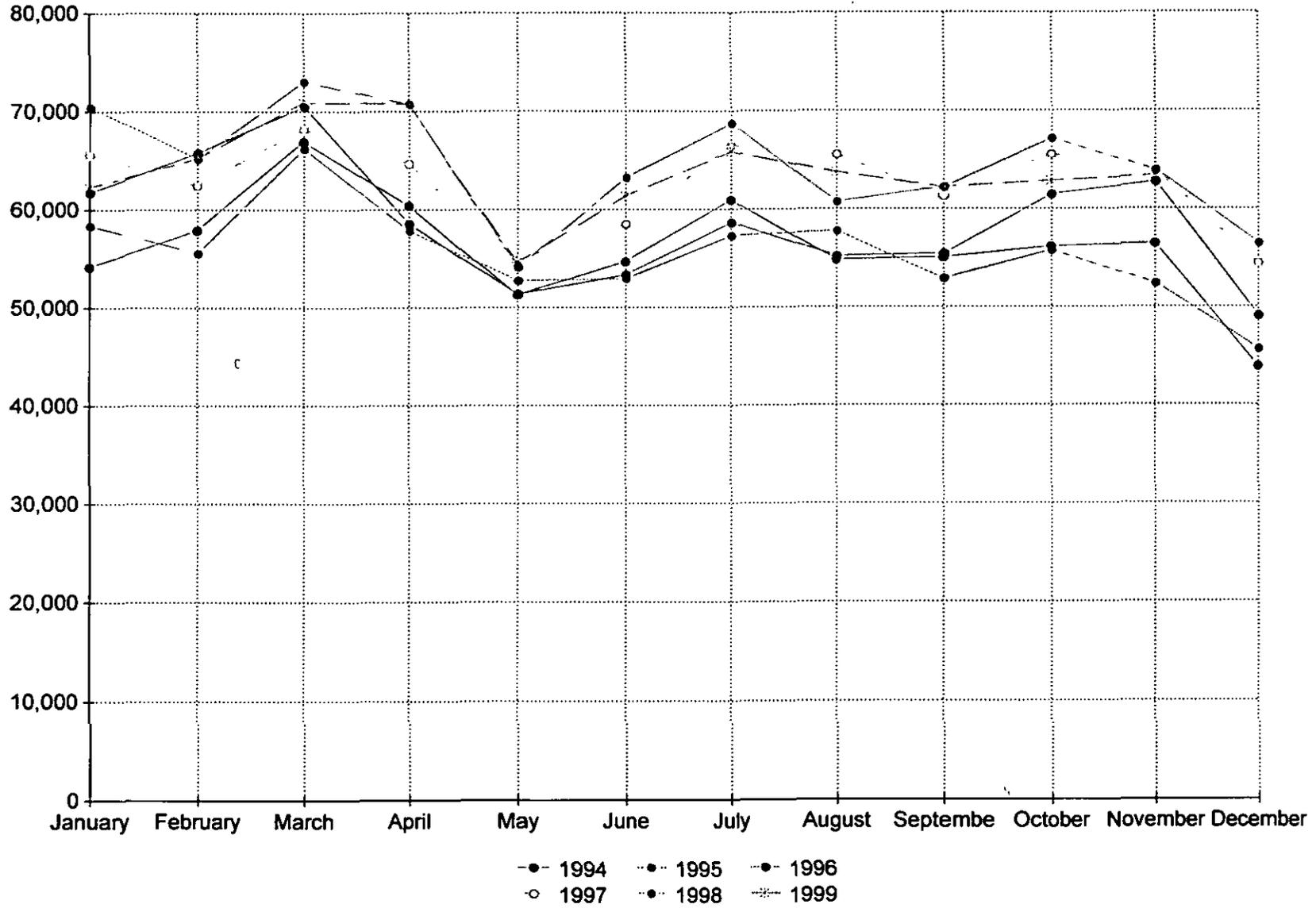
DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 1999

Page 2

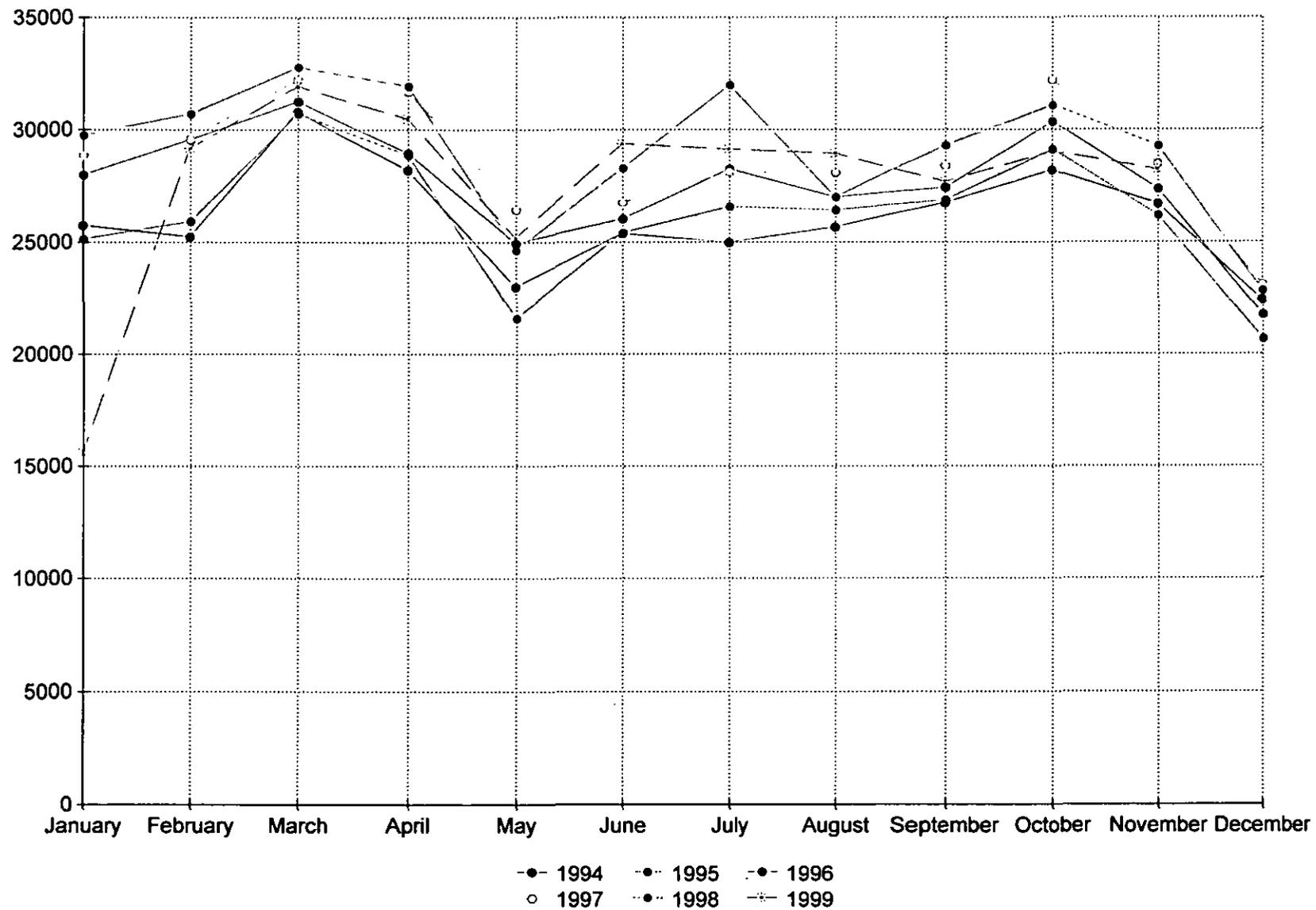
Library Sponsored Community Programs	<u>Times Used</u>	<u>Attendance</u>
At-Home Dads Convention	1	12
Children's Book Week	1	100
Family Reading Night	1	200
Senior Center Booktalk	1	2
Visually Impaired Support Association Presentation	1	21
Total	5	335
Library Sponsored Children's Programs		
Babysitting Clinic	1	60
Bright Start Baby Book Times	9	183
District #62 Family Night	1	104
Family Storytime	1	68
Head Start Preschool Class Visits	3	92
Jim Trelease	1	100
Mother/Daughter Book Discussion	1	7
Santa Visit	1	800
Storytime 2 year olds	7	83
Storytime 3-5 year olds	10	91
YA Advisory Group	1	25
Thanksgiving Drop-in Craft	1	93
Total	37	1,706
Literacy Program		
Learn to Read	20	821
Grand Total	88	3,225

November Total = 88 groups involving 3,225 people.
1999 Year to Date Total 922 groups involving 24,582 people.

Circulation Statistics
 Items Circulated Per Month By Year

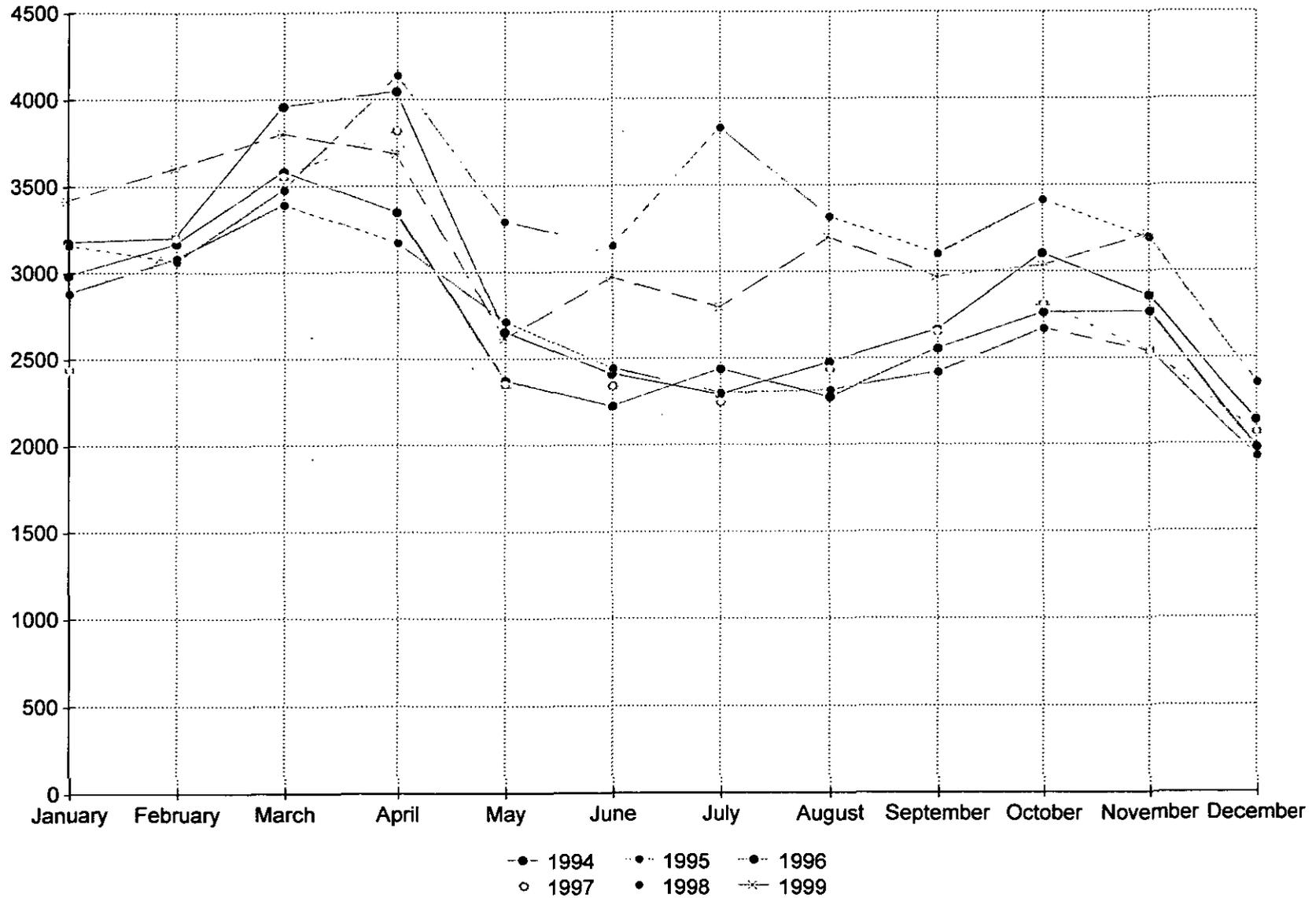


Patron Attendance November 1999



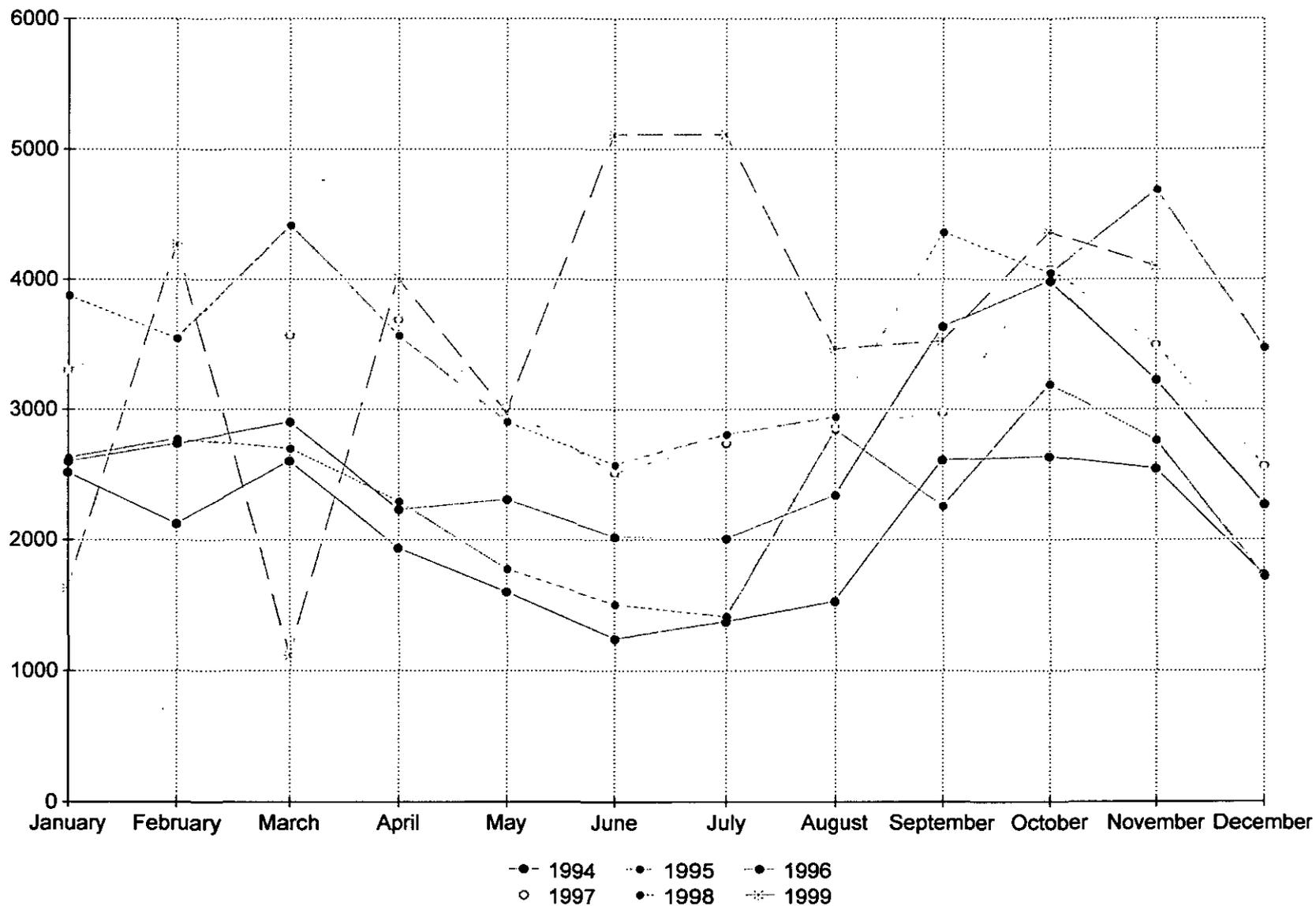
Adult Patron Assistance Statistics

November 1999



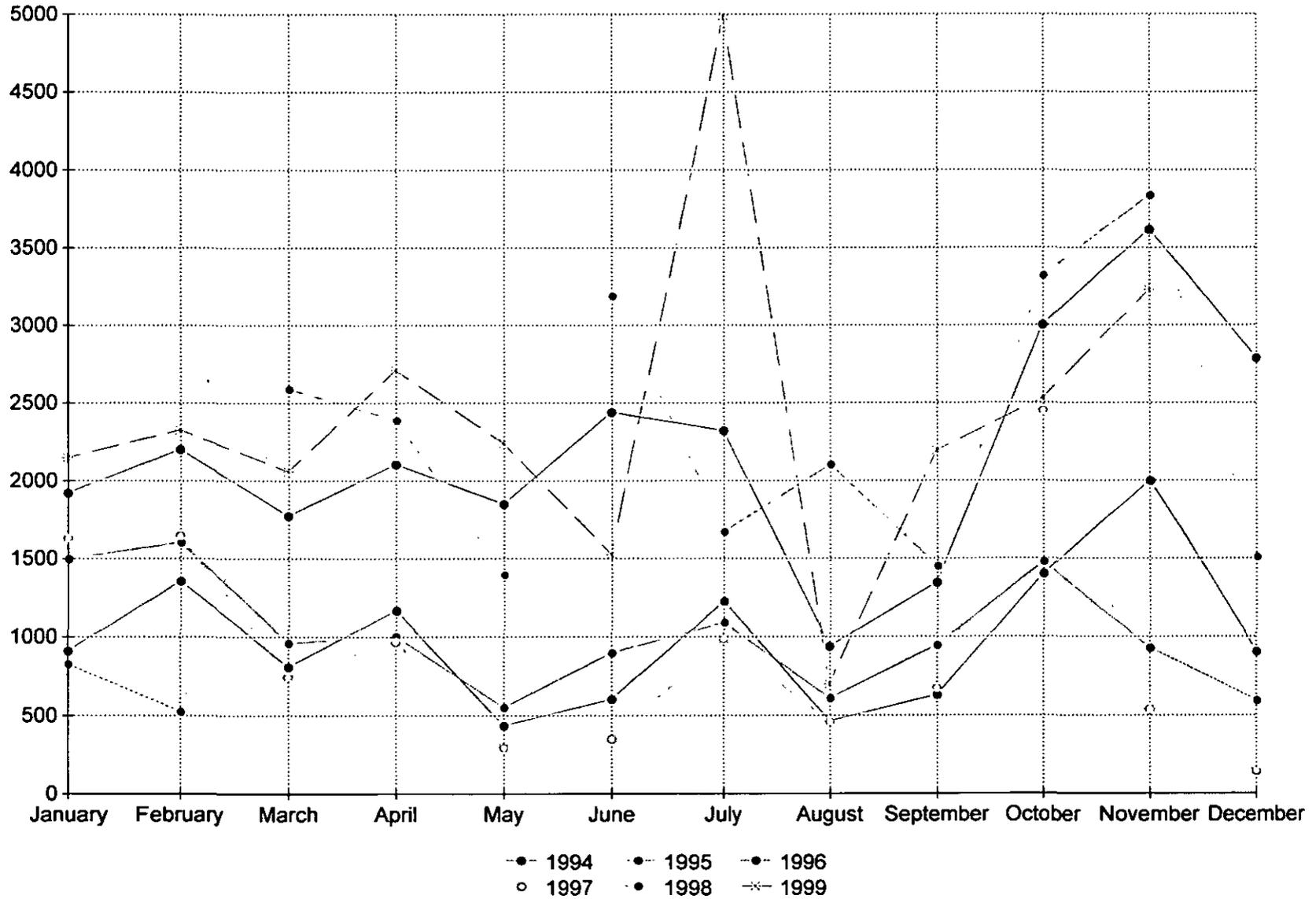
Children's Patron Assistance Statistics

November 1999



Meeting Room Attendance Statistics

November 1999





November 30, 1999
 705 Westgate Road

(847) 824-1065

Des Plaines, IL 60016

*Ms. Sandra Nordlin, Administrator
 Des Plaines Public Library
 841 Graceland
 Des Plaines, Illinois 60016*

Dear Ms. Nordlin,

For the fourth year, the SPARK Early Childhood Program and the Des Plaines Public Library have collaborated in our Library Registration Night. This year's event was held on November 8, 1999 and was once again a huge success. Families with limited access to transportation were bussed to the library where their children were treated to songs and stories by their teachers. Library and school district staff assisted them in acquiring library cards and becoming familiar with the services the library offers. Tours were conducted in Spanish by library personnel and Clifford the Big Red Dog made an appearance to delight the children!

Such an event takes a great deal of planning and effort as you know. I would like to make a special effort to thank the wonderful staff of the library who assisted us with Library Registration Night. They include Veronica Schwartz, Mary Ann and the entire Children's Department, Ellie and Sally who portrayed Clifford so charmingly, and your other professionals whose names I do not know who were there making our families feel welcome and comfortable. In particular, I would like to thank Becky Wenzel, who assisted in all areas of the planning and implementation. Becky was on top of all the details and was incredibly helpful in securing the number of rooms we needed and making sure the event ran smoothly. She is a pleasure to work with, as is the rest of the library staff.

We have long valued our collaborative relationship with Martha Sloan and now extend our gratitude to everyone who helped make our Library Registration Night an evening to remember.

Sincerely,

Pamela Surber

*Pamela Surber
 Director of Community Outreach
 District 62 SPARK Early Childhood Program*

Brian J. Mulcrone
 989 Woodlawn
 Des Plaines, IL 60016-3235
 H 847/824-2297 Email: mulcronebrian@yahoo.com

December 9, 1999

Mr. Eldon Burk 847/827-8619
 President, Des Plaines Public Library
 661 Walnut CT
 Des Plaines, IL 60016

Holiday Greetings Eldon!

The Veterans of Foreign Wars of the United States would like to make a special presentation to the Des Plaines Public Library at its January, 18, 2000, board meeting. This year, 1999, has been the centennial year for us and Des Plaines VFW Post #2992 would like to present two(2) items to the library, the "*mind of community*," as a fitting conclusion to our century of service to veterans and the citizens of Des Plaines.

From its founding at the turn of the century the VFW has adhered to principles cherished by its membership and respected by all who have had contact with the organization. They are:

- care for veterans,
- national defense,
- patriotism and
- community service.

To better enable all generations to understand the VFW, we of VFW Post #2992 offer these gifts as tools for education to our community.

First, we want to present a hard bound book:

VFW, Our First Century; Herbert Molloy Mason, JR; Addox Publishing Group, Lenexa, KS; 240 pp., illustrated; ISBN: 1-88611072-7.

From its preface... This is the story of the VFW, and its steady growth. It is the story of dedication to the welfare of those who served overseas and a chronicle of civic presence throughout the nation.

Second, we plan to present an annual gift subscription of the VFW magazine to the library for the periodicals section. This monthly publication is a rich resource of historical and current events information.

With your cooperation the tentative plan would have VFW Post #2992 Commander David Murphy making the presentation to you as Des Plaines Public Library Board President and Sandy Norlin as Library Administrator at the **January 18, 2000, meeting**. I look forward to hearing from you to confirm this.

Yours truly,


 Brian J. Mulcrone
 VFW Post #2992 Publicity

Shelby J. Reese

December 10, 1999

Eldon Burk
661 Walnut Court
Des Plaines, Ill 60016

Dear Eldon and Members of the Library Board,
Thank you so much for your recognition of our work with the Buy a Brick program. It was our privilege to be involved in such a worthwhile project, and we're grateful it was such a success. I've proudly worn the necklace on several occasions and will enjoy its beauty and significance for many years to come. It will always bring to mind the many years we've enjoyed the current library and our efforts through the Buy a Brick program to enhance the Children's Department in the new library.

Once again, Ken and I appreciate your kind recognition.

Shelby Reese

Dear Trustees and Staff of the Red Ruins
Public Library,

Thank you so much for the
lovely flowers you sent for Paul's
funeral services in his memory.
They really added to the elegance
and beauty of the service.

With love,
Nevan and
our girls

The family of
Paul W. Bunn
acknowledges with deep appreciation
your kind expression of sympathy.



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

M E M O R A N D U M

TO: NSLS COMMUNITY
FROM: Sarah Ann Long
DATE: 10 December 1999
RE: Upcoming annual banquet – Focus on Excellence

Board of Directors

Robert B. Lyons
 President

Schaumburg Township
 District Library

William S. Seiden

Vice President
 Deerfield Public Library

Corinne Roth

Secretary
 Rolling Meadows Library

Paul Kaplan

Treasurer
 Elk Grove Village
 Public Library

Alan Auerbach

Brook Public Library

Mimi Black

Ela Area Public
 Library District

Tom L. Buchta

College of Lake County

Marie Caviness

Grayslake Area Public
 Library District

Bruce Ente

Wilmette Public Library

Lillian Faber

School District #15

G. Victor Johnson

Arlington Heights Memorial
 Library

Patricia Groh

Skokie Public Library

Donald Roalkvam

Indian Trails Public
 Library District

Edward Valauskas

Chicago Horticultural
 Society

Richard Wallens

Lake Villa Area Public
 Library District

Sarah Ann Long

System Director

Mark your calendars! The NSLS Annual Banquet will be held on Friday, March 3, 2000. This year the banquet will be held at Chandler's which is located on the grounds of the Schaumburg Golf Course. The festivities will begin at 6:00 p.m. with cocktails followed by the Annual NSLS Awards. Dinner will begin at 7:30. I will speak this year sharing my experiences as ALA president. You should be out by 9:00 p.m.

If you have not yet seen the Schaumburg Public Library, you might want to stop there first. Mike Madden, Director, will conduct tours starting at 5:00 to 5:30 p.m. Give him a call (847/923-3200) or e-mail (mmadden@stdl.org) if you would like to visit.

This year we are focusing on our awards. Last year, we conducted a survey regarding the banquet, and this is what we heard: "Focus on the NSLS Awards. They are meaningful and deserve more of a spotlight". So we are moving the awards up on the agenda and making them more of a feature.

You will be receiving your official invitation for the banquet in January. This is just an early "calendar advisory".

300 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

Brubaker, Inara

From: Colburn, Edward (Ted)
Sent: Wednesday, December 15, 1999 8:28 AM
To: Brubaker, Inara
Subject: Thanks

Inara:

Thanks so much for the card and your thoughts. I'm sorry that you couldn't join us last night.

Tomorrow I will drive to Minneapolis one more time. This morning I discarded my Des Plaines Public Library card. The week I arrived here in December, 1987, I applied for the card. Since then, I have spent countless hours in the library, and borrowed many, many books and paintings. The library (and Oakton College) gave me the opportunity to volunteer in the literacy program. The Library has been an integral and positive part of my life here. I hope to return someday and see the new Library - it is going up right around the corner from where I've had an apartment.

So thank you. The Library Board has everything to do with the success of the Library. There are probably ways to measure the useage of the Library, by numbers of cards issued, books withdrawn, people walking through the doors, etc, but I think the true measure is more of a subjective one. The Library has made me feel welcome, less of an outsider - more of a member of the community. I'm also so glad you stuck to your guns on the new project. It is the right thing to do, and will be proven such in time. As a board member, you know all these things of course, but perhaps it helps to know that some of the patrons understand, too.

Merry Christmas,

Ted

1998 - 99 REPORT

NORTH SUBURBAN LIBRARY SYSTEM

200 West Dundee Road, Wheeling, Illinois 60090
www.nslsilus.org

December 15, 1999

Sandra K. Norlin
Des Plaines Public Library
841 Graceland Ave.
Des Plaines, IL 60016-6472

(DPK)

Dear Sandra K. Norlin:

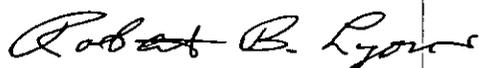
Enclosed is a copy of the 1998-99 Annual Report for the North Suburban Library System. You'll notice that our theme this year is "focus." Throughout the past year, we've focused on improving the services and programs our members have come to rely on, such as Continuing Education and Delivery. We've also focused on new activities, such as assisting our libraries with their marketing efforts and helping them keep pace with technology through programs such as NorthStarNet and grant assistance.

We have enclosed a listing of the System services and programs staff at your library used during the past year. Your feedback on these services is very important to us. In 1998-99, we conducted our first member satisfaction survey. You gave us a lot of good input on how we could best serve you in the future and we'll be working to implement these ideas in the months ahead. If you would like to see a summary of the survey's findings, please visit our Web site at <http://www.nslsilus.org/NSLS/survey.html>.

You don't have to wait for a formal survey to tell us what you're thinking. If you have any suggestions or comments on our services, please contact Mary Witt, Assistant Director, at 847/459-1300, ext. 144 or marywitt@nslsilus.org (e-mail).

In the meantime, we hope you will sit back and enjoy this report. None of these accomplishments would have been possible without you, our members. Thank you for your continued support and we look forward to working with you in the coming year.

Sincerely,



Robert B. Lyons
NSLS Board President
Enclosures

1998 - 99 REPORT

NORTH SUBURBAN LIBRARY SYSTEM

200 West Dundee Road, Wheeling, Illinois 60090

www.nslsilus.org

STATISTICS

Des Plaines Public Library

(DPK)

During the 1998-1999 fiscal year:

254 van pick-up and delivery stops were made at your library.

57 staff members attended 39 continuing education events at the System.

Included in the above are 21 staff members who attended 15 technology classes at the System.

202,002 bibliographic holdings records from your library are in LIAison, the NSLS

Online/CD-ROM union catalog.

563 magazine holdings records from your library are in the NSLS Union List of Periodicals and the OCLC/SILO database.

Your library received 42,681 items through the reciprocal borrowing program and shared 85,668 items.

1,417 electronic interlibrary loan transactions were made.

64 foreign language titles for your patrons were borrowed via the NSLS Foreign Language Standing Order Program.

1,737 free FirstSearch searches were made by your staff via the Illinois State Library grant.

Your library shared community information through NorthStarNet.

Your library participated in the Digitizing project and produced 377 images to share on the Web.

Your library received free passes to Ravinia concerts.

Your library participated in the Chicago Wolves program.

Your library participated in the What's New in Libraries? video series.

Your library has an NSLS deposit account.

Your library purchased LIAison Online for electronic interlibrary loan use.

Your library purchased 1 or more LIAison CD-ROM updates.

Your library purchased the 1998 NSLS Union List of Periodicals.



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

M E M O R A N D U M

TO: Public Library Directors
FROM: Mary Wheeler
DATE: 15 December 1999
RE: ILA Trustee Forum – February 25 & 26, 2000

Board of Directors

Robert B. Lyons
President
Schaumburg Township
District Library

William S. Seiden
Vice President
Deerfield Public Library

Corinne Roth
Secretary
Rolling Meadows Library

Paul Kaplan
Treasurer
Elk Grove Village
Public Library

Alan Auerbach
Brook Public Library

Jan Black
Ela Area Public
Library District

Tom L. Buchta
College of Lake County

Marie Caviness
Grayslake Area Public
Library District

Bruce Ente
Wilmette Public Library

Lillian Faber
School District #15

G. Victor Johnson
Arlington Heights Memorial
Library

Patricia Groh
Skokie Public Library

Donald Roalkvam
Indian Trails Public
Library District

Edward Valauskas
Chicago Horticultural
Society

Richard Wallens
Lake Villa Area Public
Library District

Sarah Ann Long
System Director

Would you please distribute copies of the attached to your Board of Trustees.

200 W. Dundee Rd.

Deerfield, IL 60090-2799

847/459-1300

FAX 847/459-0380

0879

**ILA TRUSTEE FORUM
SPRING WORKSHOP
February 25 & 26, 2000**
Hickory Ridge Conference Center
1195 Summerhill Drive, Lisle, IL

FRIDAY, FEBRUARY 25, 2000

After a scrumptious dinner (5:30 - 7:30 pm), Dave Sheperd, President of the Plainfield Public Library Board, will entertain us and present some ideas for producing a murder mystery play at your library for fun and profit. Bring your library's fundraising and PR ideas and we'll share them with each other - and network, network, network.

SATURDAY, FEBRUARY 26, 2000

Breakfast 6:30 am - 8:30 am

Business Meeting 8:30 am - 9:00 am

PROGRAM 9:00 am - 5:00 pm

Jean Wilkins, Director, Illinois State Library

Sarah Ann Long, Executive Director, North Suburban Library System; President, American Library Association.

Louise McAulay, Executive Director, Suburban Library System

Robert Doyle, Executive Director, Illinois Library Association

The above panel will share with you how their organizations work separately and together to help you and your libraries. The panel will answer questions submitted with your registration form below.

Mike Ragen, Chief Deputy Director, Illinois State Library, who served on the Illinois Senate Staff for 21 years as well as Director of Policy and Analysis and on the staff of the Illinois House of Representatives, will share his lobbying expertise to aid us in our library advocacy.

Sara Ann Long will advise us on how to make connections with International Sister Libraries.

Brenda Leigh Weiner, Head of Community Services at Mount Prospect Public Library, will present public relations and community outreach ideas to help your library create awareness of the important role that libraries play in lifelong learning. Brenda has a degree in public relations from Boston University and has worked in the field for over 15 years.

Marilyn Genter, Executive Director of the Mount Prospect Public Library, will discuss intellectual freedom and what it means to libraries.

Mail or fax registration form below with payment to:

ILA, 33 West Grand Ave., Suite 301
Chicago, Illinois 60610-4306
phone: (312) 644-1896; fax: (312) 644-1899

Plan A - Hotel room, all meals & workshop

ILA member _____ \$185 (single) or _____ \$290 (double)

Nonmember _____ \$205 (single) or _____ \$310 (double)

Name: _____

Institution: _____

Mailing Address: _____

City, State, Zip: _____

Daytime phone: _____ fax _____

Plan B - All meals and workshop

ILA Member _____ \$100 Nonmember _____ \$120

Method of payment:
Check or money order for \$ _____ made payable to ILA

Charge \$ _____ to my _____ Visa or _____ Mastercard

Account No. _____

Expiration date: _____

FOR PROGRAM INFORMATION, PLEASE CALL JANE ROWLAND AT (708) 868-4349.

NEW H.M. DOOR,
TYPE 1A, (B) LABEL,
W/ H.M. FRAME (B) LABEL;
HARDWARE SET # 14C

NEW LIGHT FIXTURE
TYPE "F12"

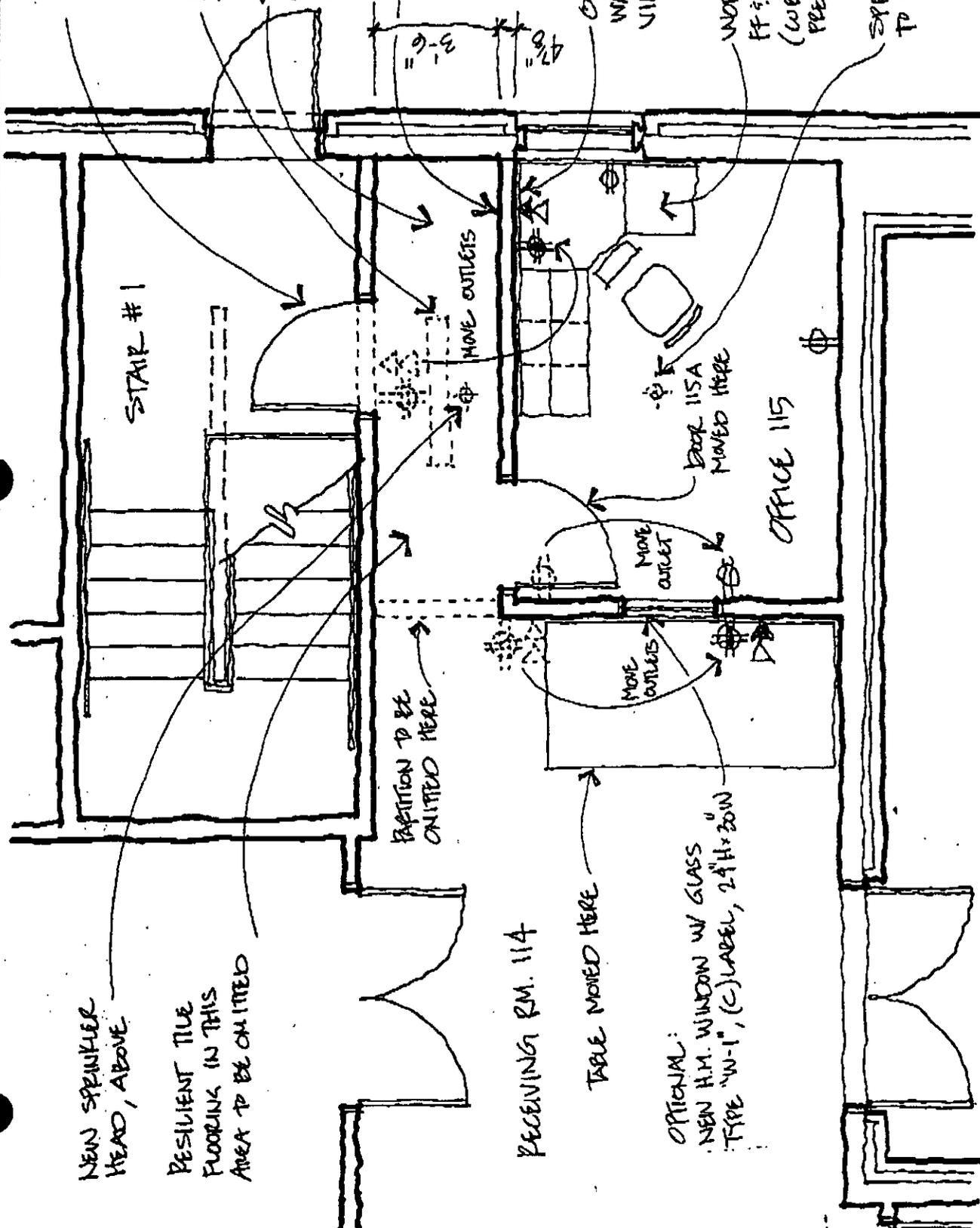
SUSP. CEILING IN THIS
AREA TO BE OMITTED;
(2) LIGHT FIXTURES TO BE
RELOCATED WITHIN OFFICE 115

NEW GSP. BD.
PARTITION, TYPE "E-1"

OPTIONAL:
WALL-MTD. MIRROR FOR
VIEW TO ALLEY

WORKSTATION PER
FF+E PROPOSAL
(CURRENTLY BEING
PREPARED)

SPRINKLER HEAD ABOVE
TO BE RELOCATED



NEW SPRINKLER
HEAD, ABOVE

RESIDENT TILE
FLOORING IN THIS
AREA TO BE OMITTED

PARTITION TO BE
OMITTED HERE

RECEIVING RM. 114

TABLE MOVED HERE

OPTIONAL:
NEW H.M. WINDOW W/ GLASS
TYPE "W-1", (C) LABEL, 24" H x 30" W

MOVE
OUTLETS

MOVE
OUTLET

DOOR 115A
MOVED HERE

OFFICE 115

MOVE
OUTLETS

DES PLAINES
PUBLIC LIBRARY
UNIVERSITY
OF ILLINOIS

TITLE: PARTIAL PLAN - AT STAIR 1 & OFFICE 115
SCALE: 1/4" = 1'-0"
DATE: 12-7-99

SHEET NO.
24
UN-ARCHIVED
JOB # 115

REF: A2-10

DPL

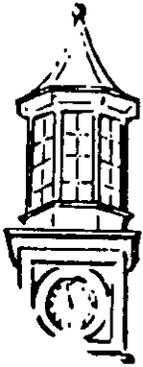
Project Status Report

Period: November - December 1999

- The base construction project is currently on schedule. OS has received a current construction schedule update that indicates the anticipated completion date is still on or before May 30, 2000.
- Currently the base project is within budget. Three official Change Orders comprising 9 Change Order Requests have been approved to date totaling \$84,812.00. 24 Additional Change Order Requests have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
 - Exterior brick and stone work is on going. The South elevation and the East elevation are substantially completed.
 - The exterior Storefront and glazing is being installed at the first floor. *main entrance*
 - Mechanical ductwork installation is occurring on the all floors.
 - Electrical wire pulling is occurring on all floors.
 - Plumbing rough in is substantially complete on all floors.
 - Final electrical power has been connected.
 - Studwork for the interior partition walls is occurring on the all floors.
 - Drywall is being installed on the first floor.
 - All elevators are being installed.
 - Fire sprinkler piping is being installed on all floors.
- A construction workforce of 35 to 45 persons is on site daily.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests
- Stone deliveries have increased and currently do not hamper the project.
- Final contract preparation for the furniture is on going. DPL is awaiting return of the contracts from all low bidders.
- Lohan Associates are currently preparing designs for DPL review for the Heritage room.

OWNER SERVICES GROUP, INC.

Objectively Managing the Building Process



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

January 4, 2000

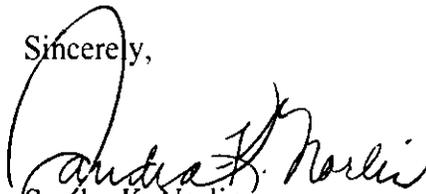
Jim Egeberg, Director of Finance
City of Des Plaines
1420 Miner Street
Des Plaines, IL 60016

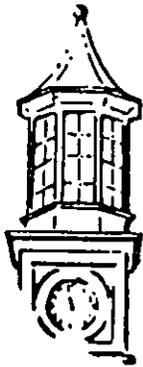
Dear Mr. Egeberg:

At the regular meeting of December 21, 1999, the Library Board of Trustees directed me to authorize and direct you to:

1. Transfer funds to cover all 1999 appropriation deficit categories after all expenditures for 1999 are completed.
2. Carry over to 2000 all unexpended balances in the Library account that are not required in the operating fund at December 31, 1999.

Sincerely,


Sandra K. Norlin
Library Administrator



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

RESOLUTION

2000 appropriation and 1999 Levy for Library Purposes Des Plaines Public Library Des Plaines, Illinois

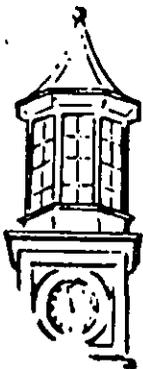
WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on December 21, 1999, considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2000; and

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 1999 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 1999 annual tax levy ordinance and for collection and deposit in the library fund is \$3,591,616.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY 2000.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

STATE OF ILLINOIS)
)
COUNTY OF COOK)

I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 21st day of December 1999, pursuant to written and posted notice, at the Des Plaines Public Library, that 7 Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Betty Ritter. All voting aye. In Witness Whereof, I do set hereunder my name this 5th day of January

1999. 2000.

Signed Carol Kidd
Secretary

Subscribed and sworn by me

This 5 day of January 1999. 2000

[Signature]
Notary Public

